



April 21, 2020

To all Current IA Refresher Course Providers

Dear Course Provider,

In response to the COVID 19 Emergency and requests from IA Refresher Course Providers, the FAA is authorizing “current” IA Refresher Course Providers to revise their course material, as appropriate to meet social distancing recommendations and the needs of Inspection Authorization holders. The Master list of all current and accepted IA Refresher courses with the up-dated expiration dates is located on the FAA Safety Program website, [FAASafety.gov](https://www.faa.gov), under “Maintenance Hangar - IA Renewal Course List”:

<https://www.faa.gov/WINGS/pub/IATrainingProviders/IaUnderMaint.aspx>

Without additional FAA review and acceptance, current IA Refresher course providers may update or revise their IA Refresher courses. Acceptable revisions include but are not limited to:

- Updates and revision to course content
- Changes in course instructors/presenters
- Changes to presentation date and or location
- Change of delivery method from lecture to on-line media methodologies, to include (web-based, live-streaming, tele-conferencing)

IA Refresher course providers must continue to conform to all existing administrative requirements.

- Course providers must maintain a list of attendees by name and address for each course given, maintain each list for 36 months, and make it available to any FAA office upon request.
- Course providers must issue certificates of completion to attendees who successfully complete the course.
- Certificates of completion must include all required elements. (Attendee name, date of attendance, number of credible IA Refresher hours of instruction, course title, IA Refresher course providers name, FAA IA refresher course acceptance number and the signature of IA Refresher course provider POC or other authorized person)

**NOTE: The FAA will not accept applications for new IA Refresher courses until the publishing of new FAA guidance and instructions for the IA Refresher Training Program.**

This authorization will remain in effect until new FAA guidance and instructions are published.

Sincerely,

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