

# WINGS Made Easy for Participants – Part I

These instructions are in two parts.

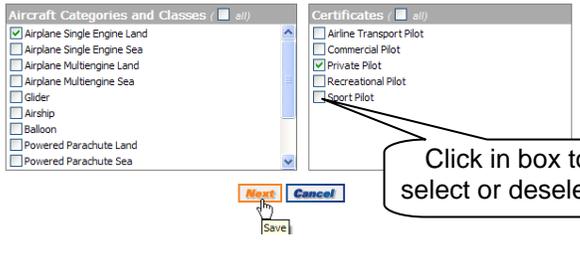
- Part I is a very basic introduction to the Internet based WINGS Program
- Part II is detailed instructions for requesting credit for a WINGS activity.

## Part I - Introduction

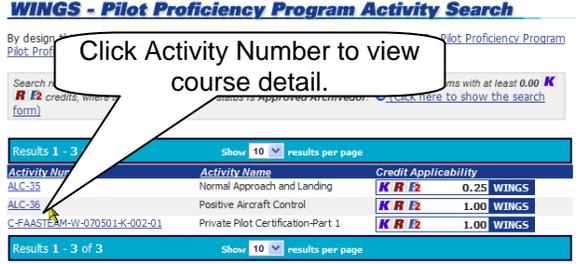
This is an overview of the WINGS - Pilot Proficiency Program offered on **FAASafety.gov** web site.

<p>Many issues regarding use of the site can be resolved by reading the help text that appears when your cursor hovers over an item. Cursor is hovering over the binoculars in the example to the right.</p>	 <p><b>Note:</b> on some monitors the numbers “1” and “2” overlap the “B” of <b>K</b>nowledge or <b>F</b>light <b>R</b>equired <b>B</b>asic 1 or 2 as shown above.</p>
<p>If you need more help, click on the <b>WINGS Help</b> link that is located on the left side of the screen.</p>	
<p><b>Internet Connection</b></p>	<p>You must have an Internet connection and have your Firewall configured to allow access to the <b>FAASafety.gov</b> website.</p>
<p><b>Web Browser</b></p>	<p>Most browsers will be able to access the <b>FAASafety.gov</b> web site. You must have JavaScript enabled and be able to accept Cookies. If there is a problem you should also disable any Popup blocking software that might be running.</p>
<p><b>Adobe Acrobat Reader</b></p>	<p>You must have Adobe Acrobat Reader installed on your computer.</p>
<p><b>Who May Participate</b></p>	<p>All pilots holding a U.S. Pilot Certificate and a current Medical Certificate, when required.</p>
<p><b>WINGS Requirements Details</b></p>	<p>Specific Knowledge subjects and Flight maneuvers from the appropriate Practical Test Standards or Industry Course Completion Standards, etc. that are established for airplanes, seaplanes and amphibians, rotorcraft, gliders, lighter than-air, powered parachutes, weight-shift control, and light sport aircraft. Pilots may select the category and class of aircraft in which they wish to receive training and demonstrate their flight proficiency with an authorized flight instructor.</p>
<p><b>Register with FAA</b></p>	<p>Access <b>FAASafety.gov</b> using your Browser. Select <b>Get Registered with FAASafety.gov</b> located on the left side of the screen. Enter your email address, indicate if you are a pilot, and then complete registering for a <b>FAASafety.gov</b> account.</p>

