

Cirrus Standardized Instructor Pilot

eProcedures



CSIP Operating Procedures and Guidelines

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Forward

The Cirrus Flight Training Network (FTN) is the world's most extensive and capable general aviation training network consisting of some of the most proven flight educators in the business.

With over 90 Cirrus Training Centers, 400+ Training Center Instructors and over 375 CSIPs in 17 countries, it is no wonder that the SR model line of Cirrus aircraft boast an overall worldwide accident rate that is far lower than the General Aviation accident rate (per/100k hours) in North America. The Cirrus Flight Training Network has been instrumental in achieving that safety record and is integral to the success of Cirrus Aircraft and the popularity of the SR in the general aviation market.

Together, with this network, the Regional Training Manager and Cirrus Flight Operations teams collaborate to develop relationships which enhance flight safety, SR customer experience and satisfaction, and provide value to our global Flight Training Network through our mission and goals:

“Inspire safer pilot communities by connecting our students to the core values of Cirrus and consistently delivering the industry’s best learning experiences through a worldwide network of elite, standardized training partners”

Flight Training Network 2021 Goals

Improve our Best-in-Class safety record

Develop highest caliber instruction to provide the world's best learning experiences

Increase value for all FTN stakeholders by growing aviation through the promotion of Cirrus

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CSIP eProcedures

1. ePROCEDURES DEFINITION and EXPECTATIONS.

This eProcedures document represents the current Cirrus Standardized Instructor Pilot (CSIP) “Standard Operating Procedures” and provides guidelines for CSIPs that are closely aligned with the Flight Training Network’s (FTN) enduring goal of delivering an aviation experience that is the pinnacle of innovation, quality and safety to SR pilots and customers.

Outlined below are CSIP program terms, techniques, and best practices that lead to a successful capture of the FTN objectives outlined in Section two (2). These eProcedures can be altered or modified from time to time by Cirrus to meet dynamic objectives. Changes to these policies will be communicated via email and the [FTN Community Site](#) will be updated accordingly.

2. SAFETY RESPONSE REPORTING PROCEDURES.

A CSIP must report all incidents, accidents, or violations involving training or operating in a Cirrus Aircraft within 24 hours to the safety response team at Cirrus and complete the [Accident/Incident form here](#) or through the link available on the [FTN Community Site](#).

- a. The Cirrus Safety Response Team manager of Air Safety:
 1. Hotline: 218-788-3400
 2. Cell: 218-428-1074
- b. In the event of any accident or incident Cirrus reserves the right to review all training records, and the CSIP agrees to release and make available all training records to Cirrus. Additionally, the CSIP agrees to partake in any recurrent training requirements that Cirrus may deem necessary

3. CIRRUS STANDARDIZED INSTRUCTOR PILOT (CSIP) PROGRAM.

CSIPs are the cornerstone of the worldwide network of flight training professionals who are experts in Cirrus flight training. CSIPs are also key to the Cirrus FTN’s ability to meet the above listed safety and performance goals. Each CSIP meets a strict set of eligibility criteria and must successfully complete a 5-day course and evaluation by the senior SR pilot at the Cirrus Vision Center in Knoxville, TN (KTYX).

The CSIP designation is recognized as a qualified instructor by many insurance brokers. Members of the Flight Training Network (including CSIPs and TCIs) are the only flight instructors authorized to provide instruction through the Approach LMS that results in a Cirrus SR “Transition Certificate”—utilized by Cirrus Training Centers and insurance brokers as documentation of the minimum set of training required to operate an SR aircraft safely and effectively.

A CSIP qualification is much more than just a CFII who has been trained to instruct in a Cirrus, a CSIP is the direct connection to Cirrus Aircraft for an SR customer or pilot.

