

PILOT**RULES**

Training Procedures Manual

PilotRules Flight Academy · 14 CFR Part 141 Pilot School

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Chief Instructor	All IPs, check instructors, cadets	Annual

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1 Purpose & authority

1.1 Purpose

This manual governs how training is delivered, graded, checked, documented, and corrected at PilotRules Flight Academy. It sits between the **General Operations Manual**, which sets company-wide policy, and the syllabi, which set the content of individual lessons. The General Operations Manual says who may fly and under what conditions; this manual says how a cadet is trained and how the academy proves it.

1.2 Authority

The Chief Instructor maintains this manual and is responsible for the quality and consistency of all instruction given under the school's Part 141 certificate, in accordance with 14 CFR §141.35 and §141.85. The Assistant Chief Instructor acts in the Chief Instructor's absence under §141.36. Check instructors conduct stage checks and end-of-course tests under §141.37 and grade independently of the instructor who trained the cadet.

The Wing Commander / Commandant, as the Owner and Responsible Manager, holds final authority on any matter of cadet status, including elimination, and is the appeal authority for a progress review board decision.

1.3 Precedence

The Federal Aviation Regulations, the Aeronautical Information Manual, the approved Pilot's Operating Handbook or Airplane Flight Manual for each aircraft, and the applicable Minimum Equipment List take precedence over this manual in all cases. Where this manual and another company document conflict, or where a company standard is more restrictive than the regulation, **the most restrictive requirement applies**.

1.4 Revisions

Revisions are issued by the Chief Instructor. Revised text is marked in the revision that introduces it, and the revision number and effective date appear on the cover of every controlled document. Changes requiring immediate effect are issued as Operations Bulletins, which carry the same authority as the manual they amend and remain in force until incorporated or withdrawn. Every IP and cadet is responsible for reviewing current bulletins before each duty period.

NOTE

Any IP or cadet may submit a proposed change to this manual to the Chief Instructor. Proposals that improve safety or standardization are reviewed at the next standardization meeting rather than waiting for the annual cycle.

2 Program structure

2.1 The five phases

The program runs 52 weeks from zero experience to Airline Transport Pilot, organized into five phases modeled on United States Air Force Undergraduate Pilot Training. Each phase has a defined goal, and a cadet does not advance until the phase gates are met.

PHASE	WEEKS	AIRCRAFT	CERTIFICATES / OUTCOME	PHASE GOAL
Transition	1-2	—	—	In-process, issue gear, establish standards, meet entry physical training requirements, begin medical and student pilot certificate action
Phase I	3-8	C172	Private Pilot (ground)	Academics and pre-flight preparation; build the knowledge base before the flight line becomes the focus
Phase II	9-32	C172	PPL · IR · CPL	Primary flying — contact, instruments, and navigation to commercial standard
Phase III	33-44	Seminole, C172	AMEL · CFI · CFII	Advanced — multi-engine competence and the ability to teach
FTU	45-52	PC-12	MEI (optional) · ATP-CTP · ATP	Formal training unit — turbine transition, crew operations, and the ATP practical test

2.2 Class organization

Cadets are grouped into a numbered class — for example Class 26-Alpha — of approximately 30 cadets, divided into two flights of about 15. Each flight is led by a **Flight Commander**, an IP responsible for the flight's training progress and discipline. Within the flight, a cadet serves as **Flight Leader** on a rotating basis, responsible for accountability, musters, and publishing the detail sheet. A senior cadet serves as **Class Commander** for administrative matters affecting the whole class.

2.3 The three levels of syllabus

Training content is published at three levels of resolution. All three must agree; where they do not, the Chief Instructor resolves the discrepancy and issues a correction.

LEVEL	DOCUMENT	ANSWERS THE QUESTION
1	52-week program	What does this <i>week</i> accomplish, and what gate is due?
2	Daily syllabus (364 days)	What happens on this <i>day</i> , hour by hour?
3	Lesson plans	What are the elements, standards, and common errors for this <i>lesson</i> ?

The Part 141 course structure as approved by the Administrator is published separately as the Training Course Outline. Where the TCO is more specific than the internal syllabus, the TCO governs for

certification purposes.

