



U.S. Department
of Transportation
Federal Aviation
Administration

Advisory Circular

Subject: Institution of Higher Education's
Application for Authority to Certify
its Graduates for an Airline Transport
Pilot Certificate with Reduced
Aeronautical Experience

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FOREWORD

Title 14 of the Code of Federal Regulations (14 CFR) § 61.169 allows an institution of higher education to apply for the authority to certify that its graduates have met the academic eligibility requirements for a restricted privileges airline transport pilot (ATP) certificate per § 61.160. This advisory circular (AC) provides instructions for institutions of higher education on how to obtain that authority. The instructions will describe the application process, the required information needed on the application, when the institution of higher education may issue the certifying statement to its graduates, and how an institution maintains its authority. Adherence to this AC provides an acceptable method by which the FAA may authorize an institution of higher education to certify its graduates for a restricted privileges ATP certificate.

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CONTENTS

Paragraph	Page
CHAPTER 1. GENERAL	
1-1. Purpose.....	3
1-2. Cancellation.....	3
1-3. Related CFR Sections.....	3
1-4. Definitions.....	3
1-5. Program Requirements.....	4
1-6. Related Materials.....	5
1-7. Background.....	6
1-8. Guidelines for an Institution of Higher Education Seeking Authorization.....	6
1-9. FAA Contact Information.....	7
CHAPTER 2. INSTITUTION OF HIGHER EDUCATION REQUIREMENTS	
2-1. Accredited Institution of Higher Education.....	9
2-2. Academic Areas.....	9
2-3. Integrated Flight Training.....	12
CHAPTER 3. GRADUATES OF A DEGREE PROGRAM WITH AN AVIATION MAJOR	
3-1. Graduates with a Bachelor’s Degree with an Aviation Major.....	14
3-2. Graduates with an Associate’s Degree with an Aviation Major.....	14
3-3. Transferring Students.....	15
CHAPTER 4. APPLICATION	
4-1. Application Instructions.....	16
CHAPTER 5. FAA AUTHORIZATION TO CERTIFY GRADUATES	
5-1. Application Processing.....	20
5-2. On-Site Evaluation.....	20
5-3. Letter of Authorization.....	20
5-4. Certifying Statement.....	20
CHAPTER 6. CONTINUED COMPLIANCE	
6-1. Revalidation.....	22
6-2. On-Site Inspections.....	22
6-3. Revising an Existing Degree Program With an Aviation Major.....	22
6-4. Removal of a Degree Program With an Aviation Major.....	22
APPENDIX 1. SAMPLE APPLICATION	25

Chapter 1. GENERAL

1-1. PURPOSE. This AC provides instructions for institutions of higher education on how to obtain authority to certify students who graduate from an institution's degree program with an aviation major. A graduate from an institution of higher education who has received FAA authorization to certify students who meet the requirements of § 61.160(b), (c), or (d) may be eligible to apply for a restricted privileges ATP certificate. The total flight time requirements for a restricted privileges ATP certificate based on a degree with an aviation major are:

- 1,000 hours for a graduate who holds a bachelor's degree with an aviation major and meets the remaining requirements of § 61.160(b);
- 1,250 hours for a graduate who holds an associate's degree with an aviation major and meets the remaining requirements of § 61.160(c); and
- 1,250 hours for a graduate who holds a bachelor's degree with an aviation major and meets the remaining requirements of § 61.160(d).

1-2. CANCELLATION. This AC does not cancel any previously issued ACs.

1-3. RELATED CFR SECTIONS:

- A) § 61.1.
- B) § 61.39.
- C) § 61.55.
- D) § 61.153.
- E) § 61.155.
- F) § 61.156.
- G) § 61.157.
- H) § 61.159.
- I) § 61.160.
- J) § 61.165.
- K) § 61.167.
- L) § 61.169.
- M) § 141.26.
- N) § 141.27.

1-4. DEFINITIONS.

A) Accredited. As defined by the Department of Education in 34 CFR 600.2, the status of public recognition that a nationally recognized accrediting agency grants to an institution or educational program that meets the agency's established requirements.

B) Aviation Coursework Mapping. This is the requirement on the application for an institution of higher education to list all of its aviation and aviation-related courses offered that will improve and enhance the knowledge and skills of a person seeking a career as a professional pilot. In addition, a description of each course, the number of semester credits, and identifying

which academic area, identified in paragraph 2-2 of this AC, the course addresses must also be included.

C) Academic Areas. The aviation courses that should be satisfactorily completed at an institution of higher education for a student to meet the requirements of § 61.160.

D) Institution of higher education. As defined in 34 CFR 600.4. An institution of higher education must be listed in the *Database of Accredited Postsecondary Institutions and Programs*. The list is administered by the U.S. Department of Education Office of Postsecondary Education and can be found at <http://ope.ed.gov/accreditation/Index.aspx>.

E) Restricted Privileges ATP Certificate. An ATP certificate that is subject to the limitations set forth in § 61.167(b). To be eligible a pilot must meet the requirements in §§ 61.153 and 61.160.

F) Substantial Change. Any information on the letter of authorization (LOA) issued by the FAA to the institution of higher education that changes and therefore requires a revised LOA to be issued. This includes the removal, addition, or modification of a degree program with an aviation major, and changes to aviation and aviation-related coursework, that affects the LOA or the certifying statement that an institution of higher education places on a graduate's transcript or other authorized document. A revised application must be submitted for a substantial change as described in chapter 4 of this AC.

G) Training Agreement. A statement signed by both an institution of higher education and a part 141 pilot school that describes the terms for which academic training and flight training will be provided to a student.

H) Training Course Outline (TCO). An overview document that details the form, methodology, and content of a course of training. The document meets the requirements of 14 CFR part 141, subpart C and is submitted to the FAA for the issuance of a pilot school certificate or provisional pilot school certificate and ratings.

