VOLUME 2  AIR OPERATOR AND AIR AGENCY CERTIFICATION
AND APPLICATION PROCESS

CHAPTER 9  CERTIFICATION OF A PART 141 PILOT SCHOOL

Section 1  Initial Certification or Renewal of a Part 141 Pilot School

2-1066  PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY
CODES.

A. Initial Certificate: 1240.

2-1067  OBJECTIVE. Determine whether an applicant for a Title 14 of the Code of Federal
Regulations (14 CFR) part 141 pilot school qualifies to operate as a pilot school or provisional
pilot school. This is a certificated entity, and successful completion of this task results in the
issuance, renewal, or denial of Federal Aviation Administration (FAA) Form 8000-4,
Air Agency Certificate. These procedures facilitate the issuance of a provisional pilot school
certificate, for added ratings (amendments), and for a pilot school certificate renewal.

2-1068  GENERAL. Before beginning any certification process, inspectors should review
Volume 3, Chapter 1, The General Process for Approval or Acceptance of Air Operator
Applications, Section 1; and Volume 2, Chapter 1, Section 1, Safety Assurance System: General
Information and the Certification Process. Definitions of the terms used in this chapter are
contained in Volume 3, Chapter 53, Section 1, Introduction to Part 141 Related Tasks.

2-1069  PREAPPLICATION PHASE. The applicant initiates the process leading to
certification as a provisional pilot school. The applicant contacts the appropriate Flight Standards
District Office (FSDO) to obtain pertinent information concerning a path to certification as a
provisional pilot school. For an initial certification, inspectors should discuss the following items
with an applicant during an initial inquiry about a part 141 certificate. These items may also be
reviewed during renewal or during amendment, as necessary.

A. Pilot School Ratings. The term “pilot school rating” used in part 141, § 141.11
describes the certification and rating courses that can be approved for part 141 pilot schools.
Pilot school ratings are listed on a part 141 pilot school’s Air Agency Certificate. For schools
that submit training course outlines (TCO) and the associated syllabi and must meet minimum
time requirements of part 141, in accordance with § 141.55(d) or (e) (as appropriate), it is
imperative that these schools’ TCOS and syllabi cover all of the aeronautical knowledge areas
and flight training required for the rating and course. Inspectors must ensure the pilot school
ratings listed on an Air Agency Certificate reflect the certification and rating courses in
accordance with § 141.11(b)(1) as listed below.

NOTE: Part 141 appendix M does not appear in § 141.11. However, it is one of
the possible certification courses that can be listed on an Air Agency Certificate.
1) Certification and Rating Courses (Part 141 Appendices A through J and M).

- Recreational Pilot Course,
- Private Pilot Course,
- Instrument Rating Course,
- Combined Private Pilot and Instrument Rating Course,
- Commercial Pilot Course,
- Airline Transport Pilot (ATP) Course,
- Flight Instructor Course,
- Flight Instructor Instrument Course,
- Ground Instructor Course,
- Additional Aircraft Category or Class Rating Course, and
- Aircraft Type Rating Course.

2) Special Curriculum Course Under § 141.57, Special Curricula, and Part 141 Appendix K, Special Preparation Courses.

- Pilot Refresher Course,
- Flight Instructor Refresher Course (FIRC),
- Ground Instructor Refresher Course,
- Agricultural Aircraft Operations Course,
- Rotorcraft External-Load Operations Course,
- Special Operations Course,
- Test Pilot Course, and
- ATP Certification Training Program (CTP).

3) Part 141 Appendix L, Pilot Ground School Course.

B. Recreational Pilot Course. The approval of one or more courses of training that result in the original issuance of a recreational pilot certificate entitles the school to have a recreational pilot rating placed on its school certificate. The approval of one or all of the following certification courses entitles the school to a recreational pilot rating for the following courses, as appropriate:

- Airplane—Single-Engine,
- Rotorcraft—Helicopter, and/or
- Rotorcraft—Gyroplane.

C. Private Pilot Course. The approval of one or more courses of training that result in the original issuance of a private pilot certificate entitles the school to have a private pilot rating placed on its school certificate. The approval of one or all of the following certification courses entitles the school to a private pilot rating for the following courses, as appropriate:

- Airplane—Single-Engine,
- Airplane—Multiengine,
- Rotorcraft—Helicopter,
- Rotorcraft—Gyroplane,
- Powered-Lift,
- Glider,
- Lighter Than Air (LTA) Airship, and/or
- LTA Balloon.

D. **Instrument Rating Course.** The approval of one or more courses of training that result in the original issuance of an instrument rating entitles the school to have an instrument rating placed on its school certificate. The approval of one or all of the following certification courses entitles the school to an instrument rating for the following courses, as appropriate:

- Instrument—Airplane,
- Instrument—Helicopter, and/or
- Instrument—Powered-Lift.

E. **Commercial Pilot Course.** The approval of one or more courses of training that result in the original issuance of a Commercial Pilot Certificate entitles the school to have a commercial pilot rating placed on its school certificate. The approval of one or all of the following certification courses entitles the school to a commercial pilot rating for the following courses, as appropriate:

- Airplane—Single-Engine,
- Airplane—Multiengine,
- Rotorcraft—Helicopter,
- Rotorcraft—Gyroplane,
- Powered-Lift,
- Glider,
- LTA Airship, and/or
- LTA Balloon.

F. **ATP Course.** The approval of one or more courses of training that result in the original issuance of an ATP Certificate entitles the school to have an ATP rating placed on its school certificate. The approval of one or all of the following certification courses entitles the school to an ATP rating for the following courses, as appropriate:

- Airplane—Single-Engine,
- Airplane—Multiengine,
- Rotorcraft—Helicopter, and/or
- Powered-Lift.

G. **Flight Instructor Course.** The approval of one or more courses of training that result in the original issuance of a flight instructor certificate entitles the school to have a flight instructor rating placed on its school certificate. The approval of one or all of the following
certification courses entitles the school to a flight instructor rating for the following courses, as appropriate:

- Airplane—Single-Engine,
- Airplane—Multiengine,
- Rotorcraft—Helicopter,
- Rotorcraft—Gyroplane,
- Powered-Lift, and/or
- Glider.

**H. Flight Instructor Instrument Rating Course.** The approval of one or more courses of training that result in the original issuance of a flight instructor certificate with an instrument rating entitles the school to have a flight instructor instrument rating placed on its school certificate. The approval of one or all of the following certification courses entitles the school to a flight instructor instrument rating for the following courses, as appropriate:

- Flight Instructor Instrument—Airplane,
- Flight Instructor Instrument—Helicopter, and/or
- Flight Instructor Instrument—Powered-Lift.

**I. Ground Instructor Course.** The approval of one or more courses of training that result in the original issuance of a ground instructor certificate entitles the school to have a ground instructor rating placed on its school certificate. The approval of one or all of the following certification courses entitles the school to a ground instructor rating for the following courses, as appropriate:

- Ground Instructor Instrument—Basic,
- Ground Instructor Instrument—Advanced, and/or
- Ground Instructor Instrument—Instrument.

**J. Additional Aircraft Category or Class Rating Course.** The approval of one or more courses of training that results in the issuance of an additional aircraft category or class rating to an existing pilot certificate entitles the school to have “Additional Aircraft Category or Class Rating” placed on its school certificate. The approval of one or all of the following additional aircraft rating courses entitles the school to the above listed rating.

- Airplane—Single-Engine,
- Airplane—Multiengine,
- Rotorcraft—Helicopter,
- Rotorcraft—Gyroplane,
- Powered-Lift,
- Glider,
- LTA Airship, and/or
- LTA Balloon.
K. Aircraft Type Rating Course. The approval of one or more courses of training that result in the issuance of an aircraft type rating entitles the school to have aircraft type rating placed on its school certificate. The approval of one or all of the following aircraft type rating courses entitles the school to an aircraft type rating for the following courses, as appropriate:

- A type rating in an airplane category, single-engine class;
- A type rating in an airplane category, multiengine class;
- A type rating in a rotorcraft category, helicopter class; and/or
- A type rating in a powered-lift category.

L. Special Preparation Course. Under part 141 appendix K, the approval of one or more courses of training that prepares the graduate with the necessary skills, competency, and proficiency to exercise safely the privileges of a certificate, rating, or authorization for which the course is established. This course entitles the school to have that special preparation course rating (e.g., pilot refresher course or agricultural aircraft operations course) placed on its school certificate. The approval of one or all of the following special preparation courses entitles the school to a pilot school rating for the following courses, as appropriate:

- Pilot Refresher Course,
- FIRC,
- Ground Instructor Refresher Course,
- Agricultural Aircraft Operations Course,
- Rotorcraft External-Load Operations Course,
- Special Operations Course,
- Test Pilot Course, and/or
- ATP CTP.

M. Pilot Ground School Course. The approval of one or more ground school courses under the provisions of part 141 appendix L entitles the school to have a pilot ground school rating placed on its school certificate.

N. Special Curriculum Course. The approval of a special curriculum course under § 141.57 entitles the school to have “Special Curriculum Course” appear on its school certificate, the student enrollment certificate, and the graduation certificate. This applies to a curriculum that is not already prescribed in the appendices of part 141. The special curriculum course must contain features that could achieve a level of proficiency equivalent to that achieved by a training course prescribed in the appendices of part 141 or the requirements of 14 CFR part 61. Some examples include high performance training, complex aircraft training, tailwheel training, model transition training, technically advanced aircraft (TAA) training, turboprop transition training, mountain flying, and many others that may not necessarily lead to a certificate or rating, but are otherwise specialized training.

O. Certification Team Assignment. As described in the procedures in Volume 2, Chapter 1, Section 1, the FSDO manager assigns the applicant a certification team. The manager also designates one member of the team as the certification project manager (CPM).
P. Contact With the Appropriate FSDO. When the prospective applicant contacts the FSDO, the FSDO manager and assigned inspector(s) will outline the part 141 certification requirements, aircraft requirements, and FAA policy and procedures. This is a time for the prospective applicant to ask questions, learn what is required to be certificated as a provisional pilot school, and learn what will be necessary to maintain the part 141 pilot school’s certificate. This is a time for the assigned inspectors to learn about the applicant and what resources will be necessary in order to support the prospective applicant during the certification process.

Q. Letter of Intent (LOI). During the preapplication phase, the inspector’s FSDO should brief the applicant on submitting an LOI that includes the following:

1) Statement of intent (SOI) to become a certificated pilot school under part 141.

2) The company’s legal name and any doing business as (DBA) names, the principal operation’s base address, the primary airport address, the mailing address, telephone numbers, and email addresses.

3) Make and model (M/M) of aircraft, number of aircraft, numbers of each type of aircraft, and if available, aircraft registration numbers of the proposed part 141 pilot school’s aircraft.

4) Listing any FAA-qualified or approved full flight simulators (FFS), flight training devices (FTD), or Aviation Training Devices (ATD) that will be used for training credit for a certificate or rating.

5) Estimated date when operations are planned to begin.

6) Training courses to be offered and ratings requested with any training course(s).

7) Name and qualifications of a proposed chief instructor for each course, and name and qualifications of any assistant chief instructor(s), if applicable, for each course who will be employed by the proposed part 141 pilot school.

8) Training aids to be used, including computer programs.

9) Intent to use computers, tablets, or other electronic devices for course delivery or portions of course delivery, including the use of electronic recordkeeping and the use of tablets during the operation of an aircraft.

10) Recordkeeping methods, including electronic logbooks and other electronic data storage, and the proposed method of security with these devices.

11) Any intended use of tablets in order to provide students with copies of syllabi, to be used by students in flight courses, or for student recordkeeping.
12) Three separate, three-letter designators (in order of preference) for use in Letters of Authorization (LOA) and certificate management.

13) Proposed maintenance on the training aircraft, and if they will be contracting their maintenance out to another source.

R. FSDO Review of the LOI. The appropriate FSDO will review all submissions and provide feedback to the applicant within 30 days of receiving an LOI. The FSDO will determine if the LOI provides sufficient information for the certification process to continue. The preapplication phase ends and the formal application phase begins with receipt of the completed FAA Form 8420-8, Application for Pilot School Certification.