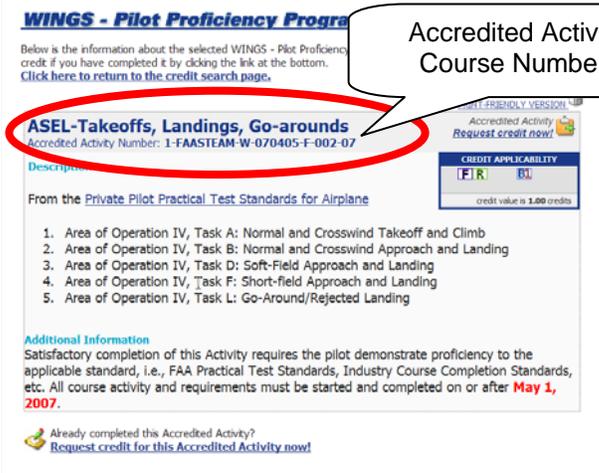
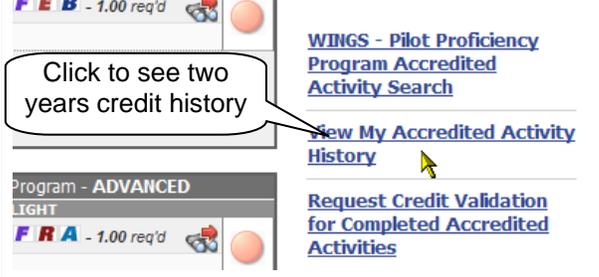
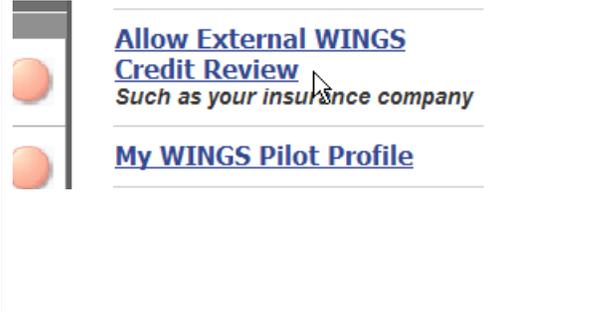
## WINGS Made Easy for Participants – Part I

<p>After you have created your <b>FAAsafety.gov</b> account:</p> <ol style="list-style-type: none"> <li>1. Login to the <b>www.FAAsafety.gov</b> website by entering your email address.</li> <li>2. Enter your <b>password</b>.</li> <li>3. Click the <b>Login</b> arrow.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Click on <b>WINGS – Pilot Proficiency Program</b> located on the left side of the screen.</li> <li>5. If this is the first time you have logged in or you have changes, click on the <b>WINGS Pilot Profile</b> link.</li> <li>6. If you have already filled out the profile, go to <b>Step 13</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>7. Click on <b>Click here to select or change your Aircraft Category and Class preferences</b> to select the Category and Class level that will be used for your performance standards.</li> </ol> <p><b>Note:</b> completing the BASIC level to Private Pilot Test Standards qualifies for a Flight Review.</p>	
<ol style="list-style-type: none"> <li>8. Select the appropriate Certificates and Aircraft Categories and Classes that you will use for completing your WINGS credit.</li> <li>9. Click <b>Next</b> to save your choices.</li> </ol> <p>Note: The WINGS website gives some examples of how to chose categories and certificates when you have multiple.</p>	
<ol style="list-style-type: none"> <li>10. Fill in your last Flight Review or last WINGS certificate date. You can always come back to this field later.</li> <li>11. Click <b>Finish</b> to save date.</li> </ol> <p><b>Note:</b> You can come back to this screen any time if you do not have the date handy. Just click on "If you do not have an updated flight review date, click here to get to "My WINGS" to proceed without the date filled in.</p>	

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<p>12. Click on <b>Click here to stop participating in the WINGS - Pilot Proficiency Program</b> if you decide to not participate in the program.</p>	
<p>13. Select <b>My WINGS</b> to reach the page with <b>Your WINGS - Pilot Proficiency Program Progress</b> charts.</p>	
<p><b>WINGS-Pilot Proficiency Program Credit Search</b></p> <p>14. To locate information on the credits that will fulfill the requirement of each phase of the WINGS Program, you can click on the <b>Binocular</b> icon located in the Progress chart. This will display the credits which are valid for that particular WINGS level.</p> <p>Note: Circle means Credit still needs to be earned, Green Check shows that credit is completed. Multiple items may be completed for each credit.</p>	
<p>15. If you clicked on the <b>Binocular</b> icon, the Activity Search screen will already be filled in with the results for the credit selected.</p> <p>16. Click Activity Number to view course detail.</p>	
<p>17. Click on <b>Click here for event/course details...</b> to get date, time and location or to preview an online course.</p> <p>18. Click on the <b>Applicable Syllabi Number</b> and follow the links to register for the course that is in the Aviation Learning Center Online Course Catalog.</p> <p>Note: Non FAA courses will refer you to the SPANS listing for course dates and time.</p>	
<p>19. To expand or change your search criteria, click on the <b>(Click here to show the search form)</b> link.</p>	

