



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

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SUBJ: Conduct of Airman Knowledge Tests

This order provides guidance for Federal Aviation Administration (FAA) personnel and personnel associated with organizations that are participating in, or seeking to participate in, the Airman Knowledge Testing (AKT) Program. This program encompasses airman knowledge tests as required by Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, 65, and 107. Refer to the current editions of FAA Order VS 1100.2, Managing AVS Delegation Programs; FAA Order 1600.75, Protecting Sensitive Unclassified Information (SUI); FAA Order 8100.15, Organization Designation Authorization Procedures; FAA Order 8900.1, Flight Standards Information Management System (FSIMS); and FAA Order 8900.2, General Aviation Airman Designee Handbook, for additional guidance applicable to the AKT Program.

Title 49 of the United States Code (49 U.S.C.) § 44702 empowers the FAA Administrator to delegate to private persons any function relating to the examination, inspection, and testing of airman applicants, subject to any regulation, supervision, and review that the Administrator may prescribe. Under § 44702 and FAA directives, the Administrator may rescind any such delegation at any time and for any reason deemed appropriate. The Administrator may determine that such a delegation should not be renewed for any reason deemed appropriate.

A handwritten signature in black ink, appearing to read "John Barbagallo".

John Barbagallo
Deputy Executive Director, Flight Standards Service

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Chapter 1. General

1. Purpose of This Order. This order contains guidance for the Airman Knowledge Testing (AKT) Program, including instructions and procedures for Federal Aviation Administration (FAA)-approved AKT Organization Designation Authorization (ODA) holders, administrators, and unit members; Joint Services Aviation Maintenance Technician Certification Council (JSAMTCC) test center personnel; and FAA entities concerned with this program.

2. Audience. All personnel involved in the AKT Program, including AKT ODA holders, administrators, and unit members; JSAMTCC testing center personnel; and FAA entities concerned with this program.

3. Where You Can Find This Order. You can find this order on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this order through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Air carriers (operators) can find this order on the FAA website at <http://fsims.faa.gov>. This order is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. What This Order Cancels. FAA Order 8080.6G, Conduct of Airman Knowledge Tests, dated October 24, 2013, is canceled.

5. Explanation of Changes. This revision incorporates updated information, procedural and policy changes, and new guidance, including:

- Removal of Chapter 2, Qualifications and Training of Federal Aviation Administration (FAA) Personnel.
- Addition of verbiage to address the new UAG knowledge test.
- Appendix A: reordering of figures, and updates or changes to the following figures: Test Codes, Sample Airman Knowledge Test Report, FAA Form 8610-2, Sample Endorsement, and FAA Form 8610-1. Deletion of the Certificate of Designation.
- Updated website links throughout the order.

6. Background.

a. Computer-Based Testing. In November 1989, the FAA introduced a computer-based AKT Program for the benefit of those airman applicants taking knowledge tests under Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 63, and 65.

b. Expanded Testing. In February 1993, the Flight Standards Service (AFS) elected to expand computer-based knowledge testing with the publication and distribution of FAA Order 8080.6. In addition to public acceptance of this program, new and improved forms of test information security have been put into effect that significantly reduce test compromise.

c. Defense Activity for Non-Traditional Education Support (DANTES) Military Memorandum of Agreement (MOA). In May 2000, the DANTES organization entered into an MOA with the FAA to provide mechanic airman knowledge tests to active military and reservist personnel.

d. Sport Pilot. In December 2004, the FAA began administering sport pilot airman knowledge tests.

e. Additional Exams Offered through the DAN TES MOA. In June 2006, the FAA expanded the existing DAN TES MOA to include the provision of all airman knowledge tests at selected DAN TES test centers.

f. Canadian Conversion Exams. In December 2006, the FAA began offering four Canadian Conversion (airplane only) exams: Private Pilot, Instrument Rating, Commercial Pilot, and Airline Transport Pilot (ATP).

g. Military Competence Instructor (MCI) Exam. In October 2009, the FAA began offering the MCI exam.

h. Additional Groups Included Under the DAN TES MOA. In May 2010, the DAN TES MOA was amended to include the availability of FAA knowledge testing to retirees, military dependents, and Department of Defense (DOD) civilians.

i. Computer Testing Designee (CTD) Transition to ODA Methodology. In October 2010, the CTDs transitioned to the ODA methodology in accordance with 14 CFR part 183.

j. JSAMTCC MOA. In November 2011, the JSAMTCC entered into an MOA with the FAA to provide the full array of airman knowledge tests to select groups of individuals associated with the five branches of the U.S. Military, the DOD, and the Department of Homeland Security (DHS).

Note: The JSAMTCC MOA canceled the DAN TES MOA.

k. Airline Transport Pilot Airplane Multiengine Class (ATM) and Airline Transport Pilot Airplane Single Engine Class (ATS) Exams. In August 2014, the FAA began offering the ATM and ATS exams.

l. FAA/JSAMTCC AKT Center Third-Party Inspection Requirement. Effective September 30, 2015, all FAA/JSAMTCC AKT Centers are required to complete an annual Third-Party AKT Center inspection.

m. Unmanned Aircraft Systems Exam. On August 29, 2016, the FAA began offering the Unmanned Aircraft General (UAG)-Small exam.

7. General Definitions.

a. AKT ODA Holder. An organization that has obtained authorization from the FAA Administrator, as identified in a Letter of Designation, to administer airman knowledge tests. (Formerly known as a CTD.)

b. Aviation Safety Inspector (ASI). An FAA employee administering civil aviation safety standards concerning airworthiness of aircraft and aircraft systems; competence of pilots,

Aviation Maintenance Technicians (AMT), and other airmen; and safety aspects of aviation facilities, equipment, and procedures. Duties also include rulemaking and policy functions, assisting with compliance, and initiating enforcement when necessary.

c. DANTES. A DOD organization that supports off-duty, voluntary education programs, and conducts special projects and development activities in support of education-related functions of the DOD.

d. Flight Standards District Office (FSDO). As used in this order, the FAA office that has jurisdiction over the geographic area in which a specific testing center(s) is located.

e. International Field Office (IFO). As used in this order, the IFO that has jurisdiction over the geographic area in which a specific testing center(s) is located.

f. JSAMTCC. A council established by the Community College of the Air Force to serve as a liaison between and an advisory board to the Aviation Maintenance Divisions of the U.S. Military and the FAA. (See Chapter 7 for JSAMTCC information.)

g. ODA. The authorization to perform approved functions on behalf of the FAA Administrator.

h. ODA Administrator. The focal point(s) for the AKT ODA holder responsible for managing the ODA units' activities and communicating with the Organization Management Team (OMT) Lead. (Formerly known as the Computer Testing Manager (CTM).)

i. OMT. A team consisting of representatives from the FAA's Airman Testing Standards Branch (AFS-630) that has oversight of AKT ODA holders.

j. OMT Lead. The AFS-630 representative who coordinates the OMT's activities and serves as the focal point for communication with the AKT ODA holders.

k. Program Analyst. An FAA employee who serves as an advisor to management regarding the evaluation of the effectiveness, productivity, and efficiency of government programs and operations.

l. Special Test Administrator (STA). Person(s) approved by the OMT to administer airman knowledge tests.

m. Testing Center. A facility that provides applicants an FAA-approved computer-based testing environment for the administration of airman knowledge tests.

n. Third-Party Inspection. An inspection of an FAA/JSAMTCC AKT Center by an individual who is at least 21 years of age; is an active-duty, guard, reservist, or retiree of the U.S. Military or a DOD or DHS civilian or contractor; and is not a proctor at the AKT Center to be inspected.

o. Unit Member. An individual who performs a delegated function for an AKT ODA holder on behalf of the FAA (e.g., the supervisor of the testing center or his or her alternate,

proctor, etc.). Formerly known as the Testing Center Supervisor (TCS), Alternate Testing Center Supervisor (ATCS), or proctor.

p. Virtual ID. A pseudo applicant ID, assigned by AFS-630 to a JSAMTCC AKT Center or other AKTD System user, for use in registering and tracking an applicant for an FAA airman knowledge test, and in lieu of an SSN.

Chapter 2. Airman Knowledge Testing (AKT) Centers

1. Testing Center Facility Requirements.

a. Location. Testing centers must not be located in a private residence or in any type of transportable trailer or recreational vehicle.

b. Entrance to Site. Sites that are collocated with other businesses or other types of business activity, or that include complex physical layouts, must include a separate entrance to the testing area.

c. Testing Center Environment. Testing centers must provide and maintain, on a continuous basis, all elements listed below to preserve a professional testing atmosphere. Testing stations must be free of clutter and the testing area must be maintained in a neat and orderly manner.

(1) Code Conformance. Conformance with local building, sanitation, and health codes.

(2) Restroom. Restroom facilities located in the same building where the knowledge testing is conducted.

(3) Atmosphere. Proper control of temperature and ventilation. Provide a suitable storage area (i.e., locker(s), cabinet, closet, etc.), outside of the testing room, for securely storing applicants' personal belongings.

(4) Freedom from Noise, Visual Aids, and Other Distractions. Noise in, or around, the testing area should be avoided. Testing room locations should be in a low-traffic area, away from other areas of the building where noise may frequently occur. A sign must be posted outside the testing room advising building occupants that testing is in progress.

(a) Placement in or use of telephones, printers, copiers, and/or fax machines is not permitted unless otherwise approved, in writing, by the AKT Organization Designation Authorization (ODA) Holder.

(b) Testing rooms must be free of any aviation-related posters or other media that may assist an applicant in answering test questions.

(c) Testing rooms must be free from any activity other than test administration during Federal Aviation Administration (FAA) testing sessions.

(d) Unit members should avoid registering applicants using a testing room computer if another knowledge test(s) is already in progress.

(5) Adequate Lighting. Avoid glare on computer monitor screens.

(6) Adequate Physical Spacing and Table Workspace. Separate cubicles with suitable partitions between test terminals are recommended. In absence of partitions, 5-foot spacing is required between testing stations. All testing station workspaces must be at least 3 feet wide, and the monitor and keyboard offset to allow adequate room to use test materials.

Note: The testing room must be arranged so that applicants are not able to view monitors at other testing stations.

(7) Computer Stations. At least three operational computer terminals available for knowledge test administration during testing center business hours.

(8) Surveillance. Applicant surveillance during testing sessions. (See Chapter 3, paragraph 7.)

(9) Security. A secured area for storing computer hardware used for airman knowledge test registration and administration.

(10) Filing System. A reference materials filing system to include AKT ODA holder procedure manual and training materials, a current copy of this order, and a copy of the FAA AKT Applicant Identification, Information Verification, and Authorization Requirements Matrix (hereafter referred to as “Matrix”). (See Chapter 3, paragraph 1, for additional information on the Matrix.)

(11) Secure Storage. A lockable file cabinet or desk drawer for securely storing:

- (a) Daily logs.
- (b) Copies of applicant identification media and test authorizations.
- (c) Supplementary materials.
- (d) Scratch paper.
- (e) An embosser.

Note: The lockable storage area must remain secured at all times when not in use by testing center personnel.

(12) Emergency Plans. Adequate arrangements for safety and emergencies (e.g., exit signs and posted evacuation routes in case of fire or severe weather).

2. Testing Center Facility Files. The AKT ODA holder must maintain a facility file for each testing center. The following information must be retained as a part of each facility file:

a. Name. Testing center name, including any company or “doing business as” (DBA) name(s).

b. Facility Address. Street address, city, state, and postal code, along with any other information that identifies the physical location of the testing center (e.g., airport name, building name and/or room number, and suite or unit number).

c. Floor Plan and Physical Layout. Applicable scales and measurements used to prepare facility drawings must be visibly noted. Any sketches and associated labeling must be neatly and legibly prepared. Unit member workstations, testing stations, partitions (if applicable), location of lockable file cabinet, camera(s) and monitor(s) (if applicable), restroom facilities, and any other physical elements of the testing area must be clearly noted.

d. Method of Surveillance. Method of applicant surveillance, including documentation of viewing window(s), video camera(s), and/or viewing monitor(s) locations.

e. Images and Photographs. Digital images or photographs may accompany the facility information as a means of additional clarification of the floor plan and/or layout.

Note: If a testing center relocates or makes any changes to its floor plan, physical layout, or surveillance method, both the previous and new information must be retained in the AKT ODA holder's facility file for that testing center.

3. Testing Center Identification Code.

a. Assigning an Identification Code. The AKT ODA holder must assign each testing center an identification code. The code must contain eight character positions. The first three alpha character positions must reflect the AKT ODA holder's designation code. The fourth, fifth, and sixth numeric character positions must be the testing center's first three ZIP code numbers, and the seventh and eighth numeric character positions complete the testing center's identification code. For example, the first testing center established by Government Testing Service in Oklahoma City might be assigned the code GTS73101.

b. Identification Code Retirement. If a testing center relocates, changes ownership, or is deactivated, the identification code assigned to that center must be retired permanently.

4. Testing Center Status.

a. Transfer of Records. Upon closure of a testing center, all electronic records must be transmitted to the AKT ODA holder home office before computer hardware is removed from the facility. Other items to be transmitted to the AKT ODA holder home office via certified mail include, but are not limited to, software, manuals, embosser, and paper copies of applicant records (e.g., logbooks, authorizations, and photocopied identification).

Note: Applicant records, including copies of identification and authorization information and daily logs, both paper and electronic, must be maintained at the AKT ODA holder home office for at least 5 years from the date of closure of the testing center.

b. AKT ODA Holder Testing Center List. A list of AKT ODA holder testing centers may be viewed or downloaded from http://www.faa.gov/training_testing/testing/media/test_centers.pdf.

5. Sponsorship. Testing centers shall be sponsored by only one AKT ODA holder.

6. Special Test Administrator (STA) Approval. A request for approval of an STA must be made in writing to the Organization Management Team (OMT) Lead at least 14 calendar-days in advance of the proposed STA arrangement. The request shall include:

- The name of the person conducting the STA process;
- The location of where the STA process is to be carried out;
- The proposed date(s) of test administration; and
- The type and number of tests to be administered.