S. The Applicant’s Responsibility. It is the applicant’s responsibility to know, understand, and be prepared to comply with relevant parts of 14 CFR parts 61, 91, and 141. It is also the applicant’s responsibility to contact the appropriate FSDO for guidance, ask questions if something is not understood, and devote the necessary time, financial, and human resources during the certification process. Ultimately, the applicant is responsible to its prospective students to deliver quality instruction based on a well-thought-out course of instruction.

T. The Appropriate FSDO’s Responsibility. It is the appropriate FSDO’s responsibility to devote the time and resources to new and existing part 141 pilot schools and explain and answer questions the applicant may have. The FSDO will keep the applicant apprised on the status of their application.

U. Joint Responsibility. The applicant and the assigned FSDO personnel on the certification team must work together in order for the application to result in the initial certification of a provisional pilot school. This joint responsibility does not end with the certification of a part 141 pilot school; rather, this joint responsibility is an ongoing process.

2-1070 FORMAL APPLICATION PHASE. The formal application phase begins when FAA Form 8420-8 is submitted to the appropriate FSDO.

A. Requested Part 141 Pilot School Training Courses and Ratings. Each part 141 pilot school training course must be listed on the FAA Form 8420-8 when the application is submitted. Because the process to certificate a provisional pilot school is complex, inspectors should suggest to the applicant they begin the certification process by requesting certification for one or two rating courses only. After the initial certification, the part 141 pilot schools are encouraged to add more ratings and courses to its certificate as needed.

B. Signatures on FAA Form 8420-8. All applications must be signed, either in ink on paper or electronically. FAA Form 8420-8 contains information on who is authorized to sign the form. This depends on whether the applicant is an individual, partnership, corporation, company, club, or association.

C. TCO and Syllabus. A TCO and syllabus are required for each course under a rating when the formal application is submitted. The TCO describes the content of a particular course by statement of objectives, description of teaching aids, definition of evaluative criteria, indication of desired outcomes, and duties and responsibilities of the chief instructor and other
personnel. The syllabus is an outline and summary of the topics to be covered in a training course.

**D. Electronic Recordkeeping/Manual/Signature Systems.** Handwritten signatures, paper records, and paper manuals continue to be acceptable. However, an applicant may use electronic submissions, including submitting an electronic application (FAA Form 8420-8), electronic TCOs, and electronic syllabi, and may maintain a system of electronic recordkeeping. During the preapplication phase, the prospective applicant must inform the FAA of its intent to utilize electronic submissions for all TCOs, syllabi, records, and applications. One electronic TCO submission is equal to two paper copy submissions. As outlined in Advisory Circular (AC) 120-78, Electronic Signatures, Electronic Recordkeeping, and Electronic Manuals, applicants and certificate holders intending to use electronic recordkeeping, TCOs, syllabi, applications, training records, or other documents must inform the appropriate FSDO prior to implementing an electronic system. To obtain authorization, the applicant must submit a letter to the appropriate FSDO describing the proposed computer and electronic system, including the proposed sections or revision to the part 141 pilot school’s electronic recordkeeping, TCOs, syllabi, applications, and other documents.

**NOTE:** Authorization of electronic systems can be done after certification provided the guidance in this paragraph and the AC is followed.

**E. The Formal Application Meeting.** If the certification team convenes a formal application meeting, all Operations, Maintenance, and Avionics members of the team should be present.

**F. Meeting Topics.** The meeting should review, but not be limited to, the following:

- The application.
- The Schedule of Events (SOE), if applicable.
- TCO and syllabus.
- Personnel including the chief instructor and assistant chief instructor, aircraft, and facility requirements.
- Electronic recordkeeping, signature, and/or manual systems.
- How approvals and authorization will be issued by automated LOA through the Web-based Operations Safety System (WebOPSS).
- Training aircraft qualifications.
- What training aircraft will be used.
- Plan for the maintenance of training aircraft.

**G. Application Denial.** Within 30 days of a denial of an application, the appropriate FSDO must substantiate this denial with a letter to the applicant. The letter from the appropriate FSDO must state the reasons for the denial, and what actions are needed by the applicant in order to obtain a part 141 pilot or provisional pilot school authorization. An applicant may reapply at any time for a rating(s) in the same manner as prescribed for initial application. At the discretion of the appropriate FSDO, reinspection of previously approved areas may not be necessary.
2-1071 DOCUMENT COMPLIANCE PHASE. The applicant’s proposed TCO and syllabus for each course, system for student record documentation, personnel records documentation, student safety guide, and training records of the chief instructor, assistant chief instructor, assigned instructors to a course, and check instructors, as well as other documents, are reviewed during the document compliance phase in depth to ensure compliance with part 141.

A. TCOs. TCOs must be submitted in duplicate. However, submission of TCOs and syllabi may be done electronically, with one electronic submission equal to two paper copies. During initial approval of the TCO, the inspector may request only one paper copy for review. Once the TCO has met all the requirements, the applicant submits the required two paper copies, or one electronic copy.

B. Commercially Produced Syllabi. Commercially produced syllabi should be submitted a minimum of 30 days before the expected training begins. Aviation safety inspectors (ASI) do not need to do any further review on these commercially produced syllabi as these syllabi have already been reviewed by the Airmen Certification and Training Branch and have received a letter indicating the syllabus has been found to meet the part 141 standards for that rating and course, provided the syllabus is not used in a § 141.57 special curriculum course. Refer to §§ 141.53 and 141.55. This letter from the Airmen Certification and Training Branch is submitted with the syllabus.

NOTE: When the part 141 pilot school uses a commercially developed syllabus, it must ensure the syllabus remains up-to-date. The part 141 pilot school can only use the FAA-approved version. In the event of a commercial syllabus revision, the part 141 pilot school must submit to the appropriate FSDO the updated syllabus for review and approval.

C. Special Curricula. A pilot school or provisional pilot school may apply for approval to conduct a special course of pilot training provided the training curriculum is not one that is prescribed in the appendices of part 141. A special course of airman training must contain features that can be expected to achieve a level of pilot competency equivalent in scope and depth to that achieved by the curriculum prescribed in the appendices of part 141 or the requirements of part 61. This includes any ground instruction required for a certificate or rating. A Designated Pilot Examiner (DPE) may only conduct a practical test for pilot certification provided the applicant has completed all of the pilot school/provisional pilot school’s special curriculum training course requirements and has received a graduation certificate for the entire course of training. Provisional pilot schools and pilot schools may not issue a graduation certificate unless the entire course is completed. A pilot school may not apply for examining authority unless the training course meets the requirements set forth in the appropriate appendices of part 141. A pilot school may not apply for a training course with reduced training minimums under § 141.55(d) or (e) unless that pilot school holds a pilot school certificate and has held the rating and course for at least 24 calendar-months. A pilot school with a provisional pilot school certificate is not eligible for a course with reduced training minimums in this section. If a pilot school applies for a special course of airman training with reduced training times, that pilot school must comply with the provisions set forth in § 141.55(d) and (e). In accordance with § 141.55(d)(3) and (e)(4), a pilot school may not be approved for examining authority for a special course of airman training that has been approved for reduced training minimums without meeting the requirements set forth in § 141.55(d) and (e).
A provisional pilot school may not apply for a special course of airman training with reduced training times under § 141.55(d) and (e).

1) **Required Documentation.** An original and one copy, or one electronic original, of a proposed special curriculum must be submitted along with a cover letter requesting FAA approval at least 60 days before the training is scheduled to begin. Approval or denial should be accomplished within 30 days, allowing the school sufficient time to develop a TCO based on the special curriculum.

2) **Special Curriculum Graduation Certificate.** The graduation certificate the pilot school or provisional pilot school issues will state that the student has completed the special curriculum course. Before the pilot or provisional pilot school issues the graduation certificate, the student must have completed the entire special curriculum course including all stage checks and the final end-of-course test. This must be explained to the pilot or provisional pilot school applicant who wishes to develop a special curriculum course.

3) **Special Curriculum Approved.** When a special curriculum is approved, each page of the original and office copies should be dated and signed by the Principal Operations Inspector (POI). The original paper copy, or the signed electronic copy, of the special curriculum should be returned to the school.

4) **Special Curriculum Disapproved.** When a special curriculum is disapproved, the original and copy, and any electronic submissions submitted to the FAA, should be returned to the applicant along with a letter clearly explaining why the materials were disapproved (see Figure 2-63, Sample Letter Disapproving Special Curricula or TCOs). A copy of the letter to the applicant is retained in the school’s file at the appropriate FSDO. If major changes to a special curriculum or TCO are necessary, the letter to the school should clearly state the additional items that will be needed for review when resubmitted.

**D. Internet-Based Training.** An applicant for a part 141 pilot school certificate seeking to utilize internet-based training must comply with § 141.53(d), ensuring security, integrity, confidentiality, availability, access control, and identification/authentication of its internet-based training course.

1) A part 141 pilot school may use a commercially produced internet course if it meets all of the requirements of § 141.53.

2) The internet training provider (ITP) will receive a letter from the General Aviation and Commercial Division stating that its syllabus and content meets the requirements of part 141.

3) The applicant for a part 141 pilot school may receive a letter from the ITP stating that its course appears to meet the FAA’s internet-based requirements and meets the syllabus requirements of part 141.

4) The ASI approving the TCO, which includes the syllabus, may use this letter in verifying the internet-based training meets the requirements of part 141. However, the
appropriate FSDO retains the final authority for the approval of this ITP for use in the school’s TCO.

E. Training Agreements. A part 141 pilot school may elect to provide flight training to an institution of higher education. The training agreement could make the institution of higher education eligible under part 61, § 61.169 to receive an LOA for certifying its graduates for an ATP Certificate under the academic and aeronautical experience requirements in § 61.160. The training agreement under § 141.26(b) is a bridging document for a rating and course. This allows an institution of higher education to provide the aeronautical knowledge training in a rating and course and a flight training provider to provide the flight training in that exact same rating and course. Each provider in this training agreement should use the same syllabus.

F. Part 61 Amendments. If ground or flight time requirements are amended in part 61, at the time of renewal of the part 141 pilot school certificate, affected TCOs must be amended to meet these new training time requirements.

2-1072 DEMONSTRATION AND INSPECTION PHASE. During the demonstration and inspection phase, the applicant’s facilities and equipment are inspected, and ASIs observe personnel in the performance of their duties. Emphasis in this phase is on compliance with the regulations and safe operating practices for a part 141 provisional pilot school.

A. Facilities and Training Aids. A pilot school is required to have certain facilities in order to obtain and maintain an FAA Form 8000-4. Included in these facilities are the business office and main base of operations, pilot briefing areas, aeronautical knowledge training facilities, use of airports, and satellite bases.

1) The applicant having ownership of the required facilities or by having a written agreement with the facility owners may show continuous use of facilities. A written agreement must state that the applicant has the required continuous use of the necessary facilities for at least 6 months from the date of the application for the initial certification or renewal of a school certificate.

2) Each pilot school or provisional pilot school is required to maintain a principal business office with a mailing address the same as that on the school certificate. The purpose of a principal business office is to provide a specific location for the required school files and records, and a location where the operation of school business may be conducted. This requirement should not be construed to mean that all school functions, such as scheduling flights and training functions, must be conducted at the principal business office.

a) While part 141 does not require that a business office be a room with four walls and a door, the regulation does prohibit the sharing of a single business office by more than one pilot school. Therefore, walls or partitions to ensure separation from another pilot school’s activity should conspicuously isolate the business office.

b) The business office should be situated so the required school files and student training records are kept up-to-date and available to students and instructors alike. This serves the purpose of providing on-the-spot information regarding training progress and other business interests.
c) If the pilot school should choose to change the location of its business office or base of operations, the school is required to notify the appropriate FSDO in writing of the planned move at least 30 days prior to the change. Such written notice should be accompanied by a new application, FAA Form 8420-8, showing the change of address or the change in the base of operations as appropriate. In any case, the notice of a change of operating base must be accompanied by necessary amendments to approved TCOs.

