



National Association of Flight Instructors

NAFI Master Ground Instructor Accreditation (MGI)

The NAFI Master Ground Instructor accreditation is a national accreditation that may be earned by aviation instructors and educators based upon a system of advanced professional standards and peer review. The accreditation granted by NAFI serves a dual purpose. First, it identifies and publicly recognizes those who demonstrate an ongoing commitment to excellence, professional growth, and service to the aviation community. Second, it sets professional standards to which all aviation instructors and educators can aspire.

The designation requires a rigorous process of continuing professional activity and, like a flight instructor certificate, must be renewed biennially. To promote continuous involvement in the aviation community, designees must remain active and renew their accreditations every 24-calendar months. Unlike one-time awards for past achievements (i.e., a "Gold Seal" flight instructor certificate or "Flight Instructor of the Year"), the Master Instructor designation acknowledges an individual's continuing professional growth and involvement in a broad spectrum of aviation endeavors.

Benefits of NAFI Master Flight Instructor Accreditation

- Recognition by their professional aviation education association that they have achieved a level of professionalism and excellence that exceeds government/industry minimums;
- An 8" x 10" laser engraved plaque of accreditation as a NAFI Master Ground Instructor;
- News releases and e-mail accreditation announcements including our monthly NAFI Master in Review email;
- Special listings on NAFI's website both within the member's profile, and as part of NAFI's Meet the Masters Webpage www.nafinet.org/nafimasterinstructors.aspx
- Ability to use the accreditation as a reference source for future employment;
- Opportunity for future higher earning potential and professional advancement;
- Substantial discounts on flight instructor liability insurance from Avemco Insurance;
- For schools with more than one NAFI Master Ground Instructor on staff, special flight school plaques are available.

QUESTIONS? Contact NAFI at 866-806-6156 or NAFI@nafinet.org
3101 E. Milham Ave. Portage, MI 49002



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Minimum Eligibility Requirements

Candidates for the Master Ground Instructor (MGI) designation must meet the following minimum eligibility requirements. A candidate must:

- be a NAFI member in good standing;
- maintain NAFI membership during the term of accreditation;
- subscribe to and abide by NAFI's Code of Ethics;
- be of good moral character [*i.e.*, FAR 61.153(c)];
- have Internet and e-mail access;
- have demonstrated involvement and leadership in the local aviation community;
- have held, **for a minimum of 48-calendar months (4 yrs)**, a valid FAA/ICAO-issued Ground Instructor Certificate, if applying for a MGI designation.
(the Board of Review may make rulings outside these guidelines for good cause)

Candidates must present a minimum of 32 CEUs for activities completed within the 24-calendar months immediately prior to issuance of the NAFI Master Ground Instructor accreditation.

CEU is a continuing education unit. The CEU is used to quantify an instructor's activity level as a part of the application process. Approximately 15 hours of work equals 1 CEU.

You should claim the amount of credit you feel is warranted for the activity and provide your justification for the amount of credit claimed. For this reason, it is important to provide detailed descriptions of the activity (or the actual work) that was completed and time spent on it so that it may be given fair credit. The final CEU value is determined by the NAFI Master Instructor Board of Review after considering **the time expended and quality of the activity** during the review of an applicant's documentation package.

The required minimum of 32 CEUs must meet the following criteria:

- A.** At least sixteen (16) CEUs must come from at least two different "EDUCATOR" category activities;
- B.** At least two (2) CEUs from two different activities must come from the "SERVICE TO THE AVIATION COMMUNITY" category;
- C.** At least two (2) CEUs from two different activities must come from the "CREATOR OF MEDIA" category;
- D.** At least two (2) CEUs from two different activities must come from the "PROFESSIONAL ACTIVITY" category.

Candidates are cautioned that each activity submitted must stand-alone with no duplication within the categories.

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Activities, Documentation and CEUs

All Master Instructor portfolios are reviewed in their entirety by the NAFI Board of Review (BoR).

