



The United States Hang Gliding and Paragliding Association, Inc.

## Directors/Examiners/Observers/Instructors

Standard Operating Procedure 12-05  
Last Amended January, 2010

### 12-05.01 Introduction

The purpose of the SOP is to outline operational procedures for all those participating in the Pilot Proficiency Program. Policies accepted and approved by the USHPA Board of Directors will appear under the heading of administration precedence.

### 12-05.02 USHPA Directors (Regional and Directors-at-Large)

#### A. General Information

1. One duty of the Directors is to see that the rating programs are active and easily accessible to all members wishing to participate. Directors shall work cooperatively with the Examiners, Observers and Instructors in his/her region to support their efforts to rate unrated sites and to support the efforts of Instructors and Observers to obtain compliance by pilots with those site ratings.
2. Directors-at-Large are elected by the Board of Directors to serve in some special capacity. These Directors do not automatically have the powers and responsibilities of regular elected Directors. At the request of a Regional Director in his/her region, the Director-at-Large may act as a Regional Director in matters of the rating program. Notification must be done in writing by an elected Director to the USHPA office.

#### B. Appointments and Re-appointments of USHPA Examiners:

1. Examiners
  - a. Examiners are appointed for a particular craft, hang glider, paraglider or both, by the Director(s) within their region.
  - b. After January first of every year, the USHPA office sends a list of all Examiners in the Region to the Director(s).
  - c. Examiners are appointed after the first of January and the appointments expire at the end of January of the following year.

#### C. Ratings

1. A Director may waive previous rating requirements for an unrated pilot that has demonstrated the skills and has the airtime required in SOP 12-2 for a given rating. This policy is to expedite matching USHPA rating levels with a person's actual skill and experience. A USHPA rating applications must be completed by an Instructor or Observer, signed and submitted to the Director for approval. The Director must state on the form that the rating being applied for waives all previous ratings. The Director must also sign the form.
2. Regional Directors may not issue tandem ratings.
3. Ratings may be revoked or reduced; see SOP 12-7.

#### D. Revocation of Appointments

The United States Hang Gliding and Paragliding Association, Inc.

1. A director may rescind any appointment he/she has made, without cause and without recourse.
2. Any appointee who is negligent in paperwork may, at the request of the office, be: a) warned, b) removed from appointment. A list of these people will be sent to Directors prior to the next Board of Directors meeting, or at any time the office sees the need.

E. Complaints and/or Accidents:

Directors should investigate any complaints against any USHPA Instructor, Observer, Examiner, or Pilot in the region. Information gathered should be considered by the Director, who may take action to initiate reduction or revocation procedures per SOP 12-07 or present it to the Safety & Training Committee for action.

## 12-05.03 Examiners

A. General Information

1. Examiners are appointed by Regional Directors for hang gliding, paragliding or both. Examiners appointments expire at the end of January of the year following the year of appointment. Examiners are responsible for the appointment and performance of Observers for their craft (hang glider, paraglider or both) and to serve as a review person when questions regarding the Pilot Proficiency Program arise in their craft and area. Examiners will provide guidance to Observers in mediating conflicts at the pilot level. Examiners shall work cooperatively with the Regional Directors, Observers and Instructors in his/her region to support their efforts to rate unrated sites, and to support the efforts of Instructors and Observers to obtain compliance by pilots with those site ratings.
2. Examiner appointments are reviewed annually for renewal by each Regional Director. An identification card and materials will be sent by the USHPA office upon receipt of the appointment by the Director and the signed acceptance of appointment form.

B. Appointments and Re-appointments of USHPA Observers:

1. Observers are appointed for a particular craft, hang glider, paraglider or both, by an Examiner within their region.
  - a. After February first of every year, the USHPA office sends a list of all Observers in the Region to the Examiners.
  - b. Observers are appointed after the first of February and the appointments expire at the end of February of the following year.
2. Examiners may only appoint Observers within the region in which they reside. Any Observer who moves from his region is subject to re-appointment by an Examiner in the new region, but may issue valid ratings until re-appointment.
3. Examiners may appoint themselves as Observers of their craft, but must inform the office and use the appropriate appointment form.
4. Observers must be USHPA Pilot or Rogallo Members with an Intermediate or higher rating in their craft. Non-renewal of membership after three months will cancel appointment.
5. Foreign Observers
  - a. Examiners may appoint Foreign Observers for a particular craft, hang glider, paraglider or both, to rate all skill levels.

