Aeronautics-Pilot Training
Admissions Process Guide
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Document Contents & Contact Information:

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The process outlined by this guide is to help you comply with many federal and state regulations. Carefully read and follow each step in its entirety as failure to fully and completely comply with all steps outlined in this guide results in ineligibility for program acceptance.

Program Overview: *Aeronautics-Pilot Training Program*
Part-141 FAA Approved

Aeronautics-Pilot Training – Associate Degree (60 Credits)
• Private Pilot Certificate
• Instrument Flight Rating
• Commercial Certificate (Airplane Multi Engine Land & Airplane Single Engine Land)
• Certified Flight Instructor (CFI)
• Certified Flight Instructor – Instrument (CFII)
• Multi Engine Instructor – (MEI)
• General Education Courses
• Designed to be completed in 21 months
• Approximately 300 flight hours

NOTE ITEMS:

The Aeronautics Program at Fox Valley Technical College operates based on a first-come, first served policy per the Wisconsin Technical College System.

- o The Aeronautics program is in high-demand and we see a high volume of interest; please plan accordingly.
- o To most efficiently serve the students in this high demand area, the program operates on a constant out/constant in model.
  - If your position is such that you are eligible to enroll in core courses for the next available start, but do not, you may bypass up to a maximum of three times, at which time you would be moved to the bottom of the flight ready list to most fairly accommodate others waiting for the opportunity to begin training.
- o After successful completion of Phase I, students will be officially admitted to the college.
  - Attendance to a New Student Orientation session is mandatory. These are typically offered three times a year; please plan accordingly.
- o Once students are admitted to the college, successful completion of the tasks outlined within Phase II of this guide will be mandatory for the Aeronautics program and official FAA Part-141 enrollment. Failure to complete any of the necessary steps will result in delayed start or program withdrawal.
  - This includes the FAA 1st or 2nd Class Medical Certificate & FAA Equipment Verification

- Official progress tracking and completion of the items contained in this guide can be viewed through your MyFVTC account at http://www.fvtc.edu/MyFVTC. (To-do list on far-right side of login page) Clicking To-Do List Details provides additional detail on each task. *NOTE – Items in your To-Do list labeled as "Initiated" are items you must complete or require your attention.

- Students are required to assess their finances and make arrangements to have payment available prior to the first day of flight courses. We encourage students to apply for Financial Aid (if necessary) and to review the previous year's academic planner for estimate course costs (*course fees are subject to change). Please plan ahead to ensure you have your finances secured. Learn more information regarding Financial Aid, Financial Wellness and more here: https://www.fvtc.edu/paying-for-college

Documentation Guidelines & Compliance:

The Aeronautics Program requires students to submit many documents that are required by Fox Valley Technical College, the Federal Aviation Administration and Transportation Security Administration. When presenting any documentation, students are required to submit all items to an FVTC Representative at the S.J. Spanbauer Aviation & Industrial Center **ONLY**. Documents/scans taken from any other campus location will not be accepted. Please ensure all of your documentation meets compliance standards. If documentation does not meet the following criteria, students will be asked to resubmit their items:

- Full-color
- No corners or wording have been cut off
- All information is current and legible

Verification of Citizenship

- **Current U.S. Passport:** scan image of current, signed and open passport
- **Official Birth Certificate & Driver's License:**
  i. Birth Certificate: scan image of full birth certificate (front only)
  ii. Driver's License: scan image of front & back of license; ensure all images are clear.
- **Certificate of Naturalization & Driver's License:**
  i. Certificate of Naturalization: scan image of full certificate of naturalization
  ii. Driver's License: scan image of front & back of license; ensure all images are clear.

1st or 2nd Class FAA Medical Certificate:

- Confirm FAA Medical Certificate is signed & has been issued within the last 12 calendar months.
- Scan copy of original medical and submit as stated on page 7
  - Please remember FAA prohibits tampering with document; lamination, removing conditions of issue, etc.

Student Pilot or Current Pilot Certificate:

- Confirm certificate is signed
- Scan images of front & back of pilot certificate as outlined on page 6

Phase I - Admissions Requirements & New Student Orientation

Objective: complete the outlined admissions requirements & New Student Orientation to be officially admitted to the Aeronautics Program.

