

II.M. Logbook Entries and Certificate Endorsements

References: 14 CFR part 61, Certification: Pilots and Flight and Ground Instructors (AC 61-65), Currency Requirements and Guidance for the Flight Review and Instrument Proficiency Check (AC 61-98), Flight Instructor Refresher Course (AC 61-83), WINGS Pilot Proficiency Program (AC 61-91), FAA Order 8900.1 (FSIMS)

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|----------------------|---|
| Objectives | The student should develop knowledge of the elements related to logbook entries and endorsements as required by the CFI ACS/PTS. |
| Key Elements | <ol style="list-style-type: none">1. AC 61-652. Endorsements3. Required Records |
| Elements | <ol style="list-style-type: none">1. Logbook Entries2. Student Pilot Certificate Endorsements3. Preparation of a Practical Test Recommendation4. Flight Review Endorsements5. Flight Instructor Records6. Maintaining your CFI Certificate |
| Schedule | <ol style="list-style-type: none">1. Discuss Objectives2. Review material3. Development4. Conclusion |
| Equipment | <ol style="list-style-type: none">1. White board and markers2. References |
| IP's Actions | <ol style="list-style-type: none">1. Discuss lesson objectives2. Present Lecture3. Ask and Answer Questions4. Assign homework |
| SP's Actions | <ol style="list-style-type: none">1. Participate in discussion2. Take notes3. Ask and respond to questions |
| Completion Standards | The student understands what is necessary in student's logbooks, what is necessary for student pilot certificates and preparing a student for a practical test, as well as the requirements for flight review endorsements and flight instructor records. |

Instructor Notes:

Introduction:

Attention

Interesting fact or attention-grabbing story

Don't get stuck with your student at a check ride without the proper endorsements! And, don't get stuck not retaining the necessary records in the case that the FAA comes knocking!

Overview

Review Objectives and Elements/Key ideas

What

Logbook entries and certificate endorsements discusses the necessary entries instructors must make in their student's logbooks as well as the endorsements required for different situations.

Why

It is important that the instructor understand the requirements to keep the student's logbook and training in order, not only for the student's well-being, but also to comply with the FARs.

How:

1. Logbook Entries ([FAR 61.189](#))

- A. A flight instructor must sign the logbook of each person that instructor has given flight/ground training
- B. Logbook entries must include ([FAR 61.51](#)):
 - Date
 - Airplane Make and Model
 - Total Flight Time
 - Location of Departure and Arrival
 - Aircraft Identification
 - Type of Experience (Solo, PIC, etc.)
 - Flight Conditions (Day, Night, Instrument, etc.)
 - Name of safety pilot, if required

2. Student Pilot Certificate Endorsements (Including appropriate logbook entries)

- A. As of April 2016, flight instructors will no longer endorse student pilot certificates, but will make those endorsements in student pilot's logbooks
 - i. [FAR 61.87\(n\)](#): A student pilot may not operate an aircraft in solo flight unless he/she has received:
 - a. An endorsement from an authorized instructor in his or her logbook for the specific make and model aircraft to be flown
 - ii. [FAR 61.93](#): Solo Cross Country
 - a. A student pilot must have a solo cross-country endorsement from the authorized instructor who conducted the training that is placed in the person's logbook for the specific category of aircraft to be flown
 - b. A student pilot must have a solo cross-country endorsement from an authorized instructor that is placed in that person's logbook for the specific make and model of aircraft to be flown
 - c. For each cross-country flight, the authorized instructor who reviews the cross-country planning must make an endorsement in the person's logbook after reviewing that person's cross-country planning

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B. Student Pilot Endorsements (Examples are shown in AC 61-65)

| Solo Flight Endorsements | XC Endorsements | Class B Endorsements |
|---|---|----------------------|
| • Presolo Aeronautical Knowledge - 61.87(b) | • Initial Solo XC Flight – 61.93(c)(1)(2)(3) | |
| • Presolo Flight Training – 61.87(c) | • Solo XC Flight – 61.93(c)(2) | |
| • Presolo Flight Training at Night – 61.87(c) & (o) | • Repeated Solo XCs not > 50 nm from the departure – 61.93(b)(2) | |
| • Solo Flt (1st 90-day period) – 61.87(n) / (p) – add'l 90 | • Solo Flight in Class B Airspace – 61.95(a) | |
| • Solo T/Os & LDGs at an Airport within 25 nm – 61.93(b)(1) | • Solo Flight, to/from/at a Class B airport – 61.95(a) & 91.131(b)(1) | |
| • TSA US Citizenship – 49 CFR 1552.3(h) | | |