The United States Hang Gliding and Paragliding Association, Inc.

- b. The Examiner and the Foreign Observer will be notified of the need for renewal 30 days prior to the appointment expiration.

C. Residence:

Examiners who move from the region in which they were appointed must be re-appointed by the current Director in the new region before any new appointments are made.

D. Recommendations:

- 1. Examiners may recommend a candidate for attendance to an ITS of his/her craft, after establishing that the candidate has had experience and instruction in teaching for that craft.
- 2. Examiners may recommend candidates for the Master Rating of their craft to the Regional Directors.

E. Complaints and/or Accidents:

- 1. Examiners are responsible for the investigation of complaints of any Observer he/she has appointed. These findings will determine if the Observer appointment should be canceled or continued. If the Examiner fails to take action, the matter may be referred to the Regional Director.
- 2. Observers guilty of 'give-away' ratings or inactivity should be removed from the rolls by the Examiner.
- 3. Any accidents involving any appointee should be investigated and reported.

F. Revocation of Appointments

An examiner may rescind any appointment he/she has made, without cause and without recourse.

G. Revocation/Reduction of Rating:

Ratings may be revoked or reduced; see SOP 12-7.

## 12-05.04 Observers

A. General Information

- 1. Observers are appointed by Examiners for hang gliding, paragliding or both. Observer appointments expire at the end of February of the year following the year of appointment. Observers must be USHPA Pilot or Rogallo Members with Intermediate or higher pilot standing. The Observer's duties are to observe pilots' flying skills for rating Intermediate and Advanced ratings, Special Skills, administration of oral (optional) and written (mandatory) tests for those ratings and skills, and to write letters of recommendation for Master Rating applicants to indicate that he/she has known of the applicant's good judgment, safe practices, etc. for a period of three years, or less if indicated. Observers are to actively work to establish proficiency ratings for any flying sites in their area which are presently non-rated.
- 2. Observer appointments are reviewed annually for renewal by each Examiner. If an Observer moves to a different region than where appointed, he/she can continue to rate pilots but must be renewed by an Examiner in the new region the following year. An identification card and materials will be sent by the USHPA office upon receipt of the appointment by the Examiner and the signed acceptance of appointment form.

B. Rating Tests

The United States Hang Gliding and Paragliding Association, Inc.

1. Rating tests are copyrighted by the United States Hang gliding and Paragliding Association, and may not be reproduced or distributed in any form without prior written permission of the USHPA except as provided by the following provisions of the standard operating procedures of the USHPA.
  - a. Rating tests and answer keys for the tests may be made available to Instructors and Observers who have ratings greater than or equal to the rating for which the test is intended, for use as part of the safety and training program of the USHPA.
  - b. Rating tests and answer keys for the tests may be made available to members of the Safety and Training Committee for the purpose of improving the rating program.
  - c. Rating tests may be administered to candidates for the rating to which the test applies by Instructors and Observers who have ratings greater than or equal to the rating for which the test is intended, but the completed tests and answer sheets must be returned to the administrator at the end of the test.
2. Rating tests and answer keys for tests may not be distributed to students or other parties to be used outside the direct supervision of USHPA certified Instructors, so as to avoid the copy or distribution of the test to unauthorized persons.
3. The Rating tests and answer keys for the tests were created and are maintained and updated by the USHPA Safety and Training Committee for the purpose of implementing the USHPA Safety and Training program, and any violation of the provisions above are considered to be a cause for revocation or reduction of ratings and/or certifications as provided in SOP 12-7.02 D - Causes for revocation or reduction.

C. Administration of Ratings

1. Observers may rate all levels of Intermediate, Advanced, Special Skills and make Master recommendations for their craft. An Observer may not issue a rating or special skill that he/she does not possess.
2. Pilots being observed must be USHPA Pilot or Rogallo Members or be in the process of obtaining membership, and must have a previous rating one level below the rating being observed.
3. The pilot's flying skills, as required in SOP 12-2, must be actually observed. The appropriate oral (optional) and written (required) tests can be administered at any time during the rating process.
4. The written test is corrected, using the appropriate Key Answer Sheet, after which the pilot is informed of his/her score.
5. Ratings issued by a non-renewed Observer are not valid.
6. Observers may NOT rate themselves for any rating level or Special Skills. They must be rated by another Observer or Advanced Instructor for the appropriate craft.
7. The Observer completes the rating application, being sure to circle the proper rating level. The pilot (student) completes and signs the waiver and receives the rating portion of the form. The Observer retains the Instructor portion of the form for his/her records.
8. The Observer's signature on the rating application indicates the pilot has demonstrated the flying skills and passed the written test.

