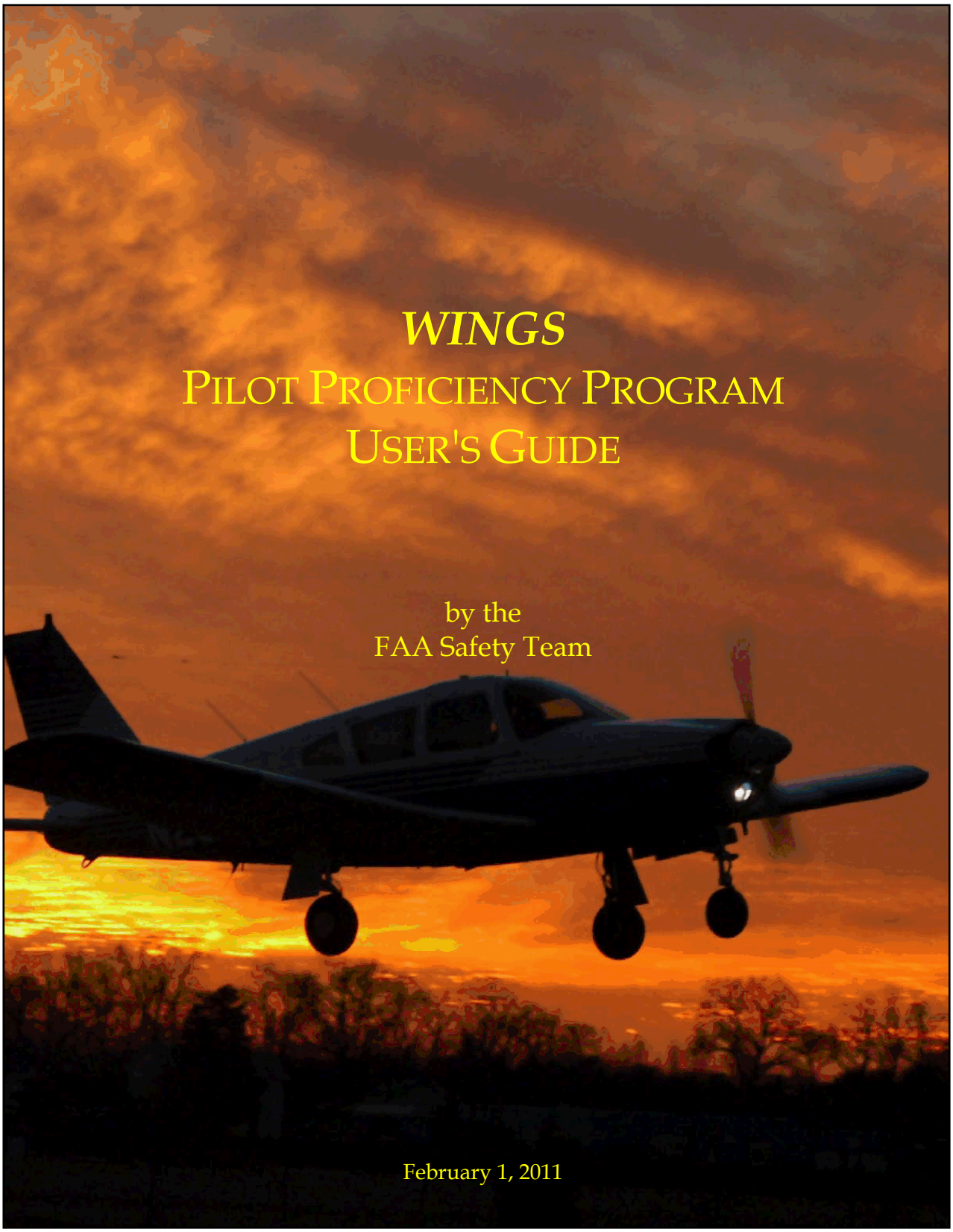

WINGS
PILOT PROFICIENCY PROGRAM
USER'S GUIDE

by the
FAA Safety Team

February 1, 2011

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A special thanks to Aristotle Spyropoulos, a FAASTeam Representative in New Jersey, for the original concept and initial content of this User's Guide.

1. Overview

1.1. Objective

The objective of the ***WINGS*** program, especially at the Basic Level, is to address the primary accident causal factors that continue to plague the general aviation community in such a manner as to suggest mitigation strategies to avoid those accidents.

The ***WINGS* Pilot Proficiency Program** is based on the premise that pilots who maintain currency and proficiency in the basics of flight will enjoy a safer and more stress-free flying experience. Requirements for each aircraft category and class include specific subjects and flight maneuvers. The WINGS Program consists of learning activities and flight tasks selected to address the documented causal factors of aircraft accidents.

You select the category and class of aircraft in which you wish to receive training and in which you wish to demonstrate your flight proficiency to applicable standards. To ensure you receive a well-rounded learning experience, only certain activities fulfill specific credit requirements. See Section 7 for more information on this topic.

1.2. Who Can Participate

All pilots holding a U.S. pilot certificate (and a current medical certificate if your instructor cannot act as PIC in flight) may participate in the ***WINGS*** Program. To participate in flight portions of the program, pilots should contact certificated flight instructors and flight schools, and other **FAA**STeam Members, who are or will participate in the WINGS Program.

Student pilots are encouraged to participate in the WINGS Program and will receive Phase 1 at the Basic Level upon satisfactory completion of their Private Pilot practical test. Note that student pilots will initially register on FAASafety.gov as a non-airman.

For additional information on the requirements, please follow this link:

http://faasafety.gov/WINGS/pppinfo/requirementDetails.aspx

1.3. WINGS Levels

The ***WINGS*** Program was recently redesigned to simplify the process of attaining or demonstrating proficiency in just a few simple steps. There are three Levels available:

- **Basic WINGS**: This level is designed for those pilots who want to establish a recurrent training program that will provide them a higher level of proficiency than merely preparing for a normal Flight Review as required by 14 CFR 61.56. Pilots participating in this level need not accomplish the flight review requirements of 14 CFR part 61.56, if he or she has satisfactorily completed any Phase in the ***WINGS*** - Pilot Proficiency Program (since the beginning of the 24th calendar month before the month in which that pilot acts as pilot in command).
- **Advanced WINGS**: This level is designed for those pilots who want to design a program that will take them a step above the Basic Level. It affords the pilot an opportunity, in concert with his/her instructor, to tailor a portion of the training to fit more specific needs of the individual while maintaining the requirement to demonstrate proficiency.

- **Master WINGS**: This level is designed to give even more flexibility to a pilot's need for specialized training. While most often this phase will require the use of higher PTS standards, it will also allow for the addition of specialized equipment and flight environment training scenarios.

1.4. Getting Started

You must have an account on www.FAASafety.gov to use the automated WINGS Program. (For pilots who do not have a computer, please see Section 9.3 for instructions.) By using the "Create an Account" link on the home page, you will be able to quickly accomplish this. It is not necessary to type the www in the URL; you can just type FAASafety.gov to get to the web site.

Although you may create an account by saying that you are not an airman, this will limit some functionality of your account. It is best to say you are an airman, if you are, and then provide your airman certificate number when creating your account. Once we verify your airman information, we do not store your airman certificate number.

Your account will be created and a temporary password will be emailed to the email address you provided. It is also best to add *.faasafety.gov to your Trusted Sites under Internet Options.

If you already have an account, go to your My Preferences page and click on the tab labeled, "Airman Registry." If the next page shows your name and ZIP code, you are all set! If it does not, then click on the "Locate My Airman Registry Record" button and provide the requested information to link your account to your airman information. You can have only one account on FAASafety.gov that is linked to your airman information.

1.5. A Note on Passwords

In this day and age, it is not unusual to require passwords for accounts that contain personal information, such as your WINGS information. For general and airman users, passwords are simple and need to be 4-12 characters in length and contain only alphanumeric characters.

For instructors and other credit validators (including FAASTeam Representatives and FAASTeam Program Managers), FAA IT security requirements are somewhat more stringent. Passwords must be 8-12 characters in length and MUST contain at least one upper case, one lower case, and one number or special character. In addition, if you fall into this class of user you must change your password every 90 days – four times a year.

1.6. This Document

This document outlines the procedures to attain compliance with the WINGS Program. After you have had the opportunity to review this document and if you still have questions, please feel free to contact one of the many FAASTeam Representatives in your area (see Section 8 for instructions if you need help finding a Representative) who will be happy to answer your questions and help you participate in the program.

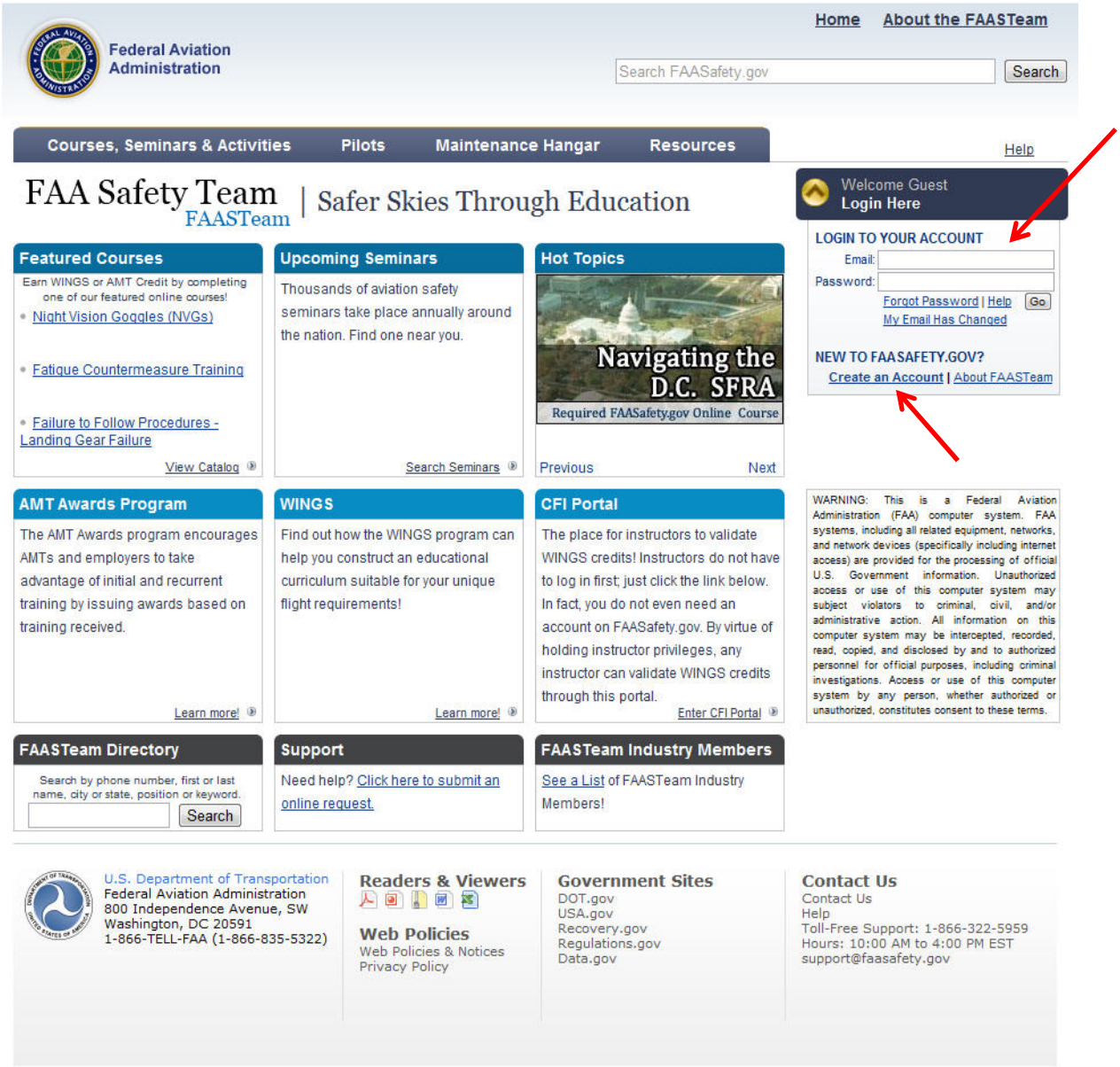
Thank you for your interest in aviation safety and for participating in the ***WINGS*** – Pilot Proficiency Program!

