

# **Schedule Policy and Procedures** (Jan 2025)

Please have your instructor or scheduler [contact me](#) about two to three weeks prior to your desired Practical Test date. I typically do not confirm reservations more than three weeks prior to the test date. This helps ensure that my schedule remains flexible. **AFTER we agree** to a test date and time, you must submit applicant information online here for confirmation. [https://www.modineaviation.com/dpe\\_request](https://www.modineaviation.com/dpe_request).

I currently conduct Practical Tests Monday through Thursday at 0730 and 1130. Fridays by appointment, if necessary for Discontinuances or Retests. No tests on Federal or Biblical holidays. (Days/Times may be adjusted due to weather or extenuating circumstances.)

Tests are typically conducted at The Melbourne Orlando International Airport. If my schedule allows, I can travel to other airports to conduct a Practical Test (case by case exception). Travel fees (separate from test fee) will apply. If you would like to locate an examiner closer to your home base, the FAA maintains a list of Designated Pilot Examiners here. [Federal Aviation Administration - Designee Locator \(faa.gov\)](#)

## **Cancellation Policy:**

If you are unable to keep your scheduled appointment, please cancel your appointment no later than 48 hours **prior** to your scheduled start time. Cancellations made within 48 hours of the scheduled start may incur a reschedule/cancellation fee. (Contact Flight School/CFI for details) Items that will incur a cancellation fee include applicant not meeting the prerequisites for the test, missing required endorsements, showing up unprepared for the test, for example, no view limiting device, no cross-country plan with timely weather briefing etc. aircraft ineligibility, missing aircraft documents, training course not finished in time, etc. If you show up for the test and the weather FORECAST was not suitable for testing or is outside your personal limits, you will incur a cancellation fee. Unexpected change in weather will not generate a fee.

**FLIGHT SCHOOLS WITH DEDICATED TEST DAYS ARE RESPONSIBLE FOR FILLING SLOTS OR PAYING CANCELLATION FEES DIRECTLY PER POLICY**

## **No-Show Policy:**

Applicants who no-show for a test, or who arrive with a problem that prevents the test from being completed, will incur a cancellation fee. Please **review** all logbooks, both pilot and aircraft maintenance logs, well in advance of the test. Training information and entries used to verify pilot qualifications or required aircraft maintenance are legal and I require them to be in ink. I will not accept pencil entries. Ask your instructor to review them with you (as they should). Lack of documented Airworthiness Directive (AD) compliance is a common issue. The night before the test should not be the first time you have reviewed the aircraft's maintenance records. If I am unable to do my job because you (and your instructor) have not done your job, expect a cancellation or Disapproval.

## **Test Completion Expectation:**

It is expected that the test will be completed in one event. If we know prior to starting the test that we will not be able to complete it on the same day, (e.g., inclement weather, insufficient daylight, broken aircraft) then we will reschedule the test for another date. The FAA makes it clear to DPEs that we must start the test with the intent to finish the test on the same day. (Certain rare exceptions). If we know we cannot finish, then we should not start the test. So, we cannot just "get the oral out of the way" and then deliberately reschedule the flight portion. For example, if we are planning to do a private pilot test, and the weather forecasts that we will have IMC conditions for the entire day, then we will have to reschedule the entire test. Additionally, the FAA requires that the oral exam *must* be satisfactorily completed before the flight portion of the test. We cannot fly first, no matter what the TAF looks like.

## **Flight Delay Policy:**

Initial tests are typically scheduled for 4 hours maximum. Add-on tests, 3 hours. CFI tests 6-8 hours block. Sometimes delays occur due to weather or maintenance issues. In general, I am willing to delay the test up to one hour to allow for the weather to improve or for maintenance issues to be corrected. After one hour of delay, I will add an additional hourly charge (see fee schedule) to "wait" or discontinue the test and reschedule for a later date. However, delays are not always available. Please remember that I may have someone scheduled after you, and it isn't fair to delay their test just because yours is running late.

## **Weather Policy:**

You (the applicant) determine if the weather is suitable to conduct the flight test. Your go/no-go decision is part of the test. I will not tell you to fly, or not to fly. A proper weather briefing at least 24-48 hours prior to the test should help avoid surprises or delays. Instrument Rating tests (flight portion) can be conducted after sunset. Aircraft type installed avionics and actual weather conditions will determine if we fly in IMC or after sunset. I reserve the right to require the test to be conducted in daylight and/or VMC. Contact me if you have any questions.