



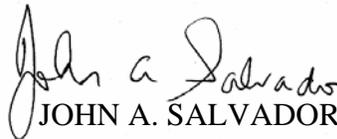
NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

27 Mar 2008

MEMORANDUM FOR REGION AND WING COMMANDERS

SUBJECT: CAP's Participation in the Revised FAA WINGS Program

1. In 2007 the FAA introduced a radical revision to the WINGS - Pilot Proficiency Program. The new program closely correlates with CAP's own training and flight evaluation programs. Therefore, in cooperation with the FAA we are pleased to announce that WINGS credit is now available to CAP pilots for completing many of the existing CAP training and flight evaluation programs.
2. CAP has long supported the FAA WINGS Program, but participation has been limited in the past. We hope this new program will spark widespread participation since it will be much easier to earn credit. Details about the new program are listed in the attachments to this letter.
3. Safety is critical to the future success of our organization and participation in the revised FAA WINGS Program will help make CAP's flight operations safer. Please direct any questions you have to the CAP/FAA WINGS Program team at [CAPFAAWings@cap.gov](mailto:CAPFAAWings@cap.gov). Thank you.

  
JOHN A. SALVADOR  
Director of Missions

Attachments:

1. CAP/FAA WINGS Program Instructions
2. WINGS Made Easy for Participants
3. WINGS Made Easy - Validating Accredited Activity
4. Sample CAP/FAA WINGS Program Group Entry Spreadsheet

cc:

HQ CAP/CC/CS/EX/EXA/GC/DO/MX  
Senior Advisor for Operations (Col Skiba)  
Senior Advisor for Administration (Col Guimond)  
National Safety Officer (Col Letteer)  
Wing Administrators  
HQ CAP-USAF/CC/CV/XO/SE  
CAP-USAF LR/CCs  
State Directors

## CAP/FAA WINGS Program Instructions

On May 2, 2007 the FAA introduced a radical revision to their WINGS safety program. The new program lends itself to closer integration with CAP's own training and flight evaluation programs, and in cooperation with the FAA we are pleased to announce that WINGS credit is now available to CAP Pilots for completion of many existing CAP training and flight evaluation programs.

CAP has long supported the FAA WINGS program, but participation has been limited. We hope that this new program will spark wide-spread participation since credit will now require only a simple reporting of the CAP achievements to the FAA. There are several reasons why pilots should take this extra step, and why CAP units should actively encourage and support this program.

1. Safety is a prime imperative for CAP. Active support of this official government safety initiative demonstrates command commitment to safety and helps instill a safety mentality.
2. Participation in the WINGS program will take the pilot to the FAA safety website ([faasafety.gov](http://faasafety.gov)), where the pilot will be exposed to additional safety information.
3. Registration for WINGS also makes the extensive FAA safety library and courses conveniently available to the pilot. The pilot will even be automatically informed by email of upcoming safety events in the home geographic area.
4. In the event of any potential violation, the FAA looks to pilot attitude in determining whether to pursue enforcement action or remedial training. Participation in WINGS is a powerful ally to a pilot in this predicament.
5. Achievement of even the Basic WINGS level gives a pilot credit for a flight review, just as the earlier program.

It is not the purpose of this document to fully explain the new FAA WINGS program. The attached documents from the FAA do that job. But a few summary comments will help put the CAP program into perspective.

1. The new program is performance based. The old program required three hours of flight instruction plus attendance at one safety seminar. The new program has no flight-time requirements, and may or may not include instruction. The key to earning credits in the new program is demonstrating competency as measured by the FAA Practical Test Standards (PTS). Thus, a flight check meets the requirements of the new program just as well as an instructional flight. In either case, the demonstration of ability to perform to PTS standards is what determines eligibility for credit. This is exactly the same principle on which CAP programs are based, and forms the basis for granting credit for CAP training and evaluation.
2. The WINGS program is based on the pilot's choice of certificate exercised rather than on the certificate held. An ATP airline captain may choose to enroll in WINGS based on his exercise of private certificate privileges in his Piper Cub. This makes sense to the FAA because the airline is taking care of the pilot's 747 safety training, and WINGS provides a platform for his personal flying safety – which is very different. Again, this is the same principle on which CAP programs are based.

3. The new WINGS program is like a college curriculum. There are credits, types of credits and both required and elective credits. A pilot earns credits for a “course,” which might be an instructional flight, a CAP flight check or a safety seminar. Each eligible course is listed on the FAA website with its associated credits. There are both flight credits and knowledge credits, and you need a certain number of each to “graduate.” There are also a few required credits; for example, a course in Aeronautical Decision Making (ADM) is required because the FAA has determined ADM is a key factor in accident avoidance.
4. There are three “levels” in the new WINGS program: Basic, Advanced and Master. A given course may offer credits at any of the three levels. For example, a CAPF 5 conducted to Private Pilot PTS standards earns credits at the basic level, while a CAPF 5 conducted to Commercial/Instrument PTS standards earns credits at the advanced level.
5. The FAA has approved certain defined credits for a number of CAP activities, including Form 5, Form 91, Mountain Fury, National Check Pilot Standardization Course, and a half-day unit ground school which includes ADM. These appear on the FAA website just like any other FAA-approved course. CAP wings can request that additional courses be added by sending a request and course description to [CAPFAAWings@cap.gov](mailto:CAPFAAWings@cap.gov).

To participate in this program, a pilot must first register on the FAA Safety website (<http://faasafety.gov/>). Registration is via an email address and a password, and CAP pilots are strongly encouraged to register with the same email as they have listed in eServices. This will allow CAP to do group uploads of credits using the eServices database.

To get credit for a CAP activity, the pilot merely needs to log in to the FAA WINGS system, click the CAP activity which was completed and supply the email address of the CAP instructor/check pilot. Any CAP CFI can approve credits for an activity he/she conducted. There is also a mechanism for group uploads, for example to automatically enter and validate credits for 20 students who completed a Mountain Fury. This can be done by the instructor forwarding an Excel spreadsheet (see attached example) to the Wing Commander, Vice Commander, Director of Operations, or Chief of Stan/Eval and have them forward the spreadsheet with their email confirmation that the data is accurate to [CAPFAAWings@cap.gov](mailto:CAPFAAWings@cap.gov). The spreadsheet should have a row for each participant and three columns: email address, course name, completion date. The information will be uploaded by NHQ (after being checked for accuracy by wing leadership) and the pilot does not need to take any action whatsoever. (Please note, the course name must be EXACTLY as it appears on the FAA website, including hyphens, capital letters, etc. We recommend cutting and pasting this into the Excel spreadsheet to assure exact reproduction.)

