Technology & Systems (TS)
Trusted Traveler and Credentialing (TTC)
Program Implementation Branch (PIB)

Flight Training Security Program (FTSP)

Provider User Guide

November 2026

Transportation Security Administration

THE FTSP PORTAL

The Final Rule makes use of the FTSP Portal mandatory for flight training providers. Candidates also must use the portal to apply for a security threat assessment (STA), and DOD attachés must use the portal to submit endorsee verifications.

You must establish a permanent account for your operation on this portal whether or not you train candidates.

- If you already have an account, you can continue to use it. Please do not create a new account.
- If you are a CFI working at a Part 61 school, please do not create a new Provider Admin account for the same school. The Provider Admin must create a Provider Agent account.

All flight training providers must use the portal to:

- Notify TSA of their contact information including training locations.
- Designate a Security Coordinator and designate a Provider Administrator (Provider Admin) (this may be the same person).
- If relevant, designate account agents that will use this portal. See Security Coordinator, Provider Administrator, and Agent(s).
- Affirm identity of the candidate by acknowledging the regulatory statement.

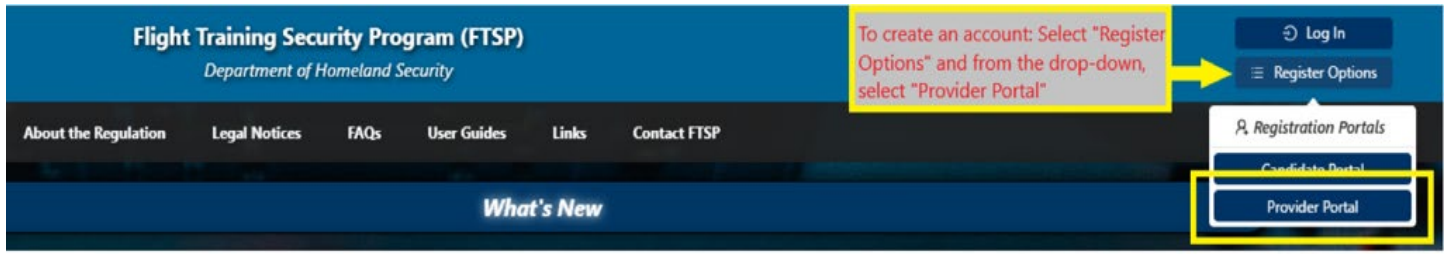
THE FTSP PORTAL

- Record the U.S. citizenship verification, unless the instructor records the verification statement in their logbook and their student's logbooks. Verify that a candidate is eligible to participate in flight training by verifying that the individual appears on your home page.
- Notify TSA of specific training events for candidates.
- Upload a photo of each candidate within five (5) business days of their arrival for training.
- Update training event information.
- Upload photo of both candidates and DOD endorsees.
- Acknowledge all TSA emails regarding a candidate's ineligibility, disqualification, or denial of a Determination of Eligibility.

REGISTER AN FTSP ACCOUNT

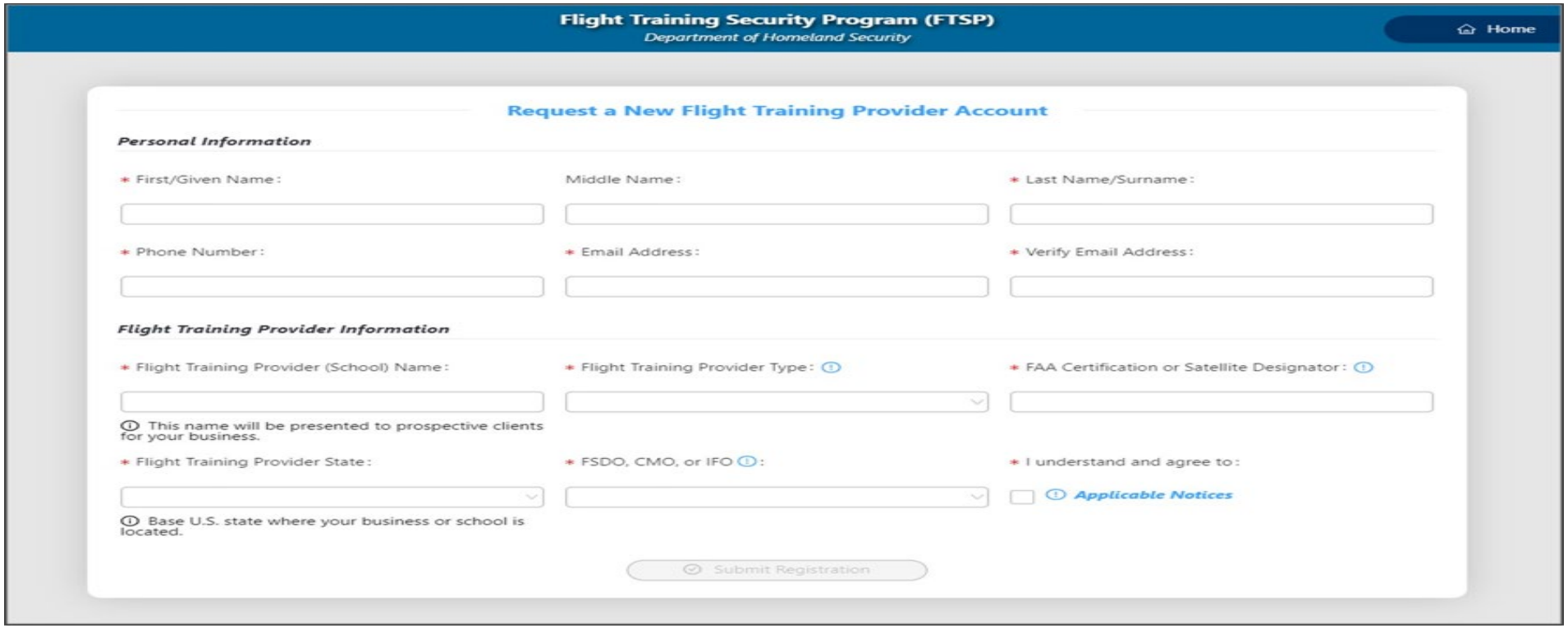
You must set up an account on this portal to conduct your business with TSA and comply with the Flight Training Security regulation.

To create an account, select “Register Options,” then “Provider Portal,” as shown below.



This will open the screen below. Complete all fields under Personal Information (Name must match how it listed on the FAA certificate, including middle name if one is present).

REGISTER AN FTSP ACCOUNT

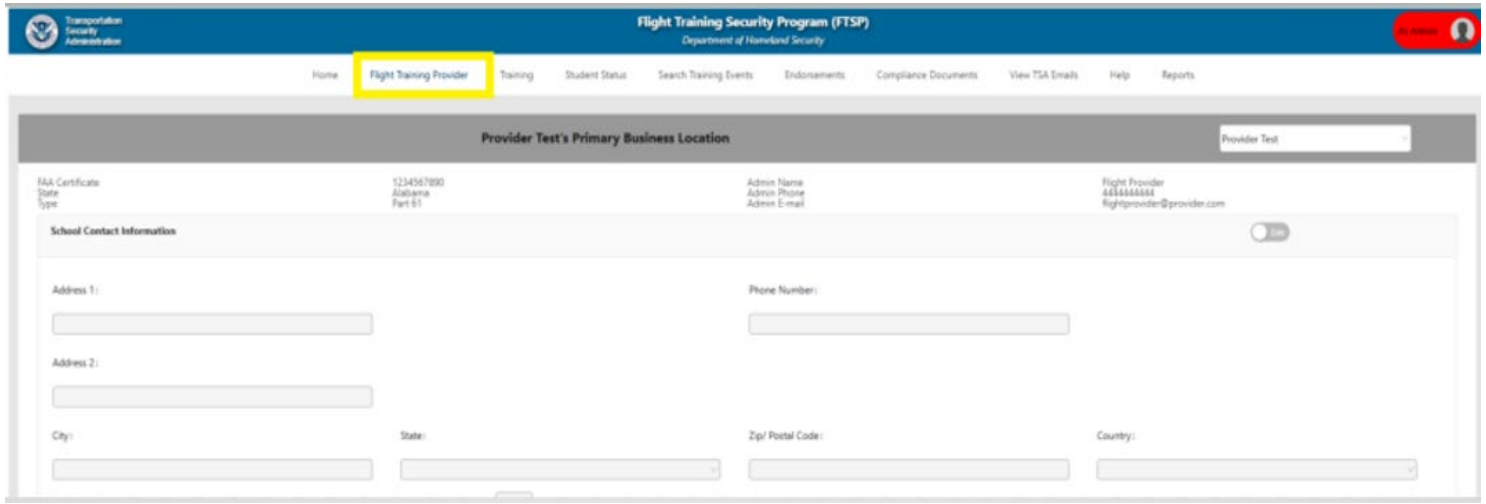


The FAA Review Process. TSA interfaces with FAA concerning your request for approval to provide flight training via this account registration process. TSA sends your contact information to FAA Flight Standards for screening prior to allowing you to create flight training events. The FAA review process usually takes up to four (4) weeks.

SECURITY COORDINATOR

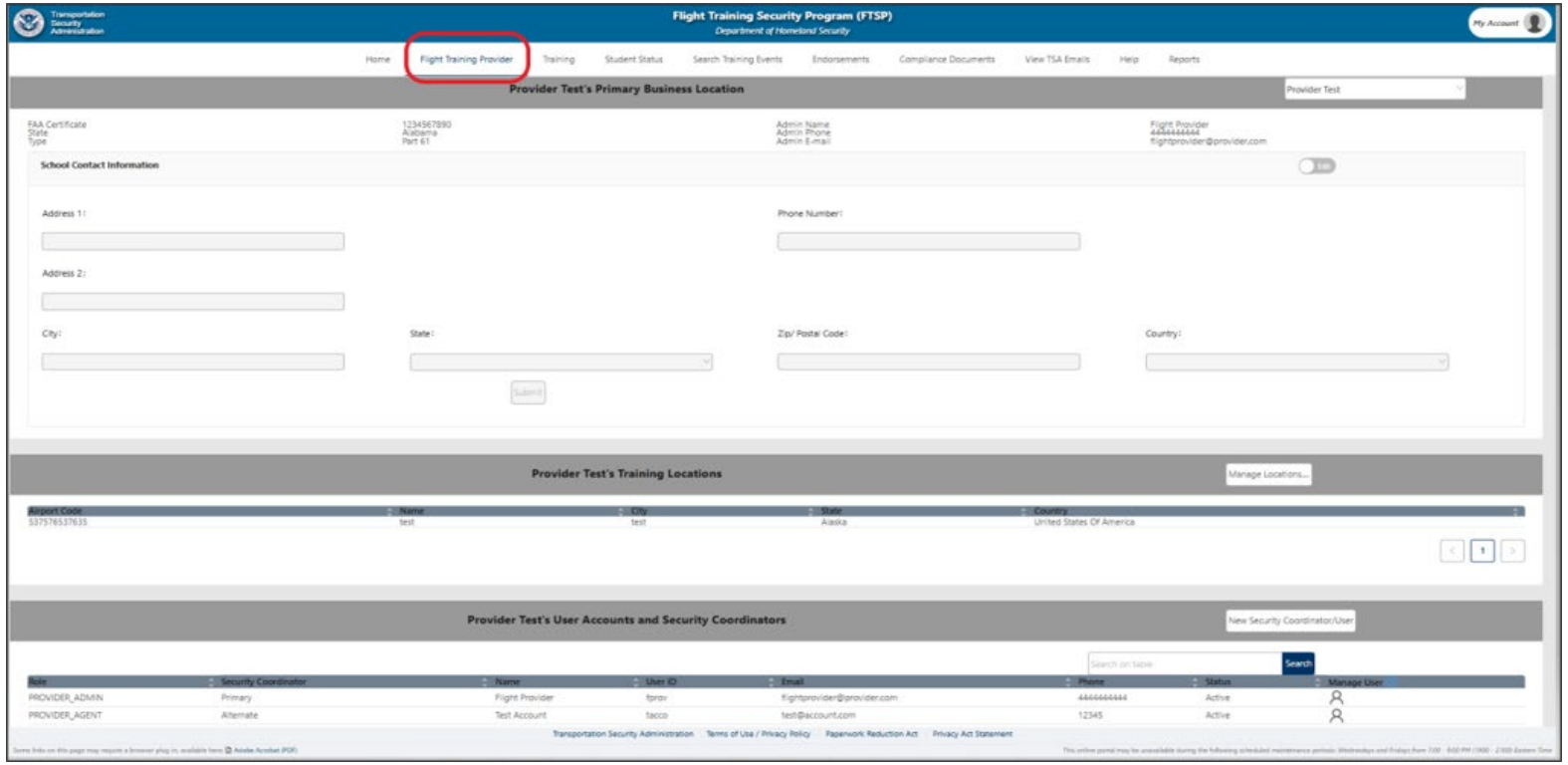
- **Designation of a Security Coordinator.** Each flight training provider must designate and use a primary Security Coordinator. The Security Coordinator must be designated at the corporate level.

- **Notification to TSA.** Each flight training provider must provide to TSA the names, title(s), phone number(s), and email address(es) of the Security Coordinator and the alternate Security Coordinator(s), as applicable. Once a flight training provider has notified TSA of the contact information for the designated Security Coordinator and the alternate Security Coordinator(s), as applicable, the provider must notify TSA within 5 days of any changes in any of the information listed above. This information must be provided through the FTSP Portal.



Your Provider Page/Manage Your Training Location(s)

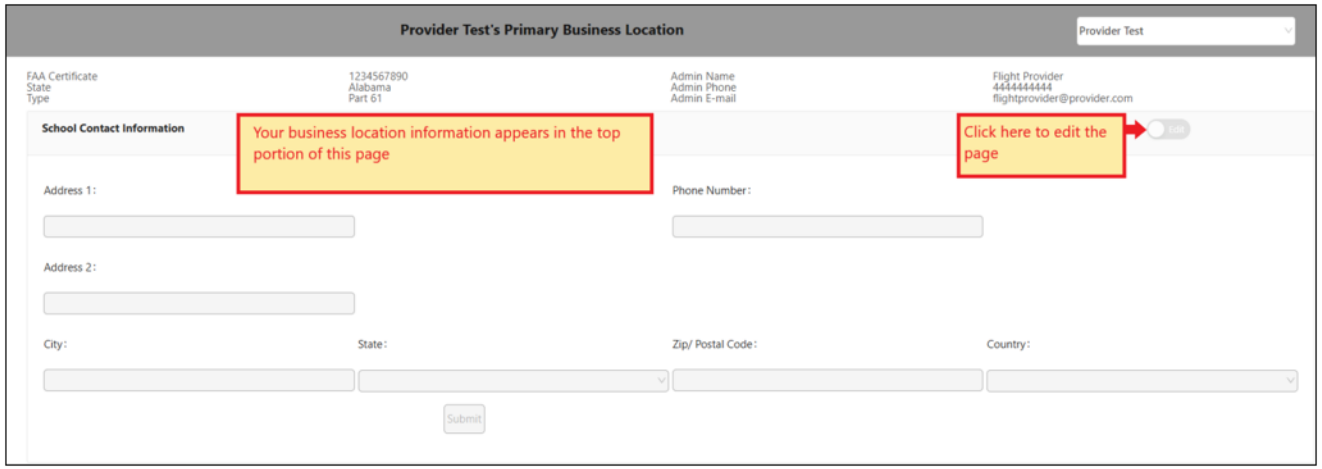
Your provider page shows at a glance your primary business location, your training locations, and all user accounts associated with your business (the list includes security coordinators, current agents or agents who previously had access to this account).



Transportation Security Administration

Your Provider Page/Manage Your Training Location(s)

Primary Business Location. You can edit your primary business location by toggling the "Edit" switch, as shown below. Keep your primary business location current, because this is where TSA and FAA inspectors will expect to conduct audits and inspections. For a CFI, this can be your residence.



Your Provider Page/Manage Your Training Location(s)

Training Location(s). Enter the base airport where you provide training (if any) and locations where you commonly have the student or candidate flight train. You can enter as many locations as needed, both domestic and international locations. Note: At this time, the FTSP portal does not allow the removal of a training location.

Keep Your Training Location(s) Up to Date. Maintain an accurate list of training locations associated with your training operations. Candidates start the process of selecting a provider or providers by selecting a U.S. State or country where they want to train.

To add a training location, click the "Manage Locations" button to display the "Manage Locations" page, which shows the locations you have previously selected.

If you cannot find your training location(s) in the "Manage Locations" section, contact FTSP.Help@tsa.dhs.gov.

Keep Your User Accounts Up to Date. Add agents to your account by clicking on "New Security Coordinator/User."

Contact FTSP.Help@tsa.dhs.gov to remove an agent, change the provider administrator, change school name or type, or deactivate an account (no longer in business).

Your Portal Home Page

Your Home page or dashboard allows you to create a new training event notification(s) and displays actions pending on your account (see screenshot below).

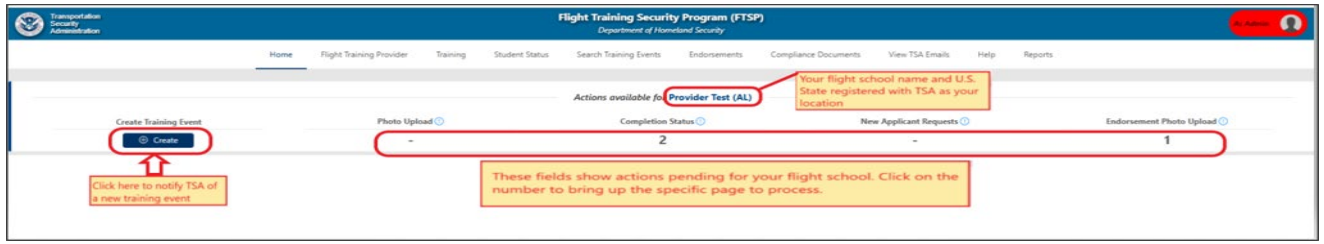


Photo Upload and Completion Status:

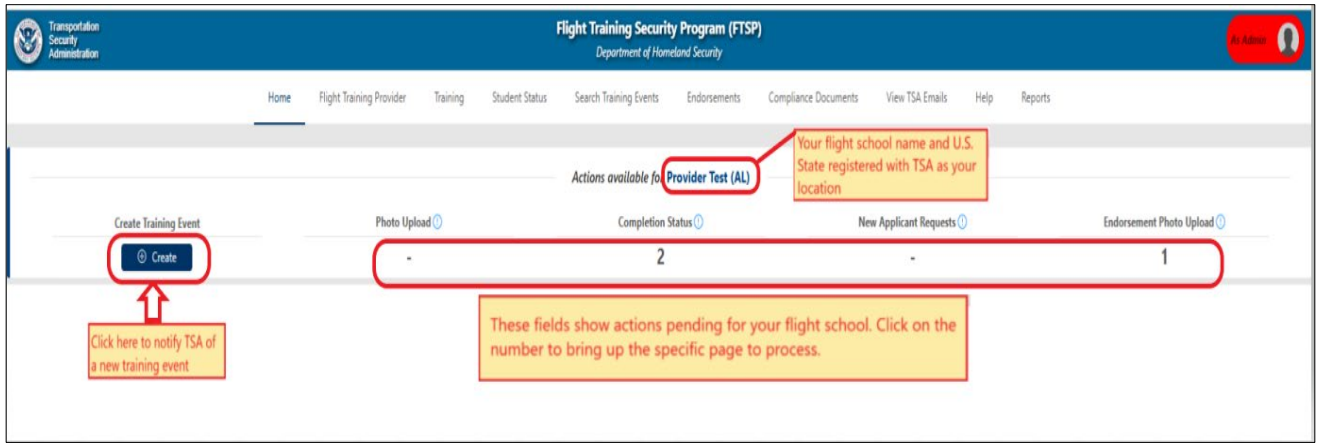


Clicking on the number shown under “Photo Upload” or “Completion Status” will bring you to your Training page. Scroll down on that page to see your scheduled training events.

Create a Training Event Notification

You will only see a candidate on the FTSP portal after they have applied for a security threat assessment (STA), received their Determination of Eligibility, selected you as their provider and you approve them as a candidate at your flight school.

The FTSP system notifies you via email and displays New Applicant Requests on your Home page that a new candidate has selected you. If you have previously trained with a candidate, you will not be notified. The candidate will be displayed on the Training page when you create a training event. To see candidates that have selected you, go to your Home page and click on New Applicant Requests to process any pending requests. These would need to be processed prior to being able to create training events for those candidates.

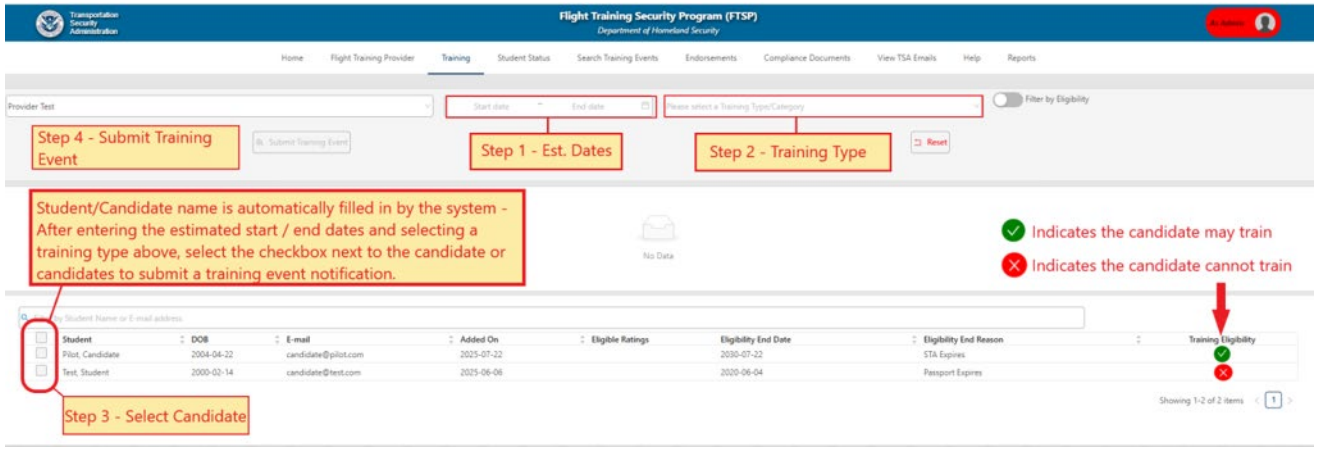


Create a Training Event Notification

Select “Create” under the Create Training Event column, will open the Training page (see image below). Scroll down the page to see candidates that have selected you and their training eligibity status.

To create a training event, you must first enter an estimated start and end date as well as selecting a training type from the list. After these two steps have been completed, you will then be able to select a candidate(s) who are eligible for that training event type.

Note: To create a recurrent training event, the candidate must already have an eligible type rating for that event. If the type rating is not displaying from the eligible type ratings for that candidate, the candidate would need to add the type rating and upload an image of the airman certificate to their candidate portal.



Transportation Security Administration

Create a Training Event Notification



A green check mark indicates you can create a training event notification for this candidate. Do not create a training notification if you do not plan to train that candidate.



A red X indicates you cannot schedule training for this candidate. If a training event is in progress, training must stop immediately. Their Determination of Eligibility is either expired, or they need to update their expired passport or lawful presence document(s).

If you create a training event for a candidate you do not later train, you must still mark the training event "training not completed", whether or not you engaged with that candidate.

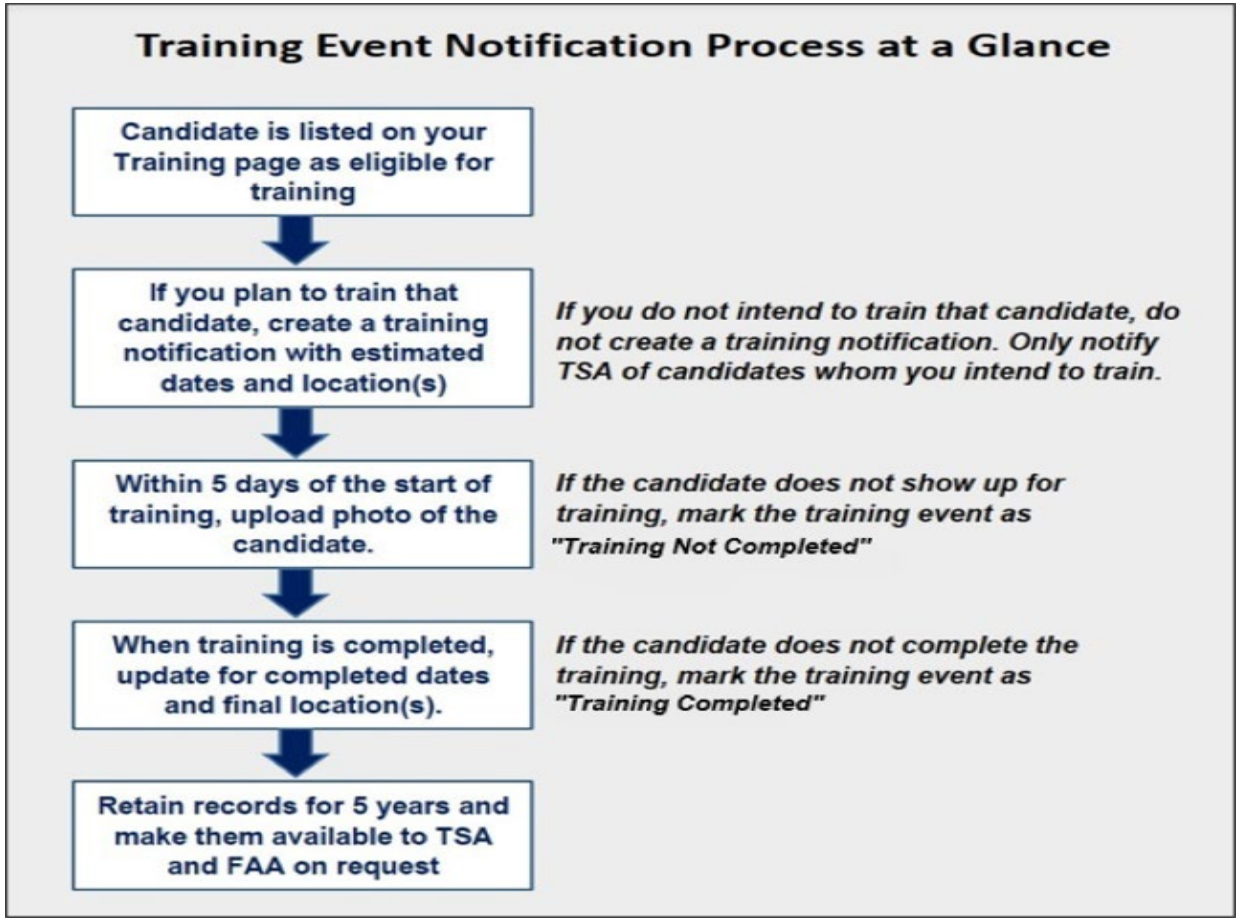
The end date for the candidate's Training Eligibility is shown, with the Eligibility End Date and Reason their training eligibility ends on that date. This allows you to see the timeframe for training events.

Note: You will be unable to create a training event beyond the Eligibility End Date.

If a candidate is determined to be ineligible for flight training, and you have created a training event for that candidate, TSA will send you an email informing you to stop training.

If the candidate is maintaining their training eligibility, you can create multiple training events for initial, instrument, multi-engine, type rated, and recurrent for type rated training. You can also create training events for commercial and airline transport pilot (ATP) ratings when associated with any of these types of flight training.

Create a Training Event Notification

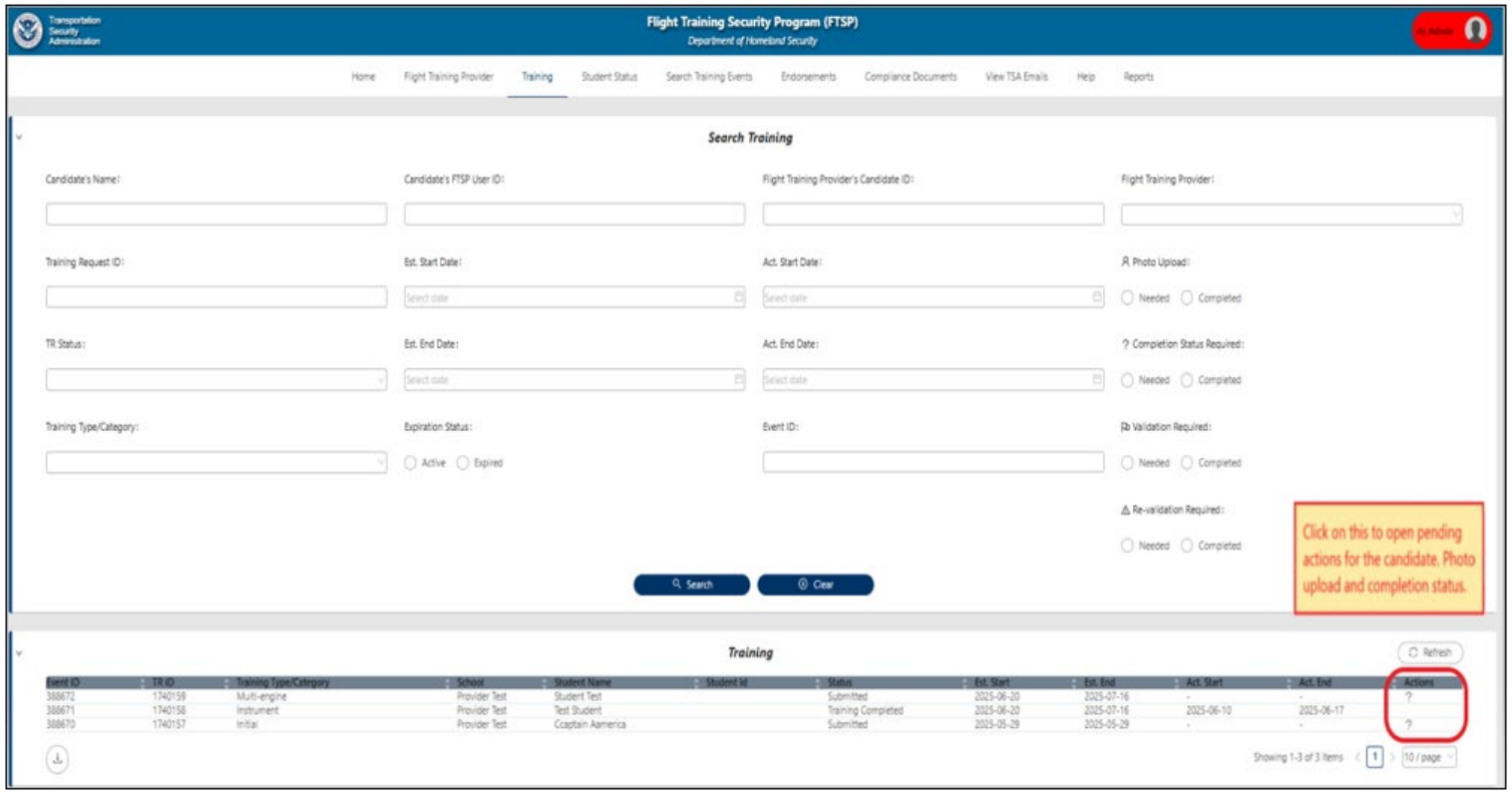


Training Event Notification

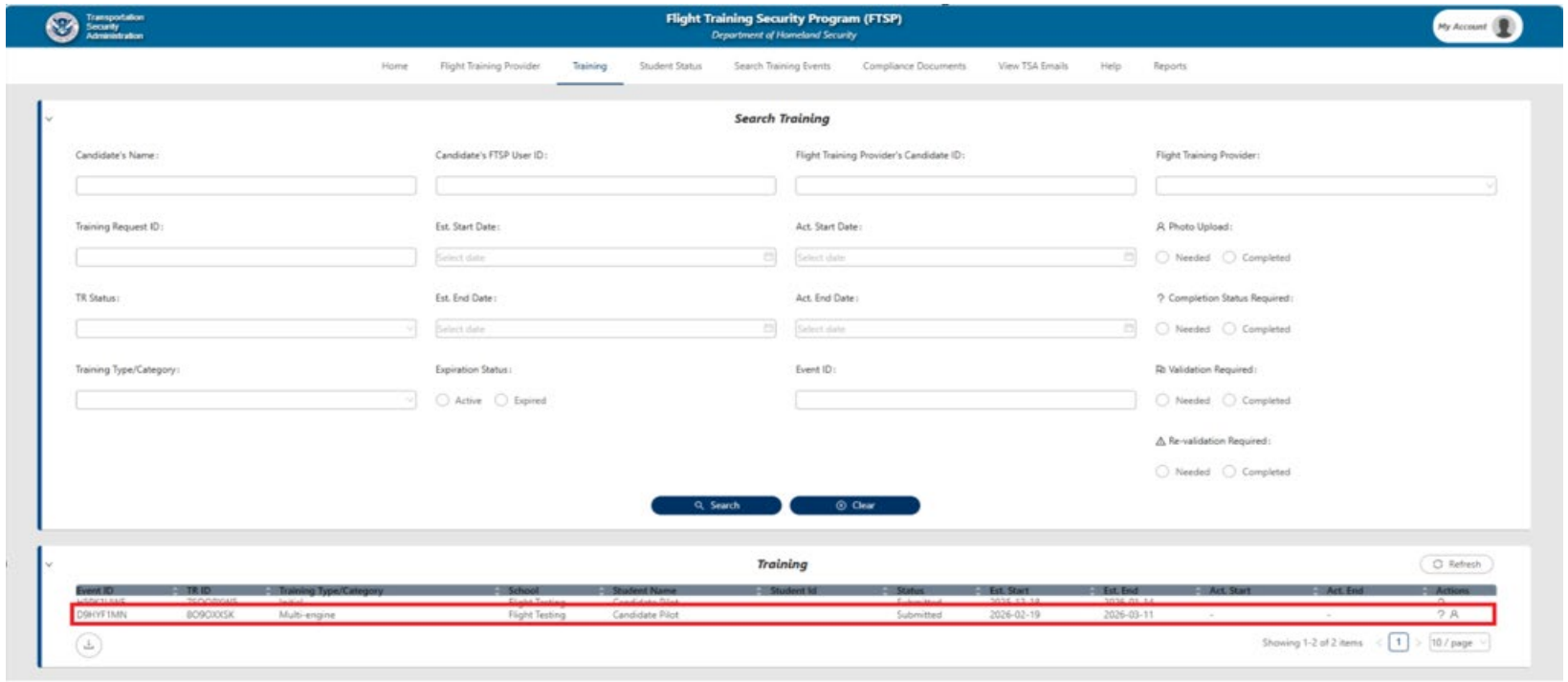
After you have recorded a flight training event notification with TSA, you must:

- Affirm identity of the candidate by acknowledging the regulatory statement.
- Take a photograph when the candidate arrives for flight training in the aircraft or simulator.
- Upload that photograph to your FTSP account within five (5) business days of the date that the flight training in the aircraft or simulator commenced.
- Provide the actual start and end dates for each training event when completed or not completed. Retain records for five (5) years after the training event demonstrating that you:
- Verified citizenship of U.S. citizens
- Verified that each candidate's identification and immigration documents matched the TSA record for that candidate; and
- Photographed the candidate and uploaded the photo within five (5) business days of their arrival for flight training in an aircraft or simulator.

Training Event Notification

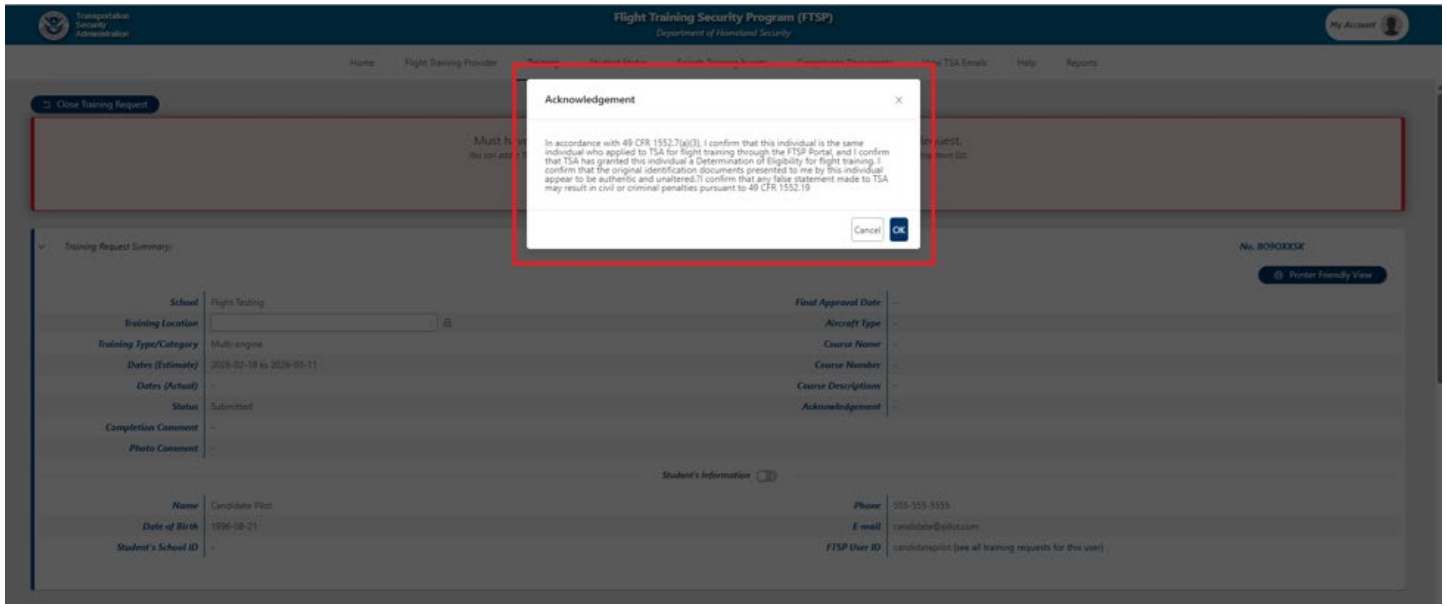


Acknowledgement Statement



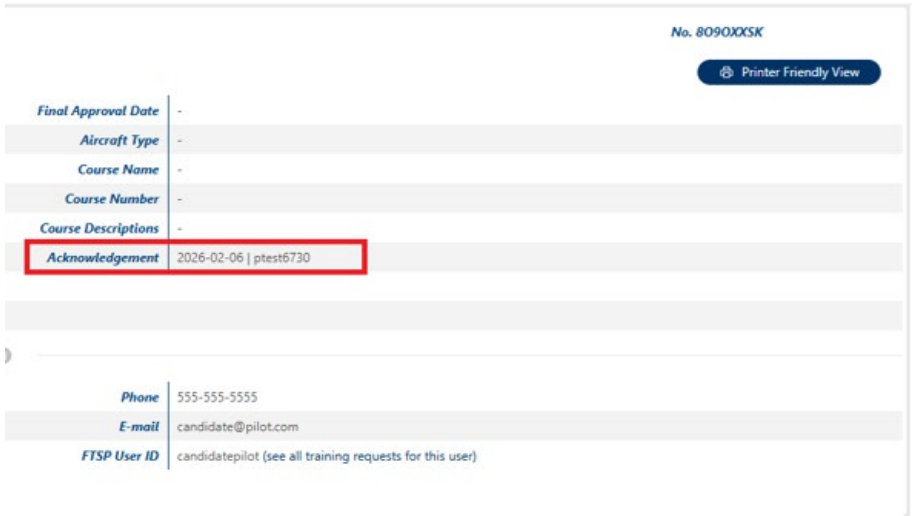
After selecting the training request from the training page, the acknowledgement statement will display in a pop-up window.

Acknowledgement Statement



Selecting “OK” will allow you to proceed with selecting a training location, uploading an arrival photo, marking the completion status, and entering the actual training dates. The training request Acknowledgement field will update with a date stamp and FTSP User ID of the individual.

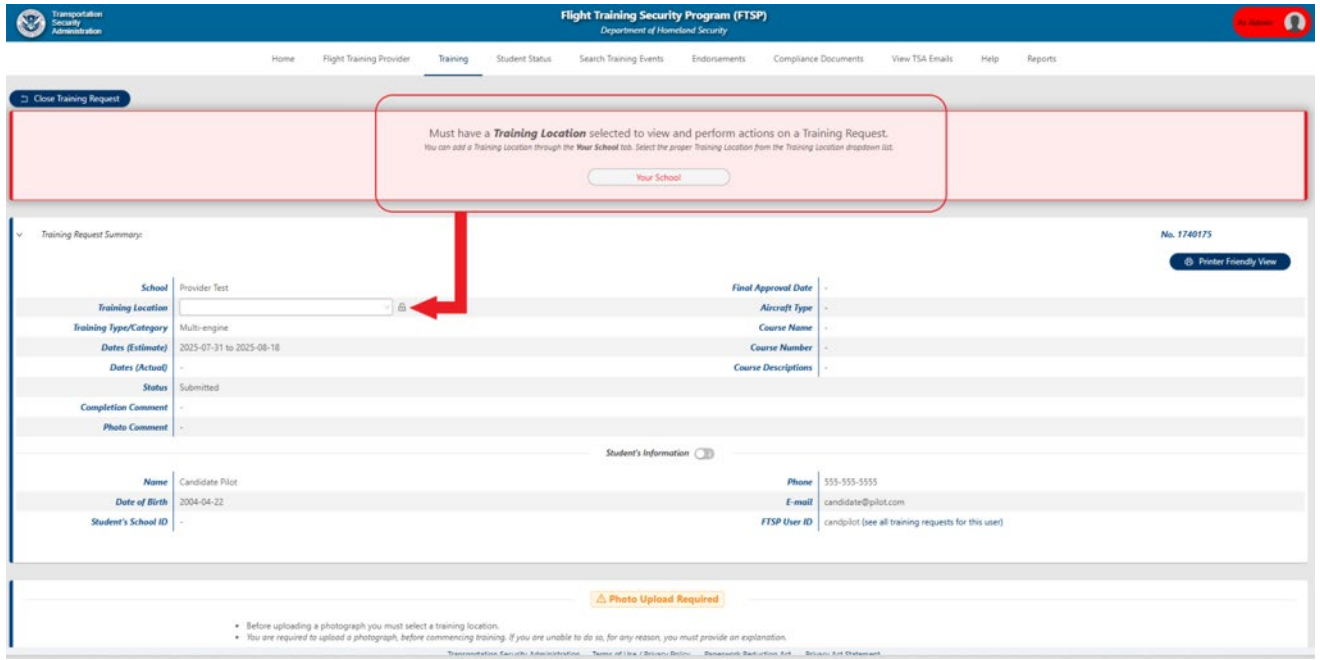
Acknowledgement Statement



Selecting “Cancel” will return you to the training page.

Select a Training Location

You must select a training location for each training event notification. A training event request without a location will be flagged with the message below, and you will need to select a location before you can proceed with uploading a photo or entering further information.

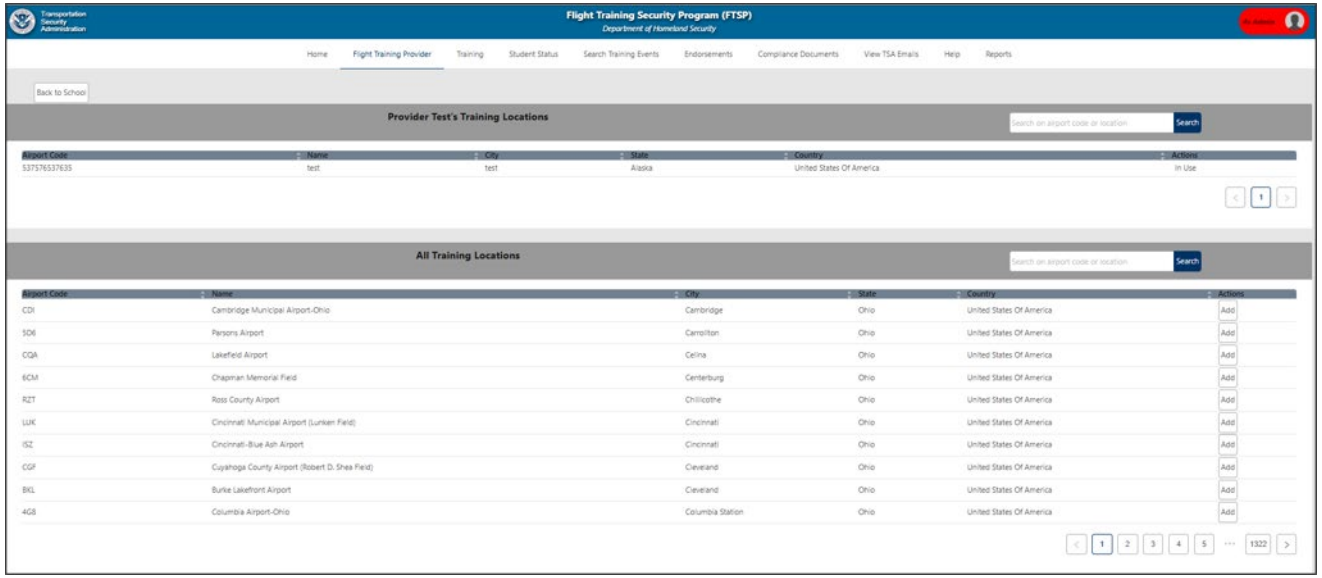


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Select a Training Location

To add a location: Click on “Manage Locations.” Search for a location in the “All Training Locations” table (search the list by entering a part of the location name or airport code into the Search field). If the training location is not available, please contact FTSP.Help@tsa.dhs.gov

Note: FTSP is unable to remove a training location at this time.

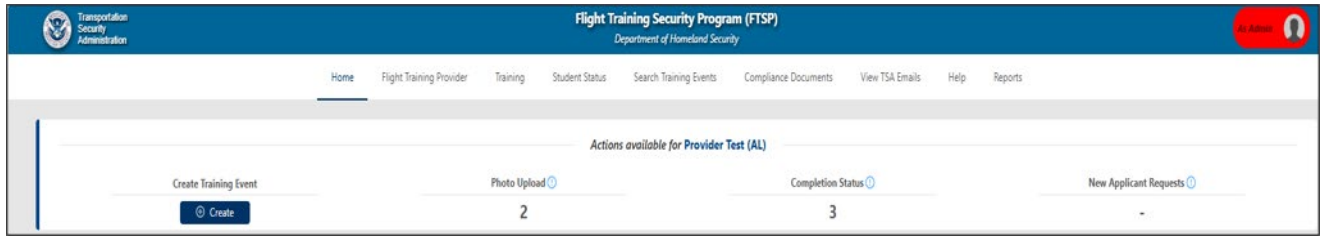


Training Completion Status Notification

If you click on the number for Photo Upload or Completion Status, you will be brought to a training summary page showing the outstanding event notification:

On this page you can:

- Affirm identity of the candidate by acknowledging the regulatory statement;
- View the candidate's personal information by toggling the "Student's Information" switch;
- Select Photo Upload to upload the candidate's photo when they arrive for training;
- Select "Training Completion Status Required" when the training event has concluded or to annotate why the event was not completed; and
- Scroll down to see all TSA emails associated with that event.

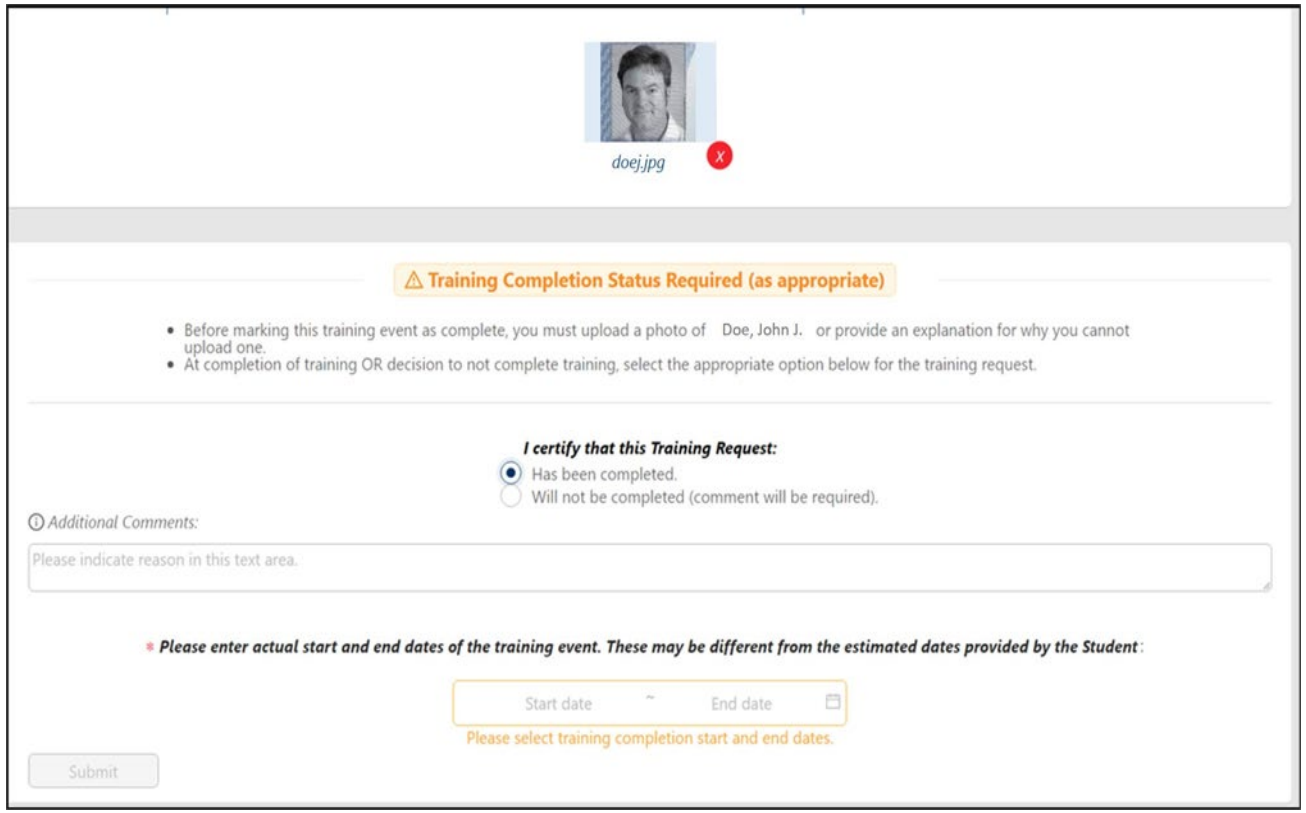


Training Completion Status Notification

You can access the page shown below either from your Home page or your Training page. The page requires you to upload an arrival photo, enter training completion status and enter actual start and end dates of the training event.

- There must be an arrival photo uploaded or comment as to why a photo was not uploaded to enable the training completion status options.
- If training was completed, you will have the option to enter the actual start and end dates.
- If the candidate did not show up for training or did not complete the training, use the “Additional Comments” block to record details as to why training was not completed. This comment will be visible on the training page next to “Completion Comment.”
- Your account Home page will remain flagged for any event for which you have not uploaded the candidate’s photo or indicated completion status for that training event.

Training Completion Status Notification

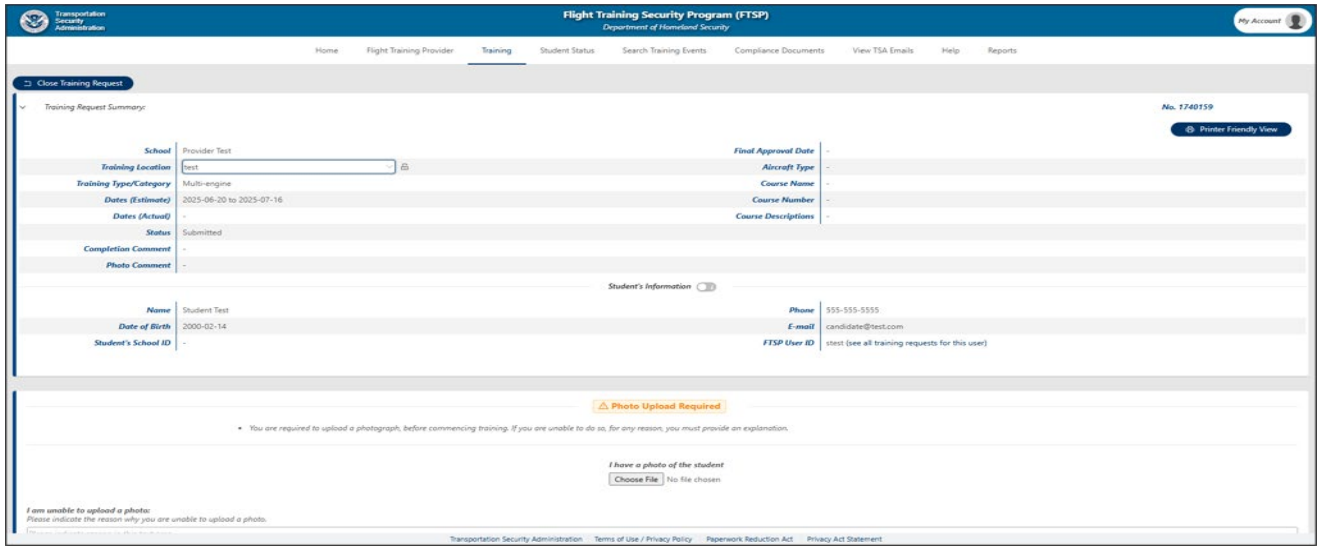


Upload Photo

You must take a photograph of the candidate when the candidate arrives for flight training in an aircraft or simulator, even if the candidate recently completed another training with you. A provider may not re-use a previous candidate photo for a later training event.

Upload the photo as soon as possible after it was taken, no more than five (5) business days after the day the candidate begins training in the aircraft or simulator.

To upload the photo, select the specific training event from either the Home page or Training page, which will bring you to a page like the image below.



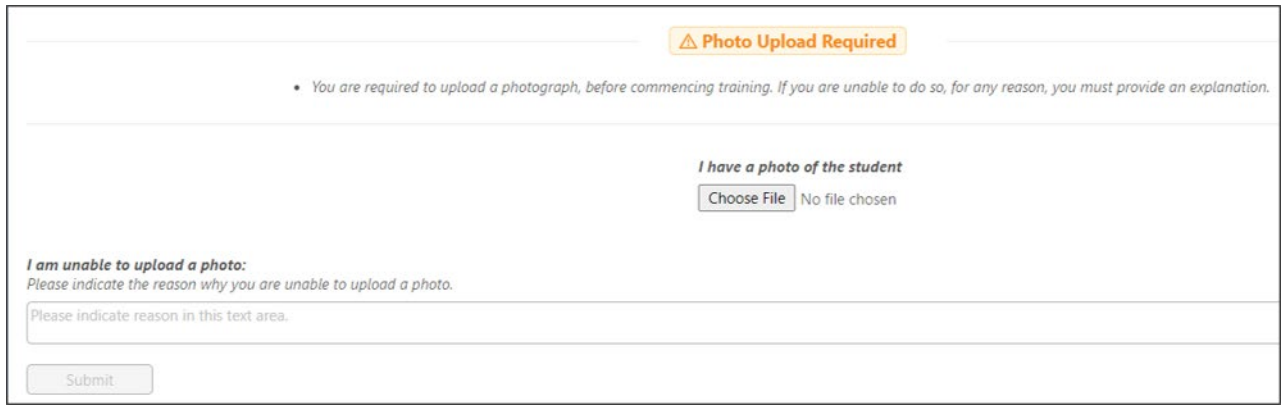
Upload Photo

Ensure the photo captures the full face without shadow and that the image is not too dark or blurred. Focus just on the face; the image should not include anything below the person's neck.

TSA only accepts the following image formats: BMP, DOC, GIF, HTML, JPEG, JPG, PDF, and TIF. The maximum file size is 10MB.

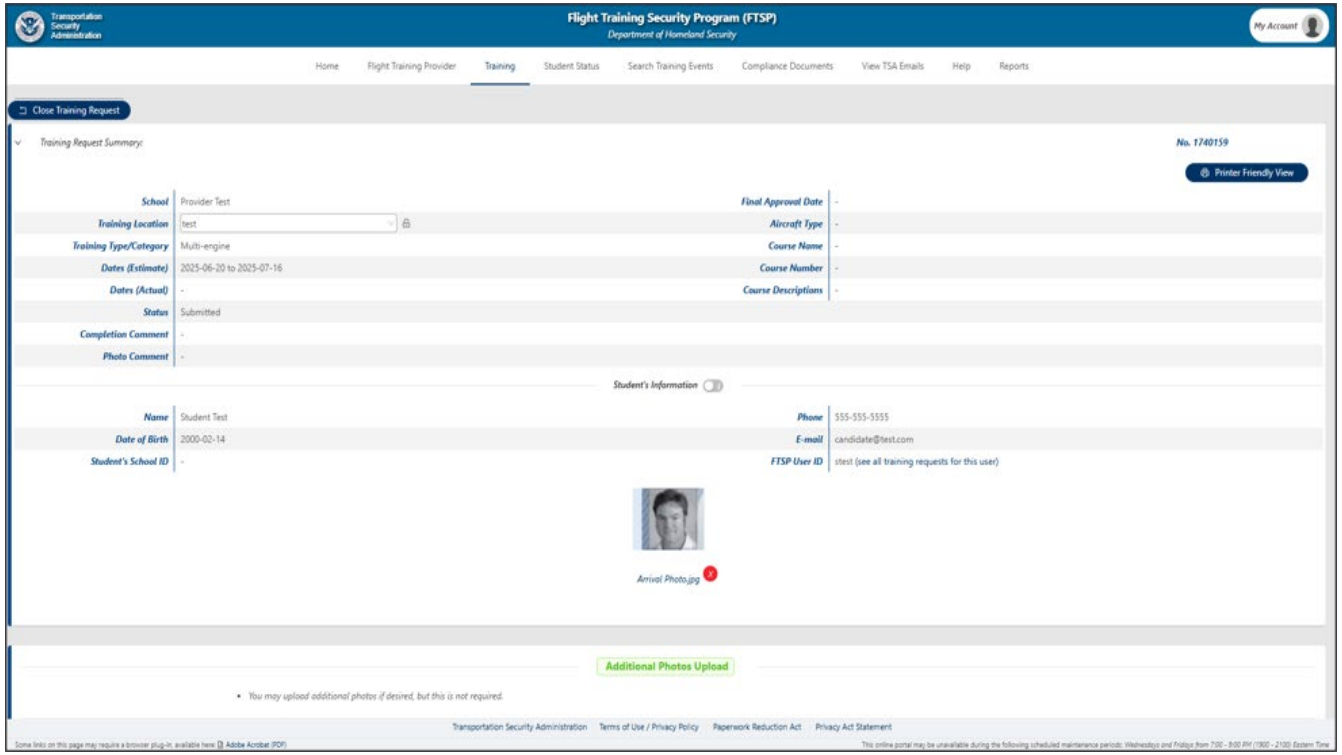
To upload the photo, click on Choose file (see image below). This will remain open as an action on your Home page until the photo is uploaded.

If you cannot upload the photo, scroll down to "I am unable to upload a photo" and key in your explanation why you cannot upload a photo, then click on Submit.



Upload Photo

The screen below shows all information associated with a completed training request, including the uploaded photo of the candidate and all emails related to that event.

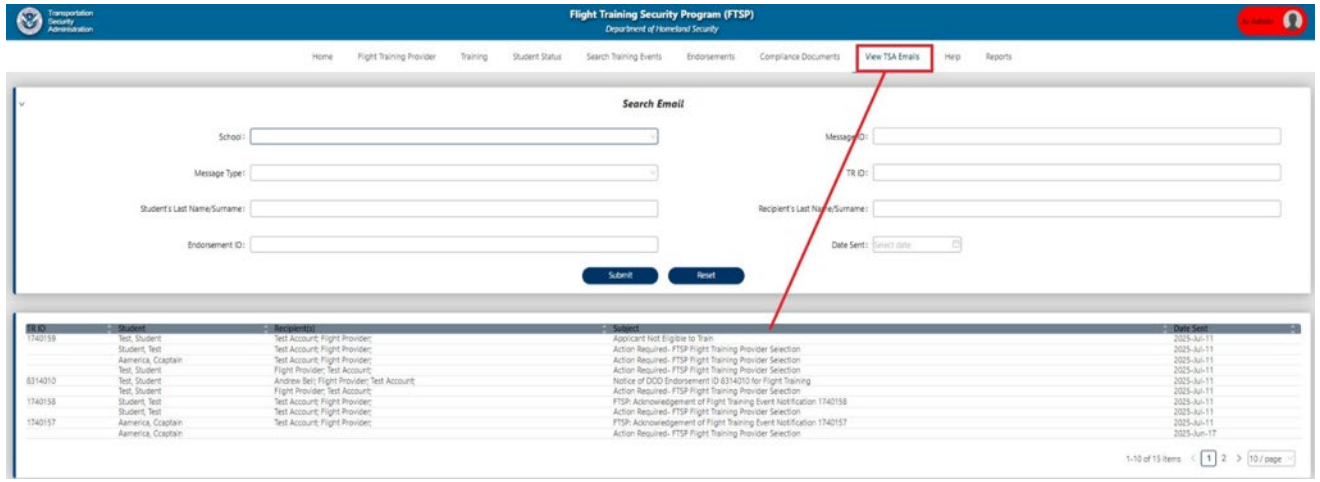


View TSA Emails

Select View TSA Emails from the top menu to view all TSA emails sent to your account over the past five (5) years. Use the search fields to locate a particular email message(s) or set of messages.

Click on the email in the table that you would like to view, which will open a pop-up window containing the email, as shown to the right.

You can print the email from this window or click Close to close it.



Recordkeeping

You are required to maintain records to demonstrate compliance with the requirements listed below.

- Conduct of employee security awareness training:
  - Retain for five (5) years, or
  - Retain for one (1) year after employee leaves.
- There is no need to retain the original training record if it is more than five (5) years in the past.
- Conduct of Security Coordinator training:
  - Retain for five (5) years.
- Verification of U.S. citizenship or U.S. nationality before training:
  - Retain for five (5) years.
- U.S. DOD endorsement:
  - Retain for five (5) years.
- Record(s) of your aircraft or aircraft simulator lease agreements:
  - Retain for five (5) years, or
  - Retain for five (5) years after the agreement is no longer effective.

You may maintain paper records at a specified location.

You may maintain electronic records using methods acceptable to TSA

Compliance Document Repository

Click on Compliance Documents page. There will be options to upload images of Security Awareness Training, Lease Agreements, and Security Coordinator Training. Once the document(s) are uploaded, you will have the option to view and delete.

