

MICEP Applicants:

If you intend to use the Master Instructor Continuing Education Program to renew an unexpired CFI, particular attention must be paid to pages 12–16 in this Training Course Outline as you develop your MICEP application:

VI. Criteria for Meeting Core Topics from AC61-83H

MI LLC TRAINING COURSE OUTLINE (TCO)

MASTER INSTRUCTOR CONTINUING EDUCATION PROGRAM™ (MICEP)

SUBMITTED TO AFS 810

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TABLE OF CONTENTS

I. Revision Summary Page	page 3
II. Definition/Description of MICEP& Stats	page 4
III. Eligibility of Candidates (ref 61-83 H part8i)	page 5& 6
IV. Requirements for Accreditation (ref 61-83-H part8k4)	page 7
V. MICEP Administrators (ref 61-83-H part 8g)	page 8&9
VI. MICEP Reviewers (ref 61-83-H part 8h)	page 10&11
VII. Criteria for meeting Core Topics (ref AC61-83H)	page 12-15
VIII. Graduation Certificate (ref AC61-83-H part 8m)	page 16
IX. Airman Certification Representatives (ACRs) / DPEs	page 17
X. List of AC61-83H components not relevant	page 18
XI. Appendix -Example Qualifying MI Activities	page 19- 21

I. Revision Summary Page

Page	Revision	Date	Change Made
All pages	Original	14 Jan 2014	New MI LLC TCO
All pages	2 nd edition	26 Feb 2016	New MI LLC TCO

II. Definition/Description of MICEP & Stats

The Master Instructor Continuing Education Program™ (MICEP) is a national accreditation that may be earned by outstanding aviation educators. The designation is based on a system of advanced professional standards and peer review. It is granted by the Master Instructor Board of Review (BoR) and 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 a professional standard to which all aviation educators can aspire. To date, more than 1700 Master Instructor accreditations have been granted to approximately 800 aviation educators worldwide.

The designation requires a rigorous process of continuing professional activity and, like a flight instructor certificate, must be renewed biennially. Unlike one-time awards for past achievements (e.g., Flight Instructor of the Year or a “Gold Seal” certificate), the Master Instructor designation acknowledges an individual’s *continuing* professional growth and involvement in a broad spectrum of aviation endeavors. Candidates must accumulate a minimum of 500 hours in five different activity categories over the course of 24 calendar months.

The five categories of activities in which time must be devoted and documented are listed on a Portfolio of Professional Development forms. They are as follows:

- * **EDUCATOR** - A Master Instructor is first and foremost an aviation educator, a teacher of flight (minimum 250 hrs).

- * **SERVICE TO THE AVIATION COMMUNITY** - A Master Instructor offers professional services freely by doing *pro bono* activities for the good of the aviation community (minimum 30 hrs).

- * **CREATOR OF MEDIA** - A Master Instructor authors and shares information, ideas, methods, and original research through the use of various media forms (minimum 30 hrs).

- * **CONTINUING EDUCATION** - A Master Instructor is always learning and increasing his/her knowledge base (minimum 30 hrs).

- * **PARTICIPANT** - A Master Instructor is involved with activities and organizations promoting aviation (minimum 30 hrs).

A designated Master CFI can also earn CFI certificate renewal by covering the FIRC Core Topics within their Portfolio of Professional Development, most often with substantiated Activities listed in the Continuing Education category.

III. Eligibility of Candidates

Candidates must meet the following eligibility requirements. A candidate must:

- * subscribe to and abide by an aviation educator's Code of Ethics;
- * be of good moral character [*i.e., FAR 61.153(c)*];
- * have demonstrated involvement and leadership in the aviation community;
- * have Internet and e-mail access;
- * have held, **for a minimum of 48-calendar months** (4 yrs), a valid FAA-issued Flight Instructor Certificate, if applying for a Master Certificated Flight Instructor (MCFI), Master Certificated Flight Instructor- Aerobatic (MCFI-A) or Master Certificated Flight Instructor-Helicopter (MCFI-H) 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 Master Certificated Flight Instructor (MCFI), Master Certificated Flight Instructor- Aerobatic (MCFI-A) or Master Certificated Flight Instructor-Helicopter (MCFI-H) designation.