Note: STAs must be representatives of only one AKT ODA holder.

Chapter 3. Test Procedures—General

1. Verification of Applicant Identity and Information. The Federal Aviation Administration (FAA) Airman Knowledge Testing (AKT) Applicant Identification, Information Verification, and Authorization Requirements Matrix may be viewed at or downloaded from http://www.faa.gov/training_testing/testing/media/testing_matrix.pdf. The Matrix is intended as a reference tool only. For additional information on applicant identification and information verification requirements, see the appropriate portions of 14 CFR part 61.

a. Applicant Identity Verification. Prior to knowledge test administration, the unit member must ensure that each applicant provides valid and current proof of identification that includes:

- An official photograph of the applicant,
- The applicant's date of birth,
- The applicant's signature, and
- The applicant's physical residential address. (Refer to the Matrix.)

Note: An expired driver's license is acceptable ONLY when presented with an official state-issued driver's license expiration extension document.

b. Acceptable Forms of Identification. The proof of applicant identification may be presented in more than one form.

(1) Acceptable forms of photo identification for U.S. citizens and resident aliens include:

- Driver's license issued by a U.S. state or territory,
- U.S. Government identification card,
- U.S. Military identification card, or
- Passport or alien residency card.

(2) Acceptable forms of photo identification for non-U.S. citizens must include a passport *and* one or more of the following:

- Driver's license issued by a U.S. state or territory, and/or
- Identification card issued by any government entity.

Note: An applicant who does not possess a passport due to asylum status may present official, government-issued documentation to a Flight Standards District Office (FSDO) for approval as a form of acceptable identification in lieu of a passport. The FSDO or International Field Office (IFO) will contact the Airman Testing Standards Branch (AFS-630) with notification of approval or disapproval.

2. Underage Applicant. For an applicant under the age of 18, a parent or legal guardian may have to accompany the applicant and, after identifying themselves as described above, may attest to the applicant's identity. (Refer to FAA Order 8900.1, Volume 5, Chapter 1, Section 3.) The parent or legal guardian must present a valid and current form of identification as described in subparagraph 1b above.

3. Processing of Applicants. Prior to knowledge test administration, the unit member must ensure proper test authorization is presented (if applicable), and ensure proper completion of the testing center daily log.

a. Applicant Eligibility. The unit member must not administer a test to an applicant who does not present proper test authorization. The applicant must comply with eligibility requirements. By signing the testing center daily log, applicants are certifying that they meet the applicable eligibility requirements contained in Chapter 4 and the appropriate 14 CFR part. If applicant eligibility is in doubt, the unit member should confer with the Organization Designation Authorization (ODA) administrator. The ODA administrator may find it necessary to contact AFS-630 for further guidance. (See Chapter 4, paragraph 1, for information on authorization requirements.)

b. Document Retention. The unit member must make a legible photocopy of any identification and authorization documents presented at the time of applicant processing, including any copies of parent or legal guardian identification, as described in paragraph 2. These copies must be attached to and filed with the applicable daily log.

c. Daily Log Information. The testing center must provide a daily log for applicant sign-in and sign-out. The daily logs must be maintained in an accurate and complete manner, including posting of the Important Notice for Airman Applicants (Figure 3-1), at the top of each logsheet. All applicants must be advised to read this notice before signing the log. The logsheet must be formatted to collect the following:

(1) Applicant's *printed* name (in English), including name suffix (if applicable), as shown on the identification presented to the unit member prior to test administration.

Note: The applicant name shown on the presented identification, printed on the daily log, and displayed on the resulting Airman Knowledge Test Report (AKTR) must be identical information.

(2) Applicant's signature, as shown on the identification presented to the unit member prior to test administration.

(3) Applicant's date of birth or virtual ID.

Note: JSAMTCC AKT Centers are to use only virtual IDs for applicant processing and registration. AFS-630 will provide each JSAMTCC AKT Center with an assigned block of nine-digit virtual IDs to be used when registering airman applicants and to be collected on the daily log.

- (4) Type of test.
- (5) Date of test.
- (6) Time in for each test.
- (7) Time out for each test.
- (8) Initials of the unit member for each test administered, for both the time in and time out.

d. Daily Log Retention. Testing center daily logs must be retained for a period of 5 years from the date of the knowledge test(s) listed on the log. Records for FAA airman knowledge tests shall be retained separately from records for other types of tests that may be administered by the testing center. The daily logs and associated identification, eligibility, and authorization information must be shredded upon expiration of the 5-year retention period.

Note: Testing centers may capture and retain daily log requirements electronically in accordance with their approved AKT ODA holder procedures manual. If daily log information is captured electronically, it must be retained at the AKT ODA holder home office within its established and approved secure data storage and retrieval network. Testing centers must have the capability to print electronically-captured daily log records for audit and inspection purposes. Historical and hard copy files and records not captured electronically must be securely stored at the testing center in a lockable file cabinet or desk drawer as specified in Chapter 2 of this order. Testing centers may not retain electronic copies of applicant identification or other Personally Identifiable Information (PII) on testing center computers past established AKT ODA Holder timeframes, as indicated in their approved procedures manual.

Figure 3-1. Important Notice for Airman Applicants

IMPORTANT NOTICE FOR AIRMAN APPLICANTS

By signing below, you are certifying that you are the individual depicted on the identification presented to the unit member at the time of the airman knowledge test. You are also certifying that you do not already hold a valid, current certificate or rating in the area in which you are testing. Furthermore, you are certifying that you are in compliance with the appropriate FAA eligibility requirements and, if this is a retest, you are also in compliance with the retesting requirements. Failure to meet these requirements may be grounds for enforcement action, which could result in suspension or revocation of any airman certificate or rating.

Note: This is the notice to be placed at the top of each sheet of the testing center's daily log.

4. Unit Member Test Administration Responsibilities.

a. Before the Test.

(1) Instruct the applicant that he or she may not enter the testing area with personal possessions, including any type of writing instrument, portable phone, electronic planner, or any type of device with text or video recording capabilities. Applicants must secure their own personal possessions before entering the testing area (e.g., lock personal items in vehicle).

(2) Instruct the applicant that he or she may not communicate with any other student or test applicant once test administration has commenced.

(3) Instruct the applicant that he or she may not leave the testing area without unit member supervision or the test will be terminated.

(4) Ensure that the proper test is available.

(5) Furnish each applicant with:

(a) An explanation of and opportunity to utilize the online tutorial, which explains the method for navigating within the testing system.

(b) The required supplement book.

(c) An accountable number of blank sheets of scratch paper.

(d) A writing instrument (if requested by the applicant).

(6) Inspect the aid(s) the applicant plans to use during the test to ensure that they meet the guidelines stated in paragraph 6.

(7) Answer applicant questions regarding the proper use of equipment.

b. During the Test.

(1) Provide surveillance of applicants at all times during test administration, including accompanying an applicant during any break (see paragraph 7).

(2) Monitor applicants' whereabouts and activities during any computer crash or system downtime.

Note: Once the applicant leaves the testing center, or if a test cannot be resumed until the following day, a new test must be administered.

c. After the Test.

(1) Collect the writing instrument (if one was issued to the applicant prior to test).

(2) Collect the same number of sheets of scratch paper as was distributed before the test.

(3) Collect the supplement book and inspect the book to ensure no extraneous marks exist.

(4) Issue the applicant an AKTR, ensuring that an embossed seal has been applied. (See Appendix A, Figure A-1, Sample Airman Knowledge Test Report.)

Note: The testing center must print only one copy of the AKTR for the applicant. Additional prints or photocopies of the test report are not to be kept on file at the testing center.

5. Time Allowed for Tests. The time allowed for the completion of a test must be explained to the applicant during initial registration. This time is based on previous experience and educational statistics, and is considered more than adequate for applicants with proper preparation and instruction. A test should not be started so near to the testing center closing hour that the applicant is denied the full allotted time.

a. Waiving Right to Full Allotted Time. A test may be administered when less than the allotted time is available if the applicant signs an agreement statement waiving the right to the full allotted time. The test must be terminated at the time agreed upon by the applicant and the unit member. (See Appendix A, Figure A-2, Example of a Statement Waiving Right to Full Allotted Test Time.)

b. Breaks. The unit member should advise the applicant before the beginning of the test that when a break is necessary, test time continues uninterrupted. The applicant's whereabouts during this break must be monitored by the unit member.

6. Use of Aids, Reference Materials, and Test Materials. The applicant may use aids, reference materials, and test materials within the guidelines listed below, as long as actual test questions or answers are not revealed. All models of aviation-oriented calculators may be used, including small electronic calculators that perform only arithmetic functions (add, subtract, multiply, and divide). Simple programmable memories (which allow addition to, subtraction from, or retrieval of one number from the memory) are permissible. Also, simple functions, such as square root and percent keys, are permissible. The following guidelines apply:

a. Written Materials. Applicants for airman knowledge tests may not take any written materials (either handwritten, printed, or electronic) other than the supplement book provided by the unit member into the testing area.

Note: The unit member is responsible for ensuring, when applicable, that the applicant receives the correct supplement book to be used during the knowledge test. The unit member must discard outdated, incomplete, or damaged supplement books, and must obtain replacement supplement books as necessary.

b. Test Materials. Applicants may use scales, straightedges, protractors, plotters, navigation computers, blank logsheets, holding pattern entry aids, and electronic or mechanical calculators that are directly related to the test.

c. Manufacturers' Aids. Manufacturers' permanently inscribed instructions on the front and back of such aids (e.g., formulas, conversions, regulations, signals, weather data, holding pattern diagrams, frequencies, Weight and Balance (W&B) formulas, and air traffic control (ATC) procedures) are permissible.

d. Calculators. Testing centers may provide calculators to applicants and/or deny applicants use of their personal calculators based on the following limitations:

(1) Before and upon completion of the test, while in the presence of the unit member, the applicant must actuate the "ON/OFF" switch or "RESET" button and perform any other function that ensures the erasure of any data stored in memory circuits.

(2) The use of electronic calculators incorporating permanent or continuous type memory circuits without erasure capability is prohibited. The unit member may refuse the use of the applicant's calculator when unable to determine the calculator's erasure capability.

(3) Printouts of data must be surrendered at the completion of the test if the calculator incorporates this design feature.

(4) The use of magnetic cards, magnetic tapes, modules, computer chips, or any other device upon which prewritten programs or information related to the test can be stored and retrieved is prohibited.

(5) The applicant is not permitted to use any booklet or manual containing instructions related to the use of test aids.

e. Dictionaries. Dictionaries are not allowed in the testing area.

f. Final Decision. The unit member makes the final determination regarding aids, reference materials, and test materials an applicant may take into the testing area.

7. Visual or Video Surveillance of Applicants During Tests. The unit member must be able to clearly and fully view all applicants at all times, be aware of all activities in the testing room, and be alert for any misconduct.

a. Acceptable Forms of Surveillance.

(1) Video surveillance;

(a) A video surveillance system is acceptable as a means of monitoring airman applicants during testing, provided that the system covers the entire testing area and permits the unit member to have a clear and full view of each applicant and testing station on a video monitor.

(b) If video monitoring is used, a sign must be visible to the applicants advising that the testing area is being video monitored.

(c) Video surveillance of applicants does not preclude the performance of other tasks by the unit member; however, additional duties must not interfere with applicant surveillance.

(2) Viewing window; and/or

(3) Proctor stationed in testing room.

b. Unacceptable Methods of Surveillance.

(1) Any of the above forms of surveillance if they do not allow the unit member to clearly and fully view all airman knowledge test applicants at all times.

(2) Convex mirrors, which are not to be considered a replacement for any of the above surveillance methods.

c. Monitored Break Periods. When an applicant break is necessary, the applicant must be accompanied by a unit member (e.g., to the water fountain or to the outer door of the restroom).

(1) The unit member must advise the applicant that leaving the testing area without supervision will result in termination of the applicant's exam.

(2) Visual surveillance of applicants does not preclude the performance of other tasks by the unit member; however, additional duties must not interfere with applicant surveillance. If additional duties require the unit member to be out of the visual or video surveillance range, he or she must arrange for another unit member to perform surveillance before leaving the area.

8. Applicant Misconduct During Testing.

a. Reporting to the ODA Administrator. Testing center personnel must report all violent, disruptive, or abusive acts, including incidents or allegations of cheating, to their ODA administrator. The ODA administrator must immediately contact AFS-630. AFS-630 will immediately notify the FSDO or IFO. (Refer to 14 CFR part 65, § 65.18.)

Note: Reports of cheating involving testing center personnel may result in the immediate suspension of all testing privileges in accordance with FAA Order 8100.15, Organization Designation Authorization Procedures. Confirmed cases may result in the permanent shutdown of that testing center. In addition, appropriate enforcement action may be taken against testing center personnel or any applicant that might be involved.

b. Cheating. If an applicant appears to be cheating, the unit member must immediately discontinue the test and escort the applicant from the area to avoid disturbing others who may be taking tests. The unit member must collect the applicant's authorization and all test materials, including supplement book(s), and advise the applicant that further testing may continue only after the FAA completes an investigation.

(1) The unit member must immediately notify the ODA administrator and the jurisdictional FSDO of the alleged cheating incident. The unit member must retain any evidence related to the cheating incident in a secured area until receipt of further instructions.

(2) The ODA administrator must immediately notify AFS-630.

(3) AFS-630 must notify the jurisdictional FSDO or IFO of the known facts relating to the incident.

(4) The FSDO or IFO must conduct an investigation in accordance with FAA Order 2150.3, FAA Compliance and Enforcement Program.

(5) AFS-630, the FSDO, or the IFO may recommend the applicant be placed on test registration hold until such time that the investigation is concluded. The registration hold will be coordinated by or through AFS-630.

(6) Upon completion of the FSDO or IFO investigation, the FSDO or IFO must provide written notification of the results to AFS-630, including any recommendation to put the applicant on extended test registration hold.