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<p>20. Change the search criteria to expand your search.</p> <p>21. Click on <b>Perform Search</b> button for new search results.</p>	
<p><b>Note:</b> The search can also use an Accredited Activity Number, Keywords and Syllabus Number.</p> <p>All of the WINGS Flight Activities have a page that the Participant can print and take with them when they go for their flight training.</p> <p>The Accredited Activity Course Number is shown under the flight activity name. You will need this number for the CFI to enter in your log book documenting your training (see last page).</p> <p>The Accredited 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.</p>	
<p><b>View My WINGS Credit History</b></p> <p>22. You can quickly view your WINGS credit history from the <b>My WINGS</b> page.</p> <p>23. If you would like to view or print the past two year historical WINGS activity, click on the <b>View My Accredited Activity History</b> located on the right hand side of the screen.</p>	
<p>24. Go to <b>Part II</b> to see how to <b>Request Credit Validation for Completed Actives</b></p>	
<p>You may want to allow others to review your participation in the <b>WINGS – Pilot Proficiency Program</b>.</p> <p>25. Click on the <b>Allow External WINGS Credit Review</b> located on the right side of the screen. Enter the <b>email address</b> of the person you desire to review your information and any reference number that will help them identify you.</p>	

**~~ End of Part I ~~**

# WINGS Made Easy for Participants – Part II

## Part II – Requesting Credit for WINGS Activities

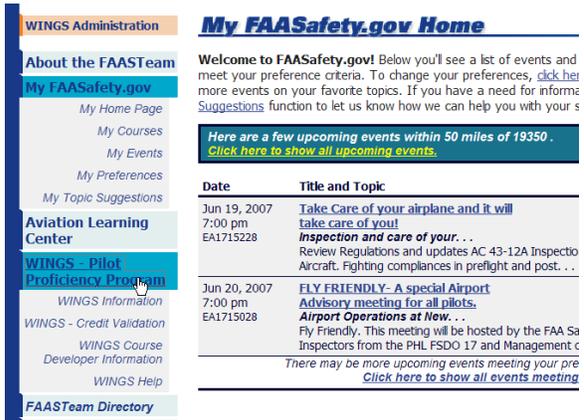
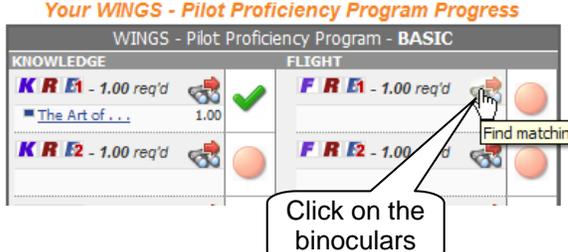
These instructions are intended to show:

- How a WINGS Participant can view required and elective Flight and Knowledge activities.
- How a WINGS Participant requests credit from a Flight Instructor (CFI) or FAASafety Representative.
- What the WINGS Participant will see after credit is given.

