ORDER

7220.1A

CERTIFICATION AND RATING PROCEDURES

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RECORD OF CHANGES

DIRECTIVE NO. 7220.1A

CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL

FOREWORD

1. PURPOSE.

   a. This handbook specifies uniform procedures for the certification and rating of all air traffic controllers operating in the national airspace system. These procedures apply to all FAA, DOD civilian and military, and civilian nonfederal personnel engaged in air traffic control activities.

   b. This handbook provides for the issuance of control tower operator (CTO) certificates to all air traffic controllers who serve as control tower operators. All other persons serving as air traffic controllers will be issued air traffic control specialist (ATCS) certificates.

   c. For administrative purposes the military services will include this handbook in their inventory by means of implementing directives. This is being done to emphasize its applicability to DOD personnel. The implementing military directives will be cited in this foreword upon receipt. However, operational control and administration of this handbook remain within the purview of the FAA. Any changes will be coordinated, prior to adoption, consistent with FAA policy.

2. DISTRIBUTION. This order is distributed to Air Traffic, Flight Standards and General Counsel branches in Washington and Regional Offices; Office of Personnel and Training and Office of Labor Relations branches in Washington; Manpower branches in the regional offices; branch level at the FAA Academy; Manpower and Air Traffic Systems Divisions at the National Aviation Facilities Experimental Center; all Air Traffic Field offices and facilities; General Aviation, Air Carrier and Flight Standards District Offices. Also distribution to the military services.

3. CANCELLATION. Air Traffic Control Certification Procedures Handbook 7220.1, dated 7/30/70, is cancelled.

4. RELATED DOCUMENTS.

   a. The Federal Aviation Act of 1958
   b. FAR Part 65, Subparts A and B
   c. Conduct of Airman Written Tests, Order 8080.1

5. EXPLANATION OF MAJOR CHANGES.

   a. Provides for issuance of CTO certificate and rating to control tower operators and the ATCS certificate and rating to all others engaged in air traffic control activities whether military or FAA. In some cases this will require that a specialist hold both certificates.

b. Outlines the knowledge and skill requirements for the issuance of ATCS certificates.

c. Makes provisions for the military to appoint ATCS examiners and administer the ATCS certification program within military facilities.

d. Provides for annual FAA evaluations of military ATCS examiners and their activities.

e. Definitions of control tower operator, ATCS examiner, and facility rating test have been added.

f. Test security measures have been removed with reference made to Order 8080.1, Conduct of Airman Written tests.

g. Provides for issuance of FAA Form 8000-5 (Certificate of Designation) to all CTO examiners.

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TABLE OF CONTENTS

		Page No.
CHAPTER 1.	GENERAL	
1.	Introduction	1
2.	Rules of Construction	1
3.	Definitions	1
4.	Abbreviations	3
5.	Obtaining CTO Written Tests	3
6.	Test Security Measures	3
7.	Completion and Submission of Written Test Forms	3
8.	Obligation of Certificate Holder	4
9.	Supplemental Military Requirements	4
10.	Reserved	
CHAPTER 2.	RESPONSIBILITIES	
11.	General	5
12.	FAA Air Traffic Service	5
13.	CTO/ATCS Examiners	5
14.	Aeronautical Center Airman Certification Branch	5
15.	FAA Academy Air Traffic Training Branch	5
16.-20.	RESERVED	6
CHAPTER 3.	FAA REGIONAL AIR TRAFFIC CONTROL EXAMINERS	
21.	General	7
22.	Qualifications	7
23.	Duties	7
24.	Code and designation number assignments	8
CHAPTER 4.	CONTROL TOWER OPERATOR EXAMINERS	
25.	Examiner designations	11
26.	Qualifications of CTO Examiner	11
27.	Responsibilities	12
28.	Examiner duties	12
29.-40.	RESERVED	12
CHAPTER 5.	ADMINISTERING THE FACILITY RATING	
SECTION 1.	CTO FACILITY RATING	
41.	General	13
42.	Eligibility of applicant for a CTO facility rating	13
43.	Preparation of the CTO facility rating	13
44.	Temporary Control locations	13
45.	Administering the CTO rating	14

46. Grading 14
47. Disposition of forms for control tower operators 14
48. Suspension of CTO facility rating 15
49. RESERVED 15

SECTION II. AIR TRAFFIC CONTROL SPECIALISTS FACILITY RATING

50. General 15
51. Qualifications of ATCS examiner 16
52. Eligibility of applicant for ATCS facility rating 16
53. Issuance of ATCS facility rating 17
54. Suspension of ATCS facility rating 18
55. Temporary control locations 18

CHAPTER 6. APPLICATIONS FOR THE ISSUANCE OF PERMANENT CTO CERTIFICATES

56. Air Traffic Control Tower Operator 19

APPENDIX 1. AIR TRAFFIC CONTROL CERTIFICATION FORMS 1

Figure 1. Preparation of AC Form 1720-21 "Test Materials Shipping List" 2

Figure 2. AC Form 1720-21 3

Figure 3. Preparation of FAA Form 8060-4 "Temporary Airman Certificate" 4

Figure 4. Sample Temporary Control Tower Operator Certificate Original Issuance 5

Figure 5. Sample Temporary Control Operator Certificate - Reissuance 5

Figure 6. Preparation of AC Form 8080-7 "Priority Handling of Written Test Results" 6

Figure 7. Sample AC Form 8080-7 7

Figure 8. Preparation of AC Form 8060-38 "Written Tests Transmittal" 8

Figure 9. Sample AC Form 8060-38 9

Figure 10. Preparation of AC Form 8080-3 "Airman Written Test Application" 10

Figure 11. Sample AC Form 8080-3 11

Figure 12. Preparation of FAA Form 8060-5 "Notice of Disapproval of Application" 12

Figure 13. Sample FAA Form 8060-5 13

Figure 14. Preparation of FAA Form 8000-5 "Certificate of Designation" 14

Figure 15. Sample FAA Form 8000-5 15

Figure 16. Preparation of FAA Form 8400-3 "Application for Airman Certificate and/or Rating" (Front Side) 16

Figure 17. Sample FAA Form 8400-3 17

Figure 18. Sample FAA Form 7220-1 "Air Traffic Control Specialist" Certificate 18

Figure 19. Sample AC Form 8080-2 "Airman Written Test Report" (Front Side) 19

CHAPTER 1. GENERAL

1. INTRODUCTION. Under the Federal Aviation Act of 1958 (FA Act), an air traffic control tower operator is included within the definition of "Airman." Section 610 of the Act makes it unlawful for any person to serve as an airman in connection with any civil aircraft in air commerce without an appropriate airman certificate. The Act authorizes the issuance of airmen certificates, specifying the capacity in which the holders are authorized to serve. Persons operating in control towers are required by Part 65 of the Federal Aviation Regulations (FAR) to possess a Control Tower Operator (CTO) certificate and an appropriate facility rating, or be qualified for the operating position at which they act and under the supervision of a holder of a facility rating for that control tower. Other persons whose responsibilities and duties involve the operational handling of instrument flight rule (IFR) traffic shall possess a valid FAA Air Traffic Control Specialist certificate with the appropriate facility rating. This handbook provides procedures for the administration of the air traffic controller certification program.

