## AMTS Certification Job Aid

### SCHOOL NAME AND CONTACT INFORMATION:

<table>
<thead>
<tr>
<th>Date</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Not Applicable</th>
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### A. Initial inquiry to FAA

1. Obtain copy of regulations/FAA Form 8400-6
2. Applicant completes and submits FAA Form 8400-6, PASI

### B. Preapplication Meeting with the FAA

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

### C. Formal Application Submission

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)

### D. Formal Application Meeting

1. Discuss questions and concerns
2. FAA accepts formal application documents for review

### E. Document Compliance

1. FAA reviews curriculum(s)
2. FAA reviews all application documents and attachments
3. Applicant corrects any deficiencies

### F. Demonstration

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.

### G. Certification

1. Issuance of 14 CFR part 147 Air Agency Certificate
2. Issuance of part 147 OpSpecs