Written Exam Registration Procedures

Have these things ready:

- FTN # (Flight Tracking Number....in your IACRA account on the top left...should also be written in your logbook because you will use this a lot)
- A credit card...will cost $160
- Your photo ID...driver's license works best.

Go to this website: https://faa.psiexams.com/faa/login

- You will set up an account if this is your first time taking a test.
- You will use your FTN number to do that. Submit your photo ID information just as it is written on the photo ID. We cannot take expired Photo IDs.
- You will be taking the Private Pilot Written Test (PAR).
- It will ask you if you have completed a Part 141 ground school. You have. It will ask when you completed that...the date doesn't matter as long as it is before the date you register for the test.
- It will ask you what type of verification you have... a graduation certificate from the Part 141 Ground School or an endorsement from a CFI. You want to choose the endorsement. Your instructor will sign your logbook with an endorsement saying you have taken at least 3 practice tests that scored over 80%.
- Choose Eagle Aircraft as the place you want to take the test.
- Pick a date and time. We do tests Mon-Sat. usually 10am-4pm. The way the testing is set up now, you can only choose time slots. For some reason PSI only has 10am & 1pm listed on most of our dates.
- Emmi or I will see your test registration pop up on our Proctor Site.
- On the day of your test, come in about 15 min early so we can scan and upload your photo ID and endorsement...it takes a few minutes to upload everything.
- We provide 2 pieces of paper, two pencils, a simple calculator, the supplement book, a plastic sheet to draw lines over the sectional charts and a wipe off marker, and a magnifying glass if you would like.
- You may bring an E6B/plotter and that is it.
- Emmi or I will help you through the directions and get you started on the test. When you are finished with the multiple-choice test, you will let us know and we will be able to print your score report from my desk. So you will have your score right away.