2. RULES OF CONSTRUCTION. In this handbook, unless the context requires otherwise:

   a. Words importing the singular include the plural.

   b. Words importing the plural include the singular.

   c. Words importing the masculine gender include the feminine.

   d. "Shall" or an action verb in the imperative sense means a procedure or requirement is mandatory.

   e. "Should" means a procedure is recommended.

   f. "May" or "need-not" means a procedure is optional.

   g. "Will" means futurity, not a requirement for application of a procedure.

3. DEFINITIONS. As used in this handbook, the following terms have the defined meaning indicated:

   a. AIRMAN - (Defined in FA Act) - Means any individual who engages as the person in command or as a pilot, mechanic, or member of the crew in the navigation of aircraft while underway; and (except to the extent the Administrator may otherwise provide with respect to individuals employed outside the United States) any individual who is directly in charge of the inspection, maintenance, overhauling, or repair of aircraft, aircraft engines, propellers, or appliances; and any individual who serves in the capacity of aircraft dispatcher, or AIR TRAFFIC CONTROL TOWER OPERATOR.

b. AIRPORT TRAFFIC CONTROL SERVICE - A service provided by a control tower for aircraft operating on the movement area and in the vicinity of an airport.

c. AIR TRAFFIC CONTROL - A service operated by appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.

d. AIR TRAFFIC CONTROL SPECIALIST CERTIFICATE (FAA FORM 7220-1) - Means a certificate issued by appropriate FAA or military authority authorizing the holder to act as an air traffic control specialist in accordance with the provisions of this handbook. This certificate cannot be used in lieu of Airman Certificate (AC Form 8060-1) by control tower operators.

e. APPLICANT - Means any individual who presents himself to an examiner and requests to be examined for the purpose of securing air traffic control certification. This individual is considered an applicant even though he may not meet the requirements of FAR Part 65 and no action toward examination and certification subsequently transpires.

f. ATCS EXAMINER - An examiner designated by the facility chief or appropriate military authority for the purpose of administering ATCS ratings and performing the inherent administrative functions of such designation.

g. CONTROL TOWER OPERATOR - A person who performs airport traffic control service.

h. CTO CERTIFICATE (AC Form 8060-1) - A certificate issued by the FAA authorizing the holder to act as an AIRMAN in connection with Part 65 of the Federal Aviation Regulations.

i. CTO EXAMINER - Means an individual designated by the Regional Air Traffic Control Examiner as a Control Tower Operator Examiner for the purpose of administering the CTO written and Facility Rating tests and performing certain administrative functions as specified in this handbook.

j. CTO WRITTEN TEST -Means a test developed by the Federal Aviation Administration for the purpose of determining whether or not an applicant meets the knowledge requirements specified in Part 65, Subpart B, of the Federal Aviation Regulations.

k. FACILITY RATING - An endorsement that the applicant has demonstrated the competence, qualifications, and skills required to control air traffic.

l. FACILITY RATING TEST - A test conducted either orally or in writing in conjunction with the practical facility rating demonstration. The test should include current procedures, operation of equipment, letters of agreement, and any other subject pertinent to that facility.

m. NATIONAL AIRSPACE SYSTEM - Means the national aviation complex of elements woven together in an integrated conceptual whole: aircraft, airmen, airports, airspace, navaids, communication facilities and equipment, aeronautical charts and information, weather information, rules and regulations procedures, technical information, manpower, and material.

n. PERSON - (Defined in FA Act) - Means any individual, firm, copartnership, corporation, company, association, joint-stock association, or body politic; and includes any trustee, receiver, assignee, or other similar representative thereof.

o. RATING - Means the air traffic control "facility" rating issued in association with control tower operator (CTO) and air traffic control specialist (ATCS) certificates.

p. REGIONAL AIR TRAFFIC CONTROL EXAMINER - FAA Regional Air Traffic Division specialists designated to administer the provisions of this handbook within their respective regions.

4. ABBREVIATIONS. As used in this handbook, the following abbreviations have the meanings indicated:

ATC	Air Traffic Control
ATCS	Air Traffic Control Specialist
CAAG	Civil Aviation Assistance Group
CTO	Control Tower Operator
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulations

5. OBTAINING CTO WRITTEN TESTS. Make requests for CTO written tests to:

FAA Aeronautical Center
Air Traffic Training Branch, AAC-933A
P. O. Box 25082
Oklahoma City, Oklahoma 73125

6. TEST SECURITY MEASURES. Tests will be conducted in accordance with Order 8080.1A, Conduct of Airman Written Tests.

7. COMPLETION AND SUBMISSION OF WRITTEN TEST FORMS. Complete and submit written test forms in accordance with Order 8080.1A.

8. OBLIGATION OF CERTIFICATE HOLDER.

a. Control Tower Operator

(1) Each holder of a CTO certificate must meet the requirements of Part 65, Subpart A and Subpart B before exercising the privileges of his certificate.

(2) Within 30 days after any change in permanent mailing address, the holder of a CTO certificate shall notify:

FAA Aeronautical Center
Airman Certification Branch, AAC-260
P.O. Box 25082
Oklahoma City, Oklahoma 73125

b. Notification must be in writing and should include the certificate number.

c. Instructions for replacing lost or destroyed certificates are contained in Part 65, Subpart A.

9. SUPPLEMENTAL MILITARY REQUIREMENTS. The military services may specify supplementary military requirements in addition to those stated in Part 65 and this handbook. Application and enforcement of any such supplementary requirements shall be the responsibility of the military service concerned.

10. RESERVED.

CHAPTER 2. RESPONSIBILITIES

11. GENERAL. The Federal Aviation Administration is responsible for the Air Traffic Control Certification Program. Several organizational elements must have an input to this program. The purpose of this chapter is to delineate the areas of general responsibility of some of the organizational elements involved.

