










eFIRC User's Guide

Course Accessibility:

- **AOPA account login.** AOPA members and users with an existing AOPA Web Account, like the one used for other Air Safety Institute courses, please use your existing login. **You do not need to be an AOPA Member** to take the Air Safety Institute eFIRC, but you will need to set up a free AOPA Web Account. Create your account here: <https://www.aopa.org/login/>
- The course is available from the date of purchase/enrollment until the end of your reinstatement period. Visit [eFIRC.org](https://www.eFIRC.org) and click on the “continue your eFIRC” button to access the course after purchase.

Computer / Tablet / Smart Phone Requirements:

FULLY SUPPORTED BROWSERS	
MOBILE DEVICES	DESKTOP BROWSERS
 Google Chrome	 Google Chrome
 Apple Safari	 Apple Safari
 Android	 Mozilla Firefox
	 Microsoft Edge

- **Internet Connection** is required, broadband is suggested.
- **Ability to view videos** hosted from YouTube.com.
- **Speakers or headphones** for videos throughout the course.
- **JavaScript enabled**, most current browsers have it preinstalled and active.
- **Ability to turn off pop-Up blockers.** This is required for completing an IACRA application and for viewing your eFIRC transcript or certificates in some browsers. Step-by-step instructions for turning off pop-up blockers in the most common browsers are available in the course.

eFIRC Course Completion Requirements:




- All **13 mandatory** modules
- **4 elective** modules of the 11 available
- **Pass all module quizzes** with at least 70%









General Notes for Navigating in the Course:

The course is made up of topic specific modules that each contain several lessons and a module quiz. Each lesson contains pages that feature the FIRC materials such as copy, videos and interactive pieces. As the FAA has mandatory time requirements for FIRC completion, there is an **eight second delay** built into each page, before the next button appears and allows you to advance to the next page within the lesson. All videos must be watched to completion before that page's next button will appear. If the delay seems to be taking longer than 8 seconds, confirm your internet connection speed. Slower connections or interruptions in service may result in longer delays.

If you stop in the middle of the lesson, when you resume the course, you will be returned to your last viewed page in that lesson.

Track your course completion with these modules and lesson listing progress icons.

Module Not Started		
Module In Progress		
Module Completed		

A Changing World		← Lesson Completed
Entering the Age of GPS		← Lesson Selected: Incomplete lessons do not have any icons.
 The Age of GPS		
 TAA: The Way of the Future		← Lesson Locked: Each module's set of lessons must be completed in order. Lessons will be locked until the lesson before it has been completed.
 Becoming Part of the Solution		
 Transitioning to Glass		
 Tablet Computers & Aviation		
 The Future: NextGen		
 Lesson Quiz		← Once all lesson are completed the lesson quiz will be unlocked.

Quiz Remediation:

Each module has a required module quiz that needs to be passed with a score of 70% or greater to have that module marked as complete. After the quiz is graded, you will be presented with any missed question with the correct answer highlighted and then a “review content” button (#1 below).

Clicking this button will return you to the slide that featured the content based on the question’s topic for review. Use the orange “Next” button (#2), the same one you navigated the course with, to navigate through the slide(s) and then you be automatically returned to the quiz to review any remaining missed questions. The questions auto advance to the next one upon returning to the quiz for a quicker review. You can use review again button to review the quiz question again if you would like.

If you did not pass the quiz, you are **required to review all the missed questions** before being able to retake the module quiz. Once your review is complete, you will see a “retake quiz” button (#3).

If you passed the quiz, the content review of any missed questions is not required before proceeding with the course but is recommended for additional topic review.

Quiz Failed: 50%
Attempt: 1 of 2 | Correct Answers: 4 of 8

IMPORTANT: Review the lesson content based on the questions you missed using the “Review Content” button below. Once you have reviewed the lesson content, click to “Next” on the content slide to return to the quiz and complete your review of the remaining questions.

Question 3:
How can a CFI determine if their client is a “visual learner,” “tactile learner,” or any other type of learning style?

☐ Ask your client about their previous learning experiences and what worked well for them.

☒ Systematically work through the major types and see what sticks.

☐ Do what works best for your teaching style and see if the learner

REVIEW CONTENT


1

YOUR QUIZ REVIEW PROGRESS:


?

 Need quiz help? [Learn how to review missed questions and retake quiz \(if required\).](#)

Review the content below related to your missed quiz questions. Use the orange “Next” button to move through the slide(s) and you will be redirected back to quiz results.

 How to Teach Effectively and Build a Culture of Safety in Your Students and ...
The Teaching and Learning Process 4.48 of 15

When in Doubt, Ask!
Realistically, you’re unlikely to be able to quickly and reliably determine if clients are “visual learners” or “tactile learners.”
As a practical matter, one effective approach may be to simply ask clients how they learn best. What was the last skill they learned? What methods worked well for them?



2

NEXT

Quiz Failed: 50%
Attempt: 1 of 2 | Correct Answers: 4 of 8

Question 8:
A learner is pre-flighting the aircraft and finds that the landing light is inoperative. Instead of immediately asking you what to do, they reach for the POH and start searching for the equipment list. This indicates which level of learning from your recent ground briefing on Part 91?

