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## **Section 1                    MONTANA OFFICE OF PUBLIC INSTRUCTION STATE APPROVING AGENCY**

### **1.01 Flight School Application Handbook**

This Application Handbook has been developed to assist with the application process. All Flight Schools in Montana offering flight-training programs who wish to have their programs approved for the enrollment of veterans are expected to complete this application and include the required attachments. When approval has been granted, a separate Handbook for Certifying Officials will be provided. This Application Handbook provides:

- ➔ Section 2 - General information that will assist applicants with the process for approval including DVA and SAA requirements and the elements of the inspection visit
- ➔ Section 3 - Application: directions for completion and submission of the application
- ➔ Section 4 - Application criteria
- ➔ Section 5 - Catalog: directions and form for completion of catalog requirements
- ➔ Section 6 - Application submission information
- ➔ Section 7 - Forms: required forms and directions for completion
- ➔ General reference information

### **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;
- 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 Department of Veterans Affairs (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's 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                    GENERAL INFORMATION AND GUIDANCE**

Title 38 Code of Federal Regulations (CFR), Sections 21.4254 and 21.4263 establish the standards for the SAA approval of Flight School programs.

The following information is provided to help with an overall understanding of the SAA and DVA requirements for flight school approval. This is not meant to be all encompassing and any questions flight school personnel have during the application process should be directed to the SAA 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 (training through use of simulators) or for Flight Engineer Courses, Part 63. This approval comes from regional Flight Standard District Office (FSDO) personnel. Veteran 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**

Initially the SAA and DVA require information about the administration, ownership, and financial status of a flight school. However, *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 including the training syllabus, charges for instruction, names and qualifications of training personnel, a revised Air Agency Certificate and Letter of Authority, and type of aircraft to be used for the program. The information must be certified true and correct and include the signature of the chief flight instructor or owner. Veterans can only receive benefits while enrolled in those programs approved by the SAA.

### **2.03    Period of Operation**

In order to be considered for SAA approval, a flight school must have been in operation for two continuous years. During that time the school must have been offering advanced flight courses, that is, the commercial pilot certification course and above. Part 61 or Part 141 advanced flight training must be used to establish proof of continuous operation. To establish that a flight school has been in operation for two continuous years, documentation must be submitted with the application for approval that shows at least one hour of advanced training during each 90-day period for the two years prior to the effective date of approval.

Please note that if a school has been in operation for two years or more and changes in ownership or management occur, but the faculty, student body, facilities, equipment and courses offered remain essentially the same, the school will not again be subject to the two year limitation. The SAA must be notified immediately if any change in ownership or management occurs. Should changes in faculty, facilities, equipment and courses occur, the SAA must be immediately notified of those changes as well.

### **2.04    Air Agency Certificate & Letter of Authority**

In order to be approved by the SAA, a flight school must have a valid FAA Air Agency Certificate (AAC) and accompanying Letter of Authority. Each course for which the school wishes SAA approval must be listed on the Air Agency Certificate and the Letter of Authority. SAA approval can be made on either a pilot school certificate or a provisional pilot school certificate.

## 2.05 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. This information must be certified true and correct and include the signature of the chief flight instructor or owner.

The TCO consists of two parts. One is the information written by the school and must include the date and signature of the FSDO representative on each page. This part of the TCO should include:

- ➔ a description of the classroom facilities including size and the maximum number of students that may be instructed in each classroom
- ➔ the name of chief flight instructor
- ➔ the name of the assistant chief flight instructor
- ➔ a description of training aids that will be used for ground training
- ➔ a list of the airports where training flights will originate that includes a description of the pilot briefing areas available to the students
- ➔ take-off and landing requirements
- ➔ the airports used during cross-country flights
- ➔ a list of the models of aircraft used for each phase of instruction
- ➔ a description of the minimum qualifications and ratings for each instructor used for ground or flight training.