12. FAA AIR TRAFFIC SERVICE. Establishes Air Traffic Control certification policy including regulatory requirements for certification. The Executive Staff of Air Traffic Service is designated as the office responsible for these activities.

    The Manpower Systems Branch, AAT-14, is a functional part of the Air Traffic Service Executive Staff. This Branch administers the Air Traffic Control Certification Program and develops program and policy changes as necessary to keep the program current. Regional ATC examiners perform day-to-day administrative functions such as designating CTO examiners; and they ensure that certification practices and procedures employed by designated examiners are in accordance with applicable regulatory and legal requirements, and within the procedural guidelines contained in this handbook.

13. CTO/ATCS EXAMINERS. Designated CTO/ATCS examiners shall administer Control Tower Operator/ATCS certification and rating tests. The examiner conducts the tests and ratings in accordance with published standards and instructions and maintains liaison with the Regional Air Traffic Control Examiner and facility chief concerning problem areas.

    FAA facility chiefs, ATREPs, or designated military examiners are responsible for administration of the certification and rating program within their facilities.

14. AERONAUTICAL CENTER AIRMAN CERTIFICATION BRANCH, AAC-260. Provides for scoring and reporting of grades for the Control Tower Operator Written Tests, validates information furnished by ATC examiners and applicants and issues the Control Tower Operator Certificate, maintains airman records, and provides test analysis. Coordinates with the Air Traffic Training Branch, AAC-930, concerning day-to-day problem areas and makes recommendations concerning form usage and improvements in the certification process.

15. FAA ACADEMY AIR TRAFFIC TRAINING BRANCH, AAC-930. Develops the Control Tower Operator Written Tests within the guidelines furnished by the Air Traffic Service, and provides for the printing of the tests. Utilizes test analyses furnished by AAC-260 as a guide in maintaining test validity.

16. - 20. RESERVED.

CHAPTER 3. FAA REGIONAL AIR TRAFFIC CONTROL EXAMINERS

21. GENERAL. Regional Air Traffic Control Examiners are assigned full time to each region, with as many additional examiners as necessary to fulfill requirements. Regional Air Traffic Division specialists are selected to supervise and monitor the Certification and Rating System within their region.

22. QUALIFICATIONS. Each Regional ATC Examiner shall:

a. Have possessed an air traffic control certificate with a facility rating.

b. Have at least three years experience as a certificated air traffic controller.

c. Have at least one year administrative experience in certification procedures, or at least two years experience as an Air Traffic Control Examiner at any type ATC facility.

23. DUTIES. Each Regional ATC Examiner:

a. Designates CTO Examiners within the region and takes action to ensure that each examiner meets the qualification standards outlined in Chapter 5 of this handbook.

(1) Issues FAA Form 8000-5 (Certificate of Designation) to CTO Examiners, specifying the location(s) at which the examiner may perform examiner functions.

(2) Revokes CTO Examiner designations. This may be done in accordance with FAR 183 15(c).

(3) Notifies the designee, in writing, whenever a CTO Examiner designation is revoked, stating the reasons, and requesting surrender of appropriate documents and/or supplies.

b. Monitors the activity and competence of each CTO and ATCS Examiner. Evaluation of Military Facility CTO and ATCS Examiners and their activities will be conducted by the Regional ATC Examiner, or his designee, as often as is deemed necessary but at least once annually. In the case of military examiners who are members of CAAGs, those aboard aircraft carriers of the United States Navy, and others in remote locations, appropriate military authority may be asked by the Regional ATC Examiner to conduct a special evaluation and to certify the competence and activity of the military examiner.

c. Maintains a current regional Air Traffic Control Examiner's roster including the current mailing address and telephone number of each examiner. Furnishes a listing of military examiners to appropriate military authorities upon request.

d. Establishes a record system to indicate the status and activities of examiners.

e. Provides the Air Traffic Division with semiannual reports of Air Traffic Control certification activity and unusual certification problems within the region.

f. Monitors test security. Examiners shall ensure that the security measures imposed by the "For Official Use Only" marking are understood. During periodic inspection trips, the examiner shall ascertain that proper precautions are being taken with regard to locked safe files, destruction of obsolete tests, and access to test materials.

g. Serves as the regional focal point for Air Traffic Control certification matters, assists examiners with respect to problem areas, obtaining materials, and furnishes interpretations in those areas wherein a national policy and/or procedure has been established.

h. Provides coordination and advice in regional certification matters involving policy interpretation and problems for which guidelines have not been established.

i. Initiates corrective action in Air Traffic Control certification matters when required.

j. Coordinates with appropriate offices at the regional level concerning certification matters which may involve legal enforcement action.

k. Authorizes permanent retention of CTO Written Tests by CTO Examiners, when determined necessary to meet program requirements.

24. CODE AND DESIGNATION NUMBER ASSIGNMENTS.

a. Each region will assign designation numbers within its respective area for Control Tower Operator Examiners.

b. Examiner (CTO) designation numbers shall be in accordance with the table below:

REGION	CODE NUMBER	DESIGNATION NUMBER RANGE
Eastern	1	50-300
Southwest	2	50-300
Central	3	50-300
Western	4	50-300
Alaska	5	50-300
Pacific	6	50-300
Southern	7	50-300
European	8	50-300
Aeronautical Center	9	50-300
New England	E	50-300
Northwest	S	50-300
Great Lakes	C	50-300
Rocky Mountain	D	50-300

The first digit of CTO Examiner designation number denotes the region; the remaining number following the hyphen is the number assigned to the examiner; e.g., Designation number 2-59 (2 code number for the Southwest Region) (59 number assigned to the examiner at Beaumont Tower, Texas).

CHAPTER 4. CONTROL TOWER OPERATOR EXAMINERS

25. EXAMINERS DESIGNATIONS.

a. Number of Examiners and Location. CTO Examiners shall be designated by the appropriate region in sufficient numbers and locations to meet program requirements. Designation will be signified by issuance of FAA Form 8000-5.

(1) At locations which require the services of more than one CTO Examiner, the region may waive the medical requirements in the designation of an examiner. Such an examiner may only administer written tests, and the regional ATC Examiner shall note such limitations on the certificate of designation.

b. Military Examiners. Qualified personnel shall be designated as required when appropriate FAA personnel are not available.

(1) Requests for military CTO Examiner designations will be made directly to the appropriate regional office by the Commanding Officer of the facility concerned or other competent authority.

