

Private Pilot Airplane Practical Test Checklist

Please print this and bring it with you, COMPLETED, to the practical test. Thank you!

TEST DATE:		Applicant FTN:	
Applicant Name:		Certificate #:	
Email:		Mobile:	
Instructor:		CFI Certificate #:	
CFI Email:		CFI Mobile:	
Retest Y / N:		Location:	
Aircraft Type:		Part 61 or 141:	
Flight Deck: <small>(Steam / Electric / Glass)</small>		<i>If 141, School's FAA Designation</i>	

*IACRA username & password information is private. However, you must know it as you will login during the practical test to sign your application. Have it **written down** somewhere handy, perhaps in your logbook.*

Welcome to your Private Pilot Practical Test!

This guide has been developed to ensure that you (the applicant) meet all FAA requirements for the rating sought. Print and read this document in its entirety to ensure you are, administratively, fully prepared prior to the practical test. As you read this guide, please note that accuracy is critical. Take your time and complete all of the required information while utilizing all necessary FAA guidance (FAR/AIM, ACS, etc.) to ensure compliance with all regulations. Doing so will be very helpful in ensuring the first 60 minutes of our appointment time moves efficiently.

Before we dive in, let's make sure you meet these initial eligibility requirements:

ELIGIBILITY REQUIREMENTS – 14 CFR 61.103:

- ☐ Be at least 17 years of age (on the date of the Practical Test)
- ☐ Be able to read, speak, write, and understand the English language
- ☐ Passed the required knowledge test on the aeronautical knowledge areas listed in 61.105(b)
- ☐ **No drug convictions within the previous 12 months!**

Did you check all four boxes? Great! You passed the first quiz. Let's dive in...

1) Airman Certification Standards - Language from the ACS

The Airman Certification Standards (ACS) book has been published by the Federal Aviation Administration (FAA) to establish the standards for pilot certification practical tests. If you do not have knowledge and understanding of the information in the ACS you will not be prepared for the practical test. FAA inspectors and designated pilot evaluators shall conduct practical tests in compliance with these standards.

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Flight Instructors and applicants shall read and become familiar with this document before presenting the applicant for a practical test. Becoming familiar with this document will increase the applicant's chances of receiving a temporary airman certificate. **Thoroughly know the ACS.** The ACS lists reference materials at the top of each Task that will help you acquire knowledge to thoroughly understand the tasks in the ACS. Use the reference materials listed in the ACS to study (ie; Airplane Flying Handbook, Pilot's Handbook of Aeronautical Knowledge, FAR/AIM, etc.). DPEs will at a minimum test at least one knowledge element, one risk management element, and every skill element of every Task within the ACS to ensure the applicant's mastery of knowledge and the aircraft pertinent to the certificate or rating sought.

2) Integrated Airmen Certification and Rating Application - IACRA

TASK: Complete an IACRA application prior to arriving to the practical test.

TASK: Write down the IACRA FTN number into the table provided at the top of this document.

TASK: Write down your IACRA username & password and bring it with you to the practical test. *Have your username and password written down (your logbook is a safe place).*

This information is important and necessary. The evaluator is required to input the information in order access the IACRA system. Ensure all personal information is correct, including the existing pilot certificate information, medical certificate, and flight times. After completing your application in IACRA, **print the generated 8710-1 form and carefully review it.**

Note: The name on your IACRA application, Pilot Certificate, and Medical Certificate must match exactly. Contact me in advance if there is a concern.

Note: If you've moved within the past 30 days and have not notified the FAA of your change of address yet, you may use your new address on the application and it will be processed.

Note: Block F, Citizenship / Nationality, must match the applicant's existing pilot certificate or student pilot certificate. A change in citizenship must be filed with the FSDO separately.

Note: If you are a Foreign Applicant AND have a foreign address, you MUST register an Agent for Service at usas.faa.gov. This also applies to Foreign Pilots with a foreign address applying for an FAA certificate based on their foreign pilot license.

Note: The medical evaluator's name must be input *exactly as it appears on the certificate, including punctuation*. The Class is as stated at the top of the medical certificate.

Note: Block B, (SSN): Enter "DO NOT USE" (user profile section), or *NONE if not a US Citizen*.

Note: Class of medical should match what the certificate says, even if it's only valid for Third Class privileges. Example: First Class medical that's 15 months old can still be used to exercise the privileges of a Third Class. It's still a First Class and should be put into IACRA as a First Class.

Note: A commonly missed box in filling out the hours table is the small PIC SEL box on the far right of the 8710-1.

STOP: DID YOU READ AND COMPLY WITH ALL THE NOTES ABOVE?

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3) Knowledge Test Codes

Federal Aviation Regulations require that flight instructors review all subject areas associated with incorrect answers. Therefore, the Flight Instructor must provide additional instruction on the areas where the applicant was found deficient.

TASK: List and define all deficient subject codes in the spaces provided below. If more spaces are required, use the back of this page. Be prepared for the evaluator to test the applicant on the specific deficient subject codes.

Subject Code	Definition

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Sections 4, 5 and 6 explain what to bring to the Practical Test

4) Aircraft Documents

- ☐ Aircraft Documents - (**ARROW**) "R" is for Radio Station License (International only)
- ☐ Aircraft Maintenance Records - §91.417
- ☐ Airworthiness Inspections - §91.409 (see table below)
- ☐ AD compliance records - §91.417(a)(2)(v)
- ☐ FAA approved AFM or POH
- ☐ GPS AFM Supplement (if GPS installed)

Note: The aircraft must be clean and free of any mechanical problems.

TASK: Complete the table without help from an instructor. You must be able to locate and explain the inspections for the aircraft you bring to the practical test.

Inspection Type	Airframe Log Date / Hours	Engine Log Date / Hours	Propeller Log Date / Hours
Annual			
VOR ✓ Log (IFR Only)	N/A		
100 Hour (as applicable)			
AD Compliance	Demonstrate Compliance		
Transponder 91.413		N/A	N/A
ELT		N/A	N/A
Static (IFR Only) 91.411		N/A	N/A

*100 hour inspection is not required for a practical test.
However, if there happens to be a 100 hour AD (ex. seat tracks), it must be complied with.*

5) Applicant Documents

TASK: Bring the *ORIGINALS*:

- ☐ Pilot Certificate
- ☐ Medical Certificate
- ☐ Government-Issued Photo Identification
- ☐ Written Test Results within 24 months (physical copy)
- ☐ Application - IACRA copy, or completed FAA 8710-1 form
- ☐ Logbook
 - ☐ Name in front of logbook
 - ☐ All pages signed
 - ☐ *Every page and every column* on every page totaled. DOUBLE-CHECK your math!
- ☐ Exam Fee (see Section 9)

6) Personal Equipment

TASK: Arrive to the practical test with the following personal equipment:

- ☐ Corrective Lenses (if applicable)
- ☐ Flashlight (if required)
- ☐ View Limiting Device
- ☐ Computer & Plotter
- ☐ Flight Plan form
- ☐ Flight Logs
- ☐ Current Aeronautical Charts *and/or* iPad with ForeFlight, Garmin Pilot, or similar EFB app
- ☐ Chart Supplement, ACS, 14 CFR & AIM, and any other FAA-Approved resources

Note: ForeFlight EFB users should download the entire FAA “Drive”, as well as the entire ForeFlight “Drive”. Having these Drives downloaded for offline use means all supplements, legends, handbooks, and other FAA reference materials are accessible in the flight deck...which means it's accessible to you on both the ground and flight portions of the checkride. The Drives can be found in the Documents tab in the ForeFlight app. After selecting the Drive, look for a blue download arrow (with memory required) in the upper-right corner of Drive's library window. That is the batch download button, and will download the entire Drive's contents onto your EFB. Once downloaded, any file updates are automatically queued with your data/map downloads.

Garmin Pilot EFB users can accomplish the same task by tapping the Home icon —> Documents —> “Catalog” (top menu bar). In the Catalog, there is a “FAA Documents” section, followed by “Garmin Manuals” section. You will need to tap each catalog title to enter a sub-catalog of that title, and individually select each file you wish to download for offline use. Garmin Pilot does not have a batch download feature.

7) Flight Plan, Weight & Balance, Performance

Scenario 1: After passing your Private Pilot practical test, you decide to fly your significant other, and one of the bridesmaids to Monterey (KMRY) for a rehearsal dinner the night before a wedding, in which you're the Best-Man/Maid-of-Honor. Your front seat passenger weighs 165 lbs, and your rear seat passenger weighs 140 lbs. There are overnight bags and tuxes/gowns weighing 50 lbs total. There is also a 35 lbs gift. Please plan this flight, considering weight and balance, performance, airspace, and actual weather.

Scenario 2: After passing your Private Pilot practical test, you decide to fly your two besties to Kern Valley airport (L05) for camping and fishing for the weekend. Another close friend is a commercial pilot from the Bay Area, and wants to join you in Kern Valley to celebrate your achievement. He's bringing a friend of his, who is an airline recruiter, to meet up with all of you for the weekend. Your passengers weigh 175 and 195 lbs. There's also 150 lbs of camping, food, and fishing supplies. Please plan this flight, considering weight and balance, performance, airspace, and actual weather.

Scenario 3: After passing your Private Pilot practical test you decide to save time and fly, rather than drive, to Sacramento for a meeting with your most important business client. You want to introduce him in person to your business partner, who weighs 180 lbs. This will be an overnight trip, so you both have overnight bags weighing 30 lbs total. Please plan this flight, considering weight and balance, performance, airspace, and actual weather.

TASK: Flight plan one of the above scenarios. There is no need to create a return flight plan. The flight plan may be paper or electronic. Though, through observation I have concluded that applicants with a paper nav log and paper chart typically have a better understanding of their flight plan including route selection and aircraft performance charts. The applicant shall use the weather at the time the flight plan is created and shall determine all elements of flight planning, including all items listed under 14 CFR 91.103. The flight plan must be fully developed, meaning all elements that go into the creation of a flight plan. The flight must be legal.

Note: The applicant is responsible to create the flight plan without instruction.

Note: Neatness and accuracy will be graded.

*(Ref. Private Pilot ACS - AOO I. Task H. Human Factors PA.I.H.K4: Aeronautical Decision-Making)
"If you can't read your own handwriting in the cockpit, how is it useful to you?"*

TASK: The morning of your practical test, receive a standard weather briefing from an FAA-approved source. Save the PDF brief on a tablet (no need to print the 80+ page document). We will review this weather briefing during the ground portion.

TASK: Complete a weight and balance for the practical test scenario provided by the DPE. Please use 165 lbs for the DPE weight.

TASK: Please bring your aircraft with full fuel, or if this is an issue, enough for 3.0 hours endurance (2.0 hour flight plus comfortable reserve).

Note: Depending on the vintage of your aircraft, engine oil may or may not be included in the empty weight of the aircraft.

Note: Know your aircraft. Is unusable fuel included in the empty weight?

TASK: Determine takeoff and landing distance using the W&B and conditions above.

Takeoff distance: _____ Takeoff distance to clear 50 foot obstacle: _____

Landing distance: _____ Landing distance to clear 50 foot obstacle: _____

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8) Aeronautical Experience & Logbook Verification - Private Pilot

AERONAUTICAL KNOWLEDGE – 14 CFR 61.105

Note: Ensure the requirements for 61.105(b)(1-13) are all specifically annotated in the applicant's logbook.

TASK: Read and become familiar with 14 CFR Part 61, Subpart E – specifically 61.103, 61.105, 61.107, and 61.109.

If you did NOT complete a home study course with graduation certificate,
then your instructor MUST log ground instruction per 61.105(a).
When making entry, reference the specific FAR.

*If in doubt, print the following table, complete it, and attach into back of applicant's logbook.
It meets the requirement.*

Private Pilot Ground Log: Aeronautical Knowledge - FAR 61.105(b)

Description	Date	Hours	CFI (or BGI/AGI)
(1) Applicable Federal Aviation Regulations of this chapter that relate to private pilot privileges, limitations, and flight operations;			
(2) Accident reporting requirements of the National Transportation Safety Board;			
(3) Use of the applicable portions of the "Aeronautical Information Manual" and FAA Advisory Circulars;			
(4) Use of aeronautical charts for VFR navigation using pilotage, dead reckoning, and navigation systems;			
(5) Radio communication procedures;			
(6) Recognition of critical weather situations from the ground and in flight, windshear avoidance, and the procurement and use of aeronautical weather reports and forecasts;			
(7) Safe and efficient operation of aircraft, including collision avoidance, and recognition and avoidance of wake turbulence;			
(8) Effects of density altitude on takeoff and climb performance;			
(9) Weight and balance computations;			
(10) Principles of aerodynamics, powerplants, and aircraft systems;			
(11) Stall awareness, spin entry, spins, and spin recovery techniques;			
(12) Aeronautical decision making and judgement; and			
(13) Preflight action that includes - (i) How to obtain information on runway lengths at airports of intended use, data on takeoff and landing distances, weather reports and forecasts and fuel requirements; and (ii) How to plan for alternatives if the planned flight cannot be completed or delays are encountered.			

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FLIGHT PROFICIENCY – 14 CFR 61.107

Note: Ensure the requirements for 61.107(b)(1)(i-xii) are all specifically annotated in the applicant's logbook.

This rule specifically states that your instructor must have logged flight **and** ground training in the Areas of Operation listed below. *(You will notice these Areas of Operation are exactly as they appear in the ACS.)*

TASK: Check your logbook...if you don't see any ground training logged that specifies these Areas of Operation [e.g., "61.107(b)(1)(vii)"], then your instructor needs to add them. Just like on the previous page, you can print this table, have your instructor record your ground training sessions, and insert it in your logbook.

*If in doubt, print the following table, complete it, and attach into back of applicant's logbook.
It meets the requirement.*

Private Pilot Ground Log: Flight Proficiency - FAR 61.107(b)(1)

Description	Date	Hours	CFI
(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			

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AERONAUTICAL EXPERIENCE - 14 CFR 61.109

TASK: Complete the following tables to verify that ALL aeronautical experience requirements have been met per 14 CFR 61.107 and 61.109.

This may seem redundant, but this is your final opportunity to ensure you and your instructor have satisfied ALL the training requirements of the CFRs for this Practical Test.

FLIGHT EXPERIENCE REQUIRED

40 Hours Total - 61.109(a) (35 Hours - Part 141)

TOTAL TIME: _____

FLIGHT TRAINING

20 Hours Dual Flight Training - 61.109(a)

TOTAL INSTRUCTION: _____

3 Hours Dual Cross-Country Training - 61.109(a)(1)

Date	From	To	Straight Line Distance	Dual	Total Flight

3 Hours Dual Night Training with 10 Takeoffs and Landings - 61.109(a)(2)&(ii)

Date	From	To	Dual	Total Flight	# Landings

One Dual Night Cross-Country Over 100nm Total Distance - 61.109(a)(2)(i)

Date	From	To	Straight Line Distance	Dual	Total Flight

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3 Hours Dual IFR Flight Training (Simulated or Actual) *IN A SINGLE ENGINE AIRPLANE*

Note: Simulator time does not count towards this requirement – §61.109(a)(3)

Date	From	To	Dual Instrument	Total Flight

3 Hours Dual Flight Instruction within 2 Calendar Months of Practical Test – §61.109(a)(4)

Date	From	To	Dual	Total Flight

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SOLO

10 Hours Solo - 61.109(a)(5) (5 Hours - Part 141)

TOTAL SOLO: _____

5 Hours Solo Cross-Country - 61-109(a)(5)(i)

Date	From	To	Straight Line Distance	Solo	Total Flight

One Solo Cross-Country at Least 150nm Total Distance, One Full-Stop Landing at Three Different Points, One Flight Leg at Least 50nm – §61.109(a)(5)(ii)
(100nm, 3 points, one at least 50nm - Part 141)

Date	From	To	Straight Line Distance	Solo	Total Flight

3 Takeoffs and Landings to a Full-Stop at an Airport with an Operating Control Tower – 61.109(a)(5)(iii)

Date	Airport	# Landings	Solo	Total Flight

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REQUIRED ENDORSEMENTS

TASK: Use the following checklist to verify that ALL endorsements required for the practical test have been completed per 14 CFR 61.109 and **AC 61-65**.

- ☐ Log of ground and flight training per §61.107(a) in areas of operation noted in §61.107(b)(1)(i)-(xii)
- ☐ Logbook properly endorsed for solo - **Reference: AC 61-65 (as revised)**
 - ☐ 90 day make and model - §61.87(n)
 - ☐ Cross-Country - §61.93(c)
- ☐ Logbook endorsement(s) - **Reference: AC 61-65 (as revised)**
 - ☐ Conducted ground training or reviewed home study course in areas §61.105(b) certifying applicant is prepared for the knowledge test
 - ☐ Flight training in areas §61.107(b)(1) and certifying applicant is prepared for the practical test
 - ☐ §61.39 endorsements (as required - valid for 2 calendar months)
 - ☐ §61.49 endorsement (retesting after failure, if required)

AND

- ☐ Graduation Certificate (Part 141 only - valid for 60 days)
- ☐ Other Endorsements pertinent to Aircraft Type used for Practical Test
 - ☐ Additional Aircraft Category or Class
 - ☐ Conventional Gear
 - ☐ High Performance
 - ☐ Complex
 - ☐ High Altitude

9) Fee Structure and Policy

The Evaluator's fees represent only one individual's professional structuring of the cost to conduct a practical test. Cost of living, taxes, and time commitment to each practical test is considered in the following fee structure and policy:

\$1000 - Private, Instrument, Commercial

\$1500 - Multi-Engine, Add-Ons CFI, CFII, MEI

\$2000 - ATP, Initial CFI (not available until March 2026)

Fee + \$500 - Combined Practical Tests (Private & Instrument, etc.)

Retest and Continuance Fees are 50% of the full rates.

Travel Fees

Fee + \$200 - Travel Fee outside KWHP or KVNY, but within greater Los Angeles area.

Fee + \$500 - Travel Fee outside the greater Los Angeles area.

Pilot-in-Command Agreement

The Designated Pilot Evaluator and I understand the necessity to accomplish a valid test. Certain documents, briefings, procedures, and maneuvers are required. All such elements shall be complied with in the manner required by the Administrator. Current policy references utilized are covered by the following:

1. Pretest Checklist
2. Airmen Certification Standards (ACS)
3. Plan of Action
4. Applicant Verification (this form)
5. IACRA Application / FAA Form 8710-1
6. Pilot's Bill of Rights Notice 8900.195
7. Pre-Test, Pre-Flight, and Post-Flight Briefings

Following review of the foregoing items, I presented my pilot logbook(s) to the evaluator for review. I certify their content to be accurate and sufficient, and further certify that my aeronautical (flight) and ground training experience qualify me to take the practical test for the requested certificate and/or rating sought.

I understand pursuant to 14 CFR 61.47 that I shall be the Pilot-In-Command at all times during the practical test. I understand the Designated Pilot Evaluator is specifically and legally exempt from the duties of Pilot-in-Command.

I understand the issuance of a certificate and/or rating following completion of the required practical test only represents that I met the minimum standard required by the FAA on one given date under favorable conditions. The evaluator and the FAA encourage continued study, training, and aeronautical experience to remain current and proficient, and to effectively conduct safe operations in aircraft while acting as Pilot-In-Command. I understand issuance of any certificate and/or rating implies that I can exercise the privileges of that certificate and/or rating under all conditions or circumstances. Therefore, under the burden of such, I will at all times be responsible to exercise discretion and sound judgment when acting as Pilot-In-Command of any aircraft.

I hereby indemnify the Designated Pilot Evaluator from any liability arising from any circumstance relating to this certificate and/or rating, or my operation of an aircraft.

I also agree that the fee the evaluator charged for the Practical Test is reasonable.

I have represented to the evaluator that the aircraft I have provided for the Practical Test is airworthy and that I have been authorized to use it for this purpose on this date by the owner/operator.

I understand that the Designated Pilot Evaluator is required to evaluate my performance on each of the Tasks outlined within the FAA Airmen Certification Standards for the certificate and/or rating sought. I understand it is my responsibility to be familiar with the contents the Airmen Certification Standards, and I certify that I have done so in preparation for this practical test.

During the test the evaluator is not allowed to give flight instruction, and no second chances will be provided, as mandated by FAA policy.

To the best of my knowledge, the preceding is a true and correct statement of the activities that will be conducted on this Practical Test.

Print

Signature

Date