

Aeronautics-Pilot Training
Admissions Process Guide
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Contact Information:

General/Admissions Questions, Tours & Overview Sessions:
Peyton Buerman - Admissions Specialist
Office: 920-735-5790
Text: 920-880-2636
Email: peyton.buerman7479@fvtc.edu

Enrollment and Core Ready List Questions:
Eric Mandel – Student Success Specialist
Office: 920-236-6102
Text: 920-245-8362
Email: eric.mandel3585@fvtc.edu

Questions Once Admitted and Core Ready:
Jolene Stegath – Academic & Resource Advisor
Office: 920-735-5775
Email: jolene.stegath5231@fvtc.edu

Financial Aid Questions:
Office: 920-735-5650
Email: financialaid@fvtc.edu

Financial Wellness Center Questions:
Chris Adams – Financial Wellness Coach
Office: 920-236-6186
Email: chris.adams0242@fvtc.edu

Veterans Services & Resources:
Office: 920-735-5651
Email: veterans@fvtc.edu

Flight Training Transfer:
Brian Meyer – Assistant Chief Flight Instructor
Email: brian.meyer0047@fvtc.edu

The process outlined by this guide is to help you comply with many federal and state regulations. Carefully read and follow each step in its entirety as failure to fully and completely comply with all steps outlined in this guide results in ineligibility for program acceptance.

Program Overview: *Aeronautics-Pilot Training Program*

Part-141 FAA Approved

Aeronautics Pilot Training Associate Degree (60 Credits)
• Private Pilot Certificate • Instrument Flight Rating • Commercial Certificate (Airplane Multi Engine Land & • Airplane Single Engine Land) • Certified Flight Instructor (CFI) • Certified Flight Instructor – Instrument (CFII) • Multi Engine Instructor – (MEI) • General Education Courses • Designed to be completed in 21 months Approximately 300 flight hours

NOTE ITEMS:

The Aeronautics Program at Fox Valley Technical College operates based on a first-come, first served policy per the Wisconsin Technical College System.

- The Aeronautics program is in high-demand and we see a high volume of interest; please plan accordingly.
- To most efficiently serve the students in this high demand area, the program operates on a constant out/constant in model.
  - If your position is such that you are eligible to enroll in core courses for the next available start, but do not, you may bypass that spot. Please note that if you bypass a spot, you may need to meet with an academic advisor and flight instructor to discuss you interest in the program.
- After successful completion of Phase I, students will be officially admitted to the college.
  - Attendance to a New Student Orientation session is mandatory. These are typically offered three times a year; please plan accordingly.
- Once students are admitted to the college, successful completion of the tasks outlined within Phase II of this guide will be mandatory for the Aeronautics program and official FAA Part-141 enrollment. Failure to complete any of the necessary steps will result in delayed start or program withdrawal.

- Official progress tracking and completion of the items contained in this guide can be viewed through your MyFVTC account at http://www.fvtc.edu/MyFVTC. (To-do list on far-right side of login page) Clicking To-Do List Details provides additional details on each task. *NOTE – Items in your To-Do list labeled as “Requested” are items you must complete or require your attention.

- Students are required to assess their finances and make arrangements to have payment available prior to the first day of flight courses. We encourage students to apply for Financial Aid (if necessary) and to review the previous year’s academic planner for estimate course costs (*course fees are subject to change). Please plan ahead to ensure you have your finances secured. Learn more information regarding Financial Aid, Financial Wellness and more here: https://www.fvtc.edu/paying-for-college

Documentation Guidelines & Compliance:

The Aeronautics Program requires students to submit many documents that are required by Fox Valley Technical College, the Federal Aviation Administration and Transportation Security Administration. Please view the items below to see the submission requirements. Please ensure all of your documentation meets compliance standards. If documentation does not meet the following criteria, students will be asked to resubmit their items:

- Full-color
- No corners or wording have been cut off
- All information is current and legible

Verification of Citizenship

- **Current U.S. Passport:** scan image of current, signed and open passport
- **Official Birth Certificate & Driver's License:**
  i. Birth Certificate: scan image of full birth certificate (front only)
  ii. Driver's License: scan image of front & back of license; ensure all images are clear.
- **Certificate of Naturalization & Driver's License:**
  i. Certificate of Naturalization: scan image of full certificate of naturalization
  ii. Driver's License: scan image of front & back of license; ensure all images are clear.

1st or 2nd Class FAA Medical Certificate

- Confirm FAA Medical Certificate is signed & has been issued within the last 12 calendar months.
- Scan copy of original medical and submit as stated on page 7
  - Please remember FAA prohibits tampering with document; lamination, removing conditions of issue, etc.