1-5. PROGRAM REQUIREMENTS. Section 61.160 prescribes the minimum requirements that a student must complete as part of a degree program with an aviation major to be eligible for a restricted privileges ATP certificate. To receive the authority from the FAA to certify eligible students, the institution of higher education must demonstrate its degree program(s) can satisfy the following:

- A) Bachelor's Degree with an Aviation Major - § 61.160(b):
 - 1) The institution of higher education must be accredited; and
 - 2) Include at least 60 semester credit hours of aviation and aviation-related coursework that has been recognized by the Administrator as coursework designed to improve and enhance the knowledge and skills of a person seeking a career as a professional pilot and outlined in paragraph 2-2 of this AC; and
 - 3) Hold a part 141 pilot school certificate with a TCO(s) approved for flight and ground training; or

- 4) Hold a part 141 pilot school certificate with a TCO(s) approved for ground training only and have a formal training agreement with a part 141 pilot school with a TCO approved for flight training.
- B) Associate's Degree with an Aviation Major - § 61.160(c):
- 1) The institution of higher education must be accredited; and
 - 2) Include at least 30 semester credit hours of aviation and aviation-related coursework that has been recognized by the Administrator as coursework designed to improve and enhance the knowledge and skills of a person seeking a career as a professional pilot and outlined in paragraph 2-2 of this AC; and
 - 3) Hold a part 141 pilot school certificate with a TCO(s) approved for flight and ground training; or
 - 4) Hold a part 141 pilot school certificate with a TCO(s) approved for ground training only and have a formal training agreement with a part 141 pilot school with a TCO approved for flight training.
- C) Bachelor's Degree with an Aviation Major - § 61.160(d):
- 1) The institutions of higher education must be accredited; and
 - 2) Include at least 30 semester credit hours of aviation and aviation-related coursework that has been recognized by the Administrator as coursework designed to improve and enhance the knowledge and skills of a person seeking a career as a professional pilot and outlined in paragraph 2-2 of this AC; and
 - 3) Hold a part 141 pilot school certificate with a TCO(s) approved for flight and ground training; or
 - 4) Hold a part 141 pilot school certificate with a TCO(s) approved for ground training only and have a formal training agreement with a part 141 pilot school with a TCO approved for flight training.

1-6. RELATED MATERIALS.

A) AC 61-ATP, Airline Transport Pilot Certification Training Program. This AC provides the aeronautical knowledge that must be obtained by the applicant in order to meet the prerequisites for an ATP knowledge test that is taken after July 31, 2014¹.

B) AC 61-65, Certification: Pilots and Flight and Ground Instructors. Stakeholders can find additional information regarding original pilot certification and addition of category, class, and type ratings in AC 61-65.

C) AC 61-89, Pilot Certificates: Aircraft Type Ratings. Guidance on advanced training criteria is available in AC 61-89. FAA, commercial sources, and industry associations provide other media on pilot certification and eligibility.

¹ If the ATP knowledge test is satisfactorily completed prior to August 1, 2014, the ATP Certification Training Program need not be completed provided the practical test is successfully completed within 24 calendar months of completing the ATP knowledge test.

D) AC 141-1, Pilot School Certification. Institutions may need to apply for a part 141 pilot school certificate. Guidance on the certification process for a pilot school is contained in AC 141-1, current edition.

E) Airman Knowledge Test Guides. Institutions may choose to incorporate elements of the airman knowledge test guides into a degree program with an aviation major. The information contained in the guides are critical for an applicant to have a thorough understanding of the concepts and tasks that are associated with the minimum aeronautical knowledge for a certificate or rating.

F) Practical Test Standards (PTS). Institutions may choose to incorporate elements of the PTS into the coursework of a degree program with an aviation major. The applicant should have a thorough understanding of the concepts and tasks outlined in the PTS that are associated with the minimum knowledge and skill level for a certificate or rating.

1-7. BACKGROUND.

A) Public Law. The Airline Safety and Federal Aviation Administration Extension Act of 2010 (Pub. L. 111-216) mandated that all pilots in part 121 operations hold an ATP certificate by August 2, 2013. Pub. L. 111-216 also required the FAA revise the ATP certificate requirements and included a provision that permitted the Administrator to allow specific academic training courses to be credited towards the minimum aeronautical experience requirements for an ATP certificate.

B) FAA Regulations. As a result of the public law, the FAA created § 61.160, Aeronautical experience – airplane category restricted privileges, which enables a pilot, in certain situations, to obtain an ATP certificate with reduced total time as a pilot based on academic experience. Specific paragraphs in § 61.160 enable a graduate of a degree program with an aviation major from an institution of higher education authorized to certify students to be eligible for a restricted privileges ATP certificate. Section 61.169 provides the requirements for the institution of higher education to obtain the authority from the FAA to issue a certifying statement to its graduates. Without a certifying statement from the institution of higher education, a student may not apply for a restricted privileges ATP certificate under the total time as a pilot requirements of § 61.160(b), (c), or (d).

1-8. GUIDELINES FOR AN INSTITUTION OF HIGHER EDUCATION SEEKING AUTHORIZATION.

A) In accordance with § 61.160, an institution of higher education should hold: (1) a part 141 pilot school certificate with a TCO(s) approved for ground and flight training; or (2) a part 141 pilot school certificate with a TCO(s) approved for ground only and have a formal training agreement in accordance with § 141.26(b) with a part 141 pilot school that provides the flight training for the institution of higher education.

B) Any institution of higher education that chooses to obtain authority to certify its students for an ATP certificate under the requirements in § 61.160 must submit an application to

the FAA demonstrating that its degree program(s) with an aviation major meet all of the program requirements listed in § 61.160 and applicable subparagraph of 1-5 above.

C) Aviation Coursework Mapping must be fully documented and retained by the institution of higher education and the FAA. The institution of higher education's letter of authorization to certify its students will be issued by the FAA based on a determination that the information supplied in the application meets the regulatory requirements of § 61.160. In accordance with § 61.169(c), the FAA Administrator may rescind or amend a letter of authorization if the institution of higher education is not complying or is unable to comply with the provisions of the letter of authorization. This includes any substantial changes made by the institution of higher education to the academic program or changes that effect the letter of authorization that requires notification to the FAA.

