

# Flight School Certifying Officials Handbook



Montana  
Office of Public Instruction  
State Approving Agency



Distributed by:  
**Montana**  
**Office of Public Instruction**  
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**Utilization of veterans education and training benefits for Flight Schools is a partnership between the flight school, the veteran, the State Approving Agency, and the Department of Veterans Affairs.**



**As the Certifying Official, you are the key to ensuring orderly and accurate processing for the veteran trainee within this alliance. This handbook is provided to assist you with this task.**

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## **Section 1                      Montana Office of Public Instruction STATE APPROVING AGENCY**

### **1.01   Flight School Handbook For Certifying Officials**

This Handbook has been developed for use by Certifying Officials to assist with the certification process and maintenance of files for students receiving education benefits from the Department of Veterans Affairs (DVA). All Flight Schools in Montana offering flight-training programs to eligible veterans are expected to have a copy of this Handbook. As regulations change, the Handbook will be updated and revised copies of the Handbook or addendum sheets will be provided. This Handbook provides the following information:

- ➔ general information
- ➔ Veterans Educational Programs (Chapters)
- ➔ how a student applies for benefits
- ➔ change of program or place of training procedures and forms
- ➔ description of the responsibilities of a certifying official
- ➔ guidelines to ensure that accurate records are established and maintained
- ➔ directions for completing required VA forms for enrollment
- ➔ monthly certification of veteran students
- ➔ requirements for SAA supervisory visits
- ➔ reference information for certifying officials

### **1.02   Background of the State Approving Agencies**

The State Approving Agencies (SAAs) grew out of the GI Bill of Rights. Title 38, U.S. Code, Chapter 36, *Administration of Education Benefits*, authorizes the establishment of SAAs. 38 CFR, 21.4151(b) summarizes SAA responsibilities under the law. They are:

- to inspect and supervise schools and training establishments within their state;
- to determine programs of education and training that may be approved for veterans benefits;
- to determine whether a school or training establishment at all times complies with established standards; and
- to render services and obtain information necessary for the DVA to approve or disapprove courses of education offered by any agency of the Federal Government within their states.

### **1.03   State Approving Agency Areas of Responsibility**

The Montana Office of Public Instruction State Approving Agency is responsible for program approval and oversight at:

- public, proprietary profit and non-profit institutions of higher learning with academic and professional degree and certificate programs;
- apprenticeship programs – formal training leading to journeyman status;
- on-the-job training programs – supervised job instruction programs; and
- flight schools – programs for vocational flight training.

## **Section 2            FLIGHT SCHOOL FACTS & GENERAL INFORMATION**

Title 38, Code of Federal Regulations, Section 21.4263 provides the requirements for Flight Schools.

The following information is provided to help you with an overall understanding of the SAA and DVA requirements for flight schools and the process of certification and maintenance of student files for those eligible to receive DVA education benefits. This is not meant to be all encompassing and any questions flight school personnel have should be directed to the SAA office or the Education Liaison Representative (ELR) in the DVA office. Please see the last page of this handbook for contact numbers.

### **2.01    FAA Approval**

The SAA only approves flight training programs that have been approved by the Federal Aviation Administration (FAA) under the Federal Aviation Regulations (FAR) Part 141, 142 or for Flight Engineer Courses, Part 63. This approval comes from regional Flight Standard District Office (FSDO) personnel. DVA students may NOT be certified for programs that are not approved by the FAA and the SAA.

### **2.02    SAA Approval of Flight School Programs**

*Programs*, not flight schools, are approved by the SAA. Flight schools that have multiple training programs must have each program approved individually. Flight schools adding new programs must submit to the SAA a request for approval of a new program, the FAA-approved Training Course Outline (TCO), training syllabus, charges for instruction and type of aircraft to be used for the program. Veterans can only receive benefits while enrolled in those programs approved by the SAA.

Continued SAA approval is determined by receiving from the flight school a current Air Agency Certificate and Letter of Authority issued by the FAA and prompt notification of changes that affect the flight school or any of the programs approved. Changes would include such things as an increase in rate charges, addition or deletion of a flight training program, any change to a currently approved program, addition or deletion of aircraft, changes in chief flight instructor or flight instructors, publication of a new catalog, change of address, change of ownership, etc. All changes, including changes in rates, must be certified true and correct and include the signature of the chief pilot or the owner.

### **2.03    Training Course Outline and Syllabus**

In order for a flight program to be approved by the SAA, the school must submit a Training Course Outline (TCO) and syllabus that has been approved by the FSDO/FAA for each program it wishes to have approved for enrollment of veteran students. These items are also required for the addition of new programs for flight schools that already have programs approved by the SAA. New TCOs sent after initial approval must include the statement that it is certified true and correct and a signature of either the chief pilot or the owner.

The TCO must specify training sites, classroom facilities, the models of aircraft used for training, the chief flight instructor, the assistant chief flight instructor and the airports used during cross-country flights.