Further, a Master CFI-Aerobatic applicant must demonstrate that a minimum of 250 of the minimum 500 required hours are aerobatic in nature. A Master CFI-Helicopter applicant must demonstrate that a minimum of 250 of the minimum 500 required hours are specific to helicopters.

Master CFI applicants who also wish FAA CFI certificate renewal must additionally demonstrate / document learning in the FIRC Core Topics, among their activities.

Master Instructors teach in high schools, colleges, universities, flight schools, and as independents. They instruct in single engine and multiengine aircraft, seaplanes, helicopters, gyroplanes, ultralights, gliders, aerobatic aircraft, homebuilts, light sport aircraft, warbirds, simulators, and classrooms. The following statistical analysis provides a sense of the quality and diversity of these aviation educators, these "Teachers of Flight," who have earned the "Master" title.

- * More than 716 individuals have submitted one (1) or more portfolios.
- * Thus far, a total of 1791 portfolios have been evaluated by the MICEP Board of Review.
- * Current number of Masters: Approximately 200
- * Twenty-one of the last National Flight Instructors of the Year or National FAASTeam Representatives of the Year were Masters. In addition, there have been National Aviation Maintenance Technicians (AMTs) of the Year, National Seaplane Pilots of the Year and National CFI Hall of Fame inductees.

The stats below were last calculated in late 2013 but remain representative

- * 72% participate in the FAA Safety / Wings program
- * 61% are FAA Aviation Safety Counselors / FAASTeam Reps
- * 39% hold a Gold Seal flight instructor certificate
- * 39% hold an Airline Transport Pilot (ATP) certificate
- * 13% are FAA or industry pilot examiners
- * 74% hold one or more ground instructor ratings
- * 52% hold advanced and instrument ground instructor ratings
- * 15% are women (compared to 6% of all pilots and 6.7% of all CFIs)
- * 49 different states and 7 foreign countries represented
- * 5 hold all 7 flight instructor ratings
- * 2 hold all 5 ATPs
- * 2 National Seaplane Pilots of the Year
- * 4 National Flight Instructor Hall of Fame inductees
- * 21 National Flight Instructors of the Year or National FAASTeam Reps of the Year
- * 1 National AMT of the Year
- * Dozens of local and regional CFIs of the Year
- * Dozens of local and regional ASCs / FAASTeam Reps of the Year
- * Approximately 10% of all Master Instructor applications are denied for various reasons

* The following link will take you to an article about the program entitled "**Master Instructors: By The Numbers**" that recently appeared in *General Aviation News*:
<http://www.GeneralAviationNews.com/?p=30408#more-30408>

IV. Requirements for Accreditation

Candidates must accumulate a minimum of 500 creditable hours during the 24-calendar months prior to issuance of the Master Instructor accreditation. The required minimum of 500 hours must meet the following criteria: **A)** at least 250 hours must be divided between at least two different **EDUCATOR** category activities, **B)** at least 30 hours must be divided between at least two different in *each* of the **SERVICE, MEDIA, CONTINUING EDUCATION** and **PARTICIPANT** categories, **C)** the remaining hours needed to equal 500 hours are considered electives and can appear in any of the five broad categories. If applying for a MCFI-A designation, at least half of the minimum 500 hours must be aerobatic in nature.

The activities assigned credit in the Continuing Education category that may also apply towards the FIRC Core topics include: online courses, safety seminars, industry seminars, college courses, additional FAA ratings, certificates and endorsements as well as courses of study that enhance teaching / training skills.

Each activity listed on a Portfolio of Professional Development (summary) page requires supporting documentation to validate the Activity and earn credit. An Activity Completion Form is required that names the category (Educator, Service, Media, Continuing Education or Participant), the activity, the inclusive dates (must be within the past 24 calendar months), the number of hours of involvement and the manner of documentation (e.g., logbook, completion certificate, WINGS transcript, copy of original work, etc.). If information is lacking, the applicant is contacted and asked to submit it to the Board. With MI LLC's electronic submittal system, the applicant will not be permitted to proceed.

