[**§ 142.73 Recordkeeping requirements.**](https://www.ecfr.gov/current/title-14/section-142.73)

(a) A certificate holder must maintain a record for each trainee that contains -

(1) The name of the trainee;

(2) A copy of the trainee's pilot certificate, if any, and medical certificate;

(3) The name of the course and the make and model of flight training equipment used;

(4) The trainee's prerequisite experience and course time completed;

(5) The trainee's performance on each lesson and the name of the instructor providing instruction;

(6) The date and result of each end-of-course practical test and the name of the evaluator conducting the test; and

(7) The number of hours of additional training that was accomplished after any unsatisfactory practical test.

(b) A certificate holder shall maintain a record for each instructor or evaluator designated to instruct a course approved in accordance with [subpart B of this part](https://www.ecfr.gov/current/title-14/part-142/subpart-B) that indicates that the instructor or evaluator has complied with the requirements of [§§ 142.13](https://www.ecfr.gov/current/title-14/section-142.13), [142.45](https://www.ecfr.gov/current/title-14/section-142.45), [142.47](https://www.ecfr.gov/current/title-14/section-142.47), [142.49](https://www.ecfr.gov/current/title-14/section-142.49), and [142.53](https://www.ecfr.gov/current/title-14/section-142.53), as applicable.

(c) The certificate holder shall -

(1) Maintain the records required by [paragraphs (a)](https://www.ecfr.gov/current/title-14/section-142.73#p-142.73(a)) of this section for at least 1 year following the completion of training, testing or checking;

(2) Maintain the qualification records required by [paragraph (b)](https://www.ecfr.gov/current/title-14/section-142.73#p-142.73(b)) of this section while the instructor or evaluator is in the employ of the certificate holder and for 1 year thereafter; and

(3) Maintain the recurrent demonstration of proficiency records required by [paragraph (b)](https://www.ecfr.gov/current/title-14/section-142.73#p-142.73(b)) of this section for at least 1 year.

(d) The certificate holder must provide the records required by this section to the Administrator, upon request and at a reasonable time, and shall keep the records required by -

(1) [Paragraph (a)](https://www.ecfr.gov/current/title-14/section-142.73#p-142.73(a)) of this section at the training center, or satellite training center where the training, testing, or checking, if appropriate, occurred; and

(2) [Paragraph (b)](https://www.ecfr.gov/current/title-14/section-142.73#p-142.73(b)) of this section at the training center or satellite training center where the instructor or evaluator is primarily employed.

(e) The certificate holder shall provide to a trainee, upon request and at a reasonable time, a copy of his or her training records.