2.4 Aircraft assignment by phase

The Cessna 172 carries Phase I through Phase II and the instructor phase. The Piper Seminole is used for the multi-engine rating and for multi-engine instructor training. The Pilatus PC-12 is used in the FTU phase for turbine transition and crew operations under the **PC-12 Training Program**. Cadets do not fly a type until the corresponding ground academics and systems examinations are complete.

3 The training day

3.1 Why a 12-hour day

The academy runs a 12-hour duty day because professional flying is a duty-period occupation, not an appointment-based one. A cadet who learns to show at a fixed time, brief, wait productively, fly, debrief, and remain available until formal release is learning the habit structure of an airline or corporate flight department. The duty day also lets the Operations Support Squadron schedule two flight waves against weather and aircraft availability rather than one.

3.2 Standard duty day

Monday through Friday the duty day runs **0600 to 1800**. The 0600 formation, the 1745 end-of-day muster, and the 1800 formal release do not move. Everything between them flexes with weather, aircraft, and checkride scheduling.

TIME	EVENT	NOTES
0600	Formation & accountability	Flight leader reports strength to operations
0615	Physical training	45 min. Scored on Monday, Wednesday, Friday; mobility and core on Tuesday, Thursday
0700	Shower, meal, change	30 min working meal; into duty or flight uniform
0730	Formal brief (stand-up)	Weather, NOTAMs, emergency procedure of the day. A cadet briefs; the IP corrects
0800	Academic block I	Phase I classroom and CBT; Phase II-III chair-fly and mission planning
0930	Break, study hall	15 min
0945	Academic block II	105 min — systems, regulations, chart work, oral preparation
1130	Lunch	30 min working meal
1200	Mission planning	Weight and balance, performance, nav log, risk assessment; IP sign-off before engine start
1230	Flight block A	90 min — dual, solo, or stage check
1400	Turn, quick debrief	Fuel, squawk check, crew swap
1415	Flight or sim block B	75 min — second wave or FTD
1530	Debrief & logbook	Full IP debrief; cadet logs the flight the same day per 14 CFR §61.51
1615	Flight room / study hall	Chair-fly the next profile, stand-up prep, written test preparation
1745	End-of-day muster	Flight leader publishes tomorrow's times, uniform, and tests
1800	Formal release	Crew rest begins; quiet hours 2200

3.3 Saturday and Sunday

Saturday is a six-hour day, 0600 to 1200: formation and scored physical training, a meal, then a single primary flight wave reserved for long profiles — solo cross-country, instrument cross-country, and the commercial long cross-country — followed by debrief and release at 1200.

Sunday carries no scheduled duty. It is a recovery day. Off-base passes are available after 0900 with the flight leader's knowledge. The weekly gear and uniform inspection is at 1900 under the Quartermaster SOP, the flight leader posts Monday's detail sheet by 2000, and quiet hours begin at 2200.

3.4 Crew rest

LIMITATION

Crew rest is a minimum of

12 CONSECUTIVE HOURS

and is protected. No cadet may be scheduled for any event — flight, sim, academic, physical training, or administrative — inside a crew rest period. A cadet who has not received crew rest is not available for duty regardless of what the schedule says, and it is the cadet's affirmative duty to report that fact.

Across the program this produces 260 duty days, 52 Saturday half days, and 52 liberty days, for approximately 3,432 scheduled duty hours. Instructor duty and rest limits are in Section U of the General Operations Manual.

CAUTION

Reporting fatigue is never a disciplinary matter. An IP who penalizes a cadet for declining duty on fatigue grounds has committed a reportable safety violation under the Safety Management System.

4 Flight room culture & the formal brief

4.1 The flight room

The flight room is the cadet's duty station whenever they are not in a sortie, a simulator, or a scheduled academic block. It is a working space: charts out, checklists open, chair-flying aloud, cadets quizzing each other on flows and limitations. It is not a lounge. Cadets remain in the flight room until formal release so that the flight is available to absorb a weather window, a returned aircraft, or a schedule slip.

4.2 The formal brief (stand-up)

Stand-up at 0730 is the day's most important 30 minutes. A cadet is selected without warning to brief the day: current and forecast weather, NOTAMs affecting the operation, aircraft status, and the emergency procedure of the day. The cadet briefs standing, from their own preparation, to the whole flight.

