Flight Training Orientation Checklist-Airplane

☐ Documents required for the Controlled Access acceptance:
  ○ An FAA 1st, 2nd, or 3rd class. Date of Issuance: ________________
  ○ U.S. Citizens, one of the following:
    o Valid, unexpired U.S. passport
    o Original birth certificate of the United States, American Samoa, or Swains Island, and government-issued picture ID
    o Original certification of birth abroad with raised seal (Form FS-545 or DS-1350), and government-issued picture ID
    o Original certificate of U.S. citizenshipship with raised seal (Form N-560 or N-561), or a Certificate of Repatriation (Form N-581), and government-issued picture ID
    o Original U.S. naturalization certificate with raised seal (Form N-550 or N-570) and government-issued picture ID
  ○ Permanent Residents or International Students, the following:
    o Valid, unexpired non-US passport
    o Permanent Resident Alien Card or Visa (not B1 or B2 Visa)
    o TSA approval to begin flight training
    o Current Photo
  ○ PantherCard – confirm same name as Passport, Driver’s License, etc.

☐ Program Objective: (circle one) 2197A, 2197H, 6164A, 6164H (discuss Suggested Course Sequence).

☐ After acceptance into Controlled Access Program, you will then be able to register for a flight class. After you have registered for the flight class and paid for it, an affiliated flight school must be chosen. After choosing the flight school, you must complete an Initiation form at that flight school no later than midnight of the last day of drop/add for that flight class. Completion of the Initiation Form will include a copy of your Student Schedule showing that the course is registered and paid. If you are using Financial Aid or VA benefits, your Student Schedule must show a zero balance, in other words, the cost is deferred to a third party biller.

☐ When choosing a flight school, among other things, the student should take into consideration the equipment that is available at the different flight school. Some aircraft are better equipped with technology that is more conducive to your career goals and others are not. It is important that you are aware of your future endeavors as a Professional Pilot and think about the equipment that will best meet those needs. You should also consider the atmosphere at the school. Consider whether it is suited to your personality.

☐ There are additional fees that are not covered by the course special fees. They include but are not limited to the following: Supplies, textbooks or equipment, FAA medical fees, FAA knowledge test fees, FAA practical test fees. Discuss the reimbursement policy for VA students. VA benefits percentage eligibility: ________________%.
If you choose to fly an upgraded or higher priced aircraft then what is provided in the Advisory Guide, it is your responsibility to pay the difference for the upgrade. If you and your instructor’s combined weight exceed the aircraft weight limitations, you will be required to choose an upgraded aircraft at an additional cost to you. This additional cost is paid by you to the Flight School.

Flight training is a college course and has assignments with semester deadlines. Refer to the Syllabus for that course to determine the assignment requirements. Assignments are basically attendance or flight training. College policy is very strict regarding attendance. Failure to attend will result in a grade of FX.

One very important assignment will be to read your college email weekly. That will be how your Professor of Record will communicate with you. If you do not read your email and there is time sensitive information in that email, the Professor of Record could stop your flight training until communication is reestablished.

The flight syllabus for each flight course has mandatory flight training requirements per week. This will be monitored by a Palm Beach State instructor of record through the Preceptor designated at the Flight School. Lack of attendance will result in an FX for the course. Pay close attention to the syllabus.

Some flight classes are broken up into segments. If you take two flight classes in a semester then you need to pay close attention to the assignment dates for both classes.

If you do not complete the course within the semester timeframes as set out by the course syllabus, it will result in a grade of “F.” If there were unforeseen circumstances in which you would like to ask for an incomplete grade to complete within the 30 days following that semester, it must be approved by the College Professor of that course, the Department Chair and the Associate Dean. This request must be completed (all signatures on the form) no later than 7 days before the last day of the semester.

Discuss the attached Student Certification form.

After all flight and ground training has been completed the student must take a check-ride with an approved FAA Designated Pilot Examiner (DPE) in order to test for the pilot license or rating sought. It is the student’s responsibility to take and pay for the FAA Knowledge Test and pay the DPE directly for the flight test. They often require cash. It is important that time be considered when scheduling this checkride. The license that you will receive is a prerequisite for the next flight course. If time consideration is not taken into account, the next flight course in the next semester will not be authorized without the license or rating sought.

No Show charges. If you schedule a flight lesson and do not show up to the flight lesson, the flight school will charge you $50.00 to cover the instructor’s time.

Helicopter Option: Be aware that Helicopter training has been added to long existing airplane program; until such time that there is enough of a demand for the helicopter training to stand alone from airplanes, any difference between airplane and helicopters will be taught at the Flight School.