

CSL 3.3



Class Rating Instructor Revalidation

1. Revalidation

1.1 In order to **revalidate** your CRI rating, you must complete revalidation by experience or by assessment of competence. Details of how to do this are contained in this document and in CAP 804.

2. Revalidation By Experience

2.1 Providing you have accumulated 10 hours instructing in the final 12 months of your rating, you may revalidate your CRI rating by experience. You must follow the guidance at Annex A to this notice before expiry of your rating. If you revalidated by experience at your last revalidation, you will be required to revalidate by test (called 'assessment of competence') this time.

3. Revalidation By Test

3.1 Coaches must inform the Chairman as soon as possible if they cannot revalidate by experience due to a shortfall in instructing over the final 12 months of validity or if they require an assessment of competence. In this case, you should complete a test before expiry of your rating.

3.2 To revalidate, you must then follow the procedure described in Annex A to complete the paperwork required by the Civil Aviation Authority.

4. Review

4.1 Take a few moments **now** to review when your rating expires, and the instructing you have or expect to have completed prior to rating expiry. Please ensure that you revalidate your CRI rating in sufficient time, since expiry requires that you renew the rating by completing an assessment of competence.

4.2 If a coach holds a Flight Instructor rating, then that coach is responsible for maintaining his rating as described in CAP 804.

4.3 Coaches are expected to attend a seminar arranged annually, in any case, at least every two years in order to remain up to date with changes in licensing and training procedures.

4.4 Please advise Penny at Head Office of your new Instructor Rating expiry date once your rating has been revalidated.

A handwritten signature in black ink, appearing to read 'Jon Cooke', is positioned above the printed name.

Jon Cooke
Head of Training & Pilot Coaching Scheme Chairman
Light Aircraft Association

Annex A

Revalidating your CRI rating by experience

Your CRI rating can be revalidated by Pilot Coaching Scheme Chairman Jon Cooke. Whilst the revalidation process itself is free of charge, you are asked to contribute the modest sum of £20 towards the significant administration this generates payable to 'Light Aircraft Association'.

However, should you choose, any CAA Flight Instructor Examiner can revalidate your CRI rating using the following method. Should you prefer to use a local FIE, contact details can be obtained from LAA Head Office or the CAA.

You can assist in the processing of your Class Rating Instructor revalidation by ensuring that your paperwork is correctly compiled, completed and sent:

- ✓ **Instructor Form 3: Instructor Rating Revalidation/Renewal**
This can be downloaded from the CAA website, or obtained from Penny at the office. Complete sections as stipulated in the Guidance Notes.
- ✓ **Log Book evidence** of at least 10 hours instructing in the final 12 months of validity of your rating. Photocopy your log book pages and enclose them with your paperwork.
- ✓ **Evidence** of previous revalidation by test. Photocopy your log book page with the last assessment of competence in.
- ✓ **FCL150/Certificate of Revalidation.** This is the form in your licence which contains the FIE signature. This must be sent for the new revalidation signature to be added. If you hold an EASA licence, this cannot be detached from the licence itself.
- ✓ **Medical A** photocopy of your **current** medical certificate.
- ✓ **A cheque** for the sum of £20 payable to the "Light Aircraft Association".
- ✓ **A Stamped Addressed Envelope** for return of your Certificate of Revalidation.
- ✓ Please allow sufficient time to revalidate your rating **before** it expires.

Please send all of the above to the following address:

Jon Cooke (CRI Revalidation)
Light Aircraft Association
Turweston Aerodrome
Nr Brackley
Northants
NN13 5YD

- ✓ If you have any queries, please contact Jon Cooke.
- ✓ **Upon completion** of the revalidation process, please inform Penny of your new CRI expiry date. It is also an ideal opportunity to also check that all of your contact details which are held by the Pilot Coaching Scheme are correct.