(7) If the charge of cheating is judged in favor of the applicant, AFS-630 will make arrangements to administer a new test.

9. Handling Applicant Comments on Tests. The AKT ODA holder must provide an opportunity for applicants to enter comments into the computer regarding their testing experience and environment, and comments on FAA test questions.

a. Unit Member Bias. The unit member must not express opinions regarding test questions or answers before, during, or after a test session.

b. Hand-Scored Tests. If an applicant wishes to have a test hand-scored, he or she must submit a request, in the form of a signed letter, via fax or mail, to AFS-630. The request must be accompanied by a legible photocopy of proof of identification, including an official photograph of the applicant and his or her signature, along with a copy of the AKTR.

10. Duplicate AKTRs. A testing center must provide an applicant only one AKTR.

a. Printing. If an AKTR cannot be printed at the testing center at the time of completion of an applicant's test, the testing center must contact the AKT ODA holder home office. Within 48 hours, the home office must print the test report, seal it with the home office's official raised seal, and mail the report to the applicant.

b. Duplicate Copies. Once an applicant leaves the testing center upon completion of an airman knowledge test, a duplicate test report must not be furnished by the testing center for any reason.

c. Unauthorized Copying. Unauthorized production of duplicate test reports is cause for permanent closure of a testing center.

d. Applicant Request for Duplicate. An applicant who requires a duplicate test report due to loss, theft, or destruction of the original must send a signed request, including a check or money order for \$12, to: Federal Aviation Administration, Airmen Certification Branch, Written Test Section, P.O. Box 22504, Oklahoma City, OK 73125-0082.

e. Results Verification. The Airmen Certification Branch may issue a fax or email to inform applicants of test results only in certain cases, such as applicants whose requests are job-related. However, an applicant may not use this results verification correspondence in lieu of an official AKTR to take a practical test for an FAA airman certificate or rating.

11. Erroneous AKTRs. If an error is detected on an AKTR, the applicant must present proof of correct information at the time of the practical test or at the time of certificate application. If proof is presented at the time of the practical test, the practical Test Examiner (TE) must provide a certifying statement that the correct information was presented. This statement, along with a photocopy of the applicant's identification, must accompany the airman's certification file that is forwarded to the Airmen Certification Branch.

12. Test Administration for Unit Members. Unit members who wish to take an airman knowledge test must take the exam at a location other than the testing center at which he or she is employed. Unit members shall not administer a test to an immediate family member.

13. Testing Procedures for Applicants With Learning or Reading Disabilities. An applicant with a learning or reading disability may request approval from AFS-630 through the local FSDO or IFO to take an airman knowledge test with special accommodations. These requests will be considered on a case-by-case basis.

a. Testing Options. The applicant must contact his or her local FSDO or IFO to request approval to take an airman knowledge test using one of the three options listed below, in preferential order:

(1) Option One. The applicant may request up to 1½ times the standard time allotted to complete the airman knowledge test.

(2) Option Two. The applicant may use a self-contained electronic device which pronounces and displays typed-in words (e.g., the Franklin Speaking Wordmaster®) to facilitate the testing process. The applicant must provide his or her own device, with approval of the device to be determined by the unit member.

Note: The device should consist of an electronic thesaurus that audibly pronounces typed-in words and presents them on a display screen. The device should also have a built-in headphone jack for private listening in order to avoid disturbing others during testing.

(3) Option Three. An applicant who chooses not to use the first or second option may request that a unit member assist in reading specific words or terms from the test questions and/or supplement book. In the interest of preventing compromise of the testing process, the unit member must provide reading assistance only, with no explanation of words or terms. When this

option is requested, the FSDO or IFO representative must contact AFS-630 for assistance in selecting the test site and assisting unit member.

Note: Applicants desiring to test using procedures other than those described in the preceding options must first seek permission from AFS-630.

b. Required Items. The applicant's request through the FSDO or IFO must include:

(1) A copy of medical documentation, including the diagnosing physician's name and contact information, verifying that the applicant has a learning or reading disability.

(2) Requested method of test administration.

c. Receipt of Applicant Request. The FSDO or IFO will confirm receipt of the applicant's request, including applicable documentation and a statement confirming that the applicant has been advised of the regulatory certification requirement of being able to read, write, speak, and understand the English language. The FSDO or IFO will then forward the request, documentation, and statement to AFS-630.

d. Approval or Disapproval. AFS-630 will respond to the applicant, through the field office, regarding approval or disapproval of the request. Approved requests will include the designated testing center location, unit member name, test administration method, and appointment time.

Note: The applicant must have met the airman eligibility requirements of 14 CFR, or the applicant may request an exemption through the Office of Rulemaking, Aircraft and Airport Rules Division (ARM-200). The field office may not authorize exemption, in accordance with 14 CFR part 11, from the specific requirements stated in the applicable rule.

14. Test Preparation Courses.

a. Separate Retention. Knowledge test item banks must be retained within a secure test maintenance and delivery application/network, completely separate from any test preparation programs managed or participated in by the AKT ODA holder or its testing centers.

b. Test Preparation Restrictions. No type of test preparation may be conducted in the testing area while knowledge testing is in progress. Testing center computers may not be used for test preparation purposes.

Chapter 4. Knowledge Test Eligibility Requirements

1. Matrix. The FAA Airman Knowledge Testing (AKT) Applicant Identification, Information Verification, and Authorization Requirements Matrix may be viewed at or downloaded from http://www.faa.gov/training_testing/testing/media/testing_matrix.pdf. The Matrix contains the following knowledge test authorization information:

- Test codes,
- Test names,
- Number of questions on each test,
- Minimum knowledge test eligibility age,
- Time allotted for each test,
- Minimum passing score for each test,
- Acceptable forms of authorization, and
- Retesting policies.

Note: The Matrix is intended as a reference tool only. For additional information on eligibility requirements, authorization requirements, and test selection, refer to the remainder of this chapter and the appropriate sections of 14 CFR parts 61, 63, 65, and 107.

2. Faxed or Emailed Authorizations. A testing center may accept a faxed or emailed authorization for an applicant to take an airman knowledge test if the following criteria are met. (This faxed or emailed authorization policy applies only to initial test takes and does *not* apply to retests after failure or retests for a higher score.)

a. Receiving Location. The authorization must be faxed or emailed directly to the testing center.

b. Fax or Emailed Information. The source of the fax or email must be identifiable, including the name of the company sending the correspondence, the sending company's fax number or email address and telephone number, and the date and time of the fax or email correspondence.

c. Certificate of Completion. Certificate of completion faxes or emails may include an electronic signature initiated by approved organizations.

d. Determining Authorization Validity. Each unit member should use his or her best judgment in determining whether or not an authorization appears to be valid. If there is any doubt as to the validity of the authorization, the unit member must contact the issuer at the phone number listed on the correspondence to verify that the document is legitimate.

3. Selection of Test. The appropriate test for the specific certificate or rating must be administered before an applicant's file may be processed by the Airmen Certification Branch. The administration of an inappropriate test does not constitute a valid evaluation of the applicant's aeronautical knowledge and will not be accepted. (For a complete listing of available knowledge tests, see Appendix A, Figure A-3, Test Codes, Numeric Codes, Test Names,

Numbers of Questions, Minimum Ages, and Allotted Times.) The following examples should be noted:

- An airline transport pilot (ATP) test may not be substituted for an instrument rating test or other pilot certificate test.
- The commercial pilot test may not be substituted for the military competence test.
- The commercial pilot test may not be substituted for the recreational or private pilot test.
- A flight instructor test may not be substituted for the Military Competence Instructor (MCI) test.
- The instrument rating test may not be substituted for the Instrument Rating Foreign Pilot (IFP) test.
- A private pilot test may not be substituted for a recreational pilot test.
- An airman knowledge test for a specific certificate or rating must not be administered to an applicant who already holds a valid certificate or rating in that area.

4. Applicant Age Requirements. In order to be eligible to take an airman knowledge test, an applicant must meet the age requirement for the certificate sought before the expiration date of the Airman Knowledge Test Report (AKTR). Age requirements for applicants to take airman knowledge tests are given in Figure A-3, Test Codes, Numeric Codes, Test Names, Numbers of Questions, Minimum Ages, and Allotted Times. The following references should be noted:

- For pilot, flight instructor, and ground instructor applicants, refer to part 61, § 61.35(a)(3)(iii).
- Title 14 CFR part 65, § 65.71 does not specifically address minimum age requirements for Aviation Maintenance Technician (AMT) testing or certification.
- Applicant must present Federal Aviation Administration (FAA) Form 8060-7, Airman's Authorization for Written Test or a memorandum signed by an FAA representative.
- Refer to § 65.91(c).

5. Test Credit for a Flight Instructor Applicant. An applicant for a flight instructor certificate or ground instructor certificate, other than an applicant applying as a Military Competence Instructor (MCI) under § 61.73(g), must take the fundamentals of instructing (FOI) test unless the applicant:

- Holds a flight instructor or ground instructor certificate issued under § 61.185(b).
- Holds a current teacher's certificate issued by a municipality, city, county, or state that authorizes the applicant to teach at an educational level of seventh grade or higher; or
- Is employed as a teacher at an accredited college or university.

6. Requirements for Pilot and Instructor Applicants. Satisfactory completion of ground instruction or a home study course appropriate to the certificate or rating sought is required of an applicant for a pilot or instructor knowledge test. Any one of the following options may be presented as evidence of meeting this requirement.

a. Pilot Training Course Certificate of Graduation. A certificate of graduation from a pilot training course conducted by an FAA-certificated pilot school or a statement of

accomplishment from the school certifying satisfactory completion of the ground school portion of the course.

b. Ground School Course Certificate of Graduation. A certificate of graduation or statement of accomplishment from a ground school course conducted by an agency, such as a high school, college, adult education program, U.S. Armed Forces, Civil Air Patrol (CAP), or Reserve Officers' Training Corps (ROTC) flight training program.

c. Aviation Correspondence Course Certificate of Graduation. A certificate of graduation from an aviation correspondence course, with an authorized FAA instructor's endorsement, certifying that the applicant possesses the required knowledge for that specific certificate or rating.

d. Written Statement or Logbook Entry. A written statement or logbook entry made by an authorized FAA flight or ground instructor certifying that the applicant has satisfactorily completed the ground instruction required for the certificate or rating sought.

e. Endorsement From an Authorized Instructor. An endorsement from an authorized instructor certifying that the applicant accomplished ground training or home study course required by part 61 for the certificate or rating sought and is prepared for the knowledge test.

f. Graduation Certificate for the Airline Transport Pilot Airplane Multiengine Class (ATM) Rating Applicants. An applicant taking the ATM test must present a graduation certificate that shows completion of an ATP Certification Training Program (CTP) described in § 61.156. A graduation certificate must contain the following information in order to be considered valid:

(1) The full name, address, and FAA certificate number of the training provider authorized to conduct the course.

(2) The full name, FAA pilot certificate number, and address of the graduate.

(a) If the individual who completes the ATP CTP does not have an FAA certificate number, the training provider should indicate "none" in that field, and in the space below that field, add a "foreign license number".

Note: An FAA restricted airman certificate number issued under § 61.75 is acceptable.

(b) If the individual does not have either an FAA certificate number or foreign license number, use of a passport number is acceptable for identification purposes.

(c) A U.S. citizen may use a driver license number.

(3) The following statement: "The applicant named above has successfully completed the airline transport pilot Certification Training Program as required by § 61.156, and therefore has met the prerequisite required by § 61.35(a)(2) for the airline transport pilot airplane knowledge test."

- (4) The date of issuance.
- (5) The signature of the authorized instructor who completed the academic portion of the course.
- (6) A sequential number on the certificate starting with the first four identifiers of the training provider's certificate number.

7. Requirements for Sport Pilot and Flight Instructor with a Sport Pilot Rating

Applicants. In order to take a sport pilot knowledge test or a flight instructor with a sport pilot rating test, an applicant must hold one of the following:

a. Ground School Completion. Certificate of graduation or a statement of accomplishment certifying the satisfactory completion of the ground school portion of a course for the certificate or rating sought. The certificate or statement may be issued by an FAA-certified pilot school or an agency, such as a high school, college, adult education program, CAP, or ROTC flight training school.

b. Statement or Endorsement From Authorized Instructor. A written statement or logbook endorsement from an authorized ground or flight instructor certifying that the applicant completed an applicable ground training or home study course and is prepared for the knowledge test.

c. Failed, Passing, or Expired Report. A failed, passing, or expired AKTR, provided the applicant still has the original test report in his or her possession. (See paragraphs 21 and 22.)

d. Expired Test and/or Credit Letter. An expired test and/or credit letter issued by the Airmen Certification Branch (in lieu of a duplicate AKTR).

8. Requirements for Flight Engineer (FE) Applicants. To take an FE knowledge test, an applicant must hold one of the following:

a. Certificate. An FAA or International Civil Aviation Organization (ICAO) member nation unrestricted commercial pilot certificate with an instrument rating; or airline transport pilot certificate not limited to visual flight rules (VFR).

b. FAA Form 8060-7. An original FAA Form 8060-7, Airman's Authorization for Written/Knowledge Test, with all applicable blocks completed, including the inspector's printed name and original signature.

c. Original Test Report. A passed, failed, or expired original test report for the specific test.

9. Requirements for AMT Applicants. The Aviation Maintenance Technician General (AMG), Aviation Maintenance Technician Airframe (AMA), and Aviation Maintenance Technician Powerplant (AMP) knowledge tests may be taken when an applicant presents one of the following:

a. FAA Form 8610-2, Airman Certificate and/or Rating Application. An FAA Form 8610-2 endorsed by an aviation safety inspector (ASI) (Airworthiness) in block V. (See Appendix A, Figure A-4, FAA Form 8610-2, Airman Certificate and/or Rating Application.)

(1) If an applicant possesses an AMT Certificate with either an airframe or powerplant rating, the general test must not be administered.