The IP does not rescue a weak brief. The IP corrects it — the METAR misread, the missed NOTAM, the emergency procedure recited without understanding — in front of the flight, because the standard is public and the correction is instructional for everyone. A cadet who cannot brief is not ready to fly that day, and the IP will say so.

Emergency procedure of the day

Each day one abnormal or emergency condition is nominated. The briefing cadet states the recognition cues, the memory items verbatim, the follow-on checklist, and the decision the situation forces. Memory items are recited from memory; reading them is an unsatisfactory brief.

4.3 Chair-flying

Chair-flying is a required, graded activity, not a study option. A cadet chair-flies the next profile aloud with a checklist and a cockpit poster or mock-up, calling every flow item, callout, and configuration change in sequence and in real time. Cadets who chair-fly consistently fly fewer repeat lessons, and the flight room schedule protects time for it.

4.4 Conduct and bearing

Cadets address staff by position or rank equivalent, arrive early rather than on time, and maintain uniform and grooming standards throughout the duty day. Professional bearing is assessed continuously and is a weighted criterion at track select. Standards are in the Cadet Handbook and the Quartermaster SOP.

4.5 Early release

Formal release is 1800. A Flight Commander may release a cadet or a whole flight early when the day's training objectives are complete, the flight room has no remaining work, and no cadet is awaiting an aircraft. Early release is a discretionary recognition of a flight that is ahead, not an entitlement, and it is never granted to a cadet with an open Corrective Action Plan.

5 Instructor standardization

5.1 Why standardization matters

A cadet flying with three IPs in one week must be taught one method, graded on one scale, and corrected against one standard. Where IPs differ, the cadet learns that the standard is negotiable — which is the single most damaging thing a training organization can teach.

5.2 Initial qualification

Before instructing for the academy, an IP completes indoctrination covering the General Operations Manual, the Flight Standards Manual, this manual, the Safety Management System, the syllabi, and the grading scale, followed by a written examination and a **standardization ride** with the Chief Instructor or Assistant Chief Instructor. The standardization ride assesses the IP's own flying to the standard they will teach, their briefing and debriefing technique, and their grading calibration.

REQUIREMENT	STANDARD	AUTHORITY
Certificates and ratings	Flight instructor certificate with appropriate ratings; current and valid	14 CFR §61.193, §61.195
Indoctrination	Company manuals examination, 80% minimum	Chief Instructor
Standardization ride	Satisfactory in the aircraft the IP will instruct in	Chief Instructor / Assistant Chief
Grading calibration	Grade a recorded or observed lesson within one grade of the Chief Instructor	Chief Instructor
Recurrent	Annual standardization check and annual manuals refresher	Chief Instructor
Instructor renewal	Per regulation	14 CFR §61.197

5.3 Grading calibration

At each standardization meeting the staff grades a common lesson — observed live or from a recorded debrief — and compares results. An IP whose grades sit consistently above or below the group is recalibrated by the Chief Instructor. Two IPs observing the same performance must arrive at the same grade; that is the test of the scale in Section 7.

5.4 Instructor of record

Every cadet has an assigned primary IP who is the instructor of record and owns that cadet's progression, grade sheets, endorsements, and record entries under 14 CFR §61.189. When another IP flies with the cadet, the grade sheet still routes to the instructor of record, who reviews it and briefs the next lesson accordingly.

5.5 Endorsements

Only the instructor of record, the Chief Instructor, or the Assistant Chief Instructor may issue an endorsement affecting cadet privileges — solo, solo cross-country, knowledge test, or practical test. Endorsements are issued against the specific regulatory paragraph and are recorded in the cadet's training folder as well as the logbook.

CAUTION

An IP may not endorse a cadet for a practical test the IP has not personally verified against every applicable Airman Certification Standards task. Signing on another instructor's assurance is a records falsification, not a courtesy.

5.6 Changing a cadet's instructor

A cadet or an IP may request a change of instructor without stating a reason beyond a training-effectiveness concern. The Chief Instructor decides. A change is a normal training tool — some pairings simply do not work — and it is never recorded as a deficiency against either party.

