



Virginia Wing, Civil Air Patrol

CHECKLIST FOR CAP PILOTS



- _____ Join CAP and receive a CAP membership card. Upon receiving your card (or CAP ID number in advance), visit eServices at www.capnhq.gov and obtain an eServices account.
- _____ Complete Level I training – see your squadron for assistance on how to do this.
- _____ Purchase a CAP Uniform.
- _____ Contact a CAP Instructor Pilot (IP) and schedule a familiarization flight (two or more may be required, depending upon a member's proficiency). See your unit commander or operations officer for a copy of the list of instructors, obtainable from eServices.
- _____ Obtain a copy of CAP Regulation 70-1, *Flight Management*, and become familiar with it. This document can be obtained by following the [CAP Pubs and Forms](#) link on eServices.
- _____ Complete the CAP Ground Handling Safety training. From eServices, click on [Online Safety Education](#) -> [Aircraft Ground Handling](#).
- _____ Sign the CAP Statement of Understanding. From eServices, click on [My Operations Qualifications](#), then in the Pilot section click on [Prerequisites](#). Electronically sign the Statement of Understanding in the first section.
- _____ Upload electronic copies (in PDF format) of your pilot certificate(s) (both sides), current medical certificate, and a logbook endorsement for last Flight Review or Wings certificate to Operations Qualifications. From eServices, click on [My Operations Qualifications](#), then in the Pilot section click on [Airplane](#), then [View/Upload Documents](#) at the top. Click on the Pilot tab on the popup window. The rest is fairly intuitive.
- _____ Complete a questionnaire for the aircraft to be flown. This can be obtained from the National Headquarters Stan/Eval website (from eServices click [CAP Stan/Eval](#), then click on [Airplane Questionnaire](#)). Also print a copy CAP Form 5 for use during your flight check.
- _____ Complete the “CAPR 70-1 Annual Examination – Powered” (accessed through the National Headquarters Stan/Eval website, click on [70-1 Annual Exam for Pilots](#)). This must be completed within 60 days prior to the Form 5 flight check.
- _____ If you want to be a CAP and/or ROTC Cadet Orientation Pilot (see CAPR 70-1 for prerequisites), complete the Orientation Pilot Exam – Powered and Orientation Pilot Exam – Powered for ROTC found on the CAP Stan/Eval Page.
- _____ Once your CAP IP has recommended you for your Form 5 flight check, contact a CAP Check Pilot and schedule the flight check.

NOTE: All the above items must be complete before you arrive for your Form 5 flight check.



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CHECKLIST FOR MISSION PILOTS

- _____ Obtain a General Emergency Services Rating (GES).
- Tasks to complete are listed under the GES Specialty Qualification Training Record (SQTR) in eServices under My Qualifications and SQTRs. As the tasks are completed, enter the items online into the GES SQTR for validation.
 - Complete CAPT 116 – General ES online test. Accessible from eServices under the Learning Management System.
 - Once validation is completed for all items, GES status will appear on your 101 Emergency Services Qualification card.
- _____ Obtain a Transport Mission Pilot Rating (TMP).
- As tasks are completed, enter the items online into the TMP SQTR for validation.
 - Complete the FEMA IS100 and IS700 online courses. Courses are located at <http://training.fema.gov>
 - Meet the requirements of 100hrs PIC time and 50 hrs cross country time.
 - Once validation is completed for all items, TMP status will appear on your 101 card.
- _____ Obtain a Mission Scanner Rating (MS).
- As tasks are completed, enter the items online into the MS SQTR for validation.
 - Complete Mission Scanner Familiarization and Preparatory Training
 - Obtain Commander Approval of Prerequisites and Preparatory Training
 - MS Trainee status appears on your 101 card at this point.
 - Participate in two exercises as a Mission Scanner Trainee
 - Complete Advanced Training for a Mission Scanner.
 - Complete CAPT 117 – ES Continuing Education Tests Part 1 and Part 2.
 - Once validation is completed for all items, MS status will appear on your 101 card.
- _____ Obtain a SAR/DR Mission Pilot Rating (MP).
- As tasks are completed, enter the items online into the MP SQTR for validation.
 - Meet the initial experience requirements of 175hrs PIC time.
 - Complete SAR/DR Mission Pilot Familiarization and Preparatory Training
 - Obtain Commander Approval of Prerequisites and Preparatory Training
 - MP Trainee status appears on your 101 card at this point.
 - Participate in two exercises as a Mission Pilot Trainee.
 - Meet the final experience requirements of 200hrs PIC time.
 - Complete Advanced Training for a SAR/DR Mission Pilot.
 - Complete ICUT – Introductory Communications User Training.
 - Complete the FEMA IS200 online course.
 - Schedule and complete a CAPF 91 Mission Pilot Check Ride.
 - Once all the above items are validated and entered online, MP status will appear on your 101 card. CONGRATULATIONS!