Each activity shown on the "Example Master Instructor Activities" pages is assigned an approximate number of continuing education units (CEUs). The number of CEUs granted for a particular activity is a function of the time spent completing that activity. The activity's "quality" is also considered. Typically, colleges require approximately 15 hours of direct involvement for a single college credit. A similar time requirement is used to determine the number of CEUs granted for an activity. All student-contact time (both flight & ground) applies and may be counted toward total activity time.

Candidates must accumulate a minimum of 32 CEUs (*hours*) during the 24-calendar months prior to issuance of the NAFI Master Ground Instructor designation. The required minimum of 32 CEUs must meet the following criteria: **A)** at least sixteen CEUs must come from at least two different EDUCATOR category activities, **B)** at least two CEUs from at least two different activities must come from **each** of the SERVICE, MEDIA, and PARTICIPANT categories. Candidates pursuing more than one designation are cautioned that each portfolio submitted must stand alone with no duplication of activities.

Listed categories on the "Example Master Instructor Activities" pages show multiple examples of typical activities that could qualify for CEU credit and are not intended to be all-inclusive. If the applicant's activity does not identically match any of the activities listed, the Board can review it for accreditation. Simply describe the activity on the required Activity Completion Form (ACF) and attach appropriate supporting documentation. The activity must fall within one of the four categories and will either be awarded an appropriate number of CEUs or denied credit. **Each activity submitted for credit, whether a listed activity or a similar topic, must be accompanied by an ACF along with appropriate supporting documentation.**

Application Process

Each applicant for NAFI Master Flight Instructor accreditation shall complete an application package consisting of the following documentation:

Note: Application packages can be in digital or paper format. If digital, please send either a usb storage device, or a CD/DVD storage disk containing all the needed files. Files accessible using Google docs or other cloud storage is acceptable, but individuals should contact NAFI Program Coordinator John Niehaus (jniehaus@nafinet.org) with access information prior to registration.

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The Evaluation Process

Each portfolio is first checked for completeness and to assure that the candidate meets all eligibility requirements. Then a detailed evaluation of each submitted activity is undertaken with particular attention directed to the activity's documentation as well as inclusive dates and time spent completing the activity. Typical turnaround time for complete and properly documented portfolios is two to three weeks.

The two problems most frequently encountered are:

- A)** missing or incomplete Activity Completion Forms and
- B)** inadequate activity documentation.

If the applicant initially does not fulfill all designation requirements or if activity documentation is not adequate, s/he is contacted and afforded an opportunity, not to exceed thirty (30) days, to either provide additional information or withdraw the application from consideration. These contacts are accomplished by telephone and e-mail. If the candidate still does not meet all requirements, the application is denied. Applicants wishing to appeal a denial must do so in writing to NAFI's Executive Director within thirty (30) days.

Checking an applicant's professional references is the final step in the review process. Routinely, local FAA representatives, aviation related employers or supervisors, local pilot examiners and/or Master Instructors in the same geographic area are contacted.

Please ship completed portfolios to:

US Postal Service/Fedex/UPS:
National Association of Flight Instructors
3101 E. Milham Ave.
Portage, MI 49002

QUESTIONS? Contact NAFI at 866-806-6156 or NAFI@nafinet.org
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NAFI MASTER GROUND INSTRUCTOR APPLICATION

1. Full Name: Last _____ First _____ Middle _____ NAFI# _____
2. Street address _____
3. City _____ State _____ Zip+4 _____
4. Telephone: Business (____) _____ Home (____) _____
5. Cell (____) _____ E-mail(s) _____
6. Instructor Ratings / Designations:

<input type="checkbox"/> Airplane SEL / SES	<input type="checkbox"/> Light Sport Aircraft (LSA)	<input type="checkbox"/> Basic ground instructor
<input type="checkbox"/> Airplane MEL / MES	<input type="checkbox"/> Glider	<input type="checkbox"/> Advanced ground instructor
<input type="checkbox"/> Instrument airplane	<input type="checkbox"/> Lighter-than-air	<input type="checkbox"/> Instrument ground instructor
<input type="checkbox"/> Instrument helicopter	<input type="checkbox"/> Part 141 Chief / ass't chief	<input type="checkbox"/> FAA/ Industry Pilot Examiner
<input type="checkbox"/> Rotorcraft helicopter	<input type="checkbox"/> Gold seal	<input type="checkbox"/> FAA Safety Team Rep (ASC)
<input type="checkbox"/> Rotorcraft gyroplane	<input type="checkbox"/> Platinum seal	<input type="checkbox"/> Other: _____
7. Date of last Master Instructor accreditation (if applicable): Month _____ Year _____
8. Date of initial flight / ground instructor certification: Month _____ Year _____
9. Date of current flight instructor certificate expiration (if applicable): Month _____ Year _____
10. Please provide complete contact information for an FAA/FSDO representative and/or an aviation related employer/supervisor who can provide a professional reference to the Board of Review.
 Name & title _____ Organization _____
 Address _____
 E-Mail _____ Phone _____
11. During the preceding 5 years, have any of your FAA or industry issued airman certificates been suspended, revoked, or subject to any enforcement action, or have you been convicted of a civil or criminal offense?
 Yes _____ No _____ If **yes**, please attach a detailed written explanation and documentation.

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A Master Instructor candidate's completed portfolio must contain the following items:

- 1. Completed NAFI Master Ground Instructor application page;
- 2. Completed Portfolio of Professional Development page(s) with signed & dated affidavit;
- 3. Completed Biographical Data page;
- 4. A current 2 or 3-page bulleted aviation résumé (*not an autobiography*) showing candidate's aviation employment history, education, and other professional background information;
- 5. Legible photocopies of both sides of all FAA-issued airman certificates;
- 6. Legible photocopy of a government issued photo identification (i.e., drivers license, passport, etc);
- 7. Activity Completion Forms for each activity listed on the Portfolio Page along with appropriate supporting documentation for each submitted activity;
- 8. A check or money order, payable to NAFI (*refer to rate charts below*).

Applicants must be current members of NAFI to apply for NAFI Master Ground Instructor accreditation. To join NAFI please call the EAA membership department at 866-806-6156.

MASTER INSTRUCTOR RATE CHART

	Master Instructor Designation Fees
NAFI Master Ground Instructor Designation (Initial or Renewal)	\$150.00

A \$75 administrative fee is retained for denied / withdrawn Master Instructor applications.

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PORTFOLIO OF PROFESSIONAL DEVELOPMENT

Applicant's Name: _____

List below each of your NAFI Master Ground Instructor activities and indicate the approximate) number of CEUs earned for that type of activity. **A separate Activity Completion Form with supporting documentation must accompany each activity listed below.** At least two different activities must be submitted in each of the four categories. If additional space is required, photocopy this form. **(Please type or print legibly)**

EDUCATOR category [minimum of 16 CEUs or ≈240 hrs]

- 1. _____ CEUs
- 2. _____ CEUs
- 3. _____ CEUs
- 4. _____ CEUs
- 5. _____ CEUs

SERVICE TO THE AVIATION COMMUNITY category [minimum of 2 CEUs or ≈30 hrs]

- 1. _____ CEUs
- 2. _____ CEUs
- 3. _____ CEUs
- 4. _____ CEUs
- 5. _____ CEUs

CREATOR OF MEDIA category [minimum of 2 CEUs or ≈30 hrs]

- 1. _____ CEUs
- 2. _____ CEUs
- 3. _____ CEUs
- 4. _____ CEUs
- 5. _____ CEUs

PARTICIPANT category [minimum of 2 CEUs or ≈30 hrs]

- 1. _____ CEUs
- 2. _____ CEUs
- 3. _____ CEUs
- 4. _____ CEUs
- 5. _____ CEUs

[Minimum 32 CEUs or ≈480 hrs] **Total** _____ **CEUs**

Affidavit

I hereby attest that all information submitted is true, correct and complete. I understand that any misrepresentation of facts may result in denial of Master Instructor accreditation. I authorize present and past employers, the Federal Aviation Administration, industry organizations issuing pilot and /or instructor certification and law enforcement agencies to disclose to the Master Instructor Board of Review information about me from the records in their possession, and provide copies of that information as necessary.