Check Once Completed	PHASE I Tasks to complete (1 through 5)
	Submit Application to Fox Valley Technical College (if you're applying for the first time, a $30 non-refundable application fee will be assessed as part of your first semester tuition and fees). www.fvtc.edu/apply. **FVTC Student ID #:**
	Complete Aeronautics Tour or Program Overview Session within previous calendar year. Tours are available as part of the New Student Orientation. To schedule, contact: **Peyton Buerman, peyton.buerman7479@fvtc.edu, or 920-735-5790**
	Submit Transcripts (High School & College if applicable) High School Transcripts: submit a final, official high school transcript in a sealed envelope, electronically from Parchment, or an official copy of GED/ HSED Certification Sores to Enrollment Services (address below). *** If you have a 2.75+ high school GPA (within the last 10 years), the Skills Assessment requirement will be met. (See next task item). Email: Eric Mandel, eric.mandel.3585@fvtc.edu** College Transcripts: any unofficial college transcripts can be emailed to **transfercredit@fvtc.edu** for further review. Official copies can be mailed to: **High School**: Fox Valley Technical College Attn: Pilot Admissions 3601 Oregon Street Oshkosh, WI 54902 **College:** Fox Valley Technical College Attn: Credit Transfer Office P.O. Box 2277 Appleton, WI 54912-2277
	Complete Skills Assessment *Task Details:* An academic skills assessment is required for admission into the Aeronautics-Pilot Training program or the following: provide completion of an associate's or higher degree **OR**; 165 or higher on your 2014 series GED tests **OR**; 2.75+ high school GPA (within the last 10 years) **OR**; ACT or SAT or Accuplacer or Companion or Compass (within the last three years) to waive to the general education level. Students need the following minimum scores OR Equivalent Program Prep Course(s): Accuplacer Algebra Score **250** or ACT Math **18** Accuplacer Sentence Skills Score **250** or ACT English **18** Accuplacer Reading Score **250** or ACT Reading **18**
	Verification of Citizenship: The Transportation Security Administration (TSA) has issued regulations that require flight schools – including FVTC – for students to show proof of U.S. Citizenship. Using the Documentation Guidelines as listed on page 4, submit your official citizenship documents. Current United States Passport, *OR* Official Birth Certificate **and** Driver's License *OR* Certificate of Naturalization **and** Driver's License **Submit scanned document(s): Eric Mandel, eric.mandel3585@fvtc.edu.** Documents can be submitted at the New Student Orientation.

Check Once Completed	PHASE I CONTINUED Tasks to complete (6 through 9)

	Submit Student Pilot or Current Pilot Certificate
	
	Student or Current Pilot Certificate Holders: submit a scanned copy of your signed certificate.
	
	New Applicants:
	1. Visit https://iacra.faa.gov/IACRA/Default.aspx and follow the New User Guide process.
	2. After filling out your application, contact Flight Instructor, Designated Pilot Examiner or FAA Inspector to schedule a time to complete application. ***This step can be completed with a Flight Instructor at FVTC. Instructors are available following the New Student Orientation***
	3. Submit copy of your signed Temporary Airman's Certificate (if certificate has not been received) OR official Student Pilot Certificate.
	
	Note Items:
	i. Please note that the FAR AIM indicates that FAR 61.83 Eligibility requirements for student pilots: to be eligible for a student pilot certificate, an applicant must:
	  (a) be at least 16 years of age for other than the operation of a glider or balloon.
	  (b) be at least 14 years of age for the operation of a glider or balloon
	  (c) be able to read, speak, write and understand the English language. If the applicant is unable to meet one of these requirements due to medical reasons, the administrator may place such operating limitations on that applicant's pilot certificate as are necessary for the safe operation of the aircraft.
	
	ii. This process will take a **minimum of four weeks** for the TSA to complete required background checks and may take longer to receive your FAA issued certificate. Be sure to plan ahead and start this step early. You can monitor your certificate status on the FAA's Airman Certification website:
	https://www.faa.gov/licenses_certificates/airmen_certification/
	
	iii. Students need to have a current U.S. Passport OR Real ID to complete this process (Real ID-compliant licenses are marked with a star in the upper right-hand corner).
	
	Username:
	Password:
	FTN#:
	
	Submit document(s): Eric Mandel, eric.mandel3585@fvtc.edu

	Request to attend a New Student Orientation session. **To register for next session, contact: Peyton Buerman, peyton.buerman7479@fvtc.edu**
	Attend required New Student Orientation session. Please ensure all Phase I admissions items up to this point have been completed successfully. **Scheduled New Student Orientation → Date:** **Time:**
	Complete Pilot Student Success Workshop: *(Online Blackboard course). Please note FVTC will enroll students into this course after attending the New Student Orientation. Instructions on how to complete the workshop will be provided during the Orientation* **Course Questions**: **Jolene Stegath, Jolene.stegath5231@fvtc.edu**
**VERIFY ALL TASKS ACCOMPLISHED – PHASE I COMPLETE** Students will be admitted to the program at this point upon successful completion of Phase I. All students will need to successfully meet all requirements listed within Phase II be eligible to officially enroll into flight courses.

Congrats! You have preliminarily earned a seat on our Flight Ready List!

Phase II – FAA Medical Certificate, FAA Equipment Verification & Official Part 141 Enrollment

Objective: complete these requirements to be eligible to enroll into Fox Valley Technical College's FAA Part-141 Aeronautics Program. Students have the option to complete the tasks within Phase II at any point. Students will be sent a reminder communication from an FVTC staff member as to when they should begin their tasks. Students who do not successfully meet compliance will be ineligible to move forward. Please read all pertinent details below.