The second piece of the TCO is the syllabus. The syllabus must contain a detailed description of the course, including:

- ➔ the prerequisite requirements for enrollment in the course including required licenses and type of medical certificate
- ➔ a description of each lesson or stage which provides measurable objectives and standards for student achievement
- ➔ the stage of training normally accomplished within each 90 day training period
- ➔ the number of hours of training for dual, solo and ground training for course completion
- ➔ the number of hours of pre-flight briefings and post-flight critiques, if appropriate

The syllabus may be a standardized curriculum such as a Jeppesen-Sanderson or Cessna or a curriculum written by personnel of the flight school. The standardized syllabus should have the overview page or first page stamped with an FAA signature and the date. **A copy of this page must be submitted with the application as part of the TCO.** This page normally includes the edition year of the curriculum. If the flight school chooses to write its own syllabus, each page must be stamped with a signature of the FAA representative and the date accepted.

## **2.06 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. Each flight school program will be approved for a specific number of hours in each area of study.

## **2.07 Ground School**

Ground school may consist of units using audiovisual equipment, personal computers, quizzes, and examinations. In order to be approved for payment of DVA education benefits to the veteran student, ground school must be in residence (classroom on the school facility) 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. This information should be included with the application.

## **2.08 Previous Training & Education**

Flight schools must be willing to evaluate prior flight education and training completed by a student for applicability to the student's present program, grant appropriate credit and shorten the student's current training period proportionately.

## **2.09 Standards of Progress**

Flight schools must have approved standards of progress in place and they must be published in the flight school catalog. The standards must be 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. Documentation must be available that shows that veteran students are making consistent progress toward completion of a training program. 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 that is normally completed in three weeks would not be acceptable.

## **2.10 Refund Policy**

The school must have a refund policy in place, published in the catalog or bulletin. Veteran students who do not enter a course as planned, withdraw from or discontinue a course prior to completion will be given a refund on a pro-rata basis of the unused portion of the tuition, fees and other charges the student paid in advance. Since most flight school training is performed on the basis of hourly charges for instructor time and equipment rental, a refund is not generally required unless the student prepays for a block of time. A \$10 holding fee may be retained by the school.

## **2.11 Records**

SAA approval requires that schools are willing to maintain student records. Upon SAA approval a "Certifying Official's Handbook" will be issued to the school. This Handbook describes the kinds of records that must be maintained and made available to SAA and/or DVA personnel for review and what information each record must include.

## **2.12 Approval Process**

The approval process consists of two major steps: 1) receipt and review of the flight school application and 2) an inspection visit by SAA personnel. SAA personnel will guide and assist the flight school through these steps.

## **2.13 Inspection Visit**

The final step for approval is an inspection visit that is conducted by SAA personnel. During this visit SAA staff may conduct the following activities with flight school personnel:

- ➔ Verification of state and local occupational licenses, building occupancy certificate, any licenses issued by other agencies including an FCC-issued fixed-base radio license, fuel storage license and any other pertinent licenses and certificates.
- ➔ Verification of the school's inventory of aircraft as noted in the application. This may include reviewing the owner's certificate issued by the FAA, the current reading on the Hobbs Meter and the school's consolidated flight log.
- ➔ Inspection of the school's maintenance facilities including viewing the FAA certificate to verify that it meets FAA requirements, and the maintenance schedule and engine log for each aircraft.
- ➔ Inspection of the school's consolidated flight log which records each flight that each school aircraft has flown and its current status (in flight, in repair, etc.).
- ➔ Inspection of the school's training records to verify the two year rule has been met.
- ➔ Inspection of the records the school maintains, which must include:
  - Copies of invoices specifying date and duration of flight, make and model of aircraft, rate for training and total cost, etc.
  - Progress records such as the pre-printed tri-fold form purchased from Jeppesen-Sanderson which records date of training, duration of training in hours and partial hours, lesson completed grades/evaluation and signature of student and instructor
  - Students' certificate of enrollment required under FAR 141.