3) A school is required to have continuous use of a pilot briefing area at each airport where training flights originate. This does not include airports used as destinations for cross-country flight training. The briefing area must meet the requirements of § 141.43. Pilots not participating in the school’s training programs can use the briefing facilities, provided that orderly school functions are maintained. However, no other pilot school may use the area during the period it is to be used by the applicant. Briefing areas are subject to FSDO approval under the provisions of § 141.43.

a) To meet the requirements of § 141.43, the equipment should include a chalkboard and tables of adequate size to lay out aeronautical charts, and also support the use of computers and internet access.

b) If a school offers instrument or commercial pilot courses, it is required to have access to a Flight Service Station (FSS). A telephone, either by landline or other telephone communications such as the use of cell phones, is required in the briefing room.

c) To preclude a disruption of schedules due to excessive travel time and a lack of communications between the flight line, business office, and briefing area, the area should be located near enough to the airport where training flights originate.

4) The FAA recognizes that pilot training methods differ from other kinds of training. Pilot schools enroll students with widely varying backgrounds, goals, and varying degrees of motivations and aviation experience. For this reason, it is understandable that it is not always possible to schedule large classes for aeronautical knowledge training at one time. Individual instruction is often necessary for maximum benefit to a particular student. Therefore, it is anticipated that FAA-approved schools will use classrooms, small isolated rooms, training booths, or other areas with an instructor or a training aid, as appropriate. Each aeronautical knowledge training area is required to be heated, lighted, and ventilated to meet the applicable building code requirements for the area concerned. All ground instructional facilities used by the applicant must be shown to the appropriate FSDO to verify it meets the requirements of § 141.45.

5) A certificate holder may use training aids to improve communication between instructors and students.

a) Training aids are instructional aids defined by the National Education Association (NEA) as “devices that assist an instructor in the teaching and learning processes by presenting, supporting, or supplementing material, usually intermittently. They are not self-supporting.” The key factor is that such aids support, supplement, or reinforce.
b) Identified in each course outline, training aids should be easily understood, readily visible, and compatible with the learning outcomes expected in the completion standards for the lesson. They must be accurate and appropriate to the course. The effectiveness of aids is judged by their organization, sequencing, pattern of logic, and their overall effectiveness when used in support of obtaining the objectives and standards prescribed by the training syllabus.

c) Recent years have seen an abundance of excellent new material and techniques in training aids. The aids present many advantages for the school. Each school must keep in mind the teaching goals to be achieved, including the continuous monitoring of student progress necessary to develop effectively the knowledge of each student according to the training syllabus. Aids do not replace the instructor. It is not expected that students be sent off alone to learn from a training aid.

d) Notwithstanding the complexity or design of a training aid, the chief instructor or an authorized, qualified representative must determine through personal review or testing that the standards for each lesson have been attained through use of the training aid. The purpose of this personal review or testing is to ensure that students meet the completion standards and understand missed questions if a knowledge test is given. Only through such evaluation can the instructor make a sound determination that the student should progress to the next lesson or that the student requires review of subjects or procedures previously covered. This helps in determining the effectiveness of the training aid.

6) An applicant for a pilot school or provisional pilot school certificate must show that it has the continuous use of each airport where training flights originate (airports where flights are dispatched or initiated, such as main or satellite bases).

a) Airports the applicant uses where flights originate must meet the requirements of § 141.38. Note that § 141.38(b) only applies for airports used for airplanes or gliders.

b) Landing area outline lights, water area boundary lights, or temporary lighting such as flare pots or deployed portable electric runway lighting systems do not meet the requirements of § 141.38(e).

c) Though the wind tee and tetrahedron may serve as landing direction or wind indicators, according to the FAA-H-8083-25, Pilot’s Handbook of Aeronautical Knowledge, the Aeronautical Information Manual (AIM) cautions against using the tetrahedron as a wind indicator. The wind tee, under certain circumstances, may be either an active runway or wind indicator.

d) When required, the traffic direction indicator (refer to § 141.38(d)) must show the direction of traffic patterns for all runways regardless of landing or takeoff direction.

NOTE: When referring to pilot schools approved for LTA balloons, the term “airport” should be taken to mean launch site. An important training element in balloon training is proper site selection. Before the launch of a balloon, an instructor authorized by the school must approve the site. The specific equipment requirements of § 141.38 (i.e., runway lights, traffic direction indicators, and wind direction indicators) are inappropriate for LTA balloon operations. Wind direction
may be determined by means of a pilot balloon. The area downwind from the launch site should be free of obstructions for 100 feet for each knot of wind. For example, a 4-knot wind requires a 400-foot area free of obstruction downwind. Landing site selection will be determined by the pilot in command (PIC).

B. Satellite Bases. A pilot school may conduct aeronautical knowledge or flight training in an approved course of training at one or more satellite bases. A satellite base may be located outside of the United States, and the same procedures apply if the satellite school was located in the United States. The FSDO should coordinate this satellite base outside of the United States with the International Program Division to determine the associated fees in accordance with 14 CFR part 187. An assistant chief instructor must be designated for each satellite base. The airport, facilities, aircraft, and personnel used at the satellite base must meet the requirements of part 141, including approval of the satellite base and its facilities in the approved TCOs for courses provided at those locations. A copy of the school’s Air Agency Certificate and a copy of the automated letter indicating the list of approved courses for the school must be displayed at the satellite base. The school’s record in the enhanced Vital Information Database (eVID) will indicate the satellite base. The FSDO with oversight for the pilot school may coordinate satellite base inspections with another FSDO when necessary.

1) The ASI who has oversight for the part 141 school will contact the Aviation Data Branch for a separate and unique designator code for each satellite pilot school that is based on the primary school designator. This is for recordkeeping and to ensure the satellite school is associated with the primary base. However, the satellite school does not receive a separate Air Agency Certificate. The main base and each satellite school location should have their own entry in eVID.

2) The holder of a provisional pilot school certificate or pilot school certificate may conduct training at a location other than the primary address on record and would not be required to apply for a satellite base of operations, provided the secondary location is within the same metro area, town, or airport as the provisional pilot school or pilot school. The pilot school or provisional pilot school would need to utilize the same chief instructor, flight instructors, and TCO and syllabus on record for that course. Those training locations must be located within the same appropriate FSDO and must be sanctioned and approved by that same appropriate FSDO. If a valid reason exists, training may be conducted for periods up to 7 consecutive days at a satellite base, excluding any satellite base outside of the United States, without approval of the appropriate FSDO. For example, runways may be closed at the main operations base for maintenance, or other activities may be underway on the airport. The appropriate FSDO must be notified in writing if training is conducted at a satellite base for more than 7 consecutive days.

3) When the appropriate FSDO is notified that a school will conduct training at an unapproved satellite base for more than 7 consecutive days, an operations inspector should determine if the operations are of a temporary nature or if they will involve extended use of the unapproved base. If, in the opinion of the operations inspector, temporary use of the unapproved base will not derogate safety or the quality of training, temporary operations at that base may be authorized for a period of time not to exceed 30 days.
4) If operations at the unapproved satellite base will exceed a period of 30 days, the school should apply to the appropriate FSDO for the approval of a satellite base on FAA Form 8420-8. Along with the application, two copies of the appropriate amendments for each approved training course to be given at the satellite base must be submitted.

5) Each satellite base that approval is requested for is inspected to ensure that each meets the requirements of part 141 and training, as described in each approved course of training, can be effectively accomplished. (See Volume 6, Chapter 7, Section 1, Conduct Facility Inspection of a Part 141 Pilot School.)

6) If a satellite base is located in an area under the jurisdiction of another FSDO, the FSDOs involved must coordinate directly with each other.

7) If the applicant intends to conduct training at a satellite base located in another FSDO’s area, the FSDO where the applicant’s principal business office and main operating base is located is responsible for inspection and approval of the satellite base.

   a) The appropriate FSDO may request assistance directly to the satellite or geographic FSDO, manager to manager. (In some FSDOs, the geographic unit rather than a satellite FSDO may be responsible for surveillance and inspection.)

   b) If a satellite or geographic FSDO determines that it cannot provide the requested assistance (because of inspector workload or other reasons), the appropriate FSDO needs to request assistance from their respective division manager.

   c) Coordination between all FSDOs where the school maintains a satellite base must be accomplished before issuance of the FAA Form 8000-4.

8) The inspector completing FAA Form 8420-8, as shown in Figure 2-64, Sample FAA Form 8420-8, Application for Pilot School Certification, Filled Out for Approval of Satellite Base, accomplishes approval of the satellite base. One copy of the form may be returned to the applicant, and one copy is placed in the school files at the FSDO. Amendments to each course of training to be given at the satellite base are approved individually, as appropriate.

9) When an application is disapproved, the applicant should be notified in writing (see Figure 2-65, Sample Letter Denying Satellite Base). This notification should include all of the reasons why the application was disapproved.

10) When an operator plans to conduct training at a location other than the main base of operations for more than 7 consecutive days, they must notify the appropriate FSDO. The new training location is not considered a separate school operating under the main base Operating Certificate number designation; a separate Operating Certificate is not issued. Appropriate FSDOs should coordinate efforts to ensure that standardized certification of applicants within their FSDO area occurs and that the necessary work program functions are accomplished.

C. Aircraft, FFSs, FTDs, and ATDs (§§ 141.39 and 141.41). Each aircraft used for pilot training by a school located in the United States is required to be a civil aircraft of U.S. registry. If the school’s training facility is located outside the United States and the training

UNCONTROLLED COPY WHEN DOWNLOADED
Check with FSIMS to verify current version before using
will be conducted outside the United States, the aircraft may be a civil aircraft of foreign registry. Training aircraft must have a valid Standard Airworthiness Certificate, Special Airworthiness Certificate in the primary category, or a Special Airworthiness Certificate in the light-sport category. Aircraft used for a course of training specific to a special operation such as agricultural aircraft operations, external-load operations, and similar aerial work operations (e.g., banner towing and skywriting) may be certificated in the restricted category (part 91, § 91.313 and 14 CFR part 21, § 21.25(b)). No other Special Airworthiness Certificate is acceptable. If the school’s training facility is located outside the United States and the training will be conducted outside the United States, the aircraft must have a standard or primary airworthiness certificate or an equivalent certification from the foreign aviation authority. If an FAA-qualified FFS or FTD or an FAA-authorized ATD is used in an approved training course, the details of its utilization should be clearly stated in the training syllabus and the learning objectives should be well defined.

1) A valid FAA Statement of Qualification (SOQ) (for FFS or FTD) or LOA (for ATD) must accompany each simulation trainer or FTD.

2) Each aircraft used by a school for flight training and solo flights must comply with § 141.39 and must be inspected and maintained in accordance with the requirements for aircraft operated for hire under part 91 subpart E. If the school’s training facility is located outside the United States, and the training will be conducted outside the United States, the aircraft may meet equivalent maintenance and inspection requirements from the foreign aviation authority.

   a) This requires aircraft used in an approved course of training to have 100-hour inspections and annual inspections or to be maintained following a procedure prescribed under § 91.409(c).
   
   b) It should be clearly understood that these inspection requirements include aircraft used for dual instruction, solo, and PIC flights.
   
   c) Aircraft to be used by pilot schools will be inspected by an Airworthiness inspector.

3) When a student enrolled in an approved school provides an aircraft for personal use in an approved course, that aircraft must meet the requirements of the training aircraft described in the appropriate TCO. In addition, that aircraft must meet the same inspection requirements as aircraft operated by the approved school.

4) Aircraft used for instrument training should be equipped as follows to meet the requirements of part 141:

   a) If the approved training syllabus requires flights under instrument flight rules (IFR), the aircraft used must be one in which instrument flight is authorized by its operating limitations and by its equipment.
b) If the approved training syllabus requires only simulated IFR operations, the aircraft must be equipped and maintained for IFR operations. However, IFR operations need not be authorized by its operating limitations.

c) An aircraft not completely equipped for IFR operations may be used for instruction in the control and maneuvering of an aircraft by reference to instruments if it is approved in the TCO. For example, an airplane need only be equipped with appropriate flight instruments needed for the basic instrument portion of a course.