Student Pilot or Current Pilot Certificate:

- Confirm certificate is signed
- Scan images of front & back of pilot certificate as outlined on page 6

Admission Terminology

Pre-Admitted

Communication List: The applications for the pilot program are not always available. If this is the case, students can be asked to be added to the communication list for updates on the program and application availability. *This is not the waitlist for a flight seat*

Applied: Student completed the online application when available and may now move forward with the admission process outlined on pages 6-7.

NSO Ready: Student has completed the program tour/overview, skills assessment, and a citizenship verification. Students will receive a message from the Admissions team with further information about the next session when available.

Admitted

Core-Ready List: This is the flight-ready list for students admitted to the program who are waiting for a seat in the flight program.

Transfer Checkride: If a student has completed flight training externally, they may be able to bring those credits into our program. The student must schedule a transfer with an instructor prior to starting their FVTC flight training.

Phase I - Admissions Requirements & New Student Orientation

Objective: complete the outlined admissions requirements & New Student Orientation to be officially admitted to the Aeronautics Program.

Check once completed	
	Submit Application to Fox Valley Technical College (if you're applying for the first time, a $30 non-refundable application fee will be assessed as part of your first semester tuition and fees). www.fvtc.edu/apply. **FVTC Student ID #:**
	Complete Aeronautics Tour or Program Overview Session- Applicants are required to complete a program tour or overview session within 30 days of their application. If the session is not completed within 30 days, the application will be removed. The applicant will need to reapply when applications are available to continue their admissions process. To schedule, contact: **Peyton Buerman, peyton.buerman7479@fvtc.edu, or 920-735-5790**

YOU MUST MEET WITH PEYTON BEFORE MOVING THROUGH THE REMAINING ADMISSION ITEMS.

	Verification of Citizenship: The Transportation Security Administration (TSA) has issued regulations that require flight schools – including FVTC – for students to show proof of U.S. Citizenship. Using the Documentation Guidelines as listed on page 4, submit your official citizenship documents. Current United States Passport, ***OR*** Official Birth Certificate **and** Driver's License ***OR*** Certificate of Naturalization **and** Driver's License **Submit scanned document(s): Peyton Buerman, peyton.buerman7479@fvtc.edu**

YOU MUST COMPLETE THE PREVIOUS ITEMS BEFORE MOVING THROUGH THE ADMISSION PROCESS

	Request & attend a New Student Orientation session. We hold New Student Orientations three times a year in the spring, summer, and fall. You will only receive an invite once you complete all the tasks above this line. **Request Orientation: Peyton Buerman, peyton.buerman7479@fvtc.edu.**

	Obtain a 1st or 2nd Class FAA Medical Certificate Submit a scanned copy of your original signed **1st or 2nd Class FAA Medical Certificate** issued within the last 12 months by an FAA-approved Aviation Medical Examiner (AME). Note Items: *3rd Class FAA Medical Certificates are **NOT** acceptable *Locate the nearest Aviation Medical Examiner at the following webpage: http://www.faa.gov/pilots/amelocator *Students with any medical concerns are encouraged to complete this step early to avoid enrollment delays due to health concerns ***After medical is scheduled, please follow specific instructions per the Aviation Medical Examiner.** ***Reminder**: Students must renew their 1st or 2nd Class FAA Medical Certificate every 12 calendar months while on the core-ready list and enrolled in flight training at FVTC. Failure to present a current medical certificate when the other expires will result in removal from the core-ready list. If the application is removed, the application will need to reapply when applications are available.* **Submit scanned document(s): Peyton Buerman, peyton.buerman7479@fvtc.edu**

Phase I - Admissions Requirements & New Student Orientation, Continued.

Submit Student Pilot or Current Pilot Certificate

Student or Current Pilot Certificate Holders: submit a scanned copy of the front and back of your signed certificate.

New Applicants:

1. Visit https://iacra.faa.gov/IACRA/Default.aspx and follow the New User Guide process.
2. After filling out your application, contact a Flight Instructor, Designated Pilot Examiner, or FAA Inspector to schedule a time to complete the application.
3. Submit a copy of your signed Official Student Pilot Certificate once you receive it.

Note Items:

i. Please note that the FAR AIM indicates that FAR 61.83 Eligibility requirements for student pilots: to be eligible for a student pilot certificate, an applicant must:
(a) be at least 16 years of age for other than the operation of a glider or balloon.
(b) be at least 14 years of age for the operation of a glider or balloon
(c) be able to read, speak, write and understand the English language. If the applicant is unable to meet one of these requirements due to medical reasons, the administrator may place such operating limitations on that applicant's pilot certificate as are necessary for the safe operation of the aircraft.

ii. Students need to have a current U.S. Passport OR Real ID to complete this process (Real ID-compliant licenses are marked with a star in the upper right-hand corner).

iii. This certificate can be completed at FVTC's New Student Orientation. It is highly recommended to complete this step externally BEFORE your NSO. Waiting to complete this step at NSO will greatly affect your admit date.

Submit front & back of scanned certificate to: Peyton Buerman, peyton.buerman7479@fvtc.edu

Congratulations! You have met all requirements to be admitted into the Part 141 Aeronautics- Pilot Training program.

(Please watch for communications from FVTC regarding when you will be able to begin flight training).

Academic Preparedness

Students will need to satisfy one of the options below before they can take a majority of the courses in the program:

- High school GPA of 2.75 or higher
- 165 or higher on your 2014 series GED tests
- Completion of an associate's degree or higher degree
- ACT scores in the following sections:
  - ACT Reading 18
  - ACT English 18
  - ACT Math 18
- Take the Next Generation Accuplacer and earn the following scores:
  - Accuplacer Algebra Score 250+
  - Accuplacer Sentence Skills Score 250+
  - Accuplacer Reading Score 250+
- Previous college credits
  - Please send a copy of your college transcript for review

If student does not meet any of the following options, the student will need to complete the Program Prep courses outlined below:

- Intro to College Writing
- Intro to College Reading & Study Skills
- Pre-Algebra

To schedule an Accuplacer, please contact our Registration Team at 920-735-5645

Phase II – FAA Equipment Verification & Official Part 141 Enrollment (Once Admitted)

Objective: complete these requirements to be eligible to enroll into Fox Valley Technical College's FAA Part-141 Aeronautics Program. Students have the option to complete the tasks within Phase II at any point. Students will be sent a reminder communication from an FVTC staff member as to when they should begin their tasks. Students who do not successfully meet compliance will be ineligible to move forward. Please read all pertinent details below.

*Please Note: students will receive a reminder email communication when they are within the Top 10 and Top 5 on the **Flight Ready List**.*

	FAA Equipment Verification Purchase all items from the **Required Resource List** (this will be emailed to you after you successfully complete Phase I and have earned a seat on the Core Ready List). Once all items are completed, request to complete an FAA Equipment Verification. Please note that all items that are listed within the Resource List are required and approved by the FAA for official 141 enrollment – no substitutions. **To schedule, contact: Brian Meyer, brian.meyer0047@fvtc.edu**
	Transfer Flight Students Only: Schedule and successfully complete a **Credit for Prior Learning Assessment** (Transfer Check Ride) once an FVTC Representative contacts you from the Core Ready List. **Pilot proficiency may lead to additional flight training costs.* **Please see the Transfer Flight Information on page 8 for further details.*

Congratulations! You have met all requirements to officially enroll into the Part 141 Aeronautics Flight Program.
(Please watch for communications from FVTC regarding when you be able to begin flight training).

Expectations, Completion Standards, and Outcomes

The Fox Valley Technical College aeronautics associate of applied science program provides the opportunity for pilots who hold certificates to earn credit for prior learning (CPL). The pilot can conduct a one-time transfer credit test with an aeronautics faculty member. The test will be like that of the equivalent FAA practical test for certificates and rating held, but may include additional criteria based on the academic curriculum. The CPL will cover all college course outcomes of the above-listed courses and will meet the FAA airman certification standards (ACS).

FVTC holds its pilots to the highest standard of training and expects mastery of the course content before earning a flight certificate or rating. This check is designed to ensure the pilot is at the FVTC standard of training: a collegiate, FAA-approved 141 flight program, wherein the pilots are completely prepared for subsequent courses and training before moving to the next phase of their pilot career.

The determination to be ready for the next course to be enrolled in is made by the FVTC faculty conducting the transfer check at completion of the credit for prior learning process. College courses do not have designed training time to "catch up" any deficiencies identified, and therefore, the pilot who does not meet the expected standards is required to take the course that contains the deficiencies found through the CPL test. The student will be awarded credit in the form of advanced standing (AS) for all certificates or ratings held that meet the required test criterion.

Outcome 1 (Pass):

Pilot meets all standards of performance and will be enrolled in the next phase of training.

Outcome 2 (Fail):

Pilot does not meet the required knowledge or flight skill(s) being tested. Failure of the test requires the remedial course be completed through FVTC. The pilot is enrolled in the equivalent course for current certificate/rating held to train in those deficient areas.

Scheduling & Fees

The student is required to purchase a package of approximately 1.5hrs of flight time to complete the flight portion of the transfer credit test. The flight fees include aircraft costs, fuel and instructional hours. Ground time will be captured in the fees associated with submission of the pass or failure of the equivalent course credit (approx. $360.00 for each certificate transferred). All fees associated with the CPL test are required to be paid before subsequent courses can begin at FVTC.

The transfer credit test will be scheduled and completed with a faculty member no less than two weeks prior to the start of the anticipated enrollment term. If it is not done prior to that window, enrollment in that section cannot be guaranteed. Careful considerations of timing, weather, and planning is required to ensure all moving parts and processes can take place across the college.

To schedule, contact: Brian Meyer, brian.meyer0047@fvtc.edu