The syllabus must contain detailed information about the course. It may be a standardized program such as a Jeppeson-Sanderson program or it may be written by the flight school. The standardized syllabus should have the inside index page stamped with an FAA signature and the date. If the flight school chooses to write its own syllabus, each page must be stamped by the FAA with a signature of the FAA representative and date. The syllabus will detail the minimum number of hours in each area of training – dual, solo, ground school and, if possible, pre-flight briefings and post-flight critiques.

## **2.04 Maximum Training Hours**

The FAA establishes minimum hours of instruction but does not establish maximum hours of flight and ground training. However, the SAA/DVA does establish maximum hours for dual and pre/post training. The SAA may approve up to 120% of the FAA's minimum hours in these two areas **if** the increased hours are approved by the FAA on the flight school's TCO and syllabus.

The veteran student's initial *Enrollment Certification*, VA Form 22-1999, must show the number of hours in each area of training for the course in which they are enrolled as they have been approved by the SAA.

Each flight school program is approved for a specific number of hours in each area of study. **Do not continue to certify a veteran student beyond the number of hours approved.** Approved hours can be found on the initial letter of program approval issued by the SAA or on VA Form 22-1998 which is issued by the DVA after acceptance of SAA approval.

## **2.05 Ground School**

Ground school may consist of units using audiovisual equipment, personal computers, quizzes, and examinations. However, in order to be certified for payment of DVA education benefits to the veteran student, ground school must be in residence and under the direction and supervision of qualified instructors. The instructor must be interacting with the student. Ground school must be completed either by attendance or documented passing of a written test prior to the completion of the flight time for the course. Certifying officials may **NOT** certify ground school training hours for DVA payment if they were completed by independent study.

A veteran student who fails to maintain a minimum grade, as determined by school policy, for two consecutive "Stage Tests" or terms will be terminated from receiving DVA education benefits for unsatisfactory progress. No benefits will be paid for any flight training during this termination.

## **2.06 Previous Training**

Any previous flight school training by a veteran student must be evaluated by the school for applicability to the student's present program, appropriate credit granted and the student's current training shortened proportionately. This information must be reported on the veteran

student's initial *Enrollment Certification*, VA Form 22-1999. Prior flight certifications or pilot's licenses, which are pre-requisite to enrollment of the desired course, should not be listed as prior credit.

## **2.07 Medical Certificates**

Veteran students must possess the appropriate medical certificate before enrolling in a flight course. Veteran students must possess a minimum of a second class medical certificate at the beginning of training for each course except ATP, for which a student must possess a first class medical certificate. The medical certificate may revert to the next lower certificate or expire before the end of a course without penalty. However, in order to enroll in another flight training course, the student must obtain the appropriate medical certificate required for that course.

Please note that a First Class Medical Certificate (required for ATP training) is valid for six months after the physical exam. It is then valid for Second Class privileges for another six months or twelve months after the physical exam. Veteran students may not use a Third Class Medical Certificate to enroll in flight training programs for which they wish to receive DVA education benefits.

**\* A copy of the appropriate medical certificate MUST be attached when sending in an initial VA Form 22-6553c, Monthly Certification of Flight Training. Each time a student enrolls in a new flight course, a copy of the appropriate valid medical certificate MUST be submitted with the initial VA Form 22-6553c for that course.**

## **2.08 Concurrent Enrollment**

Veteran students may receive benefits for a concurrent enrollment when they are pursuing the commercial pilot certification (airplane single-engine, airplane multi-engine, helicopter, or powered-lift) and the Instrument Rating course. Otherwise, veteran students must take flight school courses individually and sequentially, with the Commercial Pilot Course being taken first.

The flight school must submit two *Enrollment Certifications*, VA Form 1999, one for the Commercial Pilot Certification course and one for the Instrument Rating course. The two certification forms should be stapled or clipped together. Individual *Monthly Certifications*, VA Form 6553c, must also be submitted for both programs, if training took place in both programs. If training took place in only one program, the certifying official should show in the "Remarks" section of the *Monthly Certification* form that no training occurred in the other course during the certification period. See Sections 7.03 through 7.06 for directions on completion of these forms.

## **2.09 Standards of Progress**

Veteran students must make consistent progress toward completion of the training program. Flight schools must have approved standards of progress in place and they must be published in the Flight School Catalog. The Standards are based upon a minimum number of training hours expected to be completed within a given period and should be appropriate for the length of the course. For example, a requirement to complete at least 15 hours of flight or ground training in a 90-day period for Commercial Pilot would be acceptable because this is a long course. However, 15 hours in a 90-day period, for a type rating in which veteran students must make consistent progress toward completion of the training program that can normally be completed in three weeks, would not be acceptable.