(2) Air Traffic Representatives (ATREPS) shall be designated as examiner at their base. Military examiners may be designated as alternates. (Only one examiner designation number will normally be assigned to each location.)

c. FAA Examiners. Qualified FAA personnel will be designated as required when requested by the Air Traffic Control facility chief. The facility chief shall coordinate directly with the appropriate regional examiner.

d. Examiners Who Do Not Fall Under the Jurisdiction of FAA Domestic Regions. Examiners such as members of CAAGs, and others in this category will be designated by the European or Pacific Regions as appropriate.

e. Nonfederal Examiners. Individuals who are not employees of the federal government or members of the military services shall not be designated as CTO Examiners.

26. QUALIFICATIONS OF CTO EXAMINER.

a. Each CTO facility examiner shall:

(1) Possess a current first- or second-class medical certificate except as noted in 25a(1) above.

(2) Currently possess or have held a CTO certificate with facility rating.

27. RESPONSIBILITIES.

a. Examiners are responsible for administering Control Tower Operator and facility rating tests as required by Part 65 and * Order 8080.1A. *

b. Examiners are responsible for the proper conduct of tests and for the completion and submission of forms and records in accordance with the procedures contained in this handbook * and Order 8080.1A. *

28. EXAMINER DUTIES.

a. Administers FAA written and rating tests prescribed for the certification of control tower operators.

b. Ensures that each applicant for the CTO certificate meets the eligibility requirements before administering a certification test.

c. Develops and maintains the facility rating tests.

* d. Maintains test security in accordance with Order 8080.1A. *

e. Issues a temporary certificate, FAA Form 8060-4.

f. Reports to the Regional Office any certificate, test activity, test security, or other certification irregularity or problem area.

g. Completes and submits the necessary certification forms as required by this handbook.

h. Maintains a record of examiner activity and retains the records in files.

29. - 40. RESERVED.

CHAPTER 5. ADMINISTERING THE FACILITY RATING

SECTION 1. CTO FACILITY RATING

41. GENERAL.

a. During the period prior to completion of facility rating requirements, individual position qualifications will be entered in the individual's training record. The individual may perform duties as a controller only at those positions at which he is qualified, provided he is under the supervision of the holder of a facility rating for that facility.

b. Issuance of CTO facility ratings shall be limited to control tower operators; others, e.g., GCA, RAPCON, etc., shall, when qualified, be issued an ATCS Certificate. This will necessitate, in some cases, a controller possessing both a CTO and an ATCS Certificate.

42. ELIGIBILITY OF APPLICANTS.

a. Prior to the issuance of any test materials, whether for initial test or retest, the examiner must be satisfied that the applicant for a CTO certificate is properly identified and meets the requirements outlined in the Federal Aviation Regulations, Part 65.

b. An applicant for a CTO Certificate who meets the requirements of FAR Part 65, except Section 65.33(a), may be permitted to take the test for knowledge requirements, provided he is previously informed that should he pass he will not be eligible for a CTO Certificate until he has reached the required age.

43. PREPARATION OF THE CTO FACILITY RATING. Examiners are responsible for the development and maintenance of standardized CTO facility rating tests for the location(s) under their jurisdiction. The facility rating on a certificate does not authorize the certificate holder to operate at any facility other than the one for which he is rated. CTO rating subject areas are specified in FAR Part 65. The rating test shall be based on current information and procedures.

44. TEMPORARY CONTROL LOCATIONS. At locations where temporary Air Traffic Control facilities are necessary, such as those required by air shows and military mobile deployment, the facility rating test shall consist of a test on the required subjects which pertain to the temporary location. The examiner should make every effort to visit the temporary location in order to establish control procedures upon which to develop a facility rating test. If such a visit is not possible, then the facility rating test may be developed from a study

of known facts concerning the temporary location such as appropriate maps, charts, planned communications channels, emergency procedures, etc. Upon satisfactory completion of the facility rating test, a Temporary Airman Certificate (FAA Form 8060-4) shall be issued to the applicant for the temporary location.

If duty at temporary control facilities is expected to extend for less than 30 days, it is not necessary that the Airman Certification Branch, AAC-260, be notified.

45. ADMINISTERING THE CTO RATING.

a. The designated CTO Examiner shall insure compliance with the skill requirements outlined in Part 65, Subpart B.

b. If the applicant has failed, he may be retested in accordance with Part 65, Subpart A.

46. GRADING. A grade of "S" (satisfactory) or "U" (unsatisfactory) is required on all items on the back of FAA Form 8400-3 under Item D. Enter under remarks any items which were not graded and why the items were not graded.

47. DISPOSITION OF FORMS FOR CONTROL TOWER OPERATORS.

a. Applicant must present:

(1) Application Form, FAA Form 8400-3.

(2) At least a current second-class medical certificate.

(3) An AC Form 8080-2 with a passing grade or AC Form 8060-1.

(4) FAA Form 8060-5, if previously tested and disapproved.

(5) Proof of experience requirements if application is for a facility rating.

b. If applicant passes the facility rating test, he receives:

(1) Temporary Airman Certificate, FAA Form 8060-4.

(2) Medical Certificate presented.

(3) Proof of experience requirements.

c. If applicant does not pass facility rating test, he receives:

(1) Notice of Disapproval, FAA Form 8060-5 (original).

(2) Medical certificate presented.

(3) Proof of experience requirements.

d. If applicant passes facility rating test, examiner sends to AAC-260:

(1) Application FAA Form 8400-3, signed by applicant and examiner.

(2) Copy of FAA Form 8060-4, Temporary Airman Certificate.

* (3) Original of AC Form 8080-2, Airman Written Test Report (previously AC Form 8060-37), or other acceptable evidence of having passed the appropriate written test. (See paragraph 56 (2) (a) of this Handbook for forms acceptable in lieu of AC Form 8080-2). *

e. If applicant does not pass facility rating test, examiner sends to AAC-260:

(1) Disapproval Notice FAA Form 8060-5 (copy).

(2) FAA Form 8060-5, if previously tested and disapproved.

(3) Application FAA Form 8400-3 signed by applicant and examiner.

48. SUSPENSION OF CTO FACILITY RATING. A CTO facility rating may be suspended by a facility chief, designated examiner, or higher authority, when the controller's performance of required duties adversely affects the facility efficiency, aviation safety, or at any time for just cause. In cases of suspension, the Regional Office/appropriate military authority shall fully investigate the circumstances and initiate appropriate action.

