

Private Pilot Checkride Readiness Checklist

This checklist follows the Airman Certification Standards (ACS) and is intended for both the Private Pilot applicant and their CFI.

I. Pre-Checkride Administrative & Documentation

- **Logbook & Endorsements:**
 - Confirm all required flight time and endorsements are present per FAR Part 61/141. Use sticky notes to mark them for quick reference.
 - **Ground Instruction (FAR 61.107):** The recommending instructor must ensure ground instruction for all subject areas required by FAR 61.107 is logged in the student's logbook. This includes ground instruction on flight maneuvers and is a commonly missed item.
 - *Reference the "Aeronautical Knowledge Ground Training Log – FAR 61.105" for specific topics to log.*
 - *If necessary, log retrospectively using training records or CFI billing.*
 - *Example Log Entry if all else has failed:* "Date- I have given _____ ground training on the areas of 61.107 (b)(1) for _____ hours on _____ days range. Signed _____ CFI _____ date"
 - **Flight Proficiency Training (FAR 61.107):** Ensure all required ground on flight training areas are logged.
 - *Reference the "Flight Proficiency Training Log – FAR 61.107" for specific maneuvers/operations to log. See training log in appendix for an example.*
 - **Required Endorsements (from AC 61-65):** Ensure the following endorsements are properly logged (with date, instructor name/signature, CFI number, and recent experience date):
 - **Prerequisites for practical test:** (§ 61.39(a)(6)(i) and (ii))
 1. "I certify that [First name, MI, Last name] has received and logged training time within 2 calendar-months preceding the month of application in preparation for the practical test and [he or she] is prepared for the required practical test for the issuance of Private Pilot certificate." (proficiency endorsement good for 2 calendar months after month of sign off)
 - **Review of deficiencies on airman knowledge test:** (§ 61.39(a)(6)(iii))
 1. "I certify that [First name, MI, Last name] has demonstrated satisfactory knowledge of the subject areas in which [he or she] was deficient on the [] knowledge test."
 - **Aeronautical knowledge test:** (§§ 61.35(a)(1), 61.103(d), and 61.105)
 1. "I certify that [First name, MI, Last name] has received the required training in accordance with § 61.105. I have determined [he or she] is prepared for the [] knowledge test."

- **TSA Endorsement (U.S. Citizens/Nationals):** The instructor must comply with one of the following (per 49 CFR 1552.3(h)):
 1. Make an endorsement in both the instructor's logbook (or other record) and the student's logbook: "I certify that (First name, MI, last name) has presented me a (type of document presented & relevant control or sequential number on the document, if any) establishing that he/she is a U.S. citizen or national in accordance with 49 CFR 1552.3(h)." [Sign with date, instructor's signature, CFI number, relevant ratings, & expiration date].
 2. Keep a copy of the documents used to prove citizenship for five years.
- **Written Test Review (CFI):** Provide instruction on any areas the applicant missed on the written test and endorse the logbook accordingly.
- **IACRA Application:**
 - **Accuracy:** Ensure your physical and mailing addresses (if different) are accurate on the application.
 - **Certificate Summary:** Both applicant and CFI must verify in IACRA that you are applying for the correct rating and no existing ratings have been accidentally deleted, and that if you hold a temporary certificate, that you ensure it is added to IACRA.
 - **Credentials:** Bring your IACRA username and password to the checkride.

II. Knowledge & Practical Skills

- **Aeronautical Knowledge:**
 - **ACS Mastery:** Be thoroughly familiar with the Airman Certification Standards (ACS). You will be evaluated directly against its Areas of Operation and Tasks.
 - **Special Emphasis Areas:** Understand that previous "special emphasis areas" are now integrated into relevant ACS tasks (e.g., risk assessment).
 - **Proficiency:** Be proficient in, understand, and be able to explain *all* Areas of Operation and Tasks listed in the ACS.
- **Cross-Country Planning (Pre-Checkride):**
 - **Assignment:** Expect to receive your cross-country assignment the Friday before your checkride.
 - **Preparation:** Arrive with completed flight logs using forecast winds, weight and balance calculations, and takeoff/landing performance calculations.

III. Required Items for Checkride Day

Bring **all original documents** listed below to the checkride appointment.

- **Applicant Documents:**
 - Government-issued picture ID
 - Student pilot certificate

- Medical certificate
- Written Test Report (within last 24 months, per 61.39(a))
- Graduation certificate (if a Part 141 School Graduate)
- IACRA username and password
- Cash for Examiner Fee
- **Aircraft Documents:**
 - Airworthiness certificate
 - Registration certificate (current)
 - Pilot Operating Handbook (FAA approved airplane flight manual)
 - Aircraft Weight & Balance (current, valid for the specific aircraft)
- **Aircraft Maintenance Records:** (Use sticky notes to mark the following logbook pages)
 - Current Annual inspection
 - 100-hour inspection (if required)
 - AD compliance record
 - ELT inspection compliance
 - Transponder/Encoder/Altimeter Check (if transponder installed)
- **Personal Equipment:**
 - View limiting device
 - Current aeronautical charts (appropriate for the planned flight)
 - Flight computer of any kind
 - Flight plan form or Electronic Flight Bag (EFB)
 - Flight Planning forms/logs (e.g., for cross-country planning)
 - Current Aeronautical Information Manual (AIM), Airport Facility Directory (AFD), and other appropriate publications

IV. Checkride Structure & Duration

- **Overall Expectation:**
 - **Paperwork, Briefing, Oral Exam:** Approximately 3 hours
 - **Flight:** Approximately 1.5 hours
 - **Debrief/Paperwork:** Approximately 0.5 hours. Take notes.

APPENDIX: Training Log Template (For CFI & Student Use)

PRIVATE SEL GROUND TRAINING RECORD

61.107 (b) (1)	Hours/CFII	Hours/CFII	Hours/CFII	Hours/CFII	Hours/CFII	Hours/CFII
(i) Preflight preparation						
(ii) Preflight procedures						
(iii) Airport and seaplane base operations						
(iv) Takeoffs, landings, and go arounds						
(v) Performance maneuvers						
(vi) Ground reference maneuvers						
(vii) Navigation						
(viii) Slow flight and stalls						
(ix) Basic instrument maneuvers						
(x) Emergency operations						
(xi) Night operations						
(xii) Postflight procedures						