



National Association of Flight Instructors

NAFI MASTER FLIGHT INSTRUCTOR ACCREDITATION

The NAFI Master Flight 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 purpose of this accreditation is to identify the practitioners of aviation instruction that have reached a higher level of instructional activity, educational experience and professional service to the flight training community. These individuals have truly become masters within the field of aviation instruction and education. This accreditation is focused specifically on activity of the individual and the experience they have gained and are able to offer those they have instructed and educated. It is focused on active instruction, not on simply taking courses or on the length of time an individual has held an instructor's certificate. Thus it is not an honorary award recognizing longtime service as an instructor, but rather recognition of the individual that continues to practice aviation education at a higher level.

The NAFI Master Flight Instructor accreditation requires a rigorous process of continuing professional activity. Like a flight instructor certificate it must be renewed on a periodic basis. To promote continuous involvement in the aviation community, designees must remain active and renew their accreditations every 24-calendar months. This accreditation 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;
- Provision of a Certificate of Accreditation that may be used to renew an unexpired U.S. flight instructor certificate (NAFI Master Flight Instructor accreditation only);
- An 8" x 10" laser engraved plaque of accreditation as a NAFI Master Flight Instructor;
- News releases and e-mail accreditation announcements including our monthly NAFI Master in Review email;
- Use of NAFI Master wings to create special NAFI Master Flight Instructor identity items;
- 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 Flight 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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1. Eligibility Requirements

Candidates for the NAFI Master Flight Instructor accreditation must meet the following minimum eligibility requirements. A candidate must:

- Have a minimum of 1,000 hours of instruction given. (For the NAFI Master Flight Instructor accreditation, this time must be flight instruction);
- Have held, **for a minimum of 24-calendar months (2 yrs)**, a valid FAA/ICAO member state issued Flight Instructor Certificate, if applying for a MFI accreditation;
- Be a NAFI member in good standing;
- Be of good moral character [*i.e.*, FAR 61.153(c)];
- Maintain NAFI membership during the term of accreditation;
- Subscribe to and abide by NAFI's Code of Ethics;
- Have demonstrated involvement and leadership in the local aviation community;

Candidates must present a minimum of 32 CEUs for activities completed within the 24-calendar months immediately prior to issuance of the NAFI Master Flight 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 "INSTRUCTOR" category activities;
- B. At least four (4) CEUs must come from the "EDUCATOR" category;
- C. At least two (2) CEUs from two different activities must come from the "SERVICE TO THE AVIATION COMMUNITY" 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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2. 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.

A. A NAFI Master Flight Instructor Application (Form MI-1)

The applicant shall provide the requested information on form MI-1 and have it signed. It is important to note that if the application is for a NAFI Master Flight Instructor accreditation he or she must also attach documentation such as certified logbook entries or Part 135, 121 or 142 company records indicating that he or she has given a minimum of 1,000 hours of aircraft, simulator or approved ATD/FTD instruction.

B. A Completed Portfolio of Professional Development form (Form MI-2.)

The applicant shall submit a completed Portfolio of Professional Development (Form MI-2.) that summarizes (lists) each of the activities claimed under each professional development category and the number of CEUs claimed.

C. Competed Activity Completion Form (Form MI-3) for each activity claimed for CEU credit along with either the included Sponsor Affidavit or substantiating documentation of the activity

Listed categories on the “Example NAFI Master Flight Instructor Activities” (Table 1) show multiple examples of activities that qualify for CEU credit. However, this list is not intended to be all-inclusive. If the applicant’s activity does not identically match any of the activities listed, the NAFI Master Flight Instructor Board of Review will review it for accreditation. In that case, describe the activity on the required Activity Completion Form (Form MI-3) and attach appropriate supporting documentation. The NAFI Master Flight Instructor Board of Review will evaluate the activity and assign the appropriate number of CEUs. **The number of CEUs granted for a particular activity is a function of the time spent completing that activity and the perceived “quality” of that activity.**

Sample forms for documenting the active instruction portions of the credits can be found in forms MI-7a through MI-7H at the end of this document. These forms or similar lists are acceptable forms of documentation of these activities.