The documentation process for each activity can be accomplished in several different ways. Here are the most commonly used: graduation or completion certificates, grade reports or test results, course syllabus or outline, CFI sign-offs or logbook entries, class rosters or contracts, copies of FAA forms, WINGS transcripts, receipts or letters of verification. If the documentation provided is not sufficient the applicant is asked to provide additional supporting documentation.

IV. MICEP Administrators / Reviewers

Chief Flight Instructor/Administrator/Reviewer:

Richard L “Rich” Stowell Jr, McCall ID (2006 Nat’l CFI of the Year & 2014 Nat’l FAASTeam Rep)

Commercial, Instrument, ASEL, CFI, 9900 hrs total time, 8900 hrs instructional time

Complies with 14 CFR 141.35(d) “Chief flight instructor qualifications”

9-time Master CFI-Aerobatic (continuously accredited since March 1999)

Airman and CFI certificate number 2780766

FAAsteam Representative (Boise FSDO)

Rich is a nationally known aerobatic flight instructor specializing in emergency maneuver training and spin recovery. The 2006 National CFI of the Year and 2014 National FAAsteam Representative of the Year as well as the nation’s first Master CFI-Aerobatic, he is also a noted aviation author and serves as a FAAsteam representative in the FAA's Boise FSDO area.

Assistant Chief Flight Instructor/Reviewer:

Lonnie L Hilkemeier, Boulder CO

Commercial, Instrument, ASEL, AMEL, CFI, CFI-II, MEI, Gold Seal, AIGI, 4155 hrs total time, 3625 hrs instructional time

Complies with 14 CFR 141.36(d) “Ass’t Chief flight instructor qualifications”

10-time Master CFI (continuously since November 1998)

Airman and CFI certificate number 3478549

FAAsteam Representative (DEN FSDO)

Lonnie is Specialty Flight Training's president and senior flight instructor specializing in mountain training at Boulder Municipal Airport (BDU). Colorado's first Master CFI in 1998, he also serves as a FAAsteam representative in the Denver FSDO area and was the 2005 Northwest Mountain Region CFI of the Year.

Program Administrator/Reviewer:

G Alexander “Sandy” Hill, Longmont CO

Commercial, Instrument, ASEL, AMEL, CFI, Gold Seal, AIGI

6-time Master CFI & Emeritus (continuously since January 2000)

National FAAsteam Representative (DEN FSDO)

Sandy works as an administrator of the Master Instructor program and travels extensively doing seminars on flight instructor professionalism as well as the Master Instructor designation. He also serves as a national FAAsteam representative and is a director emeritus for the national General Aviation Awards program.

Program Administrator/Reviewer:

JoAnn K Hill, Longmont CO

Commercial, Instrument, ASEL, CFI, Gold Seal, AIGI

6-time Master CFI & Emeritus (continuously since February 2000)

National FAASTeam Representative (DEN FSDO)

JoAnn works as an administrator of the Master Instructor program and travels extensively doing seminars on flight instructor professionalism as well as the Master Instructor designation. She also serves as a national FAASTeam representative and was the long-time chairperson of the National General Aviation Awards program.

V. Additional MICEP Portfolio Reviewers

The evaluation process is completed by either current Master Instructors or Masters Emeriti. The MCFI-Helicopter packets are reviewed by a MCFI with helicopter ratings and the MCFI applicants who are operating in the glider world are reviewed by a CFI-A/CFI-G. We as administrators are also a part of the review process for all portfolios. Our ACRs are long time (10 times) Master CFIs and DPEs with the Denver and Albuquerque FSDOs.

The review process makes certain all the components are included in the application packet. For example, copies of all FAA certificates (front and back), a government-issued photo identification, a resume and biological data page, and then the Portfolio Page, Activity Completion forms and documentation. The reviewers ensure the applicant is eligible and meets all the minimum requirements for hours and timelines in each category.