2. Accessing the *WINGS* Program

You can access the ***WINGS*** Program from the main FAA Safety website at:

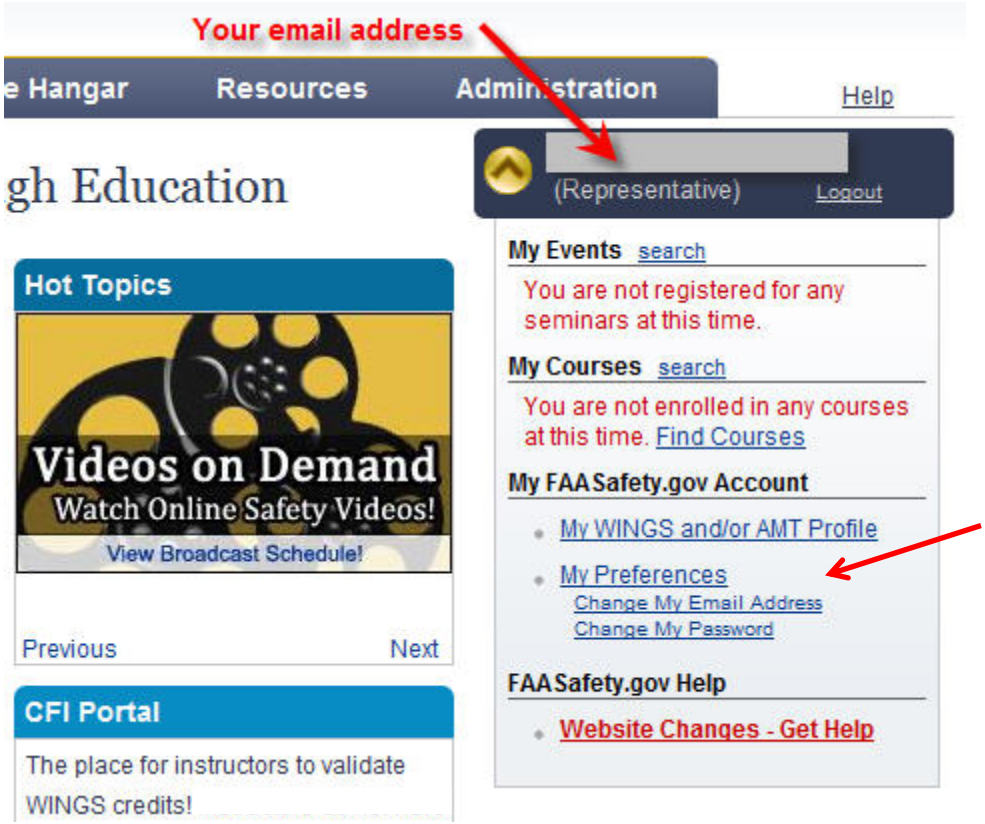
http://www.FAASafety.gov

Although the content of this page may change from time to time, the general outline is as shown below. You can access your personal ***WINGS*** page by first logging into the website on the upper right-hand side in the "Welcome Guest" panel. If you do not have an account, use the "Create an Account" link to register.



3. After You Log In

After your logon information has been verified, the logon box is replaced with the following image that contains brief information about your participation. Specifically, it lists any Events you may have enrolled in (more on this later), any Courses you have enrolled in (more on this later, also), and links that allow you to access your account.



Your profile, as well as your preferences, can be updated through these links which include your geographical location and the distance you are willing to travel for the Events. On the same page you can also specify the types of notifications you would like to receive. This information is used by the website to alert you of any upcoming events either online, or via email.

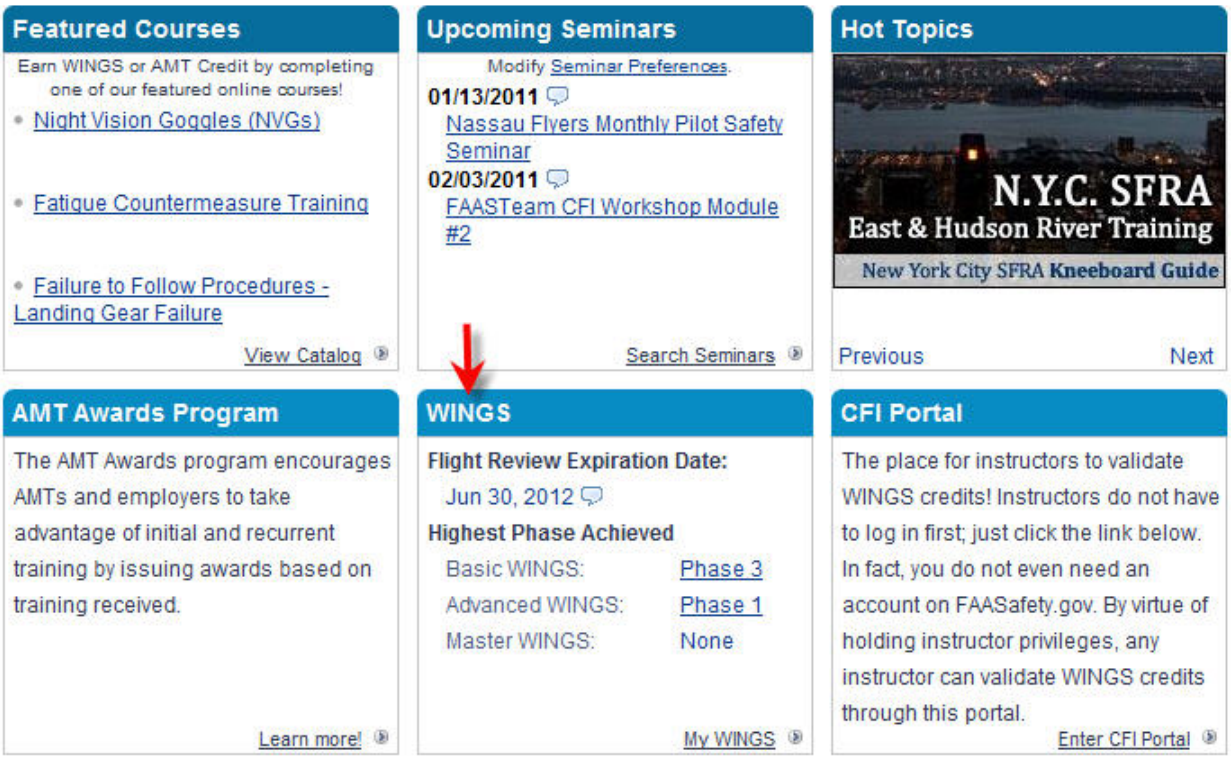
3.1. Your Email Address

Your email address (the one you used to log in) is displayed in the area shown above. The word "Representative" in parenthesis (as shown here) is only displayed if you are a registered FAASTeam Representative. We encourage pilots who wish to share their time and energy (and their experience) to promote aviation safety through the FAASTeam to become FAASTeam Representatives. If you wish to apply, please contact the FAASTeam Program Manager in your local FSDO for additional information.

If you change your email address, just log in using your previous email address (which is your log in name for FAASafety.gov) and then click the link shown in this panel, "Change My Email Address."

3.2. Home Page Portals

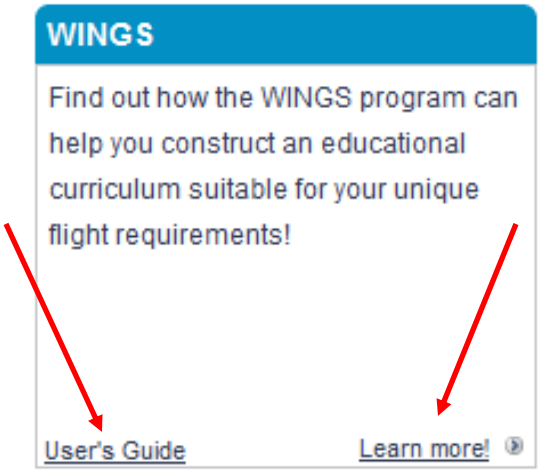
The balance of the page displays additional boxes, called portals, six of which are shown here:



The information is customized to your particular settings as defined in your *Preferences* page. The sections are as follows:

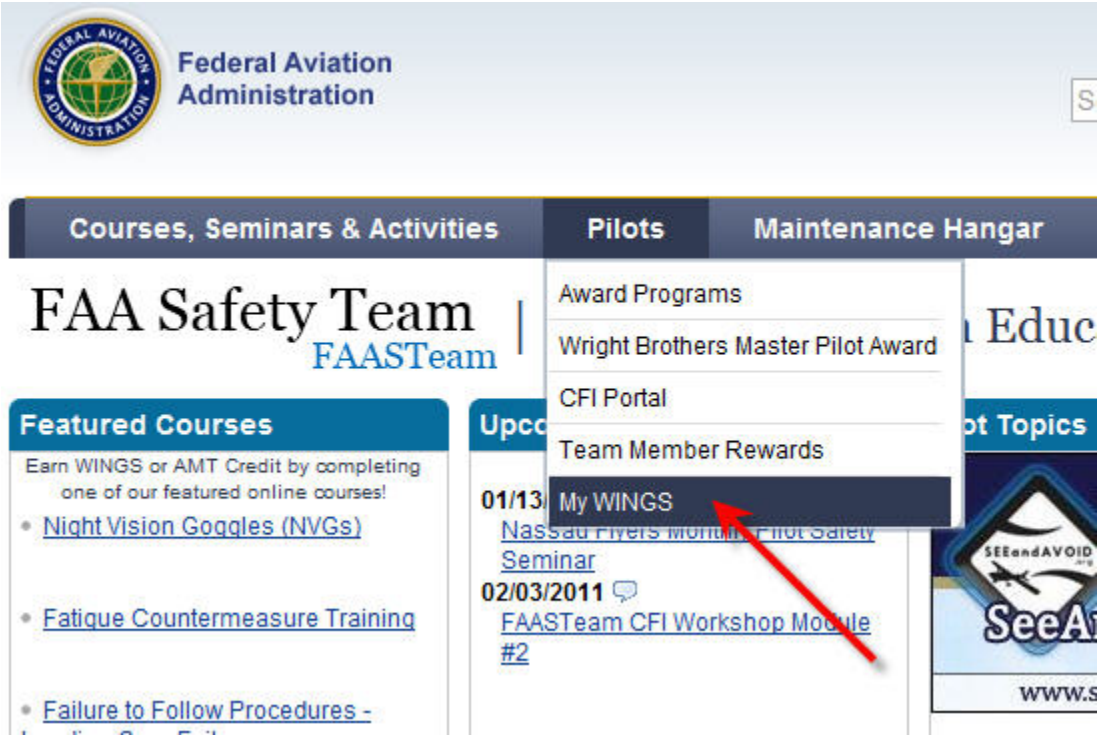
- **Featured Courses**: this section provides a short list of courses through which you can obtain credit in the WINGS program. A complete list may be accessed by clicking on the *View Catalog* link, or as shown later in the document.
- **Upcoming Seminars**: a list of seminars in your area. You may search for more seminars by clicking on the *Search Seminars* link.
- **Hot Topics**: a list of various auto-rotating topics is displayed in this area.
- **AMT Awards Program**: information about AMT training.
- **WINGS**: a summary of your ***WINGS*** progress. Specifically, the latest **Flight Review Expiration Date** is shown (as determined by the date you completed your last WINGS Phase), along with the highest earned phases of each of the three WINGS levels: Basic WINGS, Advanced WINGS, and Master WINGs.
- **CFI Portal**: a web portal for CFIs to access additional information. A CFI certificate is required to gain access to some of the features in this section. In addition, pilots without a computer may register, or be registered, for a "Special" FAASafety.gov account through this portal by using any computer, perhaps one used by their CFI.