- a. Initial CSIP training is conducted in Perspective or Perspective+ Aircraft only, providing a “Perspective Qualification”

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- b. An “Avidyne” or “Dual Qualification” can be obtained by completing the Avidyne CSIP add on course with a Platinum CSIP after initial CSIP training.
- c. CSIPs are limited to instructing in the avionics type for which they are qualified (i.e., Perspective only CSIPs are limited from providing training in an Avidyne SR)

4. CURRENCY AND PROFICIENCY.

Prior to conducting student instruction or evaluation a CSIP must meet minimum currency requirements as follows:

- a. Maintain all regulatory currencies required for providing instruction as a CFII including landings, night currency, instrument, Flight Reviews etc.
- b. No instruction shall take place unless the CSIP has provided at least 10 hours of Cirrus Flight Training or logged 10 hours of PIC in a Cirrus SR aircraft within the preceding 6 calendar months.
- c. Provide no instruction in an SR unless the CSIP is assured of his/her own flight and instructor proficiency in that SR configuration. A CSIP’s own recurrent and proficiency training flights and simulator sessions are highly encouraged.

5. COMMUNICATION AND INFORMATION.

Cirrus communicates with the training network primarily through the [FTN Community Site](#) website designated specifically to provide information and guidance to CTCs and CSIPs. On this website, the training network can find:

- a. Operating Policies and Procedures (eProcedures)
- b. Technical publications
- c. Embark program information
- d. Training tools
- e. General communication

Some information on the [FTN Community Site](#) may be considered confidential between Cirrus and the Flight Training Network and should not be released or shown to third parties. CSIPs and Training Center contacts are highly encouraged not to “opt out” of Cirrus electronics communications to not miss important updates.

6. REGIONAL TRAINING MANAGERS.

The Cirrus FTN is supported by a team of Regional Training Managers (RTM) that cover defined geographic areas aligned with Cirrus Regional Sales Director regions. See the [RTM map](#) to determine your assigned RTM. RTMs will communicate through email, telephone, and the [FTN Community Site](#). Please advise your RTM if you change your email address or mobile number to avoid missing communications.

- a. Cirrus Flight Operations Teams: See contact list on Cirrus [FTN Community Site](#).
- b. [Cirrus RTM Map](#)

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7. ANNUAL RENEWAL.

The CSIP renewal framework captures essential elements of proficiency, standardization, and engagement while providing a measure of flexibility given the diverse background of our CSIP network. Emphasis is placed on providing instruction through the Approach Learning Management System (LMS) due to the positive safety outcomes resulting from standardized training in Technically Advanced Aircraft (TAA).

- a. CSIPs will renew every 12 calendar months. Each renewal period will qualify a CSIP for 12 months from the calendar month that the renewal was due.
 1. Example: Renewal due in January and completed on January 21st, 2021, CSIP qualification expires January 31st, 2022.
- b. The annual renewal fee of \$225 provides access to all Approach LMS content, technical support at learning@cirrusaircraft.com, and invitations to Regional Partner Seminars (RPS), Cirrus Customer Experience (CX) Symposiums and other engagement opportunities throughout the year.
- c. CSIPs shall sign the CSIP Agreement at each renewal which outlines policy and terms of the CSIP program.
- d. CSIP renewal Criteria documented in [Appendix A](#)
- e. A CSIP may elect to suspend his/her status due to a medical issue or concerns surrounding COVID for up to 18 months under the following conditions:
 1. The CSIP's information is removed from the locator and LMS
 2. At either, the end of 18 months or at the request of the CSIP, status can be reinstated by completing the following:
 3. A validation/reinstatement flight with a Factory Flight Instructor or a Platinum CSIP of the RTM team's choosing
 4. A written exam with a required passing score of 100%
 5. An interview with the RTM team

8. APPROACH LEARNING MANAGEMENT SYSTEM (LMS).

A core element to providing instruction as a CSIP is commitment to using the Cirrus Approach including the LMS and iFOM.

- a. Adherence to CSIP's Personal Weather Minimums and utilization of the iFOM's Envelope of Safety, Interactive 1.1 (Chapter 1 / Section 2) is strongly encouraged. These minimums are followed by company pilots at Cirrus Aircraft. It is also recommended that CSIPs make students aware of how to calculate personal minimums and use the envelope of safety in iFOM Section 1.1.
- b. CSIPs are required to possess Cirrus interactive Flight Operations Manual iFOM for the avionics suites in which they are qualified, instruct in accordance with the procedures therein, and ensure students are in possession of an iFOM or are aware of how to [download an iFOM](#) appropriate to the avionics suite being utilized.
- c. At a minimum, CSIPs will ensure that students have created an account in the Cirrus Approach LMS and have enrolled in and completed the free CAPS course.
- d. CSIPs shall refrain from providing any initial SR "check-outs" outside of the LMS to a student that has not previously completed a transition course, either through the previous Cirrus Learning Portal or in the current LMS.

