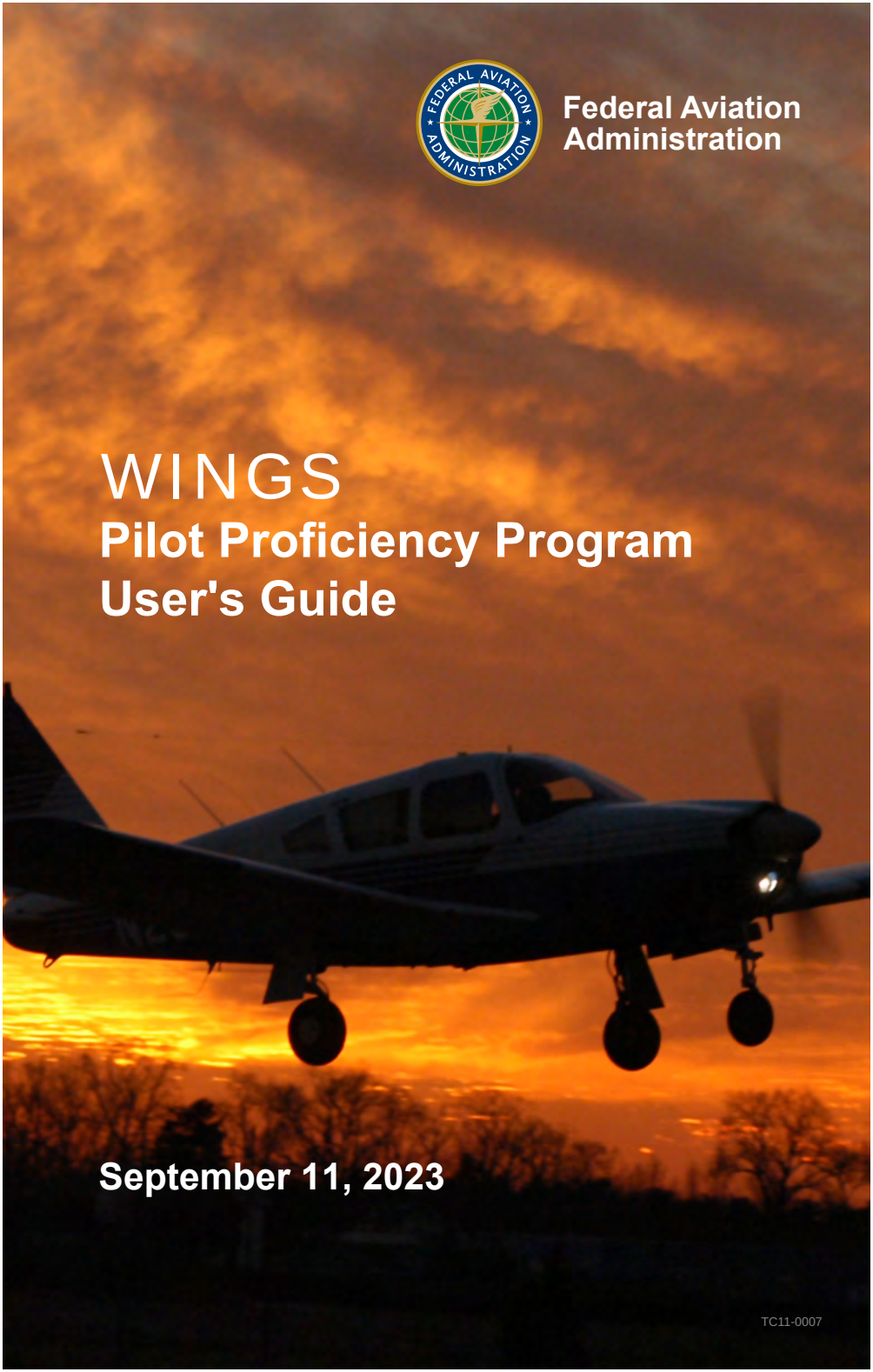
Federal Aviation Administration
WINGS
Pilot Proficiency Program
User's Guide
September 11, 2023
TC11-0007

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A special thanks to Aristotle Spyropoulos, a FAASTeam Representative in New Jersey, for the original concept and initial content of this User's Guide.

1. Overview

1.1. Objective

The objective of the ***WINGS*** program, especially at the Basic Level, is to address the primary accident causal factors that continue to plague the general aviation community, and in such a manner as to suggest mitigation strategies to avoid those accidents.

The ***WINGS*** **Pilot Proficiency Program** is based on the premise that pilots who maintain currency and proficiency in the basics of flight will enjoy a safer and more stress-free flying experience. Requirements for each aircraft category and class include specific subjects and flight maneuvers. The ***WINGS*** Program consists of learning activities and flight tasks selected to address the documented causal factors of aircraft accidents.

You select the category and class of aircraft in which you wish to receive training and in which you wish to demonstrate your flight proficiency to applicable standards. To ensure you receive a well-rounded learning experience, only certain activities fulfill specific credit requirements. See Section 7 for more information on this topic.

1.2. Who Can Participate

All pilots holding a U.S. pilot certificate may participate in the ***WINGS*** Program. To participate in flight portions of the program, pilots should contact certificated flight instructors and flight schools, their local ***WINGS***Pro and/or other **FAA**STeam Members, who are or will participate in the ***WINGS*** Program.

Student pilots are encouraged to participate in the ***WINGS*** Program. Upon request, they will receive Phase 1 at the Basic Level upon satisfactory completion of their Private Pilot practical test. Note that student pilots will initially register on FAASafety.gov using their student pilot certificate.

For additional information on the requirements, please follow this link:

https://www.faasafety.gov/wings/pub/learn_more.aspx

1.3. ***WINGS*** Levels

The ***WINGS*** Program was redesigned to simplify the process of attaining or demonstrating proficiency in just a few simple steps. There are three Levels available:

- **Basic *WINGS***: This level is designed for those pilots who want to establish a recurrent training program that will provide them a higher level of proficiency than merely preparing for a normal Flight Review as required by 14 CFR 61.56. Note that pilots need not accomplish the flight review requirements of 14 CFR part 61.56, if he or she has satisfactorily completed any Phase in the ***WINGS*** - Pilot Proficiency Program since the beginning of the 24th calendar month before the month in which that pilot acts as pilot in command.
- **Advanced *WINGS***: This level is designed for those pilots who want to design a program that will take them a step above the Basic Level. It affords the pilot an opportunity, in concert with his/her instructor, to tailor a portion of the training to fit more specific needs of the individual while maintaining the requirement to demonstrate proficiency.

- **Master *WINGS***: This level is designed to give even more flexibility to a pilot's need for specialized training. While most often this phase will require the use of higher PTS standards, it will also allow for the addition of specialized equipment and flight environment training scenarios.

1.4. Getting Started

You must have an account on https://www.faasafety.gov/ to use the automated ***WINGS*** Program. (For pilots who do not have a computer, please see Section 9.3 for instructions.) By using the "Create an Account" link on the home page, you will be able to quickly accomplish this. It is not necessary to type the www in the URL; you can just type FAASafety.gov to get to the web site.

Although you may create an account by saying that you are not an airman, this will limit some functionality of your account. It is best to say you are an airman, if you are, and then provide your airman certificate number when creating your account. Once we verify your airman information, we do not store your airman certificate number.

Your account will be created, and a temporary password will be emailed to the email address you provided. It is also best to add *.faasafety.gov to your Trusted Sites under Internet Options.

If you already have an account, go to your My Preferences page, and click on the tab labeled, "Airman Registry." If the next page shows your name and ZIP code, you are all set! If it does not, then click on the "Locate My Airman Registry Record" button and provide the requested information to link your account to your airman information. You can have only one account on FAASafety.gov that is linked to your airman information.

1.5. A Note on Passwords

For all users, passwords requirements are the same. They must be 12 characters in length and must contain 3 of the following: Capital letters, lower case letters, numbers, special characters. For users with elevated permissions, you must also change your password every 90 days – just four times a year.

1.6. What's in This Document?

This document outlines the procedures to attain compliance with the ***WINGS*** Program. After you've had the opportunity to review this document and if you still have questions, please feel free to contact one of the many FAASTeam ***WINGS***Pros in your area (see Section 8 for instructions if you need help finding a Representative) who will be happy to answer your questions and help you participate in the program.

Thank you for your interest in aviation safety and for participating in the ***WINGS*** – Pilot Proficiency Program!

For assistance with ***WINGS***, click the link below to find the FAASTeam Program Manager and a list of ***WINGS*** Pro volunteers in your FSDO district:

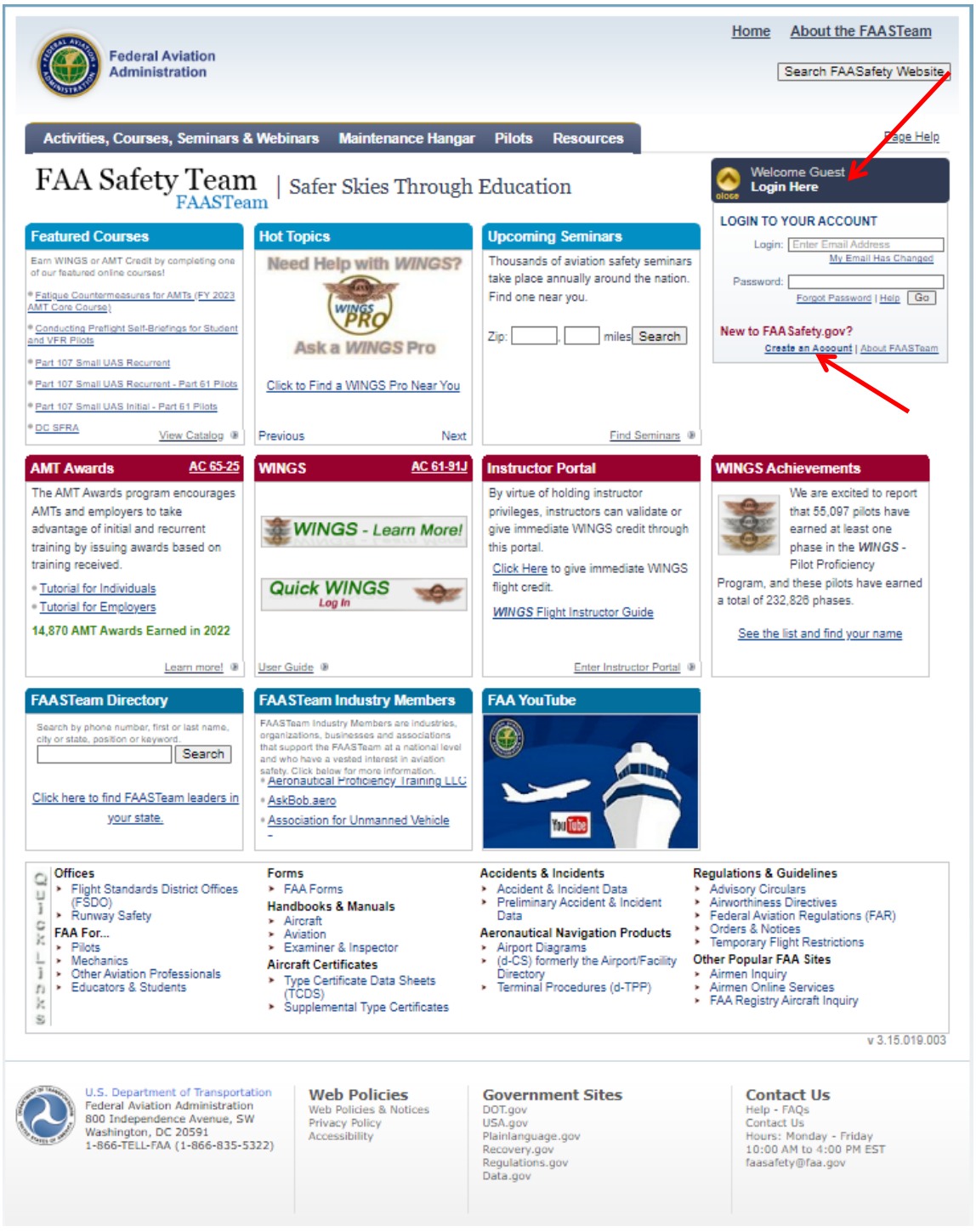
https://www.faasafety.gov/support/LocalSupportFPMs.aspx

2. Accessing the *WINGS* Program

You can access the ***WINGS*** Program from the main FAA Safety website at:

https://www.FAASafety.gov

Although the content of this page may change from time to time, the general outline is as shown below. You can access your personal ***WINGS*** page by first logging into the website on the upper right-hand side in the "Welcome Guest" panel. If you do not have an account, use the "Create an Account" link to register.



2.1. Quick *WINGS*

Quick ***WINGS*** provides a quick and easy way for pilots to view and print a checklist of Activities for a Basic Phase of ***WINGS***. The checklist will include a complete listing of activities and tasks to complete the Flight requirements, and may include online courses, seminars, and other activities to satisfy the three Knowledge requirements. *Quick* ***WINGS*** is available only for the Basic Level of the ***WINGS*** Program.

To use the Quick ***WINGS*** feature, several requirements must be met.

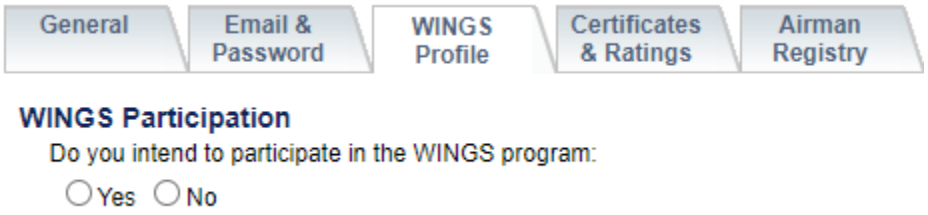
First, you must be logged into your FAASafety.gov account. The screen shots below show the appearance of the link to use the Quick ***WINGS*** feature. The first image shows the appearance before a user is logged in and the second image after a user logs in.

If you are not logged in when you click on the link, you will be taken to a page to log in to your account.

If you are logged in, your ***WINGS*** checklist will be displayed. Note that the checklist displayed will be for be the phase you are curently working on, even if some items are already completed. If the result in the displayed ***WINGS*** Checklist shows Flight credits that are not appropriate for you, you must revise your choices in your ***WINGS*** Profile. You can manually change activities listed on your My ***WINGS*** page by clicking the "Find Alternate Activities" link for the row you would like to change.

WINGS – Topic of the Quarter is available for users to accomplish one flight and one knowledge credit in each quarter of the year. There are two plans available, Alpha & Bravo.

Second, you must be a ***WINGS*** participant! In your account preferences under the ***WINGS*** Profile tab, select the Yes radio button to particpate in ***WINGS***.



3. After You Log In

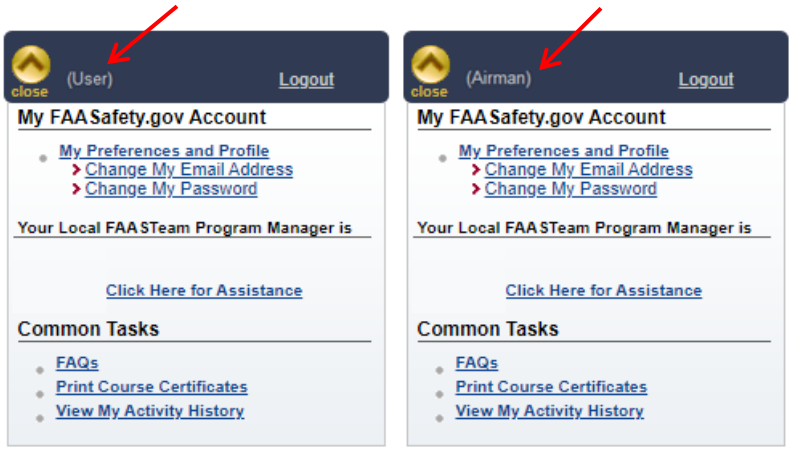
After your logon information has been verified, the logon box is replaced with the following image. Specifically, it has links that allow you to access your account, change your email address or password, and update your ***WINGS*** Profile.