6 Syllabus administration

6.1 Proficiency, not hours

LIMITATION

Lessons are flown to

PROFICIENCY AGAINST THE PUBLISHED STANDARD

, never to a target number of hours. Hour figures in the syllabus are planning estimates for scheduling and cost, not completion criteria. A cadet who meets the standard early still completes every required element; a cadet who has not met the standard repeats the lesson regardless of hours flown.

6.2 Lesson sequencing

Lessons are flown in the published sequence because each builds on the last. An IP may reorder lessons within a stage when weather, aircraft, or airspace makes the scheduled profile impractical, provided no prerequisite is skipped and the change is recorded on the grade sheet. Skipping a prerequisite requires Chief Instructor approval.

6.3 Repeat lessons

A repeat is a normal event, not a failure. A lesson graded Unsatisfactory overall is repeated in full. A lesson satisfactory overall but with an Unsatisfactory maneuver is not repeated in full; the deficient maneuver is retrained and re-evaluated on the next flight, and the grade sheet carries it forward so it cannot be lost.

A repeated lesson slips the cadet's position in the sequence rather than compressing later content. The Operations Support Squadron absorbs the slip using the remediation capacity described below.

6.4 Weather, aircraft, and absorbed time

Weather cancellations and aircraft unavailability are planned for, not treated as lost days. When a sortie cancels, the cadet's day converts to flight-room work: chair-flying the cancelled profile, simulator time if available, academic block work, or written test preparation. The duty day does not shorten because the aircraft did not fly.

Each phase carries slack — a remediation allowance built into the phase length — so that ordinary weather and repeat rates do not extend the program. A cadet consuming remediation capacity faster than the phase allows is flagged to the Flight Commander before the deficit becomes unrecoverable.

6.5 Incomplete lessons

A lesson terminated early — weather, a squawk, an air-traffic constraint, or cadet incapacitation — is graded on what was actually accomplished and marked incomplete. Elements not attempted are graded **Not Observed**, never Unsatisfactory. The lesson resumes at the first unaccomplished element.

6.6 Solo authorization

A cadet flies solo only with a current endorsement from the instructor of record, after the presolo knowledge test and presolo flight training required by 14 CFR §61.87, and within the limits of Section 14.4 of this manual. Each solo flight requires the instructor of record or the Flight Commander to confirm that day's weather, aircraft status, and cadet condition before release.

7 Grading system

7.1 The scale

Every maneuver and every lesson is graded on one four-point scale plus a non-grade. The scale is defined by how much instructor intervention was required and whether Airman Certification Standards tolerances were met — not by the IP's impression of effort.

GRADE	INSTRUCTOR INTERVENTION	ACS TOLERANCE	MEANING
EXCELLENT	None. Cadet self-identified and corrected any deviation.	Met with margin	Performance at or above certificate standard; ready to be tested
GOOD	Coaching only — prompts, not corrections	Met	Meets standard for this point in training; continue the sequence
FAIR	Substantive instruction required; IP talked the cadet through it	Met inconsistently	Progressing but not yet to standard; must improve before the stage check
UNSATISFACTORY	IP intervened on the controls, or the deviation created a hazard	Not met	Does not meet standard; requires retraining and re-evaluation
NOT OBSERVED	—	—	Element not attempted. Not a grade and never counted as a deficiency

NOTE

“Fair” is the honest grade for most of early training and carries no stigma. Inflating Fair to Good to spare a cadet's feelings guarantees a stage-check failure later, which is far more damaging than an accurate grade today.

7.2 Consequences of a grade

- Any Unsatisfactory maneuver must be retrained and re-evaluated before the cadet is endorsed for the stage check that covers it.
- An Unsatisfactory lesson overall requires the lesson to be repeated in full.
- Two consecutive Unsatisfactory lessons trigger a Corrective Action Plan under Section 9.
- Any grade of Fair on a maneuver at the last lesson before a stage check withholds the stage-check endorsement until the maneuver is re-flown to Good or better.

7.3 The grade sheet

Every flight, simulator session, and graded ground lesson produces a grade sheet completed before the IP leaves for the day. It records the lesson code, date, aircraft and hours, each element with its grade, deficiencies carried forward, the overall grade, the debrief points, and the assignment for the next lesson. An unsigned or missing grade sheet is a records discrepancy reported to the Chief Instructor.