5) The commercial pilot certification course (airplane), set forth in part 141 appendix D, requires flight instruction in an airplane with retractable gear, flaps, and controllable propeller.

a) Single or multiengine airplanes may be used to fulfill this requirement. Use of an appropriately equipped multiengine airplane to meet the complex airplane requirements for a Commercial Single-Engine Airplane Certificate does not result in the issuance of a multiengine rating.

b) If a school applies for a commercial pilot certification course (airplanes) with a seaplane class rating (using seaplanes for the entire course), a special curriculum should be submitted under § 141.57 that includes the general requirements of part 141 appendix D, Commercial Pilot Certification Course. The complex airplane used in such a course must have flaps, a controllable propeller, and floats. The use of an amphibian airplane in a commercial pilot certification or course could qualify a student for both a land and sea class rating, provided the TCO was so approved.

6) A variety of airplanes are used in pilot training. Some are uncomplicated while others are more complicated, and their checklists vary accordingly. The requirements for a checklist defined in the terms of “pretakeoff” and “prelanding” in § 141.75(a) are broad and allow less complicated aircraft to be equipped with relatively simple checklists. The FAA expects (because of good operating practices) that schools should expand checklists for aircraft that are more complicated.

7) Under § 141.75, when the manufacturer provides a pilot’s operating handbook (POH) or Aircraft Flight Manual (AFM), it (or a copy) must be carried aboard the aircraft. The primary purpose of carrying the handbook (or a copy) aboard the aircraft is to provide the pilot with information such as performance data, servicing instructions, and Weight and Balance (W&B) information. Some handbooks contain checklists that may be useful in developing a standard checklist. They should be available to the pilot during emergency procedures training or an actual emergency, particularly when there is only one pilot aboard the aircraft.

8) The training syllabus should clearly state the full extent of how that approved training course will use an ATD, FTD, and/or FFS. The objectives for the use of simulation training should be well-defined.

9) Section 141.41(a) prescribes the FFS and FTD requirements when used to obtain flight training credit allowances in an approved pilot training course curriculum.
Section 141.41(b) provides the criteria for ATDs used to obtain flight training credit in an approved pilot training course curriculum.

a) Part 141 provides maximum simulation training credits for the minimum experience requirements for a certificate or rating. The provisions in part 141 allow a certain percentage of training credit for total instruction requirements in FFS, FTD, or ATD.

b) Discretion must be used when approving a training syllabus that substitutes instruction in an FTD or FFS for the flight time required in a complex airplane. Any use of an FFS or FTD in lieu of flight time in a complex airplane must be justified with clearly stated objectives in the training syllabus, that are applicable to the skills required to safely operate a complex airplane. Approval of the TCO must be based on the ability of the FFS or FTD to provide effective training for a complex airplane.

c) Guidance from the National Simulator Program Branch will be necessary to qualify a school’s FFS or FTD. An ATD requires an LOA issued by the General Aviation and Commercial Division.

d) In addition to the permitted use of FFSs, FTDs, and ATDs that are covered in the appendices of part 141, §61.4 also facilitates the approval and use of these trainers.

e) A pilot school may submit a course curriculum that exceeds the permitted time credits for ATDs, FTDs, or FFSs. In general, a training provider should not be discouraged from providing additional training in these devices. However, when a TCO contains time that exceeds the maximum credit allowed for an ATD, FTD, and/or FFS, only the time permitted by the appropriate appendix to part 141 or by the device’s LOA/approval/qualification, as appropriate, can be credited to meet the minimum aeronautical experience requirements for that certificate or rating. The FAA LOA may not exceed a regulatory limitation. For example, if the aeronautical experience requirements permit 5 hours in a training device to be credited, the device’s LOA/approval/qualification cannot be used to authorize crediting of more than 5 hours toward the minimum aeronautical experience requirements.

D. Chief Instructor and Assistant Chief Instructor Tests. For designation as chief instructor or an assistant chief instructor, a person must hold the appropriate certificates and ratings, including medical certification, and must meet the PIC requirements of §61.57. During the demonstration phase, the chief instructor (and assistant chief, if one is being designated) must pass both a knowledge test and a proficiency test, as applicable. The knowledge test covers teaching methods, applicable provisions to the AIM, applicable provisions of parts 61, 91, and 141, and the objectives and approved course completion standards appropriate to the course. The proficiency test covers instructional skills and their ability to train students on the flight procedures and maneuvers appropriate to the applicable course. Both the chief and assistant chief instructor tests are administered by an FAA inspector. The school should keep a record of these tests. Volume 5, Chapter 12, Section 1, Conduct a Chief/Assistant Chief Instructor Practical Test for 14 CFR Part 141 Pilot School, provides detailed information on conducting these proficiency tests.
E. Check Instructor Tests. For designation as a check instructor for a part 141 course, a person must hold the appropriate certificates and ratings, including medical certification, and must meet the PIC requirements of § 61.57. During the demonstration phase, a check instructor must pass both a knowledge and proficiency test on those items found in § 141.37 given by the chief instructor or assistant chief instructor. The person who meets the eligibility requirements must be designated in writing by the chief instructor to conduct student stage checks, end of course tests, and instructor proficiency checks. The appropriate FSDO must approve the check instructor.

F. Flight Instructor Responsibilities. Part 141 requires all flight instructors employed by a school to be qualified to teach each course of training they are assigned. Certain knowledge and proficiency tests, to be accomplished before being assigned to an approved course of training, are also prescribed. If the chief instructor or assistant chief instructor also flight instructs in the course they are assigned to, they must also comply with this section.

1) The instructor must satisfactorily accomplish a proficiency check in each M/M of aircraft used in that training course in which the person provides training (e.g., Cessna 150 and Cessna 172) before giving any flight instruction in the particular aircraft.
   a) This proficiency check is given to the instructor by the designated chief instructor, assistant chief instructor, or check instructor.
   b) The instructor must accomplish a recurrent proficiency check in one of the aircraft the instructor trains students every 12 months thereafter for each course of training.
   c) The pilot school must maintain a record of these proficiency checks to show compliance with § 141.79(d).

2) The chief instructor, assistant chief instructor, or check instructor must brief all instructors teaching that course on the objectives and standards of the course.
   a) The pilot school must maintain a record verifying this briefing to show compliance with §§ 141.79(d) and 141.81(c).
   b) At any time, an inspector may ask an instructor to explain the objectives and standards of an approved course.

3) The instructor must maintain records of instructor briefings and instructor practical tests in either a logbook or in the permanent school records at the home base of operations.

4) Student pilots cannot be authorized to start a solo practice flight from an airport until an authorized flight instructor, who is present at the airport, has approved the flight. Solo cross-country flights, when properly approved by the school’s certificated instructor from the originating airport, are considered to have approval for the entire flight (§ 141.79(b)).
   a) If unexpected weather or mechanical problems delay a student en route or a student intends to remain overnight, the school should either:
• Arrange for another instructor based at the point of delay to dispatch the flight, or
• Have a school instructor dispatch the flight by telephone.

b) Cross-country flights should be made to specific airports that the school determines are suitable. The operator may wish to provide students with a list of these suitable airports or include the list in the appropriate TCO.

5) All certificated instructors must meet the FAA Aviation English Language Standard (AELS) as described in AC 60-28, FAA English Language Standard for an FAA Certificate Issued Under 14 CFR Parts 61, 63, 65, and 107.

6) Instructors who work for a part 141 pilot school must be able to assess if an applicant for a certificate or rating, or holder of an FAA certificate, does or does not meet the FAA regulatory English language eligibility requirements for his or her respective part 61 FAA certificate. If the enrollee/certificate holder’s ability to meet the FAA AELS is in question, the instructor must refer that individual to the appropriate FSDO so that an ASI can make an AELS determination in accordance with Volume 5, Chapter 14, Section 1. This responsibility also applies to a chief instructor, any assistant chief instructor, and any Airman Certification Representative (ACR) associated with the pilot school.

G. Other School Personnel.

1) Section 141.33 states that an applicant for a pilot school or provisional pilot school certificate must show that there are adequate personnel and authorized instructors, including a chief instructor, for each course of training. All instructors (flight or ground) must be qualified and competent to perform their assigned duties.

2) In addition, each dispatcher, aircraft handler, line crewman, and serviceman to be used must have been instructed in the procedures and responsibilities of employment. The inspector should recommend that the pilot school keep a record of this instruction in the employee’s personnel file.

H. Terminating the Demonstration and Inspection Phase. When all demonstrations and inspections are complete and any demonstrations or inspections are considered unsatisfactory, the applicant should be expeditiously advised in writing of corrective actions needed. The appropriate demonstration or inspection will be rescheduled accordingly.

2-1073 CERTIFICATION PHASE.

A. Completion of Reports. The certification team will confirm that all required items have been reviewed, inspected, and approved. Once all items have been addressed as satisfactory or not applicable, the certification team can complete the certification process. The next step is for the certification team to complete all applicable documents, prepare the certification file, and send the entire file to FSDO management for review and signature.

B. Ratings. FAA Form 8000-4 must list the various pilot school ratings for which a pilot school/provisional pilot school qualifies under §§ 141.11 and 141.57, if applicable. These ratings
do not specifically address each approved course of training that a school may be authorized to give. Under the broad listing of pilot school ratings found in §§ 141.11 and 141.57, if applicable, a school could be authorized to conduct nearly a hundred different courses.

C. Approved Courses. The certification team issues a list of approved courses of training, identifying each authorized course by its title, along with the FAA Form 8000-4. All courses must conform to the ratings listed in § 141.11 and/or § 141.57. Automated LOAs through WebOPSS will be issued instead of individual letters written by the appropriate FSDO to the applicant. See Volume 3, Chapter 18, Section 14, Parts A, B, and D Letters of Authorization for Part 141 Pilot Schools.

NOTE: If a list of approved courses is amended, the original is returned to the appropriate FSDO. The list remains in effect until it is amended or the school certificate is expired, surrendered, suspended, or revoked.

2-1074 SCHOOL ENROLLMENT, GRADUATION, AND TRAINING RECORDS.

A. Enrollment. When a certificate holder enrolls or reenrolls a student in an approved course of training, § 141.93 requires the student be furnished the following information and materials:

1) A certificate of enrollment containing the name of the course the student is enrolled in and the date of enrollment.

2) A copy of the training syllabus required under § 141.55(c)(7).

3) A copy of the safety procedures and practices developed by the school, such as procedures for the use of training aids, off-limit areas, handling of aircraft, parking instructions, and other safety instructions that the school deems necessary. These safety procedures must include the following:

   a) The weather minimums required for dispatching dual and solo flights. For example, minimum ceiling visibility and wind velocities for local flights and specific weather minimums for cross-country flights.

   b) The procedures for starting and taxiing aircraft on the ramp.

   c) The precautions and procedures for aircraft fire.

   d) The redispach procedures after unplanned landings on and off airports. This should include emergency security of the aircraft and a list of telephone numbers of persons to contact.

   e) The procedures for listing aircraft discrepancies and how corrective action is taken, including the importance of not using an aircraft with a listed discrepancy until a properly qualified person determines its airworthiness.

   f) The securing of aircraft when not in use.
g) The fuel reserves necessary for local and cross-country flights.

h) The avoidance of other aircraft in flight and on the ground.

i) The minimum altitude limitations certain minimum altitudes may be specified for teaching and practicing stalls or other maneuvers.

j) The instructions concerning simulated forced landings. Instructions should be clear on simulated emergency landings with respect to engine cooling down during prolonged glides, proper engine leaning, proper procedures for setting zero thrust, engine response with rapid throttle application, and a specific minimum altitude for terminating simulated emergency landings and other instructions deemed necessary by the school.

k) The assigned practice areas, including descriptions and diagrams of the areas and special instructions with respect to how to operate in them, how to get to them, and minimum altitudes en route.

l) Any instructions or guidance that the school believes necessary to provide the highest standards of safety and operational control expected of an FAA-approved school.

