

## STUDENT PILOT PROCEDURES

**4.1. GENERAL.** All training for certifications and additional ratings are accomplished under the FAA Approved Part 141 School. Approved Training includes:

Private Pilot Certification Course	Instrument Rating Course
Commercial Pilot Certification Course	Certified Flight Instructor Course
Additional Flight Instructor Ratings	Additional Aircraft Ratings
Multi-Engine Rating	Rotor to Fixed Wing
Airline Transport Pilot (MEL)	Additional Category and Class Rating Courses

**ALL STUDENTS MUST PROVIDE PROOF OF CITIZENSHIP PRIOR TO TAKING THEIR FIRST FLIGHT BY PROVIDING THEIR BIRTH CERTIFICATE OR PROVIDING A US PASSPORT.**

Membership in the Armed Forces does not guarantee citizenship (see Chapter 1 for documentation procedures)

**4.2. TRANSFER STUDENTS.** If a student transfers in from another approved/accredited FAA 141 School, the student must pass a written status exam and an oral exam administered by the Chief Instructor or Assistant Chief. Ground Training may be either in a group class or by individual instruction. Although a student may enter the program with a passed FAA Written Exam, the student is still required to pass both a written and oral exam prior to graduation. A transfer student will present their Log Book, and a copy of their training record signed by the Chief Instructor or the Manager. These records will include:

Total Flight Time	Total Ground Training
Cross-Country Training (dual or solo)	Dual and Solo Training
Instrument (actual and/or simulated)	Night Training

The FTC/AERO Club Manager or Chief Instructor will determine how much credit is extended to a transfer student based upon a Flight Check, written and oral exam. Transfer students are required to have the approved training materials for this school (e.g., Jeppesen-Sanderson, etc.)

**4.3. INSTRUCTOR ASSIGNMENTS.** The Manager and Chief Instructor will assign students to their instructors based upon the student's needs. A working relationship between student and an instructor is essential at all times. If for any reason a student or instructor believes a change of instructor would benefit the student, this change will be made by the Manager.

**4.4. TRAINING MATERIALS AND SYLLABUS.** The FAA approved syllabus is used at all times. Each student will have their own training materials. Jeppesen-Sanderson programs are approved for all training in the FTC/AERO Club, except for Airline Transport Pilot (SEL and MEL), Mountain Flying, and Transition from Helicopter to Fixed Wing program. The FTC/AERO Club has a complete set of educational training materials for member's use including Jeppesen-Sanderson, AOPA, FAA and other videos. These materials may be used by a member at no charge, but they MAY NOT be removed from the FTC/AERO Club. Slight changes may be made in a syllabus based on individual student needs or weather demands, or at the approval of the Chief Instructor.

**4.5. STUDENT PROGRESS CHECK FLIGHTS AND ORAL EXAMS.** All progress check flights are accomplished by the Chief Instructor or Assistant Chief. All check flights are given in accordance with the school's syllabus and the final stage checks will meet Practical Test Standards or Airman Certification Standards for the specific flight test.

**4.6. FAA CHECK RIDES.** The Manager or Chief Instructor schedules the FAA Designated Examiner for a student's check flight only after the student completes all FAA141 School requirements and is signed off by their instructor. The individual's instructor and Chief Instructor decide if a student is ready for their check ride, NOT the student. Ask the FTC/AERO Club Manager or the Chief Instructor for current prices charged for the following check rides:

Private Pilot	Instrument
Commercial	Flight Instructor
Multi-Engine	ATP

**4.7. MILITARY COMPETENCY REQUIREMENTS:** Military pilots have different background and needs. A student working towards a "Military Competency" must solo prior to a FAA Check Ride, and must possess a current FAA Class II Medical Certificate. The applicant must be on active duty flying status or have flown military aircraft within twelve (12) months. Additional ratings will conform to school Training Course Outlines.