Cleon J Biter, Longmont CO

ATP, Instrument, ASEL, AMEL, CFI-II, MEI, Gold Seal, AIGI

7-time Master CFI & Emeritus (continuously since December 1999)

FAASTeam Representative (DEN FSDO)

Cleon is an independent flight instructor in Boulder (BDU) and Longmont (LMO) as well as a nationally known aviation weather consultant and researcher. He also serves as a FAASTeam representative in the FAA's Denver FSDO area.

Clifford F "Cliff" Chetwin, Santa Fe NM

Commercial, Instrument, ASEL, AMEL, CFI-II, MEI, Gold Seal, AIGI

4-time Master CFI (continuously since Feb 2007)

FAASTeam Representative (ABQ FSDO)

Cliff is a retired National Park Service regional chief pilot and aviation program manager. The president of Kestrel Aviation, he now works nationally as an aviation safety lecturer while also serving as a SAFE board member and a FAASTeam representative in the FAA's Albuquerque FSDO area.

Alan C Davis, Shepherdsville KY

Commercial, Instrument, ASEL, AMEL, CFI-II, MEI, Gold Seal, AIGI

6-time Master CFI & Emeritus (continuously since Sep 1998)

Alan, an independent flight instructor, served as director of safety and training at Integrated Airline Services. He was also a FAASTeam representative for the Denver FSDO area and was named the FAA's 2009 Northwest Mountain Region FAASTeam Representative of the Year.

V. MICEP Portfolio Reviewers(cont'd)

Michael Maya Charles, Erie CO

ATP, Instrument, ASEL, AMEL, CFI-II, MEI, A&P

2-time Master CFI (continuously since Dec 2010)

FAASTeam Representative (DEN FSDO)

A noted aviation writer (<http://ArtfulPublishing.com/>) and retired FedEx pilot, Michael is an independent fixed and rotary wing flight instructor at Colorado's Erie Municipal Airport (EIK). He also serves as a FAASTeam representative in the FAA's Denver FSDO area. He specializes in MCFI-H activities and portfolios.

Michael L Phillips, Ventura CA

ATP, Instrument, ASEL, AMEL, CFI-II, MEI, AIGI, Gold Seal

5-time Master CFI (continuously since Feb 2008)

FAASTeam Representative (Van Nuys FSDO)

Michael (<http://AviationInstruction.biz/>) is a flight, ground, and simulator instructor with CP Aviation, a Cessna Pilot Center at Santa Paula Airport (SZP). A Marine Corps veteran, he also serves as a FAASTeam representative in the FAA's Van Nuys FSDO area.

Michael B Traud, Gold River CA

ATP, Instrument, ASEL, AMEL, CFI-II, MEI, DPE, AIGI, Gold Seal

6-time Master CFI (continuously since Feb 2004)

FAASTeam Representative (Sacramento FSDO)

Mike serves as the safety officer for the Sacramento County Sheriff's Air Squadron as well as a designated pilot examiner (DPE) in the FAA's Sacramento FSDO area.

Additionally, he is an aviation consultant who owns MT Aviation Services LLC at Sacramento Executive Airport (SAC).

Michael T Vivion, Bozeman MT

Commercial, Instrument, ASEL, AMEL, CFI, CFI-II, MEI, AIGI, Gold Seal

7-time Master CFI& Emeritus (continuously since Feb 2002)

FAASTeam Representative (Helena FSDO)

Mike recently retired from his position as a check airman and teaching specialist in the University of Minnesota, Crookston's (CKN) aviation program. The 1998 National Aviation Safety Counselor of the Year, he has since relocated to Bozeman, Montana.

VI. Criteria for meeting Core Topics from AC61-83H

A designated Master CFI is able to use MICEP for renewal of an unexpired CFI certificate through a mix of activities that address the FAA FIRC Core Subjects (see AC 61-83H issued 4 August 2015). Activities submitted for CFI renewal must demonstrate that the applicant has indeed *learned* and is well versed in each of the FIRC Core Subjects. An average of 1.0 hour per topic is required.