## 2.10 Types of Flight Courses

An eligible veteran student may only use their education benefits for flight training **ABOVE** the private pilot rating. All flight training must be for a vocational objective. Training for recreational purposes cannot be certified. Flight training programs should be taken in sequential order. Commercial/Instrument must be the first course(s). Following these are: flight instructor, flight instructor-instrument, ground school instructor, additional aircraft ratings, Airline Transport Pilot (ATP) and type ratings. Please note that while this order of training is the “normal” sequence of training, there may be exceptions. Exceptions would be made for FAA requirements for entering a rating course and should be discussed with the flight school and the DVA. The DVA will examine whether the sequence will be appropriate to meet a vocational objective.

- ➔ **Commercial Pilot Certificates** may be earned in airplane single-engine; airplane multi-engine; rotocraft-helicopter; rotocraft gyroplane; powered-lift; glider; lighter-than-air airship; and lighter-than-air balloon. Students must either have an instrument rating or be concurrently enrolled in the instrument course appropriate to the aircraft category rating and have 250 hours of flight time as a pilot. Flight schools may be approved to offer several commercial pilot programs.
- ➔ **Instrument Pilot Certificate** is required for night flying, flying during inclement weather conditions and for certain cross-country conditions and generally when instrument flight rules are in effect. This certificate may be earned in the same aircraft as the commercial pilot certificate. Veteran students must pursue the instrument pilot course concurrently with the commercial course unless they already hold this certificate.
- ➔ **Flight Instructor Certification** may be earned in airplane single-engine; airplane multi-engine; rotocraft-helicopter; rotocraft gyroplane; powered-lift and glider. Veteran students entering these programs must have a commercial pilot certificate and instrument rating in the aircraft category appropriate to the flight instructor rating for which they are applying.
- ➔ **Flight Instructor-Instrument Certification** may be earned for airplane, helicopter and powered-lift aircraft. A veteran student wishing to enroll in one of these programs must have a commercial pilot certificate and instrument rating in the aircraft category appropriate to the instructor-instrument rating for which they are applying.
- ➔ **Ground School Instructor Certification** may be earned in basic, advanced and instrument ratings. Students must have the aeronautical knowledge and category rating for the appropriate area. For example, a student wishing to enroll in the advanced ground rating must have knowledge in the areas applicable to recreational, private, commercial and ATP certificates.
- ➔ **Additional Aircraft Certificates** may be earned for airplane single-engine; airplane multi-engine; rotocraft-helicopter; rotocraft gyroplane; powered-lift; glider; lighter-than-air airship and lighter-than-air balloon. Veteran students must hold the appropriate level of pilot certificate prerequisite for the additional aircraft category program in which they wish to enroll.
- ➔ **Airline Transport Pilot Certificate** may be earned for airplane single-engine; airplane multi-engine; rotocraft-helicopter; and powered-lift. A veteran student wishing to enroll in an ATP Certificate program must hold a commercial pilot certificate; have 250 hours of flight

time as a pilot in command or co-pilot of an airplane performing the duties and functions of a pilot in command under the supervision of a pilot in command; and 1,500 hours of flight time as a pilot.

- ➔ **Aircraft Type-Rating Certificates**, other than ATP, may be earned in categories airplane single-engine and airplane multi-engine, helicopter and powered-lift category. A veteran student must hold a commercial pilot certificate and an instrument rating in the category of aircraft that is appropriate to the aircraft type-rating course in which the student wishes to enroll.

**REMEMBER: When students eligible to receive DVA educational benefits enroll in any flight training program, they must establish that the purpose for taking the course is vocational, rather than recreational or avocational.**

## **2.11 Former Military Pilots**

A former military pilot with the equivalent of a Commercial Pilot's Certificate and Instrument Rating may obtain an FAA Commercial Pilot's Certificate and Instrument Rating without flight examination within 12 months after release from active duty. If a former military pilot does not apply within the 12 month period, he/she may be certified for refresher training, providing it takes place more than 12 months after discharge.

The FAA does not give flight instructor and ATP ratings on the basis of military experience, but requires a flight examination. Therefore, former military pilots may be enrolled in approved flight instructor and ATP training courses and receive DVA educational benefits.

A veteran or reservist who held an FAA certificate before or during active duty, but has had the certificate cancelled or surrendered, may receive DVA educational benefits for refresher training to re-qualify for the same grade certificate. This refresher training must be required in order to update the veteran student's knowledge and skill to cope with technological advances that occurred while on active duty and enable the individual to pursue an approved program of education.

## **2.12 Certification**

Veteran students may be reimbursed for 60% of the cost of the training, not to exceed the approved maximum cost of the course. Reimbursement is based on the monthly certifications submitted by the certifying official to the DVA Regional Office. Each time a veteran receives payment equivalent to the monthly full-time amount they are eligible to receive, their entitlement is reduced by one month.

The certifying official begins the certification process by completing a VA Form 1999, Enrollment Certification form. See Section 7.03 and 7.04 for directions on completing this form.

A separate monthly certification must be submitted for *each* calendar month the student is enrolled in a flight-training program. ***Multiple months must not be included on one certification form.*** See Section 7.05 and 7.06 for direction on completing this form.

