



September 17, 2021

Dear IA Refresher Course Providers and Applicants,

The FAA is writing new guidance that improves the process for IA refresher course providers in the form of an Advisory Circular (AC). Concurrently, we are also revising FAA Order 8900.1, Volume 3, Chapter 56, Section 1 to synchronize with the new AC and seeking approval from the Office of Management and Budget (OMB) for the new course acceptance form. Starting September 30, 2021, all currently active FAA accepted IA refresher courses will receive a one year extension from their expiration dates. Courses that expired prior to September 1, 2019 were not extended as mentioned in the memorandum dated February 10, 2020.

As a response to the COVID 19 public health emergency and requests from IA Refresher Course Providers, the FAA authorized “current” IA Refresher Course Providers to revise their course material, as appropriate to meet social distancing recommendations and the needs of Inspection Authorization holders. Current IA refresher course providers may update or revise their IA refresher courses without additional FAA review and acceptance. 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 perform 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 are required to notify the local FSDO/IFO manager by letter or email the date, time, and location 30 days prior to the training event.
- Course providers must issue certificates of completion to attendees who successfully attend 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)

Until the new guidance is published, the FAA will not be accepting applications for new IA Refresher courses. New applicants are encouraged to review FAA Order 8900.1 Volume 3 Chapter 56 Section 1 paragraph 3-4518(C) to consider if they could use one of the exceptions listed in the guidance for their course.

The Master list of FAA accepted IA refresher courses is published on the FAA Safety Program

website, FAASafety.gov, under “Maintenance Hangar - IA Renewal Course List”:
<https://www.faasafety.gov/WINGS/pub/IATrainingProviders/IaUnderMaint.aspx>

Sincerely,

For Jackie Black

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Jackie L. Black

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