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D. Completed References Page (From MI-4)

Applicants are asked to provide three (3) references that can attest to their activity. These can be FAA officials, students, supervisors or anyone familiar with their activity history while acting as an instructor. Though not required, applicants are strongly encouraged to include at least one FAA reference from the local Flight Standards District Office as this will facilitate the background checking that is done in the review process. If they are unable to provide an FAA FSDO reference, then they **MUST** provide a reference from a current aviation related employer or contractor.

E. Resume

A complete resume (of no more than three (3) pages) must be included in the application packet. This should include applicants total flight time and instruction given. The applicant should also include a work history.

3. The Evaluation Process

The NAFI staff checks each portfolio for completeness. The staff also reviews the portfolio to assure that the candidate meets all eligibility requirements. The application packet is then sent to the NAFI Master Flight Instructor Board of Review for a detailed evaluation of each submitted activity. **Particular attention is 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 three weeks.

The NAFI Master Flight Instructor Board of Review will review all received NAFI Master Flight Instructor portfolios.

Please note that the two problems most frequently encountered are:

- A. Missing or incomplete Activity Completion Forms (Form MI-3) and
- B. Inadequate activity documentation.

If the applicant initially does not fulfill all accreditation requirements or if activity documentation is not adequate, s/he is contacted and afforded an opportunity to either provide additional information or withdraw the application from consideration. 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 similar members of the applicant's professional community in the local area are contacted.



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4. U.S. FAA CFI Renewal

The FAA has agreed that the NAFI Master Flight Instructor accreditation is an appropriate and applicable level of experience to renew flight instructor certificates under FAR 61.197 (a) (2) (ii). The standard accreditation includes a certificate that can be presented to a local FSDO airworthiness inspector for CFI renewal.

CFI renewal is available only for designees receiving a NAFI Master Flight Instructor accreditation and holding a US FAA issued CFI certificate. Foreign Flight Instructor Certificates are not acceptable for use for CFI renewal.

5. Submission of Completed Application Portfolios

Applicants are ***strongly encouraged*** to use the **Portfolio Submission Checklist (Form MI-5)** to submit complete and well substantiated NAFI Master Flight 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 by authorized FAA and/or industry representatives.

Completed portfolios should be mailed to:

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

6. Application Costs

NAFI MASTER FLIGHT INSTRUCTOR RATE CHART

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

Applicants must be current members of NAFI to apply for NAFI Master Flight Instructor accreditation. To join NAFI please call NAFI at 866-806-6156 or sign up online at www.nafinet.org.

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

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NAFI MASTER FLIGHT INSTRUCTOR APPLICATION

(Form MI-1)

Name: Last _____ First _____ Middle _____ Preferred _____
 Street address _____ NAFI# _____
 City _____ State _____ Zip+4 _____ - _____
 Telephone: Business: _____ Home _____ Cell _____
 E-mail(s) _____

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

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 |
| <input type="checkbox"/> Rotorcraft gyroplane | <input type="checkbox"/> Sport Pilot Instructor | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other airman certificates/ratings: _____ | | |

Approximate flight hours: _____ Instructional hours given: _____
(You must include documentation of instructional hours given)

Local FSDO: _____ FSDO Contact Phone Number _____

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

Date of last NAFI Master Flight Instructor accreditation (if applicable): Month: ____ Year: ____

Date of **initial flight / ground** instructor certification: Month: ____ Year: ____

Date of **current** flight instructor certificate expiration (if applicable): Month: ____ Year: ____

Airport names & identifiers where you do most of your instruction? _____

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(Form MI-1 Continued)

Do you teach for an FBO, flight school, college, pt 142 school, etc. or are you independent?

Your aviation position & title: _____

Is your aviation instruction part-time or full-time? Full-time Part-time

If aviation is not your full-time occupation, please provide your full time employment and title?

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

Awards or special recognition: _____

During the preceding 3 years, have any of your FAA or industry issued airman certificates been suspended, revoked, or subject to any enforcement action, or is any certificate action currently pending.

Yes No *If yes, please attach a detailed written explanation and documentation.*

In the preceding 5 years have you been convicted of a civil or criminal offense?