Applicant's signature: _____ Date: _____

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EXAMPLE NAFI MASTER GROUND INSTRUCTOR ACTIVITIES

Below are examples of representative Master Instructor activities and the approximate (≈) number of continuing education units (CEUs) that may be granted for that type of activity. **One CEU is based on approximately 15 hours of involvement in an activity.** These activities must have been completed within the preceding 24 calendar months and may include, **but are not necessarily limited to the examples below.**

EDUCATOR A Master Instructor is first and foremost an educator, a teacher of aviation. 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. [Minimum **16** CEUs (≈240 hrs) taken from at least **2** different EDUCATOR category activities]

- | | |
|--|--|
| Teaching safety seminars (≈1 CEU) | Teaching industry seminars (≈1 CEU) |
| FAA Wings program (≈1 CEU / 4 sign-offs) | Teaching pilot ground schools (≈1-3 CEU) |
| Teaching aviation related college classes (| Teaching aviation related vocational classes (≈3 CEU) |
| Teaching aviation related high | Teaching Flight Instructor Revalidation Clinics (≈1-2 CEU) |
| School classes (≈1-3 CEU) | Teaching industry training courses (≈1-2 CEU) |
| Aviation related consultative services (≈1-3 CEU) | Designated Pilot Examiner (≈1 CEU / 5 flight checks) |
| Actively instructing (≈1-4 CEUs for each | LSA endorsement or recommendation ≈1 CEU) |
| practical test recommendation) | Flight Reviews / IPCs (≈1 CEU / 5 reviews or IPCs) |
| Insurance checkouts (≈1 CEU) | Rental, hi-performance, tailwheel, etc, |
| Sport Pilot proficiency checks (≈1 CEU / 5 checks) | checkouts (≈1 CEU) |

SERVICE TO THE AVIATION COMMUNITY 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. [Min **2** CEUs (≈30 hrs) taken from at least **2** different SERVICE category activities] * **per year**

- | | |
|--|--|
| Youth activities (CAP, Scouts, Young Eagles, etc) (≈1 CEU) | *FAA Safety Team representative (ASC) (≈1 CEU) |
| Mentor to a newly certificated CFI (≈1 CEU) | High School / College Career Fair (≈1 CEU) |
| *Aviation organization elected officer (≈1 CEU) | *Aviation committee chairperson / secretary (≈1 CEU) |
| Angel Flight, Wings of Mercy, etc (≈1 CEU) | Scout Aviation Merit Badge counselor (≈1 CEU) |
| *Board of Directors of an aviation organization (≈1 CEU) | *AOPA Airport Support Network (ASN) (≈1 CEU) |
| <i>Pro bono</i> position of leadership / responsibility (≈1 CEU) | *Aviation organization committee / task force (≈1 CEU) |
| (NAFI Flight Specialist, CAP, etc.) | *EAA Flight Advisor / Technical Counselor (≈1 CEU) |

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EXAMPLE NAFI MASTER GROUND INSTRUCTOR ACTIVITIES continued

CREATOR OF MEDIA A Master Instructor authors and shares ideas, methods, and original research through the use of various media forms. [Min: **2** CEUs (≈30 hrs) taken from at least **2** different MEDIA category activities]

- | | |
|---|---|
| Published aviation newspaper/newsletter articles (≈1 CEU) | Develop aviation seminar w/ PowerPoint (≈1 CEU) |
| Published aviation magazine/journal articles (≈1 CEU) | Aviation related website (≈1-3 CEU) |
| Original aviation research paper (≈1 CEU) | Aviation pamphlet, brochure, guidebook or manual (≈1 CEU) |
| Response to an FAA NPRM (≈1 CEU) | Training Course Outline (TCO) (≈1 CEU) |
| Aviation related grant proposal (≈1 CEU) | Published aviation book or textbook (≈1 CEU) |
| Original ground school course (≈1-3 CEU) | Aviation related audio/video tapes, CDs, DVDs (≈1 CEU) |
| Aviation related computer program (≈1-2 CEU) | Original pre-solo exam/test questions (≈1 CEU) |
| Aviation related curricula (≈1-3 CEU) | Published aviation book review (≈1 CEU) |
| Aviation related study guides (≈1 CEU) | Aviation related photography (≈1 CEU) |

