

FIRC

How does the FIRC work?

In order to process your renewal, you must have a valid and unexpired CFI certificate, along with the graduation certificate that you will receive upon successful completion on this course. Graduation certificates must show that you have graduated within the preceding three calendar months of your CFI certificate expiration date. You may still take the course if your flight instructor certificate has expired but upon completion you will not receive the graduation certificate necessary for renewal.

This course is designed in a book format to make your online learning experience as simple as possible. The book consists of eight stages, each of which culminates in a quiz. In order to advance to the next stage you must:

- ³⁵/₁₇ Study the material to acquire the necessary knowledge.
- ³⁵/₁₇ Pass each quiz with a minimum grade of 70%.

You will notice that each stage is broken into topics that deal with specific subjects; some of them incorporating web links, media files, and additional documents. Use these resources to supplement the information from the written text to gain a better understanding of what you've read, or to share with your students.

If your score is below 70%, you should restudy the material in the Stage and then take Stage Quiz B.

Upon successful completion of the American Flyers FIRC Internet Program you will be able to print the graduation certificate and affidavit (for identification purposes), which are provided online. These documents will include your graduation certificate number, the official American Flyers' seal and signature of an American Flyers representative.

Do I have to download the material to my home computer, or must I be connected to your site while reviewing the material and taking the quizzes?

You must stay online to study, and to take and grade your quizzes.

Where do I send my materials?

American Flyers must receive your renewal paperwork before your CFI certificate expires.

American Flyers -- FIRC Dept
32535 Wolf Branch Lane
Sorrento, FL 32776

My certificate expires in 30 days; I assume that there is time to renew, correct? (Not sure how much time you need to handle the paperwork, etc.)

Yes, you have enough time. **You need to complete the online training and have your paperwork into a FSDO or American Flyers before your CFI certificate's expiration date.**

Do I have to download plug-ins?

No. Although some media enhancement plug-ins make the learning experience more pleasurable, they are not required to complete the course. If you prefer you can simply read the text and take the quizzes. However, if you want to take **full advantage** the American Flyers Flight Instructor Renewal online course on either the Mac or PC platforms your computer must have at least:

Internet Explorer 6*

Firefox 3*

Safari

Acrobat PDF Reader (To print certificate & 8710)

**Cookies must be accepted*

Latest version of Adobe Flash Player for your system (animations & videos)

How much is the program and is this a total price, or do I need to pay extra for materials?

The program cost is \$125. The program is all online and there are no extra materials needed. However, if you would like the option of American Flyers to process your Renewal Paperwork there is an additional fee of \$50 for this service.

When I started the FIRC course I opted out of the ACR service. Now I have changed my mind and want to use the service. How do I make the change?

You have an opportunity to purchase the ACR service in your FIRC Progress Tracker found in the Available Services box on the Main Page.

When I started the FIRC course I purchased the ACR service. Now I have changed my mind and want to take my paperwork to a FSDO. Can I get a refund?

Yes, provided that you have not yet initiated the ACR service. Click on this link

<http://americanflyers.net/instruction/enroll.asp?form=b> and click the money back guarantee link. Click the link for 'refund form' and complete all the blocks of the form. Then click the submit button. You should see your credit card statement reflect the refund on your next billing cycle.

My address has changed since I first purchased the FIRC For Life. How do I update my account?

You can update date your profile by rolling over the Account button on the navigation menu at the top of the page. Click on Edit Profile.

My certificate number has changed since I first purchased the FIRC For Life. How do I update my account?

Each time to re-enroll you are asked to enter your CFI certificate number. The certificate number you provide is the one that will correspond to that particular renewal.

Can it be completed in less than 90 days?

Yes. You have access to the program for up to 90 days after enrollment. Whether you complete the course quickly or take your time to study is your own choice. You may open and close the stages as many times as you want, however you must complete a quiz in one sitting.

I finished the FIRC program today and my CFI expiration date is today. Am I okay as long as I have finished the course?

No. Your completed paperwork must be received by a FSDO or American Flyers before your CFI certificate expires. Faxing or emailing paperwork is not allowed.

I finished my FIRC on a computer that I was unable to print from. How do I retrieve my certificate so that I may print it?

Log back in to American Flyers . Under 'My FIRC For Life' in the Available Services box you will find a link to view your renewal history. Click on the link and you will see the start date, completion date and you can download and print both your graduation certificate and 8710-1 form. You may print your graduation certificate more than once if necessary.

What needs to be notarized and why?

If you personally present your FIRC paperwork to a FSDO or American Flyers ACR, you can prove your identity by presenting a valid form of ID. If you are mailing your completed paperwork to the American Flyers FIRC Department for processing, the FAA requires that you prove your identity to a Notary Public. The Notary Public then authenticates your Official Identification Documents with his or her signature and official seal.

If I complete the course before my expiration date, will my date change?

As long as you complete the course within three calendar months prior to the month of your CFI certificate expiration date, your expiration date will not change.

I am out of the country and would like to renew online, is there a way to complete my paperwork?

An overseas applicant who is unable to appear in person before a representative of the FAA must present his/her signed graduation certificate and affidavit, along with their valid and current flight instructor certificate (hard copy), a properly completed FAA Form 8710-1, and a picture ID before either a notary public, a consular official of the U.S. State department, or if an airman, his/her U.S. Armed Forces Commanding Officer for completion of an official identification affidavit. The same personal identification document(s) must be used on both the affidavit and on the bottom of the reverse side of the Form 8710-1.

These documents must be received by either a FSDO of the applicant's choice or by an American Flyers ACR before either the flight instructor certificate or the graduation certificate expires for a renewal of the applicant's flight instructor certificate to be issued.

If you would like to use the ACR service, mail your graduation certificate and affidavit, along with your valid and current flight instructor certificate (hard copy), a properly completed FAA Form 8710-1, Airman Certificate and/or Rating Application, copies of a photo ID along with a check or money order for

\$50.00 to (you may also pay for the ACR fee online): American Flyers -- FIRC Dept, 32535 Wolf Branch Lane, Sorrento, FL 32776.

What do I need to do if I want a FSDO to process my renewal?

- ³⁵/₁₇ Locate your nearest FSDO at http://www.faa.gov/about/office_org/field_offices/fsdo/
- ³⁵/₁₇ Make an appointment to meet with an Airman Inspector prior to your CFI certificate expiration date. The wait time for an appointment can be up to several weeks depending on the FSDO.
- ³⁵/₁₇ Bring the following:

- ³⁵/₁₇ Your signed Graduation Certificate (date of issuance must fall within three calendar months prior to CFI certificate expiration date)
- ³⁵/₁₇ Your completed and signed 8710-1
- ³⁵/₁₇ Your valid US Driver's License, Passport or Military ID
- ³⁵/₁₇ Your unexpired Flight Instructor Certificate (hard copy) _

What happens if I fail a quiz twice?

In order to advance through the eight stages of the FIRC program, all quizzes must be passed with a minimum score of 70 percent. Should you score less than 70% on the first quiz for a stage you may review the required material and try again; the second quiz will contain a different set of questions. If you not pass on your second attempt, you will be prompted to call American Flyers Monday-Friday, 8am-5pm Central Standard Time at 800-268-6198, or email us at support@americanflyers.net.

How can I get an 8710-1 online?

There is a link provided in your FIRC Progress Tracker.

What sections of the 8710-1 form must be completed?

Sections I, IV, V are required.