



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

800 Independence Ave., SW.  
Washington, DC 20591

JUN 2 2009

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

Dear Dr. Gleim:

The Federal Aviation Administration (FAA) has reviewed your revised online, internet-based flight instructor refresher clinic (FIRC). The FAA finds that it meets the requirements of Advisory Circular (AC) No. 61-83F, *Nationally Scheduled (FAA) Approved, Industry-Conducted Flight Instructor Refresher Clinics*, and hereby approves that course of training. Our approval allows Gleim Publications, Inc. to conduct on-line, internet-based flight instructor refresher clinics (FIRC) for two years. The authorization to conduct these clinics 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 all of its approved FIRC presentations;
3. Short-notice changes in 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 attendee's participation in a clinic, 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 name and address of the organization or sponsor authorized to conduct the clinic;
  - 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 120 days from the date of issuance;

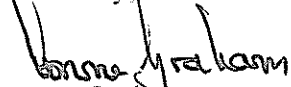
- e. A declaration stating: "The authenticity of this graduation certificate can be verified by telephone to the issuing FIRC Sponsor at (telephone #) Monday through Friday from (Example: 8:30 AM to 4:30 PM EST)," or a raised seal verifying authenticity may be used; and
  - f. The signature of the chief or assistant chief instructor.
5. Gleim Publications, Inc. must maintain a record of the complete name and address of all attendees 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;
  10. This letter of approval and continuing authorization is valid for 2 years, and will expire on June 30, 2011, unless sooner withdrawn.

Submission of a hard copy paper TCO is optional; however it will not be returned. The preferred method is to send by electronic mail directly to [9-AWA-AVS-AFS-FIRC@FAA.GOV](mailto:9-AWA-AVS-AFS-FIRC@FAA.GOV). You will receive authorization by return email. Any revisions to the TCO during your period of authorization must be approved by the same method.

Links to the current FIRC Advisory Circular (AC), applicable notices, and other current information and policy changes are at <http://www.faa.gov/pilots/training/firc>. **All FIRC providers must periodically check that site for any possible new information or changes about FIRCs or FIRC providers.**

If you have any questions or concerns, please contact AFS-810, at (202) 267-8212, or email: [9-AWA-AVS-AFS-FIRC@FAA.GOV](mailto:9-AWA-AVS-AFS-FIRC@FAA.GOV).

Sincerely,



Anne Graham

Acting Manager, General Aviation and Commercial Division