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## **Section 3            APPLICATION DIRECTIONS**

1. Review the Application Handbook carefully prior to completion of the application. Incorporate all required information into the application in the format provided and submit to the Office of Public Instruction's State Approving Agency.
  2. Information must be provided in the sequence given in the application and submitted to the SAA as a hard copy. If you have attachments, please label the attachments with the nomenclature provided in this application.
  3. Complete Section 4 – Application: 4.01 through 4.04.
  4. Complete Section 5 – Catalog Elements.
  5. Complete forms according to directions provided in Section 7 and include with application.
  6. Note: When specific program information is requested, it applies only to those programs for which the Flight School is seeking authorization.
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## **Section 4**

### **APPLICATION**

#### **4.01 ADMINISTRATIVE INFORMATION**

1. Provide the complete name and physical address of the flight school. Include the phone number, e-mail address, fax number, the name of the primary point-of-contact and the name and phone number of the person completing the application.
2. List any other names under which the school has operated.
3. Provide the dates that the school has been in continuous operation under its present ownership. The Department of Veterans Administration (DVA) defines "continuous operation" as a minimum of one hour of commercial or higher flight training per quarter.
4. Provide the dates that this school has offered advanced flight training (commercial pilot and higher).
5. Provide the name of one student, their dates of training, the type of training, and payment made to the school with an invoice as documentation which shows that one hour of advanced flight training has taken place each quarter for the past two years. Label these as Attachment 4.01(5).
6. Provide a copy of the current Air Agency Certificate and the Letter of Authority issued by the FAA, listing the flight programs approved. Label these as Attachment 4.01(6).
7. Describe the facility including classroom space, office space, maintenance space, airport facility and any other pertinent information regarding buildings and equipment that are part of the school.

8. Provide a statement that the school meets all city, local, county, municipal, state, and federal regulations such as fire codes, building, and sanitation codes.
9. Complete VA Form 27-8206, Statement of Assurance of Compliance with Equal Opportunity Laws, provided in Section 7 - Forms, Attachment 4.01(9).
10. Complete VA 22-8794, Designation of Certifying Official, provided in Section 7 - Forms, Attachment 4.01(10).
11. Complete VA 22-1919, Conflicting Interests Certification For Proprietary Schools Only
12. Complete Power of Attorney Statement

#### **4.02 OWNERSHIP**

1. Provide the name of the president and/or owner(s) of the flight school. Include the bylaws or policies defining a chain of authority and responsibility for the flight school.
2. Define the type of ownership of the flight school. For example, individually owned, franchise, partnership, subsidiary, non-profit or for-profit school.
3. Provide a statement that the building is owned or provide a copy of the lease agreement and label as Attachment 4.02(3).
4. Provide a resume for each owner and/or corporate officer. Label these as Attachment 4.02(4).
5. If any of the owners, officers, or principal stockholders (10% or more of the stock) have any financial or other interest in any other school in Montana, please provide information regarding the names and addresses of those individuals and the schools involved.
6. If any of the following apply to owners, officers, or principal stockholders, provide the name(s), date(s) and briefly describe the situation/violation.
  - ➔ Involvement in bankruptcy
  - ➔ Conviction of a violation of any law other than a minor traffic violation
  - ➔ Dismissal for immoral or unprofessional conduct from any position or had a license revoked
7. If the school has ever been cited by any governmental agency for violation of any regulation or law, provide the date and a brief description of the violation and the corrective action taken.

#### **4.03 FINANCIAL INFORMATION**

1. Provide a financial statement that has been prepared in accordance with generally accepted accounting principles by an independent CPA or a bank for the most current fiscal year. This

statement should provide evidence that the institution has the capital to sustain its purpose and commitment for training to students. Label this as Attachment 4.03(1).

2. Provide the name, address and telephone number of a bank or financial institution that may be consulted as a financial reference.
3. Provide a statement that the school carries adequate liability insurance.