Questions about this program and suggestions for additional CAP courses should be addressed to Col Ralph L. Miller, Nevada Wing Commander at [CAPFAAWings@cap.gov](mailto:CAPFAAWings@cap.gov), who will serve as the lead CAP interface to the FAA on this program.

# WINGS Made Easy for Participants – Part I

These instructions are in two parts.

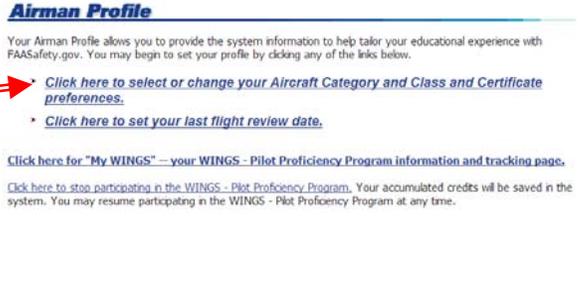
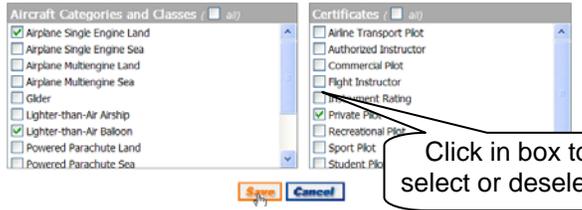
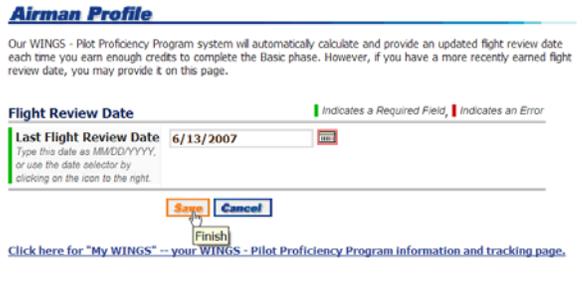
- Part I is a very basic introduction to the Internet based WINGS Program
- Part II is detailed instructions for requesting credit validation for a WINGS activity.

## Part I - Introduction

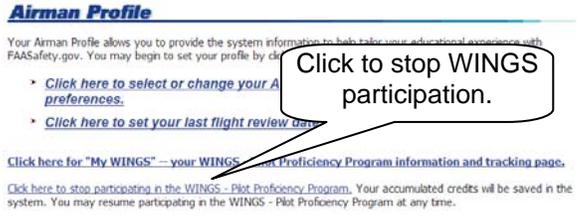
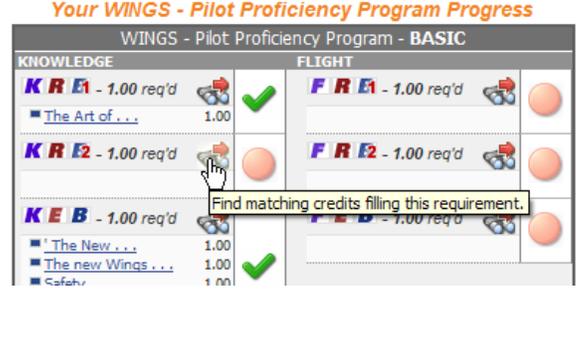
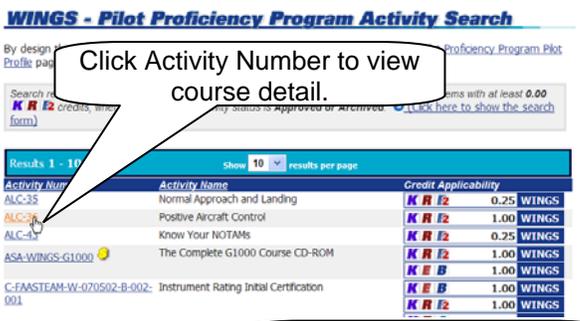
This is an overview of the WINGS - Pilot Proficiency Program offered on **FAASafety.gov** web site.

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|--|---|
| <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>You can get to the electronic form of this document from the WINGS Help page.</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 web 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>   |

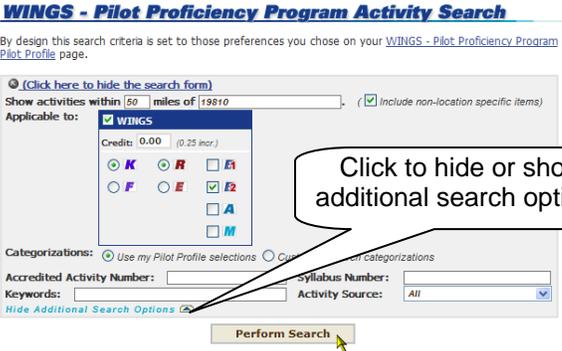
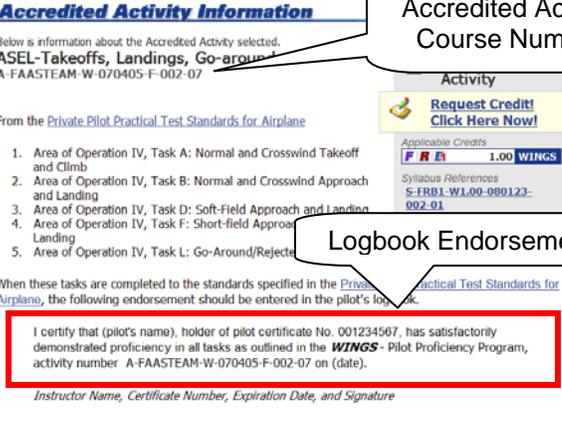
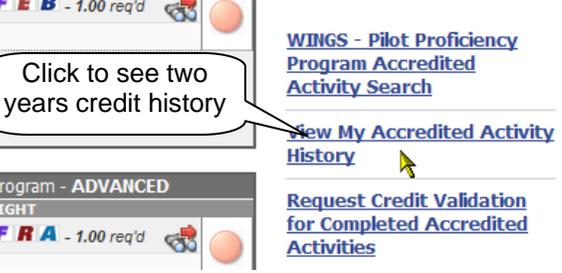
# WINGS Made Easy for Participants – Part I