If you are not logged in, the "Learn more" link (see below) in the WINGS portal will take you to a page that displays general information about the WINGS Program.



This complete WINGS – Pilot Proficiency Program User's Guide can be seen (and downloaded) by clicking on the link in the WINGS Portal, as shown to the left.

Clicking on the *My Wings* link on the bottom of the ***WINGS*** portal displays your personal ***WINGS*** page. That same page can be accessed at any time by "hovering" on the *Pilots* menu option on the top (blue horizontal bar) and selecting the My *WINGS* option as shown below.



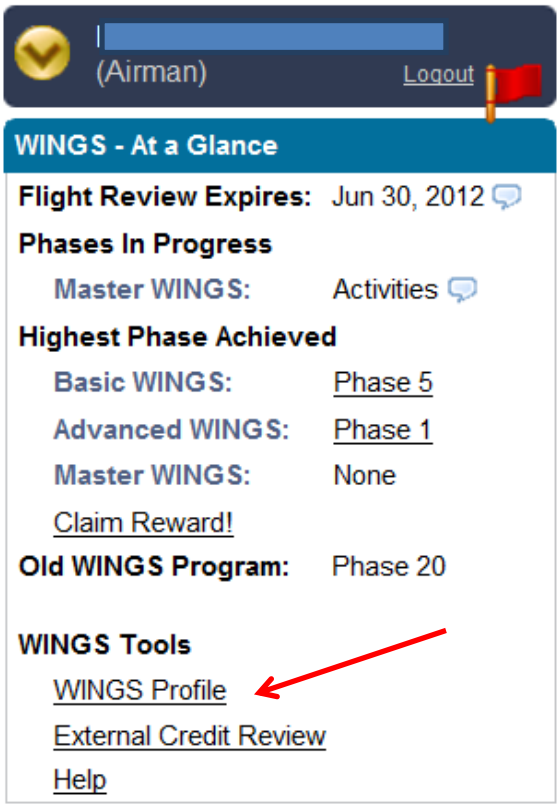
4. Your WINGS Page

Your My WINGS page will look similar to the one shown below. Note that the activities displayed in your task list are dependent upon the choices you make in your WINGS Profile.

Normally, you would not select all aircraft categories and classes you hold. Only choose those you intend to use in completing a Phase of WINGS. In addition, if you hold a Commercial or ATP certificate, we suggest you choose the Private Pilot certificate as well. You must click the "Refresh Checklist" icon any time you make changes to your WINGS Profile.

4.1. Suggestions for Your WINGS Profile

Your WINGS Profile is completed when you first start the WINGS Program. It can be changed at any time by clicking on the link in your "WINGS – At a Glance" window, available when you are on your My WINGS page.



4.2. Aircraft Categories and Classes

These selections are used to assist in searching for Accredited Activities that interest you or that you plan to use while participating in the WINGS program. Selecting all the certificates you hold may be confusing as the system may suggest an activity in a Category or Class you do not plan to use. So, select only those you plan to use in the WINGS Program to help focus the activities pre-selected on your WINGS page.

Even though this pilot also holds an Airplane Multiengine Land category and class rating, it is not checked because she does not plan on using a multiengine airplane in the WINGS Program.

The ***WINGS*** Proficiency Program consists of participation in three (3) **Knowledge Activities** and three (3) **Flight Activities**.

4.3. Knowledge Activities

Knowledge activities are displayed in the brown section of the ***WINGS*** page, as shown below:

Knowledge Activities

TYPE	CREDIT	TITLE	STATUS	MORE CHOICES
Course	1.00 Knowledge 1	Do the Right Thing: Decision Making for Pilots	Enroll	Search
Course	1.00 Knowledge 2	Positive Aircraft Control	Enroll	Search
Course	0.50 Knowledge 3	New York City Special Flight Rules Area (SFRA)	✔ Completed on 1/27/2010	
Course	0.50 Knowledge 3	RUNWAY SAFETY	✔ Completed on 1/29/2010	

Three knowledge-based activity credits are required for each phase and may consist of courses and/or seminars, either online or in person. In this case, three course-based activities are required for this phase of Wings. The three credits are also known as "Knowledge 1", "Knowledge 2", and "Knowledge 3," as shown. So, simply, line 1 of this table corresponds to Knowledge 1, line 2 to Knowledge 2, and line 3 to Knowledge 3. It is important to remember this as you move forward, as you will see in a moment.

Courses can be completed online at your leisure. Courses almost always have a short test at the end. Once the test has been passed satisfactorily, the credit is immediately posted on your ***WINGS*** page.

There is a wide range of courses you can select from. In the example above, one/half credit has been earned by successfully completing the course "*New York City Special Flight Rules (SFRA)*" on 1/27/2010.

In addition, the course "*RUNWAY SAFETY*" was completed on 1/29/2010 for another half credit and the green check mark denotes that this Knowledge 3 credit has been satisfied.

The two other courses have not been completed yet. The courses shown here, "*Do the Right Thing*" and "*Positive Aircraft Control,*" are merely suggestions that would satisfy these credits, but you do not have to complete these specific courses, if you do not wish to. Instead, you can search for and enroll in any other course available for those activities.

Clicking on *Enroll* will enroll you in the selected activity (D*o the Right Thing* or *Positive Aircraft Control*).

Clicking on *Search* will display a list of other courses that you can select from, as shown here:

RESULTS 1 - 25 OF 25. 50 PER PAGE

Activity Type	Date		Activity Name	Cost	Credit	
Flight Activity		Select	Additional Aircraft Category or Class Rating (Pvt, Comml, ATP)		View Credit	
Flight Activity		Select	Angel Flight West Command Pilot Orientation		View Credit	
Flight Activity		Select	CAP Form 5 checkride to Commercial / Instrument PTS standards		View Credit	
Flight Activity		Select	CAP Form 5 checkride to PRIVATE PTS standards / No Instrument		View Credit	
Flight Activity		Select	CAP Form 5G checkride to PRIVATE PTS standards		View Credit	
Flight Activity		Select	Instrument Rating Initial Certification		View Credit	
Flight Activity		Select	Private Pilot Initial Certification		View Credit	
Flight Activity		Select	Second-in-Command Training IAW 14 CFR part 61.55		View Credit	
Flight Activity		Select	University of North Dakota - Private Pilot Checkride		View Credit	
Flight Activity		Select	University of North Dakota - Private Pilot Checkride		View Credit	
Course		Select	Hold Short for Runway Safety		View Credit	
Course		Select	Performance and Limitations		View Credit	
Course		Select	Positive Aircraft Control		View Credit	
Course		Select	Takeoffs, Landings, and Aircraft Control		View Credit	
Course		Select	TIPH - Taxi Into Position and Hold		View Credit	Free
Flight Activity		Select	Beechcraft Pilot Proficiency Program (BPPP) - Flight & Ground Training	$	View Credit	Paid
Flight Activity		Select	Beechcraft Pilot Proficiency Program (BPPP) - Ground Training, only	$	View Credit	
Flight Activity		Select	Instrument Single Engine Proficiency	$	View Credit	
Flight Activity		Select	MAPASF Pilot Proficiency Program-VFR	$	View Credit	
Flight Activity		Select	SimCom Multi/Instrument Refresher Course	$	View Credit	
Flight Activity		Select	SimCom Recurrent Course	$	View Credit	
Course		Select	Communications Trainer: Say Again, Please	$	View Credit	
Course		Select	Pilot's Guide to Runway Safety with Sporty's	$	View Credit	
Course		Select	Private Pilot Prepware	$	View Credit	
Course		Select	Private Pilot Virtual Test Prep - DVD Ground School	$	View Credit	

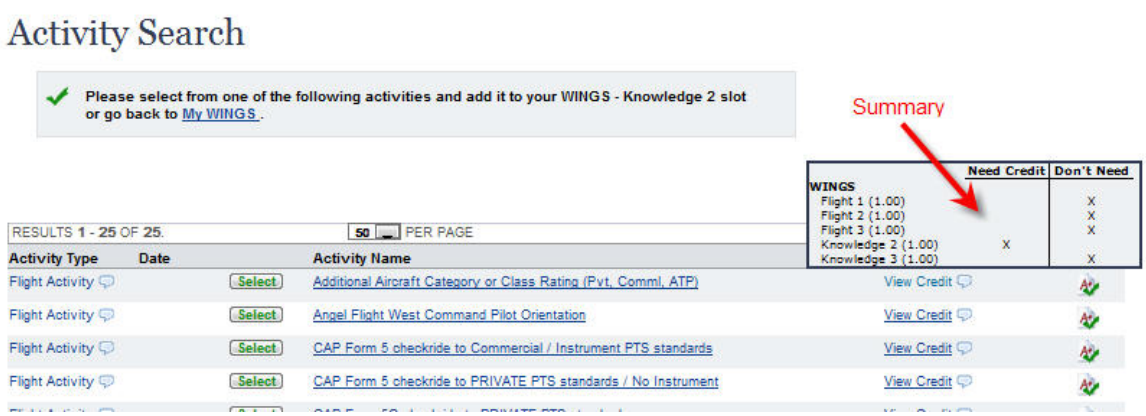
In this example, there are 15 activities (above the red line) that are free of charge and another 10 activities that have an associated fee indicated by the green $. You may choose either a free or a paid activity. Although in most cases you would select a free activity, you may want to browse the paid activities as well, as some of them have a small associated fee, but provide significant knowledge and/or training that may not be available in the free activities. The FAASTeam is making significant efforts to add new free activities for all three knowledge requirements, so that pilots have a wider range of choices every year.

You may have noticed that both sections, free and paid, have a list of activities marked "Flight Activity" (highlighted in yellow below) and a list of activities marked "Course" (in pink). This denotes that you can get credit for this particular **Knowledge** Activity by completing one of the listed **Flight** Activities instead.

Activity Type	Date		Activity Name	Cost	Credit
Flight Activity		Select	Additional Aircraft Category or Class Rating (Pvt, Comml, ATP)		View Credit
Flight Activity		Select	Angel Flight West Command Pilot Orientation		View Credit
Flight Activity		Select	CAP Form 5 checkride to Commercial / Instrument PTS standards		View Credit
Flight Activity		Select	CAP Form 5 checkride to PRIVATE PTS standards / No Instrument		View Credit
Flight Activity		Select	CAP Form 5G checkride to PRIVATE PTS standards		View Credit
Flight Activity		Select	Instrument Rating Initial Certification		View Credit
Flight Activity		Select	Private Pilot Initial Certification		View Credit
Flight Activity		Select	Second-in-Command Training IAW 14 CFR part 61.55		View Credit
Flight Activity		Select	University of North Dakota - Private Pilot Checkride		View Credit
Flight Activity		Select	University of North Dakota - Private Pilot Checkride		View Credit
Course		Select	Hold Short for Runway Safety		View Credit
Course		Select	Performance and Limitations		View Credit
Course		Select	Positive Aircraft Control		View Credit
Course		Select	Takeoffs, Landings, and Aircraft Control		View Credit
Course		Select	TIPH - Taxi Into Position and Hold		View Credit

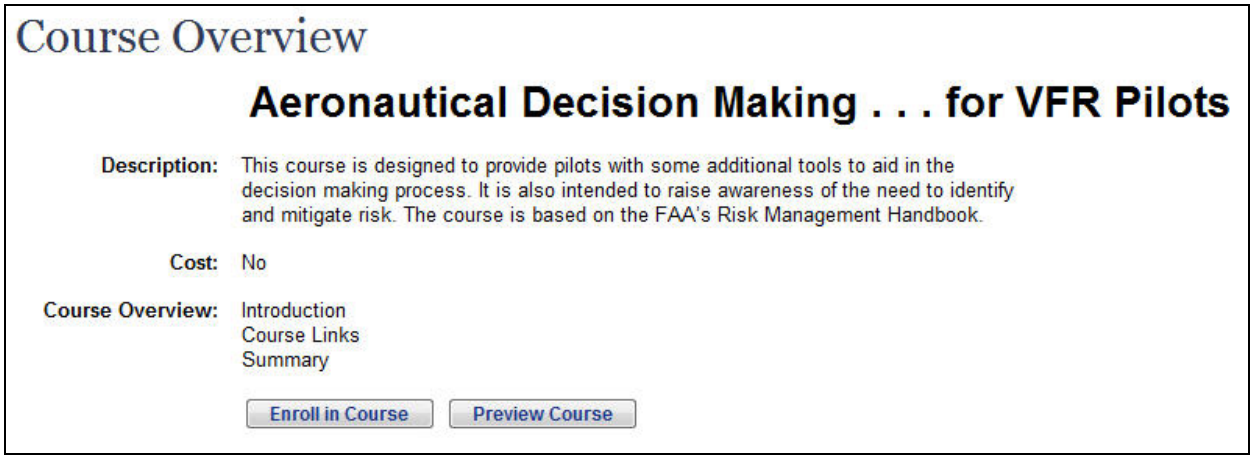
If you have not participated in, or don't plan to complete, any of the listed Flight Activities, you have to select one of the Courses. It is sometimes possible that a seminar can fill this slot, as well.