(2) When an applicant presents an original FAA Form 8610-2 as authorization for an AMT (AMG, AMA, or AMP) test, the unit member must make a photocopy of the form for the testing center files, attach the copy to the applicable daily log, and return the original to the applicant.

Note: All applicants for the general test must present a completed application or graduation certificate showing either powerplant or airframe rating eligibility, or must present evidence to the testing center that he or she has been authorized to take the general test based on the school having an exemption, issued under 14 CFR part 11, to § 65.75(a).

b. Graduation Certificate or Certificate of Completion.

(1) A graduation certificate or certificate of completion from an FAA-certificated Aviation Maintenance Technician School (AMTS) is acceptable as evidence the applicant meets eligibility requirements. The unit member must ensure the graduation certificate or certificate of completion includes the following: name and certificate number of the AMTS, graduation date, curriculum from which the applicant graduated (i.e., airframe and/or powerplant), name of the applicant, and signature from the authorized school official.

(2) A graduate from an AMTS need not present the graduation certificate or certificate of completion to an ASI (Airworthiness) before taking the knowledge test. The unit member must assure that the applicant is only allowed to test for those sections of the test authorized based on the certificate. The unit member must make a photocopy of the form for the testing center files, attach the copy to the applicable daily log, and return the original to the applicant.

Note: The exam date for an AMT knowledge test should not precede the date of the graduation certificate.

c. Military Certificate of Eligibility.

(1) For certain military members, the military issues a Military Certificate of Eligibility. If the applicant presents a certificate that meets the requirements of FAA Order 8900.1, Volume 5, Chapter 5, Section 2, Figure 5-137, the unit member may test the applicant for the appropriate rating(s). (See Appendix A, Figure A-5, Certificate of Eligibility.)

(2) An applicant with a Military Certificate of Eligibility need not present it to an ASI (Airworthiness) before taking the knowledge test. The unit member must ensure that the applicant is only allowed to test for those sections of the test authorized based on the certificate. The unit member must make a photocopy of the form for the testing center files, attach the copy

to the applicable daily log, and return the original to the applicant. The exam date for an AMT knowledge test should not precede the date of the Military Certificate of Eligibility.

d. Original Test Report. A passed, failed, or expired original test report for the specific test.

10. Requirements for Parachute Rigger Applicants. FAA Form 8610-2, endorsed by an ASI (Airworthiness) in block V, is required for parachute rigger applicants. (See Appendix A, Figure A-4, FAA Form 8610-2, Airman Certificate and/or Rating Application.)

11. Requirements for Inspection Authorization (IA) Applicants. FAA Form 8610-1, Mechanic's Application for Inspection Authorization, endorsed by an ASI (who is AMT Airframe and Powerplant (A&P) certificated) in block 14, is required for IA applicants. (See Appendix A, Figure A-6, FAA Form 8610-1, Mechanic's Application for Inspection Authorization.)

12. Requirements for Military Pilot or Former Military Pilot Applicants. The FAA requires knowledge tests for the issuance of pilot and flight instructor certificates under Special Rules found in § 61.73. The applicant must meet the requirements of § 61.73 before applying, on the basis of military competency, for:

a. Certificates and Ratings.

- (1) A commercial pilot certificate with the appropriate aircraft category and class rating;
- (2) An instrument rating with the appropriate aircraft rating;
- (3) Aircraft type rating; or
- (4) Flight instructor certificate and ratings.

Note: The applicant must pass a military competency knowledge test for the issuance of items listed in subparagraphs 12a(1) and (4). The FAA issues items listed in subparagraphs 12a(2) and (3) on the basis of evidentiary documents, along with the issuance of items listed in subparagraphs 12a(1) and (4); therefore, no separate military competency knowledge test is administered for items listed in subparagraphs 12a(2) and (3).

b. Military Competence (Commercial) Tests. Two versions of the knowledge test for a commercial pilot certificate with the appropriate category and class rating are available.

(1) Administer the Military Competency Airplane (MCA) test to an applicant who seeks a commercial pilot certificate with an airplane category rating.

(2) Administer the Military Competency Helicopter (MCH) test to an applicant who seeks a commercial pilot certificate with a rotorcraft helicopter category and class rating.

Note: An applicant who is qualified in both airplanes and helicopters may choose to take either the MCA or MCH test. An applicant who seeks the certificate described in subparagraph 12a(1), on the basis of military competence in powered-lift aircraft, must first be qualified in either airplanes or helicopters. Therefore, the applicant may choose to take either the MCA or MCH test, be issued the commercial pilot airplane or helicopter certificate, and then apply to have powered-lift added to that commercial airplane or helicopter certificate.

c. MCI Tests. There is only one version of the knowledge test for a flight instructor certificate and ratings. Administer the MCI test to an applicant who seeks a flight instructor certificate and ratings on the basis of military competency.

d. Foreign Military Pilots Assigned to Pilot Duties in the U.S. Armed Forces. A military pilot in the Armed Forces of a foreign contracting state to the Convention on International Civil Aviation and assigned to pilot duties in the U.S. Armed Forces, for purposes other than receiving flight training, may also apply for the items in subparagraphs 12a(1), (2), and (3) per § 61.73. Administer either the MCA or MCH test based on which certificate the applicant seeks.

e. All Military Pilots.

(1) When a military pilot applicant passes an MCA or MCH knowledge test, the applicant must make application to the FAA in accordance with § 61.73. When the applicant meets the requirements of the applicable 14 CFR section, FAA Form 8060-4, Temporary Airman Certificate, may be issued to the applicant.

(2) If the military pilot applicant does not receive a passing score, the applicant must meet the requirements of § 61.49 before retaking that knowledge test.

13. Foreign Pilot Instrument Rating Tests. The FAA requires a knowledge test for the issuance of an instrument rating on a U.S. pilot certificate of an applicant who also holds an instrument rating on a foreign pilot license issued by a contracting state to the Convention on International Civil Aviation. The applicant must meet the requirements of § 61.75 before applying for the addition of the instrument rating to the applicant's U.S. pilot certificate. The applicant must pass an IFP test.

a. Test Administration. Do not substitute initial or added rating instrument knowledge tests (Instrument Rating Airplane (IRA), Instrument Rating Helicopter (IRH), or Instrument Rating Canadian Conversion (ICP)) for the IFP knowledge test. However, administer an initial instrument rating knowledge test (IRA or IRH) to a foreign pilot applicant who desires to take the instrument rating practical test and be issued a certificate with the notation "U.S. TEST PASSED."

b. Temporary Airman Certificate. When a foreign pilot applicant passes an IFP, IRA, or IRH knowledge test, the applicant must make application to the FAA in accordance with § 61.75. When the applicant meets the requirements of the applicable 14 CFR section, FAA Form 8060-4, may be issued to the applicant.

c. Retaking the Knowledge Test. If the foreign pilot applicant does not receive a passing score, the applicant must meet the requirements of § 61.49 before retaking that knowledge test.

14. Military Competence Parachute Rigger Tests. To be eligible for a parachute rigger certificate based on military competency, the applicant must meet the requirements of §§ 65.113 and 65.117. The applicant must present a completed FAA Form 8610-2 (see Appendix A, Figure A-4), approved and signed by an ASI (Airworthiness) from the local Flight Standards District Office (FSDO) or International Field Office (IFO), to the test site registrar before taking the knowledge test.

15. Transitioning Between Powered and Nonpowered Category and Class Rating Tests.

a. Powered Aircraft Class Rating. When applying for an additional category or class rating at the same level, a knowledge test is not required for an applicant who holds a recreational, private, or commercial pilot certificate with a category and class rating for powered aircraft.

b. Nonpowered Class Rating. When applying for a category or class rating, for either powered or nonpowered aircraft, at the same level, a knowledge test is required for an applicant who holds a recreational, private, or commercial pilot certificate with a category and class rating for nonpowered aircraft only (e.g., glider and/or hot air balloon). (See Figure 4-1, Recreational Pilot—Addition of Category and Class Ratings; Figure 4-2, Private Pilot—Addition of Category and Class Ratings; and Figure 4-3, Commercial Pilot—Addition of Category and Class Ratings, for examples of the addition of category and class ratings.)

16. Private Pilot Transition Tests. Administer a transition test to an applicant who holds a recreational pilot certificate with an airplane, gyroplane, or helicopter rating, and who meets the knowledge requirements for the private pilot certificate with the corresponding rating. A transition test may be administered to an applicant who holds an appropriate recreational pilot test report with a passing grade. (See Figure 4-4, Recreational Pilot—Private Pilot Transition Tests.)

17. Added Rating Tests. Added rating tests may be administered to an applicant who meets specific requirements; however, the applicant has the option of taking the full test. Added rating tests are available for holders of ATP, flight instructor, and FE certificates, or for holders of valid test reports for those certificates. These tests are specific in content and shorter than initial tests. (See Figure 4-5, Airline Transport Pilot—Added Rating Tests; Figure 4-6, Administration of Flight Instructor—Full Tests; Figure 4-7, Administration of Flight Instructor—Short Tests; and Figure 4-8, Administration of Flight Engineer Tests.)

Note: Before being administered an added rating test for a flight instructor certificate, the applicant must present evidence of having received ground instruction in the appropriate knowledge areas. This is normally accomplished by an instructor logbook endorsement.

18. Canadian Conversion Tests. A U.S. pilot wishing to obtain a Canadian license, or a Canadian pilot wishing to obtain a U.S. certificate, should review the current edition of Advisory Circular (AC) 61-135, Conversion Procedures and Processes for FAA Pilot Certificates

and TCCA Pilot Licenses. The International Programs and Policy Division (AFS-50) should be consulted regarding specific Canadian conversion questions. (Refer to Order 8900.1, Volume 5, Chapter 2, Section 14, paragraph 5-606.)

19. Administration of Knowledge Tests to Non-U.S. Citizens. Since knowledge tests are considered ground training, applicants who are not U.S. citizens may take airman knowledge tests without complying with the Transportation Security Administration's (TSA) Alien Flight Student Program (AFSP).

20. Retesting After Failure. The applicant must surrender the previous test report to the unit member before retesting. The original test report is to be retained by the unit member and attached to the applicable daily log after administering the retest. The latest test taken will reflect the official score.

a. Authorized Instructor Endorsement. As stated in § 61.49, an applicant may apply for retesting after receiving additional training and an endorsement from an authorized instructor who has determined the applicant has been found competent to pass the test.

Note: An applicant for retesting of the ATM knowledge test must have an endorsement from an authorized instructor who (1) meets the instructor qualifications defined in 14 CFR part 121, 135, 141, or 142 for the ATP CTP; (2) has completed the ground instructor training required by the appropriate section within those parts; and (3) is employed by an authorized training provider of the ATP CTP.

b. Reapplying for an FE Certificate. As stated in § 63.41, an applicant for an FE certificate who fails a knowledge test for that certificate may apply for retesting:

(1) Thirty calendar-days after the date the test was failed; or

(2) Within 30 calendar-days from the date of the failed test, only after the applicant has received additional practice or instruction and an endorsement from one of the following individuals:

(a) An FAA-certificated FE must complete the statement on the applicant's test report by entering the endorser's last name, first initial, FE certificate number, class rating, and signature.

(b) A U.S. Armed Forces standardization/evaluation FE instructor for a specific airplane class must enter the endorser's last name, first initial, Branch of Service (BOS), type of designation, and signature on the applicant's test report.

(c) An FE instructor associated with a part 121 FE training program must enter the endorser's last name, first initial, name of the facility, position held, and signature on the applicant's test report.

c. Reapplying for a Knowledge Test. As stated in § 65.19, with the exception of IA and Unmanned Aircraft General (UAG) applicants, an applicant for a knowledge test for a certificate and rating, or for an additional rating under part 65, may apply for retesting:

(1) Thirty calendar-days after the applicant failed the test; or

(2) Before the 30 calendar-days have expired, if the applicant presents a signed statement from an airman holding the certificate and rating sought by the applicant certifying that the airman has given the applicant additional instruction in each of the subjects failed and considers the applicant ready for retesting.

d. IA Applicant Procedures. As stated in § 65.91, an applicant for IA who fails a test under § 65.91 may not apply for retesting until 90 calendar-days after the date of the failed test.

e. UAG Applicant Procedures. An applicant who fails a UAG test may apply for retesting 14 calendar-days after the date of the failed test. No instructor endorsement or other form of written authorization is required to retest.

21. Retesting for Higher Score. Test applicants who have received a passing grade may retake the same test for a higher score after 30 days. The applicant must surrender the previous test report to the unit member before retesting. The unit member must destroy the original test report after administering the retest. The latest test taken will reflect the official score.

22. Validity Period for Tests.

a. Expiration Dates. All airman knowledge tests have an expiration date of 24 calendar-months, except for the following:

- For the ATM knowledge tests completed after July 31, 2014, the expiration date is 60 calendar-months.
- Use of an expired ATP knowledge test result may be permitted in accordance with § 61.39(b) or (c), as appropriate.
- FE test expiration dates do not apply to those applicants who meet the requirements of § 63.35(d).

b. Military Allowance. In order to avoid penalizing U.S. personnel who are unable to meet the regulatory time limits of their flight instructor certificate, IA, or airman written test report because they are serving outside of the United States in support of U.S. Armed Forces operations, the allowances of Special Federal Aviation Regulation (SFAR) 100-2 are observed. The effect of this action is to give U.S. personnel who are assigned outside the U.S. in support of U.S. Armed Forces operations extra time to meet certain eligibility requirements in the current rules. Effective June 20, 2010, and until further notice, SFAR 100-2 will continue to allow:

(1) FSDOs to accept expired flight instructor certificates and IAs for renewals from U.S. Military and civilian personnel who are assigned outside the United States in support of U.S. Armed Forces operations.

