These instructions are intended to show:

How a Flight Instructor, FAASTeam Representative for FAASTeam Program Manager (FPM) gives credit for a WINGS activity.

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 a CFI does not have a **FAAsafety.gov** account, a WINGS Participant will have to contact a FAASTeam Representative or Program Manager for credit. The WINGS Participant will be expected to show proof on completion of the activity.

1. 2.	Open and log into your email program. Open the email from FAAsafety.gov with the Subject Offline Activity Credit Request	From Subject Date faassafety.gov (FAASafety.gov) Offline Activity Credit Request Today, 3:20 pm			
3.	The email will indicate who is requesting credit, what the activity is and the date completed.	Prom: "faasalety gov/" (AASalety gov/" (Amounce@faasalety gov)" (Add to Address Bool) To: "to Address Address Bool) To: "to Address Bool) Date: To Address Address Bool) Date: Montoly, Jone 18, 2007 32:00 DP M Date: To Address To Address Bool Date: Addres Bool Date:			
4.	Click on the <i>Click Here</i> link after To approve or reject the Accredited Activity.	To approve or reject the Accredited Activity, <u>click here</u> . Your expecting Safety is a learned behaviorLearn to be safer at the Learning Center found on F.			
5.	The link in the email will take you to the www.faasafety.gov/WINGS/approve_ credit.aspx website as shown to the right.	ENTER CONTEST NOW! http://www.faasafety.gov/WINGS/approve_credit.aspx?cid=455&uid=143354&sid=1			
6.	Click OK if your email security program asks if you want to go to this site.	Email status bar shown link address in email. Numbers after asnx will differ			
7.	If you get an error message on the www.faasafety.gov website, go to Step 9 .				
8.	If you get this S <i>ecurity Alert</i> box, click <i>OK</i> .	Security Alert You are about to view pages over a secure connection. Any information you exchange with this site cannot be viewed by anyone else on the web. In the future, do not show this warning OK More Info			

9. Login to your FAASafety.gov account.	FAASafety.gov Login			
	Type in your email address and password in the boxes below to log in. Don't have an account? <u>Click here</u> to register now! NOTE: The page or feature you have requested requires you to log in with proper privileges.			
	Email Address This is the email address you used for registration. Your Password Forgot your password? Click			
	here-			
	 If you are having trouble loggit Login click here. 			
10. Click on <i>WINGS - Pilot Proficiency Program</i> located on the left side of the screen.	WINGS Administration My FAASafety.gov Home About the FAAStean My FAASafety.gov My FAASafety.gov Below you'l see a lst of events and meet your preferences, if you have a need for informe suggestions function to let us know how we can help you with yours My Fourses My Events My Preferences My Preferences My Topic Suggestions Table and Topic Aviation Learning Table Care of your ainplane and it will table care of you!			
	WINGS Filot Diraction WINGS Filot Aircaft. Fighting complances in prefight and post WINGS Information Jun 20, 2007 WINGS Course Ety FRIENDLY - A special Aircort WINGS Course Experiment of the PHL FSD OT and Management of There may be more upcoming events meeting your pre Click here to show all events meeting FAASTeam Directory Figure 1			
11. Click on <i>WINGS – Credit Validation.</i>	WINGS - Pilot Proficiency Program WINGS Information WINGS - Credit Validation WINGS Course Developer Information WINGS Help			
12. Review the WINGS - Credit Validation	WINGS - Credit Validation			
 Review the Accredited Activity Credits to Approve. 	 Welcome to the WINGS - Piot Proficency Program - Credit Validation page. This is where you can validate any WINGS - Piot Proficency Program activities that arimen have requested of you. This is a simple process. It is important for you to reake that you are not necessarily saying that you flew or conducted this training with the requesting anime. You are saying that you have seen and can verify that this person provided you with logbook endorsements or other suitable evidence that they have completed the training as indicated. 1. Select from the ist shown 2. Make sure you have seen the aimen demonstrate to the appkable standards all of the elements of the activity, which can be veveed by dicking on the ttie of the activity, or you have seen at record of completion such as a logbook endorsement that dentifies this activity as having been completed. 3. Valdate the activity or Reject the activity or work present are could happen by the arman prevention activity is an avery on very on very the training or if the training requested is a course or activity other how have; so cold happen by the armen selecting the wrong activity or wrong person when requesting you place in the remarks box on the form. It is up to them to result a correct request. 			
	Accredited Activity Credits to Approve			
	Generative Completed Requested Requester			
	1+гады LAM-W-0/0405+-002-07 Намкиз LIEGE В For your information, below are credits which you have approved within the past 2 years. В В В			
	Previously Approved Accredited Activity Credits You have not previously approved any credits within the past 2 years.			

