

**EMBRY-RIDDLE AERONAUTICAL UNIVERSITY  
PRESCOTT CAMPUS**

**FLIGHT DEPARTMENT**

**FLIGHT INFORMATION FILE**

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**Flight Information File 07-008**

**October 11, 2007**

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**SUBJECT:** IP Medical, Pilot, and Flight Instructor Certificate Record Submittal Requirements

**ATTN:** Instructor Pilots

**EFFECTIVE:** Immediately

**Statements:**

1. Instructor Pilots must present a photocopy of their renewed flight instructor and medical certificates to the Chief Flight Instructor or designee at least 14 days prior to the expiration date of the preceding certificate (or expiration of the 2<sup>nd</sup> class privileges for the medical certificate).
2. Instructor Pilots must immediately provide an updated photocopy of their Pilot Certificate if that certificate has been reissued for any reason (new rating has been added, original certificate is lost, etc).

**Rationale:**

ETA will be configured to prevent an activity check-in if the Flight Instructor designated as the PIC does not have an unexpired 141 Check, Medical Certificate, or Flight Instructor Certificate Currency in ETA. This policy will allow ETA currencies to be updated prior to the certificate expiration date and is consistent with common industry practice.

Esa Harvela  
Chief Flight Instructor