|   |  |
|---|--|
| <p>After you have created your <b>FAAsafety.gov</b> account:</p> <ol style="list-style-type: none"> <li>1. Login to the <b>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>Airman 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. Sport and Recreational Pilots complete the BASIC level to their respective PTS standards for their 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>Save</b> to save your choices.</li> </ol> <p><b>Note:</b> The WINGS website gives some examples of how to choose categories and certificates when you have multiple ratings or certificates.</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>Save</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 <b>Click her for “My WINGS”...</b> to proceed without the date filled in.</p>   |  |

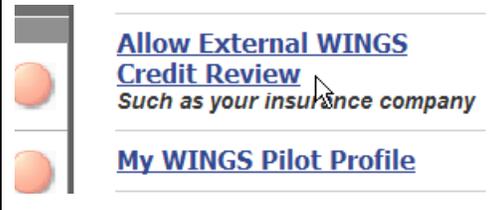
# WINGS Made Easy for Participants – Part I

| <p>12. If you decide to not participate in the program, go to the Airman Profile page and click on <b>“Click here to stop participating in the WINGS - Pilot Proficiency Program”</b> and follow the rest of the instructions.</p>  |  <p><b>Airman Profile</b></p> <p>Your Airman Profile allows you to provide the system information to help tailor your educational experience with FAA Safety.gov. You may begin to set your profile by clicking on the following links:</p> <ul style="list-style-type: none"> <li>Click here to select or change your Airman Profile preferences.</li> <li>Click here to set your last flight review date.</li> </ul> <p>Click here for "My WINGS" -- your WINGS - Pilot Proficiency Program information and tracking page.</p> <p>Click here to stop participating in the WINGS - Pilot Proficiency Program. Your accumulated credits will be saved in the system. You may resume participating in the WINGS - Pilot Proficiency Program at any time.</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</b></p> <p>WINGS Information</p> <p><b>My WINGS</b></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><b>Note:</b> 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><b>Your WINGS - Pilot Proficiency Program Progress</b></p> <p>WINGS - Pilot Proficiency Program - BASIC</p> <table border="1"> <thead> <tr> <th colspan="2">KNOWLEDGE</th> <th colspan="2">FLIGHT</th> </tr> </thead> <tbody> <tr> <td><b>K R E1</b> - 1.00 req'd</td> <td>1.00</td> <td><b>F R E1</b> - 1.00 req'd</td> <td>1.00</td> </tr> <tr> <td>    The Art of ...</td> <td>1.00</td> <td><b>F R E2</b> - 1.00 req'd</td> <td>1.00</td> </tr> <tr> <td><b>K R E2</b> - 1.00 req'd</td> <td>1.00</td> <td><b>F R E3</b> - 1.00 req'd</td> <td>1.00</td> </tr> <tr> <td>    The New ...</td> <td>1.00</td> <td><b>F R E4</b> - 1.00 req'd</td> <td>1.00</td> </tr> <tr> <td><b>K E B</b> - 1.00 req'd</td> <td>1.00</td> <td><b>F R E5</b> - 1.00 req'd</td> <td>1.00</td> </tr> <tr> <td>    The new Wings ...</td> <td>1.00</td> <td><b>F R E6</b> - 1.00 req'd</td> <td>1.00</td> </tr> <tr> <td>    Safety</td> <td>1.00</td> <td></td> <td></td> </tr> </tbody> </table>   | KNOWLEDGE                  |               | FLIGHT               |        | <b>K R E1</b> - 1.00 req'd  | 1.00                     | <b>F R E1</b> - 1.00 req'd | 1.00                      | The Art of ...           | 1.00   | <b>F R E2</b> - 1.00 req'd | 1.00                     | <b>K R E2</b> - 1.00 req'd | 1.00                             | <b>F R E3</b> - 1.00 req'd | 1.00                      | The New ...                             | 1.00                    | <b>F R E4</b> - 1.00 req'd | 1.00 | <b>K E B</b> - 1.00 req'd | 1.00 | <b>F R E5</b> - 1.00 req'd | 1.00 | The new Wings ... | 1.00 | <b>F R E6</b> - 1.00 req'd | 1.00 | Safety | 1.00 |  |  |
| KNOWLEDGE   |  | FLIGHT                     |               |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| <b>K R E1</b> - 1.00 req'd  | 1.00   | <b>F R E1</b> - 1.00 req'd | 1.00          |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| The Art of ...  | 1.00   | <b>F R E2</b> - 1.00 req'd | 1.00          |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| <b>K R E2</b> - 1.00 req'd  | 1.00   | <b>F R E3</b> - 1.00 req'd | 1.00          |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| The New ...   | 1.00   | <b>F R E4</b> - 1.00 req'd | 1.00          |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| <b>K E B</b> - 1.00 req'd   | 1.00   | <b>F R E5</b> - 1.00 req'd | 1.00          |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| The new Wings ...   | 1.00   | <b>F R E6</b> - 1.00 req'd | 1.00          |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| Safety  | 1.00   |                            |               |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| <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><b>WINGS - Pilot Proficiency Program Activity Search</b></p> <p>By design, this search will only return results for activities with at least 0.00 WINGS credit applicability. Results are sorted by relevance. (Click here to show the search form)</p> <p>Search for <b>K R E2</b> credits, which are currently <b>Approved or Archived</b>. (Click here to show the search form)</p> <p>Results 1 - 10    Show 10 results per page</p> <table border="1"> <thead> <tr> <th>Activity Number</th> <th>Activity Name</th> <th>Credit Applicability</th> </tr> </thead> <tbody> <tr> <td>ALC-35</td> <td>Normal Approach and Landing</td> <td><b>K R E2</b> 0.25 WINGS</td> </tr> <tr> <td>ALC-36</td> <td>Positive Aircraft Control</td> <td><b>K R E2</b> 1.00 WINGS</td> </tr> <tr> <td>ALC-37</td> <td>Know Your NOTAMS</td> <td><b>K R E2</b> 0.25 WINGS</td> </tr> <tr> <td>ASA-WINGS-G1000</td> <td>The Complete G1000 Course CD-ROM</td> <td><b>K R E2</b> 1.00 WINGS</td> </tr> <tr> <td>C-FAASTeam-W-070502-B-002</td> <td>Instrument Rating Initial Certification</td> <td><b>K E B</b> 1.00 WINGS</td> </tr> <tr> <td>001</td> <td></td> <td><b>K R E2</b> 1.00 WINGS</td> </tr> </tbody> </table> | Activity Number            | Activity Name | Credit Applicability | ALC-35 | Normal Approach and Landing | <b>K R E2</b> 0.25 WINGS | ALC-36                     | Positive Aircraft Control | <b>K R E2</b> 1.00 WINGS | ALC-37 | Know Your NOTAMS           | <b>K R E2</b> 0.25 WINGS | ASA-WINGS-G1000            | The Complete G1000 Course CD-ROM | <b>K R E2</b> 1.00 WINGS   | C-FAASTeam-W-070502-B-002 | Instrument Rating Initial Certification | <b>K E B</b> 1.00 WINGS | 001                        |      | <b>K R E2</b> 1.00 WINGS  |      |                            |      |                   |      |                            |      |        |      |  |  |
| Activity Number   | Activity Name  | Credit Applicability       |               |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| ALC-35  | Normal Approach and Landing  | <b>K R E2</b> 0.25 WINGS   |               |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| ALC-36  | Positive Aircraft Control  | <b>K R E2</b> 1.00 WINGS   |               |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| ALC-37  | Know Your NOTAMS   | <b>K R E2</b> 0.25 WINGS   |               |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| ASA-WINGS-G1000   | The Complete G1000 Course CD-ROM   | <b>K R E2</b> 1.00 WINGS   |               |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| C-FAASTeam-W-070502-B-002   | Instrument Rating Initial Certification  | <b>K E B</b> 1.00 WINGS    |               |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| 001   |  | <b>K R E2</b> 1.00 WINGS   |               |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| <p>17. Click on <b>“Click here to view this online course with option to enroll...”</b> to get date, time and location or to preview an online course.</p> <p><b>Note:</b> Non FAA courses will refer you to the SPANS listing for course dates and time or to the website of the organization offering the course. There may be a cost for some non-FAA courses.</p>   |  <p><b>Accredited Activity Information</b></p> <p>Below is information about the Accredited Activity selected:</p> <p><b>Positive Aircraft Control</b><br/>ALC-36</p> <p>Click here to view this online course with the option to enroll in this course.</p> <p>This course explores scenarios and common traps where pilots fail to maintain positive aircraft control and is designed to increase awareness of potentially hazardous situations.</p> <p>ALC Online Course</p> <p>Applicable Credits: <b>K R E2</b> 1.00 WINGS</p> <p>Syllabus References: S-FAASTeam-W-071019-K-002-07<br/>General Syllabus KR2 1.00 WINGS</p>   |                            |               |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |
| <p>18. Click on the <b>“Click here to enroll for the course now!”</b> link.</p>   |  <p><b>Learning Center Courses</b></p> <p><b>Positive Aircraft Control</b></p> <p>Course Chapter Navigation: Intro 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 Review</p> <p>You are currently <b>PREVIEWING</b> this Online Course. You may <b>NOT</b> take a course exam until you enroll for the course. <a href="#">Click here to enroll for this course now!</a></p>   |                            |               |                      |        |                             |                          |                            |                           |                          |        |                            |                          |                            |                                  |                            |                           |   |                         |                            |      |                           |      |                            |      |                   |      |                            |      |        |      |  |  |

