










eFIRC User's Guide

Course Accessibility:

- **AOPA account login.** AOPA members and users with an existing AOPA Web Account, like the one used for other Air Safety Institute courses, please use your existing login. **You do not need to be an AOPA Member** to take the Air Safety Institute eFIRC, but you will need to set up a free AOPA Web Account. Create your account here: <https://www.aopa.org/login/>
- The course is available from the date of purchase/enrollment until your **CFI expiration date**.

Computer / Tablet Requirements:

| FULLY SUPPORTED BROWSERS | |
|---|---|
| MOBILE DEVICES | DESKTOP BROWSERS |
|  Google Chrome |  Google Chrome |
|  Apple Safari |  Apple Safari |
|  Android |  Mozilla Firefox |
| |  Microsoft Edge |

- **Internet Connection** is required, broadband is suggested.
- **JavaScript enabled**, most current browsers have it preinstalled and active.
- **Adobe Flash is *optional***, it is required for only for a few of the elective modules. It is not required to complete the eFIRC, if other HTML5 electives are selected to meet course completion requirements.
- **Ability to turn off pop-Up blockers.** This is required when filling out your IACRA application for renewal and for viewing your transcript and certificates in some browsers. Step-by-step instructions are available in the course for the most common browsers.

eFIRC Course Completion Requirements:




- All **11 mandatory** modules
- **6 elective** modules of the 13 available
- **Pass all module quizzes** with at least 70%

General Notes for Navigating in the Course:

The course is made up of topic specific modules that each contain several lessons and a module quiz. Each lesson contains pages that feature the FIRC materials such as copy, videos and interactive pieces. As the FAA has mandatory time requirements for FIRC completion, there is an **eight second delay** built into each page, before the next button appears and allows you to advance to the next page within the lesson. All videos must be watched to completion before that page's next button will appear. If the delay seems to be taking longer than 8 seconds, confirm your internet connection speed. Slower connections or interruptions in service may result in longer delays.

If you stop in the middle of the lesson, when you resume the course, you will have to start at the beginning of that lesson. So, try to take breaks at the completion of a lesson.

Track your course completion with these module and lesson listing progress icons.

| | | | | | | | | | | | | | | | | | | | | |
|--|---|------------------|---|-------------------------|--|------------------|--|------------------------------|--|---------------------------------|--|--------------------------|--|-------------------------------|--|-----------------------|--|---------------|--|---|
| <p>Module Not Started</p>  | <table border="1"><tr><td>A Changing World</td><td style="text-align: right;">✔</td></tr><tr style="background-color: #4a90e2; color: white;"><td>Entering the Age of GPS</td><td></td></tr><tr><td>🔒 The Age of GPS</td><td></td></tr><tr><td>🔒 TAA: The Way of the Future</td><td></td></tr><tr><td>🔒 Becoming Part of the Solution</td><td></td></tr><tr><td>🔒 Transitioning to Glass</td><td></td></tr><tr><td>🔒 Tablet Computers & Aviation</td><td></td></tr><tr><td>🔒 The Future: NextGen</td><td></td></tr><tr><td>🔒 Lesson Quiz</td><td></td></tr></table> | A Changing World | ✔ | Entering the Age of GPS | | 🔒 The Age of GPS | | 🔒 TAA: The Way of the Future | | 🔒 Becoming Part of the Solution | | 🔒 Transitioning to Glass | | 🔒 Tablet Computers & Aviation | | 🔒 The Future: NextGen | | 🔒 Lesson Quiz | | <p>← Lesson Completed</p> <p>← Lesson Selected: Incomplete lessons do not have any icons.</p> <p>← Lesson Locked: Each module's set of lessons must be completed in order. Lessons will be locked until the lesson before it has been completed.</p> <p>← Once all lesson are completed the lesson quiz will be unlocked.</p> |
| A Changing World | ✔ | | | | | | | | | | | | | | | | | | | |
| Entering the Age of GPS | | | | | | | | | | | | | | | | | | | | |
| 🔒 The Age of GPS | | | | | | | | | | | | | | | | | | | | |
| 🔒 TAA: The Way of the Future | | | | | | | | | | | | | | | | | | | | |
| 🔒 Becoming Part of the Solution | | | | | | | | | | | | | | | | | | | | |
| 🔒 Transitioning to Glass | | | | | | | | | | | | | | | | | | | | |
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| 🔒 The Future: NextGen | | | | | | | | | | | | | | | | | | | | |
| 🔒 Lesson Quiz | | | | | | | | | | | | | | | | | | | | |
| <p>Module In Progress</p>  | | | | | | | | | | | | | | | | | | | | |
| <p>Module Completed</p>  | | | | | | | | | | | | | | | | | | | | |

Course Progress Transcript and Certificates:

You can view your overall course progress in detail in your course transcript at any time. You will find a profile icon in the upper right-hand corner, in the orange bar of the eFIRC. Click on the icon and select "My Profile." Here you will find your course progress transcript listed under "My Courses," click on the blue download icon to view. You can also access your certificates, including your completion and graduation certificates once they are issued, under "My Certificates" here in your profile.