Before you decide though, there are a few other things that can be done on this page. Move the mouse cursor over the *View Credit* link in any of the activities/courses. You will notice that a little summary table pops up showing the flight and knowledge activities along with an "X" next to the activities that you have already gained credit. In this example, the only credit you are missing is **Knowledge 2** and the "X" next to it shows that this activity will satisfy the **Knowledge 2** requirement. This is a quick way to find out if you need that activity, or if you have already satisfied it for the current Wings Phase.



The above example may create some confusion that requires clarification. You displayed the list of those activities above by clicking on *Search* next to Knowledge 2, so all those activities would be acceptable, so double-checking whether they qualify for that activity is not necessary. However, you can search for activities and/or courses from other menu options where all the activities are listed regardless of activity type. That is where the popup table is more useful.

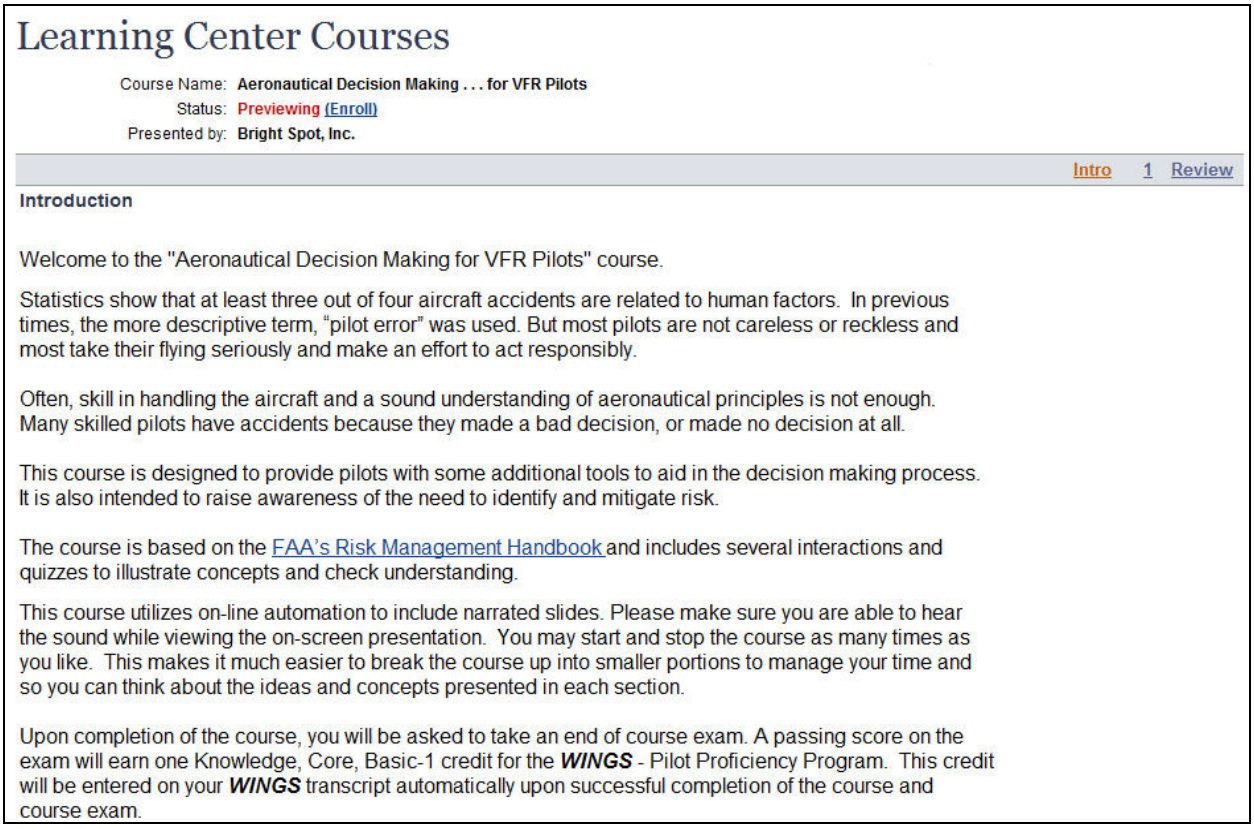
Finally, clicking on the title of the course displays a short description of what the course is all about and provides two options: *Enroll* or *Preview*.



4.4. Preview a Course

The *Preview* option allows you to read through the course material before you decide to enroll. If you are satisfied with the contents of the course, you can then enroll. Even after you enroll, you have the option to withdraw from the course and select another course in its place.

Here is an example of a page after the *Preview Course* button was clicked on.



Learning Center Courses

Course Name: **Aeronautical Decision Making . . . for VFR Pilots**
Status: Previewing (Enroll)
Presented by: **Bright Spot, Inc.**

Intro 1 Review

Introduction

Welcome to the "Aeronautical Decision Making for VFR Pilots" course.

Statistics show that at least three out of four aircraft accidents are related to human factors. In previous times, the more descriptive term, "pilot error" was used. But most pilots are not careless or reckless and most take their flying seriously and make an effort to act responsibly.

Often, skill in handling the aircraft and a sound understanding of aeronautical principles is not enough. Many skilled pilots have accidents because they made a bad decision, or made no decision at all.

This course is designed to provide pilots with some additional tools to aid in the decision making process. It is also intended to raise awareness of the need to identify and mitigate risk.

The course is based on the FAA's Risk Management Handbook and includes several interactions and quizzes to illustrate concepts and check understanding.

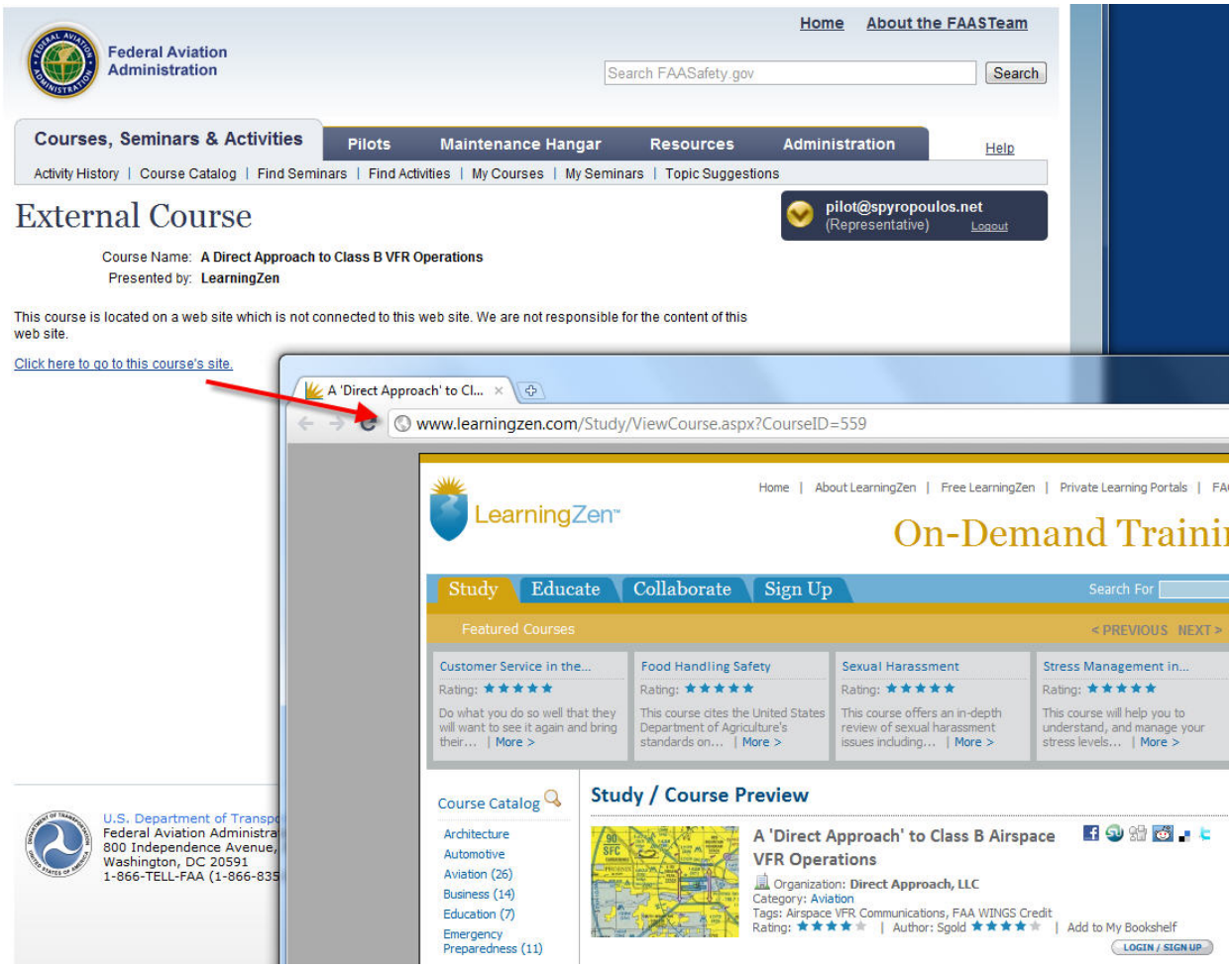
This course utilizes on-line automation to include narrated slides. Please make sure you are able to hear the sound while viewing the on-screen presentation. You may start and stop the course as many times as you like. This makes it much easier to break the course up into smaller portions to manage your time and so you can think about the ideas and concepts presented in each section.

Upon completion of the course, you will be asked to take an end of course exam. A passing score on the exam will earn one Knowledge, Core, Basic-1 credit for the ***WINGS*** - Pilot Proficiency Program. This credit will be entered on your ***WINGS*** transcript automatically upon successful completion of the course and course exam.

Some courses are text-based, as is the case here. Others may consist of a lot more content, including audio/video material that will be presented in a separate window. In this case, be sure to return to this page so you can complete the end-of-course exam.

4.5. External or 3rd Party Online Courses

The FAASTeam may occasionally point to other websites where credits for WINGS can be earned. In this example, the course "*A Direct Approach to Class B Airspace VFR Operations*" is offered by **LearningZen** ®. This is clearly indicated in the top of the Preview page.



The external website may require that you register separately to complete the course. As long as you register with the same email address that you used to register on FAASAfety.gov, and therefore the WINGS program, your credit will seamlessly appear on your WINGS page as soon as you have completed the course on the external website.

This is important enough to repeat: You must use the same email address on the external site as you do on FAASafety.gov to get automated WINGS credit!