D) The institution of higher education must receive a letter of authorization from the FAA which grants authority to give its graduates a certifying statement. The institution of higher education must determine that the graduate has met the requirements of § 61.160 before the certifying statement can be placed on the transcript or other document authorized by the FAA.

E) In an effort to ensure that an FAA institution of higher education maintains the level of competency for which they were initially authorized, the FAA will revalidate the degree programs on a regular basis, as described in paragraph 6-1 below, and may conduct ad-hoc evaluations as needed, as described in paragraph 6-2 below.

F) To the extent possible, institutions of higher education should use an electronic format for submissions and correspondence.

1-9. FAA CONTACT INFORMATION.

A) All institutions of higher education who seek the authority to certify graduates for an ATP certificate under § 61.160 should contact the General Aviation and Commercial Division, AFS-800, with all preliminary inquiries. To apply, the institution of higher education should submit the following documentation to AFS-800:

- 1) Completed application (Form X);
- 2) Additional pages, as necessary, to complete the documentation required by the "Aviation Coursework Mapping" section of the application;
- 3) If the required flight training is completed in accordance with § 61.160(b)(3) and (c)(3) as applicable, an institution of higher education must submit a formal training agreement as prescribed in § 141.26(b) with a part 141 pilot school that provides the flight training for the commercial pilot certificate and instrument rating on behalf of the institution of higher education.

B) Institutions of higher education may submit inquiries or documentation to AFS-800 via any of the following methods:

- 1) Electronic mail address at recognition.institution@faa.gov.
- 2) The General Aviation and Commercial Division fax at 202-385-9597.
- 3) U.S. Postal Service or other conventional physical document transfer service

to:

Federal Aviation Administration
General Aviation and Commercial Division, AFS-800
800 Independence Avenue, SW
Washington, DC 20591

Chapter 2. INSTITUTION OF HIGHER EDUCATION REQUIREMENTS

2-1. ACCREDITED INSTITUTION OF HIGHER EDUCATION.

A) In accordance with § 61.169, an institution of higher education must be accredited, as defined in § 61.1, by a nationally recognized accrediting agency. Accreditation ensures that education provided by institutions of higher education meets acceptable levels of quality. Accrediting agencies, which are private educational associations of regional or national scope, develop evaluation criteria and conduct peer evaluations to assess whether or not those criteria are met. According to the Council of Higher Education Accreditation (CHEA), accredited status is a signal to students and the public that an institution meets at least threshold standards for its faculty, curriculum, student services, and libraries.

2-2. Academic Areas.

A) A graduate from a degree program with an aviation major who meets the requirements of § 61.160(b), (c), or (d) is eligible to apply for a restricted privileges ATP certificate. Section 61.160(b), (c), or (d) requires that a graduate complete a specific number of credit hours in coursework that has been recognized by the FAA as coursework designed to improve and enhance the knowledge and skills of a person seeking a career as a professional pilot. To assist institutions of higher education in determining whether a course meets that standard, the FAA has identified several aviation and aviation-related courses and subject areas that are essential to prepare a student for a career as a professional pilot. The institution of higher education should offer, at a minimum, coursework in the academic areas listed in this section. The institution of higher education will then be responsible for certifying that a graduate has successfully completed the coursework and he or she meets the requirements of the appropriate paragraph of § 61.160. The following list includes key academic subject areas in aviation that a graduate should have completed as part of their degree program with an aviation major:

- (1) Ground and flight training for certificates and ratings;²
 - (a) Courses listed within this academic area should be designed to develop the knowledge and skills necessary to safely and proficiently exercise the privileges and responsibilities of an FAA certificate and/or rating.
 - (b) General areas that should be discussed in ground and flight training for certificates or ratings include but are not limited to the following:
 - (i) Instructor led discussions concerning aeronautical decision making, crew resource management, aerodynamics, airworthiness, aeromedical factors, night and high altitude operations, weather hazards and reports, airport operations, flight planning, weight and balance, aircraft performance and limitations, aircraft systems and abnormal/emergency procedures. Additionally, the courses should include scenario based training to simulate more closely the actual

²To be eligible for a restricted privileges ATP certificate under § 61.160(b), (c), or (d), a student is required to complete the ground and flight training for a commercial pilot certificate and instrument rating as part of an aviation degree program in accordance with § 61.160(b)(3) or (c)(3).

flight conditions known to cause most fatal general aviation accidents.

(ii) An introduction and overview to the United States Title 14 Code of Federal Regulations governing the applicable parts and subparts to the certificate or rating being instructed.

(c) General topics that can be considered under this academic area should result in the student being administered an FAA knowledge test or practical test for a certificate or rating.

(2) Aerodynamics and aircraft performance;

(a) Courses listed within this academic area should be designed for a pilot to understand the principals of airplane aerodynamics and aircraft performance.

(b) General courses such as physics may satisfy this academic area requirement provided the course description clearly indicates that aerodynamics and/or aircraft performance are the primary focus of the course.

(c) General areas that should be discussed for aerodynamics and aircraft performance include but are not limited to the following:

(i) Aerodynamics and terminology with emphasis on lift, weight, thrust, and drag forces acting upon an airplane in flight; calculation of stall speed; weight and balance; stability and control; operating data; low speed aerodynamics, fundamentals associated with transonic and supersonic flight

(ii) Aircraft performance requirements; performance of aircraft powered by reciprocating, turboprop, or jet turbine engines; special flight conditions often experienced by commercial pilots of fixed-wing aircraft; configuration changes.

(3) Aircraft systems;

(a) Courses listed within this academic area should be designed for a pilot to understand and explain basic and advanced aircraft systems.

(b) Courses may include aircraft systems associated with aircraft that are powered by reciprocating, turbine, or jet engines.

(c) General areas that should be discussed for aircraft systems may include but are not limited to the following:

(i) Engines

(ii) Systems such as propeller, electrical, environmental, hydraulic, pneumatic, fuel, ignition, lubrication, and pressurization systems, hydraulic systems, air conditioning and heating systems, oxygen systems, landing gear systems, brake systems, ice and rain detection/protection systems, fire detection/extinguishing systems, fuel systems, and flight controls.

