

STUDENT TRAINING

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A. GENERAL:

All student training for certifications and additional ratings will be 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 (SEL & MEL)	

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)

B. 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 that is 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 Director (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 (Jeppesen-Sanderson, etc.)

C. INSTRUCTOR ASSIGNMENTS:

The School 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 School Manager.

D. TRAINING MATERIALS AND SYLLABUS:

The FAA approved syllabus will be used at all times. Each student will possess their own training materials. Jeppesen-Sanderson programs are approved for all training in the FTC, except for Airline Transport Pilot (SEL and MEL), Mountain Flying, and Transition from Helicopter to Fixed Wing program. The FTC 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. Slight changes may be made in a syllabus based on individual student needs or weather demands, or at the approval of the Chief Instructor.

E. STUDENT PROGRESS CHECK FLIGHTS AND ORAL EXAMS:

All progress check flights will be accomplished by the Chief Instructor or an Assistant Chief. All check flights will be given in accordance with the School's syllabus and the final stage checks will meet the Practical Test Standards for the specific flight test.

F. FAA CHECK RIDES:

The Manager or Chief Instructor will schedule the FAA Designated Examiner for a student's check flight only after the student has completed all FAA141 School requirements and is properly signed off by their Instructor. The individual's Instructor and Chief Instructor make the determination when a student is ready for their check ride, NOT the student. Ask the FTC Manager or the Chief Instructor for current prices charged for the following check rides:

Private Pilot	Instrument
Commercial	Flight Instructor
Multi-Engine	ATP

G. MILITARY COMPETENCY REQUIREMENTS:

1. Each individual military pilot has a different background and needs. This SOP is designed only for an overview of basic requirements. 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.

FAR 61.73. A rated military pilot who applies for a Private or Commercial Pilot Certificate in the twelve (12) month window must pass a written test on the parts of Part 61 relating to pilot privileges and limitations, air traffic and general operating rules, and accident reporting rules. He has a least ten (10) hours of flight time serving as PIC of aircraft of the category, class or type for which he seeks a rating.

FAR 61.109. Helicopter, Commercial/Instrument Pilots, at least ten (10) hours in airplane plus written recommendation and other variables depending upon previous training and at the discretion of the Chief CFI.

FAR 61.63 If a category rating is required to a pilot's present civilian certification, the pilot must meet all of the requirements for the original issuance of the certificate with the exception of passing an FAA written test and at least ten (10) hours PIC.

2. To obtain a Class Rating:

- a. The applicant must have a recommendation from a rated Flight Instructor and pass a Flight Test (FAA Certification) in the class of aircraft desired. No set amount of time is required, but the average is ten (10) hours. This figure is more likely to increase rather than decrease.
- b. If a pilot has been out of military flying less than twelve (12) months, they then fall into the same category as active duty, based on issue of military competency.

- c. If the pilot has not flown in the military as first pilot for over twelve (12) months, then the individual must complete all primary experience/training requirements.

H. 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 ground school is taken later than the next scheduled course, the student must pay 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.

Tuition Assistance is approved for active duty Air Force members. A student must go to the Educational Center and complete their documentation prior to attending a Ground School.

Ground School approved class numbers are as follows:

FLI-101	Private Pilot	4 Semester Hours
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-109	Air Transport Pilot – Single-Engine Land	7 Semester Hours
FLI-110	Air Transport Pilot – Multi-Engine Land	7 Semester Hours

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).

I. 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.

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.

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.

J. STUDENT PILOT CURRENCY:

Prior to even the first training flight or a new member's first flight, the student or new member must have read the PIFs, and so noted 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 or accrue no more than 10 hours of solo flight time in a 30 day period.

K. 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 has flown regularly (3 times a week) and is probably not working a full time job or is not a full time student. Although our students usually graduate within a few hours of the syllabus, some students may not be able to. A student will solo only when the instructor deems the student ready. The FTC staff works closely with each student to ensure they progress at their personal pace. Students should NOT judge themselves against another student or pilot's learning curve.

L. STUDENT RIGHTS:

1. A student has the right to be treated with dignity and respect by a well trained, professional Instructor.
2. A student has the right to have a concerned Instructor who is punctual, neat, clean and prepared for the lesson.
3. A student has the right to fly a safe and well maintained aircraft.
4. A student has the right to have a well organized lesson that follows the approved syllabus and is appropriate to the student's knowledge and skills.
5. A student has the right to have positive feed back and constructive criticism of their flight skills and knowledge.
6. A student has the right to have an instructor that is concerned about their progress, supportive of their skills and well planned lessons.