The completed **Knowledge 2** course is shown here along with the remaining, previously satisfied, courses, denoting that all Knowledge Activities for this phase of the WINGS program have been satisfied. Note that all WINGS activities, Knowledge and Flight, must be completed within a 12-month period to qualify for completion of a Phase of WINGS.

Knowledge Activities

TYPE	CREDIT	TITLE	STATUS	MORE CHOICES
Course	1.00	Do the Right Thing: Decision Making for Pilots	✓ Completed on 6/15/2010	
Course	1.00	Takeoffs, Landings, and Aircraft Control	✓ Completed on 6/17/2010	
Seminar	1.00	The Future of Flight Planning!	✓ Completed on 10/27/2009	

4.6. Flight Activities

In addition to the three knowledge activities that you have to complete, three (3) Flight Activities are also required. The example below shows all three requirements satisfied and the date they were completed.

Flight Activities

TYPE	CREDIT	TITLE	STATUS	MORE CHOICES
Flight	1.00	ASEL-Takeoffs, Landings, Go-arounds (Pvt, Comm'l, ATP)	✓ Completed on 8/8/2009	
Flight	1.00	ASEL-Slow Flight, Stall, Basic Instruments (Pvt, Comm'l, ATP)	✓ Completed on 9/19/2009	
Flight	1.00	ASEL-Air Work (Pvt, Comm'l, ATP)	✓ Completed on 9/19/2009	

Although it is recommended that you schedule the three Flight Activities over three more or less even intervals during a year, you may combine activities in a single day, if you wish. Additionally, you should know that an activity valued at one (1) credit does not necessarily equal one hour of flight training. Your CFI decides when you have successfully completed this activity and can, in most cases, be shorter than one hour of flight time. That flexibility makes the WINGS effort not much more expensive than a standard flight review.

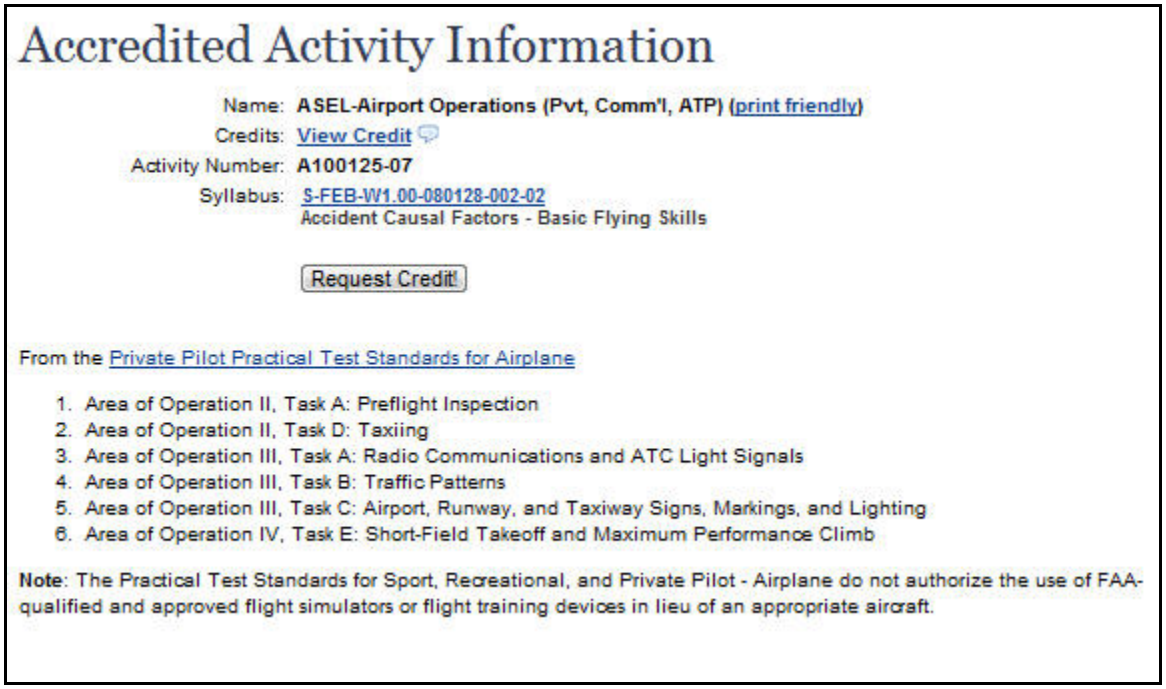
Flight Activities require that the CFI give you credit after the flight(s) have been completed. In addition, the CFI must sign your log book and may choose to use the standard phraseology recommended by the WINGS Program.

Nonetheless, let's look at a flight activity in more detail. Here is an example, where two out of three flight activities have not yet been met. You do not need to enroll in a Flight Activity. You can search for other activities by clicking on *Search* as we did in the Knowledge section, or you can pursue the recommended activity as shown here.

Flight Activities

TYPE	CREDIT	TITLE	STATUS	MORE CHOICES
Flight	1.00	ASEL-Takeoffs, Landings, Go-arounds (Pvt, Comm'l, ATP)	✓ Completed on 5/1/2010	
Flight	1.00	ASEL-Slow Flight, Stall, Basic Instruments (Pvt, Comm'l, ATP)	When Complete Request Credit	Search
Flight	1.00	ASEL-Airport Operations (Pvt, Comm'l, ATP)	When Complete Request Credit	Search

Before you schedule a flight with your CFI, you may wish to look at the requirements of the activity. To do so, click on the activity title - in this case "*ASEL-Airport Operations (Pvt, Comm'l, ATP).*" The following page will be displayed:



Accredited Activity Information

Name: **ASEL-Airport Operations (Pvt, Comm'l, ATP)** (print friendly)
Credits: View Credit
Activity Number: **A100125-07**
Syllabus: S-FEB-W1.00-080128-002-02
Accident Causal Factors - Basic Flying Skills

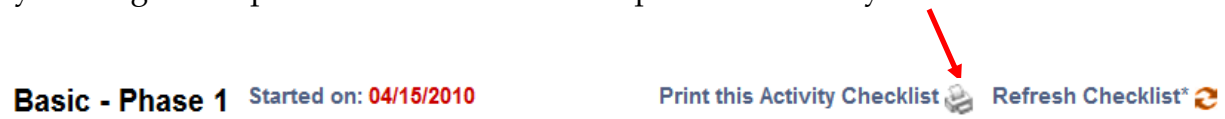
Request Credit!

From the Private Pilot Practical Test Standards for Airplane

1. Area of Operation II, Task A: Preflight Inspection
2. Area of Operation II, Task D: Taxiing
3. Area of Operation III, Task A: Radio Communications and ATC Light Signals
4. Area of Operation III, Task B: Traffic Patterns
5. Area of Operation III, Task C: Airport, Runway, and Taxiway Signs, Markings, and Lighting
6. Area of Operation IV, Task E: Short-Field Takeoff and Maximum Performance Climb

Note: The Practical Test Standards for Sport, Recreational, and Private Pilot - Airplane do not authorize the use of FAA-qualified and approved flight simulators or flight training devices in lieu of an appropriate aircraft.

Print this page and take it with you on the flight. This will help you and your CFI complete this task as required. As the Accredited Activity Information page shows, you need to complete the 6 tasks listed here. There is no minimum time required for each of the 6 tasks, or for the activity as a whole. Your CFI will judge when this activity has been completed satisfactorily. You can also print the entire list of requirements (with details) by clicking on the printer icon shown at the top of the summary. It looks like this.



Schedule a flight with your CFI and when the activity has been completed, you may want to ask your CFI to endorse your logbook as follows:

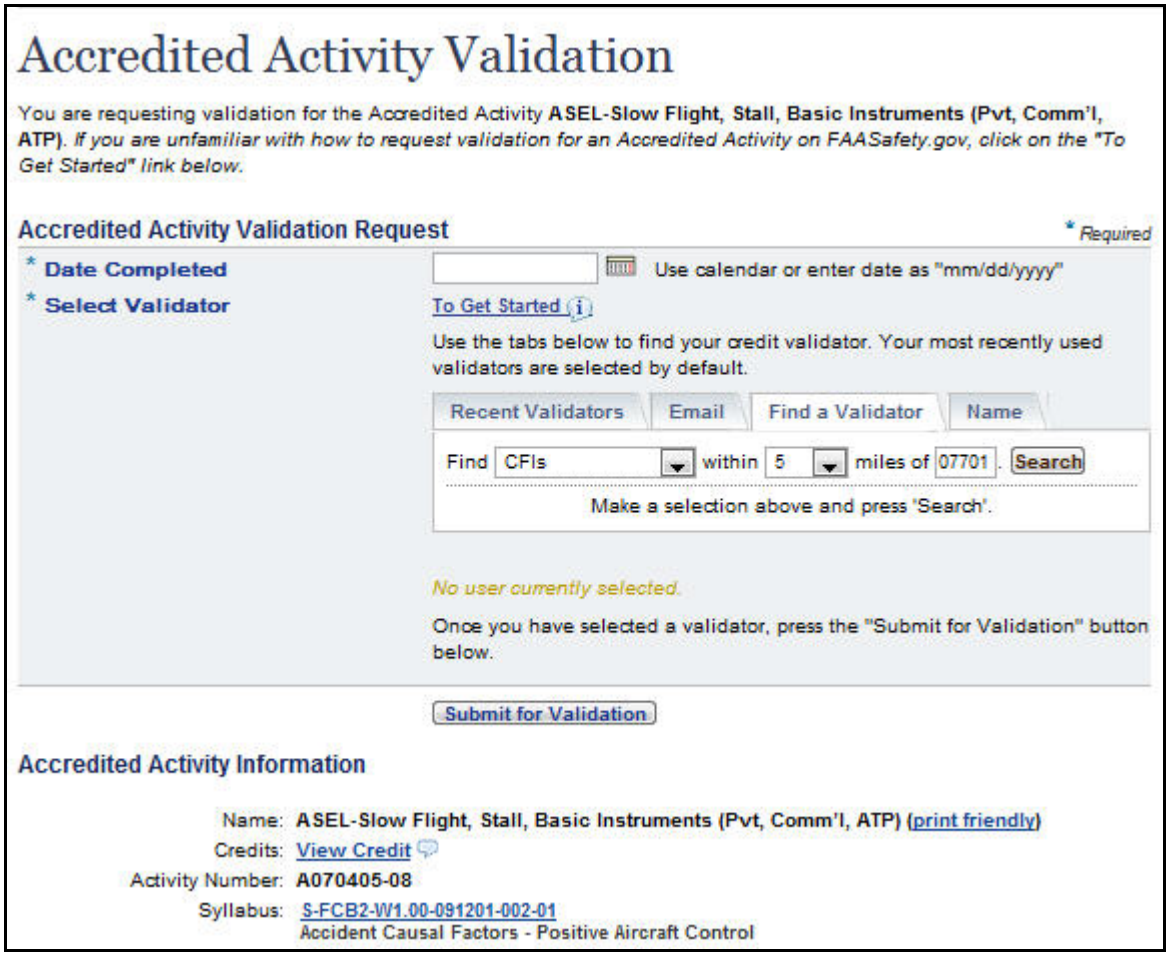
> *"I certify that (pilot's name), holder of pilot certificate No. XXXXX, has satisfactorily demonstrated proficiency in the required tasks as outlined in the WINGS - Pilot Proficiency Program, activity number XXX on (date)."*
>
> *Instructor Name, Certificate Number, Expiration Date, and Signature*

4.7. How to Get WINGS Credit

After flying, return to your WINGS page where you may click on the *When Complete, Request Credit* link to request credit from your CFI. You will be directed to the **Accredited Activity Validation** page where you need to fill out the date the flight took place and specify your CFI. You can search for your CFI from the "*Find a Validator*", or the "*Name*" tab either by ZIP code, or by name, or by email address, if you know it. Please note that the ZIP code entry is the ZIP code of the home address of your CFI (or whichever address

she/he has registered in the system), so it may not be easy to locate. In most cases, the *Name* search option may be the more viable option.