Yes No *If yes, please attach a detailed written explanation and documentation.*

NOTE: If you are applying for the NAFI Master Flight Instructor designation, you **MUST** attach documentation such as certified logbook entries or Part 135, 121 or 142 company records indicating that you have given a minimum of 1,000 hours of aircraft, simulator or approved ATD/FTD instruction

I hereby certify that all information submitted is true, correct and complete. I understand that any misrepresentation of facts may result in denial of NAFI Master Flight 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 NAFI Master Flight 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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PORTFOLIO OF PROFESSIONAL DEVELOPMENT

(Form MI-2)

Applicant's Name: _____

List below each of your NAFI Master Flight Instructor activities and indicate the number of CEUs claimed for that type of activity. **A separate Activity Completion Form (MI-3) 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.

INSTRUCTOR category [minimum of 16 CEUs]		
		Number
1.		CEUs
2.		CEUs
3.		CEUs
4.		CEUs
5.		CEUs
6.		CEUs
7.		CEUs
8.		CEUs

EDUCATOR category [minimum of 4 CEUs]		
1.		CEUs
2.		CEUs
3.		CEUs
4.		CEUs
5.		CEUs

SERVICES TO THE AVIATION COMMUNITY category [minimum of 2 CEUs]		
1.		CEUs
2.		CEUs
3.		CEUs
4.		CEUs
5.		CEUs

PROFESSIONAL ACTIVITY category [minimum of 2 CEUs]		
1.		CEUs
2.		CEUs
3.		CEUs
4.		CEUs
5.		CEUs
	[Minimum 32 CEUs]	Total
		CEUs

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NAFI MASTER FLIGHT INSTRUCTOR ACTIVITY COMPLETION FORM

(Form MI-3)

Applicant's Name: _____

Each activity submitted for CEU credit must be accompanied by a **separate**, completed NAFI Master Flight Instructor Activity Completion Form (MI-3) and the required appropriate supporting documentation. The NAFI Master Flight 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.

Check activity category: **Instructor:** **Service to Aviation Community:**
Educator: **Professional Activity:**

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"/> FAA/industry forms (FAA forms 8710, 8060-4/5, etc.) |
| <input type="checkbox"/> Copy of student / instructor / DPE logbook entries | <input type="checkbox"/> Chief CFI / manager signoff |
| <input type="checkbox"/> Grade report / test results | <input type="checkbox"/> Receipts / invoices |
| <input type="checkbox"/> Class roster, contract, pay stubs, etc | <input type="checkbox"/> Verification letters / e-mails * |
| <input type="checkbox"/> Course syllabus / course outline | <input type="checkbox"/> Other, <i>specify</i> : _____ |
| <input type="checkbox"/> Copy of authored material | <input type="checkbox"/> Sponsor Verification Statement (see below) |
| <input type="checkbox"/> Committee / board meeting minutes | <i>* Have verification letters / e-mails sent to applicant and include a copy with portfolio</i> |

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: NAFI Master Flight 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: _____ Official's name, title: _____
Address: _____ Official's signature: _____
City/State: _____ Telephone: _____
E-mail address: _____

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REFERENCES

(Form MI-4)

Please provide complete contact information for at least one FAA/FSDO representative and/or an aviation related employer/supervisor and two (2) other references who can provide a professional reference to the NAFI Master Flight Instructor Board of Review.

Name & Title _____ Organization _____

Address _____

Phone _____ Alternate Phone _____

E-Mail _____

Name & Title _____ Organization _____

Address _____

Phone _____ Alternate Phone _____

E-Mail _____

Name & Title _____ Organization _____

Address _____

Phone _____ Alternate Phone _____

E-Mail _____

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PORTFOLIO SUBMISSION CHECKLIST

(Form MI-5)

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

- Completed NAFI Master Flight Instructor application page (Form MI-1).
- Completed Portfolio of Professional Development (Form MI-2.) including all
- Activity Completion Forms (Form MI-3.) for each activity listed on the Portfolio Page along with appropriate supporting documentation for each submitted activity.
- Completed Reference Page (Form MI-4).
- A current two or three-page bulleted aviation résumé showing candidate's aviation employment history, education, and other professional background information.
- Legible photocopies of both sides of all FAA-issued airman certificates.
- Legible photocopy of a government issued photo identification (i.e., driver's license, passport, etc).
- A check or money order, payable to NAFI for \$150.00.

