

Flight School Application Professional Pilot ~Part 141 and 142~

*Application packet for
flight schools seeking to
provide programs for VA
education benefit eligible
veterans and dependents.*

*All supporting documents need to
be in digital format.*

*We will not accept hyperlinks or
URL as documentation.*



Kansas State Approving Agency
700 S.W. Jackson Street, Suite 1004
Topeka, KS 66603-3774

<https://kcva.ks.gov/veteran-services/state-approval-agency>
Email saa.kansas@ks.gov



Eric Rohleder [KCVA]

Kansas Commission on Veterans Affairs Office

9/21/2023

Applications and supporting documents must be submitted by hardcopy or digital file format.
Hyperlinks and URLs will not be accepted as documentation.

Catalog requirements for non-accredited institutions:

The following items should be included in your catalog and/or student handbook. Please list the page number where the information can be located, or submit as an addendum item:

38 USC 3676 Approval of Nonaccredited Courses		Catalog	Handbook	Addendum
1.	Identifying data, such as volume number and date of publication			<input type="checkbox"/>
2.	Names of the institution and its			<input type="checkbox"/>
2a.	governing body,			<input type="checkbox"/>
2b.	officials,			<input type="checkbox"/>
2c.	and faculty			<input type="checkbox"/>
3.	A calendar of the institution showing legal holidays,			<input type="checkbox"/>
3a.	beginning date and ending date of each quarter, term, or semester,			<input type="checkbox"/>
3b.	and other important dates			<input type="checkbox"/>
4.	Institution policy and regulations on enrollment with respect to enrollment dates and			<input type="checkbox"/>
4a.	specific entrance requirements for each course			<input type="checkbox"/>
5.	Institution policy and regulations relative to leave,			<input type="checkbox"/>
5a.	absences,			<input type="checkbox"/>
5b.	class cuts,			<input type="checkbox"/>
5c.	makeup work,			<input type="checkbox"/>
5d.	tardiness and			<input type="checkbox"/>
5e.	interruptions for unsatisfactory attendance			<input type="checkbox"/>
6.	Institution policy and regulations relative to standards of progress required of the student by the institution (this policy will define the grading system of the institution,			<input type="checkbox"/>
6a.	the minimum grades considered satisfactory,			<input type="checkbox"/>
6b.	conditions for interruption for unsatisfactory grades or progress			<input type="checkbox"/>
6c.	and a description of the probationary period, if any, allowed by the institution,			<input type="checkbox"/>
6d.	and conditions of reentrance for those students dismissed for unsatisfactory progress.			<input type="checkbox"/>
6e.	A statement will be made regarding progress records kept by the institution and furnished the student)			<input type="checkbox"/>
7.	Institution policy and regulations relating to student conduct			<input type="checkbox"/>
7a.	and conditions for dismissal for unsatisfactory conduct			<input type="checkbox"/>
8.	Detailed schedules of fees, charges for tuition, laboratory fees,			<input type="checkbox"/>
8a.	books, supplies, tools,			<input type="checkbox"/>
8b.	service charges, student activities, rentals, deposits,			<input type="checkbox"/>
8c.	and all other charges			<input type="checkbox"/>

38 USC 3676 Approval of Nonaccredited Courses		Catalog	Handbook	Addendum
9.	Policy and regulations of the institution relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter the course or withdraws or is discontinued therefrom			<input type="checkbox"/>
10.	A description of the available space,			<input type="checkbox"/>
10a.	facilities,			<input type="checkbox"/>
10b.	and equipment			<input type="checkbox"/>
11.	A course outline for each course for which approval is requested, showing subjects or units in the course, type of work or skill to be learned, and approximate time and clock hours to be spent on each subject or unit			<input type="checkbox"/>
12.	Policy and regulations of the institution relative to granting credit for previous educational training			<input type="checkbox"/>

Catalog Remarks: _____

Supporting Document requirements for non-accredited institutions:

38 USC 3676 Approval of nonaccredited courses	Yes	N/A	Effective Date
Documentation that the facility is financially sound/capable of fulfilling its training commitment (CPA prepared)	<input type="checkbox"/>	<input type="checkbox"/>	
Facility lease agreement and description (lease addendum) showing adequate space, equipment, instructional material to provide training of good quality.	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation that educational and experience qualifications of directors, administrators, and instructors are adequate.	<input type="checkbox"/>	<input type="checkbox"/>	
Advertising used in the last 12 months, including social media (screenshots are acceptable)	<input type="checkbox"/>	<input type="checkbox"/>	
Personalized Shopping Sheet/College Financial Plan	<input type="checkbox"/>	<input type="checkbox"/>	
KBOR Approval Letter	<input type="checkbox"/>	<input type="checkbox"/>	
Federal License(s)	<input type="checkbox"/>	<input type="checkbox"/>	
State License(s)	<input type="checkbox"/>	<input type="checkbox"/>	
VA Education Services Exemption Letter(s)	<input type="checkbox"/>	<input type="checkbox"/>	
VA Education Services Waiver Letter(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence the facility has been in operation and offering training program for two years (24 consecutive months) (Tuition income, student files, financial statements)	<input type="checkbox"/>	<input type="checkbox"/>	

