(c) The holder of a pilot school certificate or a provisional pilot school certificate must promptly remove:

(1) From vacated premises all signs indicating that the school was certificated by the Administrator when relocated; or

(2) All indications (including signs), wherever located, that the school is certificated by the Administrator when its certificate has expired or has been surrendered, suspended, or revoked, or otherwise terminated.

§141.25 Business office and operations base.

(a) Each holder of a pilot school or a provisional pilot school certificate must maintain a principal business office with a mailing address in the name shown on its certificate.

(1) The facilities and equipment at the principal business office must be adequate to maintain the files and records required to operate the business of the school.

(2) The principal business office may not be shared with, or used by, another pilot school.

(b) Before changing the location of the principal business office or the operations base, each certificate holder must notify the FAA Flight Standards District Office having jurisdiction over the area of the new location, and the notice must be:

(1) Submitted in writing at least 30 days before the change of location; and

(2) Accompanied by any amendments needed for the certificate holder's approved training course outline.

(c) A certificate holder may conduct training at an operations base other than the one specified in its certificate, if the:

(1) Administrator has inspected and approved the base for use by the certificate holder; and

(2) Course of training and any needed amendments thereto have been approved for use at that base.

§141.27 Renewal of certificates and ratings.

(a) Pilot school.

(1) A pilot school may apply for renewal of its school certificate and ratings within 30 days preceding the month the pilot school certificate expires, provided the school meets the requirements prescribed in paragraph (a)(2) of this section for renewal of its certificate and ratings.

(2) A pilot school may have its school certificate and ratings renewed for an additional 24-calendar months, if the Administrator determines that school meets the following requirements:

(i) The personnel meet the requirements of this part;

(ii) The aircraft meet the requirements of this part;

(iii) The facility and airport meet the requirements of this part;

(iv) The approved training courses meet the requirements of this part;

(v) The training records meet the requirements of this part; and

(vi) The recent training activity and training quality requirements of § 141.5(d) of this part.

(3) A pilot school that does not meet the renewal requirements in paragraph (a)(2) of this section, may apply for a provisional pilot school certificate if the school meets the requirements of § 141.7 of this part.

(b) Provisional pilot school.

(1) Except as provided in paragraph (b)(3) of this section, a provisional pilot school may not have its provisional pilot school certificate or the ratings on that certificate renewed.

(2) A provisional pilot school may apply for a pilot school certificate and associated ratings provided that school meets the requirements of § 141.5 of this part.

(3) A former provisional pilot school may apply for another provisional pilot school certificate provided 180 days have elapsed since its last provisional pilot school certificate expired.

§141.29 [Reserved]

Subpart B—Personnel, Aircraft, and Facilities Requirements

§141.31 Applicability.

(a) This subpart prescribes:(1) The personnel and aircraft

requirements for a pilot school certificate or a provisional pilot school certificate; and

(2) The facilities and airport required by a pilot school or provisional pilot school on a continuous use basis.

(b) As used in the subpart, to have continuous use of a facility including an airport, the school must have:

(1) Ownership of the facility and airport for at least 6-calendar months at the time of application for initial certification and also on the date of renewal of the school's certificate; or

(2) A written lease agreement of the facility and airport for at least 6-calendar months at the time of application for initial certification and also on the date of renewal of the school's certificate.

§141.33 Personnel.

(a) An applicant for a pilot school or for a provisional pilot school certificate must meet the following personnel requirements:

(1) Each applicant must have adequate personnel, authorized

instructors, and a chief instructor for each approved training course, who are qualified and competent to perform the duties to which they are assigned.

(2) Each applicant must have dispatchers, aircraft handlers, line and service personnel, and instructors, who are instructed in the procedures and responsibilities of that person's employment.

(3) Each applicant must have instructors who hold the ground or flight instructor certificates, as applicable, in the category and class of aircraft for the approved training course and aircraft.

(b) An applicant for a pilot school certificate or for a provisional pilot school certificate must designate a chief instructor for each of the school's approved training courses, who must meet the requirements of § 141.35 of this part.

(c) When necessary, an applicant for a pilot school certificate or for a provisional pilot school certificate may designate a person to be an assistant chief instructor for an approved training course, provided that person meets the requirements of § 141.36 of this part.

(d) A pilot school and a provisional pilot school may designate a person to be a check instructor for conducting student stage checks, end-of-course tests, and instructor proficiency checks, provided:

(1) That person meets the requirements of § 141.37 of this part; and

(2) That school has a student enrollment of at least 50 students at the time designation is sought.

(e) A person, as listed in this section, may serve in more than one position for a school, provided that person is qualified for each position.

§141.35 Chief instructor qualifications.

(a) To be eligible for a designation as a chief instructor for a course of training, a person must meet the following requirements:

(1) Hold a commercial pilot or an airline transport pilot certificate and a flight instructor certificate, and those certificates must contain the appropriate aircraft category, class, and instrument rating for the category and class of aircraft used in the course;

(2) Meet the pilot-in-command recent flight experience requirements of $\S 61.57$ of this chapter;

(3) Satisfactorily accomplish a knowledge test on teaching methods, applicable provisions of the Airman's Information Manual, parts 61, 91, and 141 of this chapter, and the objectives and approved course completion