B. Student Graduation Certificate. A certificate holder must issue a graduation certificate to each student who completes its approved course of training. The certificate holder may not issue a graduation certificate to a student, or recommend a student for a pilot certificate or rating, unless the student has completed all of the training requirements of that course. Section 61.71 states that a person who graduates from an approved training program under part 141 is considered to have met the applicable aeronautical experience, aeronautical knowledge, and areas of operation requirements of part 61, if that person presents the graduation certificate and passes the required practical test as appropriate within the 60-day period after the date of graduation. Should an applicant not accomplish pilot certification within 60 days of the date of graduation certificate, additional training and an additional final progress check may be accomplished, facilitating the issuance of a new graduation certificate, unless expressly prohibited by the TCO.

C. Combined Course. Some TCOs may encompass “combined courses” such as a combined Private Certificate and Instrument Rating under part 141 appendix M, or a combined instrument rating and commercial certificate using special curriculum course approval under § 141.57. Part 141 appendix D, paragraph 2(b)(2) for the commercial pilot certification course also describes an allowance to be concurrently enrolled in an instrument rating course. In these cases, a single graduation certificate is issued at the completion of the entire course. However, as with conventional single-course TCOs, should an applicant not accomplish pilot certification within 60 days of the date of graduation certificate, additional training and an additional final progress check may be accomplished, facilitating the issuance of an updated graduation certificate, unless expressly prohibited by the TCO.

D. Training Records. Each pilot school and provisional pilot school must keep accurate and current records of each student’s participation and accomplishments in an approved course.
1) A student’s personal logbook is not considered an acceptable record under § 141.101.

2) For each student, the training record should include:
   - The date of the student’s enrollment.
   - A chronology of the student’s attendance, subjects, and flights.
   - The names and grades of any tests taken.
   - The date of graduation, termination of training, or transfer.

3) The record should also show the credit allowed for a student transferring from another school, if applicable.

4) Whenever a student graduates, terminates training, or transfers, the chief instructor must certify the record.

5) Pilot schools must retain each student’s record for at least 1 year from the date the student graduates, terminates a course, or transfers to another school.

6) On a student’s request, a pilot school must make a copy of a student’s record available to the student. The pilot school must also permit the FAA to view any or all student records upon request.

2-1075 RENEWAL, AMENDMENT, AND CANCELLATION.

A. Renewal. A pilot school or provisional pilot school certificate, and any associated ratings or examining authority on that certificate, expires at the end of the 24th month after the month it was issued. A provisional pilot school may apply for a pilot school certificate once they meet all of the requirements found in § 141.5, including § 141.5(d) and (e), and need not wait 24 months to apply for a pilot school certificate. A pilot school may not apply for examining authority until they have held the rating for at least 24 consecutive months preceding the month of application for examining authority. Note that the time holding the rating as provisional pilot school counts towards the 24 consecutive months. The pilot school may not apply for reduced ground and or flight minimums until they have held their pilot school certificate for a period of at least 24 consecutive calendar-months. The pilot school may not apply for examining authority if the course is one with reduced ground and or flight minimums.

NOTE: Under § 141.83, the pilot school must maintain the quality of training. Failure to do so may result in suspension or revocation of their pilot school certificate.

1) Application for renewal of an FAA Form 8000-4 must be made at least 30 days before the certificate expires.

   a) Application is made by submitting two copies of FAA Form 8420-8, completed as shown in Figure 2-66, Sample FAA Form 8420-8, Application for Pilot School Certification, Filled Out for Renewal.
b) A school may apply for the renewal of any or all of the courses (TCOs) it holds, and/or it may apply for the addition of new courses.

c) Examining authority should be renewed at the same time the school certificate is renewed.

d) An institution of higher education that holds a valid LOA issued by the General Aviation and Commercial Division, that gives it the authority to certify its graduates meet the reduced aeronautical experience requirements for an ATP Certificate, will have the LOA revalidated for content and currency every 2 years.

2) A school must meet the same requirements for renewal as for original certification. However, there is no requirement for a pilot school to meet the quantity of training under § 141.5(e) when it renews its Air Agency Certificate. Therefore, upon the receipt of an application for the renewal of a school certificate, the appropriate FSDO should conduct the same evaluation of qualifications and inspection of facilities as required for original certification. However, if the FSDO is very familiar with the school’s operation or has recently inspected it, there may be no need for an extensive reinspection or for reexamination of instructors. The FSDO always has the option of a full inspection.

3) When all requirements are met, a new FAA Form 8000-4 is issued and is valid for additional 24 calendar-months. The original certificate number is reissued and the provisional pilot school’s eVID record is appropriately updated.

   a) Renewal of pilot school certificates and ratings is discussed in § 141.27. If a pilot school does not meet the recent quality of training requirements of § 141.5(d), but otherwise meets the requirements of § 141.7 at the time of renewal, the FSDO may issue a provisional pilot school certificate and the eVID would be updated to reflect the change. However, a school with examining authority and/or reduced time courses loses examining authority and/or reduced time courses when downgraded to a provisional school.

   b) Section 141.5(d) states that, in order to issue a pilot school certificate, the school must have established a pass rate of 80 or higher for all: “(1) Knowledge tests leading to a certificate or rating; (2) Practical tests leading to a certificate or rating; (3) End-of-course tests for an approved training course specified in appendix K of this part; and (4) End-of-course tests for special curricula courses approved under § 141.57.” A pilot school only needs to maintain a passing rate of 80 percent, and comply with §§ 141.27 and 141.83 when renewing a pilot school certificate.

NOTE: A pilot school applying for renewal of their current Air Agency Certificate need not meet the requirements of § 141.5(e) that describe graduating at least 10 different people from the school’s approved training courses. This requirement is only applicable to a “provisional” pilot school qualifying for an initial (or first-time) pilot school certificate. Existing pilot school certificate renewals only need to meet the renewal criteria requirements described in §§ 141.27(a)(2) and 141.83.
c) If, after another renewal period (24 calendar-months), the school that is now a provisional pilot school does not meet the quality and quantity requirements of § 141.5(d) and/or (e), the school must wait a period of 180 days before reapplying for certification as a provisional school. All training conducted during that 180 days must meet the requirements of part 61, including passing knowledge and practical tests for certificates or ratings.

NOTE: In the event a provisional pilot school associated with an institution of higher education does not meet the quality requirements specified in § 141.5(d) at the time of certification expiration, the POI will notify the General Aviation and Commercial Division to address, on a case-by-case basis, students enrolled in the curriculum that may qualify them for an ATP Certificate with reduced aeronautical experience. Refer to § 61.160.

d) If renewal of a rating is denied or a course of training does not meet the appropriate requirements, the applicant is notified in writing of the reasons for the denial of the rating.

e) In addition, the school must be advised, in writing, that continued training in any course of training in question cannot be used to meet part 141 requirements until appropriate changes are made and the courses again meet the requirements of part 141 (see Figure 2-67, Sample Notice of Course Cancellation).

4) A new list of approved courses should be issued with the same expiration date as the Air Agency Certificate (FAA Form 8000-4).

5) Any change in the overall status of the certificate for a provisional pilot school or pilot school (e.g., the need to reissue a provisional pilot school certificate) associated with an institution of higher education that has the authority to certify its graduates are eligible for a reduced aeronautical experience ATP Certificate, must be conveyed to the General Aviation and Commercial Division to determine if the school’s status change affects the authority of the institution of higher education.

B. Amendment. Application for amendment of an FAA Form 8000-4 is made to the appropriate FSDO. The FAA can also initiate the amendment under Title 49 of the United States Code (49 U.S.C.) and 14 CFR part 13.

1) Application for the approval of a course of training that results in the addition of a rating to an FAA Form 8000-4 is made by submitting two copies of FAA Form 8420-8 with the amendment checked (as shown in Figure 2-68, Sample FAA Form 8420-8, Application for Pilot School Certification, Filled Out for Amendment), two copies of the course of training, and a cover letter requesting approval of the course.

a) After review of the course, an inspection of the school’s facilities and personnel should be made, as necessary, to ensure that training can be conducted in accordance with the proposed course, before it is approved.
b) If the school inspection is satisfactory, a new FAA Form 8000-4 bearing the new ratings will be issued, along with an amended list of approved courses. The amended certificate should bear the original number, the original expiration date, and the reissue date.

2) An application for the deletion of a rating from an FAA Form 8000-4 may be accepted in the form of a letter from the certificate holder.

   a) Such a letter must be signed by a person authorized to sign for the school, such as the person who signed the original application or a person in a similar position in the school.

   b) No inspection is required for deletion of a rating.

   c) The FSDO issues a new certificate bearing the original number, the original expiration date, and a reissue date. The deleted rating is omitted from the certificate and a new list of approved courses is issued. The old certificate should be retained in the FSDO school file for 2 years.

3) A change in the ownership of a pilot school does not terminate that certificate if the new owner applies for an appropriate amendment to the certificate by submitting two copies of FAA Form 8420-8 within 30 days after the date that the change in ownership occurs. The new ownership may not involve a change in the facilities, instructor personnel, or training course. There is no prohibition for a non-U.S. citizen or company to own a part 141 provisional pilot school or pilot school.

4) A change of ownership involving a change in the school facilities, instructor personnel, or training courses terminates the school certificate. The school may be issued another certificate when it demonstrates that it meets all the requirements for original certification.

5) When a certificated school changes its name only, and the name change involves no change in ownership, facilities, instructor personnel, or training courses, a new certificate is issued in the new name, bearing the same certificate number, ratings, and original expiration date. An inspection is not required under such circumstances.

6) An application for an amendment to a previously approved special curriculum or TCO is made by submitting two copies of the curriculum or one electronic copy of the outline pages to be amended to the appropriate FSDO.

   a) Each proposed amendment should be accompanied by a cover letter explaining the basic changes and the intent, and requesting FAA approval.

   b) Approval or disapproval is accomplished in the same manner as the original approval or disapproval.

   c) If a certificate amendment requires an inspection of the aircraft to be used, all specialists should sign FAA Form 8420-8 under the “Recommendations of Inspector(s)” block.
7) Any changes to the pilot school that would cause the certificate holder to no longer be able to offer training for the instrument-airplane rating or the Commercial Pilot Certificate in the airplane category, if the school holds institutional authority and a training agreement under § 141.26, must be conveyed to the General Aviation and Commercial Division for any additional action.

C. Cancellation. An FAA Form 8000-4 can be canceled by the school or by the FSDO as the result of actions taken under 49 U.S.C. and part 13.

1) The appropriate FSDO may suspend or revoke FAA Form 8000-4 on any grounds that would be a cause for denying an application for the original certificate. In such a case, the certificate must be surrendered to the FAA in a manner prescribed by the Regional Counsel.

2) The holder of an FAA Form 8000-4 may request cancellation of the certificate or any rating at any time. The request should be submitted in writing to the appropriate FSDO, accompanied by the FAA Form 8000-4 to be canceled. The request must be signed by the person or persons authorized to sign for the certificate holder.

   a) If there is no violation action pending or contemplated against the school, the FSDO may accept the certificate for cancellation.

   b) If enforcement action is pending or contemplated, the applicant should be advised that acceptance for cancellation must await the decision of the Regional Counsel and the school will be notified of the action taken. The school’s request should then be forwarded to the Regional Counsel’s office with a summary of the circumstances under which it was submitted. Cancellation should be effective only after clearance is received from that office.

3) If a request for the surrender of a rating or ratings on an FAA Form 8000-4 is accepted, a new certificate should be issued bearing the ratings that remain valid and the original expiration date.

4) A cancellation, suspension, or revocation of FAA Form 8000-4 issued to a pilot school associated with an institution of higher education that has the authority to certify its graduates are eligible for a reduced aeronautical experience ATP Certificate must be conveyed to the General Aviation and Commercial Division.

