

EMBRY-RIDDLE
Aeronautical University

FLIGHT DEPARTMENT

NEW FLIGHT STUDENT GUIDEBOOK



Daytona Beach Campus

2024 - r.9.9.5

GREETINGS FROM THE CHAIRMAN OF THE FLIGHT TRAINING DEPARTMENT

Dear Student:

We are excited to welcome you to Embry-Riddle Aeronautical University (ERAU), the finest flight training program in collegiate aviation. From our flight dispatchers to our experienced and highly-trained flight instructors, every member of this department is committed to providing the safest, most professional, and best-valued collegiate flight training available to you.

Our commitment to producing high-quality leaders and pilots is second to none, and the industry recognizes our program as one of the finest in the nation. We do not simply teach flying. Our mission is to develop extremely motivated students into the finest aviation professionals on the planet. Our flight program, combined with our Aeronautical Science curriculum, has been meticulously designed to provide the knowledge and skills required to excel in the aviation industry.

The Flight Student Guidebook is purposed with acquainting all new and returning flight students with the necessary information they need to begin their flight training. In these pages, you will find brief but thorough explanations of various documents required for flight training, equipment needed for flight, and descriptions of the personnel and services available to you within the department. This information will be an extremely useful tool in guiding you through as the beginning of your career as a flight student at ERAU.

You are now an integral part of the Eagle Nation, a student body recognized broadly throughout the aviation industry for its dedication to safety, academic excellence, and drive for innovation. Thank you for choosing Embry-Riddle Aeronautical University as your stepping stone towards a fulfilling career in aviation. We hope your year ahead is both enriching and successful.

Sincerely,

Ken Byrnes, Ph.D., FRAeS
Chairman and Assistant Dean
Flight Training Department
Embry-Riddle Aeronautical University
Daytona Beach, FL
Office: (386) 226-6893
Email: byrnesk@erau.edu

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DOCUMENT CHECKLIST

U.S. CITIZENS

PROOF OF CITIZENSHIP

I will present:

- A valid, unexpired government-issued photo ID with your full legal name (examples of government-issued photo IDs include U.S. drivers' licenses, military IDs, state identification cards, U.S. passports, etc.)

**Information on applying for a Florida driver's license or state ID can be found at <https://www.flhsmv.gov/driver-licenses-id-cards/newdl/>*

AND one of the following:

- An original U.S. Birth Certificate (Puerto Rico Birth Certificates are only acceptable if issued on or after July 1, 2010)
- An original U.S. Naturalization Certificate
- An original U.S. Certificate of Birth Abroad
- An original U.S. Certificate of Citizenship

FAA MEDICAL CERTIFICATE

I will present the following:

- A current, original FAA medical certificate

**Please inform us if you already have an application in process or have encountered issues with an application.*

PILOT CERTIFICATE(S)

I will present any pilot certificates I currently possess:

- Student Pilot Private Pilot
- Commercial Pilot CFI

**Majority of new students will not possess a pilot certificate yet.*

NON-U.S. CITIZENS

PROOF OF CITIZENSHIP

I will present:

- A current, original passport

OTHER DOCUMENTS

If applicable, I will present:

- U.S. Visa I-20
- U.S. Permanent Resident Card

FAA MEDICAL CERTIFICATE

I will present the following:

- A current, original FAA medical certificate

**Please inform us if you already have an application in process or have encountered issues with an application.*

PILOT CERTIFICATE(S)

I will present any pilot certificates I currently possess:

- Student Pilot Private Pilot
- Commercial Pilot CFI

**Most new students will not possess a pilot certificate yet.*

These documents should be presented to Flight Data & Certification

Room 207 of the Flight Operations Building 320

Monday-Friday, 8 a.m. – 5 p.m.

OBTAINING TSA CLEARANCE (INTERNATIONAL STUDENTS ONLY)

The United States Transportation Security Administration (TSA) must complete a background check and grant approval for any non-U.S. citizen before he or she begins flight training at ERAU in a private pilot, initial instrument, initial commercial (if FAA private based on foreign certificate), or initial multi-engine course. This process is outlined below. A clearance application guide is available at <https://www.fts.tsa.dhs.gov>.

Before you arrive on campus, please create your account with the Alien Flight Student Program (AFSP):

- Go to <https://www.fts.tsa.dhs.gov> (may require ".us" at the end if outside the U.S.)
- Click on "Register Options" in the top right corner of the page, then "Candidate Portal", and complete all steps. The email address you enter will be used by the AFSP for all communication with you. Please keep this email address active.