3.1. Your Preferences

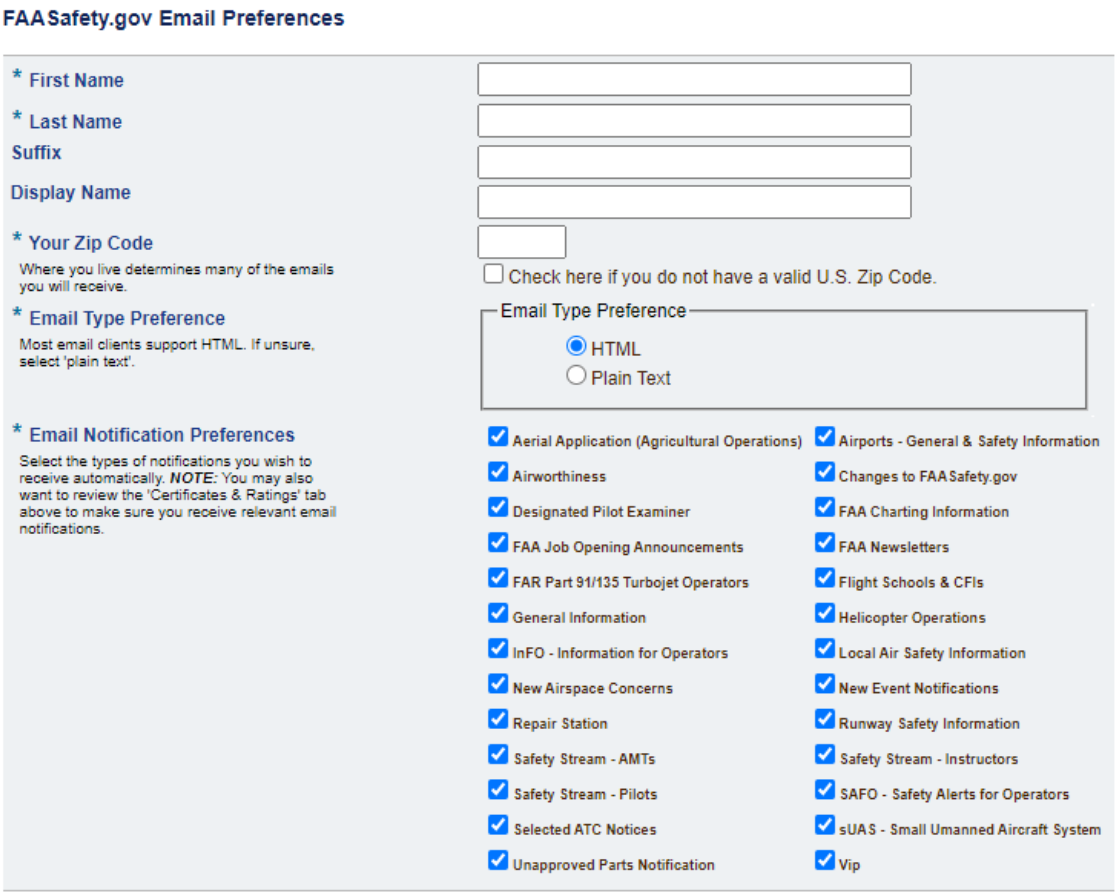
Clicking on the "My Preferences and Profile" link displays your Account Preferences page that consists of several tabs: General & Email, Password, Certificates & Ratings, Airman Registry, Seminar Preferences, Other, as well as the option to Close My Account.

Your profile, and your preferences, can be updated through these links which include your zip code and the distance you are willing to travel for the Events. On the same page you can also specify the types of notifications you would like to receive. This information is used by the website to alert you of any upcoming events either online, or via email. Do not forget to click on the "Save" button below to accept the changes you made.

If you are a Certificated Flight Instructor, your account should be an "Airman" account, not a "User" account. You can upgrade your account by clicking on the Airman Registry tab under My Preferences and Profile and following the instructions. If your status is "User" and you do not upgrade to "Airman," you will not be able to validate ***WINGS*** credits.

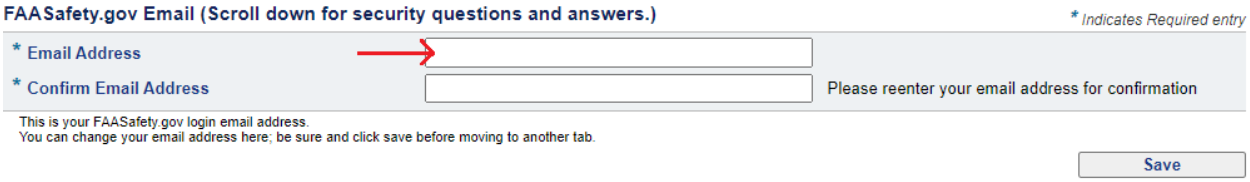


The "General" tab is shown below. You can update your name, zip code and email notification preferences under the General tab.



3.2. Your Email Address

Your email address (the one you used to log in) is displayed in the area denoted below by the red arrow.



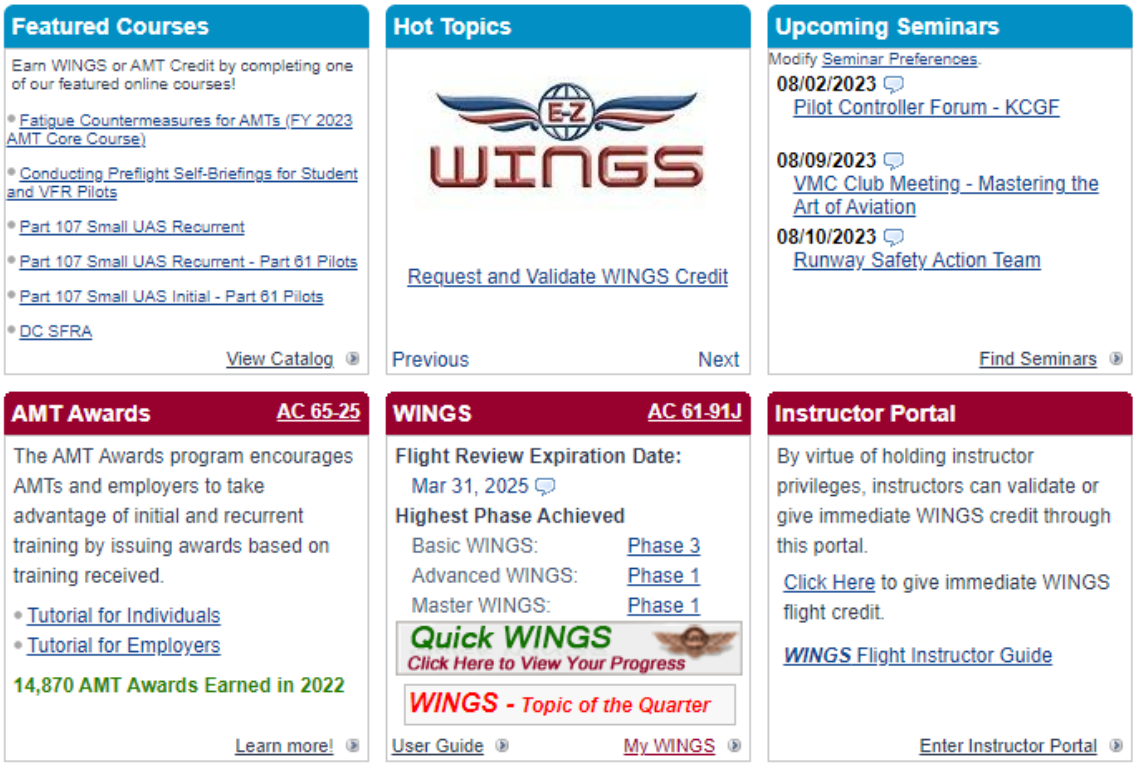
You can change your email address in the "Email & Password" tab of the Account Preferences and Profile page. If you change your email address, just log in using your previous email address (which is your log in name for FAASafety.gov) and then click the link shown in this panel, "Change My Email Address."

By far, the largest numbers of requests we receive at the FAASafety.gov Help Desk involve changing your email address or password. Please follow these steps before emailing the Help Desk.

1. Your email address is your account name on FAASafety.gov. Even if you change your email address, you should still be able to log in using your previous email address and password, even if you no longer have access to that address.
2. Once logged in, simply go to your My Preferences and Profile page and update your email address. This then becomes your new account name.
3. If you do not have access to your old email account, do not request a Password Reset before you change your email address.

Home Page Portals

The balance of the page displays additional boxes, called portals, six of which are shown here:

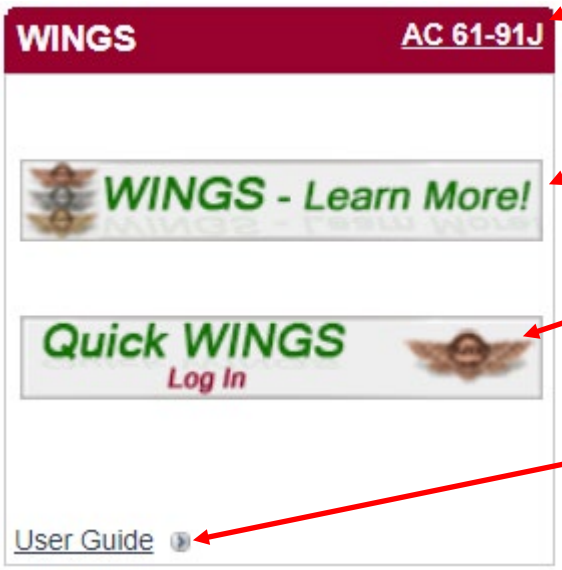


The information is customized to your settings as defined in your *Preferences and Profile* page. The sections are as follows:

- **Featured Courses**: this section provides a short list of courses through which you can obtain credit in the ***WINGS*** program. A complete list may be accessed by clicking on the *View Catalog* link, or as shown later in the document.
- **Hot Topics**: a list of various auto-rotating topics is displayed in this area.
- **Upcoming Seminars**: a list of seminars in your area. You may search for more seminars by clicking on the *Find Seminars* link.
- **AMT Awards Program**: information about AMT training.

- ***WINGS***: a summary of your ***WINGS*** progress. Specifically, the latest **Flight Review Expiration Date** is shown (as determined by the date you completed your last ***WINGS*** Phase), along with the highest earned phases of each of the three ***WINGS*** levels: Basic ***WINGS***, Advanced ***WINGS***, and Master ***WINGS***.
- **Instructor Portal**: a web portal for instructors to access additional information and features. An instructor certificate is required to gain access to some of the features in this section. In addition, pilots without a computer may register, or be registered, for a "Special" FAASafety.gov account through this portal by using any computer, perhaps at the library or one used by their instructor.

Whether you are logged in or not, from the ***WINGS*** portal you can access useful information about the program:



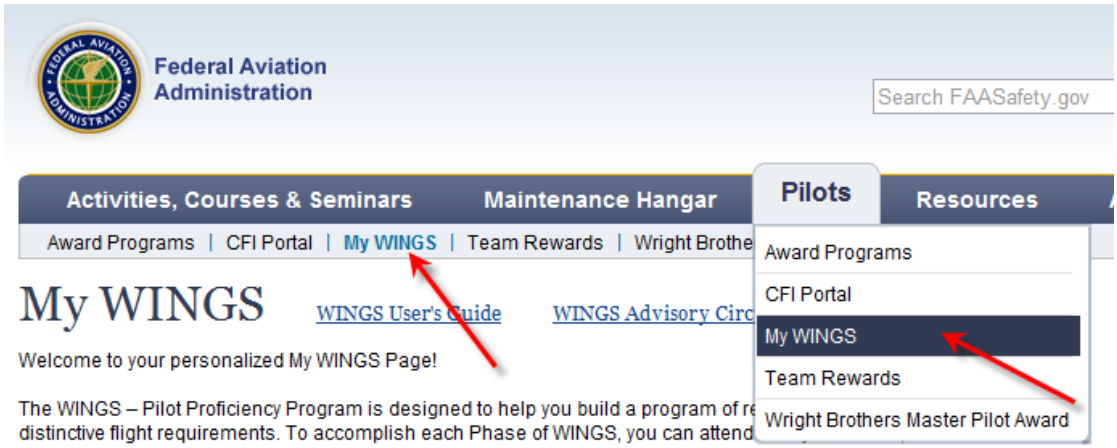
The ***WINGS*** – *Pilot Proficiency Program Advisory Circular* is available from this link on the Home page.

The "Learn more!" link will take you to a page that displays general information about the Program.

This Quick ***WINGS*** link provides instant access to your ***WINGS*** Checklist – the fastest way to start the ***WINGS*** Program.

The complete ***WINGS*** – *Pilot Proficiency Program User's Guide* can be viewed (and downloaded) by clicking on the link in the lower left corner in the ***WINGS*** Portal.

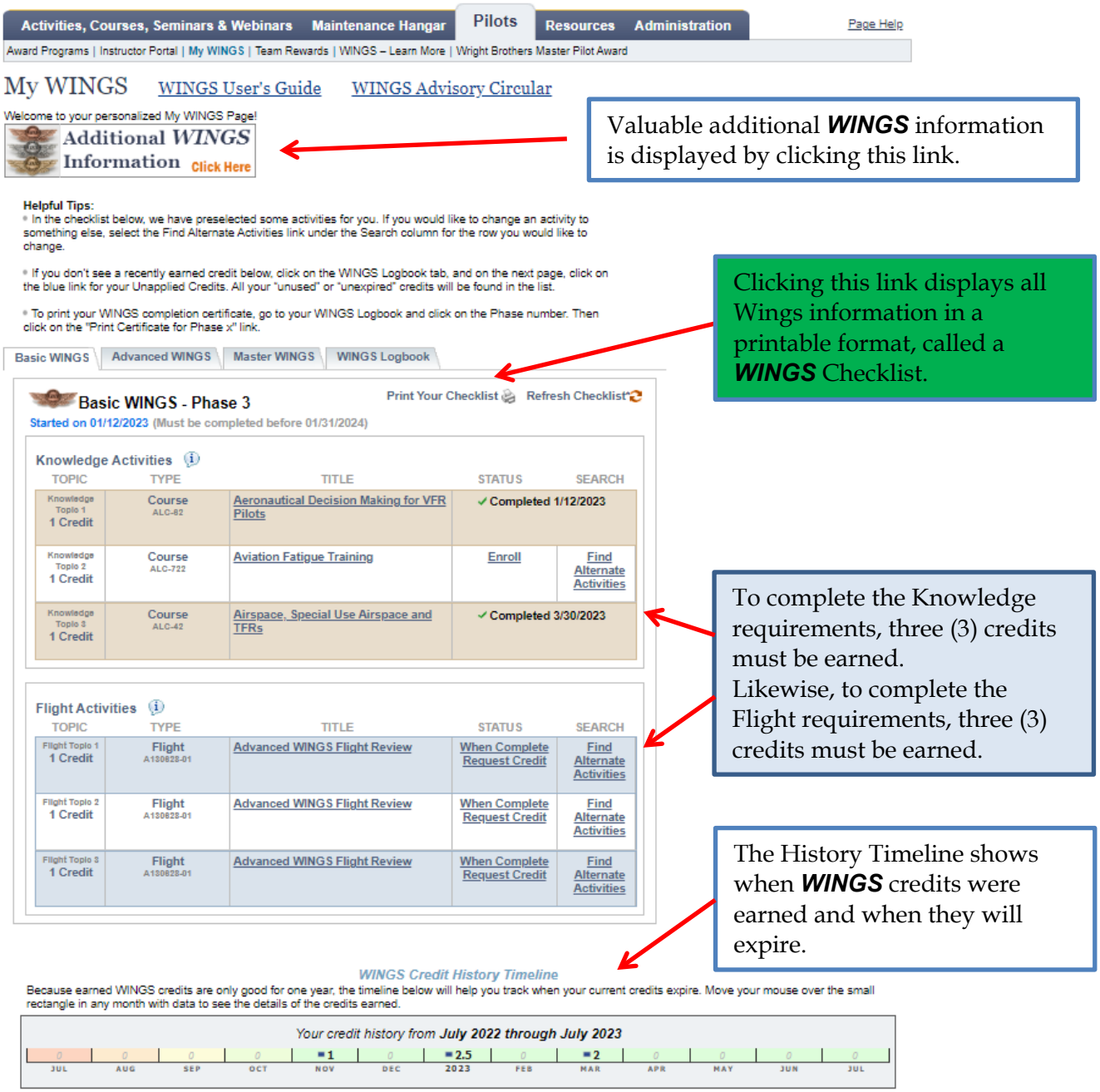
Clicking on the "My ***WINGS***" link on the bottom of the ***WINGS*** portal displays your personal ***WINGS*** page. That same page can be accessed at any time by "hovering" over the *Pilots* menu option on the top (blue horizontal bar) and selecting the My ***WINGS*** option from one of the two places as shown below.


