



# MARK DUCORSKY

Designated Pilot Examiner

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## PRACTICAL TEST READINESS SUGGESTIONS CHECKLIST – *please read entirely*

**PLEASE BE SURE TO ARRIVE ON TIME READY TO BEGIN THE TEST. PLEASE BE SURE TO ARRIVE ON TIME READY TO BEGIN THE TEST.**

To help ensure a smooth and less stressful practical test for all, below please find some suggestions.

- 1. Please be sure to use the “Practical Test Checklist – for applicant” which may be found in the ACS or PTS of the certificate or rating you are seeking. Remember, *YOU* are taking the test, NOT your CFI, you are the responsible party.
- 2. Please be prepared to begin the test on the date and time you are scheduled for. For example, all preflight responsibilities need to be completed (ex. weight & balance- *I weigh 170*, risk assessment, performance calculations, etc.) as well as the cross country you have been asked to plan (as applicable) prior to your arrival. IF YOU ARE USING AN ELECTRONIC FLIGHT BAG FOR PLANNING, please remember your use of it will be evaluated.

**PLEASE BE ON TIME, READY TO BEGIN THE CHECKRIDE, WITH ALL REQUIRED ITEMS COMPLETED & WITH YOU.**

- 3. Please ensure that everything has been completed in IACRA such that we are ready to begin the test when you arrive. Should IACRA go down, it is a good idea to bring a printed copy of your completed application (aka FAA form 8710-1; sport pilot is form 8710-11) *directly signed, no copies, must be original signature, by your instructor!* The form populated with your data is available from IACRA once the application has been completed. This CFI signed physical paper form is sometimes necessary as every once in a while, IACRA goes dark and by bringing a completed AND SIGNED ORIGINAL (by your CFI) application will allow us to perform the checkride even if IACRA is out of service.

- 4. Please ensure that your logbook is up to date and that **ALL COLUMNS INCLUDING THE LAST PAGE HAVE BEEN TOTALED** and are legible. You may use a pencil to write the hour totals on the last page if that page is not yet full. Please ensure that all dual instruction has an authorized instructor’s signature, CFI number and expiry date and that ***all requirements for the certificate or rating you are seeking have been met. REMEMBER, YOU are taking the test. VERY IMPORTANT***-If you are Part 61 and applying for an *INITIAL* Commercial Pilot Certificate, you **MUST** complete the appropriate (single or multi) COMMERCIAL QUALIFICATION FORM found on [www.exmnr.com](http://www.exmnr.com).

- 5. Please make certain the aircraft you are using for the test is legally and functionally airworthy. If you are coming for a practical test, we must be able to ascertain the airworthiness of the aircraft. If the aircraft’s documentation does not evidence airworthiness, unfortunately we will not be able to begin the test. PLEASE MAKE CERTAIN ALL OF THE REQUIRED INSPECTIONS HAVE BEEN COMPLETED, THE DOCUMENTATION SUPPORTS IT AND THAT ALL REQUIRED DOCUMENTS AND MANUALS ARE ONBOARD THE AIRCRAFT. ***ALL INSPECTIONS MUST BE EVIDENCED BY THE APPROPRIATE LOGBOOK ENTRIES FROM THE PROPER INSPECTOR (A&P, IA, etc.)***. If the aircraft is not airworthy when the aircraft is being physically reviewed prior to our flight we will not be able to perform the flight portion of the test and will need to issue a Letter of Discontinuance, or potentially a Notice of Disapproval. If an aircraft is not airworthy, unfortunately no refund or credit is available. *Please understand that if an aircraft has been utilized for a prior checkride even moments before yours, we must still qualify the aircraft prior to beginning the checkride.* Please be sure to bring the records/logbooks (*copies OK unless otherwise advised*) evidencing airworthiness.

- 6. Please be certain the aircraft you have supplied for the practical test **HAS BEEN FUELED ADEQUATELY FOR OUR FLIGHT AND IS READY TO GO IMMEDIATELY** after we have finished the oral/ground portion of the practical test. If it has not been fueled, we must observe and grade you on your fueling procedures and we will be delayed accordingly or if time is short, we may need to reschedule the flight portion of your test. Please note that a preliminary preflight is fine, however you will be observed performing the preflight of the aircraft before we fly.



