



Elite Balloon Instructors (EBI) must be actively working under FAR Part 61 or 141 and must hold a current a FAA Commercial airman certificate with hot air balloon limitation (minimum 48 calendar months) AND must not have had an airman certificate suspended, revoked, subject to enforcement action during the preceding five years; or, have been convicted of a civil or criminal offense. An EBI must also abide by the NAFI Code of Conduct.

Required Package Components:

Submitted applications become the property of the Committee. The application package must include the required items listed below and only those items. Missing or illegible items may lead to disqualification. Please, no cover sheets or excess bulk.

1. Application
2. Aviation oriented curriculum vitae (CV), no more than two pages.
3. Clear copies of a current U.S. government-issued photo-id AND both sides of current FAA certificates/designations AND a photo taken within the past five years, in a professional aviation setting.
4. One letter of recommendation from a FPM, FSDO employee, or DPE, etc.
5. One letter of recommendation from a ballooning peer
6. One letter of recommendation from a student (or former student) who is familiar with your work
 - a. No more than one page each.
7. Supporting documents for each CEU listed on the application and complete an Activity Completion Form for each activity.

Application Cost: Program application fee is **\$20**, please include a check made out to The Balloon Training Academy with each application.

Submission Directions:

Physical Applications (Paper or CD/USB Drive) can be mailed to either

The Balloon Training Academy

2765 Jeremy Ct. NW

Swisher, IA 52338

OR

The National Association of Flight Instructors

3100 East Milham Ave.

Portage, MI 49002

Digital Submissions can be uploaded to Googledocs or Dropbox and shared with BTA President Adam Magee (theballoontrainingacademy@gmail.com)

Stages:

EBI has three Stages: Application, Review, and Final Processing.

The Application Stage consists of completing the application and required nomination package to submit for review.

Upon submission, applications move to the Review Stage. Our Board of Review is comprised of dedicated individuals who are themselves EBI designees. Reviewers check submissions for completeness, assure eligibility requirements have been met, and perform detailed evaluations of the information provided, paying attention to CEUs, inclusive dates, and supporting documentation. Reviewers may contact applicants to seek clarification or request additional information and may annotate the applications.

During the Final Processing Stage, the committee chair evaluates the comments and recommendations made by reviewers and may spot-check applications. The committee chair also contact professional references. Applicants then receive official notification by email and phone concerning the status of their designations.

Activities:

The bulk of the application process is spent documenting qualifying Activities that have occurred ***within the preceding 24 calendar months*** of submission.

Each individual activity submitted for review must include the number of CEUs devoted to it, the quality of the activity, and a brief statement of relevance via **activity completion form**. Vouch for your activity and why it is worth the CEU you have given it. Some type of supporting documentation must accompany each Activity claimed as well, and each Activity with its supporting documentation must form a unique, standalone unit from every other Activity.

The below noted activities are suggestions only. Activities not listed may qualify and are encouraged to be submitted.

The required minimum of **10 CEUs** must meet the following criteria:

Note: Approximately 5 hours = 1 CEU

Instructor - At least four **(4) CEUs must come from** “INSTRUCTOR” category activities;

An EBI is first and foremost an active instructor. This category is intended to be representative of activities in which an instructor is actively providing instruction to a student or a class and is involved in regular evaluation of pilots regarding the learning, progress, and capabilities of the student as they train. **The below noted activities are suggestions only. Activities not listed may qualify and are encouraged to be submitted.**

- Active Instruction – Instruction for Ratings or Certificates (Max. 4 CEUs for each practical test endorsement given)
- Active Instruction - Flight Reviews/ aircraft checkouts (1 CEU / 2 reviews)
- Teaching aviation related college classes that include a structured grading or evaluation system (Max. 4 CEU/ class)
- Teaching pilot ground schools that include a structured grading or evaluation system (Max. 4 CEU / ground school)
- Teaching ground instruction to individual students resulting in endorsement for a knowledge test (1 CEU / endorsement)
- Designated Pilot Examiner (1 CEU / 2 flight checks)
- Progress/Stage Checks given (1 CEU / 2 Progress/Stage Checks given)
- Certify wings credit for a student for a Wings level through the FAA Safety Team webpage (≈1 CEU)
- Active Instruction – Seminars/ webinars/ podcasts (1 CEU for every 3)

Educator - At least two **(2) CEUs must come from** activities from the “EDUCATOR” category; **The below noted activities are suggestions only. Activities not listed may qualify and are encouraged to be submitted.**

This category relates specifically to efforts an instructor makes providing, developing, or creating educational material specific to the aviation field. This material may not be specifically presented by the instructor to a student or a class but could be developed and created by the instructor for general usage.

- Teaching safety seminars (2 CEU)
- Teaching industry seminars (2 CEU)
- FAA Wings program (1 CEU / 2 sign-offs)
- Teaching aviation related vocational classes (2 CEU)

- Teaching aviation related high school classes (2 CEU)
- Teaching Flight Instructor Refresher Clinics (2 CEU)
- Aviation related consultative services (2 CEU)
- Teaching industry training courses (2 CEU)
- Develop aviation seminar w/ PowerPoint (1 CEU)
- Published aviation magazine/journal articles (1 CEU)
- Training Course Outline (TCO) (≈2-4 CEU)
- Original ground school course (4 CEU)
- Aviation related audio/video tapes, CDs, DVDs (≈1-2 CEU)
- Original pre-solo exam/test questions (1CEU)
- Aviation related curricula (≈1-3 CEU)
- Aviation pamphlet, brochure, guidebook or manual (1 CEU)
- Original aviation research paper (≈1-4 CEU)
- Published aviation newspaper/newsletter articles (1 CEU)
- Published aviation book review (1 CEU)
- Published aviation book or textbook (2-4 CEU)
- Aviation related computer program (1-2 CEU)
- Aviation related study guides (1 CEU)

Service to the Aviation Community: At least two **(2) CEUs from at least two different activities** must come from the “SERVICE TO THE AVIATION COMMUNITY” category; **The below noted activities are suggestions only. Activities not listed may qualify and are encouraged to be submitted.**

This category specifically refers to areas of involvement that the instructor has had with aviation organizations, community service organizations or other like services. The purpose of this category is to show involvement in and promotion of aviation within the community.