Federal Aviation Administration
Search FAASafety.gov
Activities, Courses & Seminars
Maintenance Hangar
Pilots
Resources
Award Programs | CFI Portal | My WINGS | Team Rewards | Wright Brothe
Award Programs
CFI Portal
My WINGS
Team Rewards
Wright Brothers Master Pilot Award
My WINGS
WINGS User's Guide
WINGS Advisory Circ
Welcome to your personalized My WINGS Page!
The WINGS – Pilot Proficiency Program is designed to help you build a program of re
distinctive flight requirements. To accomplish each Phase of WINGS, you can attend
and demonstrate flight proficiency. You must earn 6 credits to complete a Phase of WINGS - 3 knowledge activity credits and 3 flight activity credits. To ensure you receive a well-rounded learning experience, only selected activities fulfill certain credit requirements. (You can see more details of the WINGS Program by clicking on the blue banner below.)
Although there are Advanced and Master Levels for pilots wishing to demonstrate a higher level of skill and proficiency, most pilots will be satisfied with accomplishments at the Basic Level. While you may earn additional Phases by completing 3 additional knowledge activities and 3 additional flight activities, the program only requires you to complete a Phase once every 12 calendar months.
Pilots may earn a Phase of WINGS using a seaplane, and get a distinctive Sea WINGS pin for that accomplishment. Be sure to modify your WINGS Profile to show you hold a seaplane rating. The system will confirm that you actually hold a Seaplane rating when you request the Sea WINGS pin.

4. Your My *WINGS* Page

Your "My ***WINGS***" page will look like the one shown below. Note that the activities displayed in your task list are dependent upon the choices you make in your ***WINGS*** Profile.

Normally, you would not select all aircraft categories and classes you hold. Only choose those you intend to use in completing a Phase of ***WINGS***. In addition, if you hold a Commercial or ATP certificate, we suggest you choose the Private Pilot certificate as well. Additional ***WINGS*** information can be displayed by clicking on the link just above your ***WINGS*** summary. (For reference, it is available on Chapter 7 of this guide.)



4.1. *WINGS* - At a Glance

This screen displays a summary of your ***WINGS*** profile that you completed when you first start the ***WINGS*** Program. It can be changed at any time by clicking on the link in your "***WINGS*** – At a Glance" window, available when you are on your My ***WINGS*** page. In addition, it displays a summary of your progress on each level of the ***WINGS*** program that you participate.

This date is your ***WINGS*** expiration date (two calendar years from the date you completed the last Phase). If you have not completed another Phase before that date, a Flight Review is required.

You can print your ***WINGS*** certificates of the most recent Phase(s) by clicking on these links.

You can click this link to claim awards and prizes.

This link displays the Categories, Classes, and Certificates that you wish to use within the ***WINGS*** program (see next paragraph).

4.2. *WINGS* Profile (Aircraft Categories, Classes, and Certificates)

These selections are used to assist in searching for Accredited Activities that interest you or that you plan to use while participating in the ***WINGS*** program. Selecting all the certificates you hold may be confusing as the system may suggest an activity in a Category or Class you do not plan to use. So, select only those you plan to use in the ***WINGS*** Program to help focus the activities pre-selected on your ***WINGS*** page.

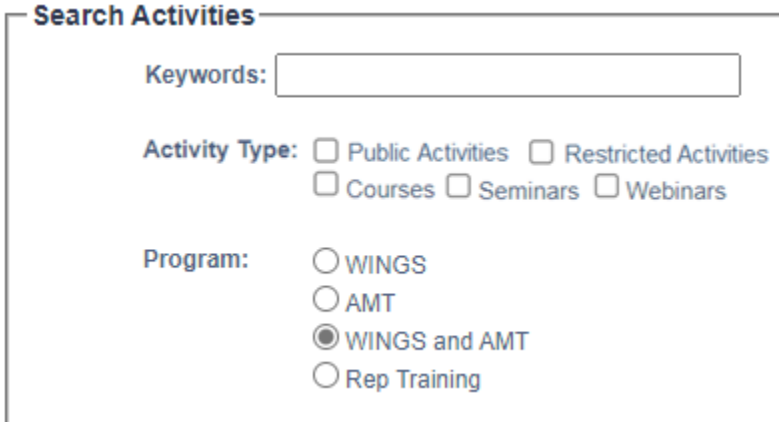
Important!

This pilot also holds an Airplane Multiengine Land category and class rating. However, that box is not checked here because she does not plan to use a multiengine airplane in the ***WINGS*** Program.

4.3. Activity Types

An Accredited Activity is any training listed on FAASafety.gov that has credit for ***WINGS***, AMT or Representative Training. To earn ***WINGS*** knowledge or flight credits, you must complete one of the following five activity types with the appropriate credit listed.

- Course
- Public Activity
- Restricted Activity
- Seminar
- Webinar



Each of these activity types can be accessed from any page on the website using the Activities, Courses, Seminars & Webinars tab as shown in the image below. You may also request a new topic from this menu.

Public Activities may have credit for flight and knowledge topics or just flight topics. They may not have credit for only knowledge topics. Any CFI can validate Public Activities. Contact your CFI to request credit validation for Public Activities.

Restricted Activities are provided by FAASTeam Training Providers. Restricted Activities may contain credit for flight and/or knowledge topics. Pilots must be working

with a training provider to use their Restricted Activity. Restricted activities may only be validated by Training Providers. Contract the Training Provider directly to request credit validation for Restricted Activities.

4.4. Knowledge Topics

The ***WINGS*** Proficiency Program consists of participation in three (3) **Knowledge topics** and three (3) **Flight topics**. Activities with credit for Knowledge topics are displayed in the brown section of the ***My WINGS*** page, as shown below:

Completion of three knowledge credits is required for each phase and may consist of courses, seminars, webinars, public activities and/or restricted activities, either online or in person. In this case, two course-activity types are required for this phase of ***WINGS***, and attendance at one seminar activity type. The three credits are also known as "Knowledge Topic 1", "Knowledge Topic 2", and "Knowledge Topic 3," as shown. The first row of this table corresponds to Knowledge Topic 1, line 2 to Knowledge Topic 2, and line 3 to Knowledge Topic 3. It is important to remember this as you move forward, as you will see in a moment.

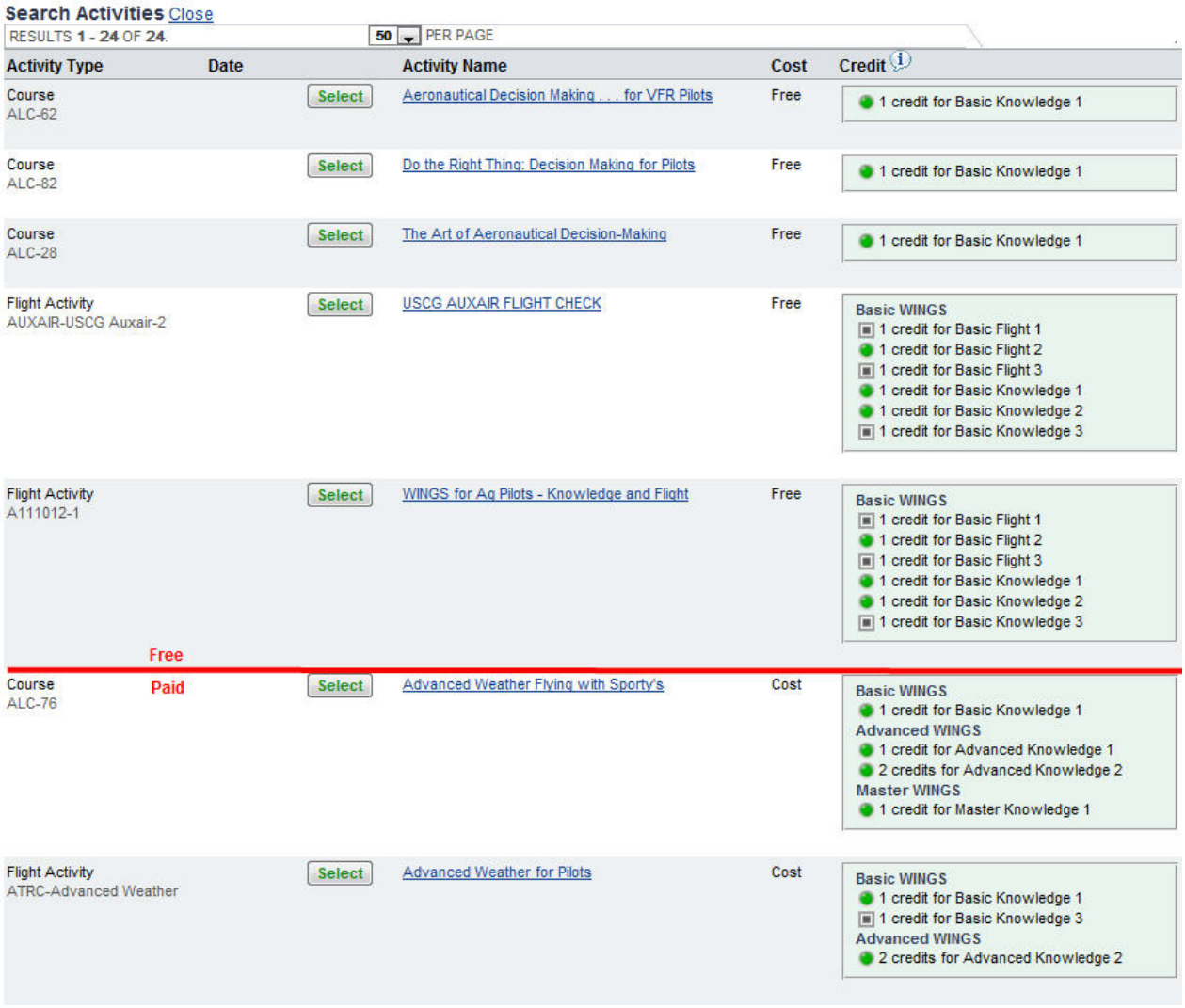
Courses are on-demand and must be completed online. Courses almost always have a short test at the end. Once the test has been passed satisfactorily, the credit is immediately posted on your **My *WINGS*** page.

There is a wide range of courses from which to choose. In the example above, one credit can be earned by successfully completing the course "*The Art of Aeronautical Decision Making*." Another credit will be earned upon completion of the course "*Line Up and Wait - LUAW.*" These two courses have either been suggested by the ***WINGS*** program, or you have selected them from a list of available courses. You have only enrolled on the second.

Additionally, the seminar "*Say Again? Radio Communication Done Right*" is upcoming, but you have not yet registered.

Clicking on *Enroll* will enroll you in the selected Course (*The Art of Aeronautical Decision Making*) and clicking on Register will register you for the seminar [or webinar if this was a webinar rather than a seminar].

Clicking on *Find Alternate Activities* will display a list of other courses and activities from which to select, as shown in the image below:

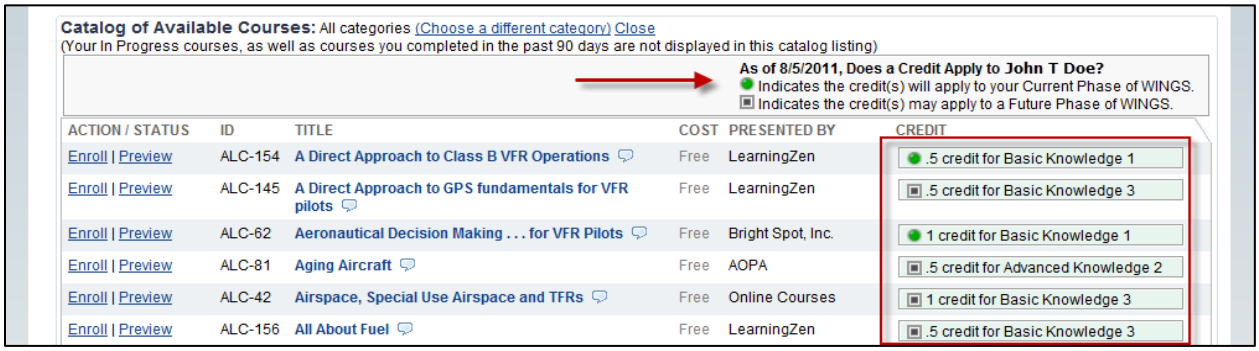


In this example, there are 5 activities (above the red line) that are free of charge and several other activities (only two are shown) that have an associated fee. You may choose either a free or a paid activity. Although in most cases you would select a free activity, you may want to browse the paid activities as well, as some of them have a small associated fee, but provide significant knowledge and/or training that may not be available in the free activities. The FAASTeam is making significant efforts to add new free activities for all three knowledge requirements, so that pilots have a wider range of choices every year.

Next to each Activity the Credit Type is shown. An activity may satisfy more than one credit. For example, the 4th line (Public Activity) satisfies 1 credit for Basic Flight Topic 1, 1 credit for Basic Flight Topic 2, 1 credit for Basic Flight Topic 2, as well as 1 credit for each of the Basic Knowledge 1, 2, and 3 topics.

You will notice that a little summary table showing the flight and knowledge credits along with a green dot or a black square is shown next to the activities. The green dot indicates that this credit can be applied to your current phase of ***WINGS***, while a black square indicates that this credit may be used in future phases of ***WINGS***.

The example below may create some confusion that requires clarification. You displayed the list of those activities above by clicking on *Find Alternate Activities* next to Knowledge Topic 1. Therefore, all those activities would be acceptable. Double-checking whether they qualify for that activity is not necessary. However, you can search for activities and/or courses from other menu options where all the activities are listed regardless of activity type. That is where the credit table is more useful.

