

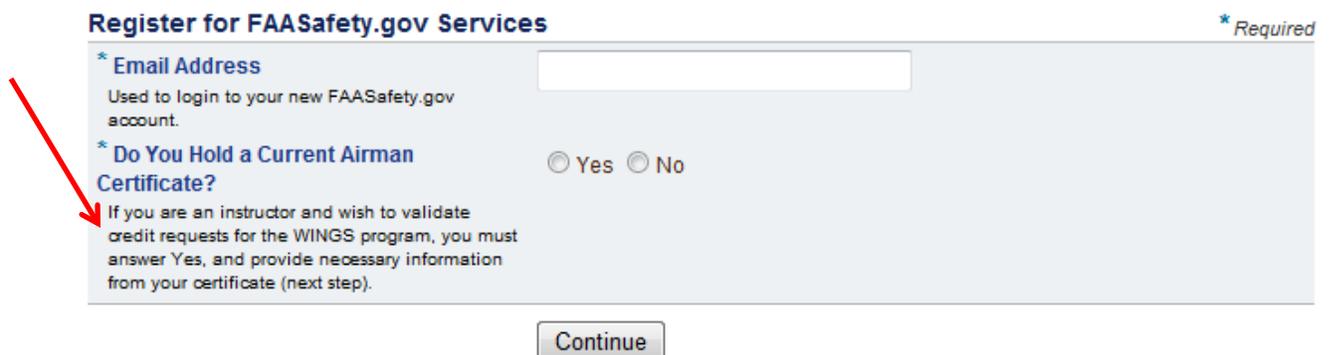
Enhancements as of 5/13/2011.

We have made some additional enhancements to FAASafety.gov to improve the user experience. Review the summary below and be ready to explain these improvements to users.

1. We observed that [Notices](#) are listed by Notice Number even if the approval date is much later in the process. This obscures the timely nature of some Notices. They will now be listed in the same order as they are approved. User can now also sort the Notice list on any column.
2. On the Home page, we added links to the two [AMT Awards Program tutorials](#), one for individuals and one for employers, to the AMT Portal.

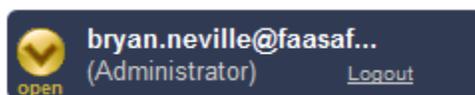


3. We note that many [instructors](#) who register on FAASafety.gov are indicating they are NOT an airman! This status ("User" rather than "Airman") does not allow them to validate WINGS credits. We are adding some text to the registration page to make it clear they have to register as an Airman in order to have validation privileges.



The screenshot shows a registration form titled "Register for FAASafety.gov Services" with a "* Required" label in the top right. The form has two main sections. The first section is for "Email Address", with a text box and a note: "Used to login to your new FAASafety.gov account." The second section is for "Do You Hold a Current Airman Certificate?", with radio buttons for "Yes" and "No". Below this, a red arrow points to a note: "If you are an instructor and wish to validate credit requests for the WINGS program, you must answer Yes, and provide necessary information from your certificate (next step)." At the bottom of the form is a "Continue" button.

4. In the Log In area, the [gold circle](#), when clicked, opens and closes the user dashboard. This is not obvious to everyone. We've added the words "Open" and "Close" to make that clearer. (In some instances, your browser cache needs to be cleared; just go to a page and login, and then hold Cntrl and hit the F5 button.)



- We have made several significant improvements to the [CFI Portal](#). For example, if an instructor is logged in to his or her account on FAASafety.gov, he or she will not need to reenter their last name and certificate number in the CFI Portal. In addition, when he or she attempts to use the Activity Validation – Give Credit feature under the “Instructor Tools” tab, all pending requests for WINGS credit for that Instructor will be displayed for action by that instructor. No more will that instructor have to search for pending requests! This allows the CFI to give credit much more quickly than the previous process.

In addition, in the past, if an instructor tried to Give Credit in the CFI Portal to a pilot who had already requested credit from that instructor on FAASafety.gov, the system would return an error message. This will no longer occur. The proper credit will be given and the pending request will be removed. Note also that there is now a PDF report available of Pending and/or Previously Validated credit requests.

