

## § 142.73 Recordkeeping requirements.

(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](#) that indicates that the instructor or evaluator has complied with the requirements of [§§ 142.13](#), [142.45](#), [142.47](#), [142.49](#), and [142.53](#), as applicable.

(c) The certificate holder shall -

- (1) Maintain the records required by [paragraphs \(a\)](#) of this section for at least 1 year following the completion of training, testing or checking;
- (2) Maintain the qualification records required by [paragraph \(b\)](#) 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 \(b\)](#) 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 \(a\)](#) of this section at the training center, or satellite training center where the training, testing, or checking, if appropriate, occurred; and
- (2) [Paragraph \(b\)](#) 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.