(2) FSDOs to accept expired airman written test reports for practical tests from U.S. personnel who are assigned outside the United States in support of U.S. Armed Forces operations.

c. Minimum Age Requirements. For additional information regarding airman knowledge test minimum age requirements and validity period for tests, see Figure A-3.

d. Reports Without an Expiration Date. All knowledge test reports that do not have an expiration date reflected on the test report expired on March 31, 1997.

e. Addition of Category and Class Ratings. Knowledge tests required for addition of, or transition to, category and class ratings are addressed in the following figures:

Figure 4-1. Recreational Pilot—Addition of Category and Class Ratings

Category and Class Rating Held	Category and Class Rating Sought	Knowledge Test Required
RPA or RPG	RPH	None
RPA or RPH	RPG	None
RPG or RPH	RPA	None

Figure 4-2. Private Pilot—Addition of Category and Class Ratings

Category and Class Rating Held	Category and Class Rating Sought	Knowledge Test Required
PRH, PRG, or PLA	PAR	None
PAR, PRG, or PLA	PRH	None
PAR, PRH, or PLA	PRG	None
PAR, PRH, PRG, or PLA	PGL	None
PAR, PRH, PRG, or PLA	PBH	None
PAR, PRH, PRG, or PLA	PBG	None
PAR, PRH, or PRG	PLA	None
PBG, PBH, or PGL	PAR	PAR
PBG or PBH	PGL	PGL
PBG, PBH, or PGL	PRH	PRH
PBG, PBH, or PGL	PRG	PRG
PBG, PBH, or PGL	PLA	PLA
PGL or PBG	PBH	PBH
PGL or PBH	PBG	PBG

Figure 4-3. Commercial Pilot—Addition of Category and Class Ratings

Category and Class Rating Held	Category and Class Rating Sought	Knowledge Test Required
CRH, CRG, or CLA	CAX	None
CAX, CRG, or CLA	CRH	None
CAX, CRH, or CLA	CRG	None
CAX, CRH, CRG, or CLA	CGX	None
CAX, CRH, CRG, or CLA	CBH	None
CAX, CRH, CRG, or CLA	CBG	None
CAX, CRH, or CRG	CLA	None
CBG, CBH, or CGX	CAX	CAX
CBG or CBH	CGX	CGX
CBG, CBH, or CGX	CRH	CRH
CBG, CBH, or CGX	CRG	CRG
CBG, CBH, or CGX	CLA	CLA
CGX or CBG	CBH	CBH
CGX or CBH	CBG	CBG

Figure 4-4. Recreational Pilot—Private Pilot Transition Tests

Certificate/Rating Held or Knowledge Test Passed	Certificate/Rating Sought	Administer
RPA	PAR	PAT
RPG	PRG	PGT
RPH	PRH	PHT

Figure 4-5. Airline Transport Pilot—Added Rating Tests

Certificate/Rating Held or Knowledge Test Passed	Certificate/Rating Sought	Administer
ATP—Airplane	ATP—Helicopter	ARH
ATP—Airplane Single Engine	ATP—Airplane Multiengine	ATM
ATP—Airplane Multiengine	ATP—Airplane Single Engine	Knowledge test not required
ATP—Helicopter	ATP—Airplane Single Engine	ATS
ATP—Helicopter	ATP—Airplane Multiengine	ATM

Figure 4-6. Administration of Flight Instructor—Full Tests

Certificate/Rating Held or Knowledge Test Passed	Certificate/Rating Sought	Administer
None	FIA (initial)	FIA—full test
None	FRH (initial)	FRH—full test
None	FII (initial)	FII—full test
None	FIH (initial)	FIH—full test
None	FIG (initial)	FIG—full test
None	FRG (initial)	FRG—full test
FIA	FII (adding)	FII—full test
FIA	FIH (adding)	FIH—full test
FII	FIA (adding)	FIA—full test
FII	FRH (adding)	FRH—full test
FII	FIG (adding)	FIG—full test
FII	FRG (adding)	FRG—full test
FRH	FIH (adding)	FIH—full test
FRH	FII (adding)	FII—full test
FIH	FIA (adding)	FIA—full test
FIH	FRH (adding)	FRH—full test
FIH	FIG (adding)	FIG—full test
FIH	FRG (adding)	FRG—full test
FIG	FIA (adding)	FIA—full test
FIG	FRH (adding)	FRH—full test
FIG	FRG (adding)	FRG—full test
FIG	FII (adding)	FII—full test
FRG	FII (adding)	FII—full test

Figure 4-7. Administration of Flight Instructor—Short Tests

Certificate/Rating Held or Knowledge Test Passed	Certificate/Rating Sought	Administer
FIA	FRG (adding)	GFA—short
FIA	FRH (adding)	HFA—short
FIA	FIG (adding)	AFG—short
FIH	FII (adding)	AIF—short
FII	FIH (adding)	HIF—short
FRG	FIA (adding)	AFA—short
FRG	FRH (adding)	HFA—short
FRG	FIG (adding)	AFG—short
FRH	FIA (adding)	AFA—short
FRH	FRG (adding)	GFA—short
FRH	FIG (adding)	AFG—short

Figure 4-8. Administration of Flight Engineer Tests

Flight Engineer Certificate Held or Knowledge Test Passed	Rating Sought	Administer
None	Turbojet	FEX
None	Turboprop	FET
None	Reciprocating Engine	FEN
FEX	Turboprop	FEP
FEX	Reciprocating Engine	FER
FET	Turbojet	FEJ
FET	Reciprocating Engine	FER
FEN	Turbojet	FEJ
FEN	Turboprop	FEP

Chapter 5. Data Collection and Test Report Specifications

1. Applicant Registration. The Airman Knowledge Testing (AKT) Organization Designation Authorization (ODA) holder registrar or unit member must enter the required information into the applicant's data file. AKT ODA holder home office personnel and unit members may be subject to data collection and entry proficiency checks.

a. Personal Information.

(1) Applicant's name, as shown on the identification presented to the unit member at the time of test administration.

(2) Applicant's name suffix (e.g., Jr., Sr., III), as applicable and as shown on the identification presented to the unit member at the time of test administration. (See Appendix A, Figure A-7, Knowledge Test Data Record Layout, field 6.)

(3) Applicant's eight-digit date of birth (e.g., 02211958).

(4) Applicant's residential address (number and street, apartment number, city, state/country, and ZIP code).

(5) Applicant's citizenship. (See Appendix A, Figure A-11, Country and Nationality Codes.)

(6) Applicant's ID (i.e., eight-digit date of birth for AKT ODA Holder testing centers, or nine-digit virtual ID for JSAMTCC testing centers or other AKTD System users).

b. Test Information.

(1) Date of test (e.g., 10262002).

(2) Title of test (e.g., Private Pilot—Airplane).

(3) Test code (e.g., PAR).

(4) Take number.

(a) For an initial test, enter "1." (An entry of "0" is not a valid take number.)

(b) For retakes within 24 calendar-months, enter the next successive number (e.g., 2, 3, 4). If there is a break of more than 24 calendar-months from the last test date, start again with 1.

c. Course Completion Date and School Certificate Number. If the applicant presents proof of having completed a Federal Aviation Administration (FAA)-approved course (i.e., an FAA Form 8610-2, Airman Certificate and/or Rating Application; a certificate of completion; or a graduation certificate), enter the completion date and school certificate number.

(1) For pilot applicants, enter the school certificate number if the applicant has completed a course from an FAA-approved 14 CFR part 141 pilot school. For Airline Transport Pilot Airplane Multiengine Class (ATM) applicants who present a graduation certificate from an approved training provider for the Airline Transport Pilot (ATP) Certification Training Program (CTP), enter the training provider's certificate number (14 CFR part 121, 135, 141, or 142).

(2) For Aviation Maintenance Technician (AMT) applicants, enter the school certificate number if the applicant has completed a course from an FAA-approved 14 CFR part 147 school.

Note: The Airman Testing Standards Branch (AFS-630) will provide the AKT ODA holder registrar a list of part 141 and 147 schools and their certificate numbers. No entry must be made if a school is not on the provided list. Part 147 school numbers must not be entered for part 141 exam registrations; likewise, part 141 school numbers must not be entered for part 147-related exams.

2. Airman Knowledge Test Report (AKTR) Specifications. The AKT ODA holder must produce an AKTR at the conclusion of an exam. The information displayed on the AKTR must follow the layout as shown in Appendix A, Figure A-1, Sample Airman Knowledge Test Report, and must conform to the following requirements:

- A header and/or footer area must be available for the AKT ODA holder's approved logo, address, and telephone number(s).
- The AKT ODA holder's circular embossed seal must appear in the middle right portion of the body of the test report.
- The phrase "DO NOT LOSE THIS REPORT" must be printed in a minimum of 18-point font, in all caps and centered, in the middle portion of the test report.
- The authorized instructor's statement portion of the test report must be printed in a minimum of 9-point font.
- All other lines of the test report must be 10-point font.

Note: Use of a laser printer and plain, white, 8½ by 11-inch, 20-pound weight paper is recommended.

3. Data Collection and Transmission. Airman applicant, knowledge test, validation question, and survey data must be completely and accurately captured and transmitted to AFS-630 in the formats prescribed in Appendix A, Figure A-7, Knowledge Test Data Record Layout; Figure A-8, Knowledge Test Question Data Record Layout; Figure A-9, Validation Question Data Record Layout; and Figure A-10, Survey Data Record Layout.

Chapter 6. Joint Services Aviation Maintenance Technician Certification Council (JSAMTCC)

1. Background. In November 2011, the FAA entered into a Memorandum of Agreement (MOA) that granted the JSAMTCC limited authority for FAA-approved appointees of the JSAMTCC, through the Airman Testing Standards Branch (AFS-630), to administer the full array of FAA airman knowledge tests to eligible individuals within the following groups:

- Active-duty, guard, and reserve component personnel of the U.S. Air Force, U.S. Army, U.S. Coast Guard, U.S. Marine Corps, and U.S. Navy;
- U.S. Military retirees;
- U.S. Military dependents;
- Department of Defense (DOD) civilians; and
- Department of Homeland Security (DHS) civilians.

Note: For additional information regarding the JSAMTCC, see the JSAMTCC website at <https://augateway.maxwell.af.mil/ccaf/certifications/jsamtcc/index.asp>.

2. Definitions.

a. Alternate Test Control Officer (ATCO). A properly qualified and trained individual selected by the Test Control Officer (TCO) and authorized by the FAA to serve as a JSAMTCC Test Examiner (TE). In cases where the TCO is unable or unavailable to fulfill his or her duties, the ATCO may serve as the TCO for a period not to exceed 90 calendar-days (equivalent to a unit member (see Chapter 1, subparagraph 7o of this order)).

b. Branch of Service (BOS). A branch of the U.S. Military.

c. Branch of Service (BOS) Point of Contact (POC). An individual appointed by his or her respective BOS and/or the JSAMTCC to serve as the JSAMTCC liaison between the BOS's testing centers and the FAA/JSAMTCC Airman Knowledge Testing (AKT) Program Administrator (PA).

d. FAA Reference Material and Training Records File. A file maintained by the TCO containing FAA AKT Program reference materials and FAA training records for the TCO, ATCO, and TE.

e. Federal Aviation Administration Joint Services Aviation Maintenance Technician Certification Council (FAA/JSAMTCC) Airman Knowledge Testing (AKT) Program Administrator (PA). An individual appointed by the AFS-630 manager to administer the FAA/JSAMTCC AKT Program and to serve as the liaison between the FAA and the JSAMTCC Co-Chair (CC), the BOS POCs, and testing center personnel.

f. Joint Services Aviation Maintenance Technician Certification Council (JSAMTCC) Co-Chair (CC). An individual(s) appointed by the Community College of the Air Force to serve as the JSAMTCC's CC. One JSAMTCC CC will be appointed to serve as the JSAMTCC liaison between the BOS POCs and the FAA.

g. Test Control Officer (TCO). A properly qualified and trained individual selected by the BOS and/or the JSAMTCC and authorized by the FAA to maintain responsibility for the operation of an FAA-approved testing center and the oversight of airman knowledge test administration (equivalent to a unit member (see Chapter 1, subparagraph 7o)).

h. Test Examiner (TE). A properly qualified and trained individual appointed by the TCO and authorized by the FAA to administer airman knowledge tests (equivalent to a unit member (see Chapter 1, subparagraph 7o)).

i. Testing Center. A facility located within a military installation, or established in a location otherwise approved by AFS-630, that provides applicants a computer-based testing environment in accordance with the requirements of this order for the purpose of administering FAA airman knowledge tests (equivalent to a testing center (see Chapter 1, subparagraph 7n)).

3. MOA. The JSAMTCC and all parties affected by this MOA shall follow the guidance in this order for the purposes of participating in the AKT Program. Permitted deviations from this order, in regards to specifics of the FAA/JSAMTCC AKT Program, are outlined in the FAA/JSAMTCC MOA.

a. Designation. This FAA/JSAMTCC MOA does not designate the JSAMTCC as an AKT Organization Designation Authorization (ODA) holder, but authorizes each BOS to administer airman knowledge tests to eligible applicants (see paragraph 1) at FAA-approved testing centers.

b. Retention. The JSAMTCC CC is responsible for providing a copy of the FAA/JSAMTCC MOA to each BOS POC. Each BOS POC is responsible for providing a copy of the MOA to the testing centers within his or her respective BOS. The TCO must retain a copy of the MOA in a readily accessible location within the testing center's FAA Reference Material and Training Records File.

c. Cancellation. Either party to this MOA may request cancellation of the agreement, in writing, at least 90 calendar-days in advance of the desired cancellation date. The FAA reserves the authority to rescind this authorization at any time and for any reason, including failure of the JSAMTCC, its appointees, or testing center personnel to comply with this MOA or AKT Program guidance.