7.4 Debriefing

Every flight is debriefed, without exception, on the day it is flown. The debrief follows a fixed shape: what the objective was, what happened, why it happened, what the cadet will do differently, and what the cadet will chair-fly before the next lesson. The debrief is where the learning occurs; the flight only generates the material.

7.5 Roll-up to the stage record

Grades roll up into a stage record showing every lesson, every carried deficiency, and the trend. The Flight Commander reviews the stage record before endorsing a cadet for a stage check. A stage record showing a persistent Fair in one area — even with satisfactory lessons overall — is grounds to withhold the endorsement and retrain first.

8 Stage checks & end-of-course tests

8.1 Purpose and independence

A stage check is an independent verification that a cadet meets the standard, conducted by a **check instructor** qualified under 14 CFR §141.37 who did not provide the primary instruction for that stage. Independence is the entire point: it tests the training, not just the cadet, and it is the mechanism by which the academy detects an IP who is grading generously.

8.2 Structure

Each stage check has an oral component and a flight component. The oral covers the knowledge areas of the stage to the applicable Airman Certification Standards depth. The flight covers the stage's maneuvers to ACS tolerances. Both must be satisfactory.

APPROXIMATE WEEK	CHECK	COVERS
8	Presolo stage check	Presolo knowledge and airwork; Phase I academics complete
12	Stage II check (PPL)	Private Pilot ACS — precedes the Private practical test
15	Instrument stage check	Basic attitude instrument flying, approaches, holding
21	Instrument end-of-course	Instrument Rating ACS — precedes the Instrument practical test
26	Commercial stage check	Commercial maneuvers and cross-country planning
32	Commercial end-of-course	Commercial Pilot ACS; concludes Phase II and precedes track select
36	Multi-engine end-of-course	AMEL — single-engine work and asymmetric handling
41	CFI end-of-course	Flight Instructor ACS including fundamentals of instructing
44	CFII end-of-course	Instrument instructor privileges
51	ATP-CTP completion	14 CFR §61.156 certification of training

Exact weeks follow the 52-week program gates, and the graduation requirements for certification purposes are those in the approved Training Course Outline.

8.3 Endorsement for a stage check

A cadet is endorsed for a stage check by the instructor of record with Flight Commander concurrence, only when every element of the stage has been flown to Good or better and no deficiency is carried forward.

8.4 Unsatisfactory stage check

An unsatisfactory stage check is a training signal, not a disciplinary event. The following happens, in order and documented:

1. The check instructor records the specific unsatisfactory areas on the stage-check grade sheet with the observed performance against the ACS tolerance.
2. The Flight Commander and instructor of record review the record the same day to determine whether the cause is cadet performance, a training gap, or a grading calibration problem.
3. Additional training is assigned against the specific deficient areas, not the whole stage.
4. The cadet is re-checked by a check instructor — normally the same one — once the instructor of record certifies the deficiency corrected.
5. A second unsatisfactory check on the same stage opens a Corrective Action Plan under Section 9 and is reported to the Chief Instructor.
6. A third unsatisfactory check on the same stage convenes a progress review board under Section 10.

NOTE

If two or more cadets from the same IP fail the same stage check area within a short period, the Chief Instructor treats it as an instructor standardization finding rather than a cadet problem, and it is investigated under Section 5.3.

8.5 End-of-course tests and graduation

Each course concludes with an end-of-course test administered by a check instructor. Satisfactory completion of the end-of-course test, all required lessons, and all required hours is the basis for the school's graduation certification under 14 CFR §141.95. The Registrar issues the graduation certificate and retains the supporting records under §141.101.

9 Remediation & the Corrective Action Plan

9.1 Purpose

A Corrective Action Plan (CAP) is a written, time-bound plan to close a specific, identified deficiency. It exists so that remediation is deliberate and documented rather than a vague instruction to try harder, and so that the academy can demonstrate it gave the cadet a real opportunity to recover.