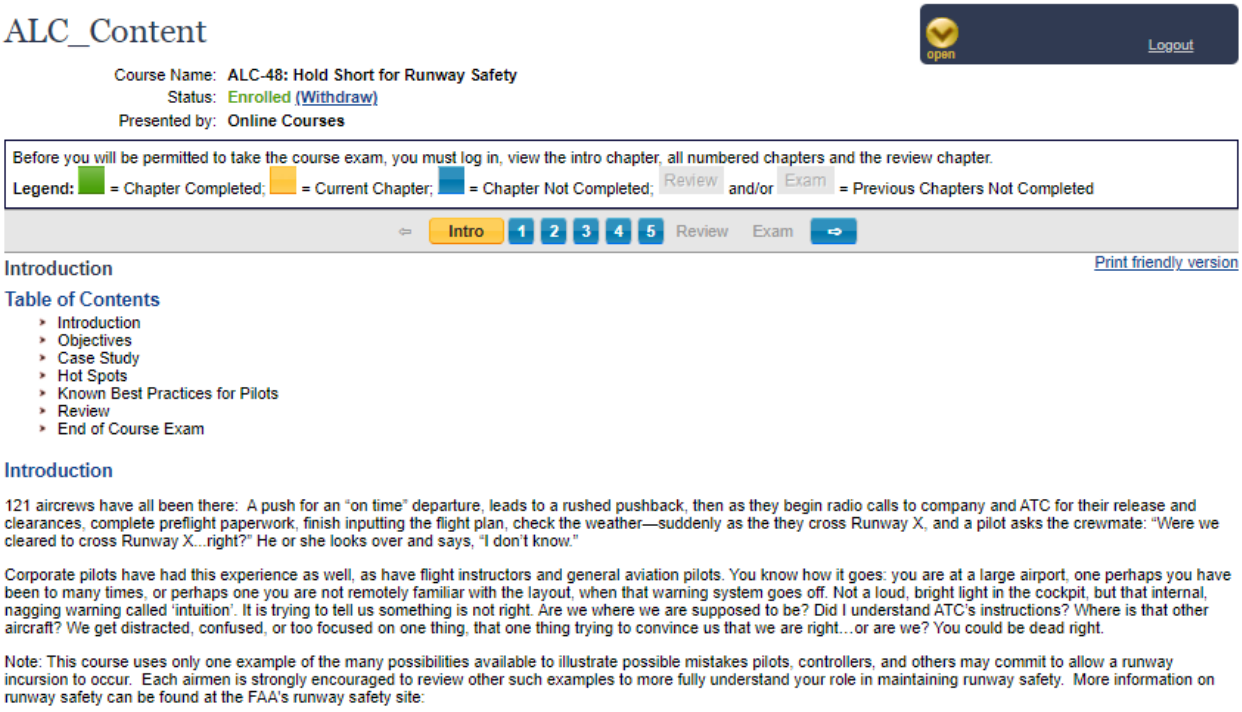


Finally, clicking on the title of the course displays a short description of the course and provides two options: *Enroll* or *Preview*.

4.5. **Preview a Course**

The *Preview* option allows you to read through the course material before you decide to enroll. If you are satisfied with the contents of the course, you can then enroll. Even after you enroll, you have the option to withdraw from the course and select another course in its place. You must be logged in and enroll if you want the ***WINGS*** and / or AMT credits to appear in your account.

Here is an example of a page after the *Preview Course* button was clicked on.



Some courses are text-based, as is the case here. Others may consist of a lot more content, including audio/video material that will be presented in a separate window. The buttons on the top (Intro, 1, 2, 3, 4, 5, Review, and Exam) allow you to navigate from page to page in the course. Once you have completed the review, make sure to click on "Exam" to complete the end-of-course exam and earn credit for that course. Review and Exam are only available after you enroll for the course. The Exam button is only available after you have completed all the chapters, including the Intro and Review.

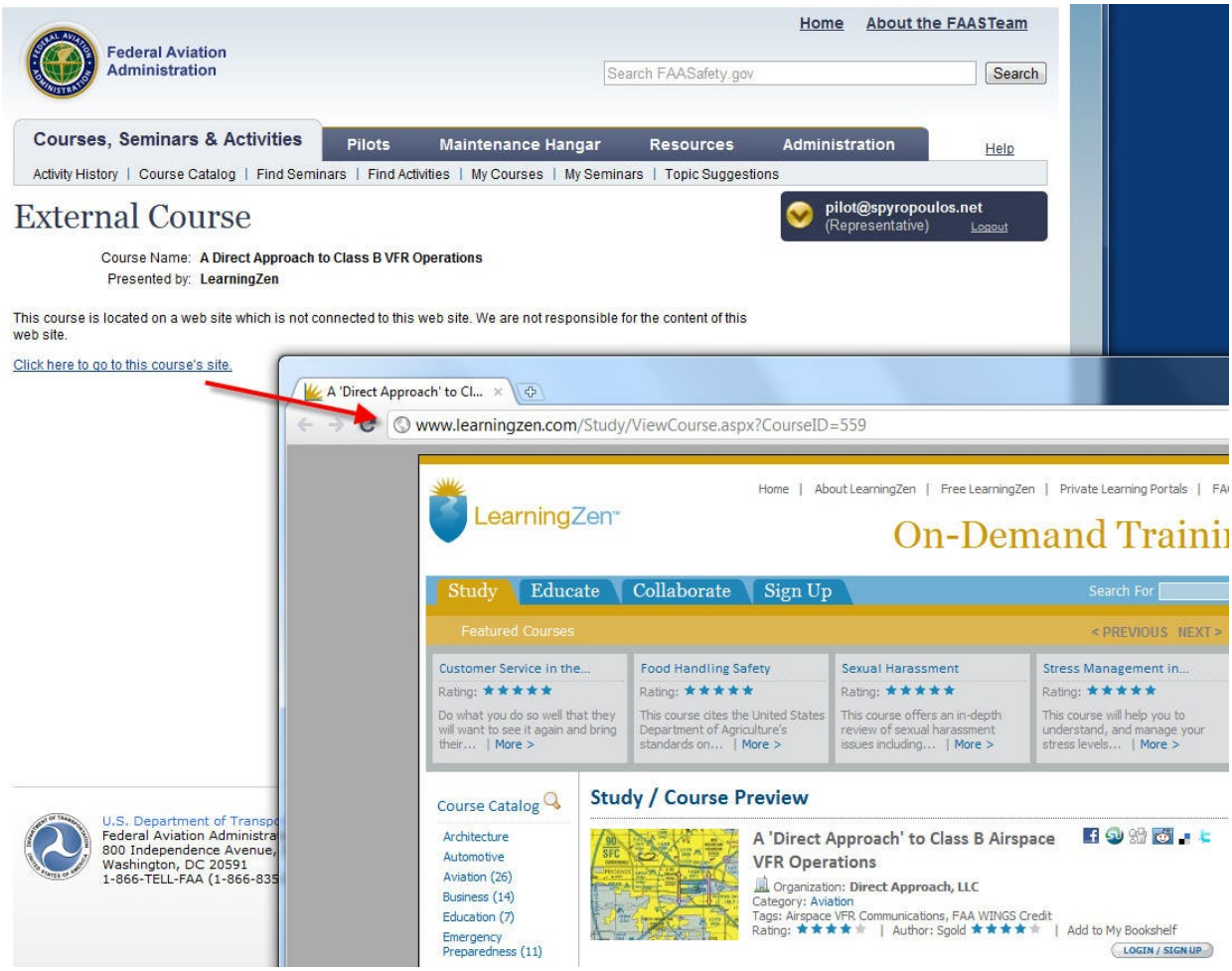
4.6. Definitions Unique to the *WINGS* Program

An "Accredited Activity" is an activity that has been approved by the FAA for use in the ***WINGS or AMT Awards*** Program. A "Validator" is a person, such as an FAA-certificated flight instructor, who has the authority to validate your request for ***WINGS*** credit, or who can give immediate credit for successful completion of an activity. "Validation" is the process of certifying that an accredited activity has been successfully completed. "Current" means earned within the previous 12 calendar months. Not all validators can validate all activity types. See the table below for a list of validators and the activity types they can validate.

Activity Type / Validator	Public	Restricted	Course	Seminar	Webinar
CFI (Certificated Flight Instructor)	X				
Training Provider	X	X			
Course Author (External Only)			X		
Representative/Lead Rep	X	X		X	X
FPM (FAASTeam Program Manager)	X	X		X	X
Website Administrator	X	X	X	X	X

4.7. External or 3rd Party Online Courses

The FAASTeam may occasionally point to other websites where credits for ***WINGS*** can be earned. In this example, the course "*A Direct Approach to Class B Airspace VFR Operations*" is offered by **LearningZen** ®. This is clearly indicated in the top of the Preview page.

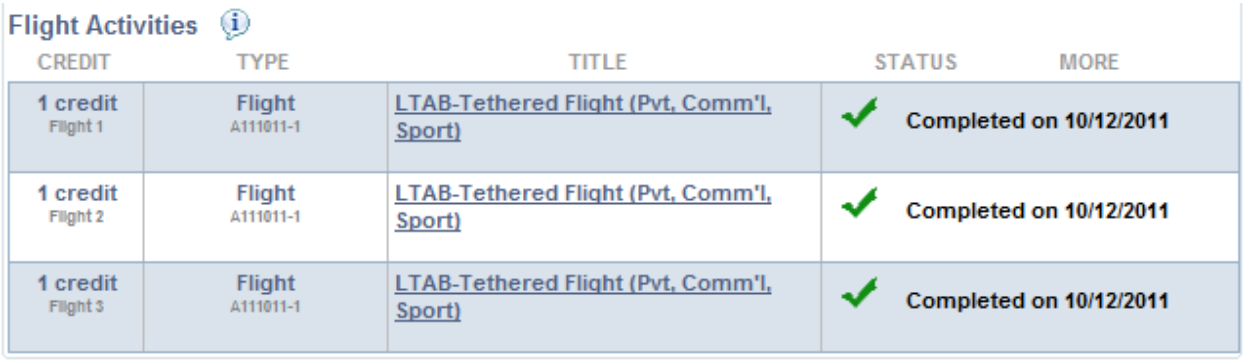


The external website may require that you register separately to complete the course. If you register with the same email address that you used to register on FAASAfety.gov, and therefore the ***WINGS*** program, your credit will seamlessly appear on your ***WINGS*** page as soon as you have completed the course on the external website.

This is important enough to repeat: You must use the same email address on the external site as you do on FAASafety.gov to get automated ***WINGS*** credit!

4.8. Flight Credits

In addition to the three knowledge credits that you must complete, three (3) flight credits are also required. The example below shows three requirements, all of which have already been met.



Flight Activities

CREDIT	TYPE	TITLE	STATUS	MORE
1 credit Flight 1	Flight A111011-1	LTAB-Tethered Flight (Pvt, Comm'l, Sport)	✔ Completed on 10/12/2011	
1 credit Flight 2	Flight A111011-1	LTAB-Tethered Flight (Pvt, Comm'l, Sport)	✔ Completed on 10/12/2011	
1 credit Flight 3	Flight A111011-1	LTAB-Tethered Flight (Pvt, Comm'l, Sport)	✔ Completed on 10/12/2011	

Although we recommend you schedule the three flight credits over three evenly spaced intervals during a year, you may combine activities in a single day, if you wish. You do not need to enroll in a public or restricted Activity. You can search for other activities by clicking on *Find Alternate Activities* link as we did in the Knowledge section, or you can pursue the recommended activity as shown here.

Additionally, you should know that an activity valued at one (1) credit does not necessarily equal one hour of flight training. Your CFI decides when you have successfully completed this activity and can, in most cases, be shorter than one hour of flight time. That flexibility makes the ***WINGS*** effort only slightly more expensive than a standard flight review.

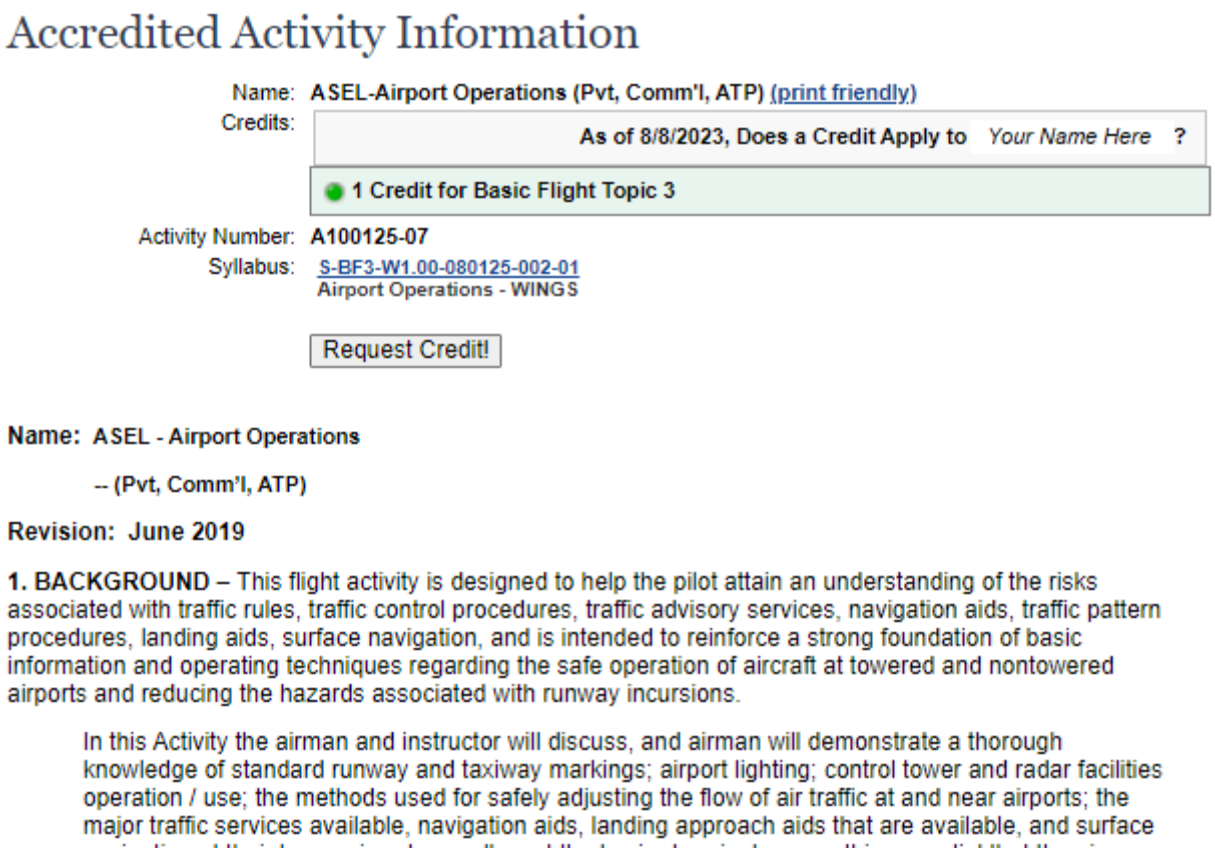
Public Activities require that the CFI give you credit after the flight(s) have been completed. In addition, the CFI must sign your logbook and may choose to use the standard phraseology recommended by the ***WINGS*** Program (See Section 9.4).

Note that all activities with ***WINGS***, Knowledge and/or Flight credit, must be completed within a 12-month period to qualify for completion of a Phase of ***WINGS***.

