



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

800 Independence Ave., SW.  
Washington, DC 20591

APR 16 2009

Alexander and JoAnn Hill  
Master Instructors, LLC  
1803 Signature Court, Longmont, Colorado 80501-2644

Dear Mr. and Ms. Hill:

On April 8, 2009, the FAA received your request to approve the Master Instructors, LLC. Master Instructor Continuing Education Program to serve as an acceptable alternative means of meeting the flight instructor certificate renewal requirements of Title 14 CFR Part 61.197(a)(2)(iii).

The FAA has carefully reviewed the documentation received and has found that it meets the requirements of Title 14 CFR Part 61.197(a)(2)(iii). The FAA finds that the Master Instructors, LLC. Master Instructor Continuing Education Program specifically addresses that FIRC concept and explicitly requires that their applicants receive training on each of the topics identified in Appendix 1 of the Advisory Circular 61-83F, *Nationally Scheduled FAA-Approved Industry conducted Flight Instructor Refresher Clinics.*

Therefore, the Master Instructors, LLC. Master Instructor Continuing Education Program is approved as an alternative means of FIRC compliance, subject to the following conditions:

1. Master Instructors, LLC. cannot change its program without prior authorization from the FAA;
2. Master Instructors, LLC. will have sole responsibility for ensuring that their Master Instructor applicants have received appropriate training/instruction on the core topics identified in Appendix 1 of AC 61-83F ;
3. Upon completion of the Master Instructors, LLC. Master Instructor Continuing Education Program, Master Instructors, LLC will issue a sequentially numbered, printed graduation or completion certificate to each successful applicant. The certificate must contain at least the following information:
  - a. The full name and address of Master Instructors, LLC.;
  - b. The full name and address of the graduate;
  - c. The date of issuance;
  - d. A declaration stating: "The FAA has determined that completion of the Master Instructors, LLC Master Instructor Continuing Education Program is an acceptable

alternative means of meeting the flight instructor certificate renewal requirements of Title 14 CFR Part 61.197(a)(2)(iii).”

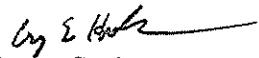
- e. The date of expiration, or a statement that the certificate expires for the purpose of CFI renewal 120 days from the date of issuance;
  - f. A declaration stating: “The authenticity of this certificate of completion can be verified by telephone to [the issuing organization] at (telephone #) Monday through Friday from (Example: 8:30 AM to 4:30 PM EST),” and
  - g. The signature of the chief or assistant chief instructor or designated program administrator.
4. Master Instructors, LLC. must maintain a record of the complete name and address of all instructors who have been awarded the Master Instructors, LLC Master Instructor designation for at least 24 months;
  5. Master Instructors, LLC. must provide the FAA a current point of contact throughout the approval period. This will include the mailing address, e-mail, telephone number and/or facsimile number for the designated contact;
  6. Acceptance of a Master Instructors, LLC. Master Instructor award as the sole basis for flight instructor certificate renewal remains the choice of the FAA;
  7. Master Instructors, LLC. must send revisions of all changes in the Master Instructors, LLC. Master Instructor Continuing Education Program, either in hard copy form or (preferably) electronically to AFS-800 for review at least 45 days before implementation;
  8. This letter of approval and authorization is valid for 2 years, and will expire on April 30, 2011, unless sooner withdrawn.

Submission of hard copy paper documentation for changes is optional; however it will not be returned. The preferred method is to send by electronic mail directly to [9-AWA-AVS-AFS-FIRC@FAA.GOV](mailto:9-AWA-AVS-AFS-FIRC@FAA.GOV). You will receive authorization for any changes to your program by return email.

Links to the current FIRC Advisory Circular (AC), applicable notices, and other current information and policy changes are at <http://www.faa.gov/pilots/training/firc>. **All FIRC providers must periodically check that site for any possible new information or changes about FIRCs or FIRC providers.**

If you have any questions or concerns, please contact AFS-810, General Aviation and Commercial Division, at (202) 267-8212, or email: [9-AWA-AVS-AFS-FIRC@FAA.GOV](mailto:9-AWA-AVS-AFS-FIRC@FAA.GOV).

Sincerely,

  
for Anne Graham

Acting Manager, General Aviation and Commercial Division