Once your AFSP account is created:

- Begin a "Training Request" for your flight course. Most students will apply for initial training (private pilot). If you already have a private pilot certificate, you will apply for instrument training. An application guide is available on the AFSP homepage. Be sure to select "Embry Riddle Aeronautical University," not "ERAU-Advanced Flight Simulation Center" as the training provider. All training requests are Category 3 (maximum certificated takeoff weight of 12,500 lbs or less).
- Your training request will be acknowledged by the flight training department. After that, the AFSP will send an email (to the address you provided) with instructions on how to pay for the clearance. **This is the last step that you may complete on your own before you arrive in Daytona Beach unless you have access to a fingerprint collector specified by the AFSP.**
- The AFSP will send an email with instructions to complete the fingerprint process. You may complete this at the Daytona Beach International Airport or you may book an appointment at ERAU's Flight Data & Certification office by emailing Mishi Parker (delqadm1@erau.edu).
- Once your background check is successfully completed, the flight training department will be notified that you are approved to begin training. We will then register you for the flight course and pair you with a flight instructor as soon as possible.
- On the day of your first training activity, we will take a photograph of you to upload to the TSA database to comply with current regulations.
- Once you are active in ETA you will see three holds appear on your account for TSA. These holds will be removed at various times throughout your flight training. No further action is required. The ETA TSA Picture hold will be removed the day of your first training activity. The TSA INT Start/Finish holds will be removed as you begin and finish your flight training.

Important note about attending academic courses, including pilot ground schools:

A TSA clearance is not required for attending ground training (labs or academic courses). All non-U.S. citizens should plan to attend their academic courses as scheduled, including pilot ground schools. **However, TSA clearance is required to begin flight training.**

- Any questions regarding the requirements of TSA clearance should be directed to Flight Scheduling (dbfltsch@erau.edu/386-226-6979) or Jason Williams (willij43@erau.edu/386-226-6960).
- Any questions that are specific to flight training should be directed to Flight Scheduling (dbfltsch@erau.edu/386-226-6979).

NON-NATIVE ENGLISH-SPEAKING FLIGHT STUDENTS

Here at ERAU, we are fully committed in supporting flight students of various language backgrounds. Read more about the Aviation English Language Standard (AELS) policy at ERAU here:

<https://catalog.erau.edu/daytona-beach/regulations/flight/#englishlanguagestandardstext>

FA135 COURSE REQUIREMENT

All non-native English-speaking flight students (international, permanent residence, and U.S. Citizens) are required to take the FA135 course, Aviation English for Flight Training.

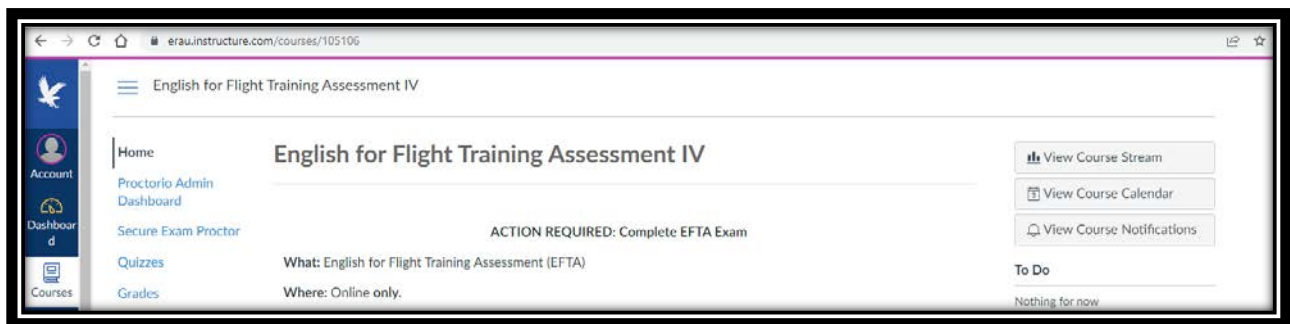
You will not be allowed to start/continue flight training unless you have passed FA135.

ENGLISH FOR FLIGHT TRAINING ASSESSMENT (EFTA)

Non-native English-speaking flight students may place out of FA135 by passing the English for Flight Training Assessment (EFTA) test. The EFTA is a speaking and listening test. Written answers will not be accepted. The EFTA test can only be taken remotely using Canvas. Carefully read all instructions, listen to all examples, and watch the video on how to record your answers.

No other English assessment or qualifications will substitute for an EFTA test.

Access the EFTA test here: <https://erau.instructure.com/courses/105106>.



CONTACT

For EFTA Support:

dbefter@erau.edu

OR

For FA135 Questions:

Aviation English Coordinator

Andrew Schneider

schnea14@erau.edu

PILOT CERTIFICATES FROM OUTSIDE THE UNITED STATES

Students in possession of a pilot certificate from a country outside the United States must also possess an **FAA Letter of Verification of Authenticity** before attempting to receive an FAA pilot certificate that is based on their foreign certificate or before converting their license entirely.

Please visit https://www.faa.gov/licenses_certificates/airmen_certification/foreign_license_verification for more information on how to apply for this letter. This letter is only valid for six months and must be periodically reapplied for. It will also be necessary for students to meet with an FAA representative who will issue the foreign-based pilot certificate once the letter is received. Please begin this process as soon as possible as it can take up to several months to receive an FAA Letter of Verification of Authenticity from the issuing country.