9.2 Triggers

TRIGGER	OPENED BY
Two consecutive lessons graded Unsatisfactory overall	Instructor of record, via Flight Commander
A second unsatisfactory check on the same stage	Chief Instructor
A failed FAA knowledge test	Flight Commander
A failed FAA practical test	Chief Instructor
An unsafe act, or a deviation the IP judges to reflect a pattern rather than an isolated error	Any IP, via Flight Commander
Consuming remediation capacity beyond the phase allowance	Flight Commander
Repeated professionalism or standards discrepancies	Flight Commander

9.3 Required contents

A CAP is invalid unless every element below is present and specific. “Improve landings” is not a deficiency statement; “fails to arrest descent in the flare, touching down flat and long, in more than half of observed landings” is.

1. **The specific deficiency**, stated observably and measurably.
2. **The measurable objective** that will constitute closure, tied to an ACS tolerance where one exists.
3. **The additional training assigned** — specific lessons, ground sessions, simulator periods, or chair-fly requirements.
4. **The IP responsible** for delivering it.
5. **The re-evaluation date** and who will conduct the re-evaluation.
6. **The cadet's acknowledgement**, signed, confirming they understand the deficiency and the plan.

9.4 Progress review while a CAP is open

An open CAP is reviewed weekly by the Flight Commander with the instructor of record and the cadet. The review records whether the cadet is on track, and if not, whether the plan itself needs to change. A CAP that has been open more than four weeks without closure is escalated to the Chief Instructor.

9.5 Closure

A CAP is closed by the Chief Instructor, on the recommendation of the Flight Commander, when the measurable objective has been demonstrated on re-evaluation. The closed CAP and the evidence supporting closure remain in the cadet's training folder permanently. A closed CAP is not a mark against the cadet — a documented recovery is evidence of resilience, and it is treated as such at track select.

CAUTION

A cadet with an open CAP does not fly solo, does not take a practical test, and is not eligible for early release. These restrictions lift on closure, not on progress.

10 Progress review board & elimination

10.1 Purpose

The progress review board is the academy's formal decision point on whether a cadet continues. It exists so that a decision of this consequence is made by a panel on documented evidence, with the cadet heard, rather than by one instructor's judgment.

10.2 Composition

MEMBER	ROLE ON THE BOARD
Chief Instructor	Chairs; presents the training record and holds the deciding vote
Assistant Chief Instructor	Member; reviews standardization and grading consistency
Director of Training	Member; addresses syllabus administration and remediation history
The cadet's instructor of record	Presents the training history and a recommendation; does not vote
Flight Commander	Presents CAP history and professionalism assessment; does not vote
Registrar	Attends for records and financial consequences; does not vote

10.3 When a board convenes

- A third unsatisfactory check on the same stage.
- Failure to close a CAP by its re-evaluation date, where the Chief Instructor judges further remediation unlikely to succeed.
- Two failed FAA practical tests for the same certificate or rating.
- A deliberate violation of regulation or company procedure, or falsification of a record or logbook.
- An act the Director of Safety classifies as willful disregard for safety.
- Conduct incompatible with continued training, including any conduct that endangers another person.

10.4 The cadet's rights

The cadet receives written notice of the board, the specific matters to be considered, and the evidence at least 48 hours in advance. The cadet has the right to appear, to present their own account and any supporting evidence, to be accompanied by another cadet or staff member as an observer, and to receive the board's decision and reasons in writing.

10.5 Possible outcomes

OUTCOME	MEANING
Continue	No further action; the record notes the board and its finding
Continue with CAP	Training continues under a new or revised Corrective Action Plan with defined checkpoints

OUTCOME	MEANING
Recycle	Cadet moves to a later class at an appropriate point in the syllabus to repeat content with more time
Change of track	Cadet continues on a different track better matched to demonstrated aptitude
Elimination	Training terminated; the cadet out-processes

10.6 Appeal

A cadet may appeal a board decision in writing to the Wing Commander / Commandant within five business days. The Commandant reviews the record and the board's reasoning and may uphold the decision, substitute a lesser outcome, or return the matter to the board for reconsideration. The Commandant's decision is final.

10.7 Out-processing

On elimination or voluntary withdrawal, the Registrar closes the training record and issues a transcript of training completed to date, which preserves the cadet's credit for hours and lessons already flown. The Quartermaster completes gear turn-in and clearance under the Quartermaster SOP, and the Finance Officer settles the account. Records clearance and gear clearance must both be complete before final records are released. For foreign nationals, the Designated School Official completes the required SEVIS reporting — see foreign-student compliance.