---

The United States Hang Gliding and Paragliding Association, Inc.

9. The pilot's portion of the rating application is only valid for 30 days. The pilot should be informed that he/she must send in the waiver/application and appropriate rating fee if required.
10. It is the pilot's responsibility to send in the paperwork. Observers should not take the responsibility for sending a pilot's application to USHPA.
11. Foreign pilots may be rated for any level deemed appropriate. (See foreign rating policy.)
12. Specific foreign equivalent ratings are accepted for conversion to the USHPA system, as noted in USHPA SOP 12-3.

D. Complaints

Observers are responsible for the investigation of Pilot complaints brought to their attention. These findings will determine if the Observer will initiate reduction or revocation procedures per SOP 12-07. If the Observer fails to take action, the matter may be referred to the Regional Director.

E. Log Books

Observers are encouraged to use, and suggest that pilots use, log books.

F. Revocation/Reduction of Ratings

1. An Observer may rescind any rating or appointment he/she has made, without cause and without recourse.
2. Ratings may be revoked or reduced; see SOP 12-7.

## 12-05.05 Basic, Advanced and Tandem Instructors

A. Basic and Advanced Instructor Program

1. Instructor Program (IP) Administrators are selected by the Safety and Training Committee.
2. It is recommended that the USHPA office be notified of the date of the ITS at least 30 days prior to the ITS.
3. The IP Administrator is responsible for submitting the list of Instructor Candidates who attended their ITS to the USHPA office within 30 days of the ITS. If the results are not received within 30 days, the office will notify the Director. If the Director is the Administrator, the President or Vice-President will be notified to follow-up. If an IP Administrator is consistently negligent, the office can request that he/she not be appointed.

B. Tandem Instructor Program

1. Tandem Administrators are appointed by the Tandem Committee.
2. USHPA Tandem Instructor Certification Clinics shall be administered by Tandem Administrators who are trained in USHPA clinic procedures and use text, study, and examination materials provided by the USHPA.
3. Tandem Administrator appointments are conducted in the following manner:
  - a. Requests for new Tandem Administrator appointments shall be made to the Tandem Committee by the applicant's Regional Director.

The United States Hang Gliding and Paragliding Association, Inc.

- b. Tandem Administrator candidates must exhibit an intense desire to administer the program.
- c. There must be a need in the area for a Tandem Administrator, or, the Tandem Administrator candidate must be willing to travel to conduct tandem clinics in other areas.
- d. Each Tandem Administrator candidate must assist as an Administrator trainee in a Tandem Clinic and receive recommendation from the Administrator with whom he/she works prior to petitioning the Regional Director for their recommendation.
- e. The Tandem Committee will have the final authority to grant a Tandem Administrator appointment.
- f. The Tandem Committee will review all Tandem Administrator appointments at each BOD meeting.

C. General Requirements for All Instructors Being Certified or Recertified

- 1. Basic Instructors must have an Intermediate rating or above. Advanced and Tandem Instructors must have an Advanced rating or above.
- 2. All Instructors must be Rogallo class members.
- 3. All instructors must, as a one time requirement, successfully complete an FOI (Fundamentals of Instructions) test which can be administered by a USHPA IP Administrator or a USHPA Tandem Administrator or any FAA authorized testing center. This must have been done or be done at the time of certification or the immediate next re-certification.
- 4. At the time of certification or recertification, the Instructor must show proof of completion of first aid training within the previous 36 months. Acceptable first aid courses are the American Red Cross online course "CPR Professional Rescuer & AED with Basic First Aid for Healthcare Providers" or the on-line course "CPR Professional Rescuer & AED with Basic First Aid for lifeguards". Alternatively, if these courses are not available a first aid course and a CPR/AED course conducted by a recognized national organization such as the American Red Cross or the American Heart Association which represent 8 hours of instruction in first aid and CPR/AED may be substituted.  
  