Key to satisfying this requirement is the documenting of activities wherein the applicant was in the role of a student / learner, not as an instructor / teacher. In other words, the applicant was the receiver of knowledge and expertise, not the provider. The intent is to increase aviation knowledge and enhance teaching skills. The current new and hot topics in aviation are emphasized. An average of 1.0 hour per topic is required. The 5 additional hours needed to equal the required 16 total hours will be made up by electives found in the Continuing Education section of the application which requires a minimum of 30 hours.

Consequently, FAA CFI renewal activities would normally be found in the Continuing Education Category and in some cases, in the Participant Category. To the extent that an applicant may have had to conduct research or otherwise engage in new learning in order to create media, activities applicable to the CFI renewal could also be found in the Media Category. Additionally, all activities must have been completed within the preceding 24 calendar months to qualify for our MICEP CFI renewal option.

Note: In order to use the MICEP CFI Renewal Option to renew an unexpired flight instructor certificate, applicants must submit their applications at least 45 days in advance of their FAA CFI expiration date.

Required Core Subjects & Representative Examples of Potentially Qualifying Activities

1. Navigating in the 21st Century: Pilotage to GPS - TAA and Automation Objective: to learn to use and teach the new technology available as well as becoming well versed in the potential hazards and risky behaviors their students may exhibit.

Example activities -

- * *Receive training in any manufacturer-approved GPS training program*
- * *Research and write an article on navigation for an aviation publication*
- * *Research and prepare a lesson plan on navigation or create navigation scenarios for your students*
- * *Research and develop a safety seminar / webinar on navigation for your local FAASTeam Safety Program Manager*

2. Security Related Special Use Airspace: What's Going on Where, and How to Stay Clear Objective: to be informed and able to teach pilots how to avoid infractions to current special use airspace, including new concepts to TFR, FRZ, SFRA, intercept procedures and consequences to violations. Example activities -

- * *Complete an online course such as AOPA's Mission: Possible, Navigating Today's Special Use Airspace*
- * *Research and develop a lesson plan on intercept procedures*
- * *Watch FAA Safety.gov videos on operations in areas such as the New York and DC SFRAs*
- * *Complete review of Special Use Airspace and TFRs FFAST course*
- * *Complete Gleim course Security Related Airspace*

3. Transportation Security Administration (TSA): What Flight Instructors Have to Know to Stay Out of Trouble Objective: to become informed of TSA's expanding role in flight training such as citizenship documentation, recordkeeping, foreign student processing, flight school/CFI awareness training and student pilot licenses. Example activities -

- * *Complete AOPA's online TSA for CFIs program*
- * *Develop security protocols tailored to your flight school and/or home airport*
- * *Read General Aviation Security magazine (GASecurityMagazine.Sharepoint.com)*
- * *Complete King Schools TSA Security Awareness Training for CFIs course*

4. How to Teach Effectively and Build a Culture of Safety in Your Students and Your Workplace Objective: to adopt new ideas and teaching methods that encourage and model safety in every aspect of aviation. Example activities -

- * *Receive training in / learn about learner-centered grading, scenario-based training, PowerPoint presentations, or public speaking*
- * *Learn about / read all of the Aviators Model Codes of Conduct*
- * *Read books such as Train Like You Fly: A Flight Instructor's Guide to Scenario Based Training (A. McMahon) or Scenario-Based Training with X-Plane and Microsoft Flight Simulator (B. Williams)*
- * *Receive recurrent flight training in critical flight operations, emergency procedures, and common loss of control scenarios*
- * *Receive a tailwheel endorsement, or checkout in an LSA or another unfamiliar aircraft*
- * *Complete any of a number of factory-authorized training programs (e.g., Cirrus, Avidyne, Cessna, FITS)*
- * *Research and develop a training course outline to Part 141 standards*
- * *Receive mentoring from a Master Instructor*

5. Safety Trends in GA: How CFIs Can Directly Contribute to Aviation Safety

Objective: to become knowledgeable of common pilot accidents/incidents and teach to avoid them by emphasizing causal factors and risk management. Example activities -