49. RESERVED.

SECTION 2. AIR TRAFFIC CONTROL SPECIALIST'S FACILITY RATING

50. GENERAL.

a. Facility chiefs or appropriate military authority shall designate ATCS facility rating examiners. Designation shall be limited to individuals who are federal employees, including members of the military services.

b. During the period prior to completion of facility rating requirements, individual position qualifications will be entered in the individual's training record. The individual may perform duties as a controller only at those sectors or positions at which he is qualified; otherwise, he is in training under the direct supervision of a controller qualified at the position being worked.

c. ATCS certificates shall be issued by the Chief of the FAA facility for which the rating is sought. ATCS certificates for military controllers shall be issued in accordance with the provisions of this Order and military directives.

d. At joint FAA/military facilities, military examiners shall be designated to perform limited ATCS functions, where specific control functions are performed only by the military; e.g., "PAR Only," "GCA Only," etc.

e. At facilities where specialization is necessary and the applicant will be assigned and authorized to operate only in a portion of the facility's area, the facility rating should require a general knowledge of the facility's total area of responsibility and a detailed knowledge of the specialized area in which the applicant intends to operate. A rating "limitation" is not appropriate to an ATCS rating.

51. QUALIFICATIONS OF ATCS EXAMINER. Each ATCS facility rating examiner shall:

a. Possess a current first- or second-class medical certificate. At locations which require the services of multiple examiners, the facility chief or military authority may waive the medical requirements in the designation of an examiner. Such an examiner may only administer laboratory evaluations and written tests.

b. Currently possess, or have held, a CTO or ATCS certificate with facility rating.

52. ELIGIBILITY OF APPLICANT FOR ATCS FACILITY RATING. An applicant for an ATCS facility rating shall have successfully completed all training and qualification requirements of the full performance level of a position within the facility for which a rating is sought. As a minimum this shall include:

a. Knowledge Requirements

(1) Flight Rules in FAR Part 91
(2) Terminal Traffic Control Procedures
(3) En Route Traffic Control Procedures
(4) Communications Operating Procedures
(5) Flight Assistance Service
(6) Air Navigation and Aids to Air Navigation
(7) Aviation Weather

b. Skill Requirements: Operating Positions

(1) Control equipment and its use
(2) Weather reporting procedures and use of reports
(3) Notices to Airmen and use of the Airman's Information Manual
(4) Each of the following that is applicable to the particular operating position or facility:

(a) The airport, including rules, equipment, runways, taxiways and obstructions.

(b) The control zone/s, including airways, routes, reporting points, air navigation aids, terrain features, visual checkpoints, and obstructions.

(c) The control area, including airways, routes, reporting points, air navigation aids, terrain features, and obstructions.

(d) Traffic patterns and associated procedures for use of preferential runways and noise abatement.

(e) Operational agreements.

(f) Search and Rescue Procedures.

(g) Air traffic control procedures and phraseology.

(h) Holding procedures, prescribed instrument approaches, and departure procedures.

(i) Radar alignment and technical operation.

(j) The application of the prescribed radar and nonradar separation standards as appropriate.

53. ISSUANCE OF ATCS FACILITY RATING.

a. ATCS facility ratings only will be indicated as:

(1) "Type of facility"

(a) In order to establish a standardized procedure for the issuance of ATCS facility ratings, the following designations are authorized:

- APC - Approach control
- ARAC - Army Radar Approach Control
- ARTCC - Air Route Traffic Control Center
- ATRC - Air Traffic Regulation Center
- CATCC - Carrier Air Traffic Control Center
- CIFRR - Common IFR Room
- FCC - Flight Coordination Center
- FOC - Flight Operations Center
- FSS - Flight Service Station
- GCA - Ground controlled approach
- PAR - Precision Approach Radar
- RAPCON - Radar approach control
- RATCF - Radar Air Traffic Control Facility
- RFC - Radar Final Controller
- TRACON - Terminal radar approach control

(2) FAA certificates shall not be numbered. Military services may assign certificate numbers; however, when this is done it shall be their responsibility to establish required procedures.

(3) When an ATCS certificate holder transfers to another facility, he will retain his certificate. When he has met the requirements for a facility rating at the new location, a new endorsement will be made in the training record and on the certificate by the facility chief or designated military examiner.

(4) ATCS certificate holders shall keep certificates readily available when performing duties and shall present the certificate or his medical certificate or both for inspection upon the request of the Administrator or an authorized representative of the National Transportation Safety Board, or other appropriate authority. An individual may continue to perform duties even though a certificate may be lost provided proof of issue is available at the facility and action is initiated to replace the lost certificate.

(5) When an ATCS certificate holder is permanently reassigned to other than air traffic control duties, he shall surrender the ATCS certificate to the facility chief for voiding.

54. SUSPENSION OF ATCS FACILITY RATING.

An ATCS certificate may be suspended by a facility chief, designated examiner or higher civil or military authority, when the controller's performance of required duties adversely affects the facility efficiency, aviation safety; or at any time for just cause. In cases of suspension, the Regional Office or appropriate military authority shall fully investigate the circumstances and initiate appropriate action.

55. TEMPORARY CONTROL LOCATIONS.

At locations where temporary Air Traffic Control facilities are necessary, such as those required by air shows and military deployment, the facility rating test shall consist of a test on the required subject which pertain to the temporary location. The examiner should make every effort to visit the temporary location in order to establish control procedures upon which to develop a facility rating test. If such a visit is not possible, then the facility rating test may be developed from a study of known facts concerning the temporary location, such as appropriate charts, maps, planned communications channels, emergency procedures, etc.

CHAPTER 6. APPLICATIONS FOR THE ISSUANCE OF PERMANENT CONTROL TOWER OPERATOR CERTIFICATE

56. AIR TRAFFIC CONTROL TOWER OPERATOR.

a. Content. This chapter provides guidance for Subpart B of Part 65 of the Federal Aviation Regulations.

b. Application and Supporting Documents.

(1) Application will be made on FAA Form 8400-3, Application for an Airman Certificate and/or Rating.

(a) Applicant identification must be completed with his signature and date of application under item 6. Corresponding information on the Temporary Airman Certificate must be in agreement.

(b) The designated CTO Examiner must sign the Evaluator's Record.

(c) The Control Tower Operator Practical Test Report, item 10D must be completed. Practical test items listed in FAR 65.37(a) through (e) are required for any operating,position and other procedures determined by the CTO Examiner to be applicable to the operating position. Items 1 through 6 under 10D should be completed with other practical test items completed as determined necessary by the examiner.

