



Chapter 05: Flight School Operations

07. Instructor Scheduling and Certification Renewal

Manage instructor scheduling and certification renewal to maintain qualified instruction team members and regulatory compliance while optimizing training capacity.

Purpose

Establish procedures for managing flight instructor schedules, tracking certification currency, and coordinating professional development to ensure qualified instruction team members are available for all training activities while maintaining regulatory compliance.

Roles and Responsibilities

Flight Instructor:

- Conduct student assessments and training
- Review training objectives with students
- Coordinate aircraft scheduling for training
- Maintain communication with students on progress
- Ensure safety and regulatory compliance

Chief Flight Instructor:

- Review student qualifications and training goals
- Assign appropriate flight instructors based on needs
- Conduct flight school orientation and safety briefings
- Approve training program selection and scheduling
- Ensure Part 61 compliance for all training operations

Operations Leader:

- Oversee daily operations and coordinate between departments
- Authorize emergency response procedures and resource allocation
- Monitor safety compliance and operational excellence
- Coordinate scheduling across departments for operational coverage
- Review billing disputes and approve service adjustments
- Ensure regulatory compliance across all operations

Process Steps

Instructor Qualification Management Phase

- **Verify instructor qualifications** - Confirm current certificates, ratings, and required endorsements
- **Track certification currency** - Monitor flight instructor certificate expiration dates and renewal requirements
- **Coordinate proficiency checks** - Schedule required instructor proficiency checks and standardization training
- **Maintain qualification records** - Document instructor qualifications and training completion

Scheduling Coordination Phase

- **Collect availability schedules** - Gather instructor availability and coordinate with training demand
- **Assign students to instructors** - Match students with appropriate instructors based on experience and specialization
- **Coordinate schedule changes** - Manage instructor schedule modifications and student reassignments
- **Monitor instructor utilization** - Track instructor workload and ensure balanced assignment distribution

Professional Development Phase

- **Plan training activities** - Coordinate instructor training and professional development opportunities
- **Conduct standardization training** - Ensure consistent training methods and evaluation standards
- **Support certification renewal** - Assist instructors with certificate renewal and additional rating pursuits
- **Monitor training effectiveness** - Evaluate instructor performance and training quality outcomes

Performance Management Phase

- **Conduct performance reviews** - Evaluate instructor effectiveness and client satisfaction
- **Address performance issues** - Provide additional training or support for instructors needing improvement
- **Recognize excellence** - Acknowledge outstanding instructor performance and contributions
- **Coordinate corrective actions** - Implement performance improvement plans when necessary

Process Mapping

Flowchart showing instructor management workflow from qualification verification through performance

evaluation

Tools and Resources

Certification Tracking:

- Instructor qualification database
- Certificate expiration tracking system
- Training record management system
- Regulatory requirement checklists

Scheduling Tools:

- Instructor availability calendar system
- Student assignment tracking spreadsheets
- Schedule coordination communication tools
- Workload distribution analysis reports

Professional Development:

- Training opportunity databases
- Professional development planning tools
- Industry conference and seminar information
- Certification renewal resource materials

Success Metrics

- **Completion Time:** Instructor schedules coordinated within 24 hours of availability submission.
- **Quality Standard:** 100% of instructors maintain current certifications without lapses.
- **Safety Standard:** All instructors complete required proficiency checks within regulatory timeframes.
- **Client Satisfaction:** 90% of students rate instructor quality as excellent or good.

Common Issues and Solutions

- **Issue:** Instructor certification lapses due to missed renewal deadlines
- **Solution:** Implement automated tracking system with advance notifications and coordinate renewal support services

Issue: Instructor scheduling conflicts affecting student training continuity

Solution: Maintain backup instructor assignments and cross-train instructors for multiple student assignments

Issue: Inconsistent training methods between different instructors

Solution: Conduct regular standardization training and implement standardized lesson plans and evaluation criteria

Safety Considerations

- **⚠ WARNING:** Instructors with expired certificates or ratings cannot provide flight instruction until certifications are renewed

- **⚡ CAUTION:** Verify instructor currency and proficiency before assigning advanced training or checkride preparation responsibilities

- **i NOTE:** Maintain detailed records of instructor qualifications and training to ensure regulatory compliance during inspections

- **✅ BEST PRACTICE:** Provide ongoing professional development opportunities to maintain instructor motivation and training quality

Regulatory References

- 14 CFR Part 61.19 - Duration of pilot and instructor certificates and privileges
- 14 CFR Part 61.57 - Recent flight experience requirements for flight instructors
- 14 CFR Part 61.195 - Flight instructor limitations and qualifications
- 14 CFR Part 61.197 - Renewal requirements for flight instructor certificates
- FAA Advisory Circular AC 61-65 - Certification of pilots and flight instructors