- Youth activities (Camp counselor/Director, etc.) (≈1 CEU)
- FAA Safety Team representative (ASC) (≈1 CEU) *

- Mentor to a newly certificated CFI (≈1 CEU)
- Aviation committee chairperson / secretary (≈1 CEU) *
- Aviation organization elected officer (≈1 CEU) *
- Board of Directors of an aviation organization (≈1 CEU) *
- Aviation organization committee / task force. (≈1 CEU) *
- *Pro bono* position of leadership / responsibility (≈1 CEU)
- High School / College Career Fair (≈1 CEU)
- Response to an FAA NPRM (≈1 CEU)
- Aviation related grant proposal (≈1-2 CEU)
- Aviation related photography (≈1 CEU)
- Aviation related website (≈1-3 CEU)

* per year of activity

Professional Activity - At least two (2) CEUs from at least two different activities must come from the “PROFESSIONAL ACTIVITY” category. **The below noted activities are suggestions only. Activities not listed may qualify and are encouraged to be submitted.**

An EBI is always learning and increasing his/her knowledge and experience base. The areas in this category related to continued training, experience, or activities that the instructor is involved in personally.

- Aircraft / avionics transitions (≈1 CEU)
- Attending Safety seminars (≈1 CEU / seminars) Ground school for certificate or rating (≈1 CEU)
- Obtaining an Additional certificate or rating (≈1-3 CEU)
- Aviation industry seminars (≈1 CEU)
- Attending Aviation related college class (≈1-3 CEU)
- Aviation related travel experience (as the pilot or instructor) (≈1 CEU)
- Aviation related self-study course (≈1 CEU)
- Restoration of a certificated aircraft (≈1 CEU)
- Accomplish Wings Program levels (≈1 CEU)

- Construction of a homebuilt aircraft (≈1-4 CEU)
- Initial Designated Pilot Examiner course (DPE) (≈3 CEU)
- Aviation related educational tours (≈1 CEU)
- Completion of Flight reviews / aircraft checkouts (≈1 CEU)
- Aviation related conferences / conventions (≈1-2 CEU)
- Renewal of DPE or TCS (≈1 CEU)
- Flight School Ownership or Management (≈1-3 CEU) *

*** per year of activity**

ELITE BALLOON INSTRUCTOR APPLICATION - PAGE 1

Candidate's Name

(First Middle Last)

Street Address

City, State Zip

Preferred Phone

Year original FAA cert
was issued

E-Mail

Full Time Employer
Company Name

Phone:

Supervisor's
Name

Street Address

E-Mail

City, ST Zip

Part Time Employer
Company Name

Phone:

Supervisor's
Name

Street Address

E-Mail

City, ST Zip

Affidavit I hereby attest that all information submitted herein is true, correct, and complete. I understand that any misrepresentation of facts may result in removal from EBI consideration. I authorize present and past employers, the Federal Aviation Administration, and law enforcement agencies to disclose to representatives of the EBI committee information about me from the records in their possession, and to provide copies of that information if requested by the EBI committee.

**Candidate's
Signature**

Date
(MM/DD/YYYY)

**ELITE BALLOON INSTRUCTOR
APPLICATION - PAGE 2**

Instructor - At least four (4) CEUs must come from “INSTRUCTOR” category activities;

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	Activity	Number of CEUs Claimed
1		
2		
3		
4		
5		
6		

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	Activity	Number of CEUs Claimed
1		
2		
3		
4		
5		
6		

Total number of CEUs: _____ (10 minimum CEUs must be claimed)

Please provide support for all CEUs claimed and complete an Activity Completion Form for each activity.

Activity Completion Form

Each activity submitted for CEU credit must be accompanied by a separate, completed Elite Balloon Instructor Activity Completion Form and the required appropriate supporting documentation. The Elite Balloon Instructor Board of Review will not solicit activity verification or documentation on a candidate's behalf. Numerous examples of acceptable documentation are listed below. All documentation must include applicant's name and must verify both the nature of the activity and the activity's inclusive dates.

Applicant's name: _____

Activity Category: _____

Activity Completed: _____

Hours Spent Completing Activity: _____

Please check documentation included and attach documentation to this form:

- ___ Graduation / completion certificate
- ___ Copy of student / instructor / DPE logbook entries
- ___ Grade report / test results Class roster, contract, pay stubs, etc.
- ___ Course syllabus / course outline
- ___ Copy of authored material Committee / board meeting minutes
- ___ FAA/industry forms (FAA forms 8710, etc.)
- ___ Chief CFI / manager signoff Receipts / invoices
- ___ Verification letters / e-mails *
- ___ Other, specify:
- ___ Sponsor Verification Statement (see below)

*** Have verification letters / e-mails sent to applicant and include a copy with portfolio**

Activity Sponsor Verification Statement: In lieu of attaching the required supporting documentation, have the agency or individual sponsoring this activity complete the following verification statement: **(NOTE: Elite Balloon Instructor candidates may not sign themselves off in the section below.)** I hereby certify that to the best of my knowledge and belief all information on this form as submitted is true, correct, and complete.

Sponsor:

Officials Name and Title:

Address:

City/State:

Email Address:

Signature: