



**Aeronautics-Pilot Training & Aeronautics-Professional Pilot Programs
Admissions Process Guide**

Revised 01/11/22

Document Contents & Contact Information:

Contents and Page Number:

Welcome to Fox Valley Technical College – Aeronautics Programs.....	3
Program Overview.....	4
Documentation Guidelines & Compliance.....	5
Phase I – Admissions & New Student Orientation.....	6-7
Phase II – FAA Medical Certificate, FAA Equipment Verification & Official Part 141 Enrollment.....	8
Declaration & Aeronautics Pilot Intent Form.....	9

Contact Information:

General/Admissions Questions, Tours & Overview Sessions:

Catey Frost - Admissions Specialist

Office: 920-236-6112

Text: 920-383-3416

Email: frost@fvtc.edu

Enrollment Questions:

Eric Mandel – Enrollment Facilitator

Office: 920-236-6102

Text: 920-245-8362

Email: mandel@fvtc.edu

Program Readiness Course Questions:

Cameron Brown – Academic & Resource Advisor

Office: 920-232-6032

Text: 920-250-8176

Email: brownca@fvtc.edu

Financial Aid Questions:

Office: 920-735-5650

Email: financialaid@fvtc.edu

Financial Wellness Center Questions:

Renee Waterman – Financial Wellness Coach

Office: 920-236-6186

Email: ext.watermar@fvtc.edu

Veterans Services & Resources:

Office: 920-735-5651

Email: veterans@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.

Welcome to Fox Valley Technical College – Aeronautics Programs

On behalf of Fox Valley Technical College, congratulations and an early welcome to FVTC Aviation! We are excited to serve you and help you along your journey to becoming the next generation of aviation professionals. There has never been a more optimistic time to be getting into the aviation industry. With industry forecasters predicting never seen before workforce shortages to continue well into the 2030s, your future looks bright, and filled with opportunity and success.

Our vision here at FVTC Aviation, is to be *the* destination for world class career focused aviation training. We're here to provide you with the tools and resources you need to achieve your dreams and aspirations. We offer safe, structured, highly effective, efficient, and cost-effective training, and we pride ourselves on your success. We measure our success on your satisfaction as we provide you with a student-centered training experience and focused career pathway, built around industry needs and aligned with our core values of safety, success, and flexibility.

In the attached guide you will find the next steps to follow to get your training started. Please don't hesitate to reach out for assistance as you navigate this process.

As an FVTC Aviation graduate, former airline pilot and current contract corporate pilot, I can tell you that Fox Valley Technical College sets you up for success in the aviation industry. Our industry partners look forward to hiring our graduates, and we look forward to welcoming you into that family.

See you soon!

Jared Huss

Director & Chief Pilot – Aeronautics

Fox Valley Technical College

920-232-6024

huss@fvtc.edu



Program Overview: Aeronautics Professional Pilot & Aeronautics-Pilot Training Programs

Part-141 FAA Approved

Aeronautics-Professional Pilot – Technical Diploma (32 Credits)	Aeronautics-Pilot Training – Associate Degree (60 Credits)
<ul style="list-style-type: none"> • Private Pilot Certificate • Instrument Flight Rating • Commercial Certificate (Airplane Multi Engine Land & Airplane Single Engine Land) • Designed to be completed in 15 months • Approximately 250 flight hours 	<ul style="list-style-type: none"> • 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:

- All students will apply to the Aeronautics-Pilot Training associate degree or Aeronautics-Professional Pilot technical diploma program. Students who decide to start with the Aeronautics-Professional Pilot program will have the option to apply and continue with the Aeronautics-Pilot Training program at any time. * Veterans utilizing any federal benefits should apply directly to the Aeronautics-Pilot Training program.

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

- The Aeronautics programs are 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 programs operate 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 up to a maximum of three times, at which time you would be moved to the bottom of the flight ready list to most fairly accommodate others waiting for the opportunity to begin training.
- 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 on a monthly basis; 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.
 - This includes the FAA 1st or 2nd Class Medical Certificate & FAA Equipment Verification
- 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 detail on each task. *NOTE – Items in your To-Do list labeled as “Initiated” 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 Programs require students to submit many documents that are required for Fox Valley Technical College, the Federal Aviation Administration and Transportation Security Administration. When presenting any documentation, students are required to submit all items to an FVTC Representative at the S.J. Spanbauer Aviation & Industrial Center **ONLY**. Documents/scans taken from any other campus location will not be accepted. 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 legible

Declaration Page & Aeronautics Pilot Intent Form

- Fill out form (page 9) and submit as stated on page 6

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 the back of your license is signed and 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 the back of your license is signed and 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 8
 - 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 7

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	PHASE I Tasks to complete (1 through 6)		
	<p>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.</p> <p>FVTC Student ID #:</p>		
	<p>Complete Aeronautics Tour & Program Overview Session within previous calendar year.</p> <p>To schedule, contact: Catey Frost, frost@fvtc.edu or 920-236-6112</p>		
	<p>Complete the Declaration & Aeronautics Pilot Intent Form (Page 9).</p> <p>Submit form: Catey Frost, frost@fvtc.edu, or 920-236-6112</p>		
	<p>Submit Transcripts (High School & College if applicable)</p> <p><u>High School Transcripts</u>: submit a final, official high school transcript in a sealed envelope, electronically from Parchment, or an official copy of GED/ HSED Certification Scores to Enrollment Services (address below). * If you have a 2.75+ high school GPA (within the last 10 years), the Skills Assessment requirement will be met. (See next task item). Email: Eric Mandel, mandel@fvtc.edu</p> <p><u>College Transcripts</u>: any unofficial college transcripts can be emailed to transfercredit@fvtc.edu for further review. Official copies can be mailed to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>High School: Fox Valley Technical College Attn: Pilot Admissions 3601 Oregon Street Oshkosh, WI 54902</p> </td> <td style="width: 50%; vertical-align: top;"> <p>College: Fox Valley Technical College Attn: Credit Transfer Office P.O. Box 2277 Appleton, WI 54912-2277</p> </td> </tr> </table>	<p>High School: Fox Valley Technical College Attn: Pilot Admissions 3601 Oregon Street Oshkosh, WI 54902</p>	<p>College: Fox Valley Technical College Attn: Credit Transfer Office P.O. Box 2277 Appleton, WI 54912-2277</p>
<p>High School: Fox Valley Technical College Attn: Pilot Admissions 3601 Oregon Street Oshkosh, WI 54902</p>	<p>College: Fox Valley Technical College Attn: Credit Transfer Office P.O. Box 2277 Appleton, WI 54912-2277</p>		
	<p>Complete Skills Assessment *Aeronautics-Pilot Training associate degree program ONLY* (for any students that pursue the Aeronautics-Professional Pilot technical diploma program and wish to continue with the Aeronautics-Pilot Training associate degree program, will need to meet the criteria below).</p> <p><u>Task Details</u>: An academic skills assessment is required for admission into the Aeronautics-Professional Pilot and Aeronautics-Pilot Training programs or the following: provide completion of an associate's or higher degree OR; 165 or higher on your 2014 series GED tests OR; 2.75+ high school GPA (within the last 10 years) OR; ACT or SAT or Accuplacer or Companion or Compass (within the last three years) to waive to the general education level. Students need the following minimum scores OR Equivalent Program Prep Course(s):</p> <p>Accuplacer Algebra score 51, Next Generation Score 250 or ACT Math 18 Accuplacer Sentence Skills score 83, Next Generation Score 250 or ACT English 18 Accuplacer Reading score 54, Next Generation Score 250 or ACT Reading 18</p>		
	<p>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.</p> <p><u>Current United States Passport</u>, OR <u>Official Birth Certificate</u> and <u>Driver's License</u> OR <u>Certificate of Naturalization</u> and <u>Driver's License</u></p> <p>Submit scanned document(s): Catey Frost, frost@fvtc.edu</p>		

Check Once Completed	<p align="center">PHASE I CONTINUED</p> <p align="center">Tasks to complete (7 through 10)</p>
	<p>Submit Student Pilot or Current Pilot Certificate</p> <p>Student or Current Pilot Certificate Holders: submit a scanned copy of your signed certificate.</p> <p>New Applicants:</p> <ol style="list-style-type: none"> 1. Visit https://iacra.faa.gov/IACRA/Default.aspx and follow the New User Guide process. 2. After filling out your application, contact Flight Instructor, Designated Pilot Examiner or FAA Inspector to schedule a time to complete application. <i>*This step can be completed with a Flight Instructor at FVTC.*</i> 3. Submit copy of your signed Temporary Airman’s Certificate (if certificate has not been received) OR official Student Pilot Certificate. <p>Note Items:</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> (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. This process will take a minimum of four weeks for the TSA to complete required background checks and may take longer to receive your FAA issued certificate. Be sure to plan ahead and start this step early. You can monitor your certificate status on the FAA’s Airman Certification website: https://www.faa.gov/licenses_certificates/airmen_certification/ iii. 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). <p>Username: Password: FTN#:</p> <p>Submit document(s): Catey Frost, frost@fvtc.edu</p>
	<p>Request to attend a New Student Orientation session.</p> <p>To schedule, contact: Catey Frost, frost@fvtc.edu or 920-236-6112</p>
	<p>Attend required New Student Orientation session. Please ensure all Phase I admissions items up to this point have been completed successfully. <i>*Failure to submit required documentation may result in inability to participation in the New Student Orientation session.</i></p> <p>Scheduled New Student Orientation → Date: _____ Time: _____</p>
	<p>Complete Pilot Student Success Workshop: (Online Blackboard course). Please note FVTC will enroll students into this course after attending the New Student Orientation.</p> <p>Course Questions: Cameron Brown: brownca@fvtc.edu or 920-232-6032</p>
<p align="center">VERIFY ALL TASKS ACCOMPLISHED – PHASE I COMPLETE</p> <p align="center">Students will be admitted to the program at this point upon successful completion of Phase I. All students will need to successfully meet all requirements listed within Phase II be eligible to officially enroll into flight courses.</p>	

Congrats! You have preliminarily earned a seat on our Flight Ready List!

Phase II – FAA Medical Certificate, FAA Equipment Verification & Official Part 141 Enrollment

Objective: complete these requirements to be eligible to enroll into Fox Valley Technical College’s FAA Part-141 Aeronautics Programs. 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**.*

Check Once Completed	PHASE II Tasks to complete (1 through 3)
	<p>Obtain a 1st or 2nd Class FAA Medical Certificate</p> <p>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).</p> <p><u>Note Items:</u> *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 medical evaluations that may be needed.</p> <p>*After medical is scheduled, please follow specific instructions per the Aviation Medical Examiner.</p> <p><i>Reminder: Students must renew their 1st or 2nd Class FAA Medical Certificate every 12 calendar months while enrolled in the Aeronautics programs. Failure to present a current medical certificate upon flight seat availability, student will have to wait until the next resource becomes available.</i></p> <p>Submit scanned document: Catey Frost, frost@fvtc.edu</p>
	<p>FAA Equipment Verification</p> <p>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 Flight Ready List). Once all items are completed, request to complete an FAA Equipment Verification.</p> <p>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.</p> <p>To schedule, contact: Catey Frost, frost@fvtc.edu or 920-236-6112</p>
	<p>Transfer Flight Students Only:</p> <p>Schedule and successfully complete a Credit for Prior Learning Assessment (Transfer Check Ride) once an FVTC Representative contacts you from the Flight Ready List.</p> <p><i>*Pilot proficiency may lead to additional flight training costs.</i></p> <p>To schedule, contact: Catey Frost, frost@fvtc.edu or 920-236-6112</p>
VERIFY ALL TASKS ACCOMPLISHED – PHASE II COMPLETE	

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).

Fox Valley Technical College - Declaration & Aeronautics Pilot Intent Form



This declaration must be signed, dated, and submitted by all incoming students. The signed copy of this declaration will be retained in the student's records.

Declaration: I am an incoming student, interested in enrolling in the Aeronautics Programs at Fox Valley Technical College. If I do not understand any part of this declaration or guide, then it is my responsibility to clarify those areas with a College Representative at the S.J. Spanbauer Center prior to signing. I understand that it is my responsibility to keep this guide up-to-date by complying with the required admissions steps, making certain that I understand them. I accept that non-compliance of these steps may result in my ineligibility for program admission for the intended term of enrollment. I further understand that this declaration is similar to a contract and that it is my responsibility when signing such a declaration to understand its content, implications and intent.

I understand that the Aeronautics Programs serve students based on a first-come, first-served policy per the Wisconsin Technical College System. As the Aeronautics Programs operate on a constant out/constant in format, I understand that I be notified when I am within the top 10, top 5 and have officially been invited in for a flight seat. Should I not be able to have a final decision within (5) business-days of notification, I will have to wait until the next flight seat becomes available, unless I have an extenuating circumstance. If I pass my seat three times, I will be moved to the bottom of the flight ready list.

I have read the FVTC Aeronautics Admissions Process Guide, and I fully understand its contents. Additionally, I understand I agree to fully abide and comply with the practices, policies, rules, and regulations defined in the FVTC Aeronautics Admissions Process Guide.

Flight Training (Please Mark Below):

Please indicate which flight track you plan to pursue at Fox Valley Technical College:

Aeronautics-Professional Pilot Technical Diploma – 32 Credits

Aeronautics-Pilot Training Associate Degree – 60 Credits

 I plan to start flight training at Fox Valley Technical College **OR**

I plan to transfer the following flight certificate(s) and/or rating(s) into FVTC: (Circle all that apply)

Private Pilot Certificate Instrument Flight Rating Commercial Certificate AMEL / ASEL

Certified Flight Instructor (CFI) Certified Flight Instructor – Instrument (CFII) Multi Engine Instructor (MEI)

Estimated Completion Date of Certificate(s)/Rating(s): _____

* If I decide to change my flight training start, I will notify FVTC via email (frost@fvtc.edu). I understand that I will need to complete a new Declaration & Aeronautics Pilot Intent Form and acknowledge that my current Declaration & Aeronautics Pilot Intent Form is no longer valid.

→ U.S. Citizenship (Please Mark Below):

(At this time we can only accept applications for U.S. Citizens)

I verify that I am a U.S. Citizen

→ Military/Veterans Status: (Please Mark Below):

Yes

No

Student Name: _____

Signature: _____

Date: _____