Monthly certifications must be submitted each month that the student is enrolled, whether or not any flight or ground instruction was provided. If no instruction was provided, complete the

VA Form 6553c, Monthly Certification, as directed in Section 7.05, except the number of hours of training for that reporting month will be "0".

There are occasions where there may be a need to submit *two separate* certifications for the same month. One occasion would be to certify for concurrent enrollment in both commercial and instrument rating courses. Another would be if a rate change is effective on a date other than the 1<sup>st</sup> day of the month. In this case, two separate certifications must be done for that month – one for the days/hours at the old rate and one for the days/hours at the new rate.

## **2.13 Where to send certification forms**

These forms and instructions for their use are included in this handbook.

The initial *Enrollment Certification*, VA Form 1999, and *Monthly Certifications*, VA Form 6553c, should be mailed to:

DVA Regional Office  
PO Box 66869  
St. Louis, MO 63166-6869

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## **Section 3 VETERANS EDUCATION PROGRAMS (Chapters)**

### **3.01 Chapter 33 – Post 9/11 GI Bill**

The Post 9/11 GI Bill is a new education benefit program for servicemembers and veterans who served on active duty on or after September 11, 2001. Benefits are payable for training pursued on or after August 1, 2009. To be eligible, the servicemember or veteran must serve at least 90 aggregate days on active duty after September 10, 2001, and remain on active duty or be honorable discharged. The maximum benefit depends on the total number of days of active duty. Under current regulations, GI Bill Benefits cannot be paid for Vocational Flight training under CH 33. Veterans with only CH 33 eligibility are not eligible for Vocational Flight Training.

### **3.02 Chapter 30 – Montgomery GI Bill (MGIB) – Active Duty**

All new service members are automatically enrolled in Chapter 30 unless they decline within the first two weeks. \$100 per month is deducted from their basic pay for the first twelve months of service. The MGIB-Active program provides up to 36 months of education benefits that must be used within ten years of date of separation.

### **3.03 Chapter 1606 – Montgomery GI Bill – Selected Reserve (MGIB-SR)**

To be eligible for DVA benefits, a selected reservist must have a six-year obligation on or after October 1, 1990 and must have completed initial active duty training. Reservists include Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve as well as the Army National Guard and the Air Force National Guard.

### **3.04 Chapter 1607 – Reserve Educational Assistance Program (REAP)**

REAP provides educational assistance to members of National Guard and reserve components – Selected Reserve and Individual Ready Reserve (IRR) – who are called or ordered to active duty service in response to a war or national emergency declared by the President or Congress. Generally, a servicemember who serves on active duty on or after September 11, 2001, for at least 90 consecutive days or accumulates a total of three or more of years of service is eligible.

### **3.05 Chapter 32 – Veterans Educational Assistance Program (VEAP)**

VEAP was available to service members who entered active duty between January 1, 1977 and June 30, 1985 and paid into the program. Benefit entitlement is 1 to 36 months depending on the number of monthly contributions and must be used within ten years of date of separation.

For more detailed information on the above education programs, go to [www.gibill.va.gov](http://www.gibill.va.gov).

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## **Section 4            HOW A VETERAN APPLIES FOR EDUCATION BENEFITS**

### **4.01 Who to Contact to Determine Eligibility**

The veteran student should call the student assistance number at the Department of Veterans Affairs: 1-888-GIBILL1 (1-888-442-4551) for information on their DVA education benefits file. This information will include their eligibility to use their education benefits for flight training, the time they have left to use their benefits and any other questions the veteran might have.

### **4.02 Initial Application**

All students wishing to use their DVA education benefits for the *first time* must complete VA Form 22-1990, *Application for Education Benefits*. Completion of the form is self-explanatory and must be done by the student. It should be given to the certifying official for inclusion in the initial certification packet that will be submitted to the DVA Regional Office. The student may also submit this form online at [www.gibill.va.gov](http://www.gibill.va.gov).

### **4.03 Change of Program or Place of Training**

If the veteran has previously applied for benefits for a training or education program at any other training organization or school, one of the following procedures must be used:

1. The student should complete a *Request for Change of Program or Place of Training*, VA Form 22-1995, **OR**

2. The Certifying Official should indicate a change of program or place of training on the *Enrollment Certification*, VA Form 22-1999, as follows:

Find out from the veteran the name of the most recent organization or school and the approximate dates the benefits were previously used and put the following statement followed by the student's signature in the "REMARKS" section of the initial *Enrollment Certification*, VA Form 22-1999:

**"Student is requesting a change of program from (give the name of the organization/school where the student attended and the approximate dates the benefits were used) to (give the name of your flight school)"**  
**(The veteran's signature must follow this statement)**

#### **4.04 Submission of Initial Application or Change of Program/Place Of Training**

The veteran may send the application directly to the DVA Regional Office in St. Louis, Missouri. However, submission of separate pieces of paperwork increases the chance of clerical error, resulting in delayed payments. It is recommended that the Certifying Official submit all required forms as one packet.

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## **Section 5                      RESPONSIBILITIES OF A CERTIFYING OFFICIAL**

- ➔ Act as the flight school's point of contact for the SAA and the DVA.
- ➔ Provide general information regarding the certification process to the veteran student.
- ➔ Complete and forward the initial *Enrollment Certification* and the *Monthly Certification* forms to the Regional Processing Office of the DVA.
- ➔ Maintain the veteran student's file.
- ➔ Meet with SAA staff members during the annual supervisory visit.
- ➔ Meet with and provide records to SAA and/or DVA personnel during compliance surveys.
- ➔ Maintain communication and forward appropriate documents to the SAA. This includes notifying the SAA of changes in any of the following areas:
  - Requirements for approved programs such as change in aircraft, number of hours of training, addition or deletion of any program, etc.
  - Certifying Officials
  - Chief or Assistant Chief Flight Instructor
  - Flight School address or phone numbers
  - Flight School catalog
  - Ownership of the Flight School

## Section 6                      GUIDELINES FOR MAINTENANCE OF STUDENT RECORDS

Flight schools must keep adequate records for veteran students and maintain the records for three years following the student's completion of a course of instruction. Student records include the individual Student File, the FAA Flight Training Folder, the Ground School Record and copies of invoices for training. These records will be reviewed during an SAA supervisory visit and a DVA compliance survey.

### 6.01 Student File

The veteran student's file must contain the following:

- ➔ A copy of a Private Pilot license and any other pilot's license the student may have earned
- ➔ An evaluation of prior credit, if appropriate
- ➔ School/student contract, if appropriate
- ➔ A copy of a current and appropriate medical certificate for the course being pursued by the student. Students must possess the appropriate medical certificate before entering each program of training.
- ➔ The required Certificate of Enrollment filed with the FAA under part 141 or part 142. This certificate must show the course title, date of enrollment and signature of the Chief Flight Instructor.
- ➔ As applicable, an *Application for Educational Benefits* (VA Form 22-1990), or an annotation of a *Change of Program* in the remarks section of the VA Form 22-1999, or a completed request for *Change of Program or Place of Training* (VA Form 22-1995)
- ➔ Documentation that the school was in compliance with the 85-15% rule in the thirty days prior to enrollment of a veteran
- ➔ Initial *Enrollment Certification* (VA Form 22-1999)
- ➔ *Monthly Certification of Flight Training* Forms (VA Form 22-6553c). A certification must be submitted each month that the student is enrolled, whether or not any flight or ground instruction was provided.
- ➔ Copies of all invoices for the student's training must be included in the student's records. The invoice number should match the invoice number on the training folder or ground school record and the invoice must contain the following information:
  - The name of the school and the student.
  - Date of invoice and date on which the training took place.
  - Course for which the student is being invoiced.

- Type of training that the student received. For example: dual hours, solo hours, ground school, airplane rental, instructor charges, pre/post, etc.
- Invoice or flight ticket signed by the student and instructor showing hour meter reading and type of aircraft.
- Invoice showing charges per hour, hours charged, total amount owing and the amount received from the student in payment. This invoice and the invoice above may be combined to show inclusive information.

**Note: If the flight school has discounts for clubs, block rates, etc. and the student is invoiced for a discounted rate, then the school must certify to the DVA at the discounted rate.**

## **6.02 Flight Training Folder**

The veteran student's flight training folder or progress log must record and must document each training flight completed by the student. This must include:

- ➔ Name of the student and the name of the course
- ➔ Date of each training session
- ➔ Make and model of aircraft flown, including tail number
- ➔ Number of hours of training in each area (dual, solo, pre/post and ground, if appropriate)
- ➔ Stage and lesson number from FAA-approved course training outline syllabus
- ➔ Invoice number for flight charges
- ➔ Grade or rating given to student for each lesson by instructor
- ➔ Instructor's signature and certificate number (if the training folder is a single sheet, the instructor's certificate number need be shown only once)
- ➔ Signature of the student

## **6.03 Permanent Ground School Record**

Ground school may consist of units using audio-visual equipment, personal computers, quizzes, and examinations. The record must show the method of instruction. Ground school must be in residence and under the direction and supervision of a qualified instructor who is interacting with the students in order for the student to receive DVA education benefits. The student's ground school record must document the following:

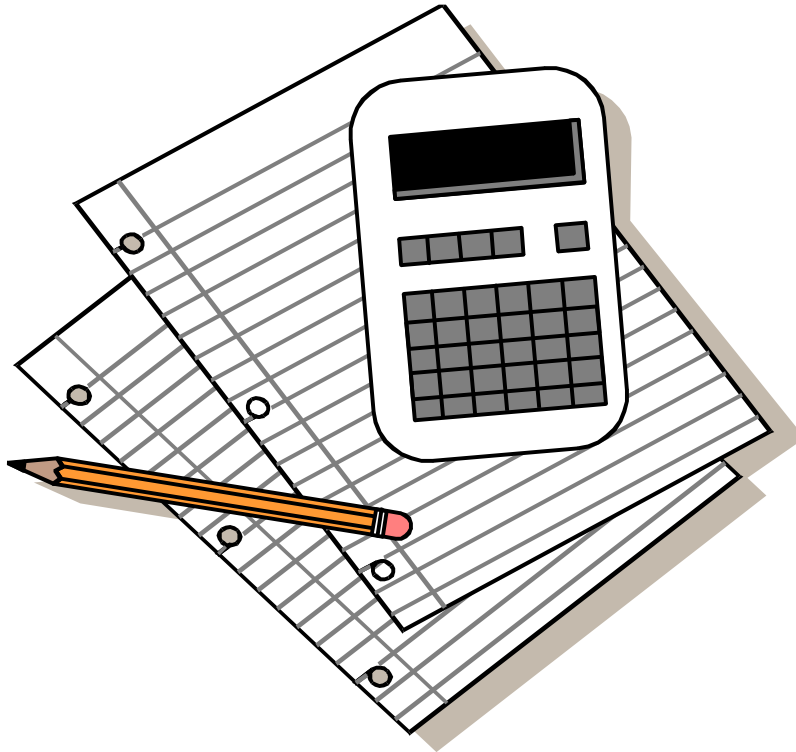
- ➔ Name of student and the course in which the student is enrolled
- ➔ Dates of attendance for each class

- ➔ Annotation of the method of instruction – residence, computer, audiovisual, etc. – and the number of hours of each session
- ➔ Stage and lesson number from the FAA-approved training course outline
- ➔ Invoice number for ground school charges with an annotation on the charges that will be certified for DVA payment
- ➔ Documentation of written examinations and completion of the program
- ➔ Signature of instructor and student



*Section 7*

*Flight School*  
*Forms*



## **7.01 DESIGNATION OF CERTIFYING OFFICIAL(S) VA FORM 22-8794**

Only individuals listed on the *Designation of Certifying Official(s)* form are authorized to sign the initial and monthly certification forms.

When changes in the designated Certifying Officials occur, including additions or deletions, a new VA Form 22-8794 must be submitted to the State Approving Agency. The SAA will forward a copy of the form to the DVA.

The form must be completed by a responsible official with the authority to designate certifying officials for the flight school. This may be the flight school's owner or president.

Each time there is a change in any of the information on this form, it must be filled out in its entirety. Include the names, titles and signatures of all certifying officials, not just the changed information.

### **Complete the following sections of the Designation of Certifying Official(s), Form 22-8794:**

- Provide the complete name and address of the training establishment.
- Provide the appropriate telephone number(s).
- Provide the fax number of the school.
- Provide e-mail addresses for the certifying officials.
- Provide the complete name and title of each designated certifying official. Have each person sign the form on the same line as his or her name and title.
- If facsimile (e.g., rubber stamp) signatures will be used for any certifying official, enter a sample in the appropriate block. In addition, have the individual initial next to the sample.
- The person designating the certifying officials must sign and date the form.

### **Distribution:**

After making a copy of the 22-8794 for the flight school's records, send the original to:

Montana Office of Public Instruction  
Veterans Education/State Approving Agency  
P.O. Box 202501  
Helena, MT 59620-2501

## 7.02 ENROLLMENT CERTIFICATION

### VA Form 22-1999

This form is considered the "initial certification" form and must be completed in order for the DVA Regional Office to be alerted that the student is enrolling in a flight training program. Payment will begin with the completion of the *Monthly Certification*, VA Form 6553c (see Section 7.05).

**Complete the following sections on the initial *Enrollment Certification*, Form 22-1999:**

**Complete only Side B of the enrollment certification**

**Items 1 through 5:** Complete as indicated.

**Item 6:** Check the "Flight Training" box.

**Item 5:** Provide the exact name of the flight training program that the student is enrolling in as it has been approved by the SAA. Only one program can be pursued by a veteran and certified to DVA for payment of benefits. The only exception is that the student may be concurrently enrolled in the Instrument Rating Course and the Commercial Pilot Certification Course. A VA Form 22-1999 must be prepared for each course and submitted to DVA as one packet. (Approved courses are listed in the SAA letter of approval to the Flight School and the VA Form 22-1998c from the DVA).

**Item 8A:** Provide the number of hours of previous training that you are accepting. List the hours in each area.

**Item 8B:** This date shall be the date of the first day of ground school or flight training. Use the same first day of training on each VA Form 22-1999 for Instrument and Commercial.

**Item 8C:** Enter the number of hours of instruction in the course in which the veteran is enrolled minus any flight or ground school hours for which prior credit has been granted in Item 18B. Approved course hours are identified on the VA Form 22-1998 and the SAA approval letter.

**Item 8D:** Provide the total cost of the course as contracted with the student, not to exceed the total cost of the course approved.

**Item 11:** Remarks. Use this section to indicate a change of program if the veteran has applied for and used DVA benefits while attending a training or education program at another organization or school. Use the following statement:

*"Student requests a change of program from (give the name of the organization/school where the student attended and the approximate dates DVA education benefits were used) to (give the name of your flight school)."*

Have the veteran sign following this statement.

