

Airline Transport Pilot Certification Training Program Approval Job Aid

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|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Course Provider Name | | | | |
| Course Provider Operating Certificate | Part 121 <input type="checkbox"/> | Part 135 <input type="checkbox"/> | Part 141 <input type="checkbox"/> | Part 142 <input type="checkbox"/> |

Instructions: Prior to reviewing an Airline Transport Pilot Certification Training Program (ATP CTP) submission, inspectors should be familiar with the guidance contained in Volume 3, Chapter 62, Sections 1 and 2 and Advisory Circular (AC) 61-138, Airline Transport Pilot Certification Training Program. Inspectors should also refer to those two sources for detailed information not contained in this job aid. After reviewing the ATP CTP submission, if all questions are answered with “Yes” or “N/A” and the inspector recommends approval of the ATP CTP, the document can be forwarded for the next level of review, as appropriate. If, after the review, questions are answered with “No,” the submission should be returned to the certificate holder to make the appropriate revisions with instructions to resubmit after the necessary revisions are made. An inspector recommending approval and forwarding the ATP CTP for the next level of review should sign the bottom of this job aid and mark the “approve” box. **This completed job aid must be included with all training programs submitted to AFS-200 and AFS-800 for approval.**

References: AC 61-138, 14 CFR part 61, § 61.156, part 121, § 121.410, part 135, § 135.336, part 141, § 141.11, part 142, § 142.54.

| Training Program Elements | Yes | No or N/A | Comments |
|--|-----|-----------|----------|
| <i>Does the training program meet the following general requirements?</i> | | | |
| If the training program provider is a part 121 or 135 air carrier, the ATP CTP training program is separate from the air carrier’s required initial training program | | | |
| For all programs, graduation certificates are only issued to students who have completed all curriculum requirements of the course | | | |
| <i>Does the training program state instructors must meet the following eligibility requirements?</i> | | | |
| All instructors must hold an ATP certificate with an airplane category and a multiengine class rating | | | |
| All instructors must have at least two years of air carrier operational experience as a pilot in command (PIC) in operations under 14 CFR part 91, § 91.1053(a)(2)(i) or § 135.243(a)(1), or as a PIC or second in command (SIC) in any operation conducted under part 121 | | | |

| Training Program Elements | Yes | No or N/A | Comments |
|---|-----|-----------------|----------|
| To retrain an applicant who did not pass the ATP knowledge test in accordance with § 61.49, the authorized instructor must be employed by the training program provider and meet the two previous requirements listed above | | | |
| Flight simulation training device (FSTD) instructors must have an appropriate aircraft type rating for the aircraft which the FSTD represents | | | |
| FSTD instructors must be knowledgeable of the limitations of both the simulator motion and approved flight envelope | | | |
| If the curriculum uses a subject matter expert to deliver portions of ground training, the presence of an instructor with the required air carrier operational experience is required | | | |
| <i>Does the ground and flight instructor training include the following <u>initial</u> training from the certificate holder on the following topics? Items marked with a "*" are not required for instructors who hold a flight instructor certificate.</i> | | | |
| Initial training on the course material | | | |
| The fundamental principles of the learning process* | | | |
| Elements of effective teaching, instruction methods, and techniques* | | | |
| Instructor duties, privileges, responsibilities, and limitations* | | | |
| Training policies and procedures* | | | |
| Evaluation* | | | |
| <i>Does the FSTD instructor training include <u>initial and annual recurrent</u> training from the certificate holder on the following topics?</i> | | | |
| Proper operation of FSTD controls and systems | | | |
| Proper operation of environmental and fault panels | | | |
| Data and motion limitations of simulation | | | |
| Minimum equipment requirements for each curriculum | | | |
| The tasks and maneuvers that will be demonstrated in the FSTD | | | |
| <i>Does the academic training include the following minimum hours and elements?</i> | | | |
| Aerodynamics: 8 hours | | | |
| Meteorology: 2 hours | | | |
| Air carrier operations: 14 hours | | | |
| Leadership/Professional Development, Crew Resource Management, and Safety Culture: 6 hours | | | |
| The specific training program elements outlined in the current edition of AC 61-138 | | | |