4.9. Activity Requirements

Before you schedule a flight with your CFI, you may wish to look at the requirements of the activity. One quick way to do that, if you are eligible, is to click on the Quick ***WINGS*** link on the Home page and print all the requirements for the phase of ***WINGS*** you are working on. You can also find this print link on your My ***WINGS*** page.

Another way is to click on the individual activity title - in this case "*ASEL-Airport Operations (Pvt, Comm'l, ATP).*" In this case, individual activity requirements are shown. The following page will be displayed:



Accredited Activity Information

Name: ASEL-Airport Operations (Pvt, Comm'l, ATP) (print friendly)

Credits: As of 8/8/2023, Does a Credit Apply to *Your Name Here* ?

1 Credit for Basic Flight Topic 3

Activity Number: A100125-07

Syllabus: S-BF3-W1.00-080125-002-01
Airport Operations - WINGS

Request Credit!

Name: ASEL - Airport Operations

-- (Pvt, Comm'l, ATP)

Revision: June 2019

1. BACKGROUND – This flight activity is designed to help the pilot attain an understanding of the risks associated with traffic rules, traffic control procedures, traffic advisory services, navigation aids, traffic pattern procedures, landing aids, surface navigation, and is intended to reinforce a strong foundation of basic information and operating techniques regarding the safe operation of aircraft at towered and nontowered airports and reducing the hazards associated with runway incursions.

In this Activity the airman and instructor will discuss, and airman will demonstrate a thorough knowledge of standard runway and taxiway markings; airport lighting; control tower and radar facilities operation / use; the methods used for safely adjusting the flow of air traffic at and near airports; the major traffic services available, navigation aids, landing approach aids that are available, and surface

Print this page and take it with you on the flight. This will help you and your CFI complete this task as required. As the Accredited Activity Information page shows, you need to complete the 6 tasks listed here. There is no minimum time required for each of the 6 tasks, or for the entire activity. Your CFI will judge when this activity has been completed satisfactorily. You should print the entire list of requirements (with details) by clicking on the printer icon shown at the top of the summary. It looks like this.

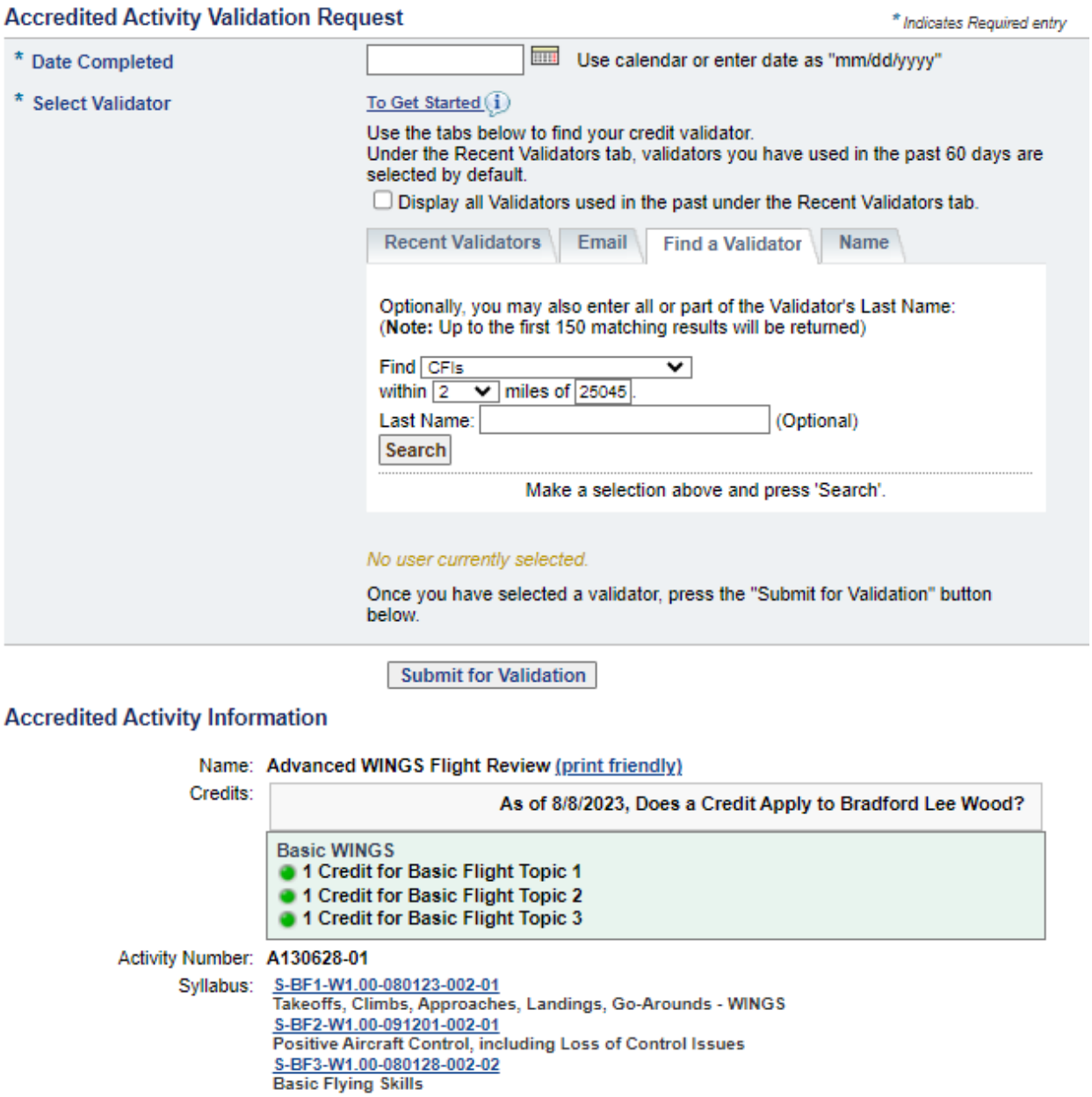
Schedule a flight with your CFI and when the activity has been completed, ask your CFI to endorse your logbook as follows:

> *"I certify that (pilot's name), holder of pilot certificate No. XXXXX, has satisfactorily demonstrated proficiency in the required tasks as outlined in the **WINGS** - Pilot Proficiency Program, activity number XXX on (date)."*
>
> *Instructor Name, Certificate Number, Expiration Date, and Signature*

4.10. How to Get *WINGS* Credit

After flying, return to your ***My WINGS*** page and click on the *When Complete, Request Credit* link to request credit from your CFI. (NOTE: If your instructor is going to give you "Immediate Credit" do not use this procedure. If the credit does not show up in your account in a day or two, contact your CFI.) You will be directed to the **Accredited Activity Validation** page where you need to fill out the date the flight took place and specify your CFI. You can search for your CFI from the "*Find a Validator*", or the "*Name*" tab either by ZIP

code, or by name, or by email address. The ZIP code entry is the ZIP code of the home address of your CFI (or whichever address she/he has registered in the system), so it may not be easy to locate. In most cases, the *Name* search option may be easier. The system will, then, notify your CFI, who must validate the activity online. Once validated, your Accredited Activity will be shown as complete on your *My **WINGS*** page.

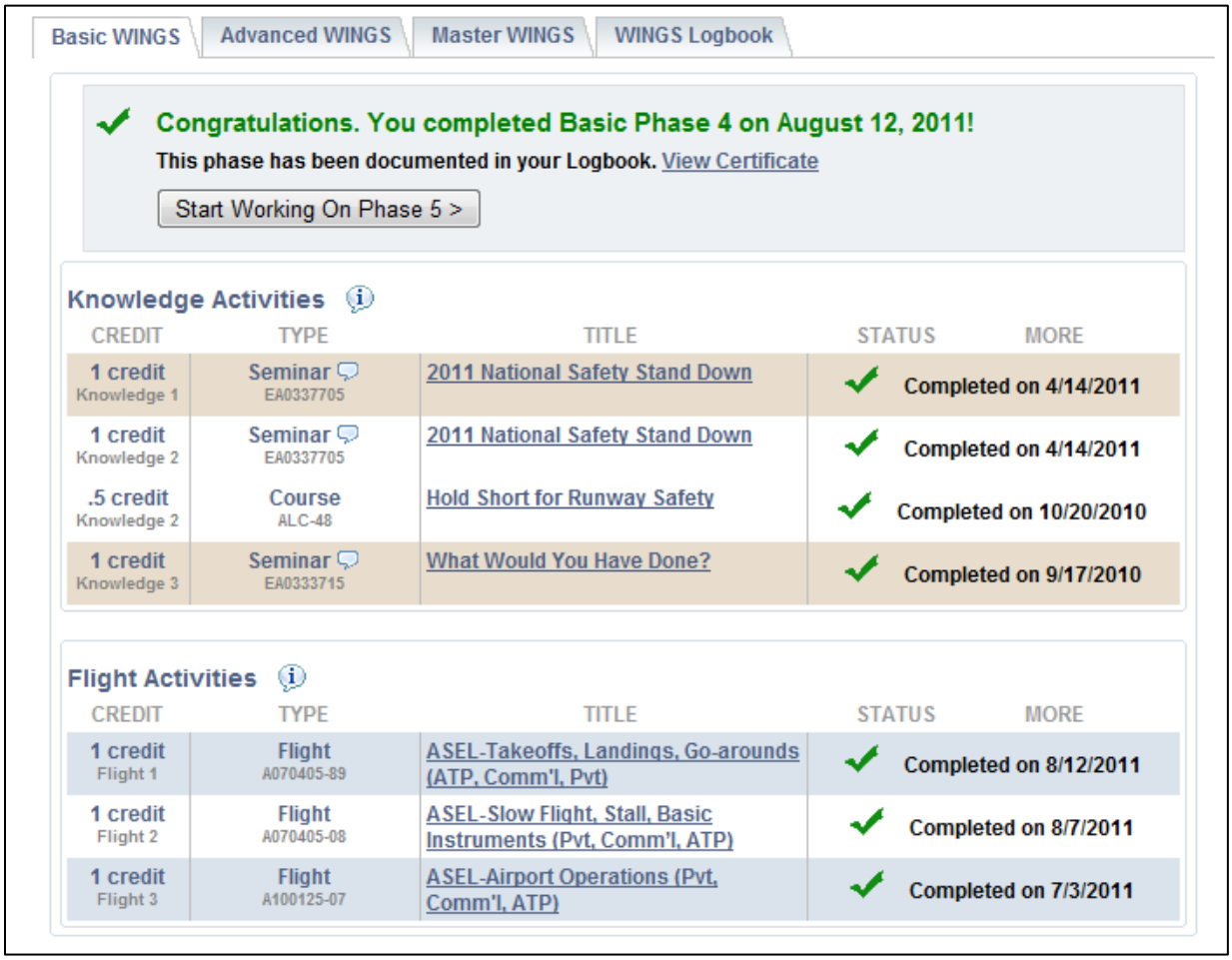


Once you request a validation from your CFI, you no longer need to search for the same CFI again. Her/his name would be listed in the "*Recent Validators*" tab, where you can quickly reselect the name. As an alternative, your CFI may elect to give you immediate credit for a flight activity through the CFI Portal on the Home Page. In this case, you must not request credit using the link on your My ***WINGS*** page.

If you do use this procedure and request credit through the FAASafety.gov system, your CFI cannot use the Give Immediate Credit option in the CFI Portal.

5. Your *WINGS* Certificate

When you have earned credit for all three knowledge topics and all three flight topics, you have completed a ***WINGS*** Phase. In the example below, all accredited activities were completed, and the user's 4th Basic ***WINGS*** Phase was completed on August 12, 2011.



Clicking on *View Certificate* displays your ***WINGS*** phase completion certificate, customized with your name and completion date. This certificate is proof of completion of a phase of ***WINGS*** and can be used in place of your flight review. The 2nd page of the completion certificate also presents a separate wallet-sized certificate with your flight review information. The system will also send you an email confirming that your ***WINGS*** Phase was completed.

Clicking on "Start Working on Phase #" on that same screen removes all your completed courses and flight activities and allows you to start working on the next Phase.

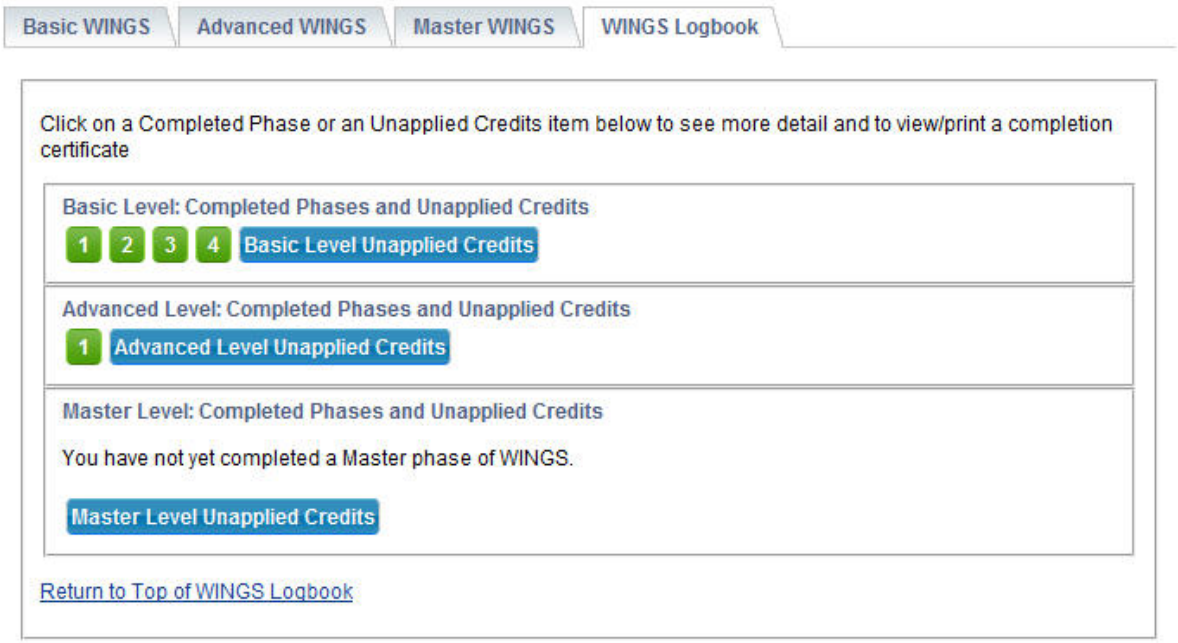
As previously discussed, three ***WINGS*** levels exist. Progress and planning of the other levels can be accessed from the corresponding tabs.

If you wish to demonstrate a higher level of proficiency, you can participate in more than one ***WINGS*** level. The Basic level, however, is all that is required to fulfill your flight review requirements. If you do decide to participate in higher ***WINGS*** levels, please note that an accredited activity completed at, the Commercial level, may satisfy the requirements of both the Basic ***WINGS*** and Advanced ***WINGS*** levels. Two separate flights may not be required. Please check the appropriate activity information page and discuss the specific activity requirements with your CFI.

Completion of a phase of ***WINGS*** at the Basic level is required at least once every 12 calendar months in order to be awarded a phase at a higher level (Advanced or Master).