4. Testing Center and Personnel Guidance.

a. Policy and Procedure Information. The AKT PA is responsible for the timely transmittal of initial, established, and revised AKT Program policy and procedure information to the JSAMTCC CC and BOS POCs. Each BOS POC must promptly relay this information to each TCO. Each TCO must promptly relay this information to testing personnel at his or her respective testing center.

b. Communication. Testing center personnel should communicate with the respective BOS POC regarding AKT Program inquiries or concerns. The BOS POC should communicate with the JSAMTCC CC regarding program inquiries or concerns from testing center personnel. The JSAMTCC CC should communicate with the AKT PA regarding program inquiries or concerns from a BOS POC.

c. Compliance. The JSAMTCC CC, BOS POCs, and testing center personnel are expected to adhere to the guidance provided within the entirety of this order, unless otherwise specified in this chapter or in the FAA/JSAMTCC MOA.

d. Additional Guidance. Additional guidance regarding designee selection, designation, termination, personnel, training, security, and inspections may be found in FAA Order 8100.15, Organization Designation Authorization Procedures.

5. Testing Center Personnel Requirements.

a. Age. Testing center personnel must be at least 21 years of age.

b. Eligibility. In order to be a TCO, ATCO, or TE at an FAA-approved JSAMTCC testing center, an individual must be one or more of the following:

- An active-duty, guard, or reserve component employee of the U.S. Air Force, U.S. Army, U.S. Coast Guard, U.S. Marine Corps, and U.S. Navy;
- A U.S. Military retiree;
- A U.S. Military dependent;
- A DOD civilian or contractor; and/or
- A DHS civilian or contractor.

c. Citizenship. JSAMTCC testing center personnel must be citizens or resident aliens of the United States, except for locations outside of the United States. A foreign national may be appointed as a TCO, ATCO, or TE at a location outside the United States, while a foreign national may not be appointed as a TCO, ATCO, or TE at a location within the United States.

d. Reputation. Testing center personnel must have a good reputation and record in the industry and community for integrity and dependability, along with a willingness to serve the military aviation community.

e. Competency. Testing center personnel must be knowledgeable about the policies, procedures, and requirements outlined in this order; airman knowledge test eligibility and authorization requirements; applicant identification and registration procedures; and test administration and delivery processes.

f. Notification. The BOS POC must immediately notify the JSAMTCC CC of any action taken by testing center personnel that would jeopardize the integrity, security, or proper functioning of the AKT Program. The JSAMTCC CC must immediately communicate this notification to the AKT PA.

g. Presence. The TCO or ATCO is responsible for the operation of the testing center, including TE training and oversight. The TCO must be present during at least 50 percent of test administration business hours on a per week basis; however, a trained and approved TE may administer airman knowledge tests in the absence of the TCO or ATCO.

6. Testing Center and Personnel Appointments.

a. Approval Request. Before establishing a testing center, the BOS POC, through the JSAMTCC CC, must request approval of the proposed site and personnel by means of a testing center facility and personnel information form to the AKT PA. This form must include the following data:

- Testing center name, location/address, phone, fax, email, business hours, and testing station/computer information; and
- Personnel names, titles (TCO, ATCO, or TE), and contact and proctor account information.

Note: The BOS POC shall request approval of no more than one TCO, one ATCO, and two TEs per testing center.

b. Facility and Personnel Preparation. The AKT PA will transmit the required FAA reference materials, computer testing supplement book information, FAA test delivery system user instructions, and proctor training information to the proposed TCO through the JSAMTCC CC and BOS POC. The AKT PA will also establish proctor accounts for proposed testing center personnel, ensure the site is able to access the FAA test delivery system, and transmit an Airman Knowledge Test Report (AKTR) embosser to the site.

c. Activation. The AKT PA will review the applicable documentation to determine that all items for testing center and personnel preparation have been completed, and that the facility and proctors are fully prepared and trained to administer FAA airman knowledge tests. Once the AKT PA determines the site and personnel preparation process complete, the AKT PA will enter and update the associated electronic records in the AFS-630 database, assign the location a site ID, and then notify the BOS POC and JSAMTCC CC that the testing center is activated for FAA testing.

d. Authorized Personnel. Only properly trained, qualified, and authorized individuals may administer FAA airman knowledge tests at an FAA/JSAMTCC testing center. An FAA proctor account must be used only by the individual to whom the username and password is issued. Misuse of a proctor account and sharing of username and password information is strictly prohibited and will result in immediate suspension of testing privileges of the offending individual(s).

7. Testing Center and Personnel Changes.

a. Facility and Personnel Information. The JSAMTCC CC must retain a current and accurate database of FAA-approved testing centers and personnel. The AKT PA is responsible for maintaining a list of FAA/JSAMTCC testing centers posted at http://www.faa.gov/training_testing/testing/media/faacenters.pdf.

b. Testing Center Changes. Each TCO must immediately notify his or her BOS POC of any changes in testing center information or status, including changes to the site name, address, phone, fax, email, business hours, or FAA test administration status (e.g., withdrawal from the AKT Program, base or facility closure, or unavailability of trained and approved TCO or

ATCO). The BOS POC, through the JSAMTCC CC, must then immediately notify the AKT PA of said testing center changes.

c. Personnel Changes. Each TCO must immediately notify his or her BOS POC of any changes in testing center personnel information or status, including any changes to an employee's name, contact information, title, or FAA test administration status (e.g., relocation, resignation, or retirement). The BOS POC, through the JSAMTCC CC, must then immediately notify the AKT PA of said personnel changes.

d. Acting TCO. If a TCO voluntarily or involuntarily vacates his or her position, the ATCO may act as the TCO in assuming responsibilities for oversight of FAA test administration for a period not to exceed 90 calendar-days. After 90 calendar-days, no airman knowledge tests may be administered until a replacement TCO is trained and approved.

8. Training Responsibilities.

a. Training Content. The AKT PA is responsible for developing, revising, and maintaining training materials which provide guidance and instruction in the following areas:

- Program responsibilities of, and stakeholder services to be provided by, the JSAMTCC CC, BOS POCs, and testing center personnel.
- Lines of communication.
- Testing center and personnel approval processes.
- Required reference materials for testing center personnel.
- Test registration, administration, and delivery processes.
- Identification, eligibility, and authorization of airman applicants.
- Supplementary materials for airman applicants.
- Test report issuance.
- Security and surveillance.
- Initial and annual testing center facility inspections.

b. MOA Participant Training. The AKT PA is responsible for providing a program overview and training materials, as described in subparagraph 8a, to the JSAMTCC CC and BOS POCs. The BOS POCs are responsible for sharing the training materials with their respective BOSs' TCOs. Each TCO is responsible for sharing this information with the ATCO and TE(s) at his or her testing center. The TCO is also responsible for retaining training materials in the testing center's FAA Reference Material and Training Records File.

c. New Appointee Training. Newly appointed testing center personnel must receive training, prior to commencing their duties, in the procedural and technical aspects of the AKT Program, including, but not limited to, the areas listed in subparagraph 8a.

d. Training Records. The TCO must retain records of all initial, recurrent, and remedial training for all testing center personnel in the testing center's FAA Reference Material and Training Records File.

e. MOA Stakeholder Meetings.

(1) JSAMTCC Meetings. The AKT PA is responsible for attending at least one JSAMTCC meeting per fiscal year (FY) to present a program status briefing and provide verbal program updates to the JSAMTCC CC, council members, BOS POCs and representatives, FAA representatives, and representatives from academia and industry.

(2) DOD Education Symposiums. The AKT PA is responsible for attending a DOD Education Symposium no less than once every 3 calendar-years to present a program status briefing to symposium attendees; provide verbal program updates to MOA participants; and conduct any training requested by the JSAMTCC CC, BOS POCs and representatives, and testing center personnel.

9. Suspension of Testing Privileges.

a. Noncompliance. When it is determined that a testing center is not complying with the provisions of this order or other applicable AKT Program policies and procedures, the AKT PA will provide the BOS POC, through the JSAMTCC CC, written notice of the actions necessary to gain compliance. If it is determined that the noncompliance warrants a temporary or permanent suspension of the testing center's testing privileges, the AKT PA will notify the BOS POC, through the JSAMTCC CC, of the reasons for and duration of the suspension.

b. Infractions. Infractions that may result in temporary or permanent suspension of testing privileges include, but are not limited to:

- Abuse or fraud of the test administration system, or falsification of airman applicant data;
- Continued testing center operation without the oversight of an FAA-approved TCO or ATCO, or test administration in the absence of properly trained FAA/JSAMTCC testing center personnel;
- Failure to appropriately confirm applicant identification, eligibility, and test authorization;
- Failure to provide required surveillance during testing;
- Failure to provide acceptable service to airman applicants; and
- Numerous or repeat discrepancies during daily operations or during a testing center inspection(s).

10. Testing Center Inspections.

a. FAA Inspections. The FAA/JSAMTCC MOA states, "The JSAMTCC will not operate as a designee under 14 CFR part 183, or as an AKT ODA Holder." Therefore, FAA representatives are not required to perform testing center facility and personnel inspections. However, the FAA/JSAMTCC MOA states, "FAA-authorized JSAMTCC testing centers must allow the FAA unhindered access to their facilities for the purpose of training, inspections, and/or surveillance."

b. Inspection Training. The AKT PA will provide testing center inspection training materials to the JSAMTCC CC, the BOS POCs, and each TCO. Each TCO is responsible for

providing written confirmation of receipt and review of the testing center inspection training materials to the AKT PA through the BOS POC and JSAMTCC CC.

Note: A newly appointed TCO must complete this training prior to conducting his or her first testing center inspection.

c. TCO Inspections. Each TCO is responsible for conducting an annual testing center inspection, utilizing the FAA/JSAMTCC Airman Knowledge Testing Center TCO-Conducted Inspection Job Aid.

Note: For newly approved testing centers, the TCO must conduct an initial inspection within the first 90 calendar-days after the date of the testing center's approval.

(1) Inspection Results. The TCO is responsible for transmitting the inspection results to the AKT PA through the BOS POC and JSAMTCC CC.

(2) Review of Results. The AKT PA will review the inspection results and advise the TCO, through the BOS POC and JSAMTCC CC, of any noted discrepancies and the necessary corrective action.

(3) Corrective Action. The TCO is responsible for correcting any identified discrepancies and providing written confirmation of the corrective action to the AKT PA through the BOS POC and JSAMTCC CC.

d. Third-Party Inspections. Each TCO is responsible for retaining an individual not affiliated with the testing center to conduct an annual testing center inspection, utilizing the FAA/JSAMTCC Airman Knowledge Testing Center Third-Party Inspection Job Aid.

(1) Inspection Results. The TCO is responsible for transmitting the inspection results to the AKT PA through the BOS POC and JSAMTCC CC.

(2) Review of Results. The AKT PA will review the inspection results and advise the TCO, through the BOS POC and JSAMTCC CC, of any noted discrepancies and the necessary corrective action.

(3) Corrective Action. The TCO is responsible for correcting any identified discrepancies and providing written confirmation of the corrective action to the AKT PA through the BOS POC and JSAMTCC CC.

e. Suspension.

(1) Failure to Inspect. Failure to meet the initial or annual inspection requirements in a timely manner may result in a suspension of testing privileges at the noncompliant testing center. The suspension may remain in place until such time that the inspection is completed and the results are forwarded to the AKT PA through the BOS POC and JSAMTCC CC.

(2) Failure to Respond. Failure by the TCO to correct discrepancies and provide written confirmation of completed corrective action to the AKT PA may result in a suspension of FAA testing privileges until such time that the corrective action is completed and confirmed.

(3) Repeat Infractions. Numerous or repeat discrepancies discovered during an inspection(s) may result in a suspension of FAA testing privileges at the offending testing center.

**Appendix A. Supplementary Information Related to the Conduct of
Airman Knowledge Tests**

Figure A-1. Sample Airman Knowledge Test Report

**U.S. DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration
Airman Knowledge Test Report**

NAME: Jones, David John

APPLICANT ID: 123456789

EXAM ID: 30032620164612312

EXAM: Private Pilot Airplane (PAR)

EXAM DATE: 03/26/16

EXAM SITE: XXX12301

SCORE: 92%

GRADE: Pass

TAKE: 1

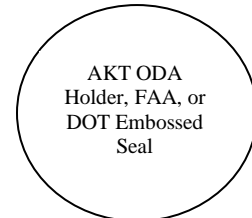
Learning statement codes listed below represent incorrectly answered questions. Learning statement codes and their associated statements can be found at http://www.faa.gov/training_testing/testing/media/LearningStatementReferenceGuide.pdf.

Reference material associated with the learning statement codes can be found in the appropriate knowledge test guide at http://www.faa.gov/training_testing/testing/test_guides.

A single code may represent more than one incorrect response.

PLT090, PLT281

EXPIRATION DATE: 03/31/18



DO NOT LOSE THIS REPORT

AUTHORIZED INSTRUCTOR'S STATEMENT: *(if applicable)*

On _____ (date) I gave the above named applicant _____ hours of additional instruction, covering each subject area shown to be deficient, and consider the applicant competent to pass the test.

Name _____ Initial _____ Cert. No. _____ Type _____
(print clearly)

Signature _____

FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.

**ISSUED BY: Administrator
FEDERAL AVIATION ADMINISTRATION**

THIS INFORMATION IS PROTECTED BY THE PRIVACY ACT. FOR OFFICIAL USE ONLY.

Figure A-2. Example of a Statement Waiving Right to Full Allotted Test Time

For my own reasons, I hereby voluntarily agree to take the Federal Aviation Administration (FAA)_____knowledge test in approximately_____hours.

