These instructions are intended to show:
- How a Flight Instructor, FAASTeam Representative for FAASTeam Program Manager (FPM) gives credit for a WINGS activity.

**Prerequisites:**
- WINGS Participant has created a [FAAsafety.gov](http://www.faasafety.gov) website account.
- WINGS Participant has created his/her WINGS Profile.
- WINGS Participant has completed the activity for which he/she is requesting credit.
- Flight Instructor has created a [FAAsafety.gov](http://www.faasafety.gov) account.

Note: if a CFI does not have a [FAAsafety.gov](http://www.faasafety.gov) account, a WINGS Participant will have to contact a FAASTeam Representative or Program Manager for credit. The WINGS Participant will be expected to show proof on completion of the activity.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Open and log into your email program.</td>
</tr>
<tr>
<td>2.</td>
<td>Open the email from <a href="http://www.faasafety.gov">FAAsafety.gov</a> with the Subject <em>Offline Activity Credit Request</em>.</td>
</tr>
<tr>
<td>3.</td>
<td>The email will indicate who is requesting credit, what the activity is and the date completed.</td>
</tr>
<tr>
<td>4.</td>
<td>Click on the <em>Click Here</em> link after To approve or reject the Accredited Activity.</td>
</tr>
<tr>
<td>5.</td>
<td>The link in the email will take you to the <a href="http://www.faasafety.gov/WINGS/approve_credit.aspx">www.faasafety.gov/WINGS/approve_credit.aspx</a> website as shown to the right.</td>
</tr>
<tr>
<td>6.</td>
<td>Click OK if your email security program asks if you want to go to this site.</td>
</tr>
<tr>
<td>8.</td>
<td>If you get this <em>Security Alert</em> box, click OK.</td>
</tr>
</tbody>
</table>
9. Login to your FAASafety.gov account.
10. Enter your e-mail address.
11. Enter your password.
12. Click on the white arrow in the blue box.

13. Click on WINGS - Pilot Proficiency Program located on the left side of the screen.

14. Click on WINGS – Credit Validation.

15. Review the WINGS - Credit Validation introductory comments.

16. Review the Accredited Activity Credits to Approve.

17. Click the Approve/Reject Credit link beside the Requestor’s name.
18. You will be at the **Credit Approval Request Validation** page.

19. Review the **WINGS – Credit Validation** introductory material that appears on the page and is shown to the right.

20. Click on the **Approve** or **Reject** radial dot as is appropriate.

21. If you feel that you need to **Reject** the request, go to **Step 22**.

22. Click on **Submit**.

23. Wait for the information to be recorded in the WINGS database. This may take up to a minute.

24. You will see the message “**This Credit has been approved**” at the bottom of the **WINGS – Credit Validation** introductory material.
25. If you click the **Reject** radial dot, a comment window will open.

26. Fill in the reason for the rejection. This will be included in the FAA’s email back to the requestor.

27. Click on **Submit**.

28. Wait for the information to be recorded in the WINGS database. This may take up to a minute.

29. You will see the message “This Credit has been rejected” at the bottom of the **WINGS – Credit Validation** introductory material.

30. The email sent to the requestor after a rejection is illustrated to the right.

---

You should be looking for this type of log book entry if a participant is asking you as either a CFI or FAASTeam Program Manager or Representative to give him/her credit for training done by someone else.

This endorsement will be used for flight training.

---

**CFI Endorsements**

I certify that (pilot), holder of pilot certificate No. 001234567, has satisfactorily demonstrated proficiency in all tasks as outlined in the **WINGS – Pilot Proficiency Program activity course number** (course number) on (date).

Name, certificate No., date and signature
The FAA recommended endorsement for Knowledge or ground training is shown to the right.

**CFI Endorsements**

*I certify that (pilot), holder of pilot certificate No. 001234567, has satisfactorily completed course (course name) WINGS – Pilot Proficiency Program course number (course number) on (date).

Name, certificate No., date and signature

All of the WINGS Flight Credits have a page that the Participant can print and take with them when they go for their flight training.

The Program Activity Course Number is shown under the flight activity name.

The Program Activity Course Number is also shown on the SPANS notice for a Safety Seminar or a Certificate that may be awarded for attending other training.

~~ End of Instructions ~~

Acknowledgments:

My thanks to Gerald Harris, FAASTeam Lead Representative, and Robert Mejia, Certified Flight Instructor, for their help in the preparation of this document.