



TOP Recertification

A TOP Remote Pilot/Instructor and Service Provider only needs to be recertified at their highest TOP Level (1, 2 or 3) every two years. All Functional Areas, Service Providers, including Training Providers, also need to be recertified every two years. Applicants must meet all TOP protocols and recertification requirements for the highest level being renewed by the certification expiration date.

REMOTE PILOTS:

Certifying Bodies and/or Training Providers may recertify Remote Pilots.

LEVEL 1:

1. The applicant will show Training Provider or Certifying Body evidence of required license, certificate or permit to operate commercially within their state or country.
2. The applicant will complete and pass the exam for one of the following FAA WINGS courses in the six months leading to recertification:
 - a. ALC-451: Part 107 Small Unmanned Aircraft Systems (small UAS) Initial
 - b. ALC-515: Part 107 Small Unmanned Aircraft Systems (small UAS) Recurrent
3. Upon successful completion of the exam, the applicant must electronically submit the course completion certificate to the Training Provider or Certifying Body.
4. Applicants must review changes to the PCM since previous certification
5. The Training Provider/Certifying Body will submit certificants recertification information to AUVSI.

LEVEL 2:

1. The applicant will show Training Provider or Certifying Body evidence of required license, certificate or permit to operate commercially within their state or country.
2. The applicant will complete and pass the exam for one of the following FAA WINGS courses in the six months leading to recertification:
 - a. ALC-451: Part 107 Small Unmanned Aircraft Systems (small UAS) Initial, or
 - b. ALC-515: Part 107 Small Unmanned Aircraft Systems (small UAS) Recurrent
3. Upon successful completion of the exam, the applicant must electronically submit the course completion certificate to the Training Provider/Certifying Body.
4. Applicants must review changes to the PCM since previous certification, in addition to completing a Practical Flight Assessment.
5. The Training Provider/Certifying Body will submit certificants recertification information to AUVSI.

LEVEL 3:

1. The applicant will show Training Provider or Certifying Body evidence of required license, certificate or permit to operate commercially within their state or country.
2. The applicant will complete and pass the exam for one of the following FAA WINGS courses in the six months leading to recertification:
 - a. ALC-451: Part 107 Small Unmanned Aircraft Systems (small UAS) Initial
 - b. ALC-515: Part 107 Small Unmanned Aircraft Systems (small UAS) Recurrent
3. Upon successful completion of the exam, the applicant must electronically submit the course completion certificate to the Training Provider/Certifying Body.
4. Applicants must review changes to the PCM since previous certification, in addition to completing a Practical Flight Assessment and Functional Area recertification if applicable.
5. The Training Provider/Certifying Body will submit certificants recertification information to AUVSI.

REMOTE PILOT INSTRUCTOR:

Certifying Bodies and Training Providers may recertify Remote Pilot Instructors.

1. The applicant will show Training Provider or Certifying Body evidence of required license, certificate or permit to operate commercially within their state or country.
2. The applicant will complete and pass either FAA WINGS Course ALC-515 or ALC-415 and electronically submit the course completion certificate to the Training Provider/Certifying Body in the six months leading to recertification.
3. The applicant will show evidence of completion of either Level 2 (for Level 2 RPI's) or Level 3 (for Level 3 RPI's) Remote Pilot recertification including a Practical Flight Assessment. Applicants must review changes to the PCM since previous certification.
4. The applicant will complete an Instructional Practical Flight Assessment as part of renewal for either TOP Level 2 RPI's and Level 3 RPI's.
5. The Training Provider will submit certificants recertification information to AUVSI.

SERVICE PROVIDERS:

1. Only Certifying Bodies may recertify Service Providers.
2. The applicant will submit current documentation in accordance with the requirements within the PCM.
3. Internal curriculum (if applicable) should reflect changes to the PCM since previous certification.
4. Remote Pilots and Remote Pilot Instructors employed by the Service Provider should complete the appropriate TOP Level recertification requirements as described in the "REMOTE PILOT" and "REMOTE PILOT INSTRUCTOR" category.
5. Sign a continuance statement/agreement
6. Certifying Bodies may require a complete audit for renewal, at their discretion, if the submitted documents present a large variation from the initial certification.
7. The Certifying Body will submit Service Provider's recertification information to AUVSI.

TRAINING PROVIDERS:

1. Only Certifying Bodies may recertify internal and external Training Providers.
2. The applicant will submit current documentation in accordance with the requirements within the PCM.
3. External curriculum should reflect current PCM.
4. Remote Pilots and Remote Pilot Instructors employed by the Training Provider should complete the TOP Level 2 or 3 recertification requirements as described in the "REMOTE PILOT" and "REMOTE PILOT INSTRUCTOR" categories.
5. Sign a continuance statement/agreement
6. Certifying Bodies may require a complete audit for renewal, at their discretion, if the submitted documents present a large variation from the initial certification.
7. The Certifying Body will submit Training Provider's recertification information to AUVSI.

CERTIFYING BODIES:

1. Only AUVSI may renew an organization as a Certifying Body.
2. The applicant will submit current Evaluation documentation in accordance with the requirements within the PCM.
3. AUVSI will audit all Certifying Bodies every 24 months or at any time at their discretion.