

# POST TEST DEBRIEF & ADMINISTRATIVE

## Temporary Airman Certificate

1. Establish positive environment
2. Debrief Applicant and Rec CFI (with Applicant permission) using electronics notes and highlight above average performance
3. Issue Temporary Certificate
4. Examiner review for accuracy & sign
5. Applicant review for accuracy & sign
6. Advise Temp expires in 120 days (Contact FAA Airmen Certification Branch if not received in 90 days)
7. Ensure Applicant has proper documents: Temporary Pilot Certificate, Medical Certificate, Photo ID
10. File proper documents: Paper 8710-1 - Knowledge Test Results - Copy of Temp Certificate – PBR signed.
11. Offer to sign Applicant logbook
12. Advise to use my website “WINGS INFO” menu to learn how to obtain Wings Credits for today’s event.
13. Advise they have just opened their own Flight Ops Department.
14. Encourage joining, completing and signing up for the following:
  - FAASafety.gov account setup
  - WINGS Program
  - FAA Safety Briefing - [http://www.faa.gov/news/safety\\_briefing/](http://www.faa.gov/news/safety_briefing/)
  - Join AOPA, EAA, or other organizations
  - Go/No-Go Decision Making: remember it is not a “mission”, but merely a flight.
  - Develop and continue to evaluate Personal Weather Minimums document with CFI
  - Develop a recurrent training program with CFI
15. Complete DPE – Post Practical Test Paperwork Checklist
16. Make Personal Flight Log Entry

## Notice of Disapproval

1. Allow Applicant time alone.
2. Establish a positive atmosphere.
3. Highlight above average performance as well as deficient tasks using my notes. If Applicant grants permission the Recommending CFI may be briefed on all details.
4. Use ACS/PTS to explain reasons for disapproval.
  - Ultimate goal is aviation safety.
  - Read ACS/PTS to applicant if necessary.
5. List all AOAs/Tasks unsatisfactory and not completed; explain it is a notice of debit.
6. Issue Notice of Disapproval
7. Advise test credit valid for two calendar months.
8. Ensure applicant has proper documents:
  - Notice of Disapproval, Knowledge Test Results, Pilot Certificate, Medical Certificate, Photo ID
9. File proper documents: Paper 8710-1, Notice of Disapproval (copy signed)
10. Complete DPE – Post Practical Test Paperwork Checklist
11. Make Personal Flight Log Entry

## Letter of Discontinuance

1. Reaffirm reason for discontinuance.
2. Debrief using debrief notes.
3. List all Areas of Operation and Tasks satisfactorily completed; it is a notice of credit.
4. Issue Letter of Discontinuance
5. Test credit valid for only two calendar months.
6. Ensure Applicant has proper documents:
  - Photo ID, Student Pilot Certificate, Medical Certificate, Knowledge Test Results, 8710-1, LOD.
7. Ensure I have proper documents: Letter of Discontinuance (copy signed), PBR signed.
8. Offer to sign Applicant’s logbook
9. Brief CFI on Applicant’s performance
10. Schedule Next Appointment
11. Complete DPE – Post Practical Test Paperwork Checklist
12. Make Personal Flight Log Entry