14.	Click the Approve/Reject Credit link beside	Requester		
	the Requestor's name.	GERALD HARRIS	Approve/Reject Credit	
15.	You will be at the Credit Approval Request Validation page.	WINGS - Credit Validation By clong on approve, below, you are certifying that you have given the training and verify that they have met or exceeded the completion standards for the course or advery listed or, you are certifying that you have seen a		
16.	Review the WINGS – Credit Validation introductory material that appears on the page and is shown to the right.	Comparison returns or ourse seeing records such as a popole enoursement, that cearly defines the could's of activity isseed and the arman's completion of all of its requirements. If the requester has entered any information incorrectly or if you can not validate their completion of the course or activity listed, you should reject the request at which time you wile given space to write a benef comment on why you rejected it. The arman will be notified by email and may resubmit the request with the correct information. Click here to return to the list of credits to approve.		
	p - g	Credit Approva	al Request Validation	
		Credit Title: Credit Number:		ASEL-Takeoffs, Landings, Go-arounds 1-FAASTEAM-W-070405-F-002-07
		Requester:		GERALD HARRIS
		Requested Date:		6/18/2007
		Credit Value:		
		Your Action		Approve Reject
			Submi	t Cancel
		on now available! Clic	ck here for the AirVenture	Submit Privacy Policy Readers & Vie
17.	Click on the <i>Approve</i> or <i>Reject</i> radial dot as is appropriate.	6	5/18/2007	
18.	If you feel that you need to Reject the		ER B	
	request, go to Step 22 .		credit value is	1.00 credits
				Reject
			72.44	
		Submit	Cancel	
19.	Click on Submit .		Approve	e 🔘 Reject
		Sub	nit Cancel	
			/	
			Dri	Policy 1
20.	Wait for the information to be recorded in the WINGS database. This may take up to a minute.	WING:	S - Credit	t Validation
21.	You will see the message " This Credit has been approved " at the bottom of the WINGS – Credit Validation introductory material.	By clicking on exceeded the completion ce activity listed incorrectly or which time yo email and ma <u>Click here to</u>	approve, below, e completion stand ertificate or other t and the airman's if you can not val ou will be given spa ay resubmit the re return to the list o	you are certifying that you dards for the course or acti- training record, such as a la completion of all of its requ- lidate their completion of th ace to write a brief comme quest with the correct infor <u>f credits to approve.</u>
		This cred	it has been a	pproved.

22. 23. 24.	If you click the <i>Reject</i> radial dot, a comment window will open. Fill in the reason for the rejection. This will be included in the FAA's email back to the requestor. Click on <i>Submit</i> .	Credit Approval Request Validation Credit Title: ASEL-Ar Work Credit Number: 1-FAASTEAM-W-070405-F-002-09 Requester: ELEN MARIE NOBLES-HARRIS Completed Date: 6/25/2007 Credit Value: Image: Completed Date: Vour Action Credit Approve © Rejuct Reason for rejection: Image: Display and the second provided
25. 26.	Wait for the information to be recorded in the WINGS database. This may take up to a minute. You will see the message " This Credit has been rejected " at the bottom of the <i>WINGS</i> – <i>Credit Validation</i> introductory material.	WINGS - Credit Validation By clicking on approve, below, you are certifying that you met or exceeded the completion standards for the course seen a completion certificate or other training record, suc the course or activity listed and the airman's completion of any information incorrectly or if you can not validate their should reject the request at which time you will be given it. The airman will be notified by email and may resubmit to Click here to return to the list of credits to approve. This credit has been rejected.
27.	The email sent to the requestor after a rejection is illustrated to the right.	FAASafety.gov GERALD has rejected your credit request. ASEL-Air Work: ASEL-Air Work ASEL-Air Work: ASEL-Air Work Date ASEL-Air Work Performed: 6/25/2007 Comments: This is a test document to see how rejection works. Safety is a learned behaviorLearn to be safer at the Learning Center found of
You should be looking for this type of log book entry if a participant is asking you as either a CFI or FAASTeam Program Manager or Representative to give him/her credit for training done by someone else. This endorsement will be used for flight training.		CFI Endorsements 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). Name, certificate No., date and signature

The FAA recommended endorsement for Knowledge or ground training is shown to the right.	CFI Endorsements
	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). Name, certificate No., date and signature
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.	WINGS - Pilot Proficiency Progra Below is the information about the selected WINGS - Piet Proficincy credit if you have completed t by clicking the link at the bottom. Click here to return to the credit search page. Program Activity Course Number.
The Program Activity Course Number is shown under the flight activity name.	ASEL-Takeoffs, Landings, Go-arounds Accreded Activey Number: 1-FAASTEAM-W-070405-F-002-07 Description
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.	From the Private Pilot Practical Test Standards for Airplane 1. Area of Operation IV, Task A: Normal and Crosswind Takeoff and Climb 2. Area of Operation IV, Task B: Normal and Crosswind Approach and Landing 3. Area of Operation IV, Task D: Soft-Field Approach and Landing 4. Area of Operation IV, Task D: Soft-Field Approach and Landing 5. Area of Operation IV, Task L: Go-Around/Rejected Landing 7. Additional Information Satisfactory completion of this Activity requires the pilot demonstrate proficiency to the applicable standard, i.e., FAA Practical Test Standards, Industry Course Completion Standards, etc. All course activity and requirements must be started and completed on or after May 1, 2000
	2007. Aready completed this Accredited Activity? Request credit for this Accredited Activity now!

~~ End of Instructions ~~

Acknowledgments:

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