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1. Example: If the student declares that he/she only requires 1, 2 or 5 hours of dual with an instructor as per their insurer, it is the CSIP's responsibility to make sure the student is enrolled in the appropriate transition course and provide the first 1, 2, or 5 hours of training towards completion of that transition course. If the student feels that is sufficient, the CSIP shall ensure the student understands the transition course is incomplete, document accordingly, and recommend that the student completes the course with a CSIP or at a CTC as soon as practical.
- e. Each course has a set of associated flight lessons and each lesson requires a unique logbook entry. Lessons can be assessed through the App or on a web browser.
- f. It is a requirement that all tasks be demonstrated to proficiency at either the 'Practice' or 'Perform' standard as listed next to the required task. Proficiency is based on the ACS at the Private Pilot level however, if a student holds advanced ratings, they should be held to the standards of their highest rating.
- g. Although the transition training flights are broken down into lessons, this does not preclude you from serving the student or mean that you must stay in the 'practice area'. If you and your student have creative ideas or missions to fly, fit the lesson materials into those missions. These lessons are meant act as guidelines; customer service and safely having fun are the top priority.
- h. Terminology:
 1. **Practice:** Not required to demonstrate the knowledge and skills required by the associated completion standards. Your instructor may provide guidance
 2. **Perform:** Must demonstrate the knowledge and skills required by the associated completion standards. Performing a task is done without guidance from your instructor
 3. **Pass:** Student meets all the standards per the ACS
 4. **Miss:** Student does not meet the standards
 5. **Defer:** This moves the task to the next lesson, used if all but a few tasks could be completed in one flight. A maximum of 3 tasks per lesson can be deferred.
 6. **View Task Detail:** Viewing the task detail shows the reasons a task was marked deficient. Task Detail can be viewed by tapping on the task in the app or clicking on the three dots next to the task on the web
 7. **Finalizing the Course.** Students can get either a Completion Certificate – for Transition or Advanced Transition training events only—or a Badge for Differences or Recurrent training events for completing their courses. If the student does not get a certificate, it is because they have not completed items in the ground modules. Make sure you are double checking their progress by viewing their transcript before you end your time together!
- i. Recurrent Training
 1. CSIPs are encouraged to advise students that recurrent training is highly recommended and that VFR and IFR Recurrent Checks and Skill Refresher are available for free.
 2. Cirrus recommends 6-month recurrent training and holds our company pilots to that standard, regardless of how frequently they fly. We recommend the same currency schedule for you and your students. Every training session should end with the student's next appointment scheduled to do recurrent training.

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3. For these recurrent training events, use the IFR or VFR Recurrent Checks on alternating 6-month intervals (as appropriate for the student's ratings)
- j. The Cirrus Approach [Flight Training App](#)
 1. The App provides mobile access to flight training courses found within the Cirrus Approach LMS. This app is designed as a complement to the website and contains the user's enrolled flight training courses and flight instructor assessments. It can be used by CSIPs while off-line to complete assessments during a flight lesson and will automatically sync when re-connected to Wi-Fi or a cellular signal.
 2. The App is not a replacement for the web-based, Approach LMS. The app was designed to provide lesson assessments and logbook entries while offline to make the content accessible during flight.
 3. Some Approach App limitations and gotchas:
 - i. Pairing with students: Connections are made by the student requesting their desired CSIP through the website. The CSIP must then log in to their account through the website and accept this request, creating the connection.
 - ii. Student connection alerts are not visible in the App, CSIPs can only accept student connections through a web browser.
 - iii. Instructor search function takes about 15 seconds to load the CSIP database, advise students to be patient if they are unable to find your name quickly in a search.
 - iv. Logbook entries cannot be edited once the lesson is finalized. Use a web browser to edit in the LMS.
 - v. Once an assessment is complete, a student's course will be removed from the App regardless of the completion status of the course's Self Study items. Use a web browser to view the transcripts to determine their progress on Self-Study items.

9. APPROACH LMS COURSE APPLICATION.

Conducting training in the LMS in the correct Transition, Difference, or Recurrent course is vital to good customer service. Each course contains self-study, CFI led ground topics and flight lessons. It is recommended that a CSIP not start a flight lesson with a new student until that student has completed the requisite Self-Study section of their LMS Course. Here is a list of courses and the customer for whom they are most appropriate:

- a. **VFR—Basic Transition Training:** For a Private Pilot new to Cirrus or a Student Pilot training in a Cirrus, this course includes VFR maneuvers, landings, IFR procedures and Emergency operations. Emphasis should be placed on CAPS.
- b. **IFR—Advanced Transition Training:** For an Instrument Rated pilot new to Cirrus, or an Instrument Student transitioning into Cirrus while working on their rating, this course includes VFR maneuvers, landings, IFR procedures and Emergency operations. Emphasis should be placed on CAPS.
- c. **Avionics and Advanced Avionics Differences:** For students moving from Avidyne to Perspective or vice versa. Advanced Avionics Differences Training course is designed for Instrument Rated Pilots.

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- d. **Airframe and PP Differences:** For students moving between airframes (think G3 to G6) and between normally aspirated to turbo normalizer or charged engines. This is a maneuvers-based transition, but care should be taken to ensure the pilot can adapt to airspeed changes in the IFR environment.
- e. **IFR and VFR Recurrent Checks:** These are IPC and Flight Review (FR) task lists respectively. FRs and IPCs logged and completed in the LMS through the Recurrent courses count as training events for CSIP renewal.
- f. **Icing Awareness:** This course is required every 24 calendar months for all Cirrus pilots who will fly into known icing in FIKI equipped SRs. However, this is also an excellent course for any pilot to become more familiar with winter weather, ice types and the Cirrus SR anti-ice system operation.
- g. **Courses for Private Pilot, Instrument, or Commercial students:** Although the Cirrus Approach LMS does not have a Private Pilot (PPL) or Instrument rating syllabus yet, there is a wealth of training content applicable to a student working towards these ratings. Cirrus recommends PPL and Instrument students enroll in the appropriate SR Transition course in the Approach LMS even when using a third-party PPL or instrument syllabus to take advantage of video content. Students should also purchase the iFOM. Would you endorse a student solo in the SR to a student that hasn't completed the free CAPS course? Start IFR lesson #15 without reviewing the Instrument Procedure content?
- h. **PPL Best Practice:**
 - 1. Ensure the PPL student has completed self-study videos, interactive modules and workbook lessons pre-solo in an applicable SR transition course
 - 2. Log ground and flight lessons in LMS as applicable
 - 3. Finalize the stage check when the student passes their PPL check ride to complete the transition.
- i. **IFR Best Practice:**
 - 1. Any IFR or commercial student should have or be working towards a completed Advanced Transition Course if they have not completed one yet.

10. CUSTOMER RECORDS.

Training records should be retained for at least three (3) years from the date that the student graduates from or terminates enrollment in the approved course to which the record pertains. The CTC must maintain a current and accurate record of each student engaging in flight training in a Cirrus Aircraft. These records must contain at least:

- a. All records required by the FAA or internal governing agency for the necessary terms
- b. A completion certificate and/or transcript from the Customer's course(s)
 - 1. Certificates are available by accessing Transcripts from the Instructor Dashboard on a CSIP/TCIs LMS through a web browser
 - 2. Transcripts are available in the same location, simply click 'Download Transcript' to retain a PDF of a customer's completed course

11. PLATINUM PROGRAM.

The goal of the Platinum Program is to provide value to select CSIPs and enhance connection to Cirrus. The Platinum Program sets customer perception by defining highest Instructor competency and highest quality of instruction. Platinum CSIPs provide a premier customer experience through a close connection to Cirrus. By awarding Platinum status, Cirrus recognizes the following:

- a. Tenure and productivity within the network
- b. A high level of sustained engagement with the Cirrus Regional Sales Director and Regional Training Manager Teams
- c. Prolonged engagement and connection with Cirrus as a company
- d. Adherence to a set of enhanced Training and Safety standards
- e. Consistency in the use of standardized materials (iFOM and LMS)
- f. **2021 Platinum CSIP application requirements and entry minimums:**
 1. 1000 hours dual given in SR as a CSIP in good standing with Cirrus Aircraft
 2. Provided a minimum of 30 transition training or LMS courses in past 3 years
 3. No violations, at fault accidents, or incidents in past 12 months
 4. Dual avionics qualified (Avidyne Entegra and Cirrus Perspective)
 5. 25 or more credits accumulated during current and subsequent CSIP renewals
 6. Attended CX regularly and RPS annually
 7. Nominated by RSD (or strongly concur)
 8. Has completed recurrent training flight or Emergency/Abnormal procedure simulator in the past 12 months with a current member of the Cirrus training network
 9. Highly recommended: Awarded a referral or provided 3x quality leads to Cirrus RSD in past 12 months
- g. **Platinum CSIP Renewal Requirements**
 1. 25 or more credits accumulated within the past 12 calendar months
 2. Attended CX or RPS annually
 3. Has completed a recurrent training flight or Emergency/Abnormal procedure simulator in the past 12 months with another current member of the Cirrus training network

12. EMBARK PROGRAM.

Cirrus Embark is a program designed to provide essential training for licensed pilots transitioning into their new-to-them Cirrus aircraft by reimbursing the CSIP or CTC for up to 3 days for instruction towards a transition or differences course. Embark is a means to present training opportunities to pilots who are new to Cirrus SR operations who would not normally seek out this key training.

- a. All open Embark Jobs are listed on the [Embark Job Board](#).
- b. CSIPs can [register here](#) to access the Embark Program.
- c. Eligibility is limited to owners who have recently purchased a pre-owned Cirrus SR who have little to no experience in a Cirrus or with their new airframe powerplant or avionics configuration. Eligibility is determined after application review and, if approved, the training is limited to one person per aircraft ownership group.
- d. Embark is strictly limited to Transition Trainings (Standard or Advanced) or Differences Trainings (Avionics or Air Frame/Powerplant). It is not designed for recurrent, insurance check rides, etc. Not all applications are accepted. If a pilot is not truly new to Cirrus, or their aircraft model/avionics, they may not qualify for this program.
- e. Owners must apply within 30 days at www.cirrusaircraft.com/embark and training must be completed within 60 days from the time they take possession of the SR barring any significant health or maintenance delays.
- f. Cirrus will pay for up to 3 days of flight training at a rate of \$550 per day with a CSIP or CTC Instructor Pilot. Typically, 3 days is offered for Transition Training and 1-3 days for Differences Training. Cirrus will provide the customer a link to download the applicable iFOM if they do not already have one.
 1. The CSIP shall not charge the customer for any rate difference between the reimbursement rate and the CSIP's standard day rate.
 2. Any additional required training as determined by the CSIP beyond the awarded days of training are between the CSIP and customer, billed directly to the customer at the CSIP's standard day rate.
 3. All invoices should be emailed to embark@cirrusaircraft.com. Include serial number tail number, and customer name along with a description of the flight training that was performed (i.e., Transition, Advanced, Differences Training).

13. ENGAGEMENT.

The RTM team acknowledges the significant cooperation over the years with the Flight Training Network resulting in the world's best-selling piston aircraft and an award-winning leader in general aviation safety. This Training Network teamwork is key to successfully growing aviation and bringing pilots and non-pilots into the "Cirrus Life" ecosphere. Cirrus expects brand promotion and collaboration with Cirrus Regional Sales Directors for the sale of new Cirrus Aircraft. Cirrus also recognizes the importance established in the Cirrus brand and aims to ensure there is no unhealthy competition amongst members of the FTN. Cirrus expects CTC owners/staff to collaborate and treat other Training Network partners with respect, dignity, and goodwill to ensure customer needs are prioritized and fulfilled. To clarify, members of the Training Network should refrain from the following:

- a. Aggressive, predatory, or unethical market competition between other members of the FTN
- b. Engaging in any act that would disparage, harm, or impair the reputation and integrity of Cirrus or its brand, Service Network, or Training Network.
- c. Engaging in advertising new or pre-owned Cirrus aircraft in competition with Cirrus, its sales agents, or its pre-owned network members. (Example: Advertising and/or brokering a client's SR on Controller or offering to help sell a client's Vision Jet position.)