Contact:

Flight Data & Certification
 Flight Operations Building 320, Room 207
 Phone: 386-323-8073
 Email: dbfdcdoc@erau.edu

DO NOT EMAIL YOUR DOCUMENTS

ERAU is not permitted to accept documents unless they are original and presented in-person!

Students holding a FAA Pilot Certificate based on a foreign certificate or license must meet with the Senior Assistant Chief Flight Instructor for a logbook audit to verify FAA requirements are met. Additional flight time may be required during your initial course at ERAU.

Contact:

Suzette Niessner
 Senior Assistant Chief Flight Instructor
 Flight Operations Building 320, Room 214
 Email: degraws@erau.edu

ALREADY HAVE PREVIOUS FLIGHT EXPERIENCE?

Students who are looking to receive credit for previous flight experience should provide a copy of or bring their logbook(s) to the Senior Assistant Chief Flight Instructor for review.

Contact:

Suzette Niessner
 Senior Assistant Chief Flight Instructor
 Flight Operations Building 320, Room 214
 Email: degraws@erau.edu

FAA MEDICAL CERTIFICATES

The Flight Training Department strongly recommends students obtain a first-class medical certificate *before* investing in flight training, as a first-class medical will be required when working as an airline transport pilot. BasicMed certificates are unacceptable for flight training at ERAU. Below is a list of Aviation Medical Examiners (AMEs) in the Daytona area. You may also visit <http://www.faa.gov/pilots/amelocator/> or <http://flightphysical.com/> to search for AMEs in your area. Upon scheduling your appointment, you will be prompted to visit <http://medxpress.faa.gov/> and fill out an electronic application for the certificate prior to the physical exam. Please see pages 5 & 6 for in-depth instructions on filling out this application.

LOCAL AVIATION MEDICAL EXAMINERS

Frank Browning, MD David Scott Curland, DO 1830 Wright Dr. Port Orange, FL 32128	1 st , 2 nd , or 3 rd Class: \$150 2 nd or 3 rd Class: \$150 EKG: \$100	(386) 451-2524
Gohar S. Khan, MD 905 Beville Rd. South Daytona Beach, FL 32119	1 st , 2 nd , or 3 rd Class: \$110 EKG: \$35	(386) 767-9000
Elizabeth Le 350 N. Clyde Morris Blvd. Daytona Beach, FL 32114	1 st , 2 nd , or 3 rd Class: \$150	(386) 238-3200 Please specify your connection with ERAU
Ryan Rees 201 N. Clyde Morris Blvd. Suite 240 Daytona Beach, FL 32114	1 st , 2 nd , or 3 rd Class: \$205 EKG: \$68	(386) 258-4836
Gerald Woodard 3512 S. Atlantic Ave. Daytona Beach, FL 32118	1 st , 2 nd , or 3 rd Class: \$125 EKG: \$35	(386) 767-9544

*Prices are subject to change at any time. Please call the physician's office directly with any questions.
EKGs are only necessary for a 1st class medical when you turn 35 years old and then once a year after age 40.*

If you have questions regarding your medical certificate, please contact:

Pamela Petrone

Director

Health and Wellness Services

Phone: (386) 226-7917

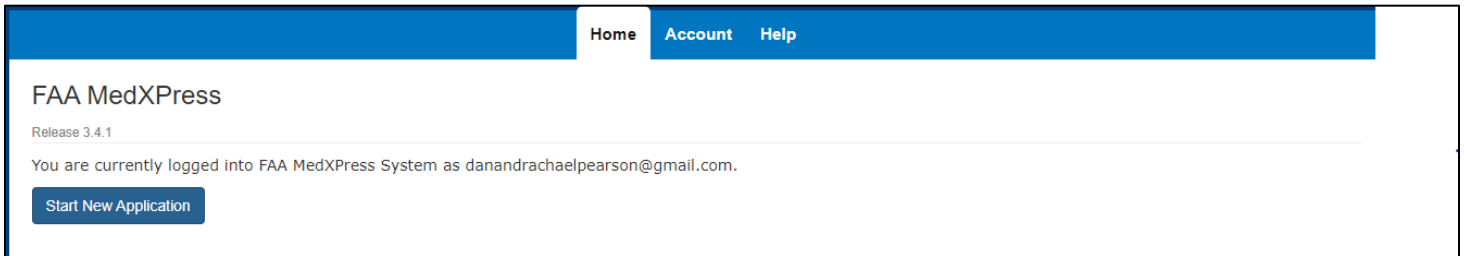
Email: petronep@erau.edu

FAA MEDXPRESS GUIDE

Please visit <https://medxpress.faa.gov/medxpress/> where you will be prompted to create MedXPress account. The name associated with your account must exactly match your full legal name as shown on your birth certificate or passport, including correct spacing and hyphens. (Suffixes can be added to the application after creating an account.)

