

**FAA CHECK RIDE SCHEDULING CHECKLIST**

<i><b>SCHEDULING INFORMATION</b></i>		
Recommending Flight Instructor Name/Code		
Student Name/Code		
Date of Student's EOC or XM		
Type of Check Ride Requesting	PPL	IFR
Recheck	CPL	
Yes                      No	Oral Needed	Yes                      No
Date Turned Into Planning		

<i><b>FLIGHT INSTRUCTOR PREPARATION</b></i>	
	See student administrator to register for next stage of training with TSA. (Only for first checks.)
	Verify student's logbook and Talon to ensure all missions have been flown and the correct amount of times are logged and appropriate endorsements are given.
FI Signature	
	Go online to fill out the IACRA form. Fill out hard copy 8710. <a href="http://acra.faa.gov/iacra/">http://acra.faa.gov/iacra/</a>
FI Signature	
	After completion of IACRA see Chief Instructor/Assistant Chief and have student's graduation certificate signed and associate student with curriculum. (Only for first checks.)
Chief/Assistant Chief Signature	

<i><b>SCHEDULING CHECK RIDE (OPERATIONS ONLY – DO NOT WRITE IN THE SECTION)</b></i>		
	Date Received From Instructor	
	Call Check Airman for Date and Time	
	Weight and Destination	
	Enter check Ride into Talon	
	Send email to Operations Department, FI and Check Airman with Check Ride Information	
Scheduling Planner Name and Initial		