3. Preparation of a Practical Test Recommendation

- A. Each applicant must have received an endorsement from an authorized instructor who certified that the applicant received and logged the required flight time/training in preparation for the practical test within 2 calendar months preceding the month of application of the test and is prepared for the practical test
- B. All applicants must have the required endorsements specified in Part 61 for the aircraft category, class, rating, or privilege of certification sought
- C. The instructor and student must complete the IACRA rating application online (iacra.faa.gov)
 - i. Or, the instructor/student must complete/sign a Form 8710-1
 - a. This is given to the examiner at the practical test
 - b. Most examiners no longer use this method, IACRA is heavily preferred
- D. Except in certain instances, the applicant must hold at least a current 3rd class medical certificate
- E. Reapplying
 - i. All applicants who reapply for a retest must present another endorsement stating the necessary training has been given and they are prepared for the practical test
 - a. A practical test, whether satisfactory or not, uses up the endorsement for that test
 - b. An instructor’s recommendation is required for each retest
- F. Practical Test Endorsements

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|--|---|
| Sport Pilot | Flight Instructors (w/o Sport Rating) |
| Knowledge Test - 61.307(a) | FOI Knowledge Test - 61.183(d), 61.185(a)(1) |
| Practical Test - 61.307(b) | Practical Test - 61.183(g), 61.187(a) & (b) |
| Recreational Pilot | Spin Training - 61.183(i)(1) |
| Knowledge Test - 61.35(a)(1), 61.96(b)(3), 61.97(b) | CFII Practical Test - 61.183(g), 61.187(a) & (b)(7) |
| Practical Test - 61.96(b)(5), 61.98(a) & (b), 61.99 | Flight Instructors (with Sport Rating) |
| Private Pilot | FOI Knowledge Test - 61.405(a)(1) |
| Knowledge Test - 61.35(a)(1), 61.103(d), 61.105 | Sport Pilot Knowledge Test - 61.35(a)(1), 61.405(a) |
| Practical Test - 61.103(f), 61.107(b), 61.109 | Practical Test - 61.409, 61.411 |
| Instrument Rating (CFII is Required) | Spin Training - 61.405(b)(1)(ii) |
| Knowledge Test - 61.35(a)(1), 61.65(a) & (b) | Additional Qualifications |
| Practical Test - 61.65(a)(6) | Additional Aircraft Rating (Not ATP) - 61.63(b) or (c) |
| Commercial Pilot | Additional Aircraft Rating (ATP) - 61.157(b)(1) |
| Knowledge Test - 61.35(a)(1), 61.123(c), 61.125 | Type Rating Only (Not ATP) - 61.63(d)(2) & (3) |
| Practical Test - 61.123(e), 61.127, 61.129 | Type Rating Only (ATP) - 61.157(b)(2) |
| -You may complete the endorsement in the space at the bottom of the computer test report in the case of a knowledge test failure. You must sign the block provided for the instructor’s endorsement on the reverse side of the 8710 for each retake of a practical test. An applicant may retake a practical or knowledge test after receiving additional instruction and an instructor’s endorsement. | Type Rating & Category/Class Rating - 61.63(d)(2) & (3) |
| | Practical Test Prerequisites Completion - 61.39(a)(6) |
| | Retesting for Knowledge/Practical - 61.49 |
| | Home Study Curriculum - 61.35(a)(1) |
| | Ground Instructor Experience Reqs - 61.217(b) |