Licensed physicians, EMTs, wilderness first responders and paramedics are exempt from this first aid requirement.
- 5. Aircraft referred to are either hang gliders or paragliders; instructor ratings are specific to the type of aircraft. Instructors may possess certifications for either or both types of aircraft.
- 6. Instructors who hold certifications for both types of aircraft may recertify for both ratings at once under the following rule. If the candidate has successfully completed an IP certification or re-certification for one type of (the primary) aircraft within the last three and one half years, currently possesses a instructor rating for the primary aircraft, and exhibits a logbook showing at least 6 students taught and rated to the Novice level for the primary aircraft since the certification or re-certification, then successful completion of instructor certification or re-certification for the other type of aircraft will serve also as re-certification for an instructor rating for the primary aircraft as well.
- 7. Instructor certification is valid for a maximum of three years. For up to 90 days following expiration of an instructor certification, a Regional Director may approve a 90 day extension. An extension to a certification can be made only once.

The United States Hang Gliding and Paragliding Association, Inc.

8. An instructor may re-certify from 1 to 3 years after certification.
9. An instructor who has his pilot rating reduced or revoked shall have his instructor certification reduced to the highest level allowed by his pilot rating.
10. An identification card and materials will be sent by the USHPA office upon receipt of results of the attended IP or tandem clinic, signed acceptance of Instructor form and fees, payable to USHPA.
11. Dependencies and prerequisites in the "Instructor Certification/Recertification" flow charts at the end of this procedure must be met.

D. General Operational Requirements for All Instructors of All Aircraft

1. Instructors should follow the approved USHPA method of instruction.
2. Instructors should keep a log book or other valid record showing number of students taught and rated.
3. Instructors are expected to submit accident reports, about accidents involving any injury of any student requiring medical attention, to the USHPA Accident Review Board within 30 days of the accident. Such accident reports are only used to gather statistics and will be handled according to USHPA policy regarding confidentiality of accident reports; they may not be used against the instructor for punitive purposes.
4. Instructors are responsible for the investigation of pilot complaints brought to their attention regarding any pilot to whom they have issued a rating. These findings will determine if the instructor will initiate reduction or revocation procedures per SOP 12-07. If the instructor fails to take action, the matter may be referred to the Regional Director.
5. Administration of Ratings:
  - a. Ratings may be issued simultaneously providing that the pilot being rated meets the requirement for all ratings being issued.
  - b. The instructor completes the rating application, being sure to circle the appropriate rating level for the appropriate aircraft and mark out ratings and skills not being issued. The instructor's signature on the rating application indicates that the student has passed the requirements for the stated rating.
  - c. The applicant completes and signs the waiver and receives the temporary rating portion of the form. The Instructor retains the instructor portion of the form for his/her records. The instructor or student sends the rest of the application to the USHPA with the rating filing fee as designated in SOP 12-5.08, payable to USHPA.
  - d. When an Instructor administers a rating test, the policies in section 5.04(B) above as they pertain to Observers must be followed.
  - e. When an Advanced Instructor issues an Intermediate or Advanced Rating, the policies in section 5.04(C) above as they pertain to Observers must be followed.

E. Basic Instructor Certification

Initial Instructor Certification is only obtainable by candidates meeting the requirements for instructors stated in 12-5.05-C. "General Requirements for all Instructors Being Certified or Recertified."

F. Basic Instructor Recertification

---

The United States Hang Gliding and Paragliding Association, Inc.

Successful completion of an instructor re-evaluation will serve as re-certification for basic instructor.

G. Basic Instructor Administration of Ratings

Basic instructors may only issue beginner and novice pilot ratings, and special skills which may be attained by novice pilots, appropriate to the aircraft for which his/her instructor certification is issued and which he/she already possesses.

H. Advanced Instructor Certification

A candidate for an Advanced Instructor certification must show a log of at least 6 students taught and rated to the Novice level. The candidate must successfully complete an Instructor re-evaluation and be approved as an Advanced Instructor at the discretion of the IP administrator.

I. Advanced Instructor Recertification

1. Successful completion of an Instructor re-evaluation clinic will serve as re-certification for an Advanced Instructor at the discretion of the IP Administrator.
2. A candidate for re-certification of an Advanced Instructor rating who does not successfully complete the clinic may receive a certification as a Basic Instructor, at the IP Administrator's discretion. The IP Administrator shall notify the office of this decision.
3. An alternative method for recertification is available for Advanced Instructors meeting the following criteria:
  - a. Is currently certified as an Advanced Instructor.
  - b. The Advanced Instructor has exhibited a logbook or other valid record indicating a minimum of five (5) lessons taught per year since the last re-certification.
  - c. Has the signature of either an IP Administrator or a Regional Director on the Advanced Instructor Re-certification Form sent to the office certifying that requirements a. and b. of this section have been met.