Applicant Signature

Unit Member Signature

Testing Center

Date

Figure A-3. Test Codes, Numeric Codes, Test Names, Numbers of Questions, Minimum Ages, and Allotted Times

Test Code	Numeric Code	Test Name	Number of Questions	Minimum Age	Allotted Time
ACH	559	Airline Transport Pilot Helicopter Canadian Conversion	40	23	2.0
ACM	572	Airline Transport Pilot Multiengine Airplane Canadian Conversion	60	23	2.5
ADX	001	Aircraft Dispatcher	80	21	3.5
AFA	002	Flight Instructor Airplane (Added Rating)	25	16	1.0
AFG	003	Flight Instructor Glider (Added Rating)	25	16	1.0
AGI	004	Ground Instructor (Advanced)	100	16	2.5
AIF	005	Flight Instructor Instrument Airplane (Added Rating)	20	16	1.0
AMA	006	Aviation Maintenance Technician Airframe	100	N/A	2.0
AMG	007	Aviation Maintenance Technician General	60	N/A	2.0
AMP	008	Aviation Maintenance Technician Powerplant	100	N/A	2.0
ARH	010	Airline Transport Pilot Helicopter (135) (Added Rating)	50	21	2.5
ASC	573	Airline Transport Pilot Single Engine Airplane Canadian Conversion	40	23	2.5
ATH	012	Airline Transport Pilot Helicopter (135)	80	21	3.0
ATM	568	Airline Transport Pilot Multiengine Airplane	125	18	4.0
ATS	567	Airline Transport Pilot Single Engine Airplane (135)	90	21	3.0
BGI	014	Ground Instructor (Basic)	80	16	2.5
CAX	015	Commercial Pilot Airplane	100	16	3.0
CBG	016	Commercial Pilot Balloon - Gas	60	16	2.5
CBH	017	Commercial Pilot Balloon - Hot Air	100	16	3.0
CCH	560	Commercial Pilot Helicopter Canadian Conversion	40	18	2.0
CCP	179	Commercial Pilot Airplane Canadian Conversion	40	18	2.0
CGX	018	Commercial Pilot Glider	100	16	3.0
CLA	019	Commercial Pilot Airship	100	16	3.0
CRG	020	Commercial Pilot Gyroplane	100	16	3.0
CRH	021	Commercial Pilot Helicopter	100	16	3.0
FEJ	023	Flight Engineer Turbojet (Added Rating)	50	19	2.0
FEN	024	Flight Engineer Reciprocating Engine (Basic)	80	19	3.0
FEP	025	Flight Engineer Turboprop (Added Rating)	50	19	2.0

Figure A-3. Test Codes, Numeric Codes, Test Names, Numbers of Questions, Minimum Ages, and Allotted Times (Continued)

Test Code	Numeric Code	Test Name	Number of Questions	Minimum Age	Allotted Time
FER	026	Flight Engineer Reciprocating Engine (Added Rating)	50	19	2.0
FET	027	Flight Engineer Turboprop (Basic)	80	19	3.0
FEX	028	Flight Engineer Turbojet (Basic)	80	19	3.0
FIA	029	Flight Instructor Airplane	100	16	2.5
FIG	030	Flight Instructor Glider	100	16	2.5
FIH	031	Flight Instructor Instrument Helicopter	50	16	2.5
FII	032	Flight Instructor Instrument Airplane	50	16	2.5
FNX	069	Flight Navigator	80	N/A	3.0
FOI	033	Fundamentals of Instructing	50	16	1.5
FRG	034	Flight Instructor Gyroplane	100	16	2.5
FRH	035	Flight Instructor Helicopter	100	16	2.5
GFA	036	Flight Instructor Gyroplane (Added Rating)	25	16	1.0
HFA	037	Flight Instructor Helicopter (Added Rating)	25	16	1.0
HIF	038	Flight Instructor Instrument Helicopter (Added Rating)	20	16	1.0
IAR	039	Inspection Authorization	50	21	3.0
ICH	561	Instrument Rating Helicopter Canadian Conversion	40	15	2.0
ICP	180	Instrument Rating Airplane Canadian Conversion	40	15	2.0
IFP	040	Instrument Rating Foreign Pilot	50	N/A	2.5
IGI	041	Ground Instructor Instrument	50	16	2.5
IRA	042	Instrument Rating Airplane	60	15	2.5
IRH	043	Instrument Rating Helicopter	60	15	2.5
MCA	044	Military Competence Airplane	50	18	2.0
MCH	045	Military Competence Helicopter	50	18	2.0
MCI	523	Military Competence Instructor	125	16	3.0
PAR	046	Private Pilot Airplane	60	15	2.5
PAT	047	Private Pilot Airplane/Recreational Pilot - Transition	30	15	1.5
PBG	048	Private Pilot Balloon - Gas	60	14	2.5
PBH	049	Private Pilot Balloon - Hot Air	60	14	2.5
PCH	562	Private Pilot Helicopter Canadian Conversion	40	16	2.0
PCP	181	Private Pilot Airplane Canadian Conversion	40	16	2.0


Figure A-3. Test Codes, Numeric Codes, Test Names, Numbers of Questions, Minimum Ages, and Allotted Times (Continued)

Test Code	Numeric Code	Test Name	Number of Questions	Minimum Age	Allotted Time
PGL	056	Private Pilot Glider	60	14	2.5
PGT	057	Private Pilot Gyroplane/Recreational Pilot - Transition	30	15	1.5
PHT	058	Private Pilot Helicopter/Recreational Pilot - Transition	30	15	1.5
PLA	059	Private Pilot Airship	60	15	2.5
PPP	093	Private Pilot Powered Parachute	60	15	2.5
PRG	061	Private Pilot Gyroplane	60	15	2.5
PRH	062	Private Pilot Helicopter	60	15	2.5
PWS	092	Private Pilot Weight-Shift-Control	60	15	2.5
RIG	101	Parachute Rigger	50	14	2.0
RMC	064	Parachute Rigger Military Competence	25	17	1.0
RPA	066	Recreational Pilot Airplane	50	15	2.0
RPG	067	Recreational Pilot Gyroplane	50	15	2.0
RPH	068	Recreational Pilot Helicopter	50	15	2.0
SIA	074	Flight Instructor Sport Airplane	70	16	2.5
SIB	076	Flight Instructor Sport Balloon	70	16	2.5
SIG	075	Flight Instructor Sport Glider	70	16	2.5
SIL	077	Flight Instructor Sport Lighter-Than-Air (Airship)	70	16	2.5
SIP	083	Flight Instructor Sport Powered Parachute	70	16	2.5
SIW	084	Flight Instructor Sport Weight-Shift-Control	70	16	2.5
SIY	078	Flight Instructor Sport Gyroplane	70	16	2.5
SPA	123	Sport Pilot Airplane	40	15	2.0
SPB	124	Sport Pilot Lighter-Than-Air (Balloon)	40	15	2.0
SPI	125	Sport Pilot Glider	40	15	2.0
SPL	126	Sport Pilot Lighter-Than-Air (Airship)	40	15	2.0
SPP	127	Sport Pilot Powered Parachute	40	15	2.0
SPW	128	Sport Pilot Weight-Shift-Control	40	15	2.0
SPY	129	Sport Pilot Gyroplane	40	15	2.0
UAG	589	Unmanned Aircraft General - Small	60	14	2.0

Figure A-4. FAA Form 8610-2, Airman Certificate and/or Rating Application

TYPE OR PRINT ALL ENTRIES IN INK

Form Approved
OMB No. 2120-0022 8/31/2014



U.S. Department of Transportation
Federal Aviation Administration

AIRMAN CERTIFICATE AND/OR RATING APPLICATION

REPAIRMAN
 MECHANIC
 AIRFRAME
 POWERPLANT

PARACHUTE RIGGER
 SENIOR
 SEAT
 BACK

MASTER
 CHEST
 LAP

(Specify Rating)

NOTE: The proctor should verify the appropriate blocks are checked. Inapplicable blocks will have a line drawn through them.

APPLICATION FOR ORIGINAL ISSUANCE ADDED RATING

I. APPLICANT INFORMATION

A. NAME (First, Middle, Last) _____

B. SOCIAL SECURITY NO. _____ C. DOB (Mo., Day., Yr.) _____ D. HEIGHT _____ E. WEIGHT _____

F. HAIR _____ G. EYES _____ H. SEX _____ I. NATIONALITY (Citizenship) _____

J. PLACE OF BIRTH _____

L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?
 NO
 YES (If "Yes," explain on an attached sheet keying to appropriate item number)

M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE?
 NO YES
 SPECIFY TYPE: _____

N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? _____
 NO YES _____

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF -

A. CIVIL EXPERIENCE B. MILITARY EXPERIENCE C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)

D. GRADUATE OF APPROVED COURSE (1) NAME AND LOCATION OF SCHOOL _____
 (2) SCHOOL NO. _____ (3) CURRICULUM FROM WHICH GRADUATED _____ (4) DATE _____

E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80) (1) SCHOOL NAME _____ NO _____ (2) SCHOOL OFFICIAL'S SIGNATURE _____

F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80) (1) DATE AUTH _____ (2) DATE AUTH EXPIRES _____ (3) FAA INSPECTOR SIGNATURE _____ (4) FAA DIST OFC _____

III. RECORD OF EXPERIENCE

A. MILITARY COMPETENCE OBTAINED IN _____ (1) SERVICE _____ (2) RANK OR PAY LEVEL _____ (3) MILITARY SPECIALTY CODE _____

B. APPLICANT'S OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed)

DATES: MONTH AND YEAR		EMPLOYER AND LOCATION	TYPE WORK PERFORMED
FROM	TO		

C. PARACHUTE RIGGER APPLICANTS INDICATE BY TYPE HOW MANY PARACHUTES PACKED

SEAT	CHEST	BACK	LAP	FOR MASTER RATING ONLY	PACKED AS A -
					<input type="checkbox"/> SENIOR RIGGER <input type="checkbox"/> MILITARY RIGGER

IV. APPLICANT'S SIGNATURE _____ B. DATE _____

BLOCK V: The proctor should ensure this block is completed.

IF THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS: DATE 5/12/17 INSPECTOR'S SIGNATURE John A. Doe FAA DISTRICT OFFICE NM-ESDO-05

FOR FAA USE ONLY

Emp	reg	D.O	seal	con	iss	Act	lev	TR	s.h	Src	#rte	Rating (1)	Rating (2)	Rating (3)	Rating (4)

LIMITATIONS

FAA Form 8610-2 (2-85) SUPERSEDES PREVIOUS EDITION Electronic Version (Adobe)

**Figure A-5. Certificate of Eligibility
(FAA Order 8900.1, Volume 5, Chapter 5, Section 2, Figure 5-137)**



Figure A-6. FAA Form 8610 1, Mechanic's Application for Inspection Authorization

No certificate may be issued unless a completed application form has been received (14 CFR 65)



 U. S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		<i>Form Approved:</i> OMB No. 2120-0022 Exp. 09/30/2017						
MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION-PRIVACY ACT								
1. NAME (Last, First, Middle)		2. MECHANIC CERTIFICATE NO.						
3. MAILING ADDRESS (Number, Street, City, State County, Zip Code) (Place at which you desire to receive Airworthiness Directives, etc.)	4a. FIXED BASE OF OPERATIONS PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK		4b. TELEPHONE NO. PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK					
5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3 YEARS PRECEDING THE DATE OF THIS APPLICATION ?		YES	NO					
		<input type="checkbox"/>	<input type="checkbox"/>					
6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE CFRs ?		<input type="checkbox"/>	<input type="checkbox"/>					
7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?		<input type="checkbox"/>	<input type="checkbox"/>					
8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.		<input type="checkbox"/>	<input type="checkbox"/>					
9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION ? (For Renewal Only)		<input type="checkbox"/>	<input type="checkbox"/>					
10. BASIS FOR RENEWAL (Number Performed Per Renewal Period)								
ALTERATIONS		REPAIRS		ANNUAL INSP.		PROGRESSIVE INSP.		RECENT ISSUANCE - IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE. <input type="checkbox"/>
<i>First Year Period</i>	<i>Second Renewal Period</i>	<i>First Year Period</i>	<i>Second Renewal Period</i>	<i>First Year Period</i>	<i>Second Renewal Period</i>	<i>First Year Period</i>	<i>Second Renewal Period</i>	
FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (1st Year Period)				FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period)				
11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS								
DATES		NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.				DESCRIPTION OF ACTIVITY		
FROM								
TO PRESENT								
FROM								
TO								
FROM								
TO								
12. REMARKS		<div style="border: 1px solid red; padding: 2px; display: inline-block;"> BLOCK 12: This block must state, "Endorsement expires in 30 days." </div> "Endorsement expires in 30 days"						
13. CERTIFICATION: I certify that the statements made above and in all attachments hereto are correct and true.								
DATE		SIGNATURE OF APPLICANT						
<div style="border: 1px solid red; padding: 2px; display: inline-block;"> BLOCK 14: The endorsement box must be checked, and this block must be completed. </div>		14. RECORD OF ACTION (For FAA use only)						
<input checked="" type="checkbox"/>	ENDORSEMENT	DATE	INSPECTOR'S SIGNATURE				OFFICE IDENTIFICATION	
		5/12/17	 John A. Doe				NM-FSDO-05	
<input type="checkbox"/>	ISSUANCE	DATE	INSPECTOR'S SIGNATURE				OFFICE IDENTIFICATION	
<input type="checkbox"/>	RENEWAL							
<input type="checkbox"/>	VOLUNTARY SURRENDER							

Figure A-7. Knowledge Test Data Record Layout

Knowledge Test Data Record Layout		
A ">" delimiter must separate the fields within each record. Quotes should not be used around text. Quotes and commas are allowed within the fields.		
Field #	Content	Description
1	Test Type	This will be 11 for Airman Knowledge Testing (AKT) Organization Designation Authorization (ODA) holders. REQUIRED.
2	Exam ID	Maximum length of 17 characters. Positions 1–2=test provider ID; positions 3–10=8-digit test date; positions 11–13=3-digit test identifier; positions 14–17=test provider internal use. REQUIRED.
3	Test Date	Format as mmddccyy. Required length is eight characters. Months of January through September must have a leading zero (e.g., 04152010). REQUIRED.
4	Last Name	Maximum length of 50 characters. REQUIRED.
5	First and Middle Name	Format as applicant's first name, space, applicant's middle name. Maximum length of 50 characters. REQUIRED.
6	Name Suffix	Maximum length of five characters (e.g., Jr., Sr., III).
7	Applicant ID	Eight-digit birth date or nine-digit virtual ID (no other ID is acceptable, unless otherwise specifically authorized by the Airman Testing Standards Branch (AFS-630)). Maximum length of nine numeric characters. If date of birth is used in this field, it must be identical to the entry in the Birth Date field. REQUIRED.
8	Birth Date	Format as mmddccyy. Required length of eight characters. Months of January through September must have a leading zero (e.g., 04152010). REQUIRED.
9	Citizenship	Maximum length of three characters. Must contain applicable number from AFS-630's approved country code list. REQUIRED.
10	Address 1	Maximum length of 75 characters. REQUIRED.
11	Address 2	Maximum length of 75 characters.
12	City	Maximum length of 30 characters. REQUIRED.
13	State	Maximum length of two characters. If this field contains data, the Province Code and Country fields must be blank. Must contain applicable identifier taken from AFS-630's approved State code list. REQUIRED FOR DOMESTIC ADDRESSES.
14	ZIP Code	Format as #####-#### for U.S. mailing addresses. Minimum length of 5 characters and a maximum length of 10 characters. Four-digit extension is not required, but sixth character must be a dash if extension is entered.
15	Province Code	Maximum length of two characters. If this field contains data, the State field must be blank. Must contain applicable code taken from AFS-630's approved province code list. USE FOR CANADIAN ADDRESSES ONLY.