11 Track select

11.1 What track select is

Track select occurs at the end of Phase II, in week 32, once the Commercial end-of-course is complete. It assigns each cadet to the Phase III and FTU path that best matches demonstrated aptitude and the academy's requirements. It mirrors the USAF track select event and is treated with the same weight — it is the single most consequential assignment of the program.

11.2 Criteria and weighting

CRITERION	WEIGHT	SOURCE OF EVIDENCE
Flight grades across Phase II	35%	Rolled-up stage records and grade sheets
Stage check and end-of-course results	25%	Check instructor grade sheets, including first-time pass record
Academic average	20%	Written examinations and FAA knowledge test scores
Instructor recommendation	10%	Instructor of record and Flight Commander written assessment
Professionalism and bearing	5%	Continuous assessment, inspection record, conduct record
Physical training standing	5%	Scored PT results across the phase

11.3 Available tracks

TRACK	PHASE III & FTU CONTENT	TYPICAL DESTINATION
Airline / turbine	AMEL, CFI, CFII, then PC-12 turbine transition, ATP-CTP and ATP	Regional or corporate turbine first officer
Instructor	AMEL, CFI, CFII, MEI, with an extended instructing block	Academy instructor pilot; hour building toward ATP
International conversion	AMEL, CFI, CFII, plus conversion-focused ground for the licensing authority of the cadet's home country	Licence conversion — see conversion pathways

11.4 Process

1. Cadets submit a ranked track preference in week 30.
2. The Flight Commander and instructor of record submit written assessments and a recommended track for each cadet.
3. The Chief Instructor convenes the track select board — the same membership as the progress review board — in week 32.
4. The board scores each cadet against the weighted criteria and matches cadets to tracks, considering preference where merit permits.

5. Results are published to the class at once, at a single event, so that no cadet learns their assignment informally.

NOTE

Cadet preference is honored wherever the record supports it. Preference does not override demonstrated aptitude, and no cadet is assigned to a track the board judges they cannot complete safely.

12 Knowledge tests & academics

12.1 Academic delivery

Academics are delivered in the 0800 and 0945 blocks by ground instructors and IPs, supported by computer-based training in the lab. Phase I is predominantly academic; from Phase II the blocks shift toward mission planning, chair-flying, and oral preparation as flight-line time increases.

12.2 Pass standard

LIMITATION

The minimum pass mark for any academy written examination is

80%

. The closed-book limitations examination for a turbine aircraft requires

100%

— there is no partial credit on a limitation.

A cadet who passes an examination is still required to review every missed item with a ground instructor before the next block. Passing is not the objective; knowing the material is.

12.3 Retest policy

A failed examination is retested once after documented review, normally within three duty days. A second failure of the same examination opens a Corrective Action Plan under Section 9. Retest scores are recorded alongside the original; the original is never erased.

12.4 FAA knowledge tests

TEST	TARGET WEEK	ENDORSEMENT AUTHORITY
Private Pilot (PAR)	9	Instructor of record
Instrument Rating (IRA)	17	Instructor of record
Commercial Pilot (CAX)	26	Instructor of record
Fundamentals of Instructing (FOI) and Flight Instructor (FIA)	39	Instructor of record
Airline Transport Pilot (ATP), following ATP-CTP	51	ATP-CTP certifying instructor per 14 CFR §61.156

The academy's internal standard is that a cadet does not sit an FAA knowledge test until they are scoring 85% or better on practice examinations, so that the FAA test confirms readiness rather than discovering it.

12.5 Presolo knowledge test

Before solo flight the cadet passes the presolo knowledge test required by 14 CFR §61.87, covering the applicable regulations, the airport and airspace in use, and the flight characteristics and operating limitations of the aircraft. The instructor of record administers it, reviews every incorrect answer with the cadet, and retains the completed test in the training folder.

13 Records & documentation

13.1 Responsibility

The Registrar maintains cadet training records in accordance with 14 CFR §141.101. The Chief Instructor is responsible for the accuracy of the training content of those records. Instructors are responsible for their own entries under §61.189.