The system will, then, notify your CFI, who will then be required to validate the activity online. Once validated, your Flight Activity will be shown as satisfied on your WINGS page.



Once you request a validation from your CFI, you no longer need to search for the same CFI again. Her/his name would be listed in the "*Recent Validators*" tab, where you can quickly reselect the name.

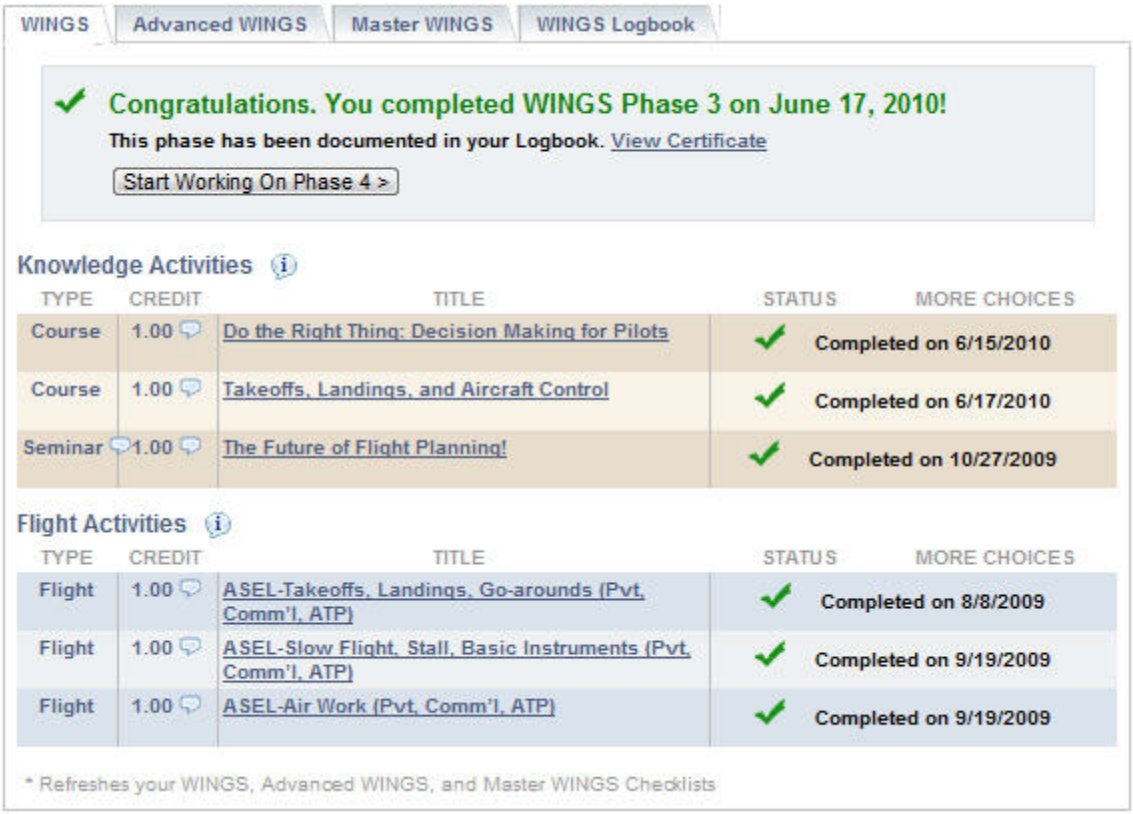
As an alternative, your CFI may elect to give you immediate credit for a flight activity through the CFI Portal on the Home Page. In this case, you must not request credit using the link on your My WINGS page. If you do request credit through the FAASafety.gov system, your CFI cannot use the Give Immediate Credit option.

4.8. Definitions Unique to the WINGS Program

An "Accredited Activity" is an activity that has been approved by the FAA for use in the WINGS Program. A "Validator" is a person, including all FAA-certificated instructors, who has the authority to validate your request for WINGS credit, or who can give immediate credit for successful completion of an activity. "Validation" is the process of certifying that an accredited activity has been successfully completed.

5. Your WINGS Certificate

When all three knowledge activities and all three flight activities have been completed, you have earned a new WINGS Phase. In the example below, all activities were completed and a Basic WINGS Phase 3 was completed on June 17, 2010.



Clicking on *View Certificate* displays your WINGS certificate, customized with your name and completion date. This certificate is valid for **two years** (in this example: June 30, 2012) and can be used in place of your flight review. The 2nd page of the completion certificate also presents a separate wallet-sized certificate with your flight review information. The system will also send you an email confirming that your Wings Phase was completed.

Clicking on "Start Working on Phase X" on that same screen removes all your completed courses and flight activities and allows you to start working on the next Phase.

As previously discussed, three WINGS levels exist. Progress and planning of the other levels can be accessed from the corresponding tabs.

You are encouraged to participate in more than one WINGS level. The Basic level, however, is all that is required to fulfill your flight review requirements. If you do decide to participate in higher WINGS levels, please note that a flight activity completed at, say, the Commercial level, may satisfy the requirements of both the Basic WINGS and Advanced WINGS activities. Two separate flights may not be required. Please check the appropriate Activity Information page and discuss the specific activity requirements with your CFI.

5.1. WINGS History

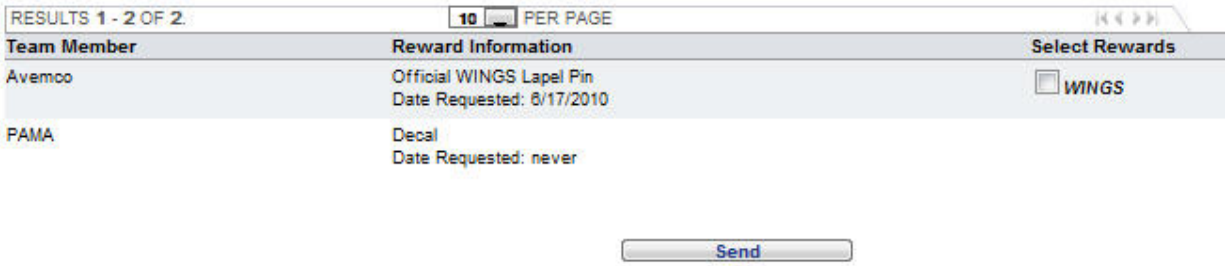
Finally, the **WINGS Logbook** tab displays the history of all your previously earned phases, as shown here:

Further, clicking on the corresponding phase date (in this case, *Jun 2010*), displays all your activity for that phase and, at the same time, allows you to print any previous Phase Certificates you may need. Your current Flight Review certificate is also available through this link.

6. Team Member Rewards

When you have earned a phase of Wings, you may wish to direct your browser to the *Team Member Rewards* page accessible from the menu by "hovering" your mouse over the Pilots tab and selecting the "*Team Member Rewards*" option, as shown below:

You will, then, be directed to the appropriate page, where a table will confirm that you are eligible for a WINGS Lapel Pin for your current Phase. The pin is kindly offered by the **Avemco Insurance Company**. All you need to do is check the box under "Select Rewards" and then click on *Send*. Within a couple of weeks you will receive your WINGS Pin in the mail. Note that pins are provided for earning each level of WINGS, not each phase.



7. General WINGS Information

Participants may be interested in the following general information that describes how knowledge and flight activities are categorized.

The ***WINGS*** – Pilot Proficiency Program consists of three Levels – Basic, Advanced, and Master. Each Level requires an increased level of proficiency. For example, if the participant completes the Basic Level using Private Pilot standards, then the Advanced Level will consist of Commercial Pilot standards, and the Master Level will consist of ATP and/or CFI standards.

Participants can earn as many Phases in each Level as they wish. Phases are completed by accomplishing three Knowledge and three Flight activities for each phase. Specific activities can only fill specified elements in the WINGS Program.

Each of the elements in the ***WINGS*** program is based on an accident causal factor. Primary Accident Causal Factors are addressed at the Basic Level. The elements are:

Basic:

- Aeronautical Decision Making - Knowledge 1 (BK1)
- Performance and Limitations - Knowledge 2 (BK2), or
    - Runway Safety – Alternate Knowledge 2 (BK2)
- Other Subjects (shown below) - Knowledge 3 (BK3)
- Takeoffs and Landings - Flight 1 (BF1)
- Positive Aircraft Control - Flight 2 (BF2)
- Basic Flying Skills - Flight 3 (BF3)

Other accident causal factors are included at the Advanced and Master Levels. They are:

Advanced:

- Pre-Flight Planning – Knowledge 1 (AK1)
- Other Subjects (shown below) – Knowledge 2 (AK2) (2 credits required)
- Category/Class Specific causal factors – Flight 1 (AF1)
- Category/Class Specific causal factors – Flight 2 (AF2) (2 credits required), and

Master:

- Pre-Flight Planning and More - Knowledge 1 (MK1)
- Other Subjects (shown below) - Knowledge 2 (MK2) (2 credits required)
- Category/Class Specific causal factors - Flight 1 (MF1)
- Category/Class Specific causal factors - Flight 2 (MF2) (2 credits required)

The designations shown in parentheses will appear on certain pages as an aid in knowing where a particular activity fits in the WINGS Program.

The Other Subjects that may be used to determine activity requirements are:

- Basic Flying Skills
- Human Factors
- Pre-flight Planning, Risk Management, Fuel Management
- Takeoffs, Launches, Landings, & Go-Arounds
- Weather, including VFR into IMC
- Aerial Application
- Aeromedical Factors
- Aviation Security
- Controlled Flight Into Terrain (CFIT)
- Checklist Usage
- Collision Avoidance
- Cross Country Flight Planning, including Pilotage, Dead Reckoning, Navigation Systems, or Charts
- Density Altitude Operations
- Emergency Training, including Egress Training and Land & Water Survival
- Exchange of Flight Controls
- High Altitude Operations
- Land and Hold Short Operations
- Maintenance and/or Airworthiness Related Issues
- Regulations
- Runway Incursion Avoidance
- Special Use Airspace
- Stall/Spin Awareness
- Temporary Flight Restrictions
- Wake Turbulence Avoidance
- Wire Strike Avoidance

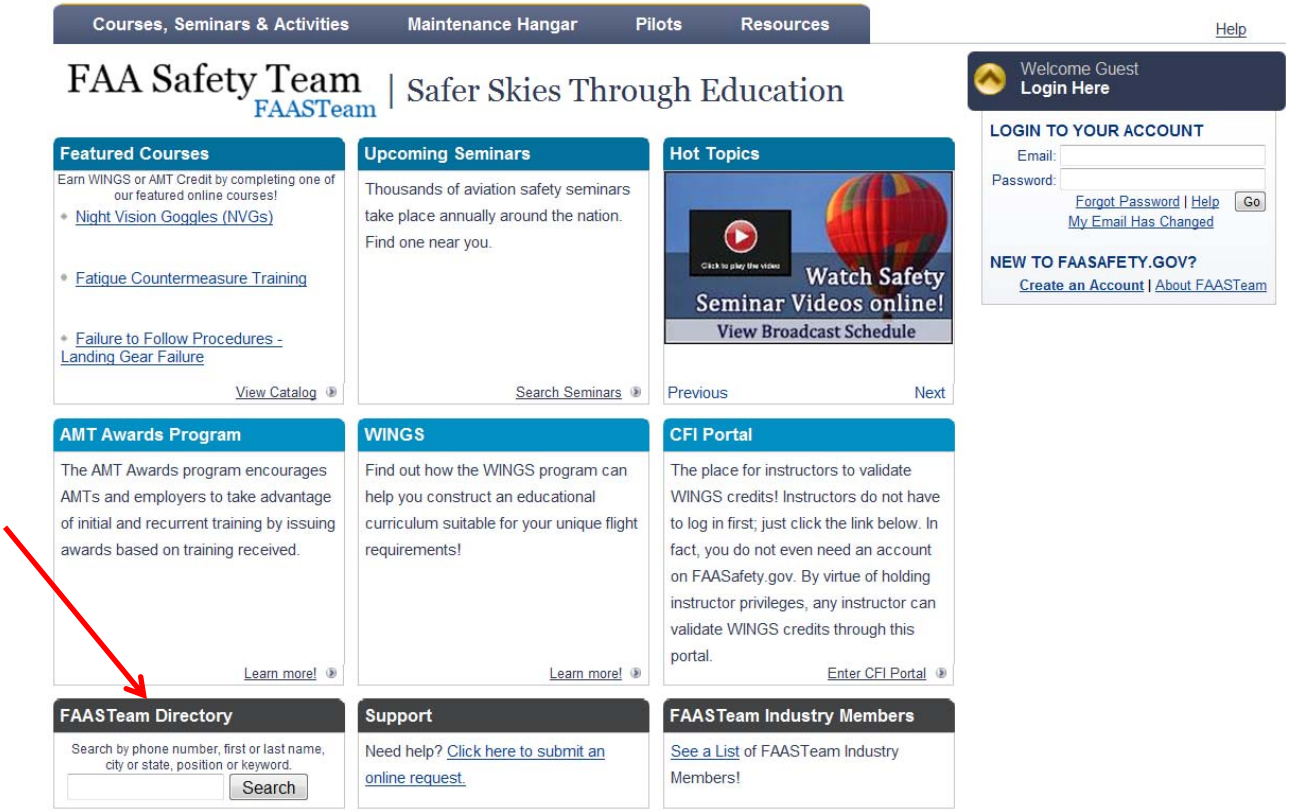
The first five subjects are Primary Accident Causal Factors, and are specifically addressed at the Basic Level of the WINGS Program; the others are Additional Accident Causal Factors and can be addressed in any of the WINGS Levels.

