



## Paperwork Checklist for Tandem Instructors

This is a checklist for **required copies** of paperwork necessary to process a Sigma Tandem Rating.

After **initial training** phase one, Sigma Tandem Instructor Presentation and the first five training jumps are successfully completed:

- Tandem Instructor Training Logbook, phase one signed with initial signature.
- Waiver (uninsured United Parachute Technologies, LLC Tandem Parachute Jumper Agreement), signed.
- Sigma Tandem Examination completed to 100% and signed with statement completed by candidate.
- USPA Membership or Foreign Equivalent with proof of D-license and Instructional Ratings.
- FAA Medical Certificate or Foreign / Military Equivalent.

After completion of **phase two**, (10 jumps):

- Tandem Instructor Training logbook. Second endorsement (final) with jumps 6 – 10 complete.
- Any paperwork which was not submitted after initial training.
- \$50 fee for digital certification or an additional \$15 (total \$65) to receive a digital Certification and physical card.

After **cross-training** from a manufacturer, Military, or any National Federation Tandem Rating and you have successfully completed the Sigma Tandem Cross-Training Certification Form:

- Tandem Cross-training Certification Form, signed.
- Waiver (Uninsured United Parachute Technologies, LLC Tandem Parachute Jumper Agreement), signed.
- Sigma Tandem Examination completed to 100% and signed with statement completed by candidate.
- USPA Membership or Foreign Equivalent with proof of D-license and Instructional Ratings.
- FAA Medical Certificate or Foreign / Military Equivalent.
- Annual Sigma Tandem Hand Cam Safety Checklist filled out.
- Copy of 25 logged jumps as pilot in command, using the tandem system transitioning from.
- Certificate of completion or proof of training from manufacturer or federation transitioning from.
- \$50 fee for digital certification or an additional \$15 (total \$65) to receive a digital Certification and physical card.

After completion of **200 post probation** tandem jumps:

Annual Sigma Tandem HandCamera (HandCam) Safety Checklist

Tandem **Renewal** is required every 365 days (if USPA TAN-I rating is not current):

Tandem Instructor and / or Tandem Examiner Recertification Form.

USPA Membership or Foreign Equivalent with proof of D-license and Instructional Ratings.

FAA Medical Certificate or Foreign / Military Equivalent.

Annual Sigma Tandem Hand Cam Safety Checklist filled out.

\$50 fee for digital certification or an additional \$15 (total \$65) to receive a digital Certification and physical card.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

**New Payment Information:**

All payments will now be collected via an email link once the paperwork is approved for process. This can take up to two weeks so please plan accordingly. The payment link, when sent will be good for 5 business days. The link is not to be shared and is only to be used once.

**Digital rating credential notifications will be sent to the candidate through Merit upon successful completion of the rating application submission process. If the candidate would like a hard copy rating card this can be requested for additional fee of \$15.00 (\$65 total)**

Check here for hard copy card.

When sending in all paperwork via email. Please ensure the attached files are **PDFs** only and not **JPEGs** or pictures / images.