NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.536

National Policy

Effective Date:
1/27/20

Cancellation Date:
1/27/21

SUBJ: Changes to the Airman Knowledge Test Report (AKTR)

1. Purpose of This Notice. This notice provides guidance to Federal Aviation Administration (FAA) evaluators performing airman certification tasks, including Designated Examiners (DE), Technical Personnel Examiners (TPE), and aviation safety inspectors (ASI), regarding the changes to AKTRs beginning January 13, 2020.

2. Audience. The primary audience for this notice is Flight Standards (FS) DEs, TPEs, and ASIs who perform airman certification tasks requiring an AKTR as a qualification to conduct the test, and the Civil Aviation Registry Division. The secondary audience includes the Safety Standards and Foundational Business offices.

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at http://fsims.avs.faa.gov. Designees can find this notice on the FAA's website at http://fsims.faa.gov. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Authority to Change This Notice. The Regulatory Support Division has the authority to revise material in this notice.

5. Background. The Regulatory Support Division recently awarded a new Airman Knowledge Testing (AKT) contract called the Airman Certificate Testing Service (ACTS). The ACTS contract provides a comprehensive, best practices approach to enhance the overall quality of AKT. The ACTS vendor supports the FAA in development, assessment, maintenance, and delivery of airman knowledge tests. The vendor also enhances knowledge tests, knowledge test items, and supplementary material with automated state-of-the-art technology and academic expertise.

> **Note:** The ACTS contract requires the testing vendor to produce a knowledge test report at the conclusion of each knowledge test administered to an airman with specific information contained on the report. Historically, the testing proctor would apply an embossed/raised seal to the knowledge test report. The ACTS contract does not require that seal on the test report.

6. Information for DEs, TPEs, and ASIs.

a. Test Report Embossed Seal. Beginning January 13, 2020, the FAA will no longer require an embossed, raised seal on the AKTR. Examiners and ASIs will no longer be required to verify if an embossed/raised seal is present on the AKTR before conducting certification tasks requiring the airman to present a valid AKTR.

b. Replacement Test Reports. If the original AKTR is lost, the applicant may request a replacement from the vendor for all knowledge tests taken after January 13, 2020. Applicants will have the ability to print their AKTR directly from the vendor's website. For all knowledge tests taken before January 13, 2020, applicants must contact the Airmen Certification Branch for copies of AKTRs.

c. FAA Tracking Number (FTN). The FTN is an 8-digit unique and permanent number assigned to each registered user in the Integrated Airman Certification and Rating Application (IACRA) system. The assignment of this number has historically taken place once an airman applies for certification either through the IACRA system or once the paper application is received by the Airmen Certification Branch. However, all airmen must have an FTN prior to taking any airman knowledge test beginning January 13, 2020. To obtain an FTN in the IACRA system, applicants will need to register at the following website and follow the instructions provided: https://iacra.faa.gov/IACRA/Default.aspx.

> **Note:** Beginning January 13, 2020, all airmen must establish an FTN within the IACRA system before taking any airman knowledge test. This identification number will be printed on the applicant's AKTR in replacement of the applicant ID number.

d. Airman Certification Standards (ACS) Codes on AKTRs. If the applicant takes a knowledge test covered by a current ACS, the AKTR will include ACS codes pertaining to the questions answered incorrectly. If the applicant takes a knowledge test for which the practical test standards (PTS) are still applicable, the AKTR will display learning statement codes to indicate the areas marked incorrectly.

> **Note:** Each Task element in the ACS includes an ACS code. ACS codes indicate which Task elements were answered incorrectly on the knowledge test. An authorized instructor may then provide remedial training in the deficient areas, and evaluators may re-test these Task elements during the practical test, if applicable.

> **Note:** To learn more about the ACS, please visit the following webpage: https://www.faa.gov/training_testing/testing/acs/.

7. Disposition. We will incorporate the information in this notice and the related guidance into FAA Order 8900.1, FAA Order 8900.2, and FAA Order 8000.95 before this notice expires. Please direct questions concerning the information in this notice to the Regulatory Support Division, Airman Testing Branch at (405) 954-4431.



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