(4) Aviation human factors;

(a) Courses listed within this academic area should be designed for a pilot to understand and identify human performances that affect aviation.

(b) General areas that should be discussed throughout an aviation human factors course may include but are not limited to the following:

(i) Decision making, situational awareness, crew coordination, communication, human error, fatigue, fitness, attitudes, training devices, controls, workload management.

(ii) Crew resource management.

(iii) Man/machine interference that may include Pilot/aircraft interference or flight deck/cockpit design.

(5) Air traffic control and airspace;

(a) Courses listed within this academic area should be designed for a pilot to understand and apply critical elements of air traffic control within the national airspace system.

(b) General areas that should be discussed throughout a course of the national airspace system may include but are not limited to the following:

(i) A fundamental knowledge of the air traffic control system in the United States.

(ii) Navigational aids; airspace; communications; Code of Federal Aviation Regulations; ATC procedures; control tower operations; nonradar operations; radar operations; and differing types of environmental concerns within a geographic area.

(6) Aviation law and regulations;

(a) Courses listed within this academic area should be designed for a pilot to understand and apply the United States Title 14 Code of Federal Regulations.

(b) General areas that should be discussed throughout a course in aviation law and regulations may include but are not limited to: constitutional law, administrative law, enforcement actions, and international law affecting aviation. Additionally, courses may include the consideration and analysis of aviation regulatory environments and processes, such as regulatory certifications, rulemaking, and legislation.

(7) Aviation weather;

(a) Courses listed within this academic area should be designed for a pilot to understand and apply weather as it relates to operation of an aircraft.

(b) General areas that should be discussed throughout a course of aviation weather may include but are not limited to a study of weather, concepts of weather, weather hazards, meteorological flight planning, aviation weather equipment, and consideration of weather conditions as they relate to aircraft and flight performance.

(8) Aviation safety;

(a) Courses listed within this academic area should be designed for a pilot to understand and identify safety issues affecting the operation of flight.

(b) General areas that should be discussed throughout a course in aviation safety may include but are not limited to a review of incidents, accidents, safety studies, and accident investigations with a focus on causal and contributing factors to those investigated events and any resulting changes to mitigate future risk. It may also include lectures on crew resource management, aviation safety programs, and risk management.

(c) The focus of the course could be aviation safety within an airline, flight school, airport, aircraft, and air traffic control system.

B) The institution of higher education must validate that a student has completed the requisite amount of aviation semester credit hours prescribed in § 61.160 in courses that were recognized by the FAA – as part of the aviation coursework mapping process – as coursework designed to enhance and improve the knowledge and skills of a person seeking a career as a professional pilot. If the institution of higher education determines that all of the requirements have been met, it should provide the certifying statement through an official transcript or other authorized means to the graduate of the degree program with an aviation major or the FAA.

2-3. INTEGRATED FLIGHT TRAINING.

A) Section 61.160 requires a student to complete commercial and instrument ground training from an approved part 141 curriculum at the institution of higher education. It also requires the student to complete commercial and instrument flight training as part of an approved part 141 curriculum at the institution of higher education or at a part 141 pilot school that has a training agreement under § 141.26 with the institution of higher education. The purpose of this requirement is to have comprehensive flight training curricula integrated with a student's ground training as part of an FAA-approved part 141 program. It also ensures the ground and flight training are integrated into the student's broader academic education as part of a degree program with an aviation major.

As part of the application, an institution of higher education should provide the following information in accordance with § 61.160:

- (1) A part 141 pilot school certificate with a TCO(s) approved for ground and flight training; or
- (2) A part 141 pilot school certificate with a TCO(s) approved for ground only and have a formal training agreement in accordance with § 141.26(b) with a part 141 pilot school that provides the flight training for the commercial pilot certificate and instrument rating on behalf of the institution of higher education.

Note: If the institution of higher education uses a separate part 141 pilot school to provide the flight training for students enrolled in their degree program, the formal training agreement must be in place and submitted to the FAA at the time of application.

The ground and flight training will be considered integrated with the broader academic curriculum if:

- (1) The institution of higher education provides ground training on the appropriate aeronautical knowledge areas, according to their approved TCO at the part 141 pilot school.
- (2) The institution of higher education provides training on the aeronautical knowledge areas utilizing instructors employed by the institution of higher education.

(3) The flight instructors providing the flight training required by § 61.160 will be employed by the institution of higher education or the part 141 pilot school associated with the institution of higher education that is conducting the flight training.

(4) The flight training should be conducted concurrently with the aeronautical knowledge training. The flight training for the commercial pilot certificate and instrument rating should be taken concurrently with the associated ground training—academic credit should be obtained within the same semester. For example, an institution of higher education should ensure that a student enrolled in flight training for a commercial pilot certificate is also enrolled in the institution of higher education’s commercial pilot ground school during the same semester.

(a) The institution of higher education should ensure the course description in the application specifically states it is the commercial pilot ground school or instrument rating ground school and how the associated flight training is linked. The FAA understands that not all programs organize their ground and flight training courses the same way. The FAA recognizes some schools require students to register for a ground school course and a separate flight lab for credit while others incorporate it all into one course. In some cases the ground and flight training for a commercial pilot certificate are spread out over several courses. Be sure the application provides enough detail for the FAA to understand how the ground and flight training meet the requirements of § 61.160.

(b) The FAA recognizes that unforeseen circumstances may prevent a student from completing the flight training in the same semester as the ground school. For example, weather, maintenance, or another situation that is out of the control of the student and the institution of higher education, may cause the flight training to extend into the next semester, which may overlap the academic portion of another certificate or rating. While it is expected that an institution of higher education will make every effort to adhere to the proposed program, a student should not be considered ineligible for a restricted privileges ATP certificate as a result of the circumstances described in this paragraph.

CHAPTER 3. GRADUATES OF A DEGREE PROGRAM WITH AN AVIATION MAJOR

3-1. GRADUATES WITH A BACHELOR'S DEGREE WITH AN AVIATION MAJOR.

A) A graduate with a bachelor's degree in an aviation major is eligible to make application for a restricted privileges ATP certificate with a minimum of 1,000 hours total time as a pilot if the graduate has satisfied the requirements of § 61.160(b). The graduate must have obtained a commercial pilot certificate with an airplane category and instrument rating from a part 141 pilot school associated with an institution of higher education and completed at least 60 semester credit hours including the academic areas outlined in paragraph 2-2 of this AC. An official transcript or other document acceptable to the Administrator from the institution of higher education certifying the graduate has met the requirements in § 61.160(b) is also required.

B) A graduate with a bachelor's degree in an aviation major is eligible to make application for a restricted privileges ATP certificate with a minimum of 1,250 hours total time as a pilot if the graduate has satisfied the requirements of § 61.160(d). The graduate must have obtained a commercial pilot certificate with an airplane category and instrument rating from a part 141 pilot school associated with an institution of higher education and completed at least 30 semester credit hours including the academic areas outlined in paragraph 2-2 of this AC. An official transcript or other document acceptable to the Administrator from the institution of higher education certifying the graduate has met the requirements in § 61.160(d) is also required.

C) Once a student has completed the aviation coursework and the associated flight training and graduated with a degree in an aviation major from an institution of higher education with the authority to certify its students under § 61.169, the graduate will have gained the knowledge on the subject areas the FAA has determined justifies a reduction in aeronautical experience for a restricted privileges ATP certificate. The minimum aeronautical experience for a restricted privileges ATP certificate for a graduate of a bachelor's degree program at an institution of higher education is described in § 61.160(e).

3-2. GRADUATES WITH AN ASSOCIATE'S DEGREE WITH AN AVIATION MAJOR.

A) A graduate with an associate's degree in an aviation major is eligible to make application for a restricted privileges ATP certificate with a minimum of 1,250 hours total time as a pilot if the graduate has satisfied the requirements of § 61.160(c). The graduate will need to obtain a commercial pilot certificate with an airplane category and instrument rating from a part 141 pilot school associated with an institution of higher education and completed at least 30 semester credit hours including the academic areas outlined in paragraph 2-2 of this AC. An official transcript or other document acceptable to the Administrator from the institution of higher education certifying the graduate has met the requirements in § 61.160(c) is also required.

B) Once a student has completed the aviation coursework and the associated flight training and graduated with a degree in an aviation major from an institution of higher education with the authority to certify its students under § 61.169, the graduate will have gained the knowledge on the subject areas the FAA has determined justifies a reduction in aeronautical experience for a restricted privileges ATP certificate. The minimum aeronautical experience for

a restricted privileges ATP certificate for a graduate of an associate's degree program at an institution of higher education is described in § 61.160(e).

3-3. TRANSFERRING STUDENTS.

A) The FAA acknowledges students follow a number of different paths for completing post-secondary education at a college or university. Some students start at community colleges and transfer to four-year degree programs while other students transfer between different four-year institutions of higher education. The FAA does not want to deter individuals from seeking alternative paths to achieving a degree with an aviation major and therefore has determined that students who transfer into a two-year or four-year degree program with an aviation major could be eligible for a restricted privileges ATP certificate. These graduates would be eligible for a restricted privileges ATP certificate provided they complete the applicable requirements of § 61.160, including the semester credit hours and specified ground and flight training.

B) In some cases, a student may transfer from one institution of higher education that has authorization to certify its graduates per § 61.169 to another institution of higher education that is also authorized to certify its graduates per § 61.169. If the receiving institution of higher education grants the student credit for coursework completed at the prior institution of higher education and can determine that the coursework has been recognized by the FAA as meeting the requirements in § 61.160, the institution may certify the student for a restricted privileges ATP certificate so long as the student has completed the remaining requirements.

C) If applicable, the student must verify that the institution of higher education initially attended has documented all of the academic coursework that may be transferred. That institution of higher education will provide official documentation (e.g. official transcript or other authorized means), indicating it has the authority to certify students from the FAA and that the coursework was successfully completed by the student. The institution of higher education that ultimately provides the degree to the student must certify that the coursework accepted through the transfer as well as the additional aviation coursework completed as part of its degree program meets the appropriate requirements of § 61.160. The certifying statement must be on an official transcript or other approved document and presented at the time of application for a restricted privileges ATP certificate by the graduate.

CHAPTER 3. APPLICATION

4-1. APPLICATION INSTRUCTIONS.

A) In its application, an institution of higher education must provide sufficient information to demonstrate that its students can graduate having satisfied the requirements of § 61.160. The FAA will assess the institution of higher education to ensure it offers as part of its degree program(s), aviation and aviation-related coursework designed to improve and enhance the knowledge and skills of a person seeking a career as a professional pilot.

B) The application addresses the following areas regarding the institution of higher education.

1) Nature of the application

a) Initial – Utilized if an application for the authority to certify graduates for a restricted privileges ATP certificate has never been submitted to the FAA by the institution of higher education

b) Revision – Utilized if an institution of higher education has the authority to certify its graduates and is making a substantial change as described in chapter 1, paragraph 1-4, of this AC and further described in chapter 6, paragraphs 6-3 and 6-4 of this AC.

i) If the institution of higher education chooses to remove, revise, or add a degree program or aviation major, to include changes in aviation and aviation-related coursework, a new aviation coursework mapping section must be completed within the application.

ii) If the data contained within the LOA that was issued by the FAA has changed and there are no changes to the aviation and aviation-related coursework, you may indicate “no change” on the application in the coursework mapping section; however the date of the last application must be noted.

c) Reinstatement – Utilized if an institution of higher education previously held the authority to certify its graduates for the purpose of that graduate obtaining a restricted privileges ATP certificate and is seeking reinstatement of the same degree program with an aviation major.

2) Date of application

3) Institution of higher education name, phone number, and address

4) Point of contact name and email address

5) Degree Program(s)

a) The institution of higher education should indicate the type of degree(s) offered (e.g. Bachelor Degree and/or Associates Degree).

b) An institution of higher education must list the specific degree program with an aviation major a graduate will have displayed on their transcript or other approved document (e.g. Bachelor of Science with a major in commercial aviation).

6) Part 141 pilot school name, certificate number, and location of main operation

for
with a
agreement in
provides the

a) In accordance with § 61.160, an institution of higher education should hold: (1) a part 141 pilot school certificate with a TCO(s) approved ground and flight training; or (2) a part 141 pilot school certificate TCO(s) approved for ground only and have a formal training accordance with § 141.26(b) with a part 141 pilot school that flight training for the institution of higher education.

(b) An institution of higher education must provide the part 141 pilot school information for both schools if it meets the requirements of (a)(2) above.

7) Accreditation

a) Any institution of higher education that is seeking the authority to certify its graduates must be accredited by the U.S. Department of Education, as described in 34 CFR 600.2.

b) The Department of Education maintains a database of accredited postsecondary institutions and programs electronically (<http://ope.ed.gov/accreditation/>). The accreditation must be listed on the institutional evaluation and must comply with the Department of Education requirements.

8) Substantial change to a degree program

a) The institution of higher education must state in its application if the degree program has had a substantial change within the previous five years from the date of application.

b) Based on the information provided, the FAA will determine whether or not prior graduates of the degree program(s) listed on the application may also be eligible for a restricted ATP certificate with a certifying statement should the institution receive authorization.

9) Status of the part 141 pilot school certificate(s) and association.

a) The institution of higher education must indicate in its application if there has been a change in the status of the part 141 pilot school certificate(s) in the previous five years. If it has changed, the institution must explain when and why the interruption occurred.

b) The institution of higher education must indicate in its application if the part 141 pilot (flight) school association changed within the previous five years from the date of application. If it has changed, an explanation of when and why the interruption occurred is needed.

10) Aviation Coursework Mapping

a) An applicant for a restricted privileges ATP certificate under § 61.160(b), (c), or (d), is eligible based on the academic coursework that the applicant has completed. To determine how many credits a graduate completed in aviation and aviation-related coursework, the institution of higher education may reference only those courses designed to enhance and improve the knowledge and skills of a person seeking a career as a professional pilot recognized by the Administrator through this mapping process.

b) In order to ensure that the aviation coursework incorporates the academic areas listed in paragraph 2-2 of this AC, the institution of higher education must provide a description of the curriculum covered in the course. The following information is required as part of the aviation coursework mapping (reference the example in Appendix 1):

- 1) Course Number
- 2) Course Title
- 3) Course Catalog Description

i) A course catalog description must be validated by the institution of higher education to ensure that the academic areas covered are designed to improve and enhance the knowledge and skills of a person seeking a career as a professional pilot, as stated in § 61.160. An academic area should be the primary focus of a course for the majority of the semester. The FAA does not expect that the courses will be the exact title of the academic areas listed.

ii) The FAA will rely upon the course description provided by the institution of higher education to determine the relationship of the course subject matter to the academic areas. An insufficient description of the course may result in the FAA asking for additional information and may cause a delay in processing the application.

4) Credit hours for each corresponding course. The FAA assumes semester credit hours unless otherwise stated.

5) Academic area identification. Referencing paragraph 2-2 of this AC, an institution of higher education should document (“map”) how the specific courses listed are designed to improve and enhance the knowledge and skills of a person seeking a career as a professional pilot. The institution of higher education may reference the specific subject area or the associated number listed below on the application:

- 1) Pilot ground and flight training;
- 2) Aerodynamics and aircraft performance;
- 3) Aircraft systems;
- 4) Aviation human factors;
- 5) Air traffic control and airspace;
- 6) Aviation law and regulations;
- 7) Aviation weather; and
- 8) Aviation safety.

i. The coursework mapping should clearly indicate which commercial pilot and instrument rating courses (academic area “1”), satisfy the requirements of §§ 61.160(b)(3) or (c)(3).

ii. The academic areas may be within the aviation department, such as Aviation Law or Advanced Aircraft Systems. Courses outside the aviation department may also satisfy the academic area requirements. For example, a physics course may satisfy the academic area requirement for aircraft performance and aerodynamics provided the course description clearly

indicates that this is the primary focus of the course. The institution should demonstrate that it offers courses that satisfy all of the academic areas. Because a student must complete 30/60 semester credit hours to be eligible for a restricted privileges ATP certificate, a student should complete coursework in each subject area by the time the student graduates.

NOTE: In determining whether a course is designed to improve and enhance the knowledge and skills of a person seeking a career as a professional pilot, the institution should consider the objective and purpose of the course. For instance, an introductory course on air traffic control could be designed to provide a foundation for both pilots and for students intending to pursue a career as an air traffic controller. On the other hand, an upper-level or advanced air traffic control course is primarily intended to prepare a person to work as an air traffic controller with little additional benefit to a person seeking a career as a pilot. Although knowledge of tower operations is instructive, an upper-level air traffic control course is not generally designed with the goal of improving and enhancing the knowledge and skills of a person seeking a career as a professional pilot.

- 11) Signature of the Point of Contact to FAA for the Institution of Higher Education and the date signed.

CHAPTER 4. FAA AUTHORIZATION TO CERTIFY GRADUATES

5-1. APPLICATION PROCESSING.

A) The FAA will respond to the applicant within 120 days of the FAA receiving the completed application for processing.

B) Once an institution of higher education is issued its LOA, the FAA will list the institution of higher education on the following FAA website:
http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afs/afs800/afs810
(www.faa.gov/ga/schools).

C) The website will contain the following information:

- 1) the name of the institution of higher education;
- 2) location of the institution of higher education;
- 3) the degree program(s) with aviation major listed on the LOA;
- 4) the accrediting agency; and
- 5) date the LOA was issued

5-2. ON-SITE EVALUATION.

A) The FAA may choose to validate the information that an institution of higher education has submitted to the FAA by conducting an on-site evaluation. An on-site evaluation may be held at any facility used by the institution of higher education and may encompass various aspects of the degree program(s) and the course syllabi.

5-3. LETTER OF AUTHORIZATION.

A) Once an institution of higher education completes the application, provides the FAA with the documentation that is required, and the FAA has determined all of the requirements have been met, an LOA will be issued by the General Aviation and Commercial Division, AFS-800. This indicates the institution of higher education has the authority to certify its graduates of the degree programs listed in the LOA for a restricted privileges ATP certificate. The LOA will include the following information:

- 1) Name of institution of higher education;
- 2) Degree program(s) with the specific aviation major(s);
- 3) Name of the accrediting agency;
- 4) Name of the part 141 pilot school;
- 5) Authorizing statement;
- 6) Signature of FAA approving official.

5-4. CERTIFYING STATEMENT.

A) The General Aviation and Commercial Division will issue the LOA by digitally signing it and sending it electronically to the institution.

B) The LOA grants the institution of higher education authority to add a certifying statement to a graduate's transcript or other document deemed acceptable by the Administrator.

C) The certifying statement must denote whether the student is eligible to apply for a restricted privileges ATP certificate based on the applicable criteria in § 61.160(b), (c), or (d). A graduate will then be required to present the certifying document, along with all other documentation required in § 61.39, when applying for the practical test for a restricted privileges ATP certificate.

D) The LOA will indicate the certifying statement that the institution of higher education has been authorized to issue. The following statement may be utilized:

The [insert institution's name] certifies that the recipient of this degree has successfully completed all of the aviation coursework requirements of § 61.160[(b), (c) or (d)] and therefore meets the academic eligibility requirements of § 61.160[(b), (c) or (d)].

Once the General Aviation and Commercial Division has issued the LOA to the institution of higher education, the General Aviation and Commercial Division will update its website which contains the list of schools that have received authorization to certify their students for restricted privilege ATP certificates provided those students meet the applicable academic requirements of § 61.160.

All applicants for a restricted privileges ATP certificate will need to present an official transcript with a certifying statement or an official transcript with other authorized document containing a certifying statement to the FAA inspector or designee to validate that the applicant meets the applicable aeronautical experience requirements of § 61.160 for a restricted privileges ATP certificate. If the certifying statement is not present on the graduates' official transcript, a letter from the institution of higher education with the above statement and a copy of their official transcript will be accepted at the time of application for the restricted privileges ATP certificate.

CHAPTER 5. CONTINUED COMPLIANCE

6-1. REVALIDATION.

A) In order to ensure that the institution of higher education continues to comply with the LOA issued by the FAA, a revalidation will occur at the time of the institution's part 141 pilot school renewal by an FAA assigned Inspector to the school. In accordance with § 141.27, a pilot school may have its certificate and ratings renewed for 24 calendar months if the Administrator determines the school's personnel, aircraft, facility and airport, approved training courses, training records, and recent training ability and quality meet the requirements in part 141.

B) The FAA will ensure that an institution of higher education's LOA is being complied with at the time of the associated part 141 pilot school certificate renewal.

6-2. ON-SITE INSPECTIONS.

A) The FAA may conduct periodic on-site inspections to ensure the institution of higher education continues to comply with the LOA.

6-3. REVISING AN EXISTING DEGREE PROGRAM WITH AN AVIATION MAJOR.

A) If the institution of higher education revises any portion of a degree program, including coursework (or the data contained within the LOA that was issued by the FAA changes), the institution must notify the General Aviation and Commercial Division prior to implementing the substantial change.

B) An application marked "revision" must be submitted by the institution of higher education and a new LOA must be issued by the FAA. Reference paragraphs 1-4 and 4-1 of this AC. If the FAA determines that the aviation degree program meets the applicable requirements with the proposed changes, a new LOA will be issued to the institution of higher education.

C) If the FAA disapproves the changes requested by the institution of higher education, it will notify the institution via a formal letter (an electronic copy also will be sent to the electronic mail address listed on the application) and inform the institution of the reasons for disapproval. If the program no longer meets the requirements of the applicable regulations and this AC, guidance to assist the institution of higher education will be issued by the General Aviation and Commercial Division.

6-4. REMOVAL OF A DEGREE PROGRAM WITH AN AVIATION MAJOR.

A) A degree program with an aviation major may be removed by an institution of higher education or by the FAA. Once a degree program with an aviation major is removed from the LOA, the institution of higher education must reapply for the degree program with an aviation major to be reinstated.

- 1) Institutional Initiated Degree Program Removal.

a) An institution of higher education may remove a degree program for a variety of reasons. An application marked “revision” must be submitted by the institution of higher education and a new LOA must be issued by the FAA. Reference paragraphs 1-4 and 4-1 of this AC. In addition, all stakeholders should be notified of the removal by the institution.

b) Documentation of the removal, an explanation of the removal, and proof of notification to former, current, and prospective students may be requested by the General Aviation and Commercial Division.

2) FAA-Initiated Degree Program Suspension.

a) A degree program with an aviation major may be suspended by the FAA if the institution of higher education does not comply with the LOA. The reasons for noncompliance may include but are not limited to:

- i) Requirements of the LOA are no longer met,
- ii) Loss of a part 141 certificate to the institution of higher education or the associated flight school (the institution of higher education will retain limited authority to continue to issue a certifying statement to graduates of the degree program that completed the required ground and flight training through the institution’s part 141 pilot school certificate prior to the institution losing the certificate,

restricted
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the institution of higher
eligibility).

- iii) The institution of higher education’s inability to produce documentation on the eligibility of graduates for a privileges ATP certificate (e.g. a certifying graduates official transcript or letter from education stating the applicant’s

b) The institution of higher education may appeal the suspension of the degree program to the General Aviation and Commercial Division within 30 days. The FAA will respond within 60 days by reissuing the LOA or by stating the reasons why the program still does not meet the requirements. If the program does not meet the requirements of the applicable regulations and this AC, guidance to assist the institution of higher education will be issued by General Aviation and Commercial Division.

c) Students that are enrolled at the institution at the time of degree program suspension may continue to be eligible for restricted privileges ATP certificate.

d) Validation of the requirements of a degree program must be conducted by the institution of higher education.

B) The FAA will conduct assessments of the degree program suspension on a case-by-case basis. However, in the event that the FAA believes that the institution of higher education

acted in a manner that jeopardized the student's ability to meet the eligibility requirements of a restricted privileges ATP certificate, all degree programs may be removed.



U.S. Department
of Transportation

**Federal Aviation
Administration**

APPENDIX 1: SAMPLE APPLICATION

INSTITUTION OF HIGHER EDUCATION'S APPLICATION FOR AUTHORITY TO CERTIFY ITS GRADUATES FOR AN AIRLINE TRANSPORT PILOT CERTIFICATE WITH REDUCED AERONAUTICAL EXPERIENCE

APPLICANT – Read submittal and signature instructions on the last page. This application is for institutions of higher education seeking the authority under § 61.169 to certify its graduates for an airline transport pilot certificate under the academic and aeronautical experience requirements in § 61.160. This application seeks information from the institution of higher education to ensure its academic curriculum incorporates at least the minimum credit hours for aviation and aviation-related coursework, as prescribed in § 61.160(b), (c), or (d). Additionally, the institution of higher education should identify which courses meet the ground and flight training requirements of § 61.160(b), (c), or (d) in the Aviation Coursework Mapping Section. For additional instructions and information, refer to AC 61-School.

1. Please check the box provided in the space below to indicate the nature of this submission.		2. DATE
<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Reinstatement		08/01/2013
3. INSTITUTION NAME	TELEPHONE NUMBER	ADDRESS OF PRINCIPAL BUSINESS OFFICE
University of the Federal Aviation Administration	(XXX)-XXX-XXXX	800 Independence Avenue, S.W., Washington, D.C. 20591
4. POINT OF CONTACT NAME	POINT OF CONTACT E-MAIL	
Aviation S. Inspector	AviationSInspector@faa.gov	
5. DEGREE PROGRAM: List all degree programs with aviation majors.		
<input checked="" type="checkbox"/> Bachelor Degree	Bachelor of Science in Professional Pilot, Bachelor of Business Administration in Aviation Management	
<input type="checkbox"/> Associates Degree		
6. PART141 (FLIGHT) PILOT SCHOOL NAME	PART 141 CERTIFICATE NUMBER	LOCATION OF MAIN OPERATIONS BASE
University of the Federal Aviation Administration	FA1S777G	Washington, D.C.
PART141 (GROUND) PILOT SCHOOL NAME (If different from flight pilot school)	PART 141 CERTIFICATE NUMBER	LOCATION OF MAIN OPERATIONS BASE
Please answer the following question by circling either "YES" or "NO".		
YES	7. Is the academic institution that is seeking the authority to certify its graduates have met the experience requirements of § 61.160 accredited by the Department of Education in 34 CFR 600.2 (Refer to http://ope.ed.gov/accreditation/)? If yes, please indicate accrediting agency: Middle States Commission on Higher Education	
S	8. Has there been a substantial change in the previous 5 years to a degree program identified above? If yes, please explain below.	
In 2012 (1 year ago), the University restructured the curriculum in two aviation courses [List course numbers]. The modifications to the subject matter were made to more clearly focus the two courses on human factors and aviation safety.		
YES	9. In the previous five (5) years, has there been any change in (a) the status of the 14 CFR part 141 pilot school certificate(s) and/or (b) your association with a pilot school (if applicable)? If yes, please explain below.	

In 2009 (3 years ago), the University decided to no longer provide the flight training under its part 141 certificate and contracted with ABC Flight School, also a part 141 pilot school, to provide the required training. The University now provides only ground training under its part 141 certificate. There were no content changes to the TCOs.

10. Aviation Coursework Mapping: List each aviation and aviation-related course offered that will improve and enhance the knowledge and skills of a person seeking a career as a professional pilot. Include a description of each course, the number of semester credits, and identify which academic area, identified in paragraph 2-2 of AC 61-School, the course addresses. If additional space is required, please attach it in a separate document.

COURSE NUMBER	COURSE TITLE	COURSE CATALOG DESCRIPTION	SEMESTER CREDITS	ACADEMIC AREAS
FAA 201	Theory of Instrument Flight	This course covers FAA regulations on safe flight, weight and balance problems, and use of the Aeronautical Information Manual. Medical facts and accident reports are studied. Fundamentals essential to safe flight will be studied, including instruments used for aviation safety and the evaluation and interpretation of their indications.	3.00	1
FAA 232	Instrument Flight	The student will receive training in the maneuvers and procedures necessary to meet the standards contained in the FAA Instrument Rating Practical Test Standards. Additionally, the student will receive training in safety awareness, crew resource management, and aeronautical decision-making. At the successful completion of this course, the student will have gained the aeronautical experience necessary to attain the addition of an Instrument Rating for the Private Pilot Certificate.	2.00	1
FAA 401	Commercial Pilot Theory	This training course provides the student with the necessary aeronautical knowledge and prerequisites as specified in the Code of Federal Aviation Regulations (CFR's) for the commercial pilot. Topics of discussion are the CFR's; airplane performance; aerodynamics; airplane engines and systems; and physiology.	3.00	1
FAA 432	Commercial Flight	The student will receive training in the maneuvers and procedures necessary to meet the standards contained in the FAA Commercial Pilot Practical Test Standards. Additionally, the student will receive training in safety awareness, crew resource management, and aeronautical decision-making. At the successful completion of this course, the student will have gained the aeronautical knowledge and skills necessary to attain a Commercial Pilot certificate.	4.00	1

11. I (We) certify that I am (we are) familiar with applicable subject areas in part 61 of the CFR, and, to the best of my (our) knowledge, believe that my (our) institution meets the requirements for certification as prescribed therein.

 Aviation S. Inspector
Signature of the Point of Contact

 May 17, 2013
Date

FOR FAA USE ONLY

SIGNATURE OF APPROVING OFFICIAL	TITLE	DATE

PAPERWORK REDUCTION ACT STATEMENT: The information collected is used to certificate pilot schools. The information is required to determine qualification and compliance. We estimate that it will take one half hour to complete. Use of this form is mandatory. No assurance of confidentiality is necessary or promised. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The control number for this collection of information is 2120-0009. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ABA-20.