



Training Bulletin 03-2008

Checklist for student enrollment into a part 141 training program

02/20/2008

As we continue the United Flight Systems standardization effort, we have formulated a checklist that we will use in the enrollment process of new 141 students.

The purpose of this checklist is to standardize our enrollment procedures and to ensure that each student's enrollment process is completed in its entirety.

Please use the attached checklist, marking each item upon its completion, as you enroll a new student into a part 141 training program. The checklist will lead you through the process.

You may find a copy of this checklist on the front billing computer desktop in the file folder labeled UFS Operational Documents.

Thanks,

Jeff Williams / Laura Watts
Chief Flight Instructor



United Flight Systems Part 141 Enrollment Check List

- Provide student with renter's agreement
- Place completed renter agreement in the "new student" box behind the counter
- Give the student a copy of the United Flight Systems Cassi user sheet with their user name and password (AOPA)
- Get copies of student identification
 - a. Driver's license
 - b. Passport or birth certificate accompanied with a photo identification
 - c. Medical Certificate / Student Pilot Certificate
 - d. Pilot's License(s) front and back
- Enter all data into the UFS computer system
- Provide student a copy of the Student Pilot Handbook
- Have student sign the last page of the Student Pilot Handbook
- Create a student pilot training folder
- Place the last page of the Student Pilot Handbook in the student training folder
- Place this checklist and the student file on the Chief Flight Instructor desk for review and completion by the Chief Flight Instructor. (This folder will be filed in the Business Management Office after review)
- Chief Flight Instructor -- enter the student on the enrollment spreadsheet
- Chief Flight Instructor – print enrollment certificate(s)
- Chief Flight Instructor – give one copy of the part 141 enrollment certificate to the student
- Chief Flight Instructor – file the student training folder in the Business Management Office filing cabinet