These instructions are intended to show:

- How a Flight Instructor, FAASTeam Representative or FAASTeam Program Manager (FPM) validates credit for a WINGS activity.

If a CFI does not have a FAAsafety.gov account, a WINGS Participant will have to contact another CFI, FAASTeam Representative or Program Manager for credit validation. If you are asked to validate training you have not given, the WINGS Participant is expected to show you proof of completion of the activity. You are validating that you have seen the documentation supporting the training; i.e. logbook entry or certificate.

You will be notified that you have a request for validation in two different ways.

1. You will receive an email from FAAsafety.gov with the subject “Accredited Activity Validation Requested”. The email will indicate who is requesting credit, what the activity is and the date completed.

2. As soon as you log into your FAAsafety.gov account, you will see the notice that “You currently have a pending Accredited Activity validation request”.

3. Each form has a link to take you to the pending validation page. If you are starting from an email, you will be asked to log into your FAAsafety.gov account if you are not already logged in.

4. The Validation Request(s) will be listed in the Pending Accredited Activities waiting validation section of the page.

5. Click on the Validate accredited activity button.
6. The Accredited Activity Validation page will show the activity and the Requesting User.

7. Click on the Approve or Reject radial dot as is appropriate.

8. Click the Submit button.

9. If you Approved the request, you will see a message that the activity has been successfully validated.

10. If you Rejected the request, fill in the reason for the rejection. This will be included in the FAA’s email back to the requestor.

   \textbf{Note:} Your rejection may be because you need to set up a meeting with the requestor so that you can see their activity documentation.

11. Click on Submit button.

12. If you Rejected the request, you will see a message that the activity has been successfully validated.

13. After approving or rejecting a validation request, you will get an email telling you that you validated or rejected the request.
**Note:** All of the WINGS Flight Credits have a page that the Participant can print and take with them when they go for their flight training.

The logbook endorsement is also shown on the Activity Information pages for flight training.

The Program Activity Course Number is shown under the flight activity name.

The Program Activity Course Number is also shown on the SPANS notice for a Safety Seminar or a Certificate that may be awarded for attending other training.

~~ End of Instructions ~~