ASI Elective Units:

Certain electives are built off of existing ASI safety courses.

If you have completed these courses on the ASI website within the 24 months prior to your CFI expiration date, you will receive credit in the eFIRC for those lessons. You will still need to complete a teaching lesson on how to use the information as a CFI and complete a module quiz at the end.

You will see the ASI electives are labeled as either;

- **HTML5:** This ASI course is developed in HTML5 and should work on Apple iPads, Android tablets and all internet browsers, there is no need to install the Adobe Flash player.
- **Flash-based:** This ASI course is developed in Adobe Flash and will not work on Apple iPads, as Adobe Flash is not supported on them. It will also not work on internet browsers that does not currently have the Adobe Flash player installed. You can choose to install the Adobe Flash Player (<https://get.adobe.com/flashplayer/>). If you are using an iPad, you can login to the FIRC from another device, like a desktop or laptop computer with the Flash player installed.

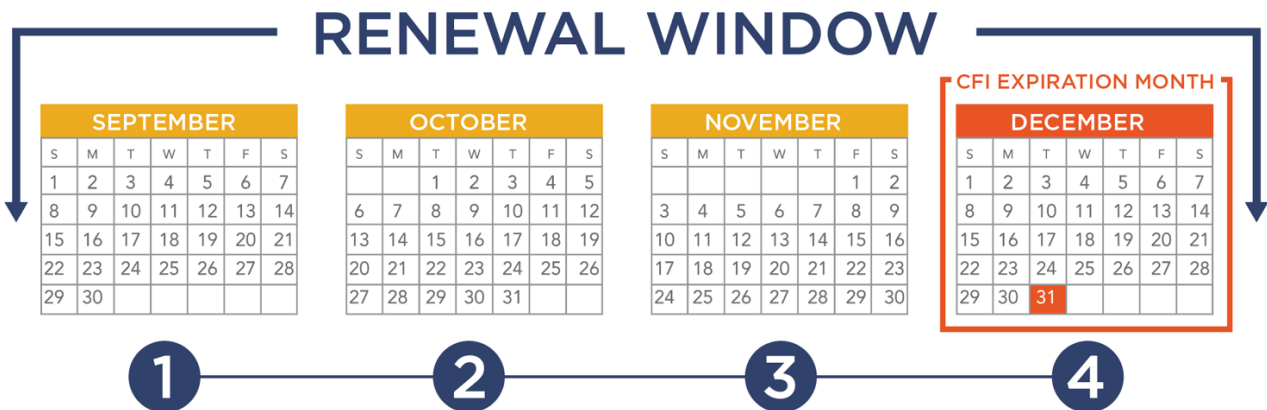
Security Awareness Training Certificate of Completion:

The TSA lesson covers all of the requirements for initial or recurrent security awareness training for the TSA. When the lesson is successfully complete, you will receive your course completion certificate.

Course Completion for Renewal:

If you want to maintain your current CFI renewal cycle (expiration month):

- Do not complete more than 8 lessons until you are less than one year from expiration.
- Do not complete the program until you are inside your renewal window – within the three months preceding the month of expiration as per FAR 61.197.



Of course, you are free to complete the course whenever you'd like so long as it is before your current CFI certificate expires. But understand that if you complete outside of the parameters stated above, you will reset your renewal cycle for the month of course completion.

Submitting Application for CFI Renewal:

In order to complete the requirements for ASI to issue your graduation certificate and temporary CFI certificate, you need to complete the “Prepare Application for CFI Renewal” section, under “Introduction to ASI's eFIRC,” this includes;

1. Submitting your application for CFI renewal in the FAA’s IACRA system at iacra.faa.gov.
2. Completing the ASI form for processing. This includes uploading a legible digital image, color requested if possible, of your CFI certificate front and back and government issued photo ID (driver’s license, passport, etc.)

There is also the Air Safety Institute eFIRC Guide to Completing Application for Renewal in the resources section that will help you step through the renewal requirements and completing the IACRA online form.

Customer Support:

If you have any questions please contact us by email at efircsupport@aopa.org or call 800-USA-AOPA (872-2672) Monday through Friday, 8:30 a.m. to 6:00 p.m., ET.

If you run into an issue or have suggestions for edits or additions to the course please report them online at www.efirc.com/support. We appreciate any of your feedback on the course.

Additional eFIRC FAQs

<https://www.aopa.org/training-and-safety/cfis/flight-instructor-resources/cfi-renewal/efirc-faqs>