Figure A-7. Knowledge Test Data Record Layout (Continued)

Knowledge Test Data Record Layout		
16	Country	Maximum length of 25 characters. Country name must be spelled out. If this field contains data, the State field must be blank. USE FOR FOREIGN ADDRESSES ONLY.
17	Test Provider	Required length is two numeric characters. Must contain identifier assigned by AFS-630. REQUIRED.
18	Site ID	Format as XXX???? Three alpha characters indicating the test provider, followed by five alphanumeric characters. Must contain applicable identifier from AFS-630's exam site/testing center list. REQUIRED.
19	Test Code	Required length is three characters. Must contain applicable code from AFS-630's approved test code list. REQUIRED.
20	Test Form	Required length is six characters. First three characters must match the Test Code field. REQUIRED.
21	Test Version	Required length is five numeric characters. Contains number indicating when a form was last updated (i.e., 20101=the first tri-annual change cycle for calendar-year 2010). REQUIRED.
22	Test Take Number	Maximum length of two numeric characters. REQUIRED.
23	Test Time	Maximum length of three numeric characters. Time allowed in minutes for answering and reviewing test questions. REQUIRED.
24	Actual Time in Test	Maximum length of three numeric characters. Time in minutes actually spent answering and reviewing test questions (not including time spent on validation questions). REQUIRED.
25	Number of Questions	Maximum length of three numeric characters. Number of questions in the test administered (not including the number of validation questions). REQUIRED.
26	Overall Number Score	Maximum length of three numeric characters. Numeric score of the exam. REQUIRED.
27	Overall Pass or Fail Indicator	Maximum length of one character. Pass=P; Fail=F. REQUIRED.
28	Graduation Date	Format as mmddccyy. Required length is eight characters. The months of January through September must have a leading zero (e.g., 04152010).
29	Aviation School	Maximum length of eight characters. Must contain applicable code from AFS-630's approved 14 CFR part 141 or 147 school list. If Graduation Date field contains data, this field is required.

Figure A-8. Knowledge Test Question Data Record Layout

Knowledge Test Question Data Record Layout		
A ">" delimiter must separate the fields within each record. Quotes should not be used around text. Quotes and commas are allowed within the fields.		
Field #	Content	Description
1	Exam ID	Maximum length of 17 characters. Positions 1–2=Airman Knowledge Testing (AKT) Organization Designation Authorization (ODA) holder ID; positions 3–10=8-digit test date; positions 11–13=3-digit test identifier; positions 14–17=AKT ODA holder, internal use. REQUIRED.
2	Question Number	Maximum length of 10 numeric characters. REQUIRED.
3	Question Sequence Number	Maximum length of three numeric characters. Number indicating the placement order of the question on the test. REQUIRED.
4	Actual Time in Question	Maximum length of five numeric characters. Time in seconds for each question answered, including time for review. REQUIRED.
5	Question Result	Maximum length of one character. Correct=C; Incorrect=I; Omitted=O. REQUIRED.
6	Topic Code	Maximum length of 10 numeric characters. REQUIRED.
7	Correct Answer	Maximum length of one character. Letter indicating correct answer for the question. REQUIRED.
8	Applicant Answer	Maximum length of one character. Letter indicating applicant's answer for the question. This field may be blank if the applicant did not answer the question.
9	Learning Statement Code	Maximum length of six characters. REQUIRED.

Figure A-9. Validation Question Data Record Layout

Validation Question Data Record Layout		
<p>A ">" delimiter must separate the fields within each record. Quotes should not be used around text. Quotes and commas are allowed within fields. Each FAA form test may contain between zero and five validation questions. Do not transmit a validation question file for a form test that contains no validation questions.</p>		
Field #	Content	Description
1	Exam ID	Maximum length of 17 characters. Positions 1–2=Airman Knowledge Testing (AKT) Organization Designation Authorization (ODA) holder ID; positions 3–10=8-digit test date; positions 11–13=3-digit test identifier; positions 14–17=AKT ODA holder, internal use. REQUIRED.
2	Question Number	Maximum length of 10 numeric characters. REQUIRED.
3	Actual Time in Question	Maximum length of five numeric characters. Time in seconds for each question answered including time for review. REQUIRED.
4	Question Result	Maximum length of one character. Correct=C; Incorrect=I; Omitted=O. REQUIRED.
5	Topic Code	Maximum length of 10 numeric characters. REQUIRED.
6	Correct Answer	Maximum length of one character. Letter indicating correct answer for the question. REQUIRED.
7	Applicant Answer	Maximum length of one character. Letter indicating applicant's answer for the question. This field may be blank if the applicant did not answer the question.

Figure A-10. Survey Data Record Layout

Survey Data Record Layout		
A “>” delimiter must separate the fields within each record. Quotes should not be used around text. Quotes and commas are allowed within fields.		
Field #	Content	Description
1	Exam ID	Maximum length of 17 characters. Positions 1–2=Airman Knowledge Testing (AKT) (Organization Designation Authorization) ODA holder ID; positions 3–10=8-digit test date; positions 11–13=3-digit test identifier; positions 14–17=AKT ODA holder internal use. REQUIRED.
2	Survey Question 1	Maximum length of one numeric character. Yes=1. No=2. Not applicable=0.
3	Survey Question 2	Maximum length of one numeric character. Yes=1. No=2. Not applicable=0.
4	Survey Question 3	Maximum length of one numeric character. Yes=1. No=2.
5	Survey Question 4	Maximum length of one numeric character. Yes=1. No=2.
6	Survey Question 5	Maximum length of one numeric character. Yes=1. No=2.
7	Survey Question 6	Maximum length of one numeric character. Yes=1. No=2.
8	Survey Question 7	Maximum length of one numeric character. Yes=1. No=2.
9	Survey Question 8	Maximum length of one numeric character. Yes=1. No=2.
10	Crash	Maximum length of one numeric character. Yes=1. No=2. REQUIRED.
11	Comment for #5	Open-ended comment relating to question 5.
12	Comment for #7	Open-ended comment relating to question 7.
13	Survey Question 9	Open-ended comment.
14	Survey Question 10	Open-ended comment.
15	Exam Start Date and Time	Format as mmddccyyhhmi. Required length is 12 characters. Use military time for “hhmi” (e.g., 2:05 p.m.=1405). The months of January through September must have a leading zero. Time must have a leading zero for single-digit hours (e.g., exam started on 4/15/2010 at 9:05 a.m.=041520100905). REQUIRED.
16	Exam End Date and Time	Format as mmddccyyhhmi. Required length is 12 characters. Use military time for hhmi (e.g., 2:05 p.m.=1405). The months of January through September must have a leading zero. Time must have a leading zero for single-digit hours (e.g., exam ended on 4/15/2010 at 9:05 a.m.=041520100905).
17	Unit Member ID	Maximum length of seven characters. First initial, middle initial, first five characters of the unit member’s last name (e.g., JDSmith; AKLee; AMWilso). Last name may be shorter than five characters. REQUIRED.

Figure A-11. Country and Nationality Codes

000	United States	225	British Indian Ocean Territory
060	American Samoa	231	Virgin Islands, British
064	Micronesia	232	Brunei
066	Guam	245	Bulgaria
068	Marshall Islands	250	Burma
069	Northern Mariana Islands	252	Burundi
070	Palau	253	Belarus
072	Puerto Rico	255	Cambodia
078	Virgin Islands, U.S.	257	Cameroon
110	Afghanistan	260	Canada
115	Akrotiri	268	Cayman Islands
120	Albania	269	Central African Republic
125	Algeria	272	Sri Lanka
142	Andorra	273	Chad
143	Antarctica	275	Chile
145	Angola	280	China
146	Anguilla	281	Christmas Island
149	Antigua & Barbuda	283	Cocos (Keeling) Islands
150	Argentina	284	Clipperton Island
152	Armenia	285	Colombia
153	Aruba	287	Comoros
154	Ashmore & Cartier Islands	290	Congo
160	Australia	292	Cook Islands
165	Austria	293	Coral Sea Islands
170	Azerbaijan	295	Costa Rica
180	Bahamas, The	297	Croatia
182	Bahrain	300	Cuba
183	Bangladesh	303	Curacao
184	Barbados	305	Cyprus
185	Baker Island	309	Czech Republic
190	Belgium	315	Denmark
193	Belize	316	Dhekelia
194	Benin	317	Djibouti
195	Bermuda	318	Dominica
200	Bhutan	320	Dominican Republic
205	Bolivia	325	Ecuador
207	Bosnia & Herzegovina	327	Egypt
210	Botswana	328	Eritrea
215	Bouvet Island	330	El Salvador
220	Brazil	332	Equatorial Guinea

Figure A-11. Country and Nationality Codes (Continued)

334	Estonia	485	Cote d'Ivoire
335	Ethiopia	487	Jamaica
336	Faroe Islands	488	Jan Mayen
337	Falkland Islands	490	Japan
338	Fiji	495	Jarvis Island
340	Finland	496	Jersey
350	France	497	Johnston Atoll
355	French Guiana	500	Jordan
367	French Polynesia	503	Kazakhstan
375	French Southern & Antarctic Lands	505	Kenya
388	Gabon	508	Kingman Reef
389	Gambia, The	510	Kiribati
390	Germany	515	Korea, South
391	Ghana	517	Korea, North
392	Gibraltar	519	Kosovo
395	Georgia	520	Kuwait
400	Greece	522	Kyrgyzstan
405	Greenland	525	Latvia
406	Grenada	530	Laos
407	Guadeloupe	540	Lebanon
414	Guernsey	543	Lesotho
415	Guatemala	545	Liberia
416	Guinea-Bissau	550	Libya
417	Guinea	553	Liechtenstein
418	Guyana	560	Lithuania
420	Haiti	570	Luxembourg
425	Heard Island & McDonald Islands	571	Macau
430	Honduras	572	Macedonia
435	Hong Kong	575	Madagascar
440	Howland Island	577	Malawi
445	Hungary	581	Malaysia
450	Iceland	582	Maldives
455	India	585	Mali
458	Indonesia	590	Malta
460	Iran	591	Martinique
465	Iraq	592	Mauritania
470	Ireland	593	Mauritius
473	Isle of Man	594	Mayotte
475	Israel	595	Mexico
480	Italy	599	Sint Maarten

Figure A-11. Country and Nationality Codes (Continued)

604	Midway Islands	764	Saint Barthelemy
605	Moldova	765	Saint Helena
607	Monaco	766	Saint Martin
608	Mongolia	767	Saint Kitts & Nevis
609	Montserrat	770	Saint Lucia
610	Morocco	772	Saint Pierre & Miquelon
611	Montenegro	775	Saint Vincent & Grenadines
615	Mozambique	780	Samoa
617	Namibia	782	San Marino
620	Navassa Island	785	Saudi Arabia
621	Nauru	786	Serbia
625	Nepal	787	Senegal
630	Netherlands	788	Seychelles
645	New Caledonia	790	Sierra Leone
651	Vanuatu	795	Singapore
660	New Zealand	797	Slovakia
665	Nicaragua	798	Slovenia
667	Niger	799	Solomon Islands
670	Nigeria	800	Somalia
675	Niue	801	South Africa
680	Norfolk Island	802	South Georgia & South Sandwich Islands
685	Norway	806	Spratly Islands
690	Oman	807	South Sudan
696	Palmyra Atoll	830	Spain
700	Pakistan	835	Sudan
710	Panama	840	Suriname
712	Papua New Guinea	842	Svalbard
713	Paracel Islands	847	Swaziland
715	Paraguay	850	Sweden
720	Peru	855	Switzerland
725	Philippines	858	Syria
727	Pitcairn Islands	862	Taiwan
730	Poland	864	Tajikistan
735	Portugal	865	Tanzania
747	Qatar	875	Thailand
750	Reunion	878	Timor-Leste
755	Romania	885	Togo
757	Russia	886	Tokelau
758	Rwanda	887	Trinidad & Tobago
761	Sao Tome & Principe	888	Tonga

Figure A-11. Country and Nationality Codes (Continued)

890	Tunisia	935	Holy See (Vatican City)
895	Turkmenistan	940	Venezuela
905	Turkey	945	Vietnam
907	Turks & Caicos Islands	955	Wallis & Futuna
908	Tuvalu	960	Wake Island
910	Uganda	961	Western Sahara
915	Ukraine	965	Yemen
920	United Arab Emirates	990	Zambia
925	United Kingdom	995	Stateless
926	Uzbekistan	998	Zimbabwe
927	Burkina Faso	999	Unknown
930	Uruguay		



U.S. Department
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**Federal Aviation
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FAA Form 1320-19, Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 8080.6H, Conduct of Airman Knowledge Tests

To: FAA, Attn: Airman Testing Standards Branch (AFS-630), P.O. Box 25082, Oklahoma City, OK 73125
or afs630comments@faa.gov.

(Please check all appropriate line items)

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

Other comments:

I would like to discuss the above. Please contact me.

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