Supporting Documents Remarks: _____

Supporting Document requirements for flight training:

38 CFR 21.4263 Approval of flight training courses	Yes	N/A	Effective Date
Copy of Federal Aviation Administration pilot school certificate [provisional] specifying each course the school is approved to offer under 14 CFR Part 141 (Air Agency Certificate and FAA Stamped Training Course Outline and Syllabus)	<input type="checkbox"/>	<input type="checkbox"/>	

38 CFR 21.4263 Approval of flight training courses		Yes	N/A	Effective Date
Copy of Federal Aviation Administration training center certificate under 14 CFR Part 142 (Air Agency Certificate and FAA Stamped Training Course Outline and Syllabus)		<input type="checkbox"/>	<input type="checkbox"/>	
Additional instruction requirements. The State approving agency will apply the following additional requirements to a flight course:				
1.	All flight instruction, instruction by flight training device, flight simulator instruction, preflight briefings and postflight critiques, and ground school training in a course must be given by the flight school or under suitable arrangements between the school and another school or entity such as a local community college.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	All ground school training connected with the course must be in residence under the direction and supervision of a qualified instructor providing an opportunity for interaction between the students and the instructor. Simply making provision for having an instructor available to answer questions does not satisfy this requirement.	<input type="checkbox"/>	<input type="checkbox"/>	
3a.	A flight school must keep at a minimum the following records for each eligible veteran, servicemember, or reservist pursuing flight training:			
3b.	A copy of his or her private pilot certificate;	<input type="checkbox"/>	<input type="checkbox"/>	
3c.	Evidence of completion of any prior training that may be a prerequisite for the course;	<input type="checkbox"/>	<input type="checkbox"/>	
3d.	(iii) A copy of the medical certificate required by paragraph (a)(2) of this section for the courses being pursued and copies of all medical certificates (expired or otherwise) needed to support all periods of prior instruction received at the current school;	<input type="checkbox"/>	<input type="checkbox"/>	
3e.	(iv) A daily flight log or copy thereof;	<input type="checkbox"/>	<input type="checkbox"/>	
3f.	(v) A permanent ground school record;	<input type="checkbox"/>	<input type="checkbox"/>	
3g.	(vi) A progress log;	<input type="checkbox"/>	<input type="checkbox"/>	
3h.	(vii) An invoice of flight changes for individual flights or flight lessons for training conducted on a flight simulator or advanced flight training device;	<input type="checkbox"/>	<input type="checkbox"/>	
3i.	(viii) Daily flight sheets identifying records upon which the 85-15 percent ratio may be computed;	<input type="checkbox"/>	<input type="checkbox"/>	
3j.	(ix) A continuous meter record for each aircraft;	<input type="checkbox"/>	<input type="checkbox"/>	
3k.	(x) An invoice or flight tickets signed by the student and instructor showing hour meter reading, type of aircraft, and aircraft identification number;	<input type="checkbox"/>	<input type="checkbox"/>	
3l.	(xi) An accounts receivable ledger;	<input type="checkbox"/>	<input type="checkbox"/>	
3m.	(xii) Individual instructor records;	<input type="checkbox"/>	<input type="checkbox"/>	
3n.	(xiii) Engine log books;	<input type="checkbox"/>	<input type="checkbox"/>	
3o.	(xiv) A record for each student above the private pilot level stating the name of the course in which the student is currently enrolled and indicating whether the student is enrolled under 14 CFR part 61, part 63, part 141, or part 142;	<input type="checkbox"/>	<input type="checkbox"/>	
3p.	(xv) Records of tuition and accounts which are evidence of tuition charged and received from all students; and	<input type="checkbox"/>	<input type="checkbox"/>	
3q.	(xvi) If training is provided under 14 CFR part 141, the records required by that part, or if training is provided under 14 CFR part 142, the records required by that part.	<input type="checkbox"/>	<input type="checkbox"/>	

Flight Training Supporting Documents Remarks: _____

Other requirements for flight training:

38 CFR 21.4263 Approval of flight training courses	Yes
<p>Hourly limitations. A flight course approved pursuant to paragraph (e) of this section shall be approved only for those hours of instruction generally considered necessary for a student to obtain an identified vocational objective. This requirement is met only if the number of hours approved does not exceed the maximum set forth in paragraph (i)(1) through (3) of this section. Flight instruction may never be substituted for ground training.</p>	<input type="checkbox"/>
<p>Flight or flight simulator instruction. Except as provided in paragraph (i)(4) of this section, the maximum number of hours of flight instruction or flight simulator instruction which may be approved for a flight course shall not exceed the number determined by this paragraph.</p> <p>(i) The maximum number of hours of solo flight instruction shall not exceed the minimum number of hours required for the course provided by FAA regulations.</p> <p>(ii) The maximum number of hours of dual flight instruction shall not exceed the lesser of—</p> <p>(A) The number of hours of dual flight instruction in the course outline approved by the FAA, or</p> <p>(B) 120% of the minimum number of hours of dual flight instruction required for the course by FAA regulations.</p> <p>(iii) The maximum number of hours of instruction by flight simulator or flight training device that a State approving agency may approve is the maximum number of hours of instruction by flight simulator or flight training device permitted by 14 CFR part 61 for that course when:</p> <p>(A) A course is offered in whole or in part by flight simulator or flight training device conducted by a training center certificated under 14 CFR part 142; and</p> <p>(B) 14 CFR part 61 contains a maximum number of hours of instruction by flight simulator or flight training device that may be credited toward the requirements of the rating or certificate that is the objective of the course.</p> <p>(iv) If a course is offered in whole or in part by flight simulator or flight training device, and the course is not described in paragraph (i)(1)(iii) of this section, either because the course is offered by a flight training center with a grant of exemption letter, or because 14 CFR part 61 does not contain a maximum number of hours of instruction by flight simulator or flight training device, the maximum number of hours of instruction by flight simulator or flight training device that may be approved may not exceed the number of hours in the Federal Aviation Administration-approved outline.</p>	<input type="checkbox"/>
<p>Ground school. The ground training portion of a flight course may include two forms of ground training instruction, ground school and preflight briefings and postflight critiques. The minimum hours for ground training, as specified in 14 CFR part 141, appendixes C through J refer only to ground school and not to preflight briefings and postflight critiques. If the ground school training consists of units using kits containing audiovisual equipment, quizzes and examinations, the maximum number of units approved shall not exceed the number on the course outline approved by the FAA. For all other ground school training, the number of hours of training shall not exceed the number of hours on the course outline approved by the FAA.</p>	<input type="checkbox"/>
<p>Preflight briefings and postflight critiques. Hours spent in preflight briefings and postflight critiques need not be approved by the FAA.</p> <p>(i) If these hours are on the FAA-approved outline, the maximum number of hours of preflight briefings and postflight critiques shall not exceed the number of hours on the outline exclusive of the preflight briefings and post-flight critiques which are attributable to solo flying hours that exceed the minimum number of solo flying hours for the course in 14 CFR part 141.</p> <p>(ii) If these hours are not on the FAA-approved outline, they may not be approved unless the State approving agency finds that the briefings and critiques are an integral part of the course and do not precede or follow solo flying hours which exceed the minimum number of solo flying hours for the course in 14 CFR part 141. The maximum number of hours of preflight briefings and postflight critiques which may be approved for these courses may not, when added together, exceed 25 percent of the approved hours of flight instruction.</p>	<input type="checkbox"/>

Other Flight Training Supporting Documents Remarks: _____

List of Aircraft/Simulators for flight training:

Please use attached Flight Training Courses and Aircraft and Instructors Excel book.

Trademark Terms of Use

The trademark symbol ‘®’ should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of a Web page and the following trademark attribution notice must be prominently visible: “GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.”

Use of the registered trademark symbol is not required each time the mark appears in a single document or on a Web page. However, the symbol should be prominent on all individual documents and Web pages.

The undersigned certifies the following:

<input type="checkbox"/>	The institution must make available to authorized government representatives, records and accounts pertaining to veterans or eligible persons who received educational assistance, as well as other students' records necessary for the Department of Veteran Affairs (VA) and its authorized representative to ascertain institutional compliance.
<input type="checkbox"/>	The institution must retain records and account for at least three years following the termination of student's enrollment period.
<input type="checkbox"/>	This institution does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.
<input type="checkbox"/>	To keep adequate records that show the progress and grades of the eligible person or Veteran and to show that satisfactory standards relating to progress and conduct are enforced. (38 USC 3675A(b)(1))
<input type="checkbox"/>	To maintain a written record of the previous education and training of the eligible person or Veteran that clearly indicates that appropriate credit has been given by the educational institution for previous education and training, with the training period shortened proportionately. (38 USC 3675(b)(2)).
<input type="checkbox"/>	To ensure that not more than 85% of the students enrolled in a course of study are having all or part of their tuition, fees, or other charges paid to or for them by the educational institution or by the Department of Veterans Affairs, unless the institution has obtained a waiver from the VA (38 USC 3680A).
<input type="checkbox"/>	To report enrollment and any interruption or termination without delay of the education of the eligible person or Veteran. The listing is not all-inclusive (38 USC 3684).
<input type="checkbox"/>	The institution must not engage in advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimidation (USC 3696).
<input type="checkbox"/>	To provide certified copies of the institution's catalog to VA when changes are made.
<input type="checkbox"/>	The institution will select an employee to act as the contact person for VA (Institution Certifying Official) and will complete a new VA Form 22- 8794, Designation of Certifying Official whenever a new employee is selected to perform this role.
<input type="checkbox"/>	Pro Rata Refund of the unused portion of tuition, fees and charges if the veteran or eligible person fails to enter the course or withdraws or is discontinued from it before completion.
<input type="checkbox"/>	The institution does not provide a course of education approved under this section in whole or in part by independent study.

In accordance with the requirements of Title 38, Code of Federal Regulations Section 21.4254, this is to verify that this school catalog, bulletin or brochure, and/or the attached material submitted as a basis for this approval, are certified true and correct in content and policy.

(Signature of Authorized School Official)

(Title of Authorized School Official)

(Print Name)

(Date)