PARTICIPANT [Min: **2** CEUs taken from at least **2** different PROFESSIONAL ACTIVITY category activities] A NAFI Master Flight Instructor 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) | Safety seminars (≈1 CEU / 5 seminars) |
| Ground school for certificate or rating (≈1 CEU) | Additional certificate or rating (≈1 CEU) |
| Aviation industry seminars (≈1 CEU) | Aviation related college class (≈1 CEU) |
| Additional LSA endorsements (≈1 CEU) | Aviation related travel experience (≈1 CEU) |
| Aviation related self-study course (≈1 CEU) | Construction of a homebuilt aircraft (≈1 CEU) |
| Flight Instructor Revalidation Clinic (FIRC) (≈1 CEU) | Initial Designated Pilot Examiner course (DPE) (≈1 CEU) |
| Aviation related educational tours (≈1 CEU) | Flight reviews / IPCs / aircraft checkouts (≈1 CEU) |
| Aviation related conferences / conventions (≈1 CEU) | Renewal of DPE or TCS (≈1 CEU) |
| Aviation modeling (≈1 CEU) | Aircraft ownership (≈1 CEU) |

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NAFI MASTER GROUND INSTRUCTOR ACTIVITY COMPLETION FORM

*****Make additional photocopies of this form as needed*****

Applicant's Name: _____

Each activity submitted for CEU credit must be accompanied by a completed Master Instructor Activity Completion Form (ACF) and the required appropriate supporting documentation. The 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.

Check activity category: **Educator:** **Service:** **Media:** **Participant:**

Activity completed: _____

Hours spent completing activity: _____ Inclusive date(s): _____

Statement of activity relevance: _____

Please check documentation included and attach documentation to this form:

- | | |
|--|---|
| <input type="checkbox"/> Graduation / completion certificate | <input type="checkbox"/> Copy of student / instructor / DPE logbook entries |
| <input type="checkbox"/> Grade report / test results | <input type="checkbox"/> Class roster, contract, pay stubs, etc |
| <input type="checkbox"/> Course syllabus / course outline | <input type="checkbox"/> Copy of authored material |
| <input type="checkbox"/> Committee / board meeting minutes | <input type="checkbox"/> FAA/industry forms (FAA forms 8710, 8060-4/5, etc) |
| <input type="checkbox"/> Chief CFI / manager signoff | <input type="checkbox"/> Receipts / invoices |
| <input type="checkbox"/> Verification letters / e-mails * | <input type="checkbox"/> Other, <i>specify</i> : _____ |

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

In lieu of attaching the required supporting documentation, have the agency or individual sponsoring this activity complete the following verification affidavit:

(NOTE: Master Instructor candidates may not sign themselves off in the section below.)

Sponsor: _____ Official's name, title: _____

Address: _____ Official's signature: _____

City/State: _____ Telephone: _____

E-mail address: _____

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Biographical Data

Please provide the following biographical information that will be used for news releases, Master Instructor designation announcements, Master Instructor networking and other publicity.

Full Name: _____ Preferred Name: _____

How would you like your name to appear on your plaque? _____

When & where did you learn to fly? _____

When & where did you earn *initial* CFI & GI certification? _____

Other airman certificates / ratings: _____

Approximate flight hours: _____ Approximate instructional hours given: _____

Local FSDO: _____ **FAA**Team manager (SPM) name & e-mail: _____

List areas in which you specialize (i.e., primary, instrument, glider, sims, ground school, etc): _____

Airport name & identifier where you do most of your instruction? _____

Do you teach for an FBO, flight school, or are you independent? _____

Your aviation position & title: _____

Is your aviation instruction part-time or full-time? _____

What is your full-time occupation, place of employment and title? _____

Involvement and activities in other aviation organizations (i.e., AOPA ASN, CAP, EAA etc): _____

Awards or special recognition: _____
