

CFI Standard Operating Procedure MAR2022

Onboarding

1. Prospective CFIs will be interviewed by the Chief Flight Instructor to determine their eligibility, qualifications, and experience.
2. Minimum qualifications for CFIs are CFI-Single Engine Airplane. No instrument endorsement is required.
3. The Chief Flight Instructor will submit the required documents to MWR for contracting paperwork.
4. The CFI and Chief Flight Instructor will determine which aircraft the CFI will instruct in based on the desires and experience of the CFI. A CFI is not required to instruct in any particular aircraft.
5. The CFI will not provide instruction until a contract is approved, the CFI has completed a CFI Standardization flight, completed the current quarter's safety requirements, and completed the club SOP and aircraft test(s).

Aircraft Check-out

1. The CFI must at a minimum complete the club aircraft test.
2. CFI checkout is based on a CFI's experience in the specific aircraft.
3. If the CFI has previously acted as PIC in a specific make/model/series and the Chief Flight Instructor and CFI believe the CFI is proficient to act as PIC in the club aircraft, no specific checkout flight is required, but a club CFI will provide an aircraft brief to discuss any peculiarities of the aircraft or avionics.
4. If the CFI has not acted as PIC in a specific make/model/series or the Chief Flight Instructor and CFI do not believe the CFI is proficient to act as PIC in the club aircraft, the CFI will perform check-out flights with any current club CFI until the Chief Flight Instructor and CFI believe the CFI is proficient to act as PIC.
5. Checkout paper work will be completed in all cases, annotating the member as a CFI with previous experience and verbal discussions, as required,

Initial and Annual CFI Standardization Flight

1. CFIs are required to complete an initial CFI standardization flight with the Chief Flight Instructor.
 1. Per NASJAXINST 1710.22, an initial standardization flight will be done in each type aircraft in which the CFI desires to instruct. Type is not defined by instruction.
 2. The FARs define Type as pertaining to an aircraft make and model, including modifications, that do not change its handling or flight characteristics and applies to airman type ratings or aircraft type certification.
 3. For the purposes of the club, type will be determined to be the following hierarchy:
 1. High Performance and Complex (e.g. C-210)
 2. Complex (e.g. PA28R-200)
 3. High Performance (e.g. C-182)
 4. Non-Complex
 4. If an initial standardization flight is done in a higher type aircraft, an initial flight standardization flight is not required for a lower type aircraft.
 5. Multi-engine aircraft require an initial standardization flight
2. CFIs are required to complete an annual CFI standardization flight with the Chief Flight Instructor or his designated assistant or representative.

1. The annual flight will be conducted in the most complex airplane the CFI is qualified in as determined by the Chief Flight Instructor.
2. If the required aircraft is not available due to maintenance, the CFI's currency may be extended up to two months. If the aircraft is still not available, the CFI will do an annual standardization in the next lower type aircraft along with a verbal discussion on subjects pertinent to the other aircraft.
3. Multi-engine aircraft always require an annual standardization flight.
3. The CFI will fly the flight in the right seat.
4. The CFI Standardization flight may be used to satisfy the member's annual standardization flight requirement

Aircraft Currency

1. A CFI must be current to provide instruction.
2. CFIs may establish currency on their own. A flight with another CFI is not required.
3. CFIs are only required to maintain 90-day currency (3 take-off and landings in 90 days) in category/class. Club 180-day currency is not required.

Night Currency

1. A CFI must be night current to provide night instruction.
2. CFIs may establish night currency on their own in accordance with the FARs. A flight with another CFI is not required.

Instrument Currency

1. A CFI must be instrument current to provide instruction under IFR.
2. CFIs may maintain instrument currency through military experience.
3. If not current, a CFI may conduct an IPC by any means the CFI chooses.
4. CFIs are not required to conduct club annual instrument flights, but will perform a portion of the annual CFI standardization flight under simulated instrument conditions, including an instrument approach, if instrument rated.