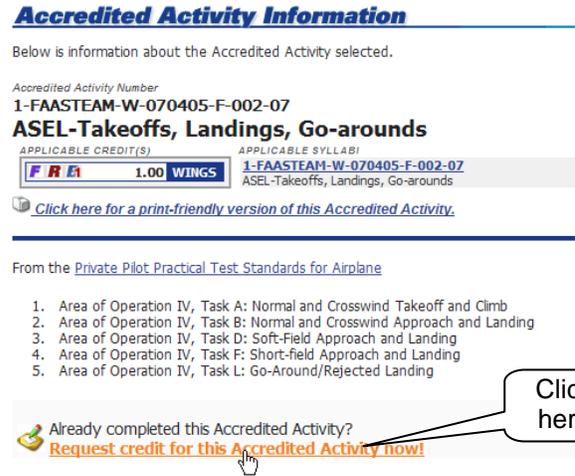
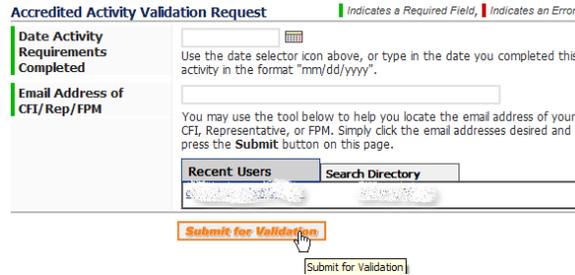
Prerequisites:

- WINGS Participant has created a **FAAsafety.gov** website account.
- WINGS Participant has created his/her **WINGS Profile**.
- WINGS Participant has completed the activity for which he/she is requesting credit.
- Flight Instructor has created a **FAAsafety.gov** account.

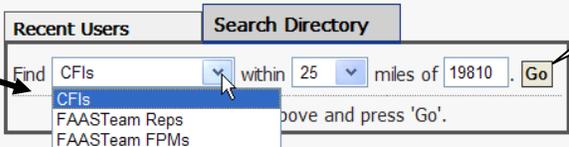
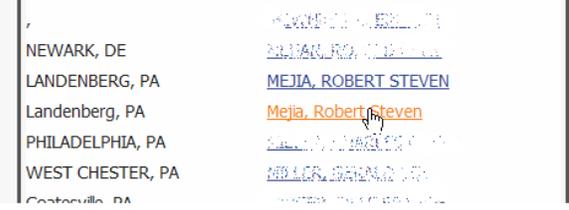
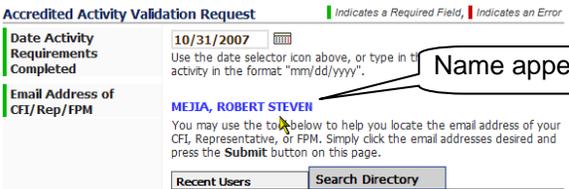
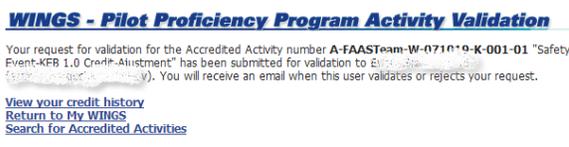
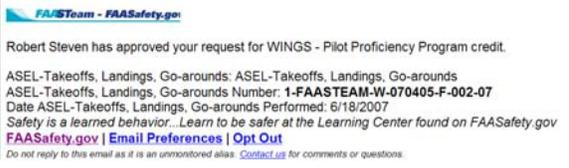
Note: if your CFI does not have a **FAAsafety.gov** account, you will have to contact a FAASafety Representative or Program Manager. You will be expected to show proof of completion of the activity.