# WINGS Made Easy for Participants – Part I

| <p>19. To expand or change your search criteria, click on the “<b>(Click here to show the search form)</b>” link.</p>   |  <p><b>WINGS - Pilot Proficiency Program Activity Search</b></p> <p>By design this search criteria is set to those preferences you chose on your <a href="#">WINGS - Pilot Proficiency Program Pilot Profile</a> page.</p> <p>Search results within 50 miles of 19810 (including non-location specific results), for WINGS items with at least 0.00 <b>K R F2</b> credits, where the Accredited Activity status is Approved Archived. <a href="#">Click here to show the search form</a></p> <p>Results 1 - 3 of 3    Show 10 results per page</p> <table border="1"> <thead> <tr> <th>Activity Number</th> <th>Activity Name</th> </tr> </thead> <tbody> <tr> <td>A/C-35</td> <td>Normal Approach and Landing</td> </tr> <tr> <td>A/C-36</td> <td>Positive Aircraft Control</td> </tr> </tbody> </table> <p>Click to change search criteria.</p>   | Activity Number | Activity Name | A/C-35 | Normal Approach and Landing | A/C-36 | Positive Aircraft Control |
|---|---|-----------------|---------------|--------|-----------------------------|--------|---------------------------|
| Activity Number   | Activity Name   |                 |               |        |                             |        |                           |
| A/C-35  | Normal Approach and Landing   |                 |               |        |                             |        |                           |
| A/C-36  | Positive Aircraft Control   |                 |               |        |                             |        |                           |
| <p>20. Change the search criteria to expand your search.</p> <p>21. Fill in the search criteria – the WINGS Credit parameters; or, an Accredited Activity Number, Keywords and Syllabus Number.</p> <p>22. Click on <b>Perform Search</b> button for new search results.</p>  |  <p><b>WINGS - Pilot Proficiency Program Activity Search</b></p> <p>By design this search criteria is set to those preferences you chose on your <a href="#">WINGS - Pilot Proficiency Program Pilot Profile</a> page.</p> <p><a href="#">Click here to hide the search form</a></p> <p>Show activities within 50 miles of 19810    <input checked="" type="checkbox"/> Include non-location specific items</p> <p>Applicable to: <input checked="" type="checkbox"/> WINGS</p> <p>Credit: 0.00 (0.25 max.)</p> <p><input checked="" type="radio"/> K   <input checked="" type="radio"/> R   <input checked="" type="radio"/> F2</p> <p><input type="radio"/> F   <input type="radio"/> E   <input type="checkbox"/> A   <input type="checkbox"/> M</p> <p>Categorizations: <input type="radio"/> Use my Pilot Profile selections   <input type="radio"/> Custom categorizations</p> <p>Accredited Activity Number: _____ Syllabus Number: _____</p> <p>Keywords: _____ Activity Source: All</p> <p><a href="#">Hide Additional Search Options</a></p> <p><b>Perform Search</b></p> <p>Click to hide or show additional search options</p>  |                 |               |        |                             |        |                           |
| <p><b>Note:</b> All of the WINGS Flight Activities have a page that the Participant should print and take with them when they go for their flight training.</p> <p>The FAA’s recommended logbook entry is also shown on this page. You will need this for your instructor.</p> <p>The Accredited Activity Course Number is shown under the flight activity name.</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>Accredited Activity Information</b></p> <p>Below is information about the Accredited Activity selected.</p> <p><b>ASEL-Takeoffs, Landings, Go-around</b></p> <p>A-FAASTEAM-W-070405-F-002-07</p> <p>Activity</p> <p><b>Request Credit! Click Here Now!</b></p> <p>Applicable Credits</p> <p><b>F R E</b> - 1.00 WINGS</p> <p>Syllabus References</p> <p>S-FRB1-W1.00-090123-002-01</p> <p>From the <a href="#">Private Pilot Practical Test Standards for Airplane</a></p> <ol style="list-style-type: none"> <li>Area of Operation IV, Task A: Normal and Crosswind Takeoff and Climb</li> <li>Area of Operation IV, Task B: Normal and Crosswind Approach and Landing</li> <li>Area of Operation IV, Task D: Soft-field Approach and Landing</li> <li>Area of Operation IV, Task F: Short-field Approach and Landing</li> <li>Area of Operation IV, Task L: Go-Around/Reject</li> </ol> <p>When these tasks are completed to the standards specified in the <a href="#">Private Pilot Practical Test Standards for Airplane</a>, the following endorsement should be entered in the pilot’s logbook.</p> <div style="border: 2px solid red; padding: 5px;"> <p>I certify that (pilot’s name), holder of pilot certificate No. 001234567, has satisfactorily demonstrated proficiency in all tasks as outlined in the <b>WINGS</b> - Pilot Proficiency Program, activity number A-FAASTEAM-W-070405-F-002-07 on (date).</p> </div> <p><i>Instructor Name, Certificate Number, Expiration Date, and Signature</i></p> <p>Accredited Activity Course Number</p> <p>Logbook Endorsement</p> |                 |               |        |                             |        |                           |
| <p><b>View My WINGS Credit History</b></p> <p>23. You can quickly view your WINGS credit history from the <b>My WINGS</b> page.</p> <p>24. 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><b>F R E</b> - 1.00 req'd</p> <p><b>WINGS - Pilot Proficiency Program Accredited Activity Search</b></p> <p><b>View My Accredited Activity History</b></p> <p><b>Request Credit Validation for Completed Accredited Activities</b></p> <p>Program - ADVANCED LIGHT</p> <p><b>F R A</b> - 1.00 req'd</p> <p>Click to see two years credit history</p>  |                 |               |        |                             |        |                           |
| <p>25. Go to <b>Part II</b> to see how to <b>Request Credit Validation for Completed Actives.</b></p>   |   |                 |               |        |                             |        |                           |

## WINGS Made Easy for Participants – Part I and Part II

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|--|--|
| <p>You may want to allow others to review your participation in the <b>WINGS – Pilot Proficiency Program</b>.</p> <p>26. 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 ~~

### Part II – Requesting Activity Credit Validation for WINGS Activities

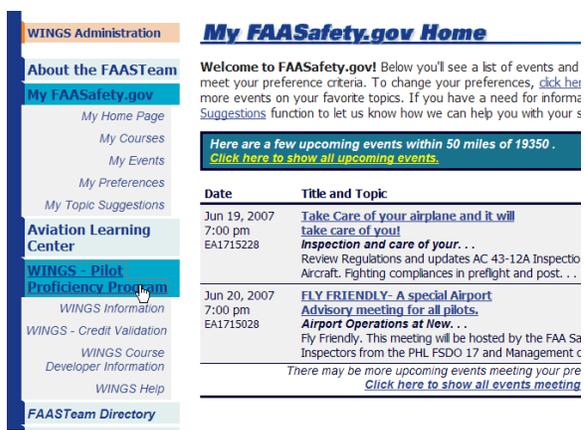
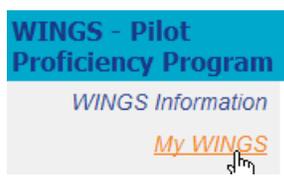
These instructions are intended to show:

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

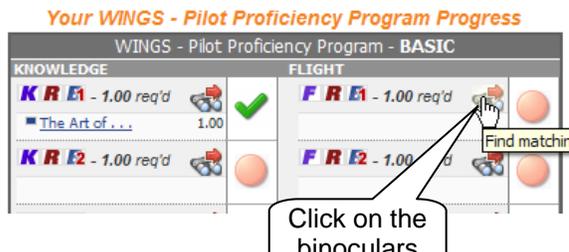
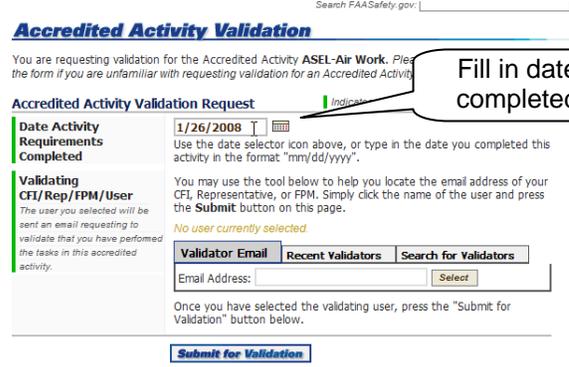
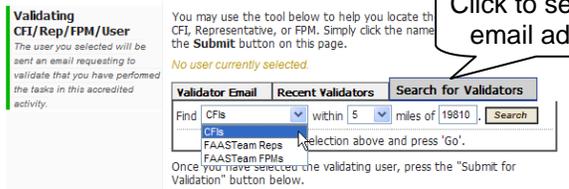
Prerequisites:

- 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 validation.
- Flight Instructor has created a **FAAsafety.gov** account.

