

DPE Appointment Policies & Procedures

Appointment Requests

Tentative reservations may be made by text (preferred) at (864)-201-9356 or phone, or email bzukowski@usaeroflight.net. Firm appointments will be confirmed by the DPE after receipt of a completed Practical Test Appointment Request Form. This Google form takes about 5 minutes to submit. Please submit a completed request form **at least two business days in advance of the tentative test date**. All test request submissions are sent directly to the DPE. Requests for practical test appointments without 3 business days' notice will be considered on a case-by-case basis. Applicants may request to be placed on a waiting list to fill vacancies due to other applicants' cancellations.

Appointment Preparedness

The appointment with the DPE for a practical test consists of:

- Eligibility determination (i.e., must meet all FAA requirements to test)
- Exam: an evaluation per the appropriate FAA Airman Certification
- Standards (ACS or PTS):
- Ground portion of the practical test (oral examination); and
- Flight portion of the practical test (flight and continuing oral); and
- Documentation of the practical test:
- Satisfactory;
- Unsatisfactory; or
- Discontinued.

It is the responsibility of the applicant and recommending CFI to assure that the applicant arrives on appointment day fully prepared to promptly demonstrate FAA eligibility requirements prior to the practical test. Eligibility Verification and Ground/Oral portion of the practical test will take place at USAeroFlight, 10 Opportunity Pl, Greenville, SC 29607. The "Practical Test Eligibility Checklist" links below (one each for Private, Instrument, and Commercial Certificates) are provided to help the applicant and recommending CFI complete the eligibility requirements prior to appointment day. Then, on appointment day, just prior to the practical test itself the DPE will use the same eligibility checklist to confirm the applicant's eligibility for the test. Please follow the checklist in detail prior to appointment day to avoid delays or rescheduling of the test.

Other Testing Policies

The DPE reserves the right to record all or portions of the practical test event with audio, video, or both at DPE discretion. Applicants may not under any circumstances record any portion of the test event in any manner. Making an appointment with the DPE for a practical test constitutes acceptance of this policy.

When an applicant engages in the flight portion of the test, the applicant is by default the PIC of the flight for the entire flight regardless of who is operating the flight controls. Making an appointment with

the DPE for a practical test constitutes acceptance of this policy. While the DPE is likely the more experienced pilot on board, nevertheless the applicant is the legal PIC unless mutually agreed otherwise.

Discontinued Practical Tests

A discontinuance of a test may occur due to poor weather, aircraft maintenance issues, sickness or other similar circumstance. In the case of a discontinuance of the practical test wherein no unsatisfactory tasks were found, the DPE will retain the practical test fee. However, the applicant may return to complete the remaining portions of the discontinued practical test with the same DPE within 60 days for no additional fee.

Unsatisfactory Practical Tests & Retest Fees

In the case of any unsatisfactory practical test the DPE will retain the practical test fee. The applicant may retest with the DPE of his or her choice. Any tasks which were satisfactorily completed on the unsatisfactory practical test are considered complete and have a credit status for 60 days. Retests of unsatisfactory practical tests taken more than 60 days from the date of the unsatisfactory test must retake the entire test and the full fee will be charged.

All appointments for a retest:

1. For a retest due to a previously unsatisfactory ground portion (oral) of a practical test the full practical test fee as above will be charged for the retest and the practical test will be conducted in its entirety. Applicants may not attempt the flight portion of the test if the ground portion (oral testing) is unsatisfactory.
2. For a retest due to a previously unsatisfactory flight portion of a practical test wherein the ground portion (oral testing) was satisfactory and within 60 days, the applicant will incur DPE hourly fees of \$100 per hour for all hours the DPE is acting on behalf of the applicant for these purposes.
3. For a practical test to complete a previous discontinuance of a practical test performed by another DPE, the applicant will incur DPE hourly fees of \$100 per hour for all hours the DPE is acting on behalf of the applicant for these purposes.

Retests or continuances taken more than 60 days after the first practical test attempt will require that the entire test be retaken and will be charged at the full fee as noted above. Please remember that on any retest as a result of unsatisfactory tasks, the DPE is required to test areas that were found deficient on the Notice of Disapproval as well as any areas of testing not previously completed, and may also choose to retest any additional area of the applicable ACS or PTS as the DPE sees fit.

Aircraft Use

Aircraft expenses are always the responsibility of the applicant.