- Some FPM accounts were not being deleted properly when they left the FAASTeam. This generated unnecessary emails to the [former FPM](#). We have corrected that problem.
- Users with no ZIP Code entered, such as those with [foreign addresses](#), were causing database problems. We have resolved this problem.
- When we revised the [Log In](#) area in the last release, we did not ensure that the "Tab" key worked properly, i.e., going to the Password box. That now works properly.

Tab now takes the cursor directly from the Login (email) box to the Password box.

- We are continuing to examine the way our [email system](#) works. In that regard, we are launching several enhancements to the email architecture that will improve our email service to users.
- In a [significant addition](#) to the My WINGS page, we have added a description of how WINGS credits and credit subjects are assigned to the different Knowledge and Flight activity areas. This will help everyone better understand [how the WINGS Program works](#). Here is what the link looks like on the My WINGS page:

[Click for Additional WINGS Information](#) (Show/Hide Details...)

Basic WINGS | **Advanced WINGS** | Master WINGS | WINGS Logbook

You must complete a Phase of WINGS at the Basic Level before you can receive a Phase at a higher Level.

Basic - Phase 1 Started on: **10/06/2010** [Print this Activity Checklist](#) [Refresh Checklist*](#)

Knowledge Activities ⓘ

CREDIT	TYPE	TITLE	STATUS	MORE CHOICES
1.00	Course	Aeronautical Decision Making for VFR Pilots	Enrolled	Search

The complete descriptive text is presented on this page for you.

[Click for Additional WINGS Information](#) (Show/Hide Details...)

The **WINGS** – Pilot Proficiency Program consists of three Levels – Basic, Advanced, and Master. Each Level requires an increased level of proficiency. For example, if a participant completes the Basic Level using Private Pilot standards, then the Advanced Level will consist of Commercial Pilot standards, and the Master Level will consist of ATP and/or CFI standards.

Participants can earn as many Phases in each Level as they wish. Phases are completed by accomplishing three Knowledge and three Flight requirements for each phase. Specific activities can only fill specified requirements in the **WINGS** Program.

Each of the elements in the **WINGS** program is based on an accident causal factor. Primary accident causal factors are addressed at the Basic Level. Other accident causal factors are addressed at the Advanced and Master Levels.

Basic Level:

- Knowledge 1 - Aeronautical Decision Making (KCB1)
- Knowledge 2 - Performance and Limitations (KCB2) (or Runway Safety)
- Knowledge 3 - Other Subjects (shown below) (KEB)
- Flight 1 - Takeoffs and Landings (FCB1)
- Flight 2 - Positive Aircraft Control (FCB2)
- Flight 3 - Basic Flying Skills (FEB)

Advanced Level:

- Knowledge 1 – Pre-Flight Planning (KCA)
- Knowledge 2 – Other Subjects (shown below) (KEA)
- Knowledge 2 – Other Subjects (shown below) (KEA)
- Flight 1 – Category/Class Specific causal factors (FCA)
- Flight 2 – Category/Class Specific causal factors (FEA)
- Flight 2 – Category/Class Specific causal factors (FEA)

Master Level:

- Knowledge 1 - Pre-Flight Planning and More (KCM)
- Knowledge 2 - Other Subjects (shown below) (KEM)
- Knowledge 2 - Other Subjects (shown below) (KEM)
- Flight 1 - Category/Class Specific causal factors (FCM)
- Flight 2 - Category/Class Specific causal factors (FEM)
- Flight 2 - Category/Class Specific causal factors (FEM)

The “Other Subjects” referred to above are:

(The first five subjects are Primary accident causal factors; the other subjects are Additional accident causal factors.)

- Human Factors
- Pre-flight Planning, Risk Management, Fuel Management
- Basic Flying Skills
- Takeoffs, Launches, Landings, & Go-Arounds
- Weather, including VFR into IMC
- Aerial Application
- Aeromedical Factors
- Aviation Security
- Controlled Flight Into Terrain (CFIT)
- Checklist Usage
- Collision Avoidance
- Cross Country Flight Planning, including Pilotage, Dead Reckoning, Navigation Systems, or Charts
- Density Altitude Operations
- Emergency Training, including Egress Training and Land & Water Survival
- Exchange of Flight Controls
- High Altitude Operations
- Land and Hold Short Operations
- Maintenance and/or Airworthiness Related Issues
- Regulations
- Runway Incursion Avoidance
- Special Use Airspace
- Stall/Spin Awareness
- Temporary Flight Restrictions
- Wake Turbulence Avoidance
- Wire Strike Avoidance
- Other Aviation Safety-Related Subjects

[Close Text](#)

11. On the My WINGS page, we changed the order of the first two columns, so that the Activity Type and Number are next to the Activity Title.