5.1. ***WINGS*** History

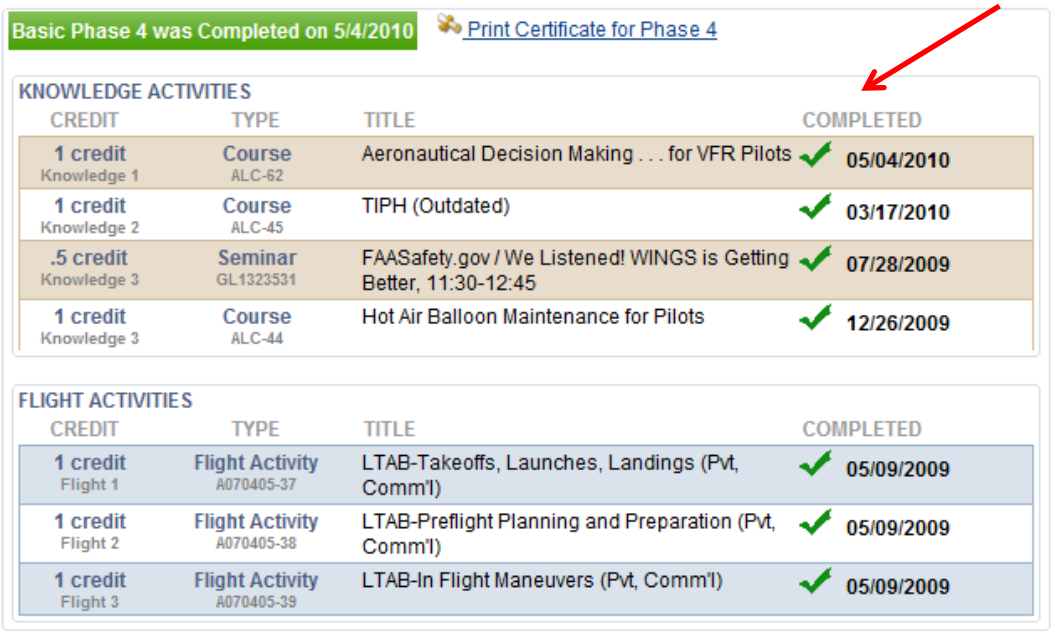
Finally, the ***WINGS*** **Logbook** tab displays the history of all your previously earned phases, as shown here:



In the above example, as shown by the green numbered boxes, the pilot has completed four ***WINGS*** Phases (1, 2, 3, and 4) and is currently working on Phase 5 of the Basic Level. The pilot has also completed Phase 1 of the Advanced Level ***WINGS*** and currently working on Phase 2 of that Level. No phases have been completed at the Master Level.

As described in more detail below, the blue colored boxes contain a list of all earned activities, if any, that have not yet been applied to a completed phase of ***WINGS***. Click on the box to see the list.

Clicking on any of the green buttons corresponding to a phase displays all your activity for that phase and, at the same time, allows you to print any previous Phase Certificates you may need. Your current Flight Review certificate is also available through this link, as can be seen in the example below after clicking on the Phase 4 green button.



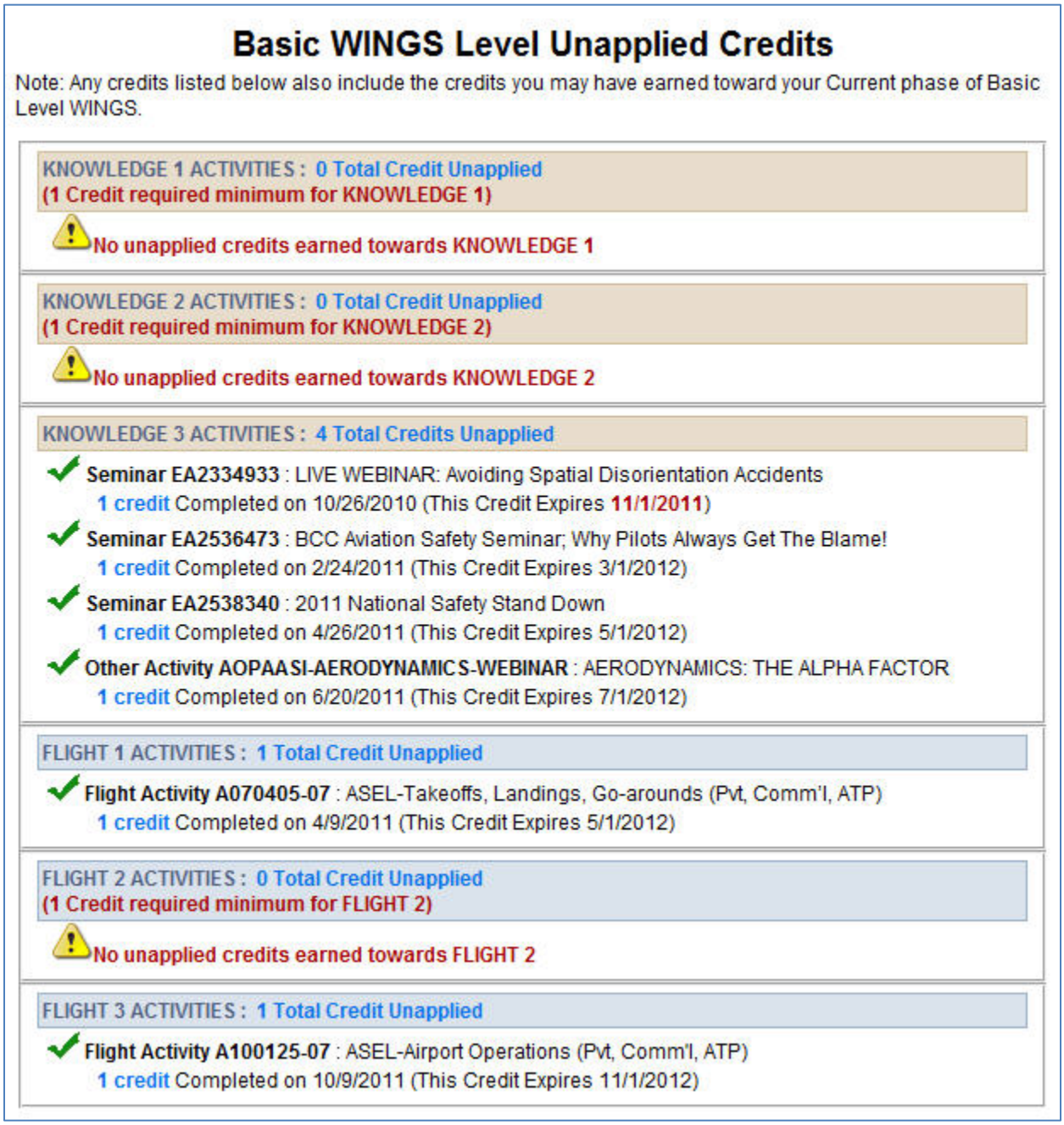
A ***WINGS*** Completion Certificate looks like this:

And the Flight Review certificate looks like this:

Unapplied Credits are credits that have been earned but not used in a ***WINGS*** Phase. Clicking on the Blue link, "Basic Level Unapplied Credits," will display all unapplied credits at that Level. The same information can be obtained by clicking on the Advanced and Master links.

Because the in-progress phase is not completed, this view displays credits that will be used for the current phase, as well. Credits are applied automatically by the website. You cannot manually "apply" the credits.

You can see below that while Flight 1 & 3 topics are completed for this phase, the Flight 2 topic is not yet complete. In the same manner, you can see that the Knowledge 1 & 2 topics have yet to be completed.



Basic WINGS Level Unapplied Credits

Note: Any credits listed below also include the credits you may have earned toward your Current phase of Basic Level WINGS.

KNOWLEDGE 1 ACTIVITIES : 0 Total Credit Unapplied
(1 Credit required minimum for KNOWLEDGE 1)

No unapplied credits earned towards KNOWLEDGE 1

KNOWLEDGE 2 ACTIVITIES : 0 Total Credit Unapplied
(1 Credit required minimum for KNOWLEDGE 2)

No unapplied credits earned towards KNOWLEDGE 2

KNOWLEDGE 3 ACTIVITIES : 4 Total Credits Unapplied

Seminar EA2334933 : LIVE WEBINAR: Avoiding Spatial Disorientation Accidents
1 credit Completed on 10/26/2010 (This Credit Expires **11/1/2011**)

Seminar EA2536473 : BCC Aviation Safety Seminar; Why Pilots Always Get The Blame!
1 credit Completed on 2/24/2011 (This Credit Expires 3/1/2012)

Seminar EA2538340 : 2011 National Safety Stand Down
1 credit Completed on 4/26/2011 (This Credit Expires 5/1/2012)

Other Activity AOPAASI-AERODYNAMICS-WEBINAR : AERODYNAMICS: THE ALPHA FACTOR
1 credit Completed on 6/20/2011 (This Credit Expires 7/1/2012)

FLIGHT 1 ACTIVITIES : 1 Total Credit Unapplied

Flight Activity A070405-07 : ASEL-Takeoffs, Landings, Go-arounds (Pvt, Comm'l, ATP)
1 credit Completed on 4/9/2011 (This Credit Expires 5/1/2012)

FLIGHT 2 ACTIVITIES : 0 Total Credit Unapplied
(1 Credit required minimum for FLIGHT 2)

No unapplied credits earned towards FLIGHT 2

FLIGHT 3 ACTIVITIES : 1 Total Credit Unapplied

Flight Activity A100125-07 : ASEL-Airport Operations (Pvt, Comm'l, ATP)
1 credit Completed on 10/9/2011 (This Credit Expires 11/1/2012)

6. Team Member Rewards

When you have earned a phase of ***WINGS***, you may wish to direct your browser to the *Team Member Rewards* page accessible from the menu by "hovering" your mouse over the Pilots tab and selecting the "*Team Rewards*" option, as shown below:

You will, then, be directed to the appropriate page, where a table will confirm that you are eligible for a ***WINGS*** Lapel Pin for your current Phase. The pin is kindly offered by the **Avemco Insurance Company**. All you need to do is check the box under "Select Rewards" and then click on *Send*. Within a couple of weeks, you will receive your ***WINGS*** Pin in the mail. Note that pins are provided for earning each level of ***WINGS***, not each phase.

Team Member	Reward Information	Select Rewards
Avemco	Official WINGS Lapel Pin Last Requested: never	Need at least a Current Phase of ***WINGS*** to request the Avemco WINGS reward
Seaplane Pilots Association	Sea WINGS Lapel Pin Last Requested: never	Need at least a Current Phase of ***WINGS*** to request the Seaplane Pilots Association Sea WINGS reward
WINGS Industry Network	WIN Sweepstakes Last Requested: never	Need to have completed at least a Current Phase of ***WINGS*** to request entry into the 2023 WINGS Industry Network Sweepstakes. FAA employees not eligible to participate.
WINGS Industry Network	WIN Sweepstakes for CFIs Last Requested: never	Need to be a CFI that conducted the final activity of an airman's Current Phase of ***WINGS*** to request entry into the 2023 WINGS Industry Network for CFIs Sweepstakes. FAA employees not eligible to participate.

7. General *WINGS* Information

Participants may be interested in the following general information that describes how knowledge and flight activities are categorized.

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 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. Topic 1 of the Basic level requires knowledge training in Risk Management. Other accident causal factors are addressed at the Advanced and Master Levels.

Basic Level:

- Knowledge 1 - Risk Management
- Knowledge 2 - Aircraft Operations
- Knowledge 3 – Elective
    - Alternate - Other Subjects (shown on next page)
- Flight 1 - Operating on and around airports/heliports/seaplane bases
- Flight 2 - Flight operations away from airports/heliports/seaplane bases
- Flight 3 - Elective

Advanced Level:

- Knowledge 1 – Preflight Planning
- Knowledge 2 – Other Subjects (shown on next page)
- Knowledge 2 – Other Subjects (shown on next page)
- Flight 1 – Category/Class Specific causal factors
- Flight 2 – Category/Class Specific causal factors
- Flight 2 – Category/Class Specific causal factors

Master Level:

- Knowledge 1 - Preflight Planning and More
- Knowledge 2 - Other Subjects (shown on next page)
- Knowledge 2 - Other Subjects (shown on next page)
- Flight 1 - Category/Class Specific causal factors
- Flight 2 - Category/Class Specific causal factors
- Flight 2 - Category/Class Specific causal factors

Note: Category/Class Specific causal factors were determined after a review of accidents for a 2-year period and are specific for a Category and Class of aircraft.

The Other Subjects that may be used to determine activity requirements are:

- Basic Flying Skills
- Human Factors
- 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

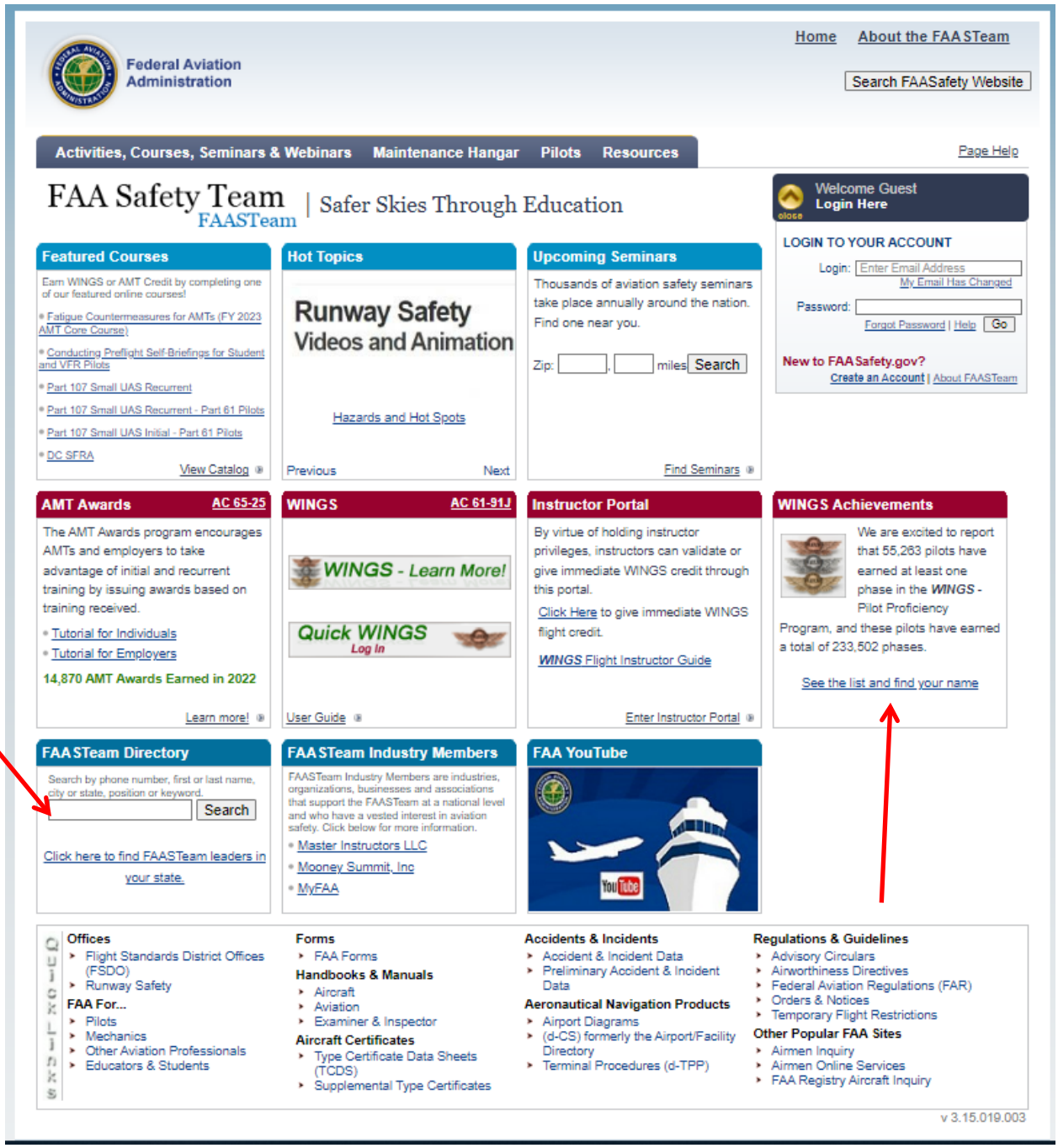
The first four subjects are Primary Accident Causal Factors and are specifically addressed at the Basic Level of the ***WINGS*** Program; the others are additional Accident Causal Factors and can be addressed in any of the ***WINGS*** Levels.