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- 7. If you trained under Part 141, please be sure to bring your part 141 graduation certificate(s). If you do not have a 141 graduation certificate or fail to bring it, you must meet part 61 requirements which amongst other requirements generally demands more aeronautical experience. **VERY IMPORTANT** – the Part 141 Graduation Certificate must match the date listed on the 8710-1, Section II, C, Block 3 and **MUST** be less than 60 days old. If the dates do not match or if the graduation certificate is more than 60 days old, we cannot use the part 141 graduation certificate and the test must be conducted to part 61 standards. Unfortunately, there are no exceptions to this.
- 8. Please arrive at the test having taken a picture of the registration, airworthiness certificate and compass correction card from the aircraft we will be flying. We will verify same in aircraft before our flight.
- 9. **Please be sure to bring your IACRA log in info AND BE CERTAIN IT WORKS** before arriving for the test.
- 10. Fee is payable by Zelle, cash or PayPal (they accept credit cards). Fee will be collected prior to starting the test.
- 11. **PRIVATE PILOT APPLICANTS MUST HAVE A CURRENT 90 DAY SOLO ENDORSEMENT;** NO EXCEPTIONS!
- 12. **VERY VERY IMPORTANT:** If the certificate or rating you are seeking (*such as Private, Instrument, Commercial and others*), requires that you: “..must receive and log ground training from an authorized instructor or complete a home-study course on the aeronautical knowledge areas”, PLEASE BE PREPARED TO SHOW THAT REGULATION HAS BEEN COMPLIED WITH **OR I AM NOT PERMITTED TO TEST YOU.** THIS IS A REGULATION, NOT A DPE POLICY! IMPORTANT NOTE: THE HOME STUDY COURSE MAY **NOT** BE THE COURSE YOU MAY HAVE USED TO PREPARE FOR THE KNOWLEDGE TEST; IT MUST BE THE FULL COURSE EVIDENCING THAT ALL PART 61 GROUND TRAINING REQUIREMENTS HAVE BEEN MET.

Please note that up to 4.5 hours (6.5 for ATP) have been set aside for your non-initial CFI practical test or for the initial CFI the business day has been set aside. To be fair, the clock starts at the scheduled start time. Arriving late subtracts from the available hours or business day as applicable. Fair allowances are made for weather delays. Additional time required, for whatever the reason, above the set hours will result in an added cost of \$150/hour unless the cause of the additional time is 100% caused by and is the fault of the DPE.

**Please remember that YOU are applying for the certificate or rating and that YOU ARE RESPONSIBLE FOR ENSURING EVERYTHING IS PROPER AND IN ORDER FOR YOUR PRACTICAL TEST.**

Items which typically add time/costs include but are not limited to: **LOGBOOKS WITHOUT COLUMNS & LAST PAGE TOTALED;** logbooks which do not **clearly** show things such as time logged “performing duties of PIC” (61.129(a)(4) or (b)(4)); safety pilot time (61.51(e)(1)(iii)); not bringing/having the relevant Airmen Knowledge test(s); logbooks not clearly evidencing that the requirements for the certificate/rating sought have been met; missing or illegible required endorsements or logbook entries; aircraft logs not clearly showing airworthiness; aircraft missing required placards; missing or incomplete POH/AFM (as required); missing/illegible compass correction card; not being endorsed by your CFI in IACRA; not having performance calculations completed; no evidence of receiving and logging ground training, no weight and balance (**I weigh 170**) & navigation log not complete (as applicable); not performing PIC preflight responsibilities (91.103) **before arriving for the test;** and other items which may be avoided with proper preparation.

If the applicant or the aircraft are not eligible to test and or the aircraft not qualified to be used (or the aircraft is otherwise not airworthy) or for reasons outside the DPE’s control, *the applicant has 100% utilized any fees paid or owed.*

Separately, should you need to cancel the checkride, please be sure to do so no less than 48 hours prior to the test to avoid potential added costs.

Before testing, should there be any questions or concerns please feel free to contact me at [Mark.Ducorsky@apexeagle.net](mailto:Mark.Ducorsky@apexeagle.net). If it is not something we can figure out via email, we can also meet prior to the test to discuss.

**Thank you and I look forward to testing with you!** Best regards, Mark Ducorsky, DPE



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## KVNC CROSS COUNTRY ROUTES AND FEES EFFECTIVE JANUARY 1, 2023

### CROSS COUNTY PLANNING DESTINATIONS (UNLESS OTHERWISE REQUESTED BY EXAMINER):

**PRIVATE PILOT** – KVNC-KPCM-KBKV-KFIN (KPCM and KBKV are *FLYOVER ONLY, NOT LANDING POINTS*) \*

**INSTRUMENT RATING** – KVNC-KCRE (*planning necessary only to first fuel stop*)

**COMMERCIAL PILOT (INITIAL)** – KVNC-KLAL-KIAD (KLAL is flyover only); *planning necessary only to first fuel stop; cross country generally not required for add-on ratings* \*

PLEASE NOTE THAT THE ATP, CFI and add on class rating practical tests currently do not *require* cross country planning; However, Flight Instructor applicants may be asked to teach cross country planning and demonstrate same during the practical test as provided by standards.