<ol style="list-style-type: none"> <li>1. Go to the <b>www.faasafety.gov</b> website.</li> <li>2. Login to your <b>FAASafety.gov</b> account.</li> <li>3. Click on <b>WINGS - Pilot Proficiency Program</b> (on the left side of the screen).</li> </ol>	 <p><b>WINGS Administration</b> <b>My FAASafety.gov Home</b></p> <p>Welcome to FAASafety.gov! Below you'll see a list of events and meet your preference criteria. To change your preferences, click here more events on your favorite topics. If you have a need for information, use the <a href="#">Suggestions</a> function to let us know how we can help you with your suggestions.</p> <p><b>Here are a few upcoming events within 50 miles of 19350 .</b>  <a href="#">Click here to show all upcoming events.</a></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Title and Topic</th> </tr> </thead> <tbody> <tr> <td>Jun 19, 2007 7:00 pm EA1715228</td> <td><b>Take Care of your airplane and it will take care of you!</b> <b>Inspection and care of your...</b> Review Regulations and updates AC 43-12A Inspector Aircraft. Fighting compliances in preflight and post...</td> </tr> <tr> <td>Jun 20, 2007 7:00 pm EA1715028</td> <td><b>FLY FRIENDLY- A special Airport Advisory meeting for all pilots.</b> <b>Airport Operations at New...</b> Fly Friendly, This meeting will be hosted by the FAA Safety Inspectors from the PHL FSDO 17 and Management Center.</td> </tr> </tbody> </table> <p>There may be more upcoming events meeting your preferences. <a href="#">Click here to show all events meeting your preferences.</a></p>	Date	Title and Topic	Jun 19, 2007 7:00 pm EA1715228	<b>Take Care of your airplane and it will take care of you!</b> <b>Inspection and care of your...</b> Review Regulations and updates AC 43-12A Inspector Aircraft. Fighting compliances in preflight and post...	Jun 20, 2007 7:00 pm EA1715028	<b>FLY FRIENDLY- A special Airport Advisory meeting for all pilots.</b> <b>Airport Operations at New...</b> Fly Friendly, This meeting will be hosted by the FAA Safety Inspectors from the PHL FSDO 17 and Management Center.
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<ol style="list-style-type: none"> <li>4. Click on <b>My WINGS</b>.</li> </ol>	 <p><b>WINGS - Pilot Proficiency Program</b></p> <p>WINGS Information</p> <p><a href="#">My WINGS</a></p>						
<ol style="list-style-type: none"> <li>5. Scroll to see the appropriate <b>Your WINGS – Pilot Proficiency Program Progress</b> box.</li> <li>6. Click on the Binocular button  beside the Knowledge or Flight activity you have worked on. This example will use the first required Flight activity.</li> </ol>	 <p><b>Your WINGS - Pilot Proficiency Program Progress</b></p> <p>WINGS - Pilot Proficiency Program - BASIC</p> <table border="1"> <thead> <tr> <th>KNOWLEDGE</th> <th>FLIGHT</th> </tr> </thead> <tbody> <tr> <td><b>K R E 1</b> - 1.00 req'd  1.00</td> <td><b>F R E 1</b> - 1.00 req'd  </td> </tr> <tr> <td><b>K R E 2</b> - 1.00 req'd  1.00</td> <td><b>F R E 2</b> - 1.00 req'd </td> </tr> </tbody> </table> <p>Click on the binoculars</p>	KNOWLEDGE	FLIGHT	<b>K R E 1</b> - 1.00 req'd  1.00	<b>F R E 1</b> - 1.00 req'd  	<b>K R E 2</b> - 1.00 req'd  1.00	<b>F R E 2</b> - 1.00 req'd 
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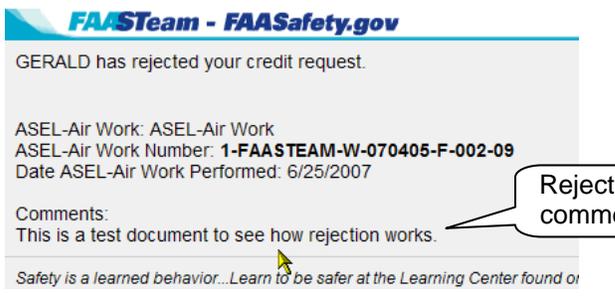
## WINGS Made Easy for Participants – Part II