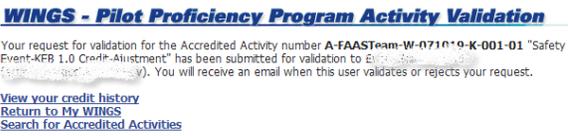
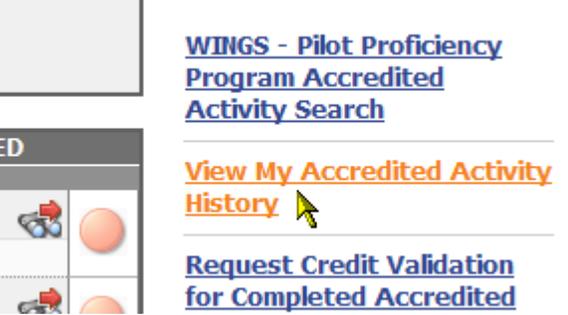
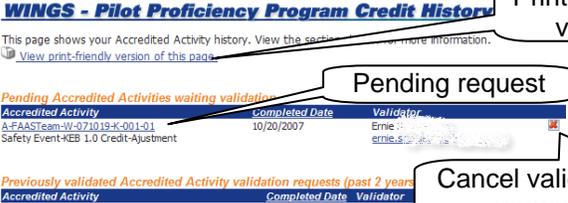
Note: if your CFI does not have a **FAAsafety.gov** account, you will have to contact another CFI, FAASTeam Representative or Program Manager for validation. You will be expected to show proof of completion of the activity.

|  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Go to the <b>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> |  |
| <ol style="list-style-type: none"> <li>4. Click on <b>My WINGS</b>.</li> </ol>   |  |

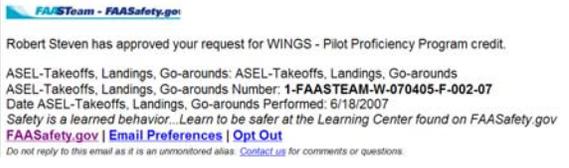
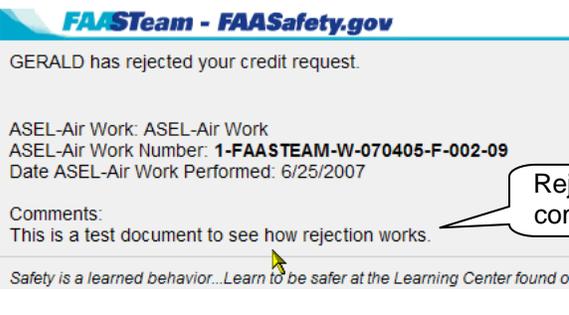
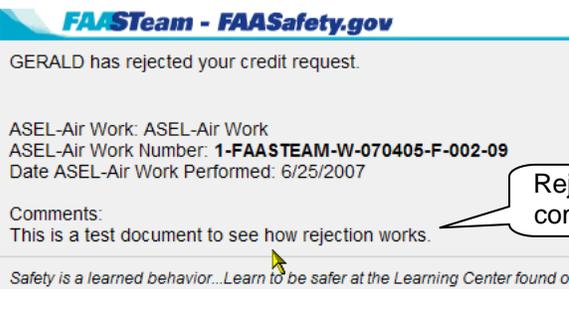
# WINGS Made Easy for Participants – Part II

|   |  |
|---|--|
| <p>5. Scroll to see the <b>Your WINGS – Pilot Proficiency Program Progress</b> box.</p> <p>6. Click on the Binocular button  beside the Knowledge or Flight activity you have completed. This example will use the “Flight Required Basic 1” activity.</p> |    |
| <p>7. You will be at the <b>WINGS – Pilot Proficiency Program Activity Search</b> page.</p> <p>8. Click on the <b>Activity Number</b> of the activity you have completed.</p>   |    |
| <p>9. To request credit for the activity, single click on the “Request Credit for this Accredited Activity now!” link.</p>  |   |
| <p>10. <b>Accredited Activity Validation Request</b> form shown to the right.</p> <p>11. Fill in the <b>Date Activity Requirements Completed</b>.</p>   |  |
| <p>12. If you know it, fill in the <b>Email Address</b> of Flight Instructor (CFI), FAASTeam Rep or FAASTeam Field Program Manager (FPM)</p> <p>13. If you do not know the <b>Email Address</b>, click on the <b>Search for Validators</b> tab.</p>   |  |

## WINGS Made Easy for Participants – Part II

|  |   |
|--|---|
| <p>14. Select the <b>Title</b> for whom you are searching from the drop down list.</p> <p>15. Set the <b>Miles</b> from your zip code.</p> <p>16. Fill in your <b>Zip Code</b>.</p> <p>17. Click on <b>Go</b>.</p>   |  <p>Once you have selected the validating user, press the "Submit for Validation" button below.</p> |
| <p>18. Scroll through the list to find your CFI's, FAASTeam Representative's or FAASTeam Field Program Manager's name.</p> <p>19. Single click on the appropriate name.</p> <p><b>Note:</b> A name may be on the list multiple times. You can select any one of the choices for that name. The list is sorted alphabetical by last name.</p> |   |
| <p>20. 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>21. Scroll down to the bottom of the page and click on the <b>Submit for Validation</b> button.</p>   |   |
| <p>22. You will see a screen indicating that your Credit Request was sent.</p>   |   |
| <p>23. You can check the progress of your activity validation by clicking on "<b>View My Accredited Activity History</b>" on the right hand side of your "My WINGS" page.</p>  |   |
| <p>24. You will see your pending activity request.</p> <p>25. You can get a print friendly version to print.</p> <p>26. You can also cancel your validation request by clicking on the red <b>X</b> to the right of the pending request.</p>   |  <p>Printer friendly version</p> <p>Pending request</p> <p>Cancel validation request</p>          |

