

Thank you for enrolling in American Flyers' online Flight Instructor Recertification Course.

### **General Course Information**

This course is designed in a book format to make your online learning experience as simple as possible. Some lessons include web links, figures, and videos that complement the content. The videos are optional and will not be included in the quizzes.

The course content is a combination of subjects intended to teach practical, meaningful information that will contribute to an overall fostering of a culture of safety. The curriculum is designed to fulfill the minimum course requirement of 13 hours of instruction. In order to advance to the next lesson you must study the material to acquire the necessary knowledge. A progress bar at the top of the page will display your progression through the content of each lesson.

The online FIRC course consists of 12 lessons, each of which culminates in a quiz. The first 11 quizzes are comprised of five random multiple-choice questions about the material contained in the lesson. The Final Quiz at the end of Lesson 12 is cumulative and contains 15 randomly selected questions covering the content from all of the lessons.

The FAA is requiring ALL FIRC providers to provide a minimum number of hours of course content. This course is constructed along FAA guidelines to be a “*study*” course, not a “*read*” course and is designed not only to refresh your knowledge of what is required of you as a Certificated Flight Instructor, but also enable you to successfully pass the quizzes to graduate from this course. To that end the FAA now requires ALL FIRC providers to add a timer to their courses so that study time can be verified. American Flyers has implemented this by having a clock that remains in the

background, out of sight and is activated each time you open a section within a lesson. 3 sections are presented to you on the screen at a time. That particular section will stay open and available to you for a selected amount of minutes that are appropriate to studying and retaining the information presented. You may then proceed to the next section within the lesson and so on. These “speed bumps” are designed to make sure that you have time to read and review the material before proceeding on. You may go back at any time to sections and lessons that you have already studied. The content of the course will include links to relevant websites and reports, as well as videos. Time spent on those additional resources will count toward the minimum time for that section and lesson. If you find you are completing the sections quicker than the allocated time, we strongly recommend that you make use of those resources for further review. Upon successful completion of the course and final exam you will be issued a graduation certificate. This certificate will be a necessary document when filing your renewal paperwork.

### **Processing the Renewal Application**

After you’ve successfully completed all of the lessons and graduated the course, you must submit an application for renewal. This can be done through our ACR Service, either using the FAA’s IACRA website or the traditional mail-in method; or through a FSDO.

If you choose to use IACRA you can complete your paperwork online. We strongly recommend you submit your IACRA application at least **three** days prior to your expiration date (see the back of your CFI card) so that we can be sure to get your application processed we run into any problems with it. It is very

important to follow all American Flyers' directions on your IACRA Checklist and track your progress until you receive your temporary certificate.

If you choose to mail your paperwork to our ACR, drop it off at one of our school locations, or take it to a FSDO, we must receive it **prior** to your expiration date.

In order to process your renewal, you must have a valid, unexpired CFI certificate and American Flyers' Graduation Certificate that you will receive upon successful completion of this course. Your graduation date must show that you have graduated within the preceding three (3) calendar months of your flight instructor certificate expiration date.

Upon successful completion of the American Flyers' Online FIRC Program you will be able to print your Graduation Certificate. This document includes your graduation certificate number, date of graduation, the official American Flyers' seal, signatures of an American Flyers' representative and the Chief Flight Instructor. We suggest you print two copies of your Graduation Certificate, as it serves two distinct purposes:

1. To submit to an Airman Certification Representative (ACR) or FSDO for the purpose of flight instructor recertification. The Graduation Certificate is good for three calendar months, providing you submit it with your application for renewal before your expiration date.
2. To be used in lieu of an 8060-4 Temporary Airman Certificate for a period of 120 days after a completed 8710-1 application for renewal has been submitted to an Airman Certification Representative (ACR), IACRA, or a FSDO.

If you are taking the course for your job, such as Part 141 Chief/Assistant Chief Flight Instructor, you will print out your Graduation Certificate to give to your employer.

In this case, when enrolling to begin a new FIRC, enter your CFI Certificate number and an expiration date that reflects one year earlier than the expiration date on your current flight instructor certificate. For instance, say you completed your last FIRC in May of 2014 and the flight instructor certificate issued and mailed to you has an expiration date of 31 May 2016. For your mid-term FIRC you would enter an expiration date of 05/31/2015.

Don't worry that this isn't your real expiration date; this record does not affect your account or limit further renewals.

If your flight instructor certificate has expired and you are taking the course for education purposes, you can print out a Completion Certificate when you have finished the course. In the same way chief flight instructors enroll for annual FIRC's (above), you will enter your flight instructor certificate number and a made-up expiration date that falls within three calendar months of the day you enroll. For example, if you were starting the online FIRC on September 10, 2015 you would enter an expiration date of 12/31/2015.