**Item 12A:** The facility code must be provided. This code is given on VA Form 22-1998 issued by the DVA. Contact the SAA if you have not received the facility code from the DVA.

**Item 12D & 12E:** The signature and title of the school certifying official authorized on VA Form 22-8794, *Designation of Certifying Officials*. Only those listed on the VA Form 22-8794 may sign the VA Form 22-1999.

**Keep a copy of the enrollment certification for the student file.**

It is recommended that the following be sent as a packet to the DVA:

- Application for benefits and
- VA Form 22-1999, *Enrollment Certification*

Send to:

DVA Regional Office  
PO Box 66869  
St. Louis, MO 63166-6869

### **7.03 MONTHLY CERTIFICATION OF FLIGHT TRAINING VA Form 22-6553c**

Payments of DVA educational benefits for flight training are based on the submission of VA Form 22-6553c. This form is also used to notify the DVA of a change in enrollment status within 30 days of the effective date of the change. Changes include: voluntary termination; termination for unsatisfactory progress or conduct; termination for failure to meet quarterly minimums; and course completion.

This form requires the signature of the student and the certifying official and must be complete and accurate. You will expedite the student's payments by sending these certifications to the appropriate DVA Regional Office. These certifications are due to DVA as early as possible after the end of the month in order to effect prompt payment.

**NOTE:** *When submitting monthly certifications for a student concurrently enrolled in the Commercial Pilot course and the Instrument Course, submit a separate certification for each course for each month. If the student only trains in one course during the month, go down to the remarks section and show "No training was given in the (enter the course name) course during this period."*

*When the student completes the Instrument Course, give the completion date on the monthly certification and submit only one monthly certification from that point forward.*

**If you have questions on completion of the VA Form 22-6553c, please contact the SAA or the Education Liaison Representative.**

Information reported on this form must agree with charges, rates and hours that have been approved by the SAA.

*Monthly certifications* are based on invoices signed by the instructor and the student. It will not be necessary to submit copies of the cash tickets with the *Monthly Certification* form. However, copies of the invoices must be maintained in the student's file for SAA and DVA review.

Student monthly certifications should be sent to:

DVA Regional Office  
PO Box 66869  
St. Louis, MO 63166-6869

## **Section 8            QUARTERLY CERTIFICATION OF THE 85-15% RATIO**

Flight schools are required to maintain an 85-15% veteran to non-veteran ratio log. A veteran may not be enrolled or re-enrolled for any approved flight course where the ratio of the number of hours of training of veterans to non-veterans exceeded 85% in the 30-day period prior to enrollment of the veteran. If the 85% restriction is not met, do not enroll the student until it is met.

### **8.01   School Verification**

The Code of Federal Regulations (CFR) 21.4201 requires a quarterly report certifying compliance with the 85-15% enrollment restriction. In order to remain in compliance, the following *School Quarterly 85-15% Certification Form* must be completed and submitted to the SAA and the DVA at the end of each quarter unless the school has a "35% Waiver" (see below). A copy should be retained in the school files. All approved schools are required to submit this certification whether they had an active student receiving DVA benefits or not.

### **8.02   Student Verification**

A new veteran student cannot begin a Part 141 or 142 training program if veteran students completed more than 85% of the total logged instructional hours flown in the preceding 30-day period at the flight school.

CFR 21.4201 requires the school to be in compliance with the 85-15% enrollment restriction in the 30-day period prior to enrollment or re-enrollment of a veteran. To ensure compliance with this regulation, the following *Student 85-15% Certification Form* must be completed prior to the enrollment or re-enrollment of an eligible veteran in a flight-training program. The school should place the completed form in the individual student's file to support compliance with this rule. The SAA/DVA will review this form at the time of the supervisory/compliance visit.

### **8.03   35 Percent Waiver**

Flight schools that can demonstrate that their veteran student enrollment is 35% or less of their overall student enrollment may be granted a waiver from the 85-15% reporting requirement. As long as the veteran student enrollment remains 35% or less, veteran students can be enrolled in approved training programs without exception. If the 35% veteran student enrollment is exceeded, veteran students must be enrolled in accordance with the 85-15% ratio requirements.

## 8.04 SCHOOL QUARTERLY 85-15% CERTIFICATION

A veteran may not be enrolled, or re-enrolled, for any approved flight course where the ratio of the number of hours of training of veterans to non-veterans has exceeded 85% in the 30-day period preceding enrollment.

All courses, not individual courses, offered by a flight school that are approved under Part 141 or 142 should be considered to be one course for the purpose of making this computation. Calculation of the 85-15% ratio must be based on "logged instructional flight time or charges" for Part 141 or 142.

Do not include Private Pilot training hours, pre-post flight hours, Part 61 training or flight time of owners or officers of the school as non-DVA hours.