- * *Research, evaluate, and share an “I learned about flying” experience at a safety seminar / webinar or in an aviation publication*
- * *Research and assemble local safety procedures for your students / home airport*
- * *Learn about / read all of the Aviators Model Codes of Conduct*
- * *Participate in SAFE’s Pilot Proficiency Project™*
- * *Read the Joseph T. Nall reports*
- * *Complete Accident Causal Factors Series – Stabilized Approaches course (Aeronautical Proficiency Training)*
- * *Complete Top Ten Causes of General Aviation Accidents course (AFS800)*

6. Pilot Deviations: Their Causes and How to Teach Your Students to Plan Ahead to Avoid Them

Objective: to become knowledgeable of common pilot deviations in order to teach to correct them and to become familiar with FAA’s newly adopted Compliance Philosophy. Example activities -

- * *Research, evaluate, and share an “I learned about flying” experience at a safety seminar / webinar or in an aviation publication*
- * *Prepare a list of common deviations that occur at your home airport / in the local area for your students*
- * *Complete an online course on runway incursions*
- * *Research and develop a mentoring program for pilots who have committed deviations*
- * *Read the FAA Safety Briefing publication regularly*

7. How to Make the Best Use of the FAASTeam and the WINGS–Pilot Proficiency Program in Your Program of Instruction

Objective: to become familiar with the benefits of these programs and to encourage increased safety through pilot participation. Example activities -

- * *Receive recurrent FAASTeam training, or training on IACRA*
- * *Become a FAASTeam Representative and participate in safety programs*
- * *Earn a WINGS level, attend seminars / webinars with your students / trainees*
- * *Research and prepare a safety seminar, or an analysis of local accidents, for your FAASTeam Program Manager*

8. Regulatory, Policy, and Publications Changes and Updates

Objective: to be informed of and familiar with sources of updates and pass the information on to students. Example activities -

- * *Research and prepare a summary of changes / updates to discuss with pilots receiving flight reviews*
- * *Research and generate an online post highlighting changes / updates to FARs and other publications*
- * *Research and create a mechanism to alert fellow instructors about changes / updates*
- * *Sign up for updates alerts, read FAA Safety Briefing regularly*
- * *Read AC 61.98c, InFO 15012, InFO 14010*

9. How to Give an Effective and Useful Instrument Proficiency Check (IPC) and Flight Review

Objective: to learn methods for conducting meaningful IPCs and flight reviews that demand high standards and promote safety. Example activities -

- * *Complete an online course on conducting the flight review& IPC*
- * *Write an article or prepare a seminar / webinar on flight reviews or IPCs*
- * *Attend a seminar / webinar on flight reviews and IPCs (FAA, Sportys, AOPA, King Schools)*
- * *Research and develop a lesson plan on flight reviews or IPCs*
- * *Read Guide to the Flight Review (J. Spanitz, ASA)*
- * *Read FAA Guidance Document, Conducting an Effective Flight Review*
- * *Read FAA Guidance Document, Instrument Proficiency Check (IPC)*
- * *Read FAA AC 61.98c*

10. Ethics and Professionalism in the Role of the Flight Instructor Objective: to recognize ethics and professionalism go hand in hand with the responsibilities of a CFI and that their behavior directly contributes to greater safety in general aviation.

Example activities -

- * *Learn about / read all of the Aviators Model Codes of Conduct*
- * *Attend a SAFE-FAA Flight Instructor Open Forum on Instructor Professionalism*
- * *Become a Master Instructor™ (learned and lived high professional standards)*
- * *Participate in a professional organization and/or serve on joint industry/FAA committee*

11. Loss of Control (LOC)

Objective: to become aware that loss of control is the number one cause of GA fatalities and to emphasize proficiency in traffic pattern operations in both VFR and IFR scenarios. Example activities -

- * *Review current editions of FAA Handbooks*
- * *Review Risk Management Teaching Tips*