(2) The original of AC Form 8080-2, Airman Written Test Report, (previously AC Form 8060-37) or other acceptable evidence of having passed the appropriate written test as described below, must accompany the application.

(a) ATCS Certificates, FAA Form 2326, dated prior to June 2, 1969, are acceptable in lieu of AC Form 8080-2. Notation to this effect may be shown under Remarks on the FAA Form 8400-3 in lieu of submitting the ATCS Certificate. AC Forms 8080-2 for Control Tower Operators are nonexpiring. The earliest acceptable date is July 1, 1944.

(3) Other supporting documents will include FAA Form 8060-4, Temporary Airman Certificate; FAA Form 8060-5, Notice of Disapproval of Application, if applicable; and the superseded certificate if one previously held by the airman.

(a) The temporary certificate should bear the number of the superseded Control Tower Operator Certificate if a previous certificate is involved, or in the case of an original certificate issuance, the Social Security Number without dashes or spaces should be entered in Block III of the FAA Form 8060-4. If the applicant does not hold a CTO Certificate and fails to provide a Social Security Number, the word "PENDING" should be placed in Block III of the temporary certificate; the permanent airman certificate will be assigned a number by the Airman Certification Branch, AAC-260.

(b) The rating to be shown on the Temporary Airman Certificate will be the name and location of the facility where the airman is currently qualified and working. Previous ratings will be dropped when the airman qualifies at another facility. If an airman is working at two different facilities in the same geographic location, both ratings will be shown.

c. Background. Effective September 1, 1970, a new certification and rating program was implemented for Control Tower Operators. Those changes affecting certification included dropping the junior and senior ratings which were previously issued, showing a facility rating on the certificate and the inclusion of military personnel in the certification program.

(1) The holder of a CTO Certificate with a senior rating was required to exchange for a facility rating at the same air traffic control tower before August 31, 1971, to exercise the privileges of the certificate.

(2) The holder of a Control Tower Operator Certificate with a junior rating is required to qualify for a full facility rating for reissuance of his certificate with a facility rating by meeting the experience requirements and passing a practical test.

(3) During the conversion period, the holder of an AFCS Form 7 could obtain a certificate without having taken the FAA written test. If the airman did not qualify for a facility rating, certificate without a rating was issued. This privilege expired August 30, 1971, and was extended for Europe, Southeast Asia and Southeast Asia returnees to October 29, 1971. The Forms 7 are no longer acceptable for exchange.

(4) ATCS Certificates (FAA Form 2326) were acceptable in lieu of the written test until March 1, 1971. After that date only those ATCS Certificates dated prior to June 2, 1969, are acceptable in lieu of the AC Form 8080-2. The background for this is that all trainees took the seven-part ATCS up to this date. After June 2, 1969, the final examinations were keyed to the particular option and did not cover the terminal area in sufficient depth to qualify for this CTO Certificate.

(5) The holder of an AC Form 8080-2 may not exchange this form for a certificate without a rating. These forms are non-expiring and applicant must qualify for a facility rating prior to issuance of a Control Tower Operator Certificate.

APPENDIX 1. AIR TRAFFIC CONTROL CERTIFICATION FORMS

FORM NO.	TITLE	UNIT OF ISSUE	NSN
AC Form 8080-8	Test Materials Shipping List	Pad (50)	0052-00-550-4001
AC Form 8080-7	Priority Handling of Written Test Results	Sheet	0052-00-538-4001
AC Form 8080-11	Written Tests Transmittal and Log-out/Log-in Register	Pad (100)	0052-00-407-1005
AC Form 8080-3	Airman Written Test Application	Set	0052-00-37-2006
AC Form 8080-2	Airman Written Test Report	Sheet	
FAA Form 7220-1	Air Traffic Control Specialist Certificate	Sheet	0052-00-070-6002
FAA Form 8000-5	Certificate of Designation	Each	0052-00-055-0501
FAA Form 8060-4	Temporary Airman Certificate	Book	0052-00-049-5001
FAA Form 8060-5	Notice of Disapproval of Application	Book	0052-00-035-5001
FAA Form 8400-3	Application for an Airman Certificate and/or Rating	Sheet	0052-00-692-3000

Note: *FAA facilities should use FAA Form 4250-2.1 when ordering certification forms from the FAA Depot (AAC-482C1).

**Non-FAA facilities should make their request through normal supply channels. In unusual situations these activities may request the nearest FAA facility or field office to order required forms from the FAA Depot (AAC-482C1).

FIGURE 1.

* PREPARATION OF AC FORM 8080-8 "TEST MATERIALS SHIPPING LIST" *

1. Each shipment of certification test materials to designated examiners will include AC Form 8080-8. It is important that the examiner promptly complete Part II of the form and return the completed form to the address shown in Part II, Item 3. Refer to sample form.

2. Part I - Will be completed by the shipping office.

3. Part II - Will be completed by the examiner upon receipt of test material.

   a. Item 1. Enter date the shipment is received.

   b. Item 2. Enter any pertinent remarks concerning the shipment. Always enter any discrepancy between the number of copies shipped (Part I Description) and the actual number of copies received.

   c. Item 3. This box will be filled in by the shipper. Return the completed form to this address.

   d. Item 4. Enter examiner's designation number.

   e. Item 5. Examiner's signature.

FIGURE 2. AC FORM 8080-8

TEST MATERIALS SHIPPING LIST	DATE
SHIPPED TO	

INSTRUCTIONS: *Check shipment against items listed on this form. Complete Part II; describe any discrepancies in the remarks space in Part II. Return original copy to the address below within 5 working days of receipt.*

PART I - LIST OF MATERIALS SHIPPED

DESCRIPTION

PART II - RECEIPT OF MATERIAL

REMARKS (Discrepancies, etc.)

2

RETURN TO	DATE OF RECEIPT
3	OFFICE IDENTIFICATION: 4
	AUTHORIZED SIGNATURE: 5.

AC Form 8080-8 (12-74) (8082-00-530-4081) Supersedes AC Form 1750-61 (10-70)

FIGURE 3.

PREPARATION OF FAA FORM 8060-4 "TEMPORARY AIRMAN CERTIFICATE"

1. This form shall be completed only by authorized examiners. Refer to sample form.

   a. ITEM III. If the applicant holds a permanent Control Tower Operator certificate, enter the permanent certificate number. If the applicant provides both a certificate number and a Social Security number, enter the certificate number in Block III and enter the Social Security number, without dashes or spaces, immediately above the date of birth. If the applicant does not hold a permanent certificate enter the Social Security number, without dashes or spaces, in Item III. If the applicant does not hold a CTO certificate and fails to provide a Social Security number, enter the word "PENDING."

   b. ITEM IV Enter the applicant's name (first, middle, and last).

   c. ITEM V Enter the applicant's mailing address, including zip code.

   d. ITEM VI Complete by reference to applicant's Form 8400-3.

   e. ITEM IX Enter "CONTROL TOWER OPERATOR."

   f. ITEM XII Enter facility name and location.

      NOTE: - All previous ratings are a matter of permanent record maintained by the Airman Certification Branch, AAC-260.

   g. ITEM XIII Leave blank.

   h. Check the box entitled "AN ORIGINAL ISSUANCE" if the applicant does not hold a Control Tower Operator certificate and rating; otherwise, check box entitled " A REISSUANCE." If a reissuance, enter date of current certificate in the box entitled 'DATE OF SUPERSEDED AIRMAN CERTIFICATE."

   i. ITEM X Enter date of issuance, examiner's signature, and examiner's designation number. In the space entitled "DATE DESIGNATION EXPIRES" enter examiner's employer. Example: USAF, U.S. NAVY, U.S. ARMY, FAA, etc.

FIGURE 4.

SAMPLE TEMPORARY CONTROL TOWER OPERATOR CERTIFICATE - ORIGINAL ISSUANCE

I. UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION
II. TEMPORARY AIRMAN CERTIFICATE

III. CERTIFICATE NO.: SSN

THIS CERTIFIES THAT IV. Seth P. Anthony
V. 505 Purchase Street
New Bedford, Massachusetts 02740

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
9/17/52	72 IN.	180	Black	Brown	M	USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

Control Tower Operator

RATINGS AND LIMITATIONS

XII. New Bedford Tower, New Bedford, Massachusetts

XIII.

THIS IS [X] AN ORIGINAL ISSUANCE [ ] A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE:

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE: 6/30/76

X. SIGNATURE OF EXAMINER OR INSPECTOR: John M. Williams

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.: 2-100

DATE DESIGNATION EXPIRES: FAA

VII. AIRMAN'S SIGNATURE

FAA Form 8060-4 (4-68) Supersedes Previous Edition

FIGURE 5.

SAMPLE TEMPORARY CONTROL TOWER OPERATOR CERTIFICATE - REISSUANCE

I. UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION
II. TEMPORARY AIRMAN CERTIFICATE

III. CERTIFICATE NO.: 123456

THIS CERTIFIES THAT SSN IV. Susan E. Allison
V. 6907 Partridge Street
Norfolk, Virginia 23513

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
9/7/50	65 IN.	115	Brown	Brown	F	USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

Control Tower Operator

RATINGS AND LIMITATIONS

XII. Norfolk Municipal Tower, Norfolk, Virginia

XIII.

THIS IS [ ] AN ORIGINAL ISSUANCE [X] A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE: 10/12/72

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE: 6/30/76

X. SIGNATURE OF INSPECTOR: John M. Williams

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.: 2-100

DATE DESIGNATION EXPIRES: FAA

VII. AIRMAN'S SIGNATURE

FAA Form 8060-4 (4-68) Supersedes Previous Edition

FIGURE 6.

PREPARATION OF AC FORM 8080-7 "PRIORITY HANDLING OF WRITTEN TEST RESULTS"

1. Collect telegraph or telephone reporting will be made only in EXTREME EMERGENCY. Test results will not be given directly to an applicant over the telephone unless prior clearance has been given by the Regional Air Traffic Control Examiner to AAC-260. Refer to sample form on opposite page.

   a. ITEM 1. Enter the reason for priority handling.

   b. ITEM 2. Enter the name of the person for whom priority handling is required.

   c. ITEM 3. Enter the name of the person or organization authorized to receive the priority results.

   d. ITEM 4. Whenever priority handling is required for a group of applicants enter the name and title of the authority authorized to receive the test results.

   e. ITEM 5. Check the appropriate box. Collect calls to Federal telephone numbers and collect telegrams to a Federal address are not authorized.

   f. ITEM 6. 7. 8. Enter on the proper line the appropriate telephone number (including area code); street address; and city, state, and zip code of the location to which the test results will be sent.

   g. ITEM 9. Examiner's signature.

   h. ITEM 10. Enter the date of request.

   i. ITEM 11. Enter "CONTROL TOWER OPERATOR EXAMINER."

   j. ITEM 12. Enter examiner's designation number.

FIGURE 7. SAMPLE AC FORM 8080-7

PRIORITY HANDLING OF WRITTEN TEST RESULTS

NOTE: Priority handling should only be extended in cases of extreme urgency.

1 REASON FOR PRIORITY HANDLING: SHORTAGE OF CERTIFIED CONTROL PERSONNEL

2 APPLICANT'S FULL NAME: JOHN ROCHESTER DOE
Full name

3 NAME OF PERSON/ORGANIZATION TO RECEIVE RESULTS: ROGER L. JONES
Full name

AUTHORIZATION COVERING GROUPS OF APPLICANTS:
(Only one form needed for entire group)

4 Notify the following authority: _____
Complete name and title

☐ TELEGRAPH COLLECT 6 405 686 4417
Area Code/Telephone Number

5 OR 7 423 Eleventh Street
Street

☐ TELEPHONE COLLECT 8 Midvillage, Arkansas 77321
City, State, ZIP Code

NO COLLECT CABLES/TELEGRAMS MAY BE SENT ABROAD
OR TO R.R. OR P.O. BOX NUMBERS

9 AUTHORIZED BY: ROGER L. JONES 10 10-2-75
Signature Date Authorized

11 CONTROL TOWER OPERATOR EXAMINER 12 2-100
Title Examiner Number

(THIS REQUEST SHOULD BE ATTACHED TO AC FORM 8080-3, AIRMAN WRITTEN TEST APPLICATION)

AC Form 8080-7 (11-74) (0052-00-538-4001) Supersedes AC Form 8060-10

FIGURE 8.

PREPARATION OF AC FORM 8080-11 "WRITTEN TESTS TRANSMITTAL"

1. This form must accompany each Airman Written Exam application form (AC Form 8060-40) transmitted to AAC-260. The examiner shall retain a copy. The original serves as the transmittal checklist for written tests forwarded to the Airman Certification Branch, AAC-260. Refer to sample form on opposite page.

   a. ITEM 1. Enter the city and state at which the test is given and the examiner's designation number.

   b. ITEM 2. Enter the date the test is given.

   c. ITEM 3. Enter the applicant's name and address for each application (8060-40) transmitted.

   d. ITEM 4. Enter "CTO."

   e. ITEM 5. Enter the security number which appears on the face of the written test.

   f. ITEM 6. Indicate where given. If at a tower, indicate name and location.

WRITTEN TESTS TRANSMITTAL AND LOG-OUT, LOG-IN REGISTER (List only those tests forwarded)	District or International Office, and/or FSS (City, State, and Office No.) 1 Midvillage, Arkansas 2-100			2 DATE 4/5/75
3 Applicant's Name & Address (Last Name First – Type or Print) (To be completed by test monitor)	Test Code 4	Test Booklet Number 5	Applicant's Signature —on receipt of test booklet —on return of test booklet	Location Given "DO," "IFO" or "FSS" 6
1. Doe, John Rochester 4567 Cherry Blvd. Midvillage, Arkansas 72332	CTO	12006	----------	FSS
2. Granger T. Ramey 528 Chestnut Street Saks, Arkansas 72232	CTO	12009	----------	FSS
3.			----------	
4.			----------	
5.			----------	
6.			----------	
7.			----------	
8.			----------	

(ATTACH REMARKS CITING BLOCK NO.)

AC Form 8080-11 (7-76) Replaces AC Form 8080-38 (6-72) (0052-00-407-1005)

FIGURE 9. SAMPLE AC FORM 8080-11

FIGURE 10.

PREPARATION OF AC FORM 8080-3 "AIRMAN WRITTEN TEST APPLICATION"

1. This form serves as both an application form and test answer sheet. Part I of the form is completed by the applicant. Part II shall be completed by the examiner.

Although this form is self-explanatory, the examiner should ensure that the form is complete and pay special attention to the following items:

a. Part I

(1) In the box entitled "Test No." the applicant must insert the number shown on the front cover of the written test booklet.

(2) The applicant's name (with last name first) and mailing address must be printed clearly, leaving a space to separate each part of applicant's name and address. Each line must conform with the spacing limitations necessitated by data processing procedures for reporting test results.

b. Part II

(1) Enter in the remarks box any pertinent remarks such as: irregularities, excess time taken by an applicant to complete a test, etc., (this information should also appear in the remarks column of AC Form 8080-3).

(2) In the box titled "Field Office Designation" enter examiner's designation number.

c. CARD A - This item must be completed as follows:

Under Category enter "CTO."

Under Series enter first two digits of the Serial No. on the test.

Under Previous Test make entry only if applicant has failed previous test/s then enter under item 1 first two digits of previous test/s failed. If retested more than one time enter first two digits of 1st, 2nd, and 3rd tests as applicable in the blanks provided.

Under Sections enter (if applicable) a "T" for any sections previously passed. (Note that current test is only one section.) This completes Card A. Card B is not applicable.

FIGURE 11. SAMPLE AC FORM 8080-3

184886 — DEPARTMENT OF TRANSPORTATION — FEDERAL AVIATION ADMINISTRATION

AIRMAN WRITTEN TEST APPLICATION

DATE OF TEST (MONTH, DAY, YEAR): 4 11 75

TITLE OF TEST: CONTROL TOWER OPERATOR

TEST NO: 12115

PLEASE PRINT ONE LETTER IN EACH SPACE—LEAVE A BLANK SPACE AFTER EACH NAME

NAME (LAST, FIRST, MIDDLE): DIOEJIOHNIRIOCHEISTIERI

DATE OF BIRTH (MONTH, DAY, YEAR): 13 11 36

MAILING ADDRESS NO AND STREET, APT. #, P.O. BOX, OR RURAL ROUTE: 4141 SIXTY FIVE IVEINUE

CITY, TOWN OR POST OFFICE AND STATE: MIDIVILLIAGEIARKANSAS

ZIP CODE: 71212

DESCRIPTION: HEIGHT 71" | WEIGHT 180 | HAIR BROWN | EYES BLUE

BIRTHPLACE (City and State, or foreign country): SEMINOLE WYOMING

CITIZENSHIP: U.S.A.

SOCIAL SECURITY NO: 714 12 3618

IF A SOCIAL SECURITY NUMBER HAS NEVER BEEN ISSUED CHECK THIS BLOCK →

Is this a retest? ☐ No ☐ Yes date of last test

Have you taken or are you taking an FAA approved course for this test? ☐ No ☒ Yes (If yes, give date of completion)

Graduation date 3/1/75 NAME OF SCHOOL FAA ACADEMY CITY AND STATE OKLAHOMA CITY, OKLAHOMA

CERTIFICATION: I CERTIFY that all of the statements made in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. Signature

— — DO NOT WRITE IN THIS BLOCK — — FOR USE OF FAA OFFICE ONLY — —

Applicant's identity established by

CARD A: CATEGORY | TEST NUMBER | TAKE NO | SECTIONS | EXPIRATION (DATE DAY YEAR)

CARD B: CERTIFICATED SCHOOL NUMBER | DATE (1ST DATE A. ATTEMPTED) | ID

FIELD OFFICE DESIGNATION

SIGNATURE OF FAA REPRESENTATIVE

INSTRUCTIONS FOR MARKING THE ANSWER SHEET. Completely darken only one circle for each question. DO NOT USE 'X' OR '✓'. Use black lead pencil furnished by examiner. To make corrections, open answer sheet as erasure marks will not show on page 2. Then erase incorrect response on page 4. On page 2 (copy) mark the incorrect response with a slash (/). Questions are arranged in VERTICAL sequence as indicated by the arrows.

1	23	45	67	89	111 133
2	24	46	68	90	112 134
3	25	47	69	91	113 135
4	26	48	70	92	114 136
5	27	49	71	93	115 137
6	28	50	72	94	116 138
7	29	51	73	95	117 139
8	30	52	74	96	118 140
9	31	53	75	97	119 141
10	32	54	76	98	120 142
11	33	55	77	99	121 143
12	34	56	78	100	122 144
13	35	57	79	101	123 145
14	36	58	80	102	124 146
15	37	59	81	103	125 147
16	38	60	82	104	126 148
17	39	61	83	105	127 149
18	40	62	84	106	128 150
19	41	63	85	107	129
20	42	64	86	108	130
21	43	65	87	109	131
22	44	66	88	110	132

— PAGE 4 —