14. REFERRAL PROGRAM.

Participation in the Cirrus referral program can be profitable and rewarding. Your recommendations, introductions, and enthusiasm to share the "Cirrus Life" impacts our company daily by expanding the family of Cirrus aircraft owners. So, enjoy our Referral Program perks as a thank you for helping us grow the aviation community, together:

- a. First referral: \$8,000 USD
- b. Second and subsequent referral: \$12,000 USD

Appendix A: CSIP Renewal Criteria

1. Required Credits based on a 12-calendar month look-back:

- a. CSIP: 14 credits
- b. PCSIP: 25 credits

2. Minimum Events for Renewal Qualification:

- a. Provide 4 completed courses in the Approach LMS (any Transition, Differences, IFR Recurrent, VFR Recurrent, etc.).
 - 1. Minimum 2 courses for each avionics type if CSIP is dual qualified (2x Perspective and 2x Avidyne).
- b. CSIP quiz completed at time of renewal (min 80%).
- c. Automatic renewal: Standardization Flight with Factory Instructor or awarded CSIP of the Year

3. Qualifying Training Events:

- a. Instructed LMS course (Transition/Differences/IFR Recurrent /VFR Recurrent)
 - 1. 2 Credits
 - 2. Note: Each course must show complete in student's LMS.
- b. In lieu of sufficient missions above--flight validation with Platinum CSIP Perspective
 - 1. 5 Credits
- c. In lieu of sufficient missions above--flight validation with Platinum CSIP Avidyne
 - 1. 5 Credits
 - 2. Note: Platinum CSIP coordinate with CSIP's RTM for validation flight approval.
- d. Avidyne Add-on with Platinum CSIP
 - 1. 5 Credits
- e. CSIPs own IFR Recurrent (IPC) or VFR Recurrent (Flight Review) in SR with another CSIP
 - 1. 3 Credits
 - 2. Note: Does not need to be a Platinum CSIP; Max 1 IFR and 1 VFR event per year
- f. Current FAA DPE or International Equivalent
 - 1. 3 Credits
- g. Satisfactory FAA Part 135 or Part 141 checkride (SR only)
 - 1. 1 Credits
- h. Instructed PPL, IFR, or Commercial in SR, each 5 flights logged in LMS course
 - 1. 2 Credits
 - 2. Note: CSIP benchmark practice is to enroll student in SR Transition (VFR) or Advanced Transition (IFR) LMS course
- i. Provide a CFR Part 61 endorsement for a new certificate or rating in a SR
 - 1. 3 Credits

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4. **Qualifying Engagement Events:**

- a. CPPP instructor or attendee
 - 1. 2 Credits
- b. Attended a CSIP Small Group Session
 - 1. 1 Credits
- c. Attendance at the Cirrus Annual CX
 - 1. 5 Credits
 - 2. Note: 2021 virtual CX 2 credits**
- 3. Attendance at a Cirrus Regional Partner Seminar
 - 1. 3 Credits

5. **Other Credit Opportunities:**

- a. Published Cirrus training related article in industry-recognized aviation publication
 - 1. 1 Credits
- b. Awarded a referral bonus by Cirrus Regional Sales Director
 - 1. 1 Credit

6. **Suspended CSIP status**

If a CSIP has not been flying due to concerns surrounding COVID and elects to pause CSIP status, they are eligible subject the following conditions:

- a. This pause will be effective for up to 18 months
- b. The CSIP's status is removed from the locator/LMS
- c. At either the end of 18 months or at the request of the CSIP, status can be reinstated by completing the following:
 - 1. A factory flight instructor or a Platinum CSIP of the RTM team's choosing
 - 2. A CSIP written exam with a required passing score of 100%
 - 3. An interview with the RTM team

Appendix B: Document Link Reference Guide

[FTN Community Site](#)

[Perspective iFOM](#)

[Avidyne iFOM](#)

[Cirrus Approach LMS](#)

[Cirrus Approach landing page](#)

[CAPS Homepage](#) (including a list of simulators with CAPS handles)

[CSIP Renewal Application](#)

Embark:

[Instructor Registration](#)

[Embark Instructor Log-In](#)

[Information/Landing Page](#)

[Customer Application](#)

[The Cirrus Locator to verify your information](#)

[Marketing Collateral](#)

Included is the Branding Guide, please be sure to read and comply

[Referrals for new aircraft](#)

[COPA website](#)