CREDIT	TYPE	TITLE	STATUS	MORE CHOICES
1.00 Knowledge 1	Course ALC-62	Aeronautical Decision Making . . . for VFR Pilots	Enrolled	Search

12. While we have removed the flashing 2011 **Safety Standdown** graphic and link from the Home page, that Standdown page is still available through a link in the Hot Topics portal.
13. We revised the text on the **Training Provider** application page to make it clearer that applicants must complete training before they can be approved. When a Training Provider applicant submits their application, they receive an automated email message with more details. We also revised that automated email letter. Here is what it now says:

Changes are noted in **RED**.

Thank you for your application to become an **approved** Training Provider on [FAASafety.gov](#). We appreciate your willingness to bring safety-oriented aviation training to pilots and/or maintenance technicians.

We want to point out that you do not need to become a training provider if you are an Authorized Instructor (CFI, Ground Instructor etc.) and merely want to do normal flight training with a student and provide them with WINGS activity credit. All you need to do to give credit is to review the flight activity you want to accomplish with your student and do all that the guidelines require, with the airman showing proficiency in all required tasks as indicated in the appropriate Practical Test Standard.

Generally, a Training Provider would be an individual representing mid-to-large size companies that want to provide knowledge and/or flight training to a large number of students or provide training materials, such as DVDs and/or on-line courses, to airmen.

If you have determined you no longer **wish or have a** need to be a **FAASTeam** Training Provider, please send an email with the words REMOVE ME FROM TP LIST in the subject line to: support@faasafety.gov.

Training Providers are **approved** only after completing FAA-provided teleconference and computer-based training, which is offered on a **monthly** basis. To see the upcoming schedule of training opportunities, **and additional important information, including the call-in telephone number for training**, click on the **Find Seminars** link in the **Courses, Seminars & Activities** tab at [FAASafety.gov](#) and search for Training Provider training by entering "Training Provider" (without the quotation marks) in the Keywords box. Here is a **quick** link to the event search page:

<http://www.faasafety.gov/SPANS/events/EventList.aspx>

We limit participation in each session to 10 applicants to allow time for all to learn. Please register at [FAASafety.gov](#) for one of the upcoming training sessions. Other sessions will be **scheduled** in the future, so if you cannot attend one of the sessions listed, check back in a week or two at [FAASafety.gov](#) for additional **listings**.

Thanks again for your willingness to serve the safety needs of the aviation community!

14. For Reps and FPMs, the [Bulk Upload](#) feature was not working properly. In addition, the explanation and example file were not correct and up-to-date. The text has been changed and the example is now clearer.

CSV Upload



Current CSV File
No CSV file currently uploaded.

Below is a sample CSV file. Your CSV file must NOT include a header row. Note that the activity completion date must be formatted as YYYYMMDD. Also note that the email address of the user should be their FAASafety.gov account email address. If the user does not have an FAASafety.gov account, the credits you upload for them now will be placed in a holding area and given to them once they do register on FAASafety.gov (assuming they use the same email address). You may enter multiple rows for the same user for each activity they completed and for which they should receive credit. The CSV file is created when you use the "Save As" feature in Excel, and save the file as "CSV - (Comma Delimited)". The 1st column in the CSV file is the user's email address used on FAASafety.gov, the 2nd column is the Accredited Activity Number, and the 3rd column is the date of completion of that activity.

	A	B	C	D
1	TestUser1@msn.com	A070405-22	20110506	
2	TestUser2@msn.com	A070405-10	20110425	
3	TestUser3@msn.net	A070405-01	20110504	
4	TestUser4@comcast.net	Master Instructors-1997-001	20110504	
5				
6				

Furthermore, when there was a processing problem, the error message was not displayed properly. That is also fixed.

CSV Upload

 **The format of the uploaded CSV file was invalid.**

You must upload a .CSV file!