

Instructor Guide to FAA Endorsements



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CFI Endorsement Guide

Welcome to the CFI Endorsement Guide from NAFI and Sporty's. While not intended to cover every possible endorsement requirement, the guide does succinctly outline the most common endorsements you are likely to encounter, and in a likely order when beginning with a student pilot. It's worth noting that many of these endorsement templates are populated within print and electronic logbooks that are popular among pilots.

As you may not utilize certain endorsements frequently, it's important to reference this CFI guide, along with applicable regulations and the current advisory circular, to ensure you've met your regulatory requirements.

If you have questions or comments, please email CFI@Sportys.com.



Student Pilots

Processing IACRA Student Pilot Applications

CFIs should utilize IACRA ([IACRA.FAA.gov](https://iacra.faa.gov)) for accepting a student pilot application. In order for a CFI to accept a student pilot application, the CFI must be registered in IACRA in the appropriate role. Before processing an application for a Student Pilot Certificate, ensure the applicant meets the age (16 for airplanes) and English proficiency requirements and verify the applicant's identity via a government-issued photo ID.

A student who meets the eligibility requirements may register as a student pilot applicant through IACRA which stores FAA Form 8710-1 electronically until the CFI accesses the form. CFIs access the student's 8710-1 by logging in and searching for the person's unique FAA tracking number (FTN) and verify the application has been completed properly.

The CFI will input the applicant's photo identification data into IACRA when prompted. Once the CFI has completed the application through IACRA, it will be transmitted electronically to FAA for processing. The student pilot applicant can expect the temporary pilot certificate to be available for download and print within IACRA in just a few days and the permanent certificate to arrive in approximately 5 weeks. Plastic student pilot certificates do not expire.

U.S. Citizenship Verification

Instructors must verify U.S. citizenship prior to initiating pilot training for Private, Instrument or Multiengine pilot training (49 CFR) § 1552.3(h). The flight instructor and/or flight school must keep a copy of the documents used to provide proof of citizenship for five (5) years OR make the endorsement below in the student's logbook and the instructor's logbook or other record.

Non-US citizens (including resident aliens) must participate in the Alien Flight Student Program and undergo a security threat assessment outlined at [FlightSchoolCandidates.gov](https://www.flight-school-candidates.gov).

I certify that _____ [First name, MI, Last name] has presented me
a _____ [type of document presented,
such as a U.S. birth certificate or U.S. passport, and the relevant control or sequential number on the document, if any]
establishing that [he or she] is a U.S. citizen or national in accordance with 49 CFR § 1552.3(h).

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Solo Requirements

Knowledge Test

The student pilot must have completed a pre-solo knowledge test. Refer to § 61.87(b). A recommended pre-solo test is provided within Sporty's Learn to Fly Course. At the conclusion of the test, the CFI must review all incorrect answers with the student before authorizing that student to conduct a solo flight. The test must address the student pilot's knowledge of:

- (i) Applicable sections of Parts 61 and 91
- (ii) Airspace rules and procedures for the airport where the solo flight will be performed; and
- (iii) Flight characteristics and operational limitations for the make and model of aircraft to be flown.

Solo Requirements

The student pilot must have received and logged flight training for the maneuvers and procedures that are appropriate to the make and model of aircraft to be flown. Refer to § 61.87. Training requirements for single engine airplanes are:

- (1) Proper flight preparation procedures, including preflight planning and preparation, powerplant operation, and aircraft systems;
- (2) Taxiing or surface operations, including runups;
- (3) Takeoffs and landings, including normal and crosswind;
- (4) Straight and level flight, and turns in both directions;
- (5) Climbs and climbing turns;
- (6) Airport traffic patterns, including entry and departure procedures;
- (7) Collision avoidance, windshear avoidance, and wake turbulence avoidance;
- (8) Descents, with and without turns, using high and low drag configurations;
- (9) Flight at various airspeeds from cruise to slow flight;
- (10) Stall entries from various flight attitudes and power combinations with recovery initiated at the first indication of a stall, and recovery from a full stall;
- (11) Emergency procedures and equipment malfunctions;
- (12) Ground reference maneuvers;
- (13) Approaches to a landing area with simulated engine malfunctions;
- (14) Slips to a landing; and
- (15) Go-arounds.