J. Advanced Instructor Administration of Ratings

An Advanced Instructor may issue all ratings and special skills appropriate to the aircraft for which his/her Instructor certification is issued and which he/she already possesses

K. Tandem Instructor Certification

1. Must meet all requirements for a Tandem 2 rating and must attend a Tandem Instructor clinic administered by a Tandem Administrator.
2. At least 25 logged tandem flights of at least 500' vertical descent or at least 2 minutes duration as pilot in command using the designated launch method.
3. Specific approval of a Tandem Administrator for the Tandem Instructor rating.

L. Tandem Instructor Recertification

1. Signature of a Tandem Administrator on the Tandem Instructor renewal form.

M. Tandem Instructor Administration of Ratings

A Tandem Instructor may only issue student ratings.

N. Relinquishment and Re-Instatement of Instructor Ratings

1. A Rogallo-class membership is required for all Instructors. If an Instructor changes membership class, his Instructor certification becomes inactive. Instructors must confirm

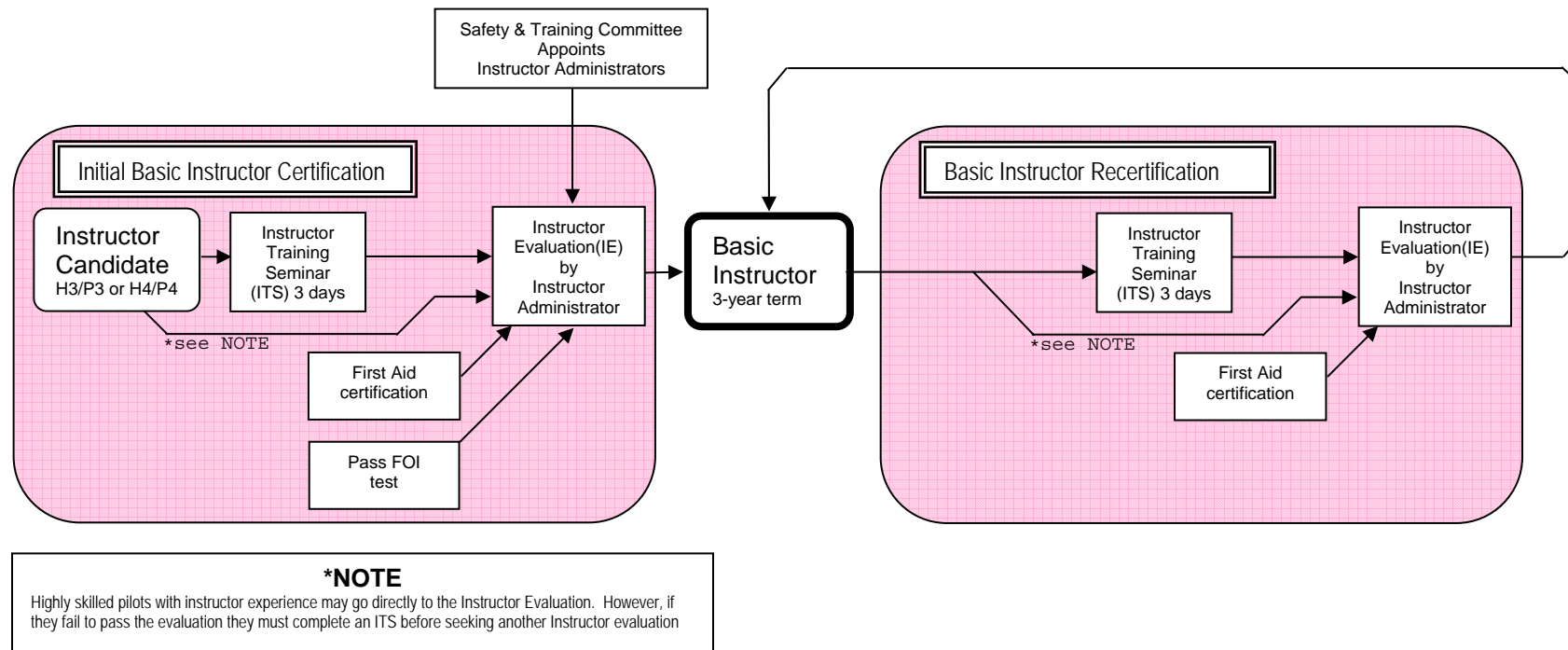
---

**The United States Hang Gliding and Paragliding Association, Inc.**

their intent to change membership classes in writing. The Office staff will contact any Instructor who fails to confirm this change and obtain written documentation. On confirmation of the change of membership class, the Instructor certification will be inactivated.

