



**Admissions Process Guide  
Full Program Students  
Revised 08/19/19**

## Aeronautics-Pilot Training & Aeronautics-Professional Pilot Programs

- 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.
- Throughout this guide there are numerous references to presenting original documents for copying, this requires the original document be presented (for verification of authenticity) to an FVTC Representative at the S.J. Spanbauer Aviation & Industrial Center **ONLY**. Document copies taken at any other campus will not be accepted.
- It is your responsibility to keep your **Medical Certificate** up-to-date (must be renewed every 12 months) and present the current original document for verification and copy.\*Failure to do so invalidates completion of Phase I contained in this guide.
- Attendance to a New Student Orientation and FAA Equipment Verification referenced in this guide is **mandatory** and must be attended at the S.J. Spanbauer Aviation & Industrial Center at the date and time indicated on the invite. Follow all instructions listed herein to receive an invitation. (These are typically offered on a monthly basis; please plan accordingly).
- After completion of all items in Phase II of this guide, you will earn a prioritization position for the *first-come, first-served policy* for entrance into program core courses. If your position is such that you are eligible to enroll in core courses for the next cohort start, but do not, you will be withdrawn from the Aeronautics-Pilot Training and/or Aeronautics-Professional Pilot programs.
- 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.
- 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.

**PHASE I:** general/admissions questions, tours & overview sessions: Catey Frost, 920-236-6112, [frost@fvtc.edu](mailto:frost@fvtc.edu)

**PHASE II:** enrollment questions: Lori Bidwell, 920-236-6119, [bidwell@fvtc.edu](mailto:bidwell@fvtc.edu)

**Fox Valley Technical College**  
**S.J. Spanbauer Aviation & Industrial Center**  
**3601 Oregon Street**  
**Oshkosh, WI 54902**

**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.**



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## Phase I – Admissions Requirements & New Student Orientation

Objective: complete these requirements to earn an invitation to a required New Student Orientation session. Failure to complete all items results in the inability to attend a New Student Orientation session. \*Note: completion of this phase does not guarantee acceptance into the Aeronautics Programs.

<p>✓ Check Once Completed</p>	<p style="text-align: center;"><b>PHASE I</b> Tasks to complete (1 through 5 of 11)</p>		
	<p><b>Apply to Fox Valley Technical College</b> (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). <a href="http://www.fvtc.edu/programs/apply">http://www.fvtc.edu/programs/apply</a></p>		
	<p><b>Complete Aeronautics Tour/Program Overview session</b> within the previous calendar year. <b>Catey Frost 920-236-6112 or frost@fvtc.edu</b></p>		
	<p>Complete the <b>Declaration &amp; Aeronautics Pilot Intent Form</b> (Page 8). Place the signed, completed form in your Admissions Folder and bring with you to the New Student Orientation.</p>		
	<p><b>Submit transcripts (high school and college if applicable)</b></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). <b>* 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).</b></p> <p><u>College Transcripts:</u> any unofficial college transcripts can be emailed to <a href="mailto:transfercredit@fvtc.edu">transfercredit@fvtc.edu</a> for further review. Official copies can be mailed to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>High School:</b> Fox Valley Technical College Attn: Pilot Admissions 3601 Oregon Street Oshkosh, WI 54902</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>College:</b> Fox Valley Technical College Attn: Credit Transfer Office P.O. Box 2277 Appleton, WI 54912-2277</p> </td> </tr> </table>	<p><b>High School:</b> Fox Valley Technical College Attn: Pilot Admissions 3601 Oregon Street Oshkosh, WI 54902</p>	<p><b>College:</b> Fox Valley Technical College Attn: Credit Transfer Office P.O. Box 2277 Appleton, WI 54912-2277</p>
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	<p><b>Complete Skills Assessment *Aeronautics-Pilot Training associate degree program ONLY*</b> (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>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 <b>OR</b>; 165 or higher on your 2014 series GED tests <b>OR</b>; 2.75+ high school GPA (within the last 10 years) <b>OR</b>; 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 <b>OR</b> Equivalent Program Prep Course(s):</p> <p>Accuplacer Algebra score <b>51</b>, Next Generation Score <b>250</b> or ACT Math <b>18</b>                  Accuplacer Sentence Skills score <b>83</b>, Next Generation Score <b>250</b> or ACT English <b>18</b>                  Accuplacer Reading score <b>54</b>, Next Generation Score <b>250</b> or ACT Reading <b>18</b></p>		

<p>✓ Check Once Completed</p>	<p style="text-align: center;"><b>PHASE I CONTINUED</b> Tasks to complete (6 through 8 of 11)</p>
	<p><b>Obtain a 1st or 2nd Class FAA Medical Certificate</b></p> <p>Place your original signed medical in your Admissions Folder and bring with to the New Student Orientation session where a college representative at the S.J. Spanbauer Center will make a copy of your <b>original 1st or 2nd Class Medical Certificate</b> issued within the last 12 months by an FAA-approved Aviation Medical Examiner (AME). A 3rd Class Certificate is <b>NOT</b> acceptable. Locate the nearest Aviation Medical Examiner at the following webpage: <a href="http://www.faa.gov/pilots/amelocator">http://www.faa.gov/pilots/amelocator</a></p> <p><b>*After medical is scheduled, please follow specific instructions per the Aviation Medical Examiner.</b></p> <p><i>*Must be renewed every 12 months from date of exam, failure to do so invalidates completion of Phase I*</i></p>
	<p><b>Verification of Citizenship</b></p> <p>Place your original citizenship documents in your Admissions Folder and bring with to the New Student Orientation session where a college representative at the S.J. Spanbauer Center will make copies of your <b>original</b> document(s). Accepted documents:</p> <p><u>United States Passport, OR</u> <u>An Official Birth Certificate and Driver’s License, OR</u> <u>Certificate of Naturalization and Driver’s License</u></p>
	<p><b>Submit application for the <u>Student Pilot Certificate</u> in IACRA</b></p> <p><u>Application Process:</u></p> <ol style="list-style-type: none"> <li>1. Application can found: <a href="https://iacra.faa.gov/IACRA/Default.aspx">https://iacra.faa.gov/IACRA/Default.aspx</a></li> <li>2. Fill out information online</li> <li>3. Contact a Flight Instructor, Designated Pilot Examiner or FAA Inspector to schedule a time to <b>complete</b> application *(Can complete at FVTC)</li> <li>4. Place your signed Student Pilot Certificate Application <b>OR</b> Temporary Airman Certificate in your Admissions Folder and bring with to the New Student Orientation session where a representative at the S.J. Spanbauer Center will make a copy.</li> </ol> <p>*This process will take a <b>minimum of four weeks</b> 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*</p> <p>**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> <p><b>OR</b></p> <p>Place your <b>Student Pilot Certificate</b> in your Admissions Folder and bring with to the New Student Orientation session where a college representative at the S.J. Spanbauer Center will make a copy of your original, signed <u>Student Pilot Certificate</u>.</p> <p style="text-align: right;"><b>*To complete this step at FVTC, please contact Catey Frost at 920-236-6112 or <a href="mailto:frost@fvtc.edu">frost@fvtc.edu</a></b></p>

<p>✓ Check Once Completed</p>	<p style="text-align: center;"><b>PHASE I CONTINUED</b> Tasks to complete (9 through 11 of 11)</p>
	<p><b>Assess finances and make arrangements to have payment available prior to the first day of flight courses</b> *Apply for financial aid (if necessary) See previous year’s academic planner for estimate of individual course costs (Course fees subject to change)* More Financial Aid information: <a href="http://www.fvtc.edu/paying-for-college/financial-aid">http://www.fvtc.edu/paying-for-college/financial-aid</a> <a href="mailto:financialaid@fvtc.edu">financialaid@fvtc.edu</a> or 920-735-5650</p>
	<p>Once all items to this point are completed, <b>make a request to attend a New Student Orientation</b> session. *Please ensure all Phase I documentation is in Admissions Folder. <b>Catey Frost 920-236-6112 or frost@fvtc.edu</b></p>
	<p><b>Attend required New Student Orientation</b> session. (Bring all original documents in Admissions Folder to New Student Orientation where a college representative at the S.J. Spanbauer Aviation &amp; Industrial Center will make copies of your documents). <b>* Failure to bring original documents will result in the inability to participate in the New Student Orientation session.</b></p>

**VERIFY ALL TASKS ACCOMPLISHED – PHASE I COMPLETE**

## Phase II – FAA Equipment Verification

**\*Begin this phase immediately following New Student Orientation\***

Objective: Complete the remaining requirements and assemble required materials to be eligible to start courses in the Aeronautics programs.

✓ Check Once Completed	<b>PHASE II</b> Tasks to complete (1 through 6 of 6)
	<b>COMPLETE PROGRAM READINESS COURSE #1:</b> Register for Student Success Workshop <i>(Online Blackboard course)</i> <span style="float: right;"><b>Aaron Knapp: 920-236-6128 or knappa@fvtc.edu</b></span>
	<b>COMPLETE PROGRAM READINESS COURSE #2:</b> Register for the <i>Training Course Outline (TCO) Overview</i> <i>(Online Blackboard course)</i> <span style="float: right;"><b>Brian Meyer: 920-232-6030 or meyerb@fvtc.edu</b></span>
	Purchase all items from the <b>Required Resource List</b> (received during Aeronautics Tour/Program Overview)
	Once all items to this point are completed, make a request to attend an FAA Equipment Verification. <span style="float: right;"><b>Lori Bidwell 920-236-6119 or bidwell@fvtc.edu</b></span>
	Assemble and bring everything from the <b>Required Resource List</b> (received in Admissions Folder) <b>AND</b> <b>Temporary Airman’s Certificate OR Student Pilot Certificate</b> (plastic card) with you to the FAA Equipment Verification.
	Ensure finances are available and make full payment prior to the first day of flight courses. <span style="float: right;"><a href="mailto:financialaid@fvtc.edu">financialaid@fvtc.edu</a> or 920-735-5650</span>

**Note Items:**

\*The New Student Registration for fall courses (per academic calendar) will be done for you once you complete Phase II. If all preceding tasks are completed successfully, you are ready to begin college flight courses. You will be invited to an Aviation Signing Day for program enrollment (an invite will be sent out the spring before courses begin).

\*\* After receiving your **Student Pilot Certificate** applied for in Phase I, present your **signed card** to a college representative at the S.J. Spanbauer Center and they will make a copy of your **original Student Pilot Certificate**. The FAA *requires* this as a part of part-141 flight enrollment.

**VERIFY ALL TASKS ACCOMPLISHED – PHASE II COMPLETE**

**Congratulations!**

# Declaration & Aeronautics Pilot Intent Form

**Note:** 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 FVTC; 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 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 indicate which flight track you plan to pursue at Fox Valley Technical College:

- Aeronautics-Professional Pilot TD:**  
 Private Pilot Certificate  
 Instrument Flight Rating  
 Commercial Certificate (AMEL/ASEL)

- Aeronautics-Pilot Training AAS:**  
 Private Pilot Certificate  
 Instrument Flight Rating  
 Commercial Certificate (AMEL/ASEL)  
 Certified Flight Instructor (CFI)  
 Certified Flight Instructor-Instrument (CFII)  
 Multi Engine Instructor (MEI)  
 + General Education courses

\* If I decide to change my flight training start, I will notify FVTC via email ([frost@fvtc.edu](mailto: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:

**I AM A U.S. CITIZEN (PLEASE MARK)**  
 \*AT THIS TIME WE CAN ONLY ACCEPT APPLICATIONS FOR U.S. CITIZENS.

## Veterans:

**I AM A MILITARY VETERAN (PLEASE MARK)**  
 YES     NO

Student Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_