



National Association of Flight Instructors

P O Box 3086 (3000 Poberezny Road), Oshkosh WI 54903-3086
920-426-6801, Fax 920-426-6865, www.NAFInet.org

NAFI MASTER INSTRUCTOR ACCREDITATION

Master CFI (MCFI), Master Ground Instructor (MGI)

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

Minimum Eligibility Requirements

Candidates for the Master Certificated Flight Instructor (MCFI) or 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;
- have held, **for a minimum of 48-calendar months (4 yrs)**, a valid FAA/ICAO-issued Flight Instructor Certificate, if applying for a MCFI or MCFI-A designation **or**
- have held, **for a minimum of 24-calendar months (2 yrs)**, a valid FAA-issued Flight Instructor Certificate **and** a Gold Seal, if applying for a MCFI or MCFI-A designation.
(*the Board of Review may make rulings outside these guidelines for good cause*)

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.

Activities, Documentation and CEUs (cont'd)

Candidates must accumulate a minimum of 32 CEUs (*≈480 hours*) during the 24-calendar months prior to issuance of the Master Instructor designation. The required minimum of 32 CEUs must meet the following criteria: **A)** at least sixteen CEUs (*≈240 hours*) must come from at least two different EDUCATOR category activities, **B)** at least two CEUs (*≈30 hours*) from at least two different activities must come from *each* of the SERVICE, MEDIA, and PARTICIPANT categories, and **C)** if applying for a MCFI-A designation, at least half of all CEUs (*≈240 hours*) must be aerobic in nature. 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.**

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)** missing or 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.

The FAA has approved the Master Instructor designation as an alternate means to renew flight instructor certificates under FAR 61.197 (a) (2) (iii). Therefore, applicants are cautioned to use the 9-item checklist on the “Application Page” in order to submit complete and substantiated Master Instructor portfolios. These portfolios, as well as all paperwork generated by NAFI during the review and approval process are retained by NAFI and must be able to withstand a thorough audit – a “ramp check” – by authorized FAA and industry representatives. **Applicants wishing to renew flight instructor certificates using the designation should submit complete and properly documented portfolios at least 45 days in advance of their CFI expiration date.** Please call the NAFI at 920-426-6801 with any questions and please ship completed portfolios to:

<p><u>US Postal Service:</u> Nat’l Association of Flight Instructors P O Box 3086 Oshkosh WI 54903-3086</p>

<p><u>FedEx or UPS:</u> Nat’l Association of Flight Instructors 3000 Poberezny Road Oshkosh WI 54902-8939</p>

QUESTIONS? Contact NAFI at 920-426-6801



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MASTER INSTRUCTOR APPLICATION

MCFI: MCFI-A: MGI:

1. Full Name: Last First Middle NAFI#
 2. Street address IAC#
 3. City State Zip+4 -
 4. Telephone: Business () - Home () -
 5. Cell () - E-mail(s)

(NOTE: E-mail / Internet access is essential for timely two-way Master Instructor communication and networking.)

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.

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

- 1. Completed Master 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. A current aviation oriented JPEG depicting candidate at work as a professional aviation educator;
- 6. Legible photocopies of both sides of all FAA-issued airman certificates;
- 7. Legible photocopy of a government issued photo identification (i.e., drivers license, passport, etc);
- 8. Activity Completion Forms for each activity listed on the Portfolio Page along with appropriate supporting documentation for each submitted activity;
- 9. A check or money order, payable to NAFI (refer to rate charts on the following page).

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Applicants must be current members of NAFI to apply for Master Instructor accreditation and must be current members of NAFI *and* IAC to apply for MCFI-Aerobatic accreditation. To join NAFI, IAC or EAA please call the EAA membership department at 1-800-843-3612.

MASTER INSTRUCTOR RATE CHART

	Master Instructor Designation Fees
Master Instructor Designation (Initial or Renewal)	\$159
NAFI membership	\$ 39

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

Masters may choose to renew an unexpired flight instructor certificate at the time accreditation is granted. Two methods are available: **A)** a graduation certificate that may be presented to a FSDO representative for renewal or **B)** an FAA Form 8060-4 Temporary Airmen Certificate issued by NAFI’s ACR. The fee for each option is listed below. **Applicants wishing to renew flight instructor certificates using the designation should submit portfolios at least 45 days in advance of their CFI expiration date.** Masters holding either an advanced or instrument ground instructor certificate may also obtain a Gold Seal CFI certificate.

