

# Instructions for Glider Orientation Pilots and Tow Pilots for Annual CAP Written Testing

PRINT THESE INSTRUCTIONS, THEY MAY HELP YOU!!

## WRITTEN TESTS:

### A. Getting the Study Materials:

- 1) Go to the CAP National Web Site <https://www.capnhq.gov/default.aspx>
- 2) Log In using your previously established CAPID and password. If you have forgotten it, follow the instructions "Password Assistance" or if you have never established a password, follow the instructions "First time user –click here to activate your account"
- 3) On the left hand tool bar titled "CAP Utilities" you may want to retrieve the regulations or pamphlets that are used for the tests. Go to the 13<sup>th</sup> item down the list "CAP Pubs and Forms" and select it.
- 4) You will now be redirected to a new web page "CAP Publications"
- 5) On the left hand tool bar, select "Indexes, Regulations and Manuals"
- 6) From the column that says "Publications" scroll down to "R60-1" "CAP Flight Management" (there are several publications that say 60-1. You want the top one that is underlined. The others are "letters")
- 7) Select "R60-1" and the regulation can be downloaded and printed or read with Adobe Reader.
- 8) After retrieving R60-1 "back out" until you return to the "CAP Publications" page.
- 9) Now select "Pamphlets" from the toolbar on the left. Take similar steps as in 6 and 7 above to download, print and/or read "P52-7" "Cadet Orientation Flight Syllabus"
- 10) You now have the two references that provides the material for the Annual Test
- 11) Back out to the main "Welcome to Civil Air Patrol e-services" page

### B. Taking the Online Written Test

- 12) On the left hand tool bar titled "CAP Utilities" go to the 11<sup>th</sup> item down the list "CAP Online Exams" select it.
- 13) You will now be redirected to a new web page "Operations Online Courses and Exams"
- 14) Select "Stan/Eval Program Examinations" note: Depending on your browser and security settings, you will now be asked if you want to proceed to a new web page, answer YES.
- 15) You will now be redirected to a new web page "Operations Directorate-Online Quiz System"
- 16) Depending what you fly (tow and/or glider O pilot) you will select from the pull down list the appropriate tests: (Glider Orientation Pilots take tests a, b and d below or Tow Pilots take c and d below)
  - a. "Glider Orientation Quiz Glider - (11 questions)

- b. "CAPR 60-1 Form 5 Annual Examination – Glider (2006) – (21 questions)
  - c. "CAPR 60-1 Form 5 Annual Examination – Powered (2006) – (24 questions)
  - d. "Wing Runner Test – (20 questions)
- 17) Select the appropriate test(s), enter your CAPID in the appropriate field and select NEXT.
- 18) The next page is a "User Agreement" select "I agree"
- 19) Complete each of the questions.
- 20) At the conclusion, select "OK, grade the test"
- 21) Upon successful completion, you will be offered the option to print a certificate. Print the Certificate and bring/attach it to your CAP F5 or CAP F5G paperwork for the check ride.

Congrats what you have just done is harder than flying the aircraft!

Questions?? Give me a call at 202-577-6478 Capt Jeff Buchman, PAWG Glider DOV and Program Manager

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