Basic First Solo Endorsements

Aeronautical Knowledge § 61.87(b) ONE-TIME ENDORSEMENT

I certify that _____ [First name, MI, Last name] has satisfactorily completed the pre-solo knowledge test of § 61.87(b) for the _____ [make and model] aircraft.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Pre-solo flight training: § 61.87(c)(1) and (2) ONE-TIME ENDORSEMENT

I certify that _____ [First name, MI, Last name] has received and logged pre-solo flight training for the maneuvers and procedures that are appropriate to the _____ [make and model] aircraft. I have determined [he or she] has demonstrated satisfactory proficiency and safety on the maneuvers and procedures required by § 61.87 in this or similar make and model of aircraft to be flown.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Basic First Solo Endorsements

Solo flight (initial 90 calendar-day period): § 61.87(n).

INITIAL 90 DAY ENDORSEMENT

I certify that _____ [First name, MI, Last name] has received the required training to qualify for solo flying. I have determined [he or she] meets the applicable requirements of § 61.87(n) and is proficient to make solo flights in _____ [make and model] aircraft.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Solo flight (each additional 90 calendar-day period): § 61.87(p).

EVERY 90 DAYS

I certify that _____ [First name, MI, Last name] has received the required training to qualify for solo flying. I have determined [he or she] meets the applicable requirements of § 61.87(n) and is proficient to make solo flights in _____ [make and model] aircraft.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Additional Student Pilot Solo Endorsements

Solo takeoffs and landings at another airport within 25 nautical miles (NM): § 61.93(b)(1).

I certify that _____ [First name, MI, Last name] has received the required training of § 61.93(b)(1). I have determined that [he or she] is proficient to practice solo takeoffs and landings at _____ [airport name]. The takeoffs and landings are subject to the following conditions:
_____ [List any applicable conditions or limitations.]

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Solo cross-country flight general: § 61.93(c)(1) and (2). **ONE-TIME ENDORSEMENT**

I certify that _____ [First name, MI, Last name] has received the required training to qualify for soloflying. I have determined [he or she] meets the applicable requirements of § 61.93 and is proficient to make solo flights in _____ [make and model] aircraft.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Additional Student Pilot Solo Endorsements

Solo cross-country flight specific: § 61.93(c)(3). – SPECIFIC TO EACH CROSS-COUNTRY FLIGHT

I have reviewed the cross-country planning of _____ [First name, MI, Last name].
I find the planning and preparation to be correct to make the solo flight from _____ [origination airport] to _____ [origination airport] via _____ [route of flight] with landings at _____ [names of the airports] in a _____ [make and model] aircraft on _____ [date] subject to the following conditions: _____
[List any applicable conditions or limitations.]

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Repeated solo cross-country flights not more than 50 NM from the point of departure: §61.93(b)(2).

I certify that _____ [First name, MI, Last name] has received the required training in both directions between and at both _____ [airport names]. I have determined that [he or she] is proficient of § 61.93(b)(2) to conduct repeated solo cross-country flights over that route, subject to the following conditions: _____
[List any applicable conditions or limitations.]

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Additional Student Pilot Solo Endorsements

Solo flight in Class B airspace: § 61.95(a).

I certify that _____ [First name, MI, Last name] has received the required training of § 61.95(a). I have determined [he or she] is proficient to conduct solo flights in _____ [name of Class B] airspace subject to the following limitations _____ [List any applicable conditions or limitations.]

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Solo flight to, from, or at an airport located in Class B airspace: § 61.95(b) and 14 CFR part 91, § 91.131(b)(1).

I certify that _____ [First name, MI, Last name] has received the required training of § 61.95(b)(1). I have determined that [he or she] is proficient to conduct solo flight operations at _____ [name of airport] subject to the following limitations _____ [List any applicable conditions or limitations.]

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Additional Student Pilot Solo Endorsements

Pre-solo flight training at night: § 61.87(o). Flight training must be received within the 90 calendar-day period preceding the date of the flight.

I certify that _____ [First name, MI, Last name] has received flight training at night on night flying procedures that include takeoffs, approaches, landings, and go-arounds at night at the _____ [airport name] airport where the solo flight will be conducted; navigation training at night in the vicinity of the _____ [airport name] airport where the solo flight will be conducted. This endorsement expires 90 calendar-days from the date the flight training at night was received.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Private Pilot Endorsements

Aeronautical knowledge test: §§ 61.35(a)(1), 61.103(d), and 61.105.

I certify that _____ [First name, MI, Last name] has received the required training in accordance with § 61.105. I have determined [he or she] is prepared for the _____ [name of] knowledge test.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Flight proficiency/practical test: §§ 61.103(f), 61.107(b), and 61.109.