### **Tips for Using this Course**

- For your protection, your account will be logged out if your keyboard or mouse is inactive for a period of time. Checking the 'Remember me' box when logging in will reduce the frequency of these time outs occurring. It's especially important to have the 'Remember me' box checked when taking quizzes, so that you will not lose any of your work.
- It is imperative to keep your profile updated and your email address current. We issue important information via email, such as receipts of purchases and confirmation that your paperwork has been received. Most importantly, we will notify you of any problems concerning your paperwork and the processing of your

application. To update your profile select "Account" and "Edit Profile" on the pull-down menu at the top of your page. The "Contact Information" tab will open by default.

- If you are using the traditional mail-in ACR service to process your paperwork, you can use the "8710-Form" tab to complete your 8710 profile. This information will automatically populate the spaces on your 8710 PDF form. When you return for your next renewal, you need only update specific information that has changed.

## **Navigating the Course**

To help you in navigating our online course, please review the functions of the links and buttons used in the FIRC.

Pull-down menu buttons across the top of the page:

- Main Page - takes you back to the main page if you don't utilize the pull-down function.
  - Keyword Search - enter keywords to search the stages you have access to.
  - American Flyers - takes you to the American Flyers homepage.
- Account - this is where you edit your contact information and personal data.
  - Edit Profile
    - Contact Information tab-edit your name, address (as stated on your CFI certificate), and email address.
    - 8710 Form tab - enter the required information for the 8710-Form.
    - FIRC Renewals - displays the FIRCs you have completed since July, 2009. From this page you can download your Graduation Certificate and

## 8710-Form.

- Transactions - view your purchases and download copies of your receipts.
- Subscriptions - lists the online training books you are currently subscribed to, as well as subscriptions that have expired.
- FIRC Renewals - displays the FIRCs you have completed. From this page you can download your Graduation Certificate and 8710-Form.
- Help - mouse over “FIRC” on the pull-down menu for FIRC Help options.
- Contact Us - email Technical Support to request assistance or make use of the Live Chat box on your screen for immediate assistance during normal business hours .
- Logout - logs you out of the FIRC Program.

## Main Page

The Main Page provides easy access to your books and more.

- Welcome back!
  - Returns you to where you left off previously by clicking the link.
- If you are not currently in the process of renewing your CFI certificate, you will be provided a link to get started. If you are in the process of renewing your CFI certificate, you will see how many days remain until the expiration date you entered upon enrollment.
- Renewal Information
  - Lessons Details... (Click to show/hide details)  
You can click to show or hide the Lessons Details list. While you are working through the lessons, the list defaults to show the lessons. Clicking on FIRC Lessons 01 through 12 opens the overview page for that

lesson. This is where you can access the program content, your quizzes, and view your quiz scores. Click on the underlined chapter name to begin the lesson.

- Existing Certificate Information displays your certificate number and expiration date.

Renewal Details... (Click to show/hide details) is where you find instructions for processing your application once you have completed your FIRC. This list will default to show the details once you have completed the Final Quiz. If you have not purchased the ACR Service, you can purchase it here.

### **Lesson Overview Page**

- Clicking on a lesson from the Main Page brings you to the Overview Page
- Click on the underlined Chapter name to open the lesson. After you have progressed through all of the pages of the lesson, you will get access to the quiz.
- The arrow buttons on the top right of the text pages move you forward or back page-by-page within the chapter, or take you to the start or finish of the chapter.
- If you have read the material too quickly the “Next” button will be inactive and a message will pop up advising you to spend more time reviewing the lesson.
- When the timer for the lesson has verified the time you have spent on each section in a lesson, a message box will slide up from the bottom of the screen indicating that “additional content is now available” and you can move on to the next section with the “Next” button.
- Related links are located at the end of some sections and will open in a separate browser page.
- The videos can be enlarged to fill your screen by clicking on

the Full Screen button found within the player. Content from the videos is not included in the quizzes.

## About Quizzes

In order to advance to the next lesson you must study the material to acquire the necessary knowledge. The Lessons 01-12 quizzes are comprised of five random multiple-choice questions about the material contained in the lesson. The final Lesson 12 quiz is cumulative and contains 15 randomly selected questions covering the content from all 12 lessons. A progress bar at the top of the page will display your progression through the content of each lesson.

Once you have completed studying the lesson (100% on the progress bar), you will be prompted to take Quiz A. If you fail to pass Quiz A, you should restudy the material in the lesson and then take Quiz B. This quiz will contain a new selection of random questions from that stage. **If you are unsuccessful at passing both quizzes, please contact American Flyers Monday-Friday, 8am-5pm Central Standard Time at 800-268-6198, or email us at [support@americanflyers.net](mailto:support@americanflyers.net).**

Thank you for choosing American Flyers. Enjoy the course!

Sincerely,

Sherry Magno

President

Start your training here:

<http://www.americanflyers.net/content>