<p>7. Click <b>Yes</b> for any of the <b>Security Alert</b> boxes you may see.</p>	
<p>8. You will be at the <b>WINGS – Pilot Proficiency Program Activity Search</b> page.</p> <p>9. Click on the Activity Number of the activity you have completed.</p>	
<p>10. To request credit for the activity, single click on the <b>Request Credit for this Accredited Activity now!</b> Link that will be at the bottom of the page. You may need to scroll down to see this link.</p> <p>Note: The <b>Request Credit for this Accredited Activity now!</b> link will be at the bottom of the page for Flight activities and non-FAA website Knowledge activities.</p>	
<p>11. Scroll down the WINGS – Pilot Proficiency Program Activity Validation page until you see the Accredited Activity Validation Request form shown to the right.</p>	
<p>12. Fill in the <b>Date Activity Requirements Completed</b>.</p> <p>13. If you know it, fill in the Email Address of Flight Instructor (CFI), FAASite Rep or FAASite Field Program Manager (FPM)</p> <p>14. If you do not know the Email Address, click on the <b>Search Directory</b> tab.</p>	

## WINGS Made Easy for Participants – Part II

<p>15. Select the <b>Title</b> for whom you are searching from the drop down list.</p> <p>16. Set the <b>Miles</b> from your zip code.</p> <p>17. Fill in your <b>Zip Code</b>.</p> <p>18. Click on <b>Go</b>.</p>	
<p>19. Scroll through the list to find your CFI's, FAASTeam Representative's or FAASTeam Field Program Manager's name.</p> <p>20. Single click on the appropriate name.</p> <p>Note: A name may be on the list multiple times. You can select any one of the choices for that name.</p>	
<p>21. Scroll back up to the top of the list. You will see your CFI's or FAASTeam Representative's name in the <b>Email Address of CFI/Rep/FPM</b> box as shown to the right.</p>	
<p>22. Scroll down to the bottom of the page and click on the <b>Submit for Validation</b> button.</p>	
<p>23. You will see a screen indicating that your Credit Request was sent.</p>	
<p>After your WINGS Activity has been approved by your Flight Instructor, FAASTeam Representative or Program Manager, you will see the following:</p>	
<p>24. You will receive an email from <b>FAAsafety.gov</b> indicating that your request for credit has been approved or rejected (See Step 37).</p>	
<p>25. If you go to the <b>www.FAAsafety.gov</b> website and login to your account, you will see a green check beside the activity that was approved and the activity name will appear in the progress table.</p>	

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<p>If your WINGS Activity is rejected by your Flight Instructor or the FAASafety Representative, you will see the following email:</p> <p>26. The comment in the email will explain why you did not receive credit.</p> <p>27. Once you have resolved the reason for rejection, you will have to request credit again. Your original credit request does not remain in the CFI's or FAASafety Representative's approval folder.</p>	
<p>Your flight instructor should give you an appropriate log book entry to certify that you have met the training requirements. The FAA recommended endorsement for flight training is shown to the right.</p>	<div style="background-color: #003366; color: white; padding: 10px;"> <h3 style="margin: 0;">CFI Endorsements</h3> <p style="margin: 5px 0;"><i>I certify that (pilot), holder of pilot certificate No. 001234567, has satisfactorily demonstrated proficiency in all tasks as outlined in the WINGS – Pilot Proficiency Program activity course number (course number) on (date).</i></p> <p style="margin: 5px 0;"><i>Name, certificate No., date and signature</i></p> </div>
<p>The FAA recommended endorsement for Knowledge or ground training is shown to the right.</p>	<div style="background-color: #003366; color: white; padding: 10px;"> <h3 style="margin: 0;">CFI Endorsements</h3> <p style="margin: 5px 0;"><i>I certify that (pilot), holder of pilot certificate No. 001234567, has satisfactorily completed course (course name) WINGS – Pilot Proficiency Program activity course number (course number) on (date).</i></p> <p style="margin: 5px 0;"><i>Name, certificate No., date and signature</i></p> </div>

**~~ End of Part II ~~**

Acknowledgments:

My thanks to Gerald Harris, FAASafety Lead Representative, and Robert Mejia, Certified Flight Instructor, for their help in the preparation of this document.