I certify that _____ [First name, MI, Last name] has received the required training in accordance with §§ 61.107 and 61.109. I have determined [he or she] is prepared for the _____ [name of] practical test.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Prerequisites for practical tests: § 61.39(a).

I certify that _____ [First name, MI, Last name] has received and logged the required flight time/training of § 61.39(a) in preparation for the practical test within 2 calendar-months preceding the date of the test and has satisfactory knowledge of the subject areas in which [he or she] was shown to be deficient by the FAA Airman Knowledge Test Report. I have determined [he or she] is prepared for the _____ [name of] practical test.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Instrument Rating Endorsements

Aeronautical knowledge test: §§ 61.35(a)(1) and 61.65(a) and (b).

I certify that _____ [First name, MI, Last name] has received the required training of § 61.65(b). I have determined that [he or she] is prepared for the Instrument-[airplane, helicopter, or powered-lift] knowledge test.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Flight proficiency/practical test: § 61.65(a)(6).

I certify that _____ [First name, MI, Last name] has received the required training of § 61.65(c) and (d). I have determined [he or she] is prepared for the Instrument-[airplane, helicopter, or powered-lift] practical test.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Prerequisites for practical tests: § 61.39(a).

I certify that _____ [First name, MI, Last name] has received and logged the required flight time/training of § 61.39(a) in preparation for the practical test within 2 calendar-months preceding the date of the test and has satisfactory knowledge of the subject areas in which [he or she] was shown to be deficient by the FAA Airman Knowledge Test Report. I have determined [he or she] is prepared for the _____ [name of] practical test.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Commercial Pilot Endorsements

Aeronautical knowledge test: §§ 61.35(a)(1), 61.123(c), and 61.125.

I certify that _____ [First name, MI, Last name] has received the required training of § 61.125. I have determined that [he or she] is prepared for the _____ [name of] knowledge test.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Flight proficiency/practical test: §§ 61.123(e), 61.127, and 61.129.

I certify that _____ [First name, MI, Last name] has received the required training of §§ 61.127 and 61.129. I have determined that [he or she] is prepared for the _____ [name of] practical test.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Prerequisites for practical tests: § 61.39(a).

I certify that _____ [First name, MI, Last name] has received and logged the required flight time/training of § 61.39(a) in preparation for the practical test within 2 calendar-months preceding the date of the test and has satisfactory knowledge of the subject areas in which [he or she] was shown to be deficient by the FAA Airman Knowledge Test Report. I have determined [he or she] is prepared for the _____ [name of] practical test.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Proficiency Endorsements- Flight Review and IPC

Completion of a flight review: § 61.56(a) and (c).

I certify that _____ [First name, MI, Last name], _____ [grade of pilot certificate], _____ [certificate number], has satisfactorily completed a flight review of § 61.56(a) on _____ [date].

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Completion of an instrument proficiency check: § 61.57(d).

I certify that _____ [First name, MI, Last name], _____ [grade of pilot certificate], _____ [certificate number], has satisfactorily completed the instrument proficiency check of § 61.57(d) in a _____ [make and model] aircraft on _____ [date].

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Complex or High-Performance Endorsement

To act as pilot in command in a complex airplane: § 61.31(e).

I certify that _____ [First name, MI, Last name], _____ [grade of pilot certificate], _____ [certificate number], has received the required training of § 61.31(e) in a _____ [make and model] complex airplane. I have determined that [he or she] is proficient in the operation and systems of a complex airplane.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

To act as pilot in command in a high-performance airplane: § 61.31(f).

I certify that _____ [First name, MI, Last name], _____ [grade of pilot certificate], _____ [certificate number], has received the required training of § 61.31(f) in a _____ [make and model] high performance airplane. I have determined that [he or she] is proficient in the operation and systems of a high-performance airplane.

DATE _____ CFI _____

CFI NO. _____ EXP. _____

Test Failures

Retesting after failure of a knowledge or practical test: § 61.49. In the case of a failed knowledge test, the instructor may complete the endorsement in the space provided at the bottom of the applicant's Airman Knowledge Test Report (AKTR). The instructor must sign the block provided for the instructor's recommendation on the reverse side of FAA Form 8710-1, Airman Certificate and/or Rating Application, for each retake of a practical test.

I certify that _____ [First name, MI, Last name] has received the additional [flight and/or ground, as appropriate] training as required by § 61.49. I have determined that [he or she] is proficient to pass the _____ [name of] knowledge/practical test.

DATE _____ CFI _____

CFI NO. _____ EXP. _____