- * Receive emergency maneuver training (EMT) from a qualified instructor
- * Participate in seminars / webinars / online courses from providers such as AOPA, EAA, SAFE, FAA, IAC, and others
- * Complete Avoiding Loss of Control course (Bright Spots, Inc)
- * Regularly read GAJSC Findings (General Aviation Joint Steering Committee) (made up of FAA and Industry representatives)
- * Read 2015 revisions to AC61-98 and Airplane Flying Handbook (FAA-H-8083-3B) pertinent to Loss of Control issues
- * Read FAA FACT Sheet (GA Safety) July 1, 2015

Also, consider participation in any seminars / webinars / online courses that address any of the eleven (11) FIRC Core Subjects above from 14CFR 61.83H. Resources for such events include AOPA, EAA, SAFE, FAA, IAC, and others. Earning additional certificates, ratings, and checkouts can be applied for credit as well.

VII. Graduation Certificate issued by MICEP (ref AC 61-83H part 8.m.)



VIII. DPEs / Airman Certification Representatives (ACRs)/ Reviewers

Andrew D “Drew” Chithea, Aurora CO

ATP, Instrument, ASEL, AMEL, CFI-II, MEI, Gold Seal, AGI

9-time Master CFI (continuously since January 1999)

Designated Pilot Examiner & FAAS Team Representative (DEN FSDO)

Drew is a corporate pilot as well as the chief pilot and owner of Colorado Skymaster at Denver’s Centennial Airport (APA). He also serves as a general aviation designated pilot examiner and a DPE for the United States Air Force Academy as well as a FAAS Team representative in the FAA's Denver FSDO area.

David J “Dave” McVinnie, Albuquerque NM

ATP, Instrument, ASEL, AMEL, CFI-II, MEI, DPE, AIGI, Gold Seal

10-time Master CFI (continuously since Nov 1997)

FAAS Team Representative (ABQ FSDO)

Dave is the chief instructor and president of McVinnie Aviation LLC

(<http://www.McVinnieAviation.com/>) in Albuquerque where he specializes in technically advanced aircraft flight and ground training. A MICEP ACR, he also serves as a pilot examiner and a FAAS Team representative in the FAA's Albuquerque FSDO area.

Chithea and McVinnie both use IACRA to complete the renewal process for applicants wanting CFI certificate renewal.

MI LLC will annually send the FAA a list of those individuals who have renewed their CFI certificates based on this program. The FAA will have the option to request a copy (electronic is acceptable) of the Master CFI application for review. The records received by MI LLC must be retained for a period of 24 calendar months.

**X. List of AC 61-83H components not relevant or applicable to the
MASTER INSTRUCTOR CONTINUING EDUCATION PROGRAM™**

8e. Facilities

8f. Training aides

8j. Daily Schedule

8k. Syllabus & lessons

8l. Written Test Questions

8n. Remedial Training

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"Serving Master Instructors since 1995"

Appendix: Example Master Instructor Qualifying Activities

To qualify, all MICEP Activities either must be directly related to aviation, or must demonstrably enhance your ability as an educator to convey aviation concepts and information. A separate and distinct accounting for the FIRC Core Topics must be submitted for CFI certificate renewal.

[Start the Application Process](#)

Note that in the first three Categories listed below, you are the provider of aviation education and services; the transfer of knowledge and expertise flow primarily from you to others.

1. Educator Category [minimum of 250 hrs]

First and foremost, MICEP designees are teachers of aviation-related subjects, principles, and techniques who provide quality aviation education to students, trainees, and clients. Examples of aviation-related education you might provide to others include, but are not limited to:

Aerobatic coaching / critiquing	FAA check rides	Mentoring other aviation educators
Aerobatic judges schools	FAA WINGS Program	New certificates, ratings, and endorsements
Aircraft checkouts	Flight or stage checks	Outreach programs
Airport / Facility tours	Flight Instructor Refresher Courses (FIRCs)	Practical test recommendations
Aviation science club or camp programs	Flight Reviews or Instrument Proficiency Checks	Proficiency or standardization checks
Aviation maintenance classes	Ground school classes	SAFE's Pilot Proficiency Project™
Avionics classes	High school, college, or vocational classes	Seminars, webinars, and podcasts
Career counseling	High-altitude, high performance, tailwheel training	Simulator or Flight Training Device instruction
Civilian or military pilot training	Insurance or flight school checkouts	Spin, upset recovery, and aerobatic training
Consulting services	Law enforcement or natural resource pilot training	Workshops, camps, training clinics