*Please Note: students will receive a reminder email communication when they are within the Top 10 and Top 5 on the **Flight Ready List.***

Check Once Completed	PHASE II Tasks to complete (1 through 3)
	Obtain a 1st or 2nd Class FAA Medical Certificate Submit a scanned copy of your original signed **1st or 2nd Class FAA Medical Certificate** issued within the last 12 months by an FAA-approved Aviation Medical Examiner (AME). Note Items: *3rd Class FAA Medical Certificates are **NOT** acceptable *Locate the nearest Aviation Medical Examiner at the following webpage: http://www.faa.gov/pilots/amelocator *Students with any medical concerns are encouraged to complete this step early to avoid enrollment delays due to medical evaluations that may be needed. ***After medical is scheduled, please follow specific instructions per the Aviation Medical Examiner.** *Reminder: Students must renew their 1st or 2nd Class FAA Medical Certificate every 12 calendar months while enrolled in flight training at FVTC. Failure to present a current medical certificate upon flight seat availability, student will have to wait until the next resource becomes available.* **Submit scanned document: Eric Mandel, eric.mandel3585@fvtc.edu**
	FAA Equipment Verification Purchase all items from the **Required Resource List** (this will be emailed to you after you successfully complete Phase I and have earned a seat on the Flight Ready List). Once all items are completed, request to complete an FAA Equipment Verification. Please note that all items that are listed within the Resource List are required and approved by the FAA for official 141 enrollment – no substitutions. **To schedule, contact: Brian Meyer, brian.meyer0047@fvtc.edu**
	Transfer Flight Students Only: Schedule and successfully complete a **Credit for Prior Learning Assessment** (Transfer Check Ride) once an FVTC Representative contacts you from the Flight Ready List. **Pilot proficiency may lead to additional flight training costs.* **To schedule, contact: Brian Meyer, brian.meyer0047@fvtc.edu**
VERIFY ALL TASKS ACCOMPLISHED – PHASE II COMPLETE	

Congratulations! You have met all requirements to officially enroll into the Part 141 Aeronautics Flight Program.
(Please watch for communications from FVTC regarding when you be able to begin flight training).

Fox Valley Technical College - Declaration & Aeronautics Pilot Intent Form

This declaration must be signed, dated, and submitted by all incoming students. The signed copy of this declaration will be retained in the student's records.

Declaration: I am an incoming student, interested in enrolling in the Aeronautics Programs at Fox Valley Technical College. If I do not understand any part of this declaration or guide, then it is my responsibility to clarify those areas with a College Representative at the S.J. Spanbauer Center prior to signing. I understand that it is my responsibility to keep this guide up-to-date by complying with the required admissions steps, making certain that I understand them. I accept that non-compliance of these steps may result in my ineligibility for program admission for the intended term of enrollment. I further understand that this declaration is similar to a contract and that it is my responsibility when signing such a declaration to understand its content, implications and intent.

I understand that the Aeronautics Programs serve students based on a first-come, first-served policy per the Wisconsin Technical College System. As the Aeronautics Programs operate on a constant out/constant in format, I understand that I be notified when I am within the top 10, top 5 and have officially been invited in for a flight seat. Should I not be able to have a final decision within (5) business-days of notification, I will have to wait until the next flight seat becomes available, unless I have an extenuating circumstance. If I pass my seat three times, I will be moved to the bottom of the flight ready list.

I have read the FVTC Aeronautics Admissions Process Guide, and I fully understand its contents. Additionally, I understand I agree to fully abide and comply with the practices, policies, rules, and regulations defined in the FVTC Aeronautics Admissions Process Guide.

Flight Training (Please Mark Below):

☐   I plan to start flight training at Fox Valley Technical College   **OR**

☐   I plan to transfer the following flight certificate(s) and/or rating(s) into FVTC: (Circle all that apply)

Private Pilot Certificate   Instrument Flight Rating   Commercial Certificate AMEL / ASEL

Certified Flight Instructor (CFI)   Certified Flight Instructor – Instrument (CFII)   Multi Engine Instructor (MEI)

Estimated Completion Date of Certificate(s)/Rating(s): _____

* If I decide to change my flight training start, I will notify FVTC via email (eric.mandel3585@fvtc.edu). I understand that I will need to complete a new Declaration & Aeronautics Pilot Intent Form and acknowledge that my current Declaration & Aeronautics Pilot Intent Form is no longer valid.

➔ **U.S. Citizenship (Please Mark Below):**
(At this time we can only accept applications for U.S. Citizens)

☐   I verify that I am a U.S. Citizen

➔ **Military/Veterans Status: (Please Mark Below):**

☐   Yes
☐   No

Student Name: _____

Signature: _____

Date: _____