8. Epilogue

We hope that this short guide will help you get started on the FAA's ***WINGS*** Program, or, if you have already enrolled, that it will address some of the issues and questions you may have. Again, thank you for participating in the ***WINGS*** – Pilot Proficiency Program!

If you require additional assistance with the program, please do not hesitate to contact one of the many FAASTeam ***WINGS***Pros in your area, who will be happy to guide you through the process of enrolling and completing the program.

You can find FAASTeam ***WINGS***Pros (who are volunteers) and FAASTeam Program Managers (who are FAA employees) in your area by using the FAASTeam Directory search portal on the home page, as shown below. You can enter the city or state, but not both. Your local FAASTeam ***WINGS***Pros can also assist in validating flight and ground activities.



Also, note that a ***WINGS*** Achievement Roster, available on the Home page, tells you how many pilots have earned a phase of ***WINGS*** and displays their name in a list.

9. Especially for Flight Instructors

The objective of the ***WINGS*** – Pilot Proficiency Program is to reduce the number of accidents in General Aviation (GA) by assisting airmen to find educational opportunities designed to help them apply the principles of risk assessment and risk management. When properly applied, these principles will help mitigate accident causal factors associated with common pilot errors, lack of proficiency, and faulty knowledge. The Federal Aviation Administration's purpose is to encourage most GA pilots, through ***WINGS***, to engage in ongoing, targeted flying tasks and learning activities keyed to identified risks and which are designed to mitigate those risks.

As an instructor, you are an integral part of the aviation community, and by modeling best practices, play an important role in reducing the number of GA accidents. Because of this vital role, we strongly encourage you to earn a phase of ***WINGS*** yourself. However, there is no requirement for you to hold a current phase of ***WINGS*** to provide ***WINGS***-qualified instruction.

Nonetheless, you are encouraged to participate in the ***WINGS*** – Pilot Proficiency Program for several reasons, not the least of which is that you will maintain your own flying skills. Another reason is that pilots will come to you to participate in the ***WINGS*** Program and when you are more at ease with the ***WINGS*** Program, pilots will have a better overall experience.

9.1. ***WINGS*** Credit Validation – Pilot Initiated

Besides flying with and evaluating the proficiency of pilots, you have another role to play: the role of ***WINGS*** credit validator. There are two primary methods for pilots to get ***WINGS*** credit for their demonstration of proficiency. The first is dependent upon the pilot to initiate and the second upon you.

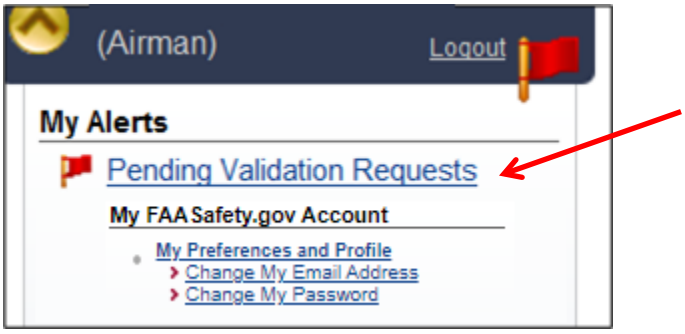
In the first case, pilots will go to their My ***WINGS*** summary page, and click on the *Request Credit* link. The next page will help them select the person they want to validate the credit request. In most cases, this would be you!

Flight Activities

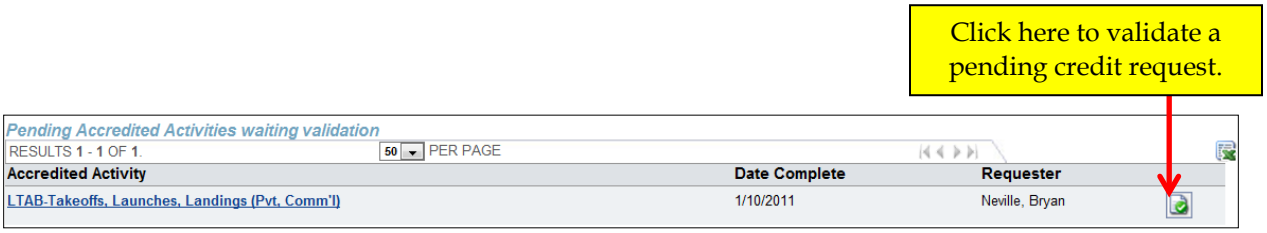
TOPIC	TYPE	TITLE	STATUS	SEARCH
Flight Topic 1 1 Credit	Flight A070405-07	ASEL-Takeoffs,Climbs,Approaches,Landings, Go-Arounds (Pvt, Co...	When Complete Request Credit	Find Alternate Activities
Flight Topic 2 1 Credit	Flight A070405-08	ASEL-Slow Flight,Stall,Spins,Upsets, Basic Instruments (Pvt, C...	When Complete Request Credit	Find Alternate Activities
Flight Topic 3 1 Credit	Flight A100125-07	ASEL-Airport Operations (Pvt, Comm'l, ATP)	When Complete Request Credit	Find Alternate Activities

You can expect to receive an automated email reminding you that a credit request needs your attention. You do not need to wait to receive this automated email to validate a credit request. When you log in to your account on FAASafety.gov, click on the *Pending Validation*

Requests link under your login information. Note the Red Flag which calls this to your attention.

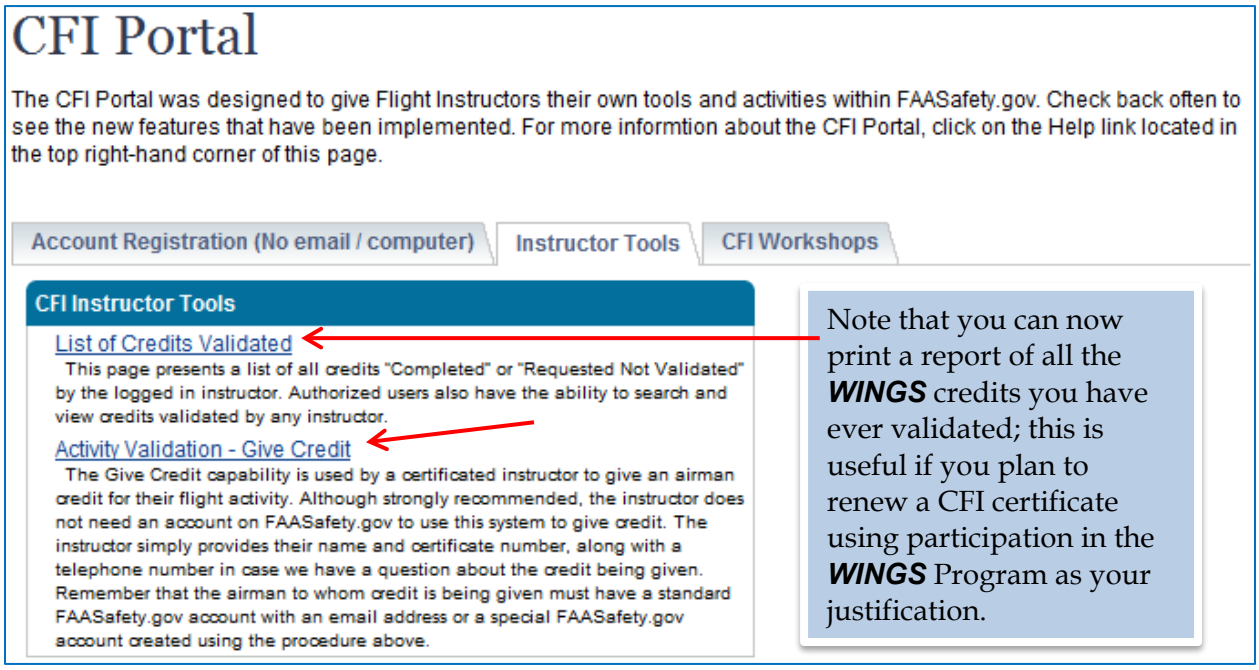


You validate the request on the next page. Be sure to confirm that the pilot has made a request for the correct activity.

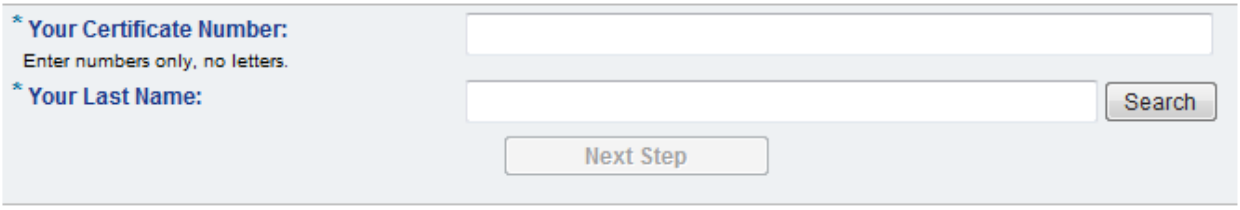


9.2. ***WINGS*** Credit Validation – Instructor Initiated

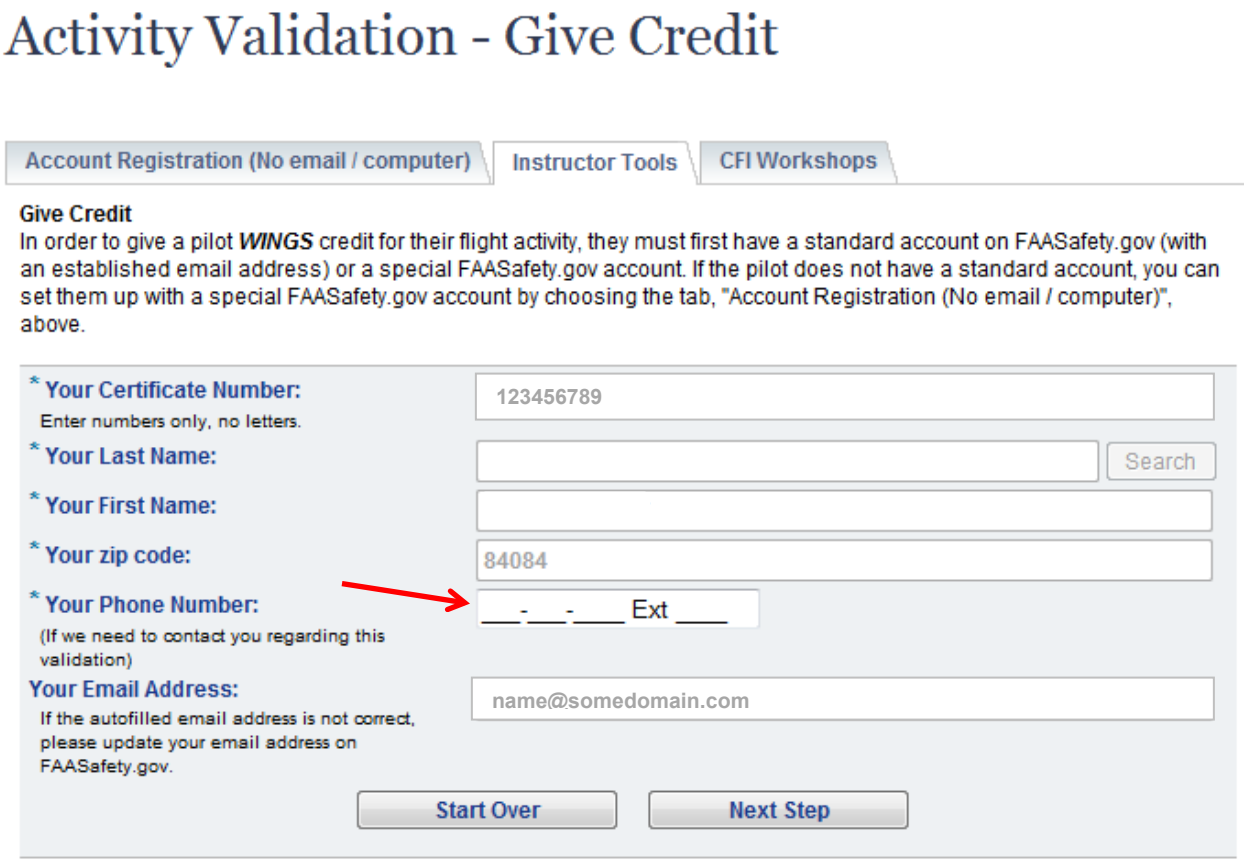
In this case, you can give ***WINGS*** credit for flight activities without the pilot having to take any action. You go to the CFI Portal on the Home Page at FAASafety.gov and start the *Give Credit* process, as shown below. Just click the *Activity Validation – Give Credit* link to get started. You do not have to log in first; in fact, you do not even need an account on FAASafety.gov. By virtue of holding instructor privileges, any instructor can validate ***WINGS*** Flight credits through this portal.



On this first page, enter your pilot certificate number and last name and click the *Search* button. If you have signed in to your account on FAASafety.gov, this step is skipped.



If you are registered on FAASafety.gov, you will see the screen shown below, where we ask for your telephone number in case we have a question about the credit. Note that your email address is auto-filled.

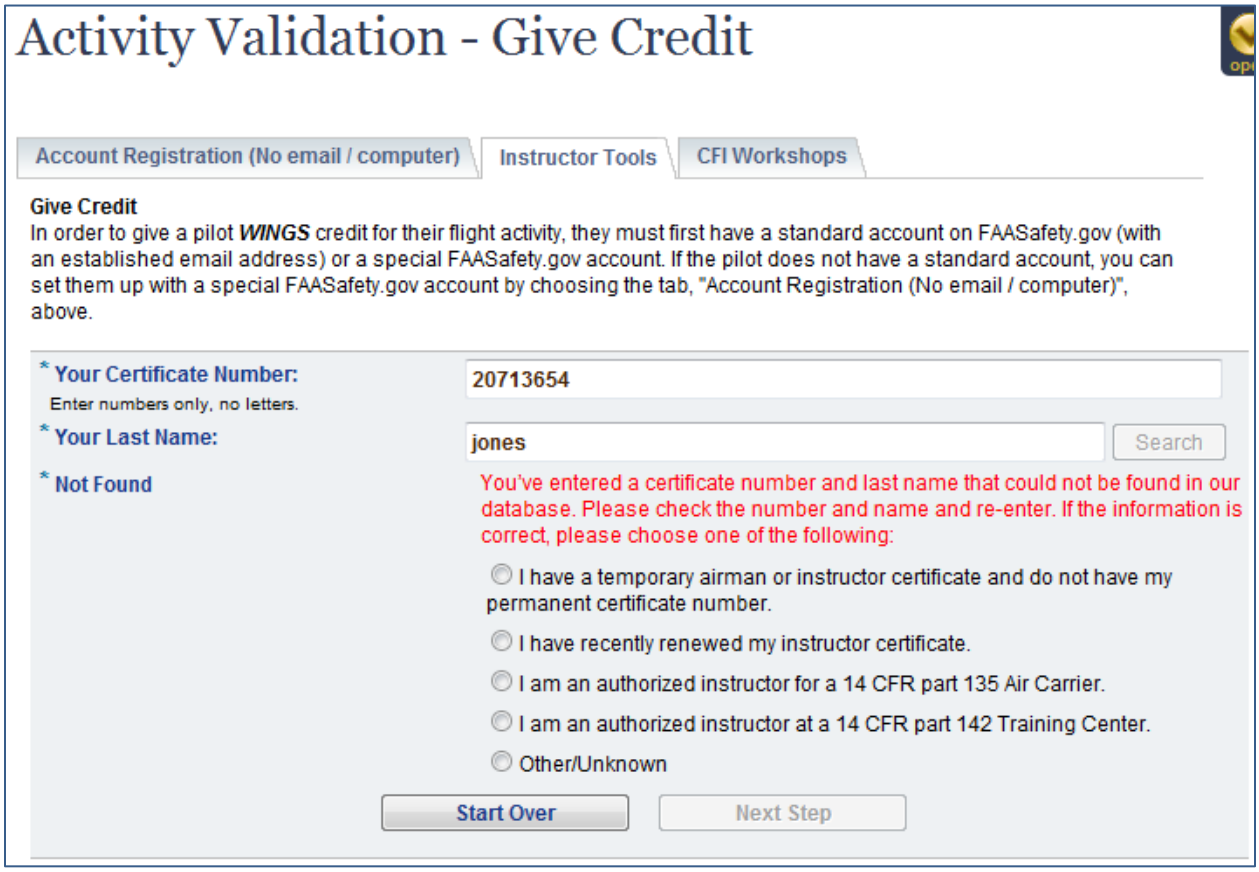


After you enter your telephone number, click the *Next Step* button.

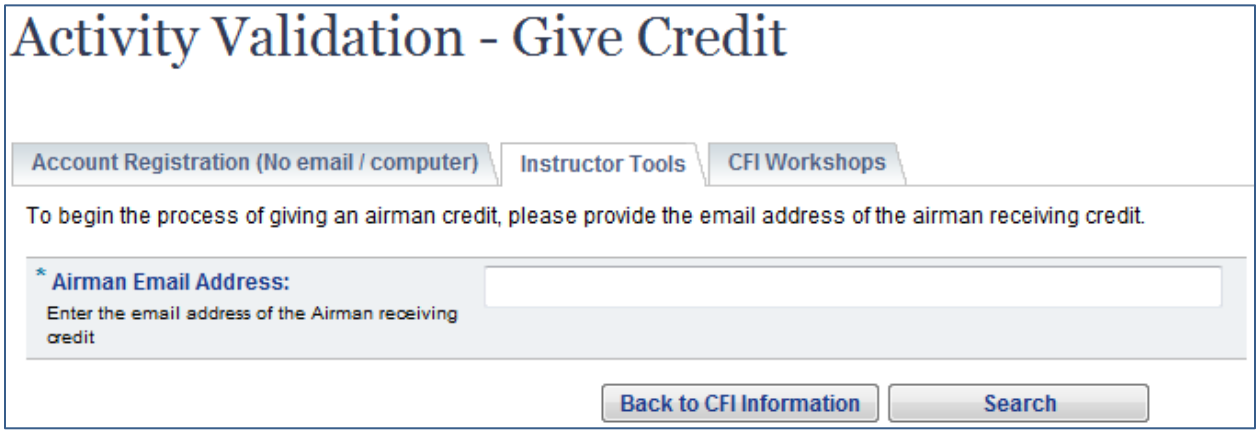
If you are a CFI but not registered on FAASafety.gov, you will get the same screen, but your email address will not be pre-entered. Enter your telephone number and your email address if you wish, and then click the *Next Step* button.

If the system cannot find your information as a CFI, the page shown below appears. If the certificate number and last name are not correct, re-enter the information that is not correct. If the information is correct, choose one of the options and click Next Step. Next, enter the

information requested -- first name, ZIP Code, your phone number and email address -- and then click *Next Step*. (Also, see registration information in section 3.1.)



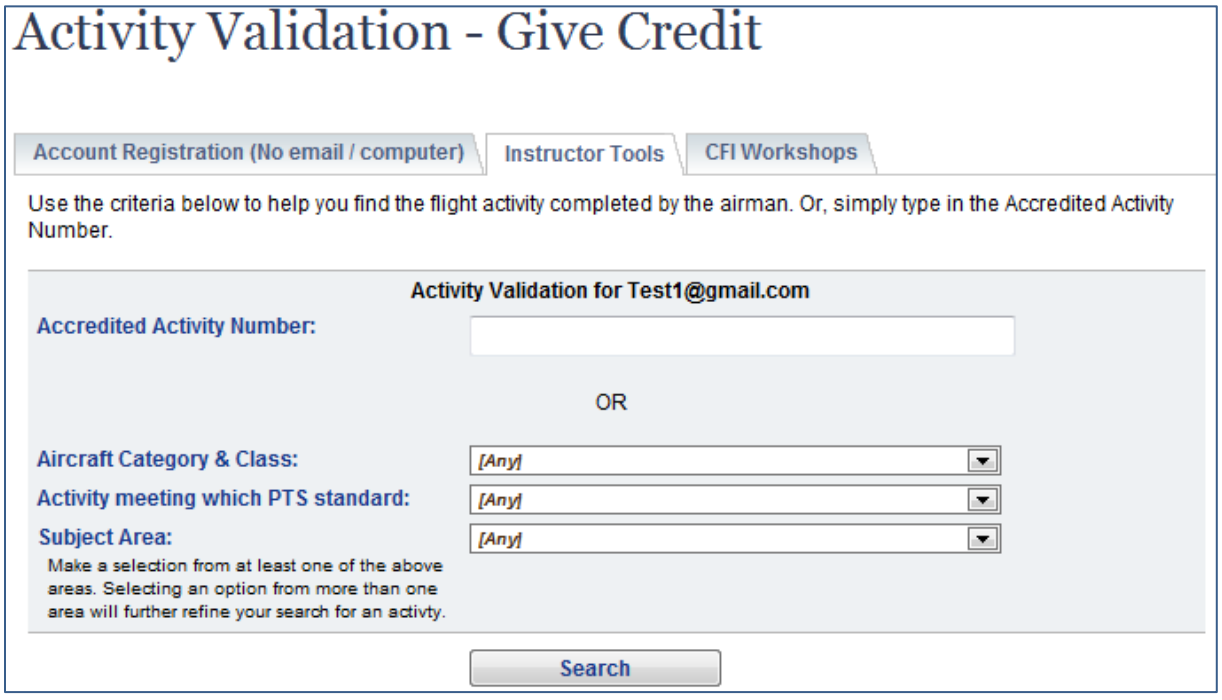
The next screen requires you to enter the pilot's email address. This should be the email address they use on FAASafety.gov. If they don't have an account on FAASafety.gov, this should be the email address they will use to register. Unassigned ***WINGS*** credits are stored in a database and moved to the pilot's account when they register, but only if they register using the same email address.



The system looks for that email address on FAASafety.gov and displays the page shown below. If the email address is found, all the pilot's information is displayed. If it is not found, you must enter the pilot's first and last name. Then click *Next*. Remember that the airman to whom credit is being given must have either a standard FAASafety.gov account

with an email address or a special FAASafety.gov account created using the procedure described below.

The next page allows you to enter or select the public activity for which you wish to give credit for that pilot. Note that the activity number is on the printed activity checklist the pilot may have brought with them. You may want to keep a record of the more common activity numbers to simplify this process, some of which are presented on the last page of this Guide.



You use the drop-down menus to narrow the available activity choices; you must choose at least one of the menus.

9.3. Registration with No Computer or No Email Address

The Account Registration with No Email / Computer tab in the CFI Portal can be used to obtain a Special account for an airman. Any Airman with a computer can set up a Special FAASafety.gov account for a user who does not have a computer by choosing this tab. Completing this registration process will provide the pilot with a Special account that will allow them to participate in the ***WINGS*** Program. You can help a non-computer user set up this Special account by following the instructions on that page.

We recommend you choose the option to print this special account information, so it is readily available when the pilot meets with you the next time.

9.4. Endorsement for Completing *WINGS* Tasks

An instructor can record completed ***WINGS*** activities in a logbook or other proficiency record with an endorsement like the following. This also provides verification for later recording at FAASafety.gov by someone else.

> *"I certify that (pilot's name), holder of pilot certificate No. XXXXX, has satisfactorily demonstrated proficiency in the required tasks as outlined in the* ***WINGS*** *- Pilot Proficiency Program, activity number XXX on (date)."*
>
> *Instructor Name, Certificate Number, Expiration Date, and Signature*

9.5. Additional Benefit of Participation for Flight Instructors

One of the benefits of participating in the ***WINGS*** Program as an instructor is that you are eligible to renew your flight instructor certificate through participation in ***WINGS***. If you serve as a flight instructor in the ***WINGS*** program, you may renew your certificate, in accordance with the following criteria, which is contained in FAA Order 8900.1, Volume 5, Chapter 2, Section 11. You must:

- Hold a flight instructor certificate that has not expired,
- Hold a current phase of ***WINGS*** (at any level) at the time of application,
- Have evaluated at least 15 ***WINGS***-accredited flight activities (any level) during which you evaluated at least five different pilots, and made appropriate endorsements in the logbook of each pilot for each activity,
- Present a record to an aviation safety inspector (ASI) showing that you have met these requirements within the 24 calendar-months before the month of application for renewal of your flight instructor certificate, and
- Present a completed FAA Form 8710-1, Airman Certificate and/or Rating Application, to an aviation safety inspector (ASI) or aviation safety technician (AST) for renewal of your flight instructor certificate.

9.6. Summary of CFI Section

The FAA encourages pilots to participate in ongoing aviation educational learning and skill-building events with an instructor. Accomplishment of a phase of ***WINGS*** requires the participating pilot to demonstrate proficiency in specified knowledge and skill tasks. The ***WINGS*** Program provides the opportunity, the structure, and the recognition for pilots to continue their aviation education. This ongoing effort fosters new learning, review, and

flight proficiency in the areas of operation found in current practical test standards (PTS) and airman certification standards (ACS). The FAA further encourages pilots to maintain proficiency by using the ***WINGS*** – Pilot Proficiency Program. To this end, you, the Instructor, play a key role.

9.7. Instructor Actions at a Glance

Follow these ten simple steps to help your student earn ***WINGS*** credit. The first three steps are for the pilot and the remaining seven steps are for you.

1. Be sure your student is registered as an Airman (Section 3.1) on FAASafety.gov. You will need their account name (email address) in a later step.
2. Have your student log in to his or her account (Section 2).
3. Ask your student to click on the Quick ***WINGS*** link on the Home page and print a copy of their ***WINGS*** Checklist (Section 2.1). The ***WINGS*** Checklist is also available from their ***My WINGS*** page.
4. After the student properly demonstrates the tasks, go to a computer, and log in to your account on FAASafety.gov (Section 2).
5. Enter the Instructor Portal from your Home page (Section 9.2) and click on the "Activity Validation – Give Credit" link on the Instructor Tools tab.
6. Enter the pilot's email address as used on FAASafety.gov and hit Search.
7. Verify the information on the next page and click Next.
8. Enter the Accredited Activity Number you completed with the student and click Search. The Activity Number is listed on the student's ***WINGS*** Checklist.
9. Click the green Select button in the Results (if you are unsure if this is the correct Activity Number, you can review the requirements by clicking on the Activity Details link).
10. On the next page, enter the date of completion, check the "Yes" box since you personally conducted this training, check the "I certify . . ." box, and click on "Give Credit."

If appropriate, you can click on the link provided to give this same pilot another credit.

Any instructor can give credit for a Flight Activity conducted by any other instructor. A logbook entry (Section 9.4) can confirm the work was completed. Just use the procedures above, with the exception that you will check the "No" box in step 10.

Instructors do not need to be logged into their account on FAASafety.gov to give ***WINGS*** credit to a student, but it adds a few steps to those outlined above.

After completing step 3 above, your student may indicate to you that some items on their ***WINGS*** Checklist are not applicable. Have them go to their ***WINGS*** Profile and update the selections there. If a topic is inappropriate or the pilot wants another choice, have them go to their ***My WINGS*** page and select the find alternate activities link for the activity they would like to change and select something else. They can then reprint their ***WINGS*** Checklist.

If the pilot cannot use the Quick ***WINGS*** feature for some reason, his or her ***WINGS*** Checklist is still available on their ***My WINGS*** page and can be printed from that link.

9.8. Common Public Activity Numbers

Here is a list of some common public activities that have flight credit only that you may conduct with pilots participating in the ***WINGS*** Program at the Basic Level. Note that activities are broken down by aircraft category and class, and by the grade of pilot certificate held by the pilot. This list is not all-inclusive; other activities can be found on FAASafety.gov by clicking on the Find Activities menu link under the Activities, Courses, Seminars & Webinars tab on the Home page.

Basic Level Flight Topic 1 Public Activities:

Category / Class	Pilot Certificate(s)	Brief Description	Activity Number
ASEL	Private, Commercial, ATP	Takeoffs, Landings, Go-arounds	A070405-07
ASEL	Sport Pilot	Takeoffs, Landings, Go-arounds	A070405-13
AMEL	Private, Commercial, ATP	Takeoffs, Landings, Basic Instruments	A070405-01
ASES	Private, Commercial, ATP	Takeoffs, Landings, Go-arounds	A070405-16
Helicopter	Private, Commercial, ATP	Emergency Operations	A070405-64
Glider	Private, Commercial	Takeoffs, Launches, Landings, Slips	A070405-25
Hot Air Balloon	Private, Commercial	Takeoffs, Launches, Landings	A070405-37
All	Private Pilot	Initial Certification	A071102-02

Basic Level Flight Topic 2 Public Activities:

Category / Class	Pilot Certificate(s)	Brief Description	Activity Number
ASEL	Private, Commercial, ATP	Slow Flight, Stall, Basic Instruments	A070405-08
ASEL	Sport Pilot	Slow Flight, Stall, Slips, Emergency Landings	A070405-14
AMEL	Private, Commercial, ATP	In-Flight Maneuvers	A070405-02
ASES	Private, Commercial, ATP	Slow Flight, Stall, Basic Instruments	A070405-17
Helicopter	Private, Commercial, ATP	Takeoffs, Landings, Go-arounds	A070405-63
Glider	Private, Commercial	Slow Flight, Stall, Soaring, Steep Turns	A070405-26
Hot Air Balloon	Private, Commercial	Preflight Planning and Preparation	A070405-38
All	Private Pilot	Initial Certification	A071102-02

Basic Level Flight Topic 3 Public Activities:

Category / Class	Pilot Certificate(s)	Brief Description	Activity Number
ASEL	Private, Commercial, ATP	Airport Operations	A100125-07
ASEL	Private, Commercial, ATP	Air Work	A100125-08
ASEL	Private, Commercial, ATP	Navigation	A100125-09
ASEL	Private, Commercial, ATP	Emergency Operations	A100125-10
All	Private Pilot	Initial Certification	A071102-02

Note: There are many more options for Basic Level Flight Topic 3. Please refer to FAASafety.gov for a list of Basic Flight Topic 3 activities for additional categories and classes and pilot certificate levels.

The word "Representative" in parenthesis will be displayed under your email address, if you are a registered FAASTeam Representative. We encourage pilots who wish to share their time and energy (and their experience) to promote aviation safety through the FAASTeam to become FAASTeam Representatives. If you wish to apply, please contact the FAASTeam Program Manager in your local FSDO for additional information.