2-1076 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. Requires knowledge of the regulatory requirements of part 141 and FAA policies, and qualification as an ASI (Operations).

B. Coordination. Requires coordination with the airworthiness unit, the Aviation Data Branch, the Airman Testing Branch, and possibly the National Simulator Program Branch.
2-1077 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):
   - Title 14 CFR Parts 1, 11, 60, 61, 91, 97, and 141.
   - AC 61-136, FAA Approval of Aviation Training Devices and Their Use for Training and Experience.
   - AC 61-138, Airline Transport Pilot Certification Training Program.
   - AC 61-139, Institution of Higher Education’s Application for Authority to Certify its Graduates for an Airline Transport Pilot Certificate with Reduced Aeronautical Experience.
   - AC 120-40, Airplane Simulator Qualification.
   - AC 120-78, Electronic Signatures, Electronic Recordkeeping, and Electronic Manuals.
   - AC 141-1, Part 141 Pilot Schools, Application, Certification, and Compliance.
   - Volume 2, Chapter 9, Section 2, Introduction to Part 141 Airworthiness Related Tasks.
   - Volume 2, Chapter 9, Section 3, Evaluate Airworthiness Issues of Part 141 Pilot School.

B. Forms:
   - FAA Form 8000-4, Air Agency Certificate (Figure 2-62).
   - FAA Form 8420-8, Application for Pilot School Certification (see Figures 2-64, 2-66, 2-68, and 2-69).

C. Job Aids:
   - Sample letters and figures.
   - Job Task Analyses (JTA) 3.4.7, 3.4.9, 3.4.11, 3.4.13, 3.4.17, 3.4.18, 3.4.20, 3.4.21, 3.4.22, and 3.4.23.

2-1078 PREAPPLICATION PHASE PROCEDURES.

A. Initial Inquiry. Upon initial inquiry from an applicant, determine the following:
   - The identity of applicant and address of the principal base of operations,
   - Any intended satellite base,
   - The type of ownership (private, corporate, etc.),
   - The proposed curriculum,
   - The types of aircraft,
   - The intended chief instructor and that instructor’s experience level,
   - The possible use of ATDs,
   - The possible use of commercially produced syllabi,
• If the operator intends to request examining authority for renewing or amending only, and
• If the operator intends to use contract training.

B. Applicant Resources. Ensure the applicant has current copies of parts 61, 91, and 141, and AC 141-1. If there is any question, explain:

• The general applicability and definition of terms.
• The certification requirements.
• The operating rules of part 141.
• The required records and reports.

C. Open a PTRS Record. PTRS code 1240 cannot be opened and saved unless a designator for the school application has been obtained from the Aviation Data Branch and that designator placed in the appropriate box in the PTRS form. (See Volume 2, Chapter 1, Section 3 for more details on obtaining a designator.) The letter “P” is used as the alpha suffix element for the temporary designation of an applicant who has stated intent to apply for an FAA certificate. Once PTRS code 1240 is opened, update this PTRS record as the certification progresses. Once the Air Agency Certificate is used, change the designator last letter to an “S”, which means the applicant has received certification, make a notation in the PTRS and close out the PTRS code 1240.

D. LOI. Request an LOI from the applicant. (See subparagraph 2-1069Q for content of an LOI and Figure 2-70, Sample Letter of Intent.)

E. FSDO Review of LOI. Within 30 days of the FAA’s receipt of an LOI, review it to determine that it provides sufficient information for the certification process to continue.

F. Application. Based on the review of the LOI, if the applicant appears to meet the basic eligibility requirements, give the applicant at least three copies of FAA Form 8420-8.

1) Discuss how to complete these forms. Advise the applicant to review AC 141-1 and the regulations before completing and returning the application to the appropriate FSDO.

2) Advise the applicant to submit the original and copies with original signatures.

3) Explain the certification process to the applicant, including the requirements for:

• The Preapplication Phase,
• The Formal Application Phase,
• The Document Compliance Phase,
• The Demonstration and Inspection Phase, and
• The Certification Phase.
G. Preapplication Meeting.

1) The applicant may contact the appropriate FSDO and make an appointment to meet with a manager. The appropriate FSDO manager and assigned inspector will outline the part 141 certification requirements, aircraft requirements, and FAA policy and procedures.

2) Determine if a preapplication meeting is necessary, based on the following considerations about the applicant:
   a) Any previous part 141 operating experience;
   b) The size and scope of operation;
   c) The area of operation; and
   d) The applicant’s apparent ability to comply with requirements.

3) If a preapplication meeting is not necessary, schedule a date and time for a formal application meeting.

4) If a preapplication meeting is necessary, schedule a date and time. At the meeting, discuss the following:
   - The area of operation (primary airport and any satellite bases);
   - The operation as an individual, corporation, or partnership;
   - Any previous experience with part 141 operations;
   - The categories and classes of aircraft to be used in training courses;
   - The number and types of training courses to be offered;
   - The possible need for any waivers or exemptions;
   - The qualifications and experience of instructors;
   - The applicability of parts 61, 91, and 141;
   - AC 141-1;
   - Any previous or pending enforcement actions against the applicant or proposed personnel;
   - The type of training aircraft, quantity of each type of aircraft, and if available, aircraft registration; and
   - Who will perform maintenance on the proposed training aircraft, and if they will be contracting their maintenance out to another source.

H. Establish a FSDO Working File. This file will form the basis for the eventual operator file if certification is successful. Place any correspondence, documents, etc., in this file. Using office procedures, conduct an Enforcement Information System (EIS)/Accident Incident Data System (AIDS) check on the chief instructor applicant or assistant chief instructor applicant.

1) If the applicant has no previous enforcement or accident/incident history, place the EIS/AIDS report in the FSDO file.
2) If the EIS/AIDS report shows a prior enforcement or accident/incident, evaluate the results to determine if the problems were related to flight training. If the problems do relate to flight training, ensure the applicant is able to meet the requirements for designation as a chief instructor or assistant chief instructor.

I. Terminating the Preapplication Phase. This ends the preapplication phase. The formal application phase begins with the receipt of the completed application form.

2-1079 FORMAL APPLICATION PHASE PROCEDURES. Within 30 days of receiving an application, the certification team should review it and determine whether it is of sufficient quality to proceed with certification.

A. Application Review. Review the application only to determine if it is of sufficient quality to continue with certification (i.e., the applicant supplied enough information on the application and/or LOI). Review it in depth during the document compliance phase. An example of a properly completed application for an initial certification is shown in Figure 2-69, Sample FAA Form 8420-8, Application for Pilot School Certification, Filled Out for Initial Certification.

B. Application Incomplete or Inaccurate. If the application is not complete or not accurate, notify the applicant in writing of changes needed before certification can continue (see Figure 2-72, Sample Letter Indicating Application is Unsatisfactory). Return the application for any necessary corrections.

C. Need for Formal Application Meeting. Determine if the optional formal application meeting is necessary.

1) If a formal application meeting is not necessary, schedule the certification inspections. Review the procedures required during the demonstration and inspection phase with the applicant.

2) If a formal application meeting is necessary, schedule a date and time.

D. Formal Application Meeting.

1) Discuss the following items that would have been covered in a preapplication meeting, if none was conducted:

- The application.
- The SOE, if applicable.
- The TCOs and syllabi.
- The personnel, aircraft, and facility requirements.
- The FFS, FTD, and ATD requirements.
- An inspection of facilities related to any contractual training agreements.
- Section 141.23, Advertising Limitations.

2) Discuss any discrepancies in the application and their corrective actions.
3) Discuss the requirements that must be met during the demonstration and inspection phase.

E. Terminating the Formal Application Phase. This completes the formal application phase. The next phase is the document compliance phase.

2-1080 DOCUMENT COMPLIANCE PHASE PROCEDURES. After accepting the application, the team ensures each document is complete and correct through an in-depth review.

A. Document Review. The certification team evaluates the following items.

1) Check the application. (Note that the blocks on the application are not numbered.) Check that the application contains the following information (beginning with upper left corner):

a) The legal name and any appropriate DBA of the proposed school, telephone number, address of the principal business office, location of the main operations base, and the location of any satellite bases.

b) Whether the application is for original issuance, approval of satellite base, or change of name or ownership. Appropriate boxes should be marked for issuance, renewal, or amendment of the certificate.

c) The training courses for which approval is sought. Check the space provided on the reverse of the form for additional courses.

d) The application is signed and dated in the last section by the applicant or authorized officer (original signatures on each application form):

- A person acting as an individual should personally sign the application.
- All partners should sign an application from a partnership.
- An officer who is authorized by the corporation bylaws and certified by the corporate secretary should sign an application from a corporation.
- The president or other such officer or director should sign an application from a company, club, or association, as authorized by the organization’s secretary.

e) The next section is for FAA use only. Confirm that the applicant did not mark or complete this section.

2) Check the qualifications of all proposed chief instructors, assistant chief instructors, and check instructors for each course that approval is sought for and the qualifications of all other instructors. Refer to §§ 141.35 through 141.37.

a) If not already accomplished, following office procedures, contact EIS to determine the chief instructor’s, assistant chief instructor’s, and other instructors’ enforcement, accident, and incident histories.
b) Verify employment history pertaining to parts 61 and 141, and other related
aviation experience.

3) Evaluate the TCOs. Volume 3, Chapter 53, Section 2, Approve Training Course
Outlines for a Part 141 Pilot School, provides detailed information on TCOs and the associated
syllabi.

4) Evaluate any commercially developed or FAA/Industry Training Standards
(FITS)-developed training syllabi. Ensure that:

- The school fully understands the objectives and standards of the commercially
developed or FITS-developed training syllabi.
- The school can actually give the training in the manner described in the
syllabus.
- The syllabus contains all required pilot operations for the related course.
- The syllabus and related training aids are on a current revision schedule.

5) Evaluate the special curriculum. Special curricula developed under § 141.57 must
be evaluated with flexibility in mind. Special curricula may be used in experimental curricula
under research and development. When approving special curricula, the inspector must ensure
that the curricula cover the aeronautical knowledge areas and flight proficiency areas of
operations listed in the appropriate appendices of part 141. The inspector must determine that
objectives, content, and completion standards are not less than those contained in the appropriate
practical test standards (PTS) or Airman Certification Standards (ACS).

6) Check the aircraft checklists, minimum equipment lists (MEL), safety practices
and procedures, etc., when applicable. (Refer to §§ 141.75 and 141.95.)

7) Check the graduation certificates required by § 141.95 to ensure that they contain
at least the information indicated in § 141.95(b).

8) Ensure that the applicant can track enrollment information (i.e., that the student
was enrolled in the school’s approved course of training before receiving the instruction and
training that is certified).

9) Review the maintenance program (airworthiness).

B. Unsatisfactory Items. If there are any unsatisfactory items, advise the applicant in
writing that they must be corrected before certification can continue.

1) Place a reasonable time limit on when the corrections must be completed.

2) If the applicant does not respond within 90 days of the time limit, send the entire
application package back to the applicant with a cover letter stating that the certification process
is terminated.

3) Make the appropriate work entry in the PTRS.
C. Terminating the Document Compliance Phase. When all documents are satisfactory, conclude the document compliance phase and arrange scheduling for the demonstration and inspection phase.

2-1081 DEMONSTRATION AND INSPECTION PROCEDURES. During the demonstration and inspection phase the team must ensure these steps are accomplished:

A. Conduct Chief Instructor Proficiency Test. Administer a knowledge and proficiency test to the chief instructor(s) and any assistant chief instructors. (See Volume 5, Chapter 12, Section 1.) Verify the chief instructor and any assistant chief instructor(s) meet the FAA AELS as outlined in AC 60-28.

B. Recordkeeping Requirements. Inspect the applicant’s recordkeeping system for compliance with §§ 141.67, 141.77, 141.85, 141.93, and 141.101.

C. Inspect Aircraft. The Airworthiness inspector conducts the aircraft inspection. See Volume 2, Chapter 9, Sections 2 and 3. Operations inspectors may examine each aircraft for the requirements of § 141.75.