| Training Program Elements | Yes | No or N/A | Comments |
|--|-----|-----------------|----------|
| <i>Do the evaluation procedures for the academic training contain the following?</i> | | | |
| A description of the evaluation procedure used to measure the attendee's proficiency (e.g., individual paper tests handed out, tests presented on a screen, etc.) | | | |
| A comprehensive written test or test question pool with an answer key in the submitted application for the course including source materials (references) from which the answers to the questions were derived | | | |
| An evaluation containing at least 30 test questions. All 30 test questions do not have to be given at the same time; however, at least 15 of the questions should be given at the end of the ATP CTP covering the entire academic course material | | | |
| A statement reflecting that a student's successful completion of the ATP CTP is dependent upon a minimum score of 70 percent on each written test administered. Individual sponsors may set higher test standards | | | |
| A description of the retraining procedure for students who fail to achieve the minimum score and need to retake the exam on the topics failed | | | |
| <i>Does the overall FSTD training portion include the following?</i> | | | |
| Pre-briefing before each session | | | |
| Post-briefing with opportunity for students to ask questions after each session | | | |
| FSTDs must be qualified under 14 CFR part 60 | | | |
| <i>Does the flight training device (FTD) portion of the training require a device that is:</i> | | | |
| A Level 4 or higher FTD as defined under part 60 | | | |
| The FTD is equipped with: 1. Flight management system (FMS); 2. Electronic flight instrument system (EFIS) (primary flight display (PFD) and navigation display (ND)); 3. Traffic Alert and Collision Avoidance System (TCAS); and 4. Terrain Awareness and Warning System (TAWS). | | | |
| If the device does not meet the above requirements, did the training provider submit a detailed request in its application for course approval or course revision stating how the device it proposes to use can still meet the training objectives in AC 61-138? | | | |
| <i>Does the FTD training include the following?</i> | | | |
| Operations limited to autoflight only (i.e., no hand flying) | | | |
| Navigation training | | | |
| Automation training | | | |

| Training Program Elements | Yes | No or N/A | Comments |
|---|-----|-----------------|----------|
| <i>Does the full flight simulator (FFS) portion of the training require a device that is:</i> | | | |
| A Level C or higher FFS qualified under part 60 | | | |
| An FFS representing an aircraft with a maximum takeoff weight (MTOW) of at least 40,000 pounds | | | |
| If the training provider proposes to use a FFS representing an aircraft weighing less than 40,000 pounds, has it been granted a deviation from § 61.156? | | | |
| <i>Does the FFS training include the following?</i> | | | |
| Runway safety and adverse weather: 3 hours | | | |
| High altitude operations, stall and upset prevention and recovery: 3 hours | | | |
| A caution to the instructors that particular care should be used when conducting these maneuvers to stay within both the simulator motion and flight envelopes. Excursions outside of either must include an instructor debrief emphasizing that the flight handling characteristics in that region may not be representative of the actual aircraft. | | | |
| <i>Will the ATP CTP graduation certificate include the following?</i> | | | |
| The full name, address, and FAA certificate number of the training provider authorized to conduct the course | | | |
| The full name, FAA pilot certificate number, and address of the graduate | | | |
| The following statement: <i>“The applicant named above has successfully completed the Airline Transport Pilot Certification Training Program as required by §61.156, and therefore has met the prerequisite required by §61.35(a)(2) for the Airline Transport Pilot Airplane Knowledge Test.”</i> | | | |
| The date of issuance | | | |
| The signature of the authorized instructor who completed the academic portion of the course | | | |
| A sequential number on the certificate starting with the first four identifiers of the training provider’s certificate number | | | |
| <i>Does the training program include an Internal Evaluation Program (IEP) with the following elements?</i> | | | |
| At minimum the proposed IEP must measure, track, and analyze: 1. Student performance on both quiz and test scores; 2. Student graduation rates; and 3. Student feedback forms. | | | |
| Based on the analysis of the data captured from the measurements above, the training provider should then identify | | | |

| Training Program Elements | Yes | No or N/A | Comments |
|--|-----|-----------------|----------|
| course deficiencies and then amend as appropriate: 1. Instructor performance; and/or 2. Course material. | | | |

| | Office/Routing Code | Name of Reviewer | Date Review Completed | Approve | Disapprove |
|---------------------|---------------------|------------------|-----------------------|--------------------------|--------------------------|
| FSDO/CHDO | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Region | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Headquarters | AFS-200 | | | <input type="checkbox"/> | <input type="checkbox"/> |
| Headquarters | AFS-800 | | | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: Headquarters approval is required by both AFS-200 and AFS-800. The inspector will be notified by the appropriate division when the operations specification (OpSpec)/training specification (TSpec)/letter of authorization (LOA) can be issued.