4. Flight Review Endorsements

- A. After a satisfactory completion of a flight review, the instructor must endorse the pilot's logbook
 - i. Flight Review Endorsement- [61.56\(a\) & \(c\)](#)
 - a. The endorsement is found in [AC 61-65](#)
- B. Instrument Proficiency Checks (IPC)
 - i. CFII is required to perform an IPC for instrument rated pilots
 - ii. Upon satisfactory completion of an IPC, the pilot's logbook must be endorsed
 - a. Instrument Proficiency Check Endorsement - [61.57\(d\)](#)
 - The endorsement is found in [AC 61-65](#)
- C. No logbook entry reflecting unsatisfactory performance on either flight review is necessary
 - i. But, a logbook entry for the instruction given should be made

5. Flight Instructor Records ([FAR 61.189](#))

- A. A flight instructor must maintain a record in a logbook or a separate document that contains the following:
 - i. The name of each person whose logbook that instructor has endorsed for solo flight privileges, and the date of the endorsement
 - ii. The name of each person that instructor has endorsed for a knowledge test or practical test, and the record shall also indicate the kind of test, the date, and the results
- B. Each flight instructor must retain the records required for at least 3 years

6. Maintaining your CFI Certificate (not included in the PTS)

- A. Duration
 - i. [FAR 61.19\(d\)](#): A flight instructor certificate expires 24 calendar months from the month in which it was issued, renewed, or reinstated, as appropriate (Except as specified in [FAR 61.197\(b\)](#))
 - ii. Although it expires, you never lose the certificate. It can be renewed (more below)
- B. Renewal ([FAR 61.197](#))
 - i. If the certificate has not expired:
 - a. Pass a practical test for:
 - One of the ratings listed on your flight instructor certificate
 - An additional flight instructor rating
 - b. Submit a signed application with the FAA for one of the following requirements:
 - Endorsed 5 or more students for a checkride in the past 24 calendar months with an 80% or better pass rate on their first attempt
 - a. Gold Seal Instructor Certificate (apply for renewal/gold seal together if desired)
 - 1. Requires 10 or more checkride endorsements and an 80% or better first attempt pass rate in the past 24 months
 - 2. Additional options/information are in [FAA Order 8900.1, Vol 5, Chap 2, Section 13](#)
 - a. Section 13, Paragraph 5-571(E) shows requirements
 - Served as a company check pilot or check airman, chief flight instructor, Part 121 or 135 instructor, or in a position involving the regular eval of pilots in the past 24 calendar months
 - Completion of an approved instructor refresher course in the past 3 calendar months
 - a. [AC 61-83](#): Flight Instructor Refresher Course

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- Passed a military instructor pilot or pilot examiner proficiency check in an aircraft in the past 24 calendar months (considerably more detail to this - reference [FAR 61.197\(4\)](#))
- c. WINGS Program
 - Requires evaluating/endorsing at least 15 WINGS-accredited flight activities (min of 5 pilots)
 - [FAAST Team Notice](#) – WINGS CFI Renewal Opportunity
 - [AC 61-91](#): WINGS – Pilot Proficiency Programs. See page 5, paragraph 6(e)
- ii. Reinstatement of an expired certificate:
 - a. Submit a signed application with the FAA for one of the following requirements
 - An instructor practical test for one of the ratings on the expired certificate per 61.183(h)
 - A practical test for an additional flight instructor rating
 - Passed a military instructor pilot or pilot examiner proficiency check
 - Completed a military instructor pilot/pilot examiner training course and received an additional rating appropriate to the flight instructor rating sought

Conclusion:

Brief review of the main points

It is important to know the necessary endorsement and logbook requirements for many common situations. This way, the instructor has an idea of what is necessary prior to sending a student to take a test.

PTS Requirements:

To determine that the applicant exhibits instructional knowledge of the elements related to logbook entries and certificate endorsements by describing:

1. Required logbook entries for instruction given.
2. Required student pilot certificate endorsements, including appropriate logbook entries.
3. Preparation of a recommendation for a pilot practical test, including appropriate logbook entry for:
 - a. Initial pilot certification.
 - b. Additional pilot certification
 - c. Additional aircraft qualification.
4. Required endorsement of a pilot logbook for the satisfactory completion of the required FAA flight review.
5. Required flight instructor records.