

## AMTS Certification Job Aid

SCHOOL NAME AND CONTACT INFORMATION:	Date	Satisfactory	Un - satisfactory	Not Applicable
<b>A. Initial inquiry to FAA</b>				
1. Obtain copy of regulations/FAA Form 8400-6				
2. Applicant completes and submits FAA Form 8400-6, PASI				
<b>B. Preapplication Meeting with the FAA</b>				
1. Discuss Certification Process				
2. Review PASI				
3. Discuss Formal Application Attachments				
4. Discuss information required for OpSpecs				
5. Review FAA Form 8310-6, Application				
<b>C. Formal Application Submission</b>				
1. Applicant submits the below listed attachments:				
• Letter of Request				
• A completed and signed FAA Form 8310-6				
• Compliance statement (letter of compliance)				
• Schedule of Events (SOE)				
• Proposed Curriculum(s)				
• Operations manual containing the following information/procedures:				
▪ Statement regarding maximum total student enrollment				
▪ Diagram/Description of Facilities				
▪ List of Instructors and Qualifications				
▪ List of Instructional Items (i.e., Equipment, Tools, Materials)				
▪ School grading procedures				
▪ Student attendance policy procedures				
▪ Missed material make-up procedures				
▪ Procedures for granting credit for previous experience or training				
▪ Recordkeeping procedures and forms.				
▪ Graduation and certificate issuance procedures.				
▪ Tool control and maintenance procedures				
▪ Tech library content and revision procedures				
▪ Procedures for allowing student testing under § 65.80				
• Distance Learning Training Program (if applicable)				
<b>D. Formal Application Meeting</b>				
1. Discuss questions and concerns				
2. FAA accepts formal application documents for review				
<b>E. Document Compliance</b>				
1. FAA reviews curriculum(s)				
2. FAA reviews all application documents and attachments				
3. Applicant corrects any deficiencies				
<b>F. Demonstration</b>				
1. FAA inspection of facility				
2. FAA inspection of instructional items				
• Instructional equipment such as mockups, aircraft, aircraft components, charts, etc.				
• Shop equipment				
• Special tools				
• Lab and shop instructional materials (e.g. rivets, sheet metal, etc.)				
3. Re-inspection or discrepancy meeting, as required.				
<b>G. Certification</b>				
1. Issuance of 14 CFR part 147 Air Agency Certificate				
2. Issuance of part 147 OpSpecs				