



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

800 Independence Ave., SW.  
Washington, DC 20591

**MAR 08 2011**

Mr. and Mrs. Alexander Hill  
Master Instructors, LLC  
1803 Signature Court  
Longmont, CO 80501-2644

Dear Mr. and Mrs. Hill:

The Federal Aviation Administration (FAA) approves your February 21, 2011 request to renew your current authorization allowing the Master Instructors, LLC Master Instructor Continuing Education Program to serve as an acceptable alternative means of meeting the flight instructor certificate renewal requirements of Title 14 of the Code of Federal Regulations section 61.197(a)(2)(iii). The FAA has carefully reviewed the documentation submitted to this office and finds that it continues to meet the requirements of that section. The Master Instructors, LLC Master Instructor Continuing Education Program specifically addresses the flight instructor refresher clinic (FIRC) concept and explicitly requires that its applicants receive training on each of the topics identified in Appendix 1 of the Advisory Circular (AC) 61-83F, *Nationally Scheduled FAA-Approved Industry conducted Flight Instructor Refresher Clinics*.

Therefore, the Master Instructors, LLC Master Instructor Continuing Education Program is approved as an alternative means of FIRC compliance for an additional two years, subject to the following conditions:

1. Master Instructors, LLC cannot change its program without prior authorization from the FAA.
2. Master Instructors, LLC will have sole responsibility for ensuring that its Master Instructor applicants have received appropriate training/instruction on the core topics identified in Appendix 1 of AC 61-83F.
3. Master Instructors, LLC must issue a sequentially numbered, printed graduation or completion certificate to each applicant who successfully completes its Master Instructor Continuing Education Program. The certificate must contain at least the following information:
  - a. The full name and address of Master Instructors, LLC;
  - b. The full name and address of the graduate;

- c. The date of issuance;
  - d. A declaration stating: "The FAA has determined that completion of the Master Instructors, LLC Master Instructor Continuing Education Program is an acceptable alternative means of meeting the flight instructor certificate renewal requirements of Title 14 CFR Part 61.197(a)(2)(iii) ;"
  - e. The date of expiration, or a statement that the certificate expires for the purpose of CFI renewal 120 days from the date of issuance;
  - f. A declaration stating: "The authenticity of this certificate of completion can be verified by telephone to [the issuing organization] at (telephone #) Monday through Friday from (Example: 8:30 AM to 4:30 PM EST);"
  - h. The date of expiration of this authorization; and
  - i. The signature of the chief or assistant chief instructor or designated program administrator.
4. Master Instructors, LLC must maintain a record of the complete name and address of all instructors who have been awarded the Master Instructors, LLC Master Instructor designation for at least 24 months.
  5. Master Instructors, LLC must provide the FAA a current point of contact throughout the approval period. This will include the mailing address, e-mail, telephone number and/or facsimile number for the designated contact.
  6. Acceptance of a Master Instructors, LLC Master Instructor award as the sole basis for flight instructor certificate renewal remains the choice of the FAA.
  7. Master Instructors, LLC must send revisions of all changes in the Master Instructors, LLC Master Instructor Continuing Education Program to FAA Flight Standards, General Aviation and Commercial Division for review at least 45 days before implementation.
  8. This letter of approval and authorization is valid until and will expire on April 30, 2013, unless sooner withdrawn.

Submit documentation for changes by electronic mail to [9-AWA-AVS-AFS-FIRC@FAA.GOV](mailto:9-AWA-AVS-AFS-FIRC@FAA.GOV). Authorization for any changes to the program will be submitted by return email. Submission of hard copy paper documentation for changes is optional and will not be returned.

Links to the current FIRC Advisory Circular, applicable notices, and other current information and policy changes are available at <http://www.faa.gov/pilots/training/firc>. **All FIRC providers must check that site at least once every 90 days for any new information or changes about FIRCs or FIRC providers.**

If you have any questions or concerns, please contact the General Aviation and Commercial Division, at (202) 267-8212 or by email: [9-AWA-AVS-AFS-FIRC@FAA.GOV](mailto:9-AWA-AVS-AFS-FIRC@FAA.GOV).

Sincerely,

*Herose J. Hamm, for*

Melvin O. Cintron  
Manager, General Aviation and Commercial Division

U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

1400 Independence Ave., S.W.  
Washington, D.C. 20591

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US POST

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