8. Epilogue

We hope that this short guide will help you get started on the FAA's WINGS Program, or, if you have already enrolled, that it will address some of the issues and questions you may have. Again, thank you for participating in the WINGS – Pilot Proficiency Program!

If you require additional assistance with the program, please do not hesitate to contact one of the many FAASTeam representatives in your area, who will be happy to guide you through the process of enrolling and completing the program.

You can find FAASTeam Representatives (who are volunteers) and FAASTeam Program Managers (who are FAA employees) in your area by using the FAASTeam Directory search portal on the Home page, as shown below. You can enter your city or state, but not both. Your local FAASTeam Representative can also assist in validating flight and ground activities.



9. Especially for Flight Instructors

The objective of the ***WINGS*** – Pilot Proficiency Program is to reduce the number of accidents in General Aviation (GA) by assisting airmen to find educational opportunities designed to help them apply the principles of risk assessment and risk management. When properly applied, these principles will help mitigate accident causal factors associated with common pilot errors, lack of proficiency, and faulty knowledge. The Federal Aviation Administration's purpose is to encourage the majority of GA pilots, through WINGS, to engage in ongoing, targeted flying tasks and learning activities keyed to identified risks and which are designed to mitigate those risks.

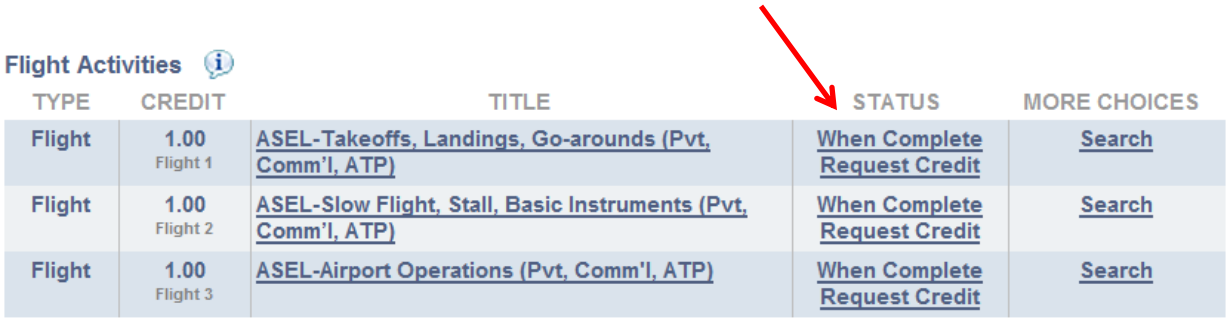
As an instructor, you are an integral part of the aviation community, and by modeling best practices, play an important role in reducing the number of GA accidents. Because of this vital role, we strongly encourage you to earn a phase of WINGS yourself. However, there is no requirement for you to hold a current phase of WINGS to provide WINGS-qualified instruction.

Nonetheless, you are encouraged to participate in the ***WINGS*** – Pilot Proficiency Program for a number of reasons, not the least of which is that you will maintain your own flying skills. Another reason is that pilots will come to you to participate in the WINGS Program and when you are more at ease with the WINGS Program, pilots will have a better overall experience.

9.1. WINGS Credit Validation – Pilot Initiated

Besides flying with and evaluating the proficiency of pilots, you have another role to play: the role of WINGS credit validator. There are two primary methods for pilots to get WINGS credit for their demonstration of proficiency. The first is dependent upon the pilot to initiate and the second upon you.

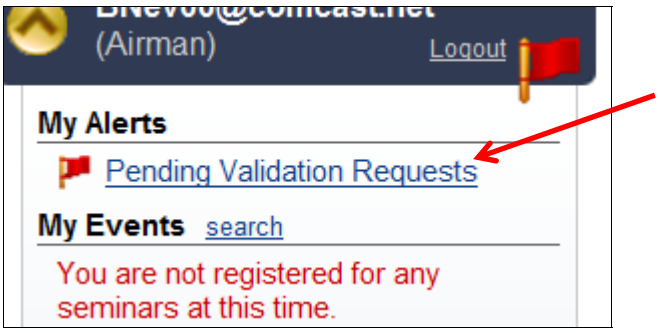
In the first case, pilots will go to their My WINGS summary page, and click on the *Request Credit* link. The next page will help them select the person they want to validate the credit request. In most cases, this would be you!



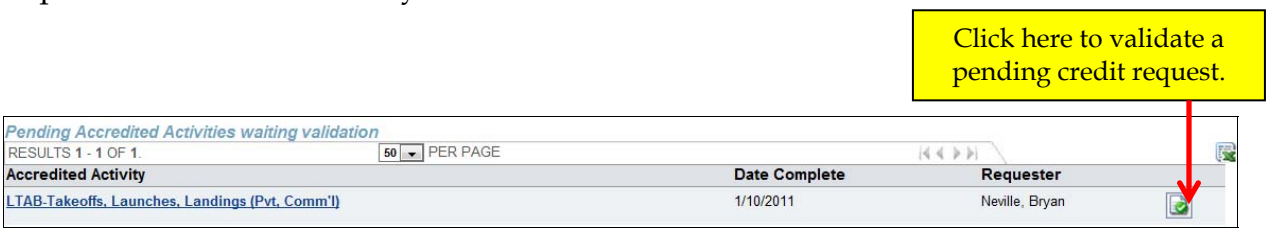
Flight Activities

TYPE	CREDIT	TITLE	STATUS	MORE CHOICES
Flight	1.00 Flight 1	ASEL-Takeoffs, Landings, Go-arounds (Pvt, Comm'l, ATP)	When Complete Request Credit	Search
Flight	1.00 Flight 2	ASEL-Slow Flight, Stall, Basic Instruments (Pvt, Comm'l, ATP)	When Complete Request Credit	Search
Flight	1.00 Flight 3	ASEL-Airport Operations (Pvt, Comm'l, ATP)	When Complete Request Credit	Search

You can expect to receive an automated email reminding you that a credit request needs your attention. You do not need to wait to receive this automated email to validate a credit request. When you log in to your account on FAASafety.gov, click on the *Pending Validation Requests* link under your login information. Note the Red Flag which calls this to your attention.

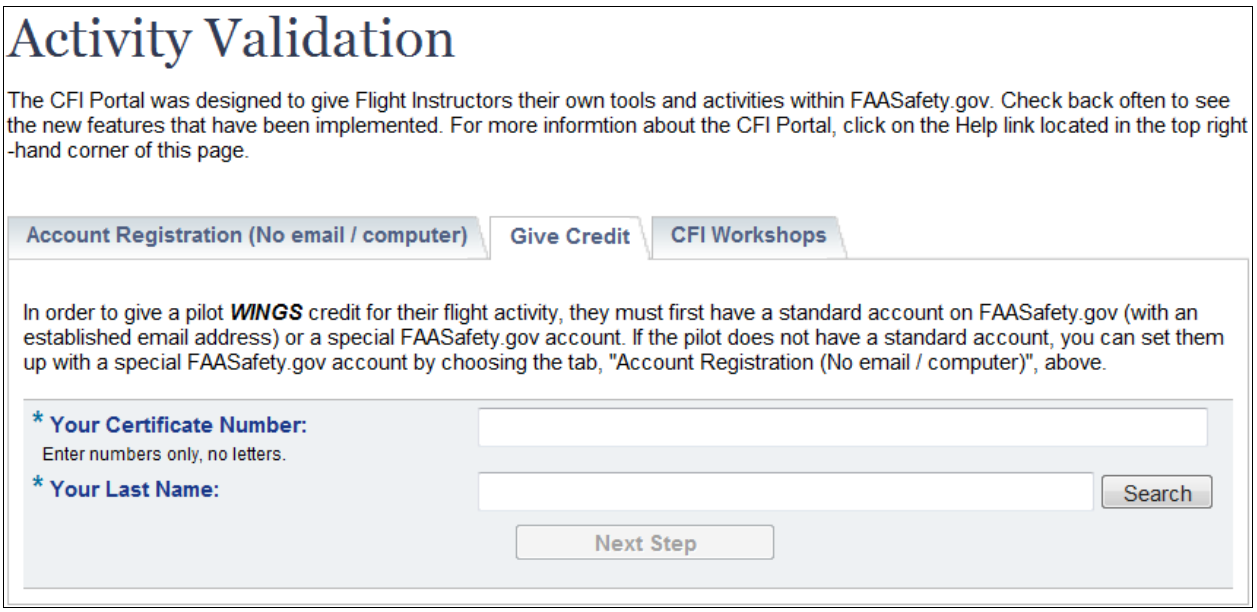


You validate the request on the next page. Be sure to confirm that the pilot has made a request for the correct activity.