13.2 Training folder contents

ITEM	MAINTAINED BY	RETENTION
Enrollment record and course enrolled per §141.93	Registrar	Permanent
Grade sheets for every lesson	Instructor of record → Registrar	At least 1 year after graduation or termination
Stage check and end-of-course records	Check instructor → Registrar	At least 1 year after graduation or termination
Written examination results, including retests	Ground instructor → Registrar	At least 1 year
Presolo knowledge test	Instructor of record	Training folder
Endorsements issued	Instructor of record → Registrar	Permanent copy in folder
Corrective Action Plans, open and closed	Flight Commander → Registrar	Permanent
Progress review board records	Chief Instructor → Registrar	Permanent
Graduation certificate and transcript per §141.95	Registrar	Permanent
Physical training results	PT instructor → Registrar	Duration of program
TSA FTSP and SEVIS records (foreign nationals)	Designated School Official	Per 49 CFR Part 1552 and SEVP

13.3 Cadet logbook

Cadets log flights the same day they are flown, in accordance with 14 CFR §61.51. The instructor of record verifies logbook entries against the grade sheet at least weekly. A logbook that does not reconcile with the training record is a records discrepancy and is corrected immediately, with the correction documented rather than erased.

WARNING

Falsification of a logbook, grade sheet, endorsement, or examination result is grounds for immediate elimination and, for a certificated airman, referral to the Administrator. There is no version of this that is treated as a minor administrative error.

13.4 Access and privacy

A cadet may inspect their own training record on request to the Registrar and receive a copy of any grade sheet, CAP, or board record concerning them. Records are otherwise disclosed only to the cadet, staff with a training need, the Administrator, and — where the cadet has authorized it in writing — a prospective employer.

14 Safety in training

14.1 Relationship to the Safety Management System

Training and safety are one system. Every grade sheet, stage-check result, and repeat lesson is safety data, and trends in that data are reviewed by the Director of Safety under the Safety Management System. A rising repeat rate on a particular maneuver is a hazard indicator, not merely a training statistic.

14.2 Non-punitive reporting

A cadet or IP who reports a hazard, an error, or their own mistake is not disciplined for the report. The protection does not extend to willful misconduct, falsification, substance abuse, or deliberate violation of regulation. Reporting channels and protections are defined in the Safety Management System manual.

14.3 Go / no-go authority

LIMITATION

ANY CADET OR INSTRUCTOR MAY CANCEL OR DELAY ANY FLIGHT FOR ANY SAFETY REASON, AT ANY TIME, WITHOUT PENALTY AND WITHOUT HAVING TO JUSTIFY THE DECISION TO ANYONE'S SATISFACTION.

A cancellation made on safety grounds is recorded as a normal operational decision, never as a deficiency, and never as a factor at track select.

Before every flight the crew completes the flight risk assessment required by the Safety Management System. Cadets maintain a personal minimums sheet — see the [personal minimums tool](#) — and may not operate outside it without the instructor of record's specific approval for that flight.

14.4 Solo weather limits

Solo cadets operate to the most restrictive limits in the academy. These are minimums, not targets, and the instructor of record may impose tighter limits for an individual cadet.

CONDITION	SOLO LIMIT — LOCAL	SOLO LIMIT — CROSS-COUNTRY
Ceiling	3,000 ft AGL	4,000 ft AGL
Visibility	5 SM	8 SM
Surface wind	15 kt	15 kt
Crosswind component	8 kt	8 kt
Gust spread	7 kt	7 kt
Night	Not authorized solo	Not authorized solo
Forecast conditions	No forecast of thunderstorms, icing, or conditions below the above limits within one hour either side of the planned flight	

Each solo release additionally requires a same-day confirmation by the instructor of record or Flight Commander of actual and forecast weather, aircraft status including any open deferral, and the cadet's fitness for duty.

14.5 Training incidents

Any training event involving an unintended deviation with safety significance — a runway incursion, a loss of separation, an unstabilized approach continued to landing, a hard landing, an airspace violation, or an inadvertent entry into instrument conditions — is reported through the Safety Management System the same day, in addition to any maintenance write-up. The report drives a review of whether the syllabus, the standard, or the instruction needs to change.

NOTE

The purpose of reporting a training incident is to fix the system that allowed it. A cadet who reports their own error has demonstrated exactly the judgment the program is trying to produce, and it is treated as a credit to them.