**\* First 5 CHECKPOINTS TO BE VISUAL (NO ELECTRONIC NAV) FOR THE ACS TASK OF PILOTAGE & DEAD RECKONING.**

**IMPORTANT:** As the ACS requires a risk analysis based on real-time weather to the first fuel stop, all applicants for a practical test which require “CROSS COUNTRY PLANNING” as a Task, should prepare a risk analysis utilizing REAL-TIME WEATHER valid at the time of the practical test.

**APPOINTMENT FEES EFFECTIVE 1/1/2023:** All tests *other than* initial CFI or ATP - \$900 (up to 4.5 hours are set aside for other than the non-initial CFI practical test). **ATP:** - \$1200 (up to 6.5 hours are set aside for the initial ATP practical test). **Initial CFI:** \$1400 (fee includes working lunch; most of the business day is set aside for the initial CFI practical test).

### EXAMPLES & POLICIES RELATED TO POTENTIAL ADDED FEES:

A DPE performs evaluation and certification services. When additional time and or added services are required, if time is available to do so, there is a cost associated with additional time and or services. Examples which add time and or services include but are not limited to (every possibility not shown): Name corrections, paper vs. IACRA application, arriving late, last logbook page or other pages not totaled or legible, math errors, application errors, missing/incorrect endorsements, no clear evidence of receiving and logging ground training (as applicable), ID/application mismatch, unable to plainly determine applicant’s eligibility (i.e. sloppy or missing logbook or recordkeeping), waiting time outside control of DPE (i.e. DPE ready to begin/complete eligibility or test but applicant/aircraft not); exceeding allotted time for test noted above outside the control of DPE. Additional time or services are not always available, and the test will be rescheduled. Additional time/services have a 30-minute minimum based on \$150/hour. Fees for continuance \$200 minimum/retest \$300 minimum. Continuance/retest fees vary contingent upon the individual situation and time required.

**IT IS ABSOLUTELY IN YOUR BEST INTEREST TO NOT NECESSITATE ANY ADDITIONAL TIME OR SERVICES.**

**CANCELLATION, LATENESS, QUALIFICATION AND FEE POLICY:** It would be terrific not needing a policy related to cancellations, lateness, eligibility, and other matters, however repeated recurrences required a policy addressing this. The checkride fee is a fee for the appointment, not for the test itself or its outcome. Separately, in some instances a deposit may be requested. If a deposit is requested the same date/time is made available to others until the deposit has been received. If a cancellation is made less than 48 hours in advance, the deposit if any is lost and an invoice for the balance of the appointment fee will be generated. Should the applicant arrive late for the test without previously contacting the DPE advising lateness, there may not be adequate time and the test may require rescheduling, which has a cost associated with it. All fees are due and payable at the onset of the appointment. If the applicant and or aircraft are not eligible for the test – *due to ANY REASON outside the 100% control of the DPE* -the appointment fee will be considered earned with no refund available. As no policy can address every situation, at the DPE’s discretion, these policies may be amended as required to provide fairness to all stakeholders. Emergencies do occur and consideration of that is made on an individual basis.

**TERMS AND CONDITIONS:** ALL FEES ARE PAYABLE ONLY via Zelle (Zelle charges you no fees), cash, or PayPal (**please add 3% to the appointment fee for PayPal fees**) or acceptable money order (payable to Blueberry Sales, LLP). Payment in full is required prior to beginning any practical test. Fee is solely for the appointment; no results of that appointment are guaranteed. Any additional fees accrued during or after the actual test are payable prior to submission or completion of any related documentation or work. Please note that all fees for practical tests are payment for the appointment, not the test itself. Fees charged may be waived or changed at the discretion of the DPE depending on the situation as no two situations are alike. Services are provided by Blueberry Sales, LLP unless explicitly stated otherwise. By requesting or setting an appointment and or utilizing Designated Pilot Examiner or other services, for perpetuity, you are agreeing to waive **ANY and ALL** liability and damages (potential or otherwise), hold harmless and indemnify (including legal fees due and payable as billed) Mark Ducorsky and Blueberry Sales, LLP and agree to allow Blueberry Sales, LLP to set the venue, choice of law and type of any legal action. We very much appreciate and look forward to testing with you!