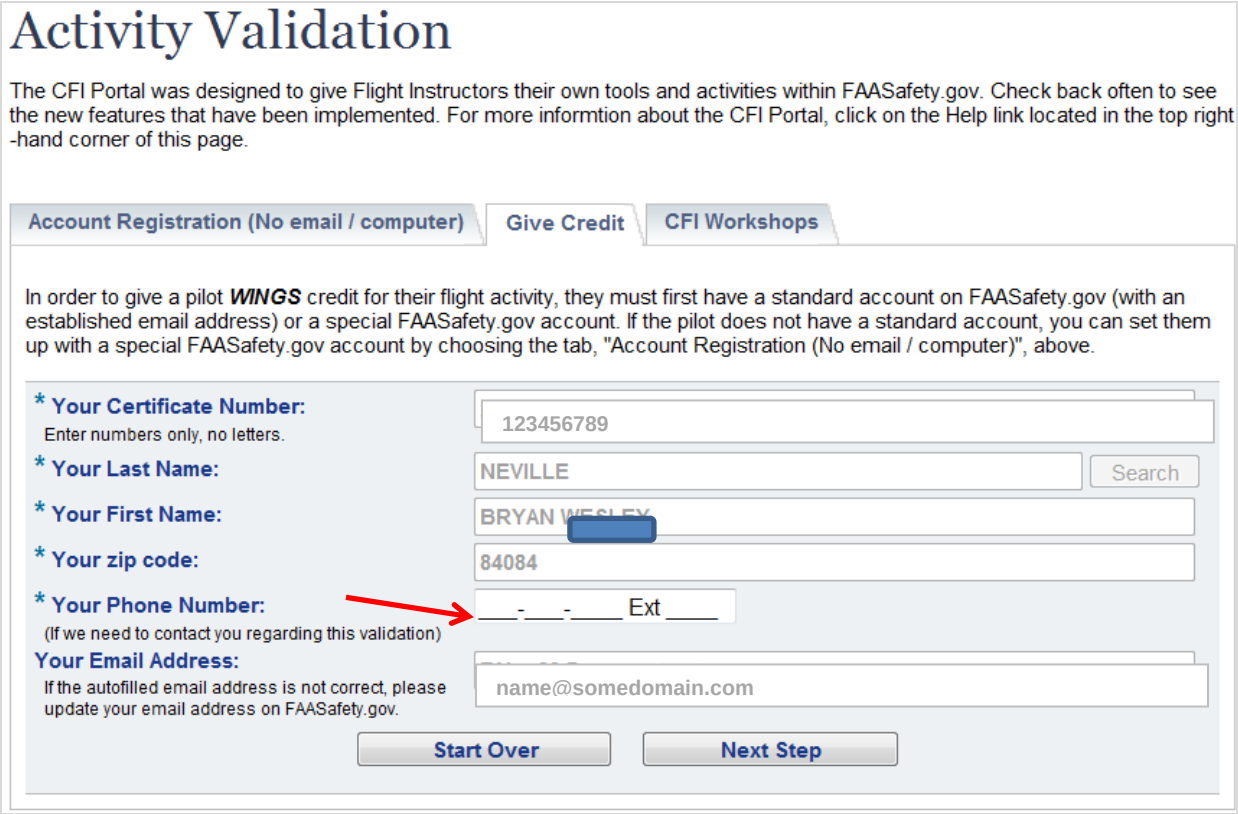


9.2. WINGS Credit Validation – Instructor Initiated

In the second case, you give direct WINGS credit for flight activities without the pilot having to take any action. You go to the CFI Portal on the Home Page at FAASafety.gov and start the *Give Credit* process, as shown below. You do not have to log in first; in fact, you do not even need an account on FAASafety.gov. By virtue of holding instructor privileges, any instructor can validate WINGS credits through this portal.



On this first page, enter your pilot certificate number and last name and click the *Search* button. If you are registered on FAASafety.gov, you will see the screen shown below, where we ask for your telephone number in case we have a question about the credit. Note that your email address is auto-filled.



After you enter your telephone number, click the *Next Step* button.

If you are a CFI but not registered on FAASafety.gov, you will get the same screen, but your email address will not be pre-entered. Enter your telephone number and your email address if you wish, and click the *Next Step* button.

If the system cannot find your information as a CFI, the page shown below appears. If the certificate number and last name are not correct, re-enter the information that is not correct. If the information is correct, choose one of the options and click Next Step. Enter the information requested -- first name, ZIP Code and email address -- and click *Next Step*.

Activity Validation

The CFI Portal was designed to give Flight Instructors their own tools and activities within FAASafety.gov. Check back often to see the new features that have been implemented. For more informtion about the CFI Portal, click on the Help link located in the top right -hand corner of this page.

Account Registration (No email / computer) | Give Credit | CFI Workshops

In order to give a pilot ***WINGS*** credit for their flight activity, they must first have a standard account on FAASafety.gov (with an established email address) or a special FAASafety.gov account. If the pilot does not have a standard account, you can set them up with a special FAASafety.gov account by choosing the tab, "Account Registration (No email / computer)", above.

* **Your Certificate Number:** 2071365
Enter numbers only, no letters.

* **Your Last Name:** Jones [Search]

* **Not Found**

You've entered a certificate number and last name that could not be found in our database. Please check the number and name and re-enter. If the information is correct, please choose one of the following:

- I have a temporary airman or instructor certificate and do not have my permanent certificate number.
- I have recently renewed my instructor certificate.
- I am an authorized instructor for a 14 CFR part 135 Air Carrier.
- Other/Unknown

[Start Over] [Next Step]

The next screen requires you to enter the pilot's email address. This should be the email address they use on FAASafety.gov. If they don't have an account on FAASafety.gov, this should be the email address they will use to register. Unassigned WINGS credits are stored in a database and moved to the pilot's account when they register, but only if they register using the same email address.

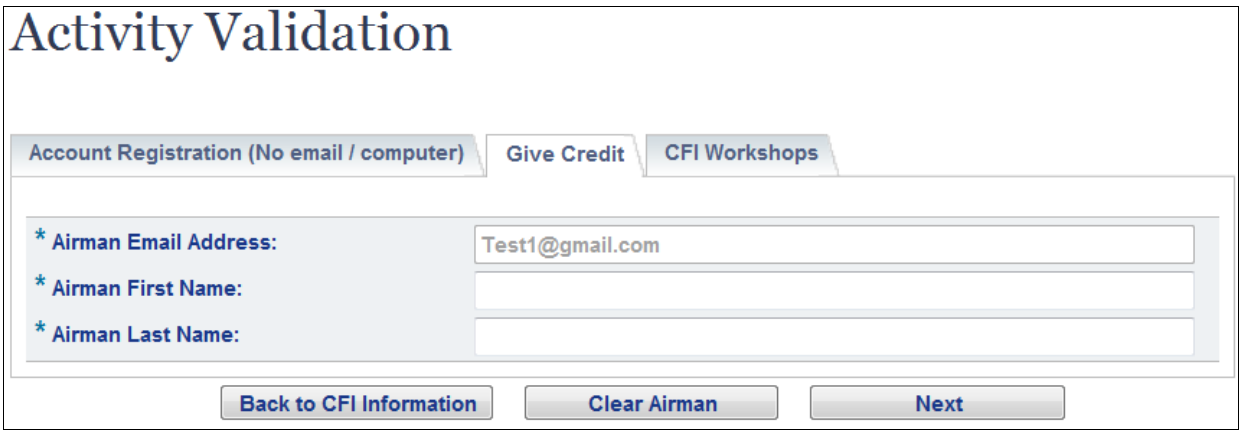
Activity Validation

Account Registration (No email / computer) | Give Credit | CFI Workshops

* **Airman Email Address:**

[Back to CFI Information] [Search]

The system looks for that email address on FAASafety.gov and displays the page shown below. If the email address is found, all of the pilot's information is displayed. If it is not found, you must enter the pilot's first and last name. Then click *Next*. Remember that the airman to whom credit is being given must have a standard FAASafety.gov account with an email address or a special FAASafety.gov account created using the procedure described below.



The next page allows you to enter or select the flight activity for which you wish to give credit for that pilot. Note that the activity number is on the printed activity checklist the pilot may have brought with them. You may want to keep a record of the more common activity numbers to simplify this process.

You use the drop down menus to narrow the available activity choices; you must choose at least one of the menus.

9.3. Registration with No Computer or No Email Address

The Account Registration with No Email / Computer tab in the CFI Portal can be used to obtain a Special account for an airman. Anyone with a computer can set up a Special FAASafety.gov account for a user who does not have a computer by choosing this tab. Completing this registration process will provide the airman with a Special account that will allow them to participate in the ***WINGS*** Program. You can help a non-computer user set up this Special account by following the instructions on that page.

We recommend you choose the option to print this special account information so it is readily available when the pilot meets with you the next time.

9.4. Endorsement for Completing WINGS Tasks

An instructor can record completed WINGS activities in a logbook or other proficiency record with an endorsement similar to the following. This also provides verification for later recording at FAASafety.gov by someone else.

> *"I certify that (pilot's name), holder of pilot certificate No. XXXXX, has satisfactorily demonstrated proficiency in the required tasks as outlined in the WINGS - Pilot Proficiency Program, activity number XXX on (date)."*
>
> *Instructor Name, Certificate Number, Expiration Date, and Signature*

9.5. Additional Benefit of Participation for Flight Instructors

One of the benefits of participating in the WINGS Program as an instructor is that you are eligible to renew your flight instructor certificate through participation in WINGS. If you serve as a flight instructor in the WINGS program, you may renew your certificate, in accordance with the following criteria, which is contained in FAA Order 8900.1, Volume 5, Chapter 2, Section 11. You must:

- Hold a flight instructor certificate that has not expired,
- Hold a current phase of WINGS (at any level) at the time of application,
- Have evaluated at least 15 WINGS-accredited flight activities (any level) during which you evaluated at least five different pilots, and made appropriate endorsements in the logbook of each pilot for each activity,
- Present a record to an aviation safety inspector (ASI) showing that you have met these requirements within the 24 calendar-months before the month of application for renewal of your flight instructor certificate, and
- Present a completed FAA Form 8710-1, Airman Certificate and/or Rating Application, to an aviation safety inspector (ASI) or aviation safety technician (AST) for renewal of your flight instructor certificate.

9.6. Summary of CFI Section

The FAA encourages pilots to participate in ongoing aviation educational learning and skill-building events with an instructor. Accomplishment of a phase of WINGS requires the participating pilot to demonstrate proficiency in specified knowledge and skill tasks. The WINGS Program provides the opportunity, the structure, and the recognition for pilots to continue their aviation education. This ongoing effort fosters new learning, review, and flight proficiency in the areas of operation found in current practical test standards (PTS).

The FAA further encourages pilots to maintain proficiency by using the ***WINGS*** – Pilot Proficiency Program. To this end, you, the Instructor, play a key role.

Common Flight Activity Numbers

Here is a list of some common flight activities you may conduct with pilots participating in the WINGS Program at the Basic Level. Note that activities are broken down by aircraft category and class, and by the grade of pilot certificate held by the pilot. This list is not all-inclusive; other activities can be found on FAASafety.gov by clicking on the Find Activities menu link under the Courses, Seminars & Activities tab on the Home page.

Basic Level Flight 1 Activities:

Category / Class	Pilot Certificate(s)	Brief Description	Activity Number
ASEL	Private, Commercial, ATP	Takeoffs, Landings, Go-arounds	A070405-07
ASEL	Sport Pilot	Takeoffs, Landings, Go-arounds	A070405-13
AMEL	Private, Commercial, ATP	Takeoffs, Landings, Basic Instruments	A070405-01
ASES	Private, Commercial, ATP	Takeoffs, Landings, Go-arounds	A070405-16
Helicopter	Private, Commercial, ATP	Emergency Operations	A070405-64
Glider	Private, Commercial	Takeoffs, Launches, Landings, Slips	A070405-25
Hot Air Balloon	Private, Commercial	Takeoffs, Launches, Landings	A070405-37
All	Private Pilot	Initial Certification	A071102-02

Basic Level Flight 2 Activities:

Category / Class	Pilot Certificate(s)	Brief Description	Activity Number
ASEL	Private, Commercial, ATP	Slow Flight, Stall, Basic Instruments	A070405-08
ASEL	Sport Pilot	Slow Flight, Stall, Slips, Emergency Landings	A070405-14
AMEL	Private, Commercial, ATP	In-Flight Maneuvers	A070405-02
ASES	Private, Commercial, ATP	Slow Flight, Stall, Basic Instruments	A070405-17
Helicopter	Private, Commercial, ATP	Takeoffs, Landings, Go-arounds	A070405-63
Glider	Private, Commercial	Slow Flight, Stall, Soaring, Steep Turns	A070405-26
Hot Air Balloon	Private, Commercial	Preflight Planning and Preparation	A070405-38
All	Private Pilot	Initial Certification	A071102-02

Basic Level Flight 3 Activities:

Category / Class	Pilot Certificate(s)	Brief Description	Activity Number
ASEL	Private, Commercial, ATP	Airport Operations	A100125-07
ASEL	Private, Commercial, ATP	Air Work	A100125-08
ASEL	Private, Commercial, ATP	Navigation	A100125-09
ASEL	Private, Commercial, ATP	Emergency Operations	A100125-10
All	Private Pilot	Initial Certification	A071102-02

Note: There are many more options for activities for the Basic Level Flight 3 activity. Please refer to FAASafety.gov for a list of Basic Flight 3 activities for additional categories and classes and pilot certificate levels.