

Becoming a CAP Pilot

This checklist is designed for a licensed pilot who is a member of CAP and wishes to become a CAP Form 5 Pilot.

1. Scan a copy of your FAA Certificates (License, Medical, BFR) in **PDF** Form and upload into Ops Quals. (*for BFR and PIC hours scan the logbook entry*)
 - a. In Eservices go to Operation-Ops Quals
 - i. Under Pilot go to What do I need
 - ii. Type in your CAP ID
 - iii. Select upload/view documents
 - iv. Pull down menu and select appropriate document category
 - v. Choose file from your computer
 - vi. Click Upload Document
2. Complete Statement of Understanding
 - a. In Eservices go to Operation-Ops Quals
 - i. Under Pilot go to What do I need
 - ii. Type in your CAP ID
 - b. Select VFR Pilot
 - i. Scroll down to Statement of understanding.
 - ii. Select and complete.
3. Complete Ground Handling Training
 - a. Log into Eservices
 - b. On the left side select On-Line Learning
 - c. Select Ground Handling Training from the List and complete
4. Acquire Approval from Unit Commander
 - a. Note: Commanders may require completion of Level I prior to allowing flight privileges.
5. Study CAPR 60-1
6. Complete 60-1 quiz with in 60 days prior to the check ride
7. Complete Orientation pilot quiz if applicable (200 hours PIC required)
8. Complete Aircraft Questionnaire for the aircraft you are flying
 - a. A CAPF 5 must be completed at least once for each make and model aircraft.
9. Select a check pilot
 - a. Go to the Stand Eval page on the Wing Web site under Operations. (See you Commander for Password)
 - b. If you require instruction prior to your checkride the Stand Eval page also has Instructors listed.
10. Schedule the aircraft in WMIRS
 - a. Note Initial Form 5 candidates may need to have the check pilot or instructor complete this step
11. Print out a CAPF 5

- a. Bring the Form 5 and all applicable documents to the oral portion of the check ride.
12. Upon successful completion of the Form 5 Upload the documents into Ops Quals
- a. In Eservices go to Operation-Ops Quals
 - i. Under Pilot go to What do I need
 - ii. Type in your CAP ID
 - b. Select VFR Pilot (even if you complete an instrument or instructor ride)
 - c. Scroll down to CAPF 5 Initial
 - i. Under Questionnaire date select date of Form 5 and upload Questionnaire
 - ii. Under Form 5 select date and the name of the Check Pilot
 1. The list of names will appear when you select Wing Check Pilots
13. Once Complete the requests will be validated by the Wing Operations Staff
- a. This cannot be completed until the documents are uploaded.
 - b. Once validated you will appear on the FRO Support report and can be released for CAP Flying. Congratulations.

The following data is from the National Website and needs to be updated:

CAP Pilot

- Prerequisites
 - FAA Documentation - enter in eServices My Operations Qualifications
 - Private, Commercial or Airline Transport Pilot Certificate with Airplane Single Engine Rating
 - Instructor certificates with expiration date is held
 - Medical Certificate - class and date of exam or date of expiration for special issuance
 - Flight Review - date of review or date of FAA Wings and phase
 - Flight experience - hours as PIC
 - Enter on Prerequisites page - required for appointments and qualifications
 - Current - Meets 14 CFR 61.57 (recent flight experience) for designated operation
- Knowledge items
 - CAPR 60-1 and 62-1

Courses, Quizzes, Questionnaires

- Intro to CAP Safety
 - CAP Online Courses and Exams on left side of eServices main page
- Operations Security (OPSEC)
 - CAP Online Courses and Exams on left side of eServices main page

- Ground Handling Video - Video and quiz on CAP Aircraft Ground Handling Procedures
 - Access from E-Services left hand menu under "CAP Multimedia" "Video Courses"
- Radio Communications - self study
 - CAPR 100-1 and 100-3 - Access from E-Services left hand menu under "CAP Pubs and Forms", then click on "Indexes, Regulations and Manuals" and scroll to the regulations
- Radio Operator Permit
 - Introductory Communication User Training (ICUT) Course Contact Unit Communication Officer for information