#### **4.04 PROGRAM REQUIREMENTS**

1. Provide two copies of each Training Course Outline (TCO) including the written syllabus or appropriately stamped pages of a standardized syllabus and label them as Attachment 4.04(1).
2. Provide resumes for personnel in the following positions and label them as Attachment 4.04(2):
  - ➔ Chief flight instructor
  - ➔ Assistant chief flight instructor, if appropriate
  - ➔ Chief A & P mechanic
  - ➔ Ground school instructors
  - ➔ Flight instructors
3. Provide a list of the names, titles, courses taught and certificate numbers for each of the above personnel.
4. Using Attachment 4.04(4) in Section 7 - Forms, provide a list of aircraft used by the school for instruction.
5. Describe any specific entrance requirements or program prerequisites for each program for which the school is seeking SAA approval.
6. Provide a description of the school's requirements for student progress through a program considering absences allowed, hours of training that must be accomplished within a defined time period, and approximate time period for completion.
7. Describe the grading system used by the school.
8. Describe the circumstances and consequences of unsatisfactory progress, probation period (if appropriate) and conditions for re-entrance.
9. Describe the method the school uses to grant credit for previous training.
10. Provide a description of the organization of ground school instruction and requirements for student progress through the program to completion. Include an example of the number of hours that may be taught in a classroom setting by an instructor and the hours of instruction that may be done through audio-visual methods.



11. Describe the refund policy of the school.
12. Provide a list of the records that are kept for each student.
13. Using Attachment 4.04(13) in Section 7 - Forms, provide a summarized list of programs and aircraft, instruction and tuition costs for each program.

## Section 5 CATALOG

### 5.01 DIRECTIONS

1. Provide two copies of the flight school's existing or draft catalog. If, at initial application, a published catalog is not available, a draft copy **must** be provided. If any of the following information is not available in an existing catalog, provide it as an addendum/addition.
2. Include the following statement of certification:

**This catalog is certified to be true and correct in content and policy as of the date of publication.**

The owner of the institution or another authorized individual must sign this statement. The statement may be published, hand-written or adhered as a label on the inside front cover of the catalog.

### 5.02 CATALOG

The following lists all required catalog elements. Indicate the page on which the following information may be found.

	CATALOG ELEMENTS	PAGE NO.
	<b>General Information</b>	
1.	Identifying data, such as volume number, date of publication, and year(s) for which the catalog is effective	
2.	Name, address and phone number of the flight school	
3.	Identification of ownership or school governing body	
4.	Flight school officials and instructors	
5.	FAA Air Agency Certificate Number	
6.	School calendar with days and hours of operation, legal holidays on which the school is closed, and additional pertinent or important dates	
7.	Description of training space, facilities and equipment	
	<b>Policies and Regulations</b>	
8.	Dates on which a student may begin a course	
9.	School attendance policy, including criteria for unsatisfactory attendance	
10.	Policies regarding student conduct and conditions for dismissal	
11.	The school's policy for granting credit for previous educational training	
12.	Policies governing standards of progress	
13.	Minimum grades considered satisfactory for ground school and flight training	
14.	Conditions which would prompt probation for unsatisfactory grades or progress	

	CATALOG ELEMENTS	PAGE NO.
15.	Probationary period	
16.	Conditions for re-entrance after dismissal for unsatisfactory progress	
17.	Policy for refund of the unused portion of tuition, fees, and other charges if the student does not enter the course, withdraws or is terminated	
	<b>Program Descriptions</b>	
18.	Course description	
19.	Entrance requirements and prerequisites, including licenses and type of medical certificate	
20.	Minimum hours required for dual and solo training	
21.	Description of ground school training including number of hours of training required and the methods for delivery – i.e., video, automated, classroom, etc.	
22.	Type of aircraft that may be used for instruction in this course	
	<b>Tuition, Fees and Other Costs</b>	
24.	Hourly rates for instruction	
25.	Hourly rates for dual, solo, pre-brief and post-critique training	
26.	Hourly charge for appropriate aircraft rental	
26.	Hourly or total cost for ground school training	
27.	Costs of required books and supplies	
28.	Other costs	

## Section 6 SUBMISSION

**6.01** Submit this application, complete with all attachments, in one package to the following address:

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

**6.02** For further information and assistance please call or email:

Tom Cummins  
Director of Veterans Education  
(406) 444-4122  
[tcummins@mt.gov](mailto:tcummins@mt.gov)