☐ Application

☐ Rote

☒ Understanding

REVIEW AGAIN

RETAKE QUIZ

3

YOUR QUIZ REVIEW PROGRESS:

✓

✓

✓

✓

?

 Need quiz help? [Learn how to review missed questions and retake quiz \(if required\).](#)

Quiz Reset Request:

If you did not pass your second quiz attempt, review the module material for all the missed questions. Once you are done, please contact us to have the quiz reset so you can retake it.

Email us at eFIRCSupport@aopa.org or call 800-USA-AOPA (872-2672) Monday through Friday, 8:30 a.m. to 5:00 p.m., ET for phone support.

Note, you can continue to review other modules in the eFIRC while your quiz status is being reset.

If you do not pass the quiz after four attempts the entire module will be reset to a not started status, per the FAA mandate, and you will be required to review the entire module from the beginning and take the quiz again. The **quiz failures and module reset are not reported to the FAA** but are a requirement to meet the FAA standards for recent experience.

Course Progress Transcript and Certificates:

You can view your overall course progress in detail in your course transcript at any time. You will find a profile icon in the upper right-hand corner, in the orange bar of the eFIRC. Click on the icon and select "My Profile." Here you will find your course progress transcript listed under "My Courses" on the left side of the page, click on the blue download icon to view. You can also access your certificates, including your TSA completion certificate, eFIRC completion and graduation certificates once they are issued, under "My Certificates" here in your profile.

Security Awareness Training Certificate of Completion:

The TSA lesson covers all the requirements for initial or recurrent security awareness training for the TSA. When the lesson is successfully complete, you will receive your course completion certificate. This certificate will be listed in your user profile with other course completion certificates.

Course Completion for Recent Experience:

First, we suggest you look up your recent experience end date (formerly your expiration date) in the [FAA Airmen Inquiry portal](#). This will make sure you and the FAA's dates align.

If you want to maintain your current recent experience end date:

- Do not complete more than 8 modules until you are **less than one year** from your recent experience end date.
- **Do not complete the last of the mandatory modules** until you are inside your recent experience window, that is within the three months preceding the month of recent experience end date as per FAR 61.197, see illustration below.



Although you are free to complete the course whenever you like, we suggest you do so within your four-month-recency window to keep the same recent end experience month. Please understand that if you complete the course before the four-month-recency window, it will reset your recent end experience month to the month in which you completed the course. You also cannot complete the course early before the window and wait to submit your IACRA application later within your recency window. The course completion date is recorded during processing. The earlier date will be assigned. If you accidentally complete the course before your recency window, please [contact us](#) and we can reset a mandatory module within your course to allow you to complete it again once you are within your recency window.

You may also have your instructional privileges reinstated during the three-month reinstatement period that follows your recent end experience month. **You will not hold CFI instructional privileges during that time** until you have earned your graduation certificate, for completing the FIRC course and having your application successfully processed by AOPA ACRs.

To ensure smooth paperwork processing, **complete both your application in IACRA and your eFIRC coursework within the same time frame**, either your recency window or reinstatement period. Not doing so may result in the need for a new application in IACRA.

ASI's Processing Guarantee Policy:

CFIs who complete the course **within their recent experience window**:

- Must **finish by 12 p.m. ET on the last day of their recent experience month**.
- Completing the course after this deadline may result in entering the reinstatement period, temporarily losing instructional privileges until your course completion is processed.

CFIs who complete the course **in their reinstatement period**:

- Must **finish at least 5 business days before the end of the final reinstatement month**.
- Missing this deadline will require a practical test to restore instructional privileges.

Priority is given to CFIs in their recency windows so they can maintain their privileges.

Submitting Application for CFI Recent Experience:

To complete the requirements for ASI's ACRs to issue your graduation certificate, you need to complete the "Submit Your Application and IDs for CFI Recent Experience" table within the eFIRC, this includes.

1. **Submitting your application** for CFI recent experience in the FAA's IACRA system at iacra.faa.gov. Make sure to note your FTN number (user ID number assigned by the FAA). The ACRs need this to look up your application for review, the actual application number cannot be used to look up your record.
2. **Uploading your credentials.** This includes uploading a legible digital image, color requested, government issued photo ID (US state-issued driver's license, passport, etc.) and of your CFI certificate (front and back).

There are also the Air Safety Institute [Guide to Completing a CFI Application for Recency](#) (8710-10) and [Guide to Completing a SPORT CFI Application for Recency](#) (8710-11) step-by-step guides in the resources section that will help you step through the recent experience requirements and complete the IACRA online form.

Remember to complete both your application in IACRA and your eFIRC coursework within the same time frame, either your recency window or reinstatement period.

Customer Support:

If you have any questions, please contact us by email at efircsupport@aopa.org or call 800-USA-AOPA (872-2672) Monday through Friday, 8:30 a.m. to 5:00 p.m., ET.

If you run into an issue or have suggestions for edits or additions to the course, please report them online at www.efirc.org/support. We appreciate any feedback on the course.

Additional eFIRC FAQs

For common CFI recency questions:

<https://aopa.org/training-and-safety/cfis/flight-instructor-resources/cfi-renewal/common-renewal-faqs>

For eFIRC technical questions:

<https://aopa.org/training-and-safety/cfis/flight-instructor-resources/cfi-renewal/efirc-faqs>