D. Conduct a Base Inspection. See Volume 6, Chapter 7, Section 1.

E. Inspect Satellite Bases. See Volume 6, Chapter 7, Section 1 and § 141.91.

F. Inspect FFSs, FTDs, ATDs, Training Aids, and Other Equipment. Refer to §§ 141.41 and 141.45. If a simulator must be approved or qualified, contact the National Simulator Program Branch.

G. Terminating the Demonstration and Inspection Phase. When all demonstrations and inspections are complete, the demonstration and inspection phase is concluded.

1) If any demonstrations are unsatisfactory, advise the applicant immediately of corrective actions. If necessary, confirm the discrepancies in writing (see Figure 2-73, Sample Letter Indicating Discrepancies Found During Inspection). Reschedule the inspections accordingly.

2) When all demonstrations and inspections are satisfactory, proceed with the certification phase.

2-1082 CERTIFICATION PHASE PROCEDURES. When all certification requirements have been met, obtain an Air Agency Certificate number. (See Volume 2, Chapter 1, Section 3.)

A. Complete Inspection Reports and Job Aids.

1) On the application, in the section marked, “For FAA Use Only,” indicate approval; provisional pilot school or pilot school; effective date of the certificate; and expiration date of the certificate. Indicate if the task was a renewal or amendment to a certificate, if applicable. Make any necessary comments and sign the application. The POI assigned to that pilot school will then sign and date the application.
2) Ensure all items on the certification/inspection job aid are resolved. Initial the job aid and place in the FSDO file.

B. Prepare and Issue the Air Agency Certificate. Use FAA Form 8000-4 (Figure 2-62).

1) Enter the certificate holder’s full legal name directly below the words “This certificate is issued to.” Show other names (such as any DBA) on the certificate. If necessary, list DBAs on a separate, attached letter (see Figure 2-74, Sample Part 141 Letter Listing DBAs).

2) Enter the address of the certificate holder’s base of operations directly below the certificate holder’s name. Use a post office box address only if the address reflects the physical location of the base of operations.

3) Enter the certificate number, as obtained in Volume 2, Chapter 1, Section 3, on the certificate.

4) Enter the date all requirements for certification are met.

5) Enter the four-character, alphanumeric designator and city and state of the appropriate FSDO under the signature line of the form (e.g., EA21, Richmond, VA).

6) Submit the certificate to the FSDO manager for signature.
   a) Use the full title of the person signing the certificate.
   b) Enter the FSDO acronym and number in the office space (e.g., WP FSDO 04).

C. Prepare List of Approved Courses. Prepare a list of approved courses, issue the appropriate LOAs and issue with the Air Agency Certificate. See Volume 3, Chapter 18, Section 14 on issuing part 141 LOAs.

D. Certificate Denial. If any certification requirement is not met, issue a letter of denial (see Figure 2-75, Sample Letter Denying Certificate). Specify the reasons for denial. On the application, in the section “For FAA Use Only” indicate disapproval. Make any necessary comments and sign. Have the FSDO manager sign and date the application.

E. Certification Report. Assemble a certification report containing the following:

- A copy of the LOI, if applicable,
- A certification job aid (see Figure 2-76, Part 141 Certification Job Aid),
- The application,
- The SOE (see Figure 2-77, Part 141 Schedule of Events),
- A copy of the Air Agency Certificate issued, and
- A summary of any difficulty encountered during certification and its resolution.

F. MEL. Issue an LOA to operate with an MEL, if applicable (see Volume 4, Chapter 4, Section 2, MEL Requirements for 14 CFR Parts 91, 137, and 142 Operations).
G. All Appropriate Information in the eVID Air Agency Basic File.

H. FSDO File. The CPM must ensure an official office file is established after certification is complete. The file must contain at least the following:

- The material from any working file used up to this point, including the TCO and syllabi;
- The certification report and attachments;
- The EIS/AIDS profile on applicant and personnel, including a negative report, if applicable;
- The approved MELs, if applicable;
- The surveillance reports; and
- All general correspondence relevant to the school or the FAA.

I. PTRS. Make the final PTRS work entry for this task.

2-1083 TASK OUTCOMES. Completion of the task results in either:

A. Certificate. A certificate issued that authorizes operations under part 141.

B. Record. A record on file consisting of the following:

- Written notification to the applicant denying the certificate, and
- Indication of the return of all documents to the applicant.

C. Letter Confirming Termination. A letter to the applicant confirming termination of the certification process per the applicant’s request (see Figure 2-78, Sample Letter Confirming Termination of Certification Process at Applicant’s Request).

2-1084 FUTURE ACTIVITIES.

A. Develop Post-Certification Plan. When developing a post-certification plan, perform additional surveillance or inspections during the first 90 days the organization is in business. This may require assistance from other FSDOs.

B. Conduct Surveillance. According to the established post-certification program, conduct surveillance at appropriate intervals.

C. Renewal of Certificate. Part 141 pilot school Air Agency Certificates are valid for 2 years and the pilot school must submit an application for renewal to maintain their pilot school status.

D. Amendment of Certificate. Amend the Air Agency Certificate at the operator’s request or the FAA’s determination.
Figure 2-62. FAA Form 8000-4, Air Agency Certificate

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number
(Enter cert. number obtained from AFS-620)

This certificate is issued to:
(Enter name of school)
Whose business address is
(Enter address of main base of operations)

upon finding that its organization complies in all respects with the
requirements of the Federal Aviation Regulations relating to the
establishment of an Air Agency, and is empowered to operate an approved
(Enter the appropriate kind of school)

With the following ratings:
(List all the ratings the pilot school or provisional pilot school is authorized for)

This certificate, unless cancelled, suspended or revoked, shall continue in effect
(Date 24 calendar-months from date of issuance)

Date issued:

By direction of the Administrator

(MMM DD YYYY) (Have district manager sign)

This Certificate is not Transferable, and any major change in the basic facilities or in the location thereof,
shall be immediately reported to the appropriate regional office of the Federal Aviation Administration.

Any alteration of this certificate is punishable by a fine of not exceeding $100,000 or imprisonment not exceeding 5 years or both.

FAA FORM 8000-4 (1-67) SUPERSEDES FAA FORM 390 AFS ELECTRONIC FORMS SYSTEM—V 2.2

UNCONTROLLED COPY WHEN DOWNLOADED
Check with FSIMS to verify current version before using
Figure 2-63. Sample Letter Disapproving Special Curricula or TCOs

FAA Letterhead

[Date]

Carolyn Brannon
Brannon Aviation
Fairfax Airport
P.O. Box 123
Fairfax, VA 23456

Dear Ms. Brannon:

We are unable to approve your [name of course] training course outline (TCO) [or special curriculum] for the following reasons:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

All other TCOs [and/or special curricula] have been approved and are reflected in your list of approved courses. If you wish to continue to seek approval for the [above course or special curriculum], you may reapply when appropriate corrections have been made.

Sincerely,

[POI’s Signature]
Figure 2-64. Sample FAA Form 8420-8, Application for Pilot School Certification, Filled Out for Approval of Satellite Base

APPLICATION FOR PILOT SCHOOL CERTIFICATION

Form approved: OMB No. 2120-0009

APPLICANT - Read subtotal and signature instructions on reverse.

NAME OF SCHOOL: C. Brannon dba Brannon Aviation
TELEPHONE NO: (555) 345-3456

ADDRESS OF PRINCIPAL BUSINESS OFFICE:
13206 Poplar Tree Road, Fairfax, VA 11234

LOCATION OF MAIN OPERATIONS BASE:
Fairfax Airport, Fairfax, VA

LOCATION OF SATELLITE BASE(S):
Centerville Airport

APPLICATION IS HEREBY MADE FOR: Approval of Satellite Base

☐ Renewal of a Pilot School Certificate and associated ratings currently numbered
☐ with addition of course(s) identified below for which approval is requested (three copies of such course outline are attached). Including request for examining authority for the course(s) appropriately checked.
☐ with deletion of course(s) identified below from the curriculum.

☐ Renewal of the current Pilot School Certificate and associated ratings currently numbered
☐ with addition of course(s) identified below for which approval is requested (three copies of such course outline are attached). Including request for examining authority for the course(s) appropriately checked.
☐ with deletion of course(s) identified below from the curriculum.

IDENTIFICATION OF TRAINING COURSES

NOTE: Where examining authority for a course is desired, place “X” in the box adjacent to the course’s identification.

☐ ☐ ☐
☐ ☐ ☐
☐ ☐ ☐
☐ ☐ ☐
☐ ☐ ☐
☐ ☐ ☐
☐ ☐ ☐
☐ ☐ ☐
☐ ☐ ☐
☐ ☐ ☐

(If more space is needed, continue on reverse in same space provided)

I (We) certify that I (we) am (are) familiar with Part 141 of the Federal Aviation Regulations, and, to the best of my (our) knowledge, believe that my (our) school meets the requirements for certification as prescribed therein.

Carolyn S. Brannon
Owner

Nov 1, 2006

FAA Form 8420-8 (1-02)

UNCONTROLLED COPY WHEN DOWNLOADED
Check with FSIMS to verify current version before using
Figure 2-65. Sample Letter Denying Satellite Base

FAA Letterhead

[Date]

[Applicant’s Name and Address]

Dear [Name]:

We are unable to approve your application for a satellite base at [location] for the following reasons:

[List reasons]

When you feel your organization meets the certification requirements for a satellite base, you may reapply to this office.

Sincerely,

[POI’s Signature]
Figure 2-66. Sample FAA Form 8420-8, Application for Pilot School Certification, Filled Out for Renewal

APPLICATION FOR PILOT SCHOOL CERTIFICATION

NAME OF SCHOOL:
C. Brannon, dba Brannon Aviation

ADDRESS OF PRINCIPAL BUSINESS OFFICE:
13206 Poplar Tree Road, Fairfax, VA 11234

LOCATION OF MAIN OPERATIONS BASE:
Fairfax Airport, Fairfax, VA

LOCATION OF SATELLITE BASE(S):
Centerville Airport

APPLICATION IS HEREBY MADE FOR:

X Renewal of a Pilot School Certificate and associated ratings currently numbered CSB-S-026 11/30/06
with expiration on

☐ Amendment of a Pilot School Certificate and associated ratings currently numbered

☐ Amendment of a Pilot School Certificate and associated ratings numbered

IDENTIFICATION OF TRAINING COURSES

☐ Private Pilot

☐ Instrument Rating

☐ Commercial Pilot

☐ Practical Test

☐ Flight Instructor

☐ Ground Instructor

☐ Airman Certification

☐ Other

NOTE: Where examining authority for a course is deleted, please and "X" in the box adjacent to the course identification.

Signature of Applicant:
Carolyn S. Brannon
Owner

Date:
10/31/06

FAA Form 8420-8 (1-82)

Recommendations of Inspector(s) or Reviewer:

UNCONTROLLED COPY WHEN DOWNLOADED
Check with FSIMS to verify current version before using
Figure 2-67. Sample Notice of Course Cancellation

FAA Letterhead

[Date]

[Applicant’s Name and Address]

Dear [Name]:

After reviewing your application for renewal of your pilot school certificate and conducting the appropriate inspection, we require that you cease [name of course] training immediately for the following reasons:

[List reasons]

Failure to cease [name of course] training shall result in enforcement action against your certificate.

All other courses of training and pilot school ratings inspected at the time of renewal were acceptable, and you may continue to conduct training under them. When you feel that your organization meets the certification requirements for [name of course], you may apply for reinstatement of the course.

Sincerely,

[POI’s Signature]
Figure 2-68. Sample FAA Form 8420-8, Application for Pilot School Certification, Filled Out for Amendment

### APPLICATION FOR PILOT SCHOOL CERTIFICATION

**APPLICANT** - Read submitter and signature instructions on reverse.

<table>
<thead>
<tr>
<th>NAME OF SCHOOL</th>
<th>TELEPHONE NO.</th>
<th>ADDRESS OF PRINCIPAL BUSINESS OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Brannon d/b/a Brannon Aviation</td>
<td>(555) 345-3456</td>
<td>13206 Poplar Tree Road, Fairfax, VA 22034</td>
</tr>
</tbody>
</table>

**LOCATION OF MAIN OPERATIONS BASE**
Fairfax Airport, Fairfax, VA

**LOCATION OF SATELLITE BASE(S)**
Centerville Airport

**APPLICATION IS HEREBY MADE FOR:**

- [ ] Renewal of a Pilot School Certificate and associated ratings currently held

**AMENDING CURRENT PILOT SCHOOL CERTIFICATE AND ASSOCIATED RATINGS NUMBERED**

- [ ] □ Renewal of a Pilot School Certificate and associated ratings currently held
- [ ] □ Amendment to the currently approved course outlines
- [ ] □ Additional course(s) identified below for which approval is requested

**IDENTIFICATION OF TRAINING COURSES**

- [ ] Agricultural Aircraft Operations
- [ ] □ <spaces for additional courses>

**NOTE:** When approving authorities for a course is checked please place "X" in the box adjacent to the course identification.

1. (R) certify that I am the person holding the Federal Aviation Regulations, and in the best of my knowledge, believe that my (our) school meets the requirements for certification as prescribed therein.

[Signature of Applicant]

**Date:** 10/01/06

**CAROLYN S. BRANNON**

Owner

FAA Form 8420-8 (1-92)

**UNCONTROLLED COPY WHEN DOWNLOADED**
Check with FSIMS to verify current version before using
Figure 2-69. Sample FAA Form 8420-8, Application for Pilot School Certification, Filled Out for Initial Certification

![APPLICATION FOR PILOT SCHOOL CERTIFICATION](image)

<table>
<thead>
<tr>
<th>NAME OF SCHOOL</th>
<th>ADDRESS OF PRINCIPAL BUSINESS OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Brannon d/b/a Brannon Aviation</td>
<td>13206 Poplar Tree Road, Fairfax, VA 11234</td>
</tr>
</tbody>
</table>

**APPLICATION IS HEREBY MADE FOR:**

- [x] Issuance of a Pilot School Certificate and associated ratings to conduct the training courses identified below, and for the approval of these courses (three copies of each course outline are attached), also, examining authority is requested for the courses appropriately checked.

- [x] Renewal of a Pilot School Certificate and associated ratings currently numbered (which expires on)

- [ ] With addition of course(s) identified below for which approval is requested (three copies of each course outline is attached), including request for examining authority for the course(s) appropriately checked.

- [ ] With deletion of course(s) identified below from the curriculum.

**IDENTIFICATION OF TRAINING COURSES**

- [ ] Private Pilot
- [ ] Instrument Rating
- [ ] Commercial Pilot
- [ ] Flight Instructor

**NOTE:** Where examining authority for a course is desired, place an "x" in the box adjacent to the course identification(s).

May 10, 2006

Carolyn S. Brannon
Owner

Approved: [x] a Provisional Pilot School Certificate [x] a Pilot School Certificate, either with associated ratings bearing the number shown above is issued effective 11/15/06 [ ] Disapproved

Barbara D. Hostetler
Supervising Inspector

June 1, 2006

Recommendations of Inspector(s) on reverse
Figure 2-70. Sample Letter of Intent

RUTHIE’S FLYING SCHOOL
888 CHANDELLE CIRCLE
BELLVILLE, IL 35454
312-555-1212

March 15, 2018

Federal Aviation Administration
Flight Standards District Office #3
DuPage Country Airport
West Chicago, IL 60185

Gentlemen:

This is to notify the Federal Aviation Administration (FAA) of our intent to become an approved pilot school under Title 14 of the Code of Federal Regulations (14 CFR) part 141. Our company’s legal name is Ruthie’s Flying Service, 888 Chandelle Circle, Bellville, IL 35454, and our email address is ruthie@ruthies.com.

We are prepared to begin operations on July 1, 2018 and are ready for your certification inspection at this time. Enclosed is an electronic submission of FAA Form 8420-8, Application for Pilot School Certificate. Operations will be confined to the DuPage County Airport. We plan to operate: two Cessna 152s, one Cessna 172, and a Piper Comanche (PA-24-250) that meets the complex aircraft requirements for commercial pilot certification.

Courses identified on FAA Form 8420-8 will be supervised by our chief instructor, Mr. Robert Cartwright, holder of ATP Certificate number 555121128. He meets the requirements of § 141.35 and his instructor resume is available for verification when you conduct your certification inspection.

Also enclosed are three copies of each training course outline (TCO) for your review and approval. Our requested three-letter certificate designators are EPS, ELS, and SFS, in that order of preference. We plan on using a file cabinet and paper to log students’ progress. No computers will be used at this time.

Sincerely,

Ruth Vaught
President
Figure 2-71. Sample Letter Indicating Certification Process Cannot Continue Because of Pending Enforcement Action

FAA Letterhead

[Date]

[Name and Address of Applicant]

Dear [Name]:

This letter is to inform you that your application for a pilot school certificate cannot be processed because of enforcement action [pending/taken] against [cite the specific certificate—Airman, other air operator certificate, etc.]. Until such time that this enforcement action is fulfilled, you are ineligible for certification.

Enclosed with this letter is a copy of your application and the training course outlines (TCO) you submitted for approval.

Should you wish to discuss this matter, please contact this office at [telephone number].

Sincerely,

[FSDO Manager’s Signature]

Figure 2-72. Sample Letter Indicating Application is Unsatisfactory

FAA Letterhead

[Date]

[Name and Address of Applicant]

Dear [Name of Applicant]:

The enclosed FAA Form 8420-8, Application for Pilot School Certificate, is returned because [cite discrepancies].

Enclosed are three blank application forms that you may use to reapply when the above items are corrected. In order to continue the certification process, the corrected applications must be received no later than [date, no longer than 30 days from the date of the letter]. If we do not hear from you by that date, we will consider the certification process terminated.

If you have any questions concerning this matter, please feel free to contact this office at [telephone number].

Sincerely,

[CPM’s Signature]
Figure 2-73. Sample Letter Indicating Discrepancies Found During Inspection

FAA Letterhead

[Date]

[Name and Address of School]

Dear [Name]:

These discrepancies were found during a Title 14 of the Code of Federal Regulations (14 CFR) part 141 certification inspection conducted as part of your certification as an air agency under part 141.

[List each discrepancy]

[List methods of correcting the discrepancies, if appropriate]

[Indicate a reasonable length of time for the corrections to be made (not to exceed 90 days from the date of the letter)]

[Indicate that if no response is received within 90 days, the certification process will be terminated]

Sincerely,

[CPM’s Signature]

Figure 2-74. Sample Part 141 Letter Listing DBAs

FAA Letterhead

[Date]

[Air Agency’s Name and Address]

Dear [Name]:

This letter, accompanied by Air Agency Certificate No. [number] issued to [legal name of school] on [date of issuance], authorizes the following additional persons to exercise the privileges and limitations of the certificate.

[List all DBA names]

Sincerely,

[FSDO Manager’s Signature]
Figure 2-75. Sample Letter Denying Certificate

FAA Letterhead

[Date]

[Name and Address of Applicant]

Dear [Name of Applicant]:

Your application for a pilot school certificate is denied because of the following reasons:

[List specific items that have not been corrected in the document compliance phase or demonstration and inspection phase within a reasonable time (i.e., not to exceed 90 days from the time the applicant was notified of the discrepancy).]

[If applicable, cite any false or fraudulent information that was provided.]

[If applicable, indicate why TCOs were not approved.]

[If applicable, specifically list the lack of qualifications of personnel or deficiencies in facilities and equipment.]

If you have any questions concerning this matter, please contact this office at [telephone number].

Sincerely,

[FSDO Manager’s Signature]
Figure 2-76. Part 141 Certification Job Aid

<table>
<thead>
<tr>
<th>NAME OF SCHOOL:</th>
<th>CERTIFICATION TEAM:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Specialty:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS:</th>
<th>INSPEC. INITIAL</th>
<th>DATE</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Initial contact handled by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. LOI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Preapplication meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Applicant provided resources/advised how to obtain</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Formal application meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Application properly completed and submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. TCOs submitted (§ 141.53)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. TCO contains description of each room used for aeronautical knowledge training (§ 141.55)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. TCO describes all training aids</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. TCO describes each training device/simulator used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. TCO lists airports at which training flights originate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. TCO describes minimum instructor qualifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. TCO describes trainee’s enrollment qualifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. TCO describes each lesson’s objectives and training standards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. TCO describes tests and checks used to measure each stage of training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Verification of flight instructor’s qualifications (§ 141.33)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Chief instructor/assistant for ground school course has 1 year experience in approved school (§ 141.35/§ 141.36)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Enrollment method meets the requirements of § 141.93</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Safety procedures/practices developed (§ 141.93)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Graduation certificates appropriate (§ 141.95)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Method for student recordkeeping (§ 141.101)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. MEL approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. School has use of aircraft appropriate for each course (§ 141.75)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. U.S.-registered standard category</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. At least two-place with full-functioning dual controls</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Maintained in accordance with parts 43 and 91</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Inspected by Airworthiness inspector</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Optional equipment installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Airworthiness Directive (AD) records current</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) In-house or contract maintenance observed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Aircraft for IFR courses properly equipped/maintained</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Electronic components/communications equipment inspected (Avionics)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Checklists required by § 141.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Chief instructor/assistance for each course tested (§ 141.35/§ 141.36)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Knowledge test</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Proficiency test</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Chief instructor’s method to test other instructors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Pilot briefing areas (§ 141.43)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Aeronautical knowledge training facilities (§ 141.45)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Airports (§ 141.38)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Continuous use where flights originate (§ 141.38)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. One runway/takeoff area for normal takeoff at full gross weight (§ 141.38)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Wind direction indicator (§ 141.38)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Traffic direction indicator</td>
<td>(if required by § 141.38)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Permanent runway lights (if required by § 141.38)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. FFSs or FTDs (§ 141.41)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Cockpit meets requirements of § 141.41</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Simulates rotation around three axes (§ 141.41)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Minimum instruments/equipment required by § 91.205 (§ 141.41)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. For visual flight rules (VFR) instruction, a means of simulating visual flight conditions (§ 141.41)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. For IFR instruction, a means of recording flight path (§ 141.41)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Training aids meet requirements of § 141.41</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Certificate number obtained from the Aviation Data Branch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Air Agency Certificate prepared and issued</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. List of approved courses prepared</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Issue LOAs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Certification report and appropriate FSDO file prepared</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. Surveillance plan developed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REMARKS:
### Figure 2-77. Part 141 Schedule of Events

<table>
<thead>
<tr>
<th>NAME OF SCHOOL:</th>
<th>NAMES OF MANAGEMENT PERSONNEL:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>ADDRESS:</td>
<td></td>
</tr>
</tbody>
</table>

1. LOI
2. Application (FAA Form 8420-8)
3. TCOs
4. Special curricula (if applicable)
5. Recordkeeping procedures
6. Enrollment method
7. Safety procedures/practices
8. Graduation certificates
9. Instructors’ qualifications
10. Chief instructor/assistant practical test
11. Base inspection (including satellite bases)
12. Appropriate aircraft for each course
13. Aircraft conformity inspections (Airworthiness)
14. FFS, FTD, or ATD inspection
15. Training aids inspection
16. Pilot briefing areas
17. Aeronautical knowledge training facilities
18. Airports
19. Proposed date to start operations
20. Issue LOA
21. Other

Check with FSIMS to verify current version before using.
Figure 2-78. Sample LetterConfirming Termination of Certification Process at Applicant’s Request

FAA Letterhead

[Date]

[Name and Address of Applicant]

Dear [Name of Applicant]:

This letter confirms your request to terminate the project to certificate you as an air agency under Title 14 of the Code of Federal Regulations (14 CFR) part 141.

All materials submitted for review are enclosed with this letter. Any attempt to reapply after the date of this letter will require reinitiating the entire certification process.

Sincerely,

[CPM’s Signature]

RESERVED. Paragraphs 2-1085 through 2-1100.