### **6.03 Department of Veterans Affairs:**

Education Liaison Representative for Montana  
Judy Davis  
303 (914-5780)

**(Please note that this number is NOT to be released to students – it is for Flight School use only)**

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## SECTION 7 - FORMS



## **ATTACHMENT 4.01(9)**

### **STATEMENT OF ASSURANCE OF COMPLIANCE WITH EQUAL OPPORTUNITY LAWS**

#### **VA FORM 27-8206**

This form must be completed by a responsible official.

- ➔ Provide the name of the flight school.
- ➔ Read the text of the document carefully.
- ➔ Provide the date of signature.
- ➔ Provide the signature and title of the person signing the document.
- ➔ Provide the name of the flight school.
- ➔ Provide the address of the flight school.

**ATTACHMENT 4.01(10)**  
**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 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.

**Instructions for completion of the 22-8794:**

**Item 1:** Provide the complete name and address of the training establishment.

**Item 2A:** Provide the appropriate telephone number(s).

**Item 5A:** 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.

**Item 5B:** 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.

**Items 7 & 8:** 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 with the application packet to:

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

## ATTACHMENT 4.04(4) LIST OF AIRCRAFT

**Name of Flight School:**\_\_\_\_\_

[illegible]

**Complete the above as the example below indicates:**

Aircraft Type	Registration Number	Horsepower	Courses in which used	Hourly Rate	Owned or leased
Cessna-152	N6794H	108	Commercial – SE	\$52.00	Owned
PA-28-180 Piper Archer	N3733H	180	Commercial – ME Flight Inst – ME	N/A	Leased
FRASCA 141 Simulator			Commercial Flight Ins – SE & ME	\$77 dual only	Owned

## ATTACHMENT 4.04(13) – SUMMARY

Indicate type of rate – use a separate sheet for each rate:

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

RETAIL ☐ BLOCK ☐ CLUB ☐

COURSE TITLE & NUMBER	HRSPWR	CHARGES AND TOTAL HOUR LISTING BY COURSE								MAXIMUM TOTAL
		Dual Hours		Solo Hours		Ground		Pre/Post		TUITION COST
		Hrs	Rate	Hrs	Rate	Hrs	Rate	Hrs	Rate	
Commercial Pilot – SE, ME, Airplane, Helicopter										
Aircraft Type										
Instrument Rating – Airplane, Helicopter										
Aircraft Type										
Flight Instructor – SE, ME, Helicopter										
Aircraft Type										
Additional Flight Instructor – Helicopter, Instrument, ME										
Aircraft Type										
Airline Transport Pilot – SE, ME, Combination										
Aircraft Type										
Other training –										
Aircraft Type										

Please complete the blank form as indicated in the example provided below:

Indicate type of rate – use separate sheet for each rate:

Flight School Name ELLIE'S FLIGHT SCHOOL RETAIL ☒ BLOCK ☐ CLUB ☐

COURSE TITLE & NUMBER		HRSPWR	CHARGES AND TOTAL HOUR LISTING BY COURSE								MAXIMUM TOTAL
			Dual Hours		Solo Hours		Ground		Pre/Post		TUITION COST
			Hrs	Rate	Hrs	Rate	Hrs	Rate	Hrs	Rate	
Commercial Pilot – SE											
Aircraft Type			55		65		35		30	\$16,440.00	
Cessna 152		110		\$102		\$65		\$37	\$37		
PA-28-180		160		\$137		\$100					
Commercial Pilot - Helicopter			30		85		30		28.75	\$19,719	
Robinson R22 – Beta		160		\$179		\$146		\$33	\$33		
Instrument Rating – Airplane,											
Aircraft Type			35				30		8.75		
Same aircraft listed for commercial				\$137				\$37	\$37	\$6,229	
14 hours of simulator											
Flight Instructor – SE, ME											
Helicopter,											
Aircraft Type											