

NATIONAL FLIGHT INSTRUCTOR OF THE YEAR EVALUATION CHECKLIST

Note to judges: Remember that you are evaluating candidates for the CFI of the Year award rather than the CFI Hall of Fame. The Hall of Fame is a lifetime achievement award recognizing instructors who have made significant regional or national-level contributions to aviation education and flight instruction for a minimum of twenty (20) years prior to nomination. The CFI of the Year award, on the other hand, is presented to an experienced CFI who is currently in the trenches on practically a daily basis making much of his/her living through aviation education. In addition, the candidate should be a CFI who can be heralded as a role model for other flight instructors and who is demonstrating an ongoing commitment to excellence, professional growth and service to the aviation community. Furthermore, the CFI of the Year candidate should be providing pro bono services for the betterment of the aviation and producing educational materials while placing a premium on professional development and safety.

Candidate's name: _____

BASIC ELIGIBILITY:

- _____ Candidate has held an FAA-issued flight instructor certificate for at least five (5) years and is actively working as an aviation educator within the United States under FAR Part 61, Part 141 and/or Part 142
- _____ Check references & industry reputation

APPLICATION / NOMINATION PACKAGE COMPONENTS:

- Did candidate submit all required components of the application / nomination package?***
- _____ Completed application / nomination form (2 pages) with supporting documentation for each activity listed
 - _____ Photocopy of a government-issued photo identification document
 - _____ Photocopies of both sides of all FAA-issued airman certificates and designations
 - _____ A 2 to 3-page aviation oriented bulleted professional résumé w/educational background
 - _____ A high-resolution JPEG image
 - _____ A list of awards and other recognition earned by the candidate
- Three (3) letters of nomination / recommendation (1 or 2 pages) stating why the candidate is deserving of the award. The letters should be distributed in the following manner:***
- _____ One (1) letter from a supervisor (employer, FPM, Chief CFI, DPE, etc)
 - _____ One (1) letter from a peer or co-worker
 - _____ One (1) letter from a client or student who is familiar with the candidate's work

ACTIVELY WORKING AS AN AVIATION EDUCATOR:

- _____ Has been a CFI for five (5) or more years
- _____ Works as an aviation educator full time / part time
- _____ Is an FAA Designated Pilot Examiner (DPE)
- _____ Is an FAA Safety Team representative / Aviation Safety Counselor (ASC)
- _____ Demonstrates innovative educational methods/materials
- _____ Member of a professional aviation education association

- _____ Demonstrates entrepreneurship
- _____ Mentors other CFIs
- _____ Demonstrates safety priorities (WINGS, safety seminars, etc)
- _____ Holds Master Instructor accreditation (MCFI, MCFI-A, MGI)
- _____ Holds a Gold Seal / Platinum Seal certificate
- _____ Publishes newsletter / newspaper / magazine articles, books etc
- _____ Produces aviation oriented audio-visual educational materials (PowerPoints, CDs, DVDs)
- _____ Produces various aviation oriented teaching materials
- _____ Produces aviation oriented Internet materials (websites, online courses, etc)
- _____ Other(s): _____

SERVICE TO THE AVIATION COMMUNITY:

- _____ AOPA Airport Support Network (ASN)
- _____ FAA Safety Team representative / Aviation Safety Counselor
- _____ Civil Air Patrol (CAP), Scouts, Angel Flight, Air Lifeline, etc
- _____ EAA Young Eagles, flight advisor, technical counselor, etc
- _____ NAFI Flight Specialist
- _____ Serves on aviation/airport boards, committees, councils, etc
- _____ Other(s): _____

CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT:

- _____ Additional certificates and/or ratings
- _____ Type-specific training
- _____ Advanced technical training, college classes, etc
- _____ Involved in aviation organizations & their programs (AOPA, EAA, NAFI, WINGS, etc)
- _____ Other(s): _____

AWARDS & RECOGNITION:

- _____ Related to flight instruction
- _____ Related to aviation in general
- _____ Other(s): _____

ADDITIONAL CONTRIBUTIONS TO AVIATION & AVIATION EDUCATION:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____

NOTES: