



WINGS Made Easy for Participants – Part I

These instructions are in two parts.



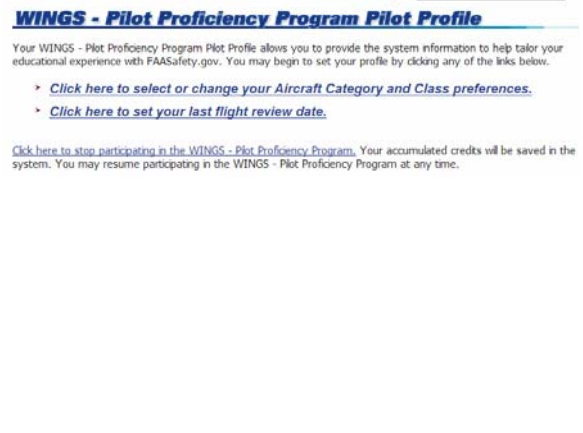

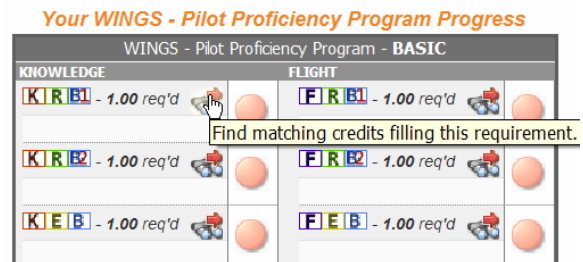
- Part I is a very basic introduction to the Internet based WINGS Program
- Part II is detailed instructions for requesting credit for a WINGS activity.

Part I - Introduction

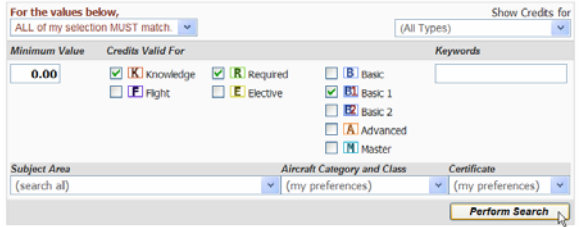

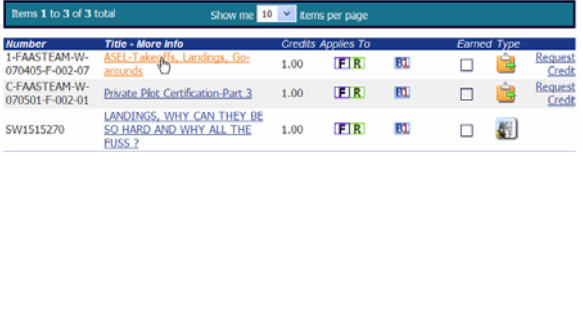
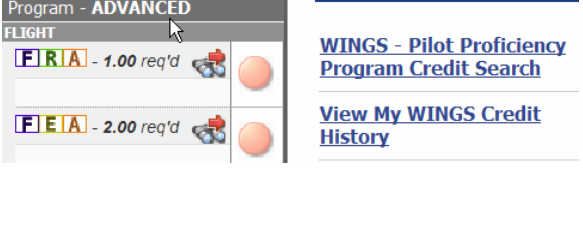
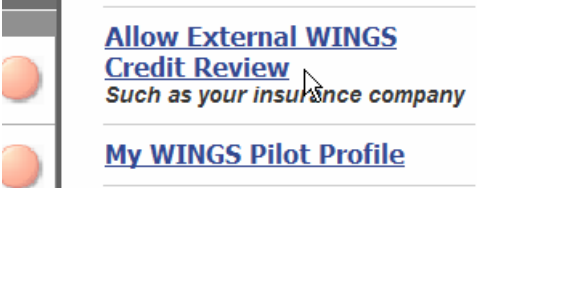
This is an overview of the WINGS - Pilot Proficiency Program offered on **FAASafety.gov** web site.

<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>If you need more help, click on the WINGS Help link that is located on the left side of the screen.</p>	
<p>Internet Connection</p>	<p>You must have an Internet connection and have your Firewall configured to allow access to the FAASafety.gov website.</p>
<p>Web Browser</p>	<p>Most browsers will be able to access the FAASafety.gov 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>Adobe Acrobat Reader</p>	<p>You must have Adobe Acrobat Reader installed on your computer.</p>
<p>Who May Participate</p>	<p>All pilots holding a U.S. Pilot Certificate and a current Medical Certificate, when required.</p>
<p>WINGS Requirements Details</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>Register with FAA</p>	<p>Access FAASafety.gov using your Browser. Select Get Registered with FAASafety.gov located on the left side of the screen. Enter your email address, indicate if you are a pilot, and then complete registering for a FAASafety.gov account.</p>

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<p>After you have created your FAAsafety.gov account:</p> <ol style="list-style-type: none"> 1. Login to the www.FAAsafety.gov website by entering your email address. 2. Enter your password. 3. Click the Login arrow. 																	
<ol style="list-style-type: none"> 4. Click on WINGS – Pilot Proficiency Program located on the left side of the screen. 5. If this is the first time you have logged in or you have changes, click on the WINGS Pilot Profile link. 6. If you have already filled out the profile, go to Step 10. 																	
<ol style="list-style-type: none"> 7. Click on Click here to select or change your Aircraft Category and Class preferences to select the Category and Class level that will be used for your performance standards. <p>Note: completing the BASIC level to Private Pilot Test Standards qualifies for a Flight Review.</p> <ol style="list-style-type: none"> 8. Click on Click here to set your last flight review date. This is the date your last flight review or WINGS certification. 9. Click on Click here to stop participating in the WINGS - Pilot Proficiency Program if you decide to not participate in the program. 																	
<ol style="list-style-type: none"> 10. Select My WINGS to reach the page with Your WINGS - Pilot Proficiency Program Progress charts. 																	
<p><u>WINGS-Pilot Proficiency Program Credit Search</u></p> <ol style="list-style-type: none"> 11. To locate information on the credits that will fulfill the requirement of each phase of the WINGS Program, you can click on the Binocular icon located in the Progress chart. This will display the credits which are valid for that particular WINGS level 	 <table border="1" style="margin-top: 10px;"> <thead> <tr> <th colspan="2">KNOWLEDGE</th> <th colspan="2">FLIGHT</th> </tr> </thead> <tbody> <tr> <td>[K]IR[B]1 - 1.00 req'd</td> <td>[Binocular Icon]</td> <td>[F]IR[B]1 - 1.00 req'd</td> <td>[Binocular Icon]</td> </tr> <tr> <td>[K]IR[B]2 - 1.00 req'd</td> <td>[Binocular Icon]</td> <td>[F]IR[B]2 - 1.00 req'd</td> <td>[Binocular Icon]</td> </tr> <tr> <td>[K]IE[B] - 1.00 req'd</td> <td>[Binocular Icon]</td> <td>[F]IE[B] - 1.00 req'd</td> <td>[Binocular Icon]</td> </tr> </tbody> </table>	KNOWLEDGE		FLIGHT		[K]IR[B]1 - 1.00 req'd	[Binocular Icon]	[F]IR[B]1 - 1.00 req'd	[Binocular Icon]	[K]IR[B]2 - 1.00 req'd	[Binocular Icon]	[F]IR[B]2 - 1.00 req'd	[Binocular Icon]	[K]IE[B] - 1.00 req'd	[Binocular Icon]	[F]IE[B] - 1.00 req'd	[Binocular Icon]
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<p>12. If you clicked on the Binocular icon, the search screen will already be filled in for the item selected.</p> <p>13. To change the search, click on a different item to select and then click the Perform Search button.</p>	
<p>14. Scroll down to see the Search results section of the page. You can either check what activities you need to do or request credit for the activity completed (Part II).</p> <p>15. To see details for the WINGS activity, single click the activity Title or the Clipboard icon . Follow links on the page that opens for more information about the activity.</p>	
<p><u>View My WINGS Credit History</u></p> <p>16. You can quickly view your WINGS credit history from the My WINGS page.</p> <p>17. If you would like to see a full historical view, click on the <u>View My WINGS Credit History</u> located on the right hand side of the screen.</p>	
<p>18. Go to Part II to see how to <u>Request Credit Validation for Completed Actives</u></p>	
<p>You may want to allow others to verify your participation in the WINGS – Pilot Proficiency Program.</p> <p>19. Click on the <u>Allow External WINGS Credit Review</u> located on the right side of the screen. Enter the email address of the person you desire to review your information and any reference number that will help them identify you.</p>	

~~ End of Part I ~~

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Part II – Requesting Credit 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 credit from a Flight Instructor (CFI) or FAASafety Representative.
- What the WINGS Participant will see after credit is given.

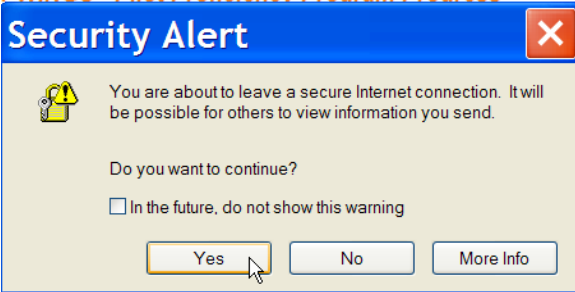




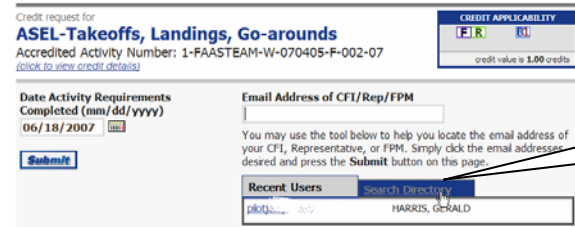
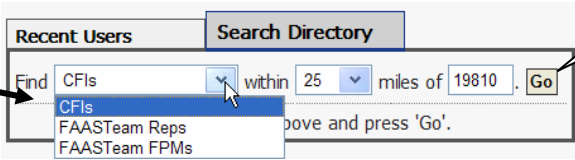

Prerequisites:

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


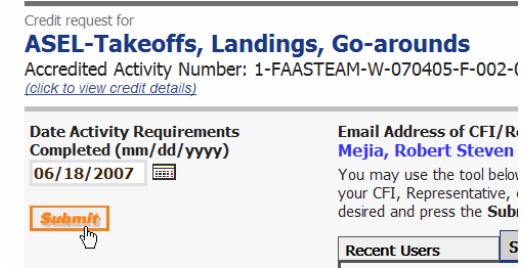

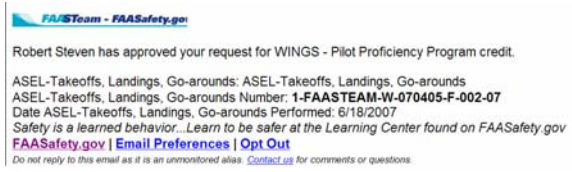
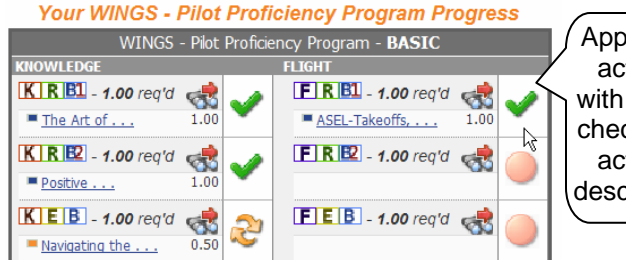
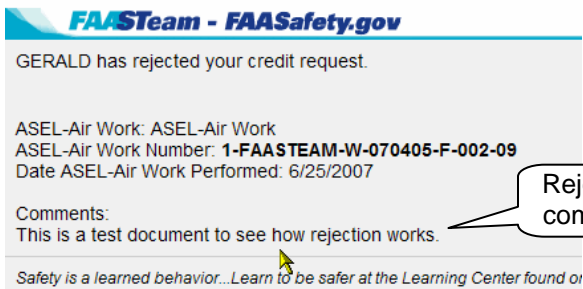
Note: if your CFI does not have a **FAAsafety.gov** account, you will have to contact a FAASafety Representative or Program Manager. You will be expected to show proof on completion of the activity.

<ol style="list-style-type: none"> 1. Go to the www.faasafety.gov website. 2. Login to your FAAsafety.gov account. 3. Click on WINGS - Pilot Proficiency Program (on the left side of the screen). 	<p>WINGS Administration My FAAsafety.gov Home</p> <p>Welcome to FAAsafety.gov! Below you'll see a list of events and meet your preference criteria. To change your preferences, click here more events on your favorite topics. If you have a need for inform Suggestions function to let us know how we can help you with your</p> <p>Here are a few upcoming events within 50 miles of 19350. Click here to show all upcoming events.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Title and Topic</th> </tr> </thead> <tbody> <tr> <td>Jun 19, 2007 7:00 pm EA1715228</td> <td>Take Care of your airplane and it will take care of you! Inspection and care of your... Review Regulations and updates AC 43-12A Inspector Aircraft. Fighting compliances in preflight and post...</td> </tr> <tr> <td>Jun 20, 2007 7:00 pm EA1715028</td> <td>FLY FRIENDLY- A special Airport Advisory meeting for all pilots. Airport Operations at New... Fly Friendly, This meeting will be hosted by the FAA SA Inspectors from the PHL FSDO 17 and Management c</td> </tr> </tbody> </table> <p>There may be more upcoming events meeting your pre Click here to show all events meeting</p>	Date	Title and Topic	Jun 19, 2007 7:00 pm EA1715228	Take Care of your airplane and it will take care of you! Inspection and care of your... Review Regulations and updates AC 43-12A Inspector Aircraft. Fighting compliances in preflight and post...	Jun 20, 2007 7:00 pm EA1715028	FLY FRIENDLY- A special Airport Advisory meeting for all pilots. Airport Operations at New... Fly Friendly, This meeting will be hosted by the FAA SA Inspectors from the PHL FSDO 17 and Management c		
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<ol style="list-style-type: none"> 5. Scroll to see the appropriate Your WINGS - Pilot Proficiency Program Progress box. 6. Click in the Binocular button  beside the Knowledge or Flight activity you plan to work on. This example will use the first required Flight activity. 	<p>Your WINGS - Pilot Proficiency Program Progress</p> <p>WINGS - Pilot Proficiency Program - BASIC</p> <table border="1"> <thead> <tr> <th>KNOWLEDGE</th> <th>FLIGHT</th> </tr> </thead> <tbody> <tr> <td>KIRB1 - 1.00 req'd The Art of ... 1.00</td> <td>FIRB1 - 1.00 req'd</td> </tr> <tr> <td>KIRB2 - 1.00 req'd Positive ... 1.00</td> <td>FIRB2 - 1.00 req'd</td> </tr> <tr> <td>KIEB - 1.00 req'd Navigating the ... 0.50</td> <td>FIEB - 1.00 req'd</td> </tr> </tbody> </table> <p>Click Binoculars</p>	KNOWLEDGE	FLIGHT	KIRB1 - 1.00 req'd The Art of ... 1.00	FIRB1 - 1.00 req'd	KIRB2 - 1.00 req'd Positive ... 1.00	FIRB2 - 1.00 req'd	KIEB - 1.00 req'd Navigating the ... 0.50	FIEB - 1.00 req'd
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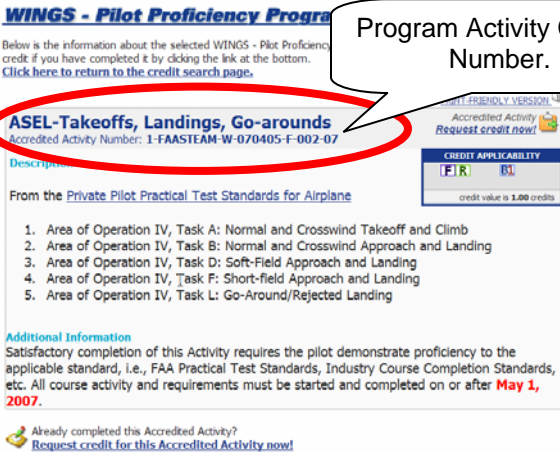
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<p>7. Click Yes for any of the Security Alert boxes you may see.</p>	
<p>8. Scroll down to see the Search results section of the page. You can either check what activities you need to do (Step 9) or request credit for the activity completed (Steps 10 and following).</p> <p>9. To see details for the WINGS activity, single click the activity Title or the Clipboard icon . Follow links on the page that opens for more information about the activity.</p>	
<p>10. To request credit for the activity, single click on the Request Credit link.</p>	
<p>11. Fill in the Date Activity Requirements Completed box using mm/dd/yyyy format.</p> <p>12. To search for your Flight Instructor's (CFIs), FAASite Representative's or FAASite Program Manager (FPMs) email address, click on the Search Directory  tab.</p>	
<p>13. Select the Title of who you are searching for from the drop down list.</p> <p>14. Set the Miles from your zip code.</p> <p>15. Fill in your Zip Code.</p> <p>16. Click on Go.</p>	
<p>17. Scroll through the list to find your CFI's, FAASite Representative's or FAASite Program Manager's name.</p> <p>18. Single click on the appropriate name.</p> <p>Note: A name may be on the list multiple times. You can select any one of the choices for that name.</p>	