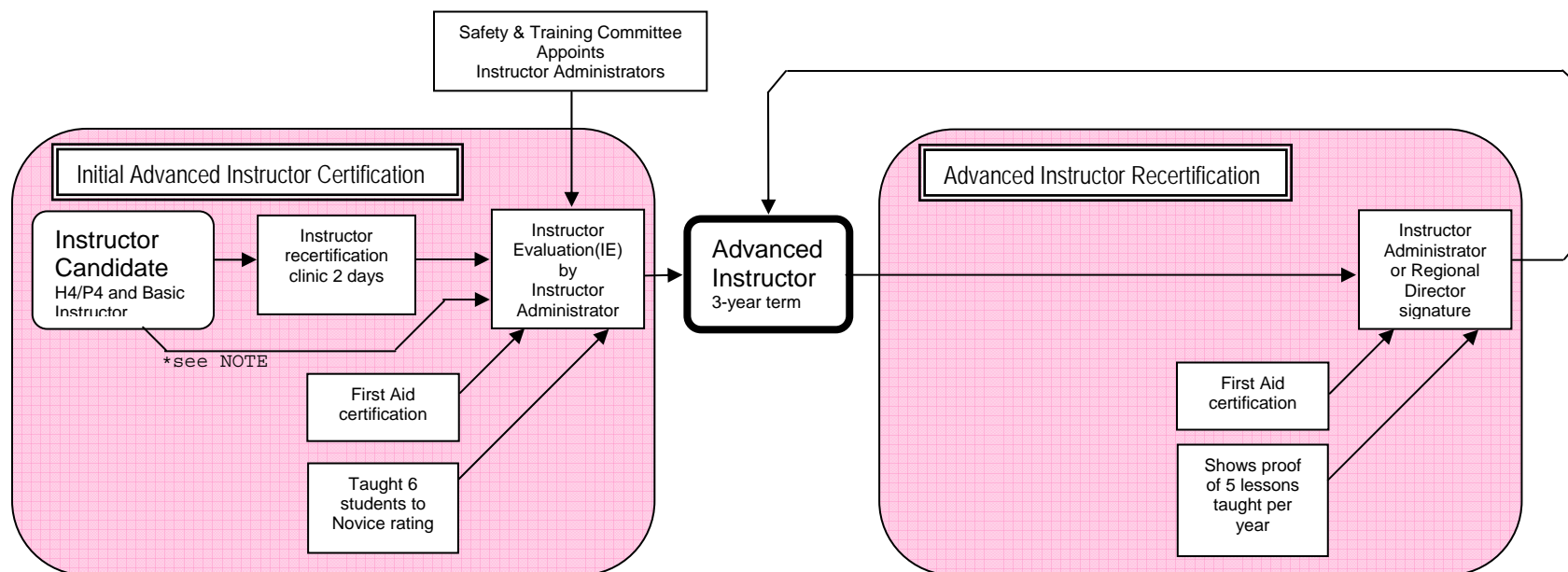
2. Any Pilot or Contributor who would otherwise have a current Instructor Certification and who renews or upgrades his membership class to Rogallo, shall automatically have the Instructor Certification reinstated without restriction.
- O. . Revocation/Reduction of Ratings:
1. An Instructor may rescind any rating he/she has made, without cause and without recourse.
  2. Ratings may be revoked or reduced; see SOP 12-7.

## Basic Instructor Certification/Recertification



The United States Hang Gliding and Paragliding Association, Inc.

## Advanced Instructor Certification/Recertification



**\*NOTE**  
Highly skilled pilots with instructor experience may go directly to the Instructor Evaluation. However, if they fail to pass the evaluation they must complete an ITS before seeking another Instructor evaluation

## Tandem Instructor Certification/Recertification

