



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

800 Independence Ave., SW.  
Washington DC, 20591

JUN 25 2015

Dr. Irvin N. Gleim  
Gleim Publications, Inc.  
P.O. Box 12848  
Gainesville, FL 32604

Dear Dr. Gleim:

The Federal Aviation Administration (FAA) has reviewed and approved your online internet-based flight instructor refresher course (FIRC) training course outline (TCO), received at our offices via email on June 18, 2015. Your FIRC TCO is noted "revision one" and meets the requirements of Advisory Circular (AC) No. 61-83G, *Nationally Scheduled (FAA) Approved Industry-Conducted Flight Instructor Refresher Course*. Our approval allows Gleim Publications, Inc. to conduct online internet-based FIRCs for 24 calendar months. The authorization to conduct these courses is subject to the following conditions:

1. Gleim Publications, Inc. must adhere to the approved TCO;
2. Gleim Publications, Inc. will have sole responsibility for the conduct of its approved FIRC presentations;
3. Short-notice changes to preapproved elective topics do not need approval; however, you must notify AFS-800 before the presentation, preferably via email to [9-AWA-AVS-AFS-FIRC@FAA.GOV](mailto:9-AWA-AVS-AFS-FIRC@FAA.GOV);
4. At the conclusion of each course, Gleim Publications, Inc. will issue a sequentially numbered, printed graduation certificate to each successful applicant. The certificate must contain at least the following information:
  - a. The full business name and address of Gleim Publications, Inc.;
  - b. The full name and address of the graduate;
  - c. The date of issuance;
  - d. The date of expiration, or a statement that the certificate expires three calendar months from the date of issuance;
  - e. A declaration stating: "The authenticity of this graduation certificate can be verified by telephone to the issuing FIRC Sponsor at (*telephone #*) Monday

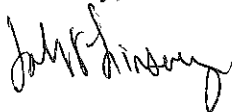
through Friday from (*operating hours*),” or a raised seal verifying authenticity may be used; and

- f. The signature of the chief or assistant chief instructor.
5. Gleim Publications, Inc. must maintain a record of the complete name and address of all attendees and their graduation certificate numbers for at least 24 months. If you deny issuance of a graduation certificate to a particular applicant, you must keep a record of the reason for denial for at least 24 months;
6. Gleim Publications, Inc. must provide the FAA a current point of contact throughout the FIRC approval period. This will include the mailing address, e-mail, telephone number, and/or facsimile number for the designated contact;
7. Gleim Publications, Inc. must maintain adequate security measures within its internet courseware information system to ensure integrity, identification, authentication, confidentiality, availability, and access control;
8. Acceptance of a graduation certificate as the sole basis for flight instructor certificate renewal remains the choice of the FAA;
9. You must send revisions of all TCOs either in hard copy form or, preferably, electronically to AFS-800 for review at least 45 days before their planned use. Hard copy TCOs will not be returned. Electronic copies may be sent to 9-AWA-AVS-AFS-FIRC@FAA.GOV, with a copy sent to allan.g.kash@faa.gov. You will receive authorization by return email;
10. Should a change in sponsor occur due to sale or other reason and no change in personnel or course content occurs, the sponsors (both old and new) must notify AFS-800 at least 15 days before the presentation of any FIRC programs conducted under the new sponsorship. If it is an Internet-based program, the sponsor must notify the FAA within 48 hours of transfer to the new owner of the private rights to the program by email to 9-AWA-AVS-AFS-FIRC@faa.gov. If the change in sponsor involves any change in personnel of the approved FIRC TCO, authorization to conduct any further FIRCs is canceled until the new sponsor has obtained FAA approval; and
11. This letter of approval and continuing authorization is valid until June 30, 2017, unless sooner withdrawn.

Links to the current FIRC AC, applicable notices, and other current information and policy changes may be found at <http://www.faa.gov/pilots/training/firc>. **All FIRC providers must check that site at least once every 90 days for any new information or changes about FIRCs or FIRC providers.**

If you have any questions or concerns, please contact the General Aviation and Commercial Division at (202) 202-267-1100 and ask for information regarding FIRC's, or email [9-AWA-AVS-AFS-FIRC@FAA.GOV](mailto:9-AWA-AVS-AFS-FIRC@FAA.GOV), with a copy sent to [allan.g.kash@faa.gov](mailto:allan.g.kash@faa.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "John Linsenmeyer". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

John Linsenmeyer  
Acting Manager, Airman Training and Certification Branch