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<p>19. Scroll back up to the top of the list. You will see your CFI's or FAAS Team Representative's name right under Email Address of CFI/Rep/FPM as shown to the right.</p>	
<p>20. Click on the Submit button.</p>	
<p>21. You will see a screen indicating that your Credit Request was sent.</p>	
<p>After your WINGS Activity has been approved by your Flight Instructor, FAAS Team Representative or Program Manager, you will see the following:</p>	
<p>22. You will receive an email from FAAsafety.gov indicating that your request for credit has been approved or rejected (Step 24).</p>	
<p>23. If you go to the www.FAAsafety.gov 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.</p>	
<p>If your WINGS Activity is rejected by your Flight Instructor or the FAAS Team Representative, you will see the following email:</p> <p>24. The comment in the email will explain why you did not receive credit.</p> <p>25. 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 FAAS Team Representative's approval folder.</p>	

WINGS Made Easy for Participants – Part II

<p>Your flight instructor should be giving you an appropriate log book entry to certify that you have met the training requirements. The FAA recommended endorsement for flight training is shown to the right.</p>	<div style="background-color: #003366; color: white; padding: 10px;"> <h3 style="margin: 0;">CFI Endorsements</h3> <p style="margin: 5px 0;"><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="margin: 5px 0;"><i>Name, certificate No., date and signature</i></p> </div>
<p>The FAA recommended endorsement for Knowledge or ground training is shown to the right.</p>	<div style="background-color: #003366; color: white; padding: 10px;"> <h3 style="margin: 0;">CFI Endorsements</h3> <p style="margin: 5px 0;"><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="margin: 5px 0;"><i>Name, certificate No., date and signature</i></p> </div>
<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 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 Part II ~~

Acknowledgments:

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