2. Service to the Aviation Community Category [minimum of 30 hrs]

MICEP designees are philanthropists who freely give back to the aviation community by providing professional services and expertise to others *pro bono*. Examples of aviation-related *pro bono* services you might provide to others include, but are not limited to:

Airport / Facility tours	EAA Flight Advisor or Technical Counselor	Mentoring other aviation educators
Airshow airboss	Event organizer / coordinator	Newsletter editor
Angel Flight, Wings of Mercy	FAA Safety Team Rep duties	Organization committee or task force member
AOPA Airport Support Network (ASN)	Fundraisers	Organization officer or board member
Aviation Merit Badge counselor	High School or College Career Fair	Pilots N Paws
Aviation science club activities	IAC Contest Director, Judge, Volunteer	Position of leadership or responsibility
Chapter board or committee member	ICAS Aerobatic Competency Evaluator	SAFE's Pilot Proficiency Project™
Civil Air Patrol, State Search and Rescue	Industry Rep on government task force	Youths – CAP, Scouts, Young Eagles, STEM

3. Creator of Media Category [minimum of 30 hrs]

MICEP designees are creators and promoters of content who convey aviation-related information, ideas, methods, and research through various types of media. Examples of aviation-related content you might generate and provide to others include, but are not limited to:

Aircraft checkout quizzes	New or revised editions	Seminars, webinars, and podcasts
Books / textbooks	News releases	Simulator training scenarios
Computer programs, apps, software	Newspaper or newsletter articles	Study guides
Guidelines, guidebooks, or manuals	Photography or videography	Surveys
Design brochures, pamphlets, flyers	PowerPoint presentations	Training Course Outlines (TCOs)
Flight Instructor Refresher Course (FIRC)	Pre-solo exams or written tests	Training syllabi (aerobatics, helicopter, etc.)
Grant or other proposal	Programs on CD or DVD	Website or blog
Ground school courses / curricula	Radio and TV programs	Wikis
Lesson plans	Research project or white paper	YouTube videos
Magazine or journal articles	Responses to FAA NPRMs	

Note that in the two Categories listed below, you are the receiver of aviation education and the beneficiary of membership in the aviation community; the transfer of knowledge and the sense of community flow primarily from others to you.

4. Continuing Education Category [minimum of 30 hrs]

MICEP designees are students of aviation subjects, principles, and techniques who remain committed to learning and increasing their knowledge base. Examples of continuing education you might receive from others that enhance your ability as an educator to convey concepts and information include, but are not limited to:

Aircraft checkouts (new model, aerobatic, helicopter)	Flight Review or Instrument Proficiency Check	New or renewed ICAS waiver
Attend seminars, webinars, and podcasts	Ground school for new certificate or rating	Online courses
Avionics transition training	IAC Achievement Awards	Photography, videography classes
Classes related to various media	Industry-specific training (HEMS, upset recovery)	Public speaking classes
Courses on aviation and education subjects	Initial or renewal courses (CFI, DPE, etc.)	SAFE's Pilot Proficiency Project™
Computer classes	Initial, recurrent, or transition training	Simulator training
FAASTeam Rep initial or recurrent training	Mentored by another aviation educator	WINGS Program participation
Flight Instructor Refresher Course (FIRC)	New certificate, endorsement, credential, rating	

5. Participant Category [minimum of 30 hrs]

MICEP designees are participators who engage in activities and with organizations that promote aviation. Examples of aviation-related activities in which you might participate with others include, but are not limited to:

Air Race Classic	Conferences, conventions, expos	Restoring, building, maintaining aircraft
Aircraft component redesign / modification	Events, fly-ins, meetings	SAFECON
Aircraft modeling	Fundraisers	Travel experiences
Aircraft ownership	IAC aerobatic competitor	Type club activities
Airport / Facility tours	Museum tours	
Airshow performer	NIFA competitor	