

CAP Form 5 Checkride Requirements Checklist

Prerequisite Training...

- _____ Member has CAPID Card and has completed New Member Training (Level 1: Foundations / CPPT / OPSEC / EO / AGH). (Available at: http://www.capmembers.com/cap_university/level_1_foundations.cfm)
- _____ Member has Ensured that Squadron Commander or Stan./Eval. Officer has Created a "Pilot Folder" for Member to be kept at Squadron HQ. (Must include Signed Statement of Understanding, Copies of Pilot/CFI Certificates, Copy of Medical Certificate, Copy of Completed 60-1 Online Exam Completion Certificate, etc.)
- _____ Member has Entered ALL Personal Data, Pilot Data, and Pilot Currency into eServices "Operations/Qualifications" database. (Member must ensure that Pilot Information Data has been "Validated" by Squadron Commander)
- _____ Member has Studied *CAP Regulation 60-1*, *CAP Flight Management*, and taken Online *CAPR 60-1 Form 5 Annual Exam*. (Regulation available from "Publications" section in eServices. Exam available in "CAP Online Exams" in E-Services)
- _____ Member has Studied *CAP Pamphlet 52-7*, *Cadet Orientation Flight Syllabus*, and taken Online *Cadet Orientation Quiz*. (Regulation available from "Publications" section in E-Services. Exam available in "CAP Online Exams" in eServices)
*** Note... Pilots with less than 200 hrs. PIC can not serve as Cadet Orientation Pilots, and this section is not required.

Checkride Preparation...

- _____ Member has Completed CAP Form 5 Online Course, available in the "CAP Online Exams" section of eServices. (Online Review of CAP Form 5 and FAA Private Pilot Practical Test Standards)
- _____ Member has Completed any necessary Ground and/or Flight Training Required in preparation of CAPF 5 Checkride. (Requirements listed in *Attachment 11* of Ohio Wing's Supplement to CAPR 60-1)
- _____ Member has Completed the required "Mentoring" by experienced CAP Pilot who is NOT a Check/Instructor Pilot. (Review of CAP-Specific Regulations, Forms, Policies, and Procedures; IAW Ohio Wing's Supplement to CAPR 60-1)

Checkride Scheduling...

- _____ Member has Contacted a CAP Check Pilot to Schedule the CAPF 5 Checkride.
- _____ Member has ensured that the CAP Aircraft being utilized for Checkride has been properly Scheduled via Computer. (If Member is NOT CAP-Current, he/she CAN NOT Schedule Aircraft... Check Pilot Must Schedule Aircraft)

Prior to Checkride (Within 5 days before Checkride)...

- _____ Member has Downloaded & Reviewed CAPR 60-1, Ohio Wing Supplement to 60-1, and Unit Local Procedures (ULP).
- _____ Member has Downloaded & Reviewed all Aircraft Data, Checklists, Performance Data, etc. for CAP Aircraft being flown. (Available from "Operations" section of Ohio Wing Website at: <http://www.ohwg.cap.gov/>)
- _____ Pilot has Printed and Filled out "Aircraft Questionnaire" for the Aircraft being flown. (Make 2 Copies)
(If using CAP Aircraft, completed questionnaire available online... Print & Complete blank form for other Aircraft)
- _____ Pilot has Filled-Out all Pre-Checkride Sections of CAP Form 5 and Printed 2 copies of partially completed CAPF 5.
- _____ Pilot has Obtained proper Flight Release from an FRO for the Checkride. (Should be done on DAY OF Checkride)
(If Member is NOT CAP-Current, he/she CAN NOT obtain a Flight Release... Check Pilot Must Obtain Flight Release)

Items to Take With You to Checkride...

- _____ Current CAP Membership Card & UNIFORM!!! (You MUST be in an authorized CAP Uniform to fly in CAP Aircraft!)
- _____ Pilot/CFI Certificates, FAA Medical Certificate, Charts, Flight Planning Items, Weather Briefing, etc. (Normal Pilot Stuff)
- _____ Printed Copy of CAPR 60-1, Ohio Wing Supplement to 60-1, and (if taking Cadet Orientation portion) CAPP 52-7.
- _____ Two Copies of "Blank" CAP Form 5. (Personal Information at Top of Form can be Filled In Ahead of Time)
- _____ Two Copies of Completed Aircraft Questionnaire. (Personal Information at Top of Form can be Filled In Ahead of Time)
(*** For Annual Recurrency Checkride, MUST present Aircraft Questionnaires for ALL Aircraft that you are CAP-Qual.)
- _____ Instrument Training *Vision Limiting Device*, such as a "Hood", "Foggles", etc.

Post-Checkride Reminders...

- _____ Ensure Aircraft has been Secured In Accordance with Unit Local Procedures (ULP) for that Aircraft.
- _____ Ensure all Fuel Costs and Aircraft Costs associated with Checkride have been Paid.
- _____ Enter Checkride Data (Date, Aircraft Type, Check Pilot, Type & Sign-Off's, etc.) and Completed Questionnaires into the "Pilot Information" section of eServices. (Also update Landings & Approaches in "Personal Currency" section.)
- _____ E-mail or Call Squadron Commander. Notify of Checkride Completion, so that Squadron Commander can "Verify" the Information that was entered into E-Services by you, the pilot.
- _____ Bring Copies of Completed CAPF 5 (Signed by Check Pilot) and all Completed Aircraft Questionnaires (Signed by Check Pilot) to the next Squadron Meeting. Give to Squadron Commander or Stan./Eval. Officer for Placement into Pilot Folder.

If Planning to Pursue Emergency Services Flying and/or Other Ratings...

- _____ Member should Download & Review *CAP Regulation 60-3, Civil Air Patrol Emergency Services*.
(Regulation available from "Publications" section in eServices)
- _____ Member should Complete the online General Emergency Services Course.
(Online Course Available from the "CAP Online Exams" section of eServices)
- _____ Member should Complete the online General Emergency Services Exam (CAP Test 116), Parts 1 & 2.
(Exam Available from the "CAP Online Exams" section of eServices, or within the General E.S. Online Course)
- _____ Member should Complete the online CAP Test 117 (Parts 1, 2, & 3).
(Exam Available from the "CAP Online Exams" section of eServices)
- _____ Member should See the Squadron Air Operations Officer or Emergency Services Officer for further instructions.