CFI RENEWAL RATE CHART

CFI renewal with NAFI graduation certificate	\$35	\$35
CFI renewal with FAA Form 8060-4 temporary certificate	\$75	\$75

Master Instructor accreditation entitles recipients to the following:

- * Recognition by their professional aviation education association that they have achieved a level of professionalism and excellence that exceeds government/industry minimums,
- * Renewal of an unexpired flight instructor certificate [FAR 61.197 (a) (2) (iii)],
- * Recognition as a “Gold Seal” flight instructor (FAA Order 8710.3D),
- * Renewal of Part 141 chief & assistant chief CFI credentials [FAR 61.197 (a) (2) (iii)],
- * An 8” x 10” laser engraved plaque of designation as a Master Instructor (recognition from both NAFI and IAC on Master CFI-A plaques),
- * News releases and e-mail designation announcements,
- * Use of Master wings to create special Master Instructor identity items,
- * Special listings on NAFI’s website under “Find a Master Instructor” & “Ask the Masters,”
- * Invitations to AirVenture and Sun ‘n Fun “Meet the Masters” breakfasts,
- * 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 Falcon Insurance.
- * For schools with more than one Master on staff, special flight school plaques are available.

QUESTIONS? Contact NAFI at 920-426-6801



PORTFOLIO OF PROFESSIONAL DEVELOPMENT

Applicant's Name: _____

List below each of your Master 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. ***QUESTIONS? Contact NAFI at 920-426-6801.***

	EDUCATOR category [minimum of 16 CEUs or ≈ 240 hrs]	Regular	Aerobatic	
1.				CEUs
2.				CEUs
3.				CEUs
4.				CEUs
5.				CEUs
6.				CEUs
7.				CEUs
8.				CEUs
9.				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
		Regular	Aerobatic	
	[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: _____



EXAMPLE MASTER 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. [Minimum **16** CEUs (≈240 hrs) taken from at least **2** different EDUCATOR category activities]

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

SERVICE TO THE AVIATION COMMUNITY A Master Instructor offers professional services freely by doing *pro bono* activities. [Min **2** CEUs (≈30 hrs) taken from at least **2** different SERVICE category activities] * **per year**

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

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)	Develop aviation seminar w/ PowerPoint (≈1)
Published aviation magazine/journal articles (≈1)	Aviation pamphlet, brochure, guidebook or manual (≈1)
Original aviation research paper (≈1-4)	Response to an FAA NPRM (≈1)
Training Course Outline (TCO) (≈2-4)	Aviation related grant proposal (≈1-2)
Published aviation book or textbook (≈2-4)	Original ground school course (≈1-3)
Aviation related audio/video tapes, CDs, DVDs (≈1-2)	Aviation related computer program (≈1-2)
Original pre-solo exam/test questions (≈1)	Aviation related curricula (≈1-3)
Published aviation book review (≈1)	Aviation related study guides (≈1)
Aviation related photography (≈1)	Aviation related website (≈1-3)

PARTICIPANT A Master Instructor is always learning and increasing his/her knowledge base. [Min: **2** CEUs (≈30 hrs) taken from at least **2** different PARTICIPANT category activities]

Aircraft / avionics transitions (≈1)	Safety seminars (≈1 CEU / 5 seminars)
Ground school for certificate or rating (≈1)	Additional certificate or rating (≈1-3)
Aviation industry seminars (≈1)	Aviation related college class (≈1-3)
Additional LSA endorsements (≈1)	Aviation related travel experience (≈1)
Aviation related self-study course (≈1)	Construction of a homebuilt aircraft (≈1-4)
Flight Instructor Revalidation Clinic (FIRC) (≈1)	Initial Designated Pilot Examiner course (DPE) (≈3)
Aviation related educational tours (≈1)	Flight reviews / IPCs / aircraft checkouts (≈1)
Aviation related conferences / conventions (≈1-2)	Renewal of DPE or TCS (≈1)
Aviation modeling (≈1)	Aircraft ownership (≈1)



MASTER INSTRUCTOR ACTIVITY COMPLETION FORM

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

Applicant's Name:

Check here if this is an aerobatic activity.

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.

QUESTIONS? Contact NAFI at 920-426-6801

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:

[Type text]



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 names & identifiers 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:

QUESTIONS? Contact NAFI at 920-426-6801

[Type text]