Compliance with the 85-15% ratio is determined by applying the following formula:

*Total hours of Part 141 or 142 flight instruction for non-veterans in SAA-approved courses*

Divided by

*Total hours of Part 141 or 142 flight instruction for veterans & non-veterans in SAA-approved courses*

The result of this calculation must be a minimum of 15%

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### 85-15% Ratio Quarterly Certification

\_\_\_\_\_  
Name of Flight School

\_\_\_\_\_  
Address

\_\_\_\_\_  
Quarter/Year

\_\_\_\_\_  
Date of Report

This is to certify that, in accordance with the DVA regulations for the above quarter, at least 15% of the charges or hours of logged flight training were for non-veteran students

(1) Veteran hours \_\_\_\_\_ + (2) Non-Veteran hours \_\_\_\_\_ = (3) \_\_\_\_\_

Therefore (2) divided by (3) = \_\_\_\_\_%

\_\_\_\_\_  
Certifying Official Signature

**Mail completed form to arrive no later than 30 days after the end of March, June, September or December of each year to each of the following addresses:**

Office of Public Instruction  
State Approving Agency  
PO Box 202501  
Helena, MT 59620-2501

Department of Veterans Affairs  
Attn: Education Services Unit  
P.O. Box 25126, 155 Van Gordon Street  
Denver, CO 80225

## 8.05 STUDENT 85-15% CERTIFICATION

A veteran may not be enrolled, or re-enrolled, for any approved flight course where the ratio of the number of hours of training of veterans to non-veterans has exceeded 85% in the 30-day period preceding enrollment.

All courses, not individual courses, offered at a flight school that are approved under Part 141 or 142 should be considered to be one course for the purpose of making this computation. Calculation of the 85-15% ratio must be based on "logged instructional flight time or charges" for Part 141 or Part 142.

Do not include Private Pilot training hours, pre-post flight hours, Part 61 training or flight time of owners or officers of the school as non-DVA hours.

Compliance with the 85-15% ratio is determined by applying the following formula:

*Total hours of Part 141 or 142 flight instruction for non-veterans in SAA-approved course*

Divided by

*Total hours of Part 141 or 142 flight instruction for veterans and non-veterans in SAA-approved courses*

The result of this calculation must be a minimum of 15%

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### 85-15% Ratio Certification

\_\_\_\_\_  
Name of Veteran Student

\_\_\_\_\_  
SSN

This is to certify that, in accordance with the DVA regulations, of the logged hours of instructional flight training given under Part 141 or 142 for the past 30-day period preceding enrollment of this veteran, at least 15% of the charges or hours of flight training were for non-veterans.

(1) Veteran hours \_\_\_\_\_ + (2) Non-Veteran hours \_\_\_\_\_ = (3) \_\_\_\_\_

Therefore (2) divided by (3) = \_\_\_\_\_%

\_\_\_\_\_  
Certifying Official Signature

\_\_\_\_\_  
Date

Place this form in the student's file.

## **Section 9                    SUPERVISORY VISIT**

Approximately once each year a representative from the State Approving Agency will contact the flight school to make arrangements for a “supervisory visit”. Periodically a compliance specialist or Education Liaison Representative from the Department of Veterans Affairs may also conduct a compliance survey or liaison visit. During either visit, the SAA or DVA representative will review the flight school records to ensure compliance with DVA and SAA regulations and policies.

The SAA representative is also available during the supervisory visit to lend assistance, answer any questions and give guidance to the flight school certifying official or other personnel regarding the certification process and veteran students file maintenance procedures.

During the supervisory visit, the school must make the following records available for review by the SAA representative:

- ➔ Student record files
- ➔ Student Flight Training Folder(s)
- ➔ Permanent ground school records
- ➔ Individual student invoices
- ➔ Records of advertising, if appropriate

The following records must also be available at the request of the SAA or DVA representative:

- ➔ Records of tuition and accounts that show tuition charged and payments received from veterans and non-veterans
- ➔ Continuous hour meter records
- ➔ Engine log books



## **Section 10      DVA AND SAA POINTS OF CONTACT**

### **10.01 DVA REGIONAL OFFICES:**

All initial *Enrollment Certifications*, VA Form 22-1999, and *Monthly Certifications*, VA Form 22-6553c must be sent to:

DVA Regional Office  
PO Box 66869  
St. Louis, MO 63166-6869.

### **10.02 Montana Education Liaison Representative**

Judy Davis, Department of Veterans Affairs  
303-914-5780

**DO NOT RELEASE THIS NUMBER TO STUDENTS**

### **10.03 Student Assistance Number:**

Department of Veterans Affairs  
1-888-442-4551  
Web Page: <http://www.gibill.va.gov>

### **10.04 Office of Public Instruction State Approving Agency**

P.O. Box 202501  
Helena, MT 59620-2501  
FAX: 406-444-1373

Tom Cummins:                      406-444-4122

### **10.05 Order VA Forms from:**

Department of Veteran Affairs  
Veterans Services  
P.O. Box 66830  
St. Louis, MO 63166-6830

**STATE APPROVING AGENCY**  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501