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EXAMPLE NAFI MASTER FLIGHT INSTRUCTOR ACTIVITIES

Below are examples of representative NAFI Master Flight Instructor. These activities must have been completed within the preceding 24 calendar months and may include, *but are not necessarily limited to the examples below.*

INSTRUCTOR [Minimum 16 CEUs taken from at least 2 different INSTRUCTOR category activities] A NAFI Master Flight Instructor 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 with regard to the learning, progress, and capabilities of the student as they train. A good method of showing these activities can be found in forms MI-7 A – M.

- | | |
|---|---|
| Active Instruction – Instruction for Ratings or Certificates (1-4 CEUs for each practical test endorsement given) | Teaching aviation related college classes that include a structured grading or evaluation system (≈ 2-4 CEU) |
| Active Instruction - Insurance checkouts (1 CEU / 5 checks) | Teaching pilot ground schools that include a structured grading or evaluation system (1-3 CEU / ground school) |
| Active Instruction - Flight Reviews / IPCs (1 CEU / 5 reviews or IPCs) | Teaching ground instruction to individual students resulting in endorsement for a knowledge test (1 CEU / 5 endorsements) |
| Active Instruction – Rental, hi-performance, tailwheel etc, checkouts (1 CEU / 5 endorsements) | Designated Pilot Examiner (1 CEU / 5 flight checks/) |
| Active Instruction – Specialized aircraft transitions instruction (1 CEU / 5 transitions conducted) | Progress/Stage Checks given (1 CEU / 5 Progress/Stage Checks given) |
| Active Instruction - Sport Pilot proficiency checks (1 CEU / 5 checks) | Certify wings credit for a student for a Wings level through the FAA Safety Team webpage (≈1 CEU) |
| Active Instruction - LSA endorsement or recommendation (1 CEU) | |

EDUCATOR [Minimum 4 CEUs taken from at least 2 different EDUCATOR category activities] 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 (≈1 CEU) | Original ground school course (≈1-3 CEU) |
| Teaching industry seminars (≈1 CEU) | Aviation related audio/video tapes, CDs, DVDs (≈1-2 CEU) |
| FAA Wings program (≈1 CEU / 4 sign-offs) | Original pre-solo exam/test questions (≈1CEU) |
| Teaching aviation related vocational classes (≈3 CEU) | Aviation related curricula (≈1-3 CEU) |
| Teaching aviation related high school classes (≈1-3 CEU) | Aviation pamphlet, brochure, guidebook or manual (≈1 CEU) |
| Teaching Flight Instructor Revalidation Clinics (≈1-2 CEU) | Original aviation research paper (≈1-4 CEU) |
| Aviation related consultative services (≈1-3CEU) | Published aviation newspaper/newsletter articles (≈1 CEU) |
| Teaching industry training courses (≈1-2 CEU) | Published aviation book review (≈1 CEU) |
| Develop aviation seminar w/ PowerPoint (≈1 CEU) | Published aviation book or textbook (≈2-4 CEU) |
| Published aviation magazine/journal articles (≈1 CEU) | Aviation related computer program (≈1-2 CEU) |
| Training Course Outline (TCO) (≈2-4 CEU) | Aviation related study guides (≈1 CEU) |

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SERVICE TO THE AVIATION COMMUNITY [Min 2 CEUs taken from at least 2 different SERVICE category activities] 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 (CAP, Scouts, Young Eagles, 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)
Scout Aviation Merit Badge counselor (≈1 CEU)
Angel Flight, Wings of Mercy, etc (≈1 CEU)
Airport Manager (1-5 CEU's)
*AOPA Airport Support Network (ASN) (≈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)
*EAA Flight Advisor / Technical Counselor (≈1 CEU)
(NAFI Flight Specialist, CAP, etc.)
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)

PROFESSIONAL ACTIVITY [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)
Attending Safety seminars (≈1 CEU / 5 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)
Obtaining Additional LSA endorsements (≈1 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)
Cirrus Standardized Instructor Program Completion
(CSIP) (≈1 CEU)
Accomplish Wings Program levels (≈1 CEU)

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

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