**4.8. GROUND SCHOOLS:** Each student pilot is required to take an approved ground school. This may be accomplished in a group ground school or individually on an hourly basis. However, the materials, requirements and time spent in class are the same as group requirements. Current costs for private pilot, instrument, and commercial ground schools and associated materials are posted in the office. If a student does not pass the written test, the Manager may approve their attendance of the next scheduled ground school at a reduced cost. However, if the student elects to not attend the next scheduled ground school the student pays the full fee. Ground Schools may be given on a "by the hour" basis that meets the individual needs of the member. Certified flight instructor and ATP Ground Schools are offered on an hourly basis only. The FTC/AERO Club will recognize previous ground school credit from ground schools completed outside of the FTC/AERO Club, if the student can provide completion certificate from the outside ground school and passing the FAA Written Knowledge Exam.

**4.8.1.** Completion of the Ground School Courses is the FAA Written Knowledge Exam which is NOT given at this facility. This exam is given at the USAFA Flight Training Center (333-4423). The Ground School instructor will sign the student's Written Exam Authorization. This written Authorization is valid for 14 days. If a student receives an "Incomplete" due to failure to take the Written Knowledge Exam, they will be required to return the funds to the Education Center. The FAA Written Exam is valid for 2 years (this is ample time for a student to complete their flight portion of their training).

**4.9. TUITION ASSISTANCE AND VA BENEFITS:** Tuition Assistance is no longer approved for active duty Air Force members. Ground School V.A. approved class numbers are as follows:

FLI-102	Instrument Pilot	7 Semester Hours
FLI-103	Commercial Pilot	8 Semester Hours
FLI-104	Instrument/Commercial	15 Semester Hours
FLI-105	Certified Flight Instructor	8 Semester Hours
FLI-105A	Certified Flight Instructor (short course)	4 Semester Hours
FLI-106	Certified Instructor Instrument	6 Semester Hours
FLI-107	Multi-Engine	5 Semester Hours
FLI-108	Certified Flight Instructor – Multi-Engine	6 Semester Hours
FLI-110	Air Transport Pilot – Multi-Engine Land	7 Semester Hours

**4.10. APPROVED STUDENT CROSS-COUNTRY ROUTES:** The following approved student cross-country routes will be used for the student training. Any variation from these routes must be approved by the Chief Instructor or Manager in writing prior to the flight.

**4.10.1. Private Pilot Approved Routes:**

- Colorado Springs to Lamar CO Airport: TOBE VOR: Trinidad CO, Pueblo Airport and return to Colorado Springs

- Colorado Springs to Limon CO, Goodland KS, Akron CO, and return to Colorado Springs.
- Colorado Springs to La Junta CO, Pueblo Airport; and return to Colorado Springs.
- Navigation Stage Check will be from Colorado Springs; Pueblo Airport; Hugo VOR; ADANE Intersection and return to Colorado Springs.

#### **4.10.2 Instrument Student Approved Routes:**

- Appropriate IFR routing to Cheyenne WY and return
- Appropriate IFR routing to Amarillo TX and return
- Appropriate IFR routing to Lamar CO; La Junta CO; Pueblo CO and return to Colorado Springs.

**4.11. STUDENT PILOT CURRENCY.** Prior to the first training flight or a new member's first flight, the student or new member must read all PIFs, and acknowledge them in the Automated Dispatch Program. All student pilots must be cleared by their flight instructor or by a properly briefed flight instructor who has flown with them and is familiar with the student for each flight. A student must fly with a flight instructor at least once every 30 days to fly solo or accrue no more than 10 hours of solo flight time in a 30-day period.

**4.12. STUDENT SOLO OR GRADUATION TIMES.** The approved syllabus provides an estimate of when the student can expect to solo or graduate from the program. This estimate is based upon the premise that the student flies regularly (3 times a week) and is probably not working a full time job or is not a full time student. Although most students graduate within a few hours of what the syllabus predicts, some students will not due to a variety of reasons. A student will solo only when the instructor deems the student ready. The FTC/AERO Club staff works closely with each student to ensure they progress at their pace. Students should NOT judge themselves against another student or pilot's learning curve.

**4.13. STUDENT RIGHTS.** A student has the right to:

- Be treated with dignity and respect by a well trained, professional Instructor.
- Have a concerned Instructor who is punctual, neat, clean and prepared for the lesson.
- Fly a safe and well-maintained aircraft.
- A well-organized lesson that follows the approved syllabus and is appropriate to the student's knowledge and skills.
- Have positive feedback and constructive criticism of their flight skills and knowledge.
- Have an instructor that is concerned about their progress, supportive of their skills and well planned lessons.