## WINGS Made Easy for Participants – Part II

|   |  |
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| After your WINGS Activity has been validated, you will see the following:   |  |
| 27. You will receive an email from <b>FAAsafety.gov</b> indicating that your request for credit has been approved or rejected.  |    |
| 28. If you go to the <b>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.  |  <div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin-left: 10px; font-size: 0.9em;">                 Approved activity with green check and activity description             </div>   |
| If your WINGS Activity is rejected by your Flight Instructor or the FAASTeam Representative, you will see the following email:  |  <div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin-left: 10px; font-size: 0.9em;">                 Rejection comment             </div>  |
| 29. The comment in the email will explain why you did not receive credit.<br><br>30. 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 FAASTeam Representative's approval folder.  |   |
| 31. Your flight instructor should give you an appropriate logbook entry to certify that you have met the training requirements. The FAA endorsement for flight training is shown to the right.<br><br><b>Note:</b> <i>this endorsement is also shown on the Accredited Activity Information page that you should have printed and given to your instructor.</i> | <div style="background-color: #003366; color: white; padding: 5px; font-weight: bold;">CFI Endorsements</div> <p style="color: white; font-size: 0.8em; margin-top: 5px;"> <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="color: white; font-size: 0.8em; margin-top: 5px;"> <b>Name, certificate No., date and signature</b> </p> |
| The FAA endorsement for Knowledge or ground training is shown to the right.   | <div style="background-color: #003366; color: white; padding: 5px; font-weight: bold;">CFI Endorsements</div> <p style="color: white; font-size: 0.8em; margin-top: 5px;"> <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="color: white; font-size: 0.8em; margin-top: 5px;"> <b>Name, certificate No., date and signature</b> </p>                           |

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

**Acknowledgments:**

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

# WINGS Made Easy – Validating Accredited Activity

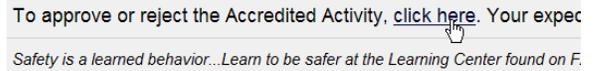
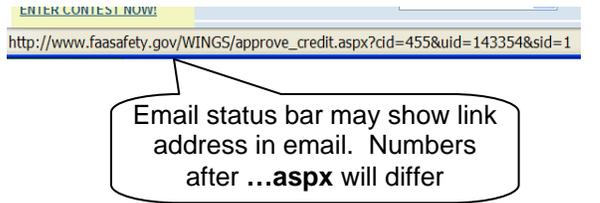
These instructions are intended to show:

- How a Flight Instructor, FAA Team Representative or FAA Team Program Manager (FPM) validates credit for a WINGS activity.

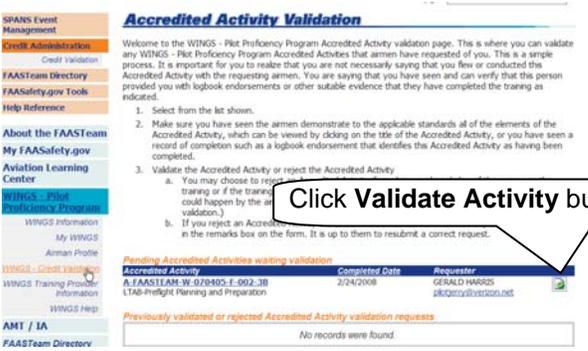
Prerequisites:

- 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 her/his **FAAsafety.gov** account.

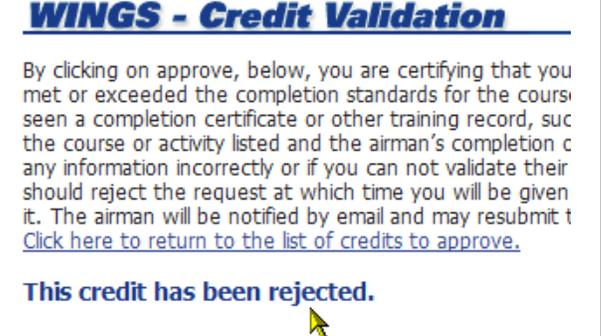
Note: if a CFI does not have a **FAAsafety.gov** account, a WINGS Participant will have to contact another CFI, FAA Team Representative or Program Manager for credit validation. The WINGS Participant is expected to show you proof of completion of the activity. If you are asked to validate training you have not given, you are validating that you have seen the documentation supporting the training; i.e. logbook entry or certificate.

|   |  |
|---|--|
| <p>1. Open and log into your email program.</p> <p>2. Open the email from <b>FAAsafety.gov</b> with the Subject <b>Offline Activity Credit Request</b>.</p>   |    |
| <p>3. The email will indicate who is requesting credit, what the activity is and the date completed.</p>  |   |
| <p>4. Click on the <b>Click Here</b> link after <b>“To approve or reject the Accredited Activity”</b>.</p>  |  |
| <p>5. The link in the email will take you to the <b>www.faasafety.gov/WINGS/approve_credit.aspx...</b> website as shown to the right.</p> <p>6. Click <b>OK</b> if your email security program asks if you want to go to this site.</p> <p>7. If you get an error message on the <b>faasafety.gov</b> website, go to <b>Step 9</b>.</p> |  |
| <p>8. If you get this <b>Security Alert</b> box, click <b>OK</b>.</p> <p><b>Note:</b> you may see this box several times, depending on your web browser security settings. Click <b>OK</b> each time you see this box.</p>  |  |

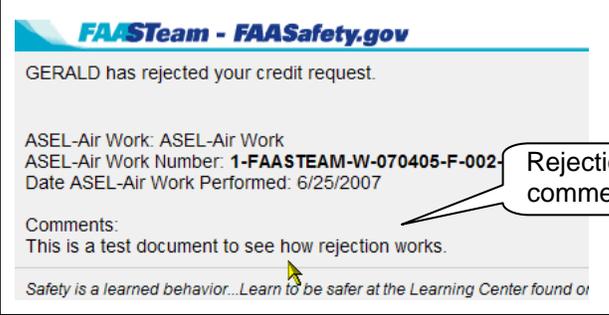
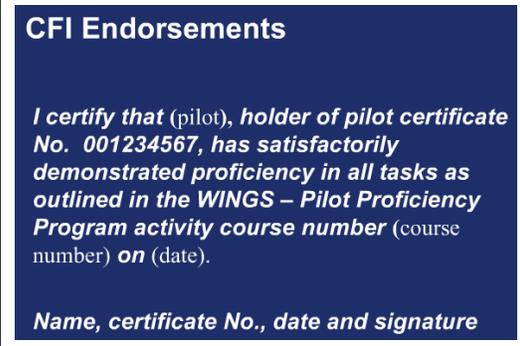
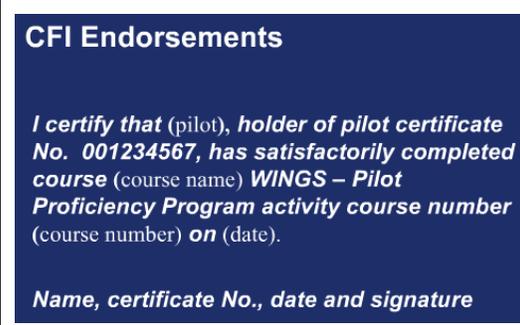
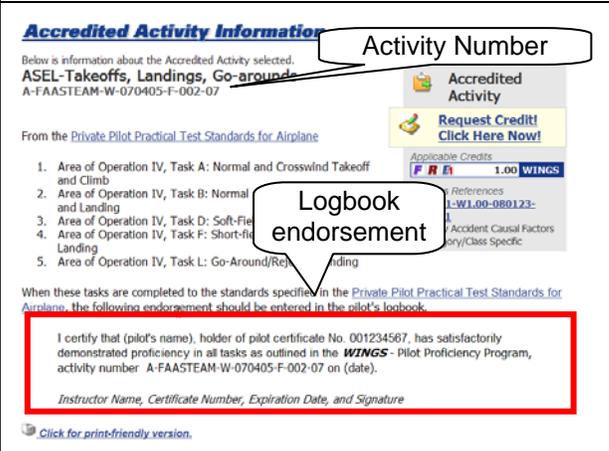
# WINGS Made Easy – Validating Accredited Activity

|   |  |
|---|--|
| <p>9. Login to your <b>FAASafety.gov</b> account.</p> <p>10. Enter your <b>Email Address</b>.</p> <p>11. Enter your <b>Password</b>.</p> <p>12. Click on the white arrow in the blue box or the <b>Enter</b> key.</p>   |    |
| <p>13. Click on <b>WINGS - Pilot Proficiency Program</b> located on the left side of the screen.</p> <p>14. Click on <b>WINGS – Credit Validation</b>.</p>  |    |
| <p>15. Review the <b>WINGS – Accredited Activity Validation</b> introductory comments.</p> <p>16. Find the credit request in the <b>Pending Accredited Activities waiting validation</b> section.</p> <p>17. Click the <b>Validate Activity</b> button beside the Requestor's name.</p> |   |
| <p>18. You will see the detail of the <b>Accredited Activity</b> screen as shown to the right.</p>  |  |

# WINGS Made Easy – Validating Accredited Activity

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| <p>19. Click on the <b>Approve</b> or <b>Reject</b> radial dot as is appropriate.</p> <p>20. If you feel that you need to <b>Reject</b> the request, go to <b>Step 24</b>.</p>  |    |
| <p>21. Click on <b>Submit</b>.</p>  |    |
| <p>22. Wait for the information to be recorded in the WINGS database. This may take up to a minute.</p> <p>23. You will see the message “<b>This Credit has been approved</b>” at the bottom of the <b>WINGS – Credit Validation</b> introductory material.</p> |   |
| <p>24. If you click the <b>Reject</b> radial dot, a comment window will open.</p> <p>25. Fill in the reason for the rejection. This will be included in the FAA’s email back to the requestor.</p> <p>26. Click on <b>Submit</b>.</p>                           |  |
| <p>27. Wait for the information to be recorded in the WINGS database. This may take up to a minute.</p> <p>28. You will see the message “<b>This Credit has been rejected</b>” at the bottom of the <b>WINGS – Credit Validation</b> introductory material.</p> |  |

# WINGS Made Easy – Validating Accredited Activity

|   |  |
|---|--|
| <p>29. The email sent to the requestor after a rejection is illustrated to the right.</p>   |    |
| <p>You should be looking for this logbook entry if a participant is asking you as a CFI, FAASafety Representative or Program Manager to validate training done by someone else.</p> <p>This endorsement will be used for flight training.</p>   |    |
| <p>The FAA endorsement for Knowledge or ground training is shown to the right.</p>  |   |
| <p>All of the WINGS Flight Credits have a page that the Participant can print and take with them when they go for their flight training.</p> <p>The logbook endorsement is also shown on the Activity Information pages for flight training.</p> <p>The Program Activity Course Number is shown under the flight activity name.</p> <p>The Program 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> |  |

~~ End of Instructions ~~

Acknowledgments:

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

| Sample CAP/FAA WINGS Program Group Entry Spreadsheet   |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| <u>Email Address</u>   | <u>Course Name</u>   | <u>Completion Date</u>   |  |  |  |  |
| johndoe@yahoo.com  | CAP-CAPF 5 Private / No Instrument   | 20080214   |  |  |  |  |
| barbsmith@excite.com   | CAP-CAPF 5 Private / No Instrument   | 20080302   |  |  |  |  |
| bdavis@cap.gov   | CAP-CAPF 5G Private  | 20080310   |  |  |  |  |
| The Wing Commander, Vice Commander, DO or DOV must check the information for accuracy and then email completed spreadsheet to: CAPFAAWings@cap.gov       |  |  |  |  |  |  |
| Note: We strongly suggest members register using the same email address as is in eServices. This will allow CAP to automatically upload certain courses. | Note: the course name must be EXACTLY as it appears on the FAA website, including hyphens, capital letters, etc. Recommend cutting and pasting this into the Excel spreadsheet to insure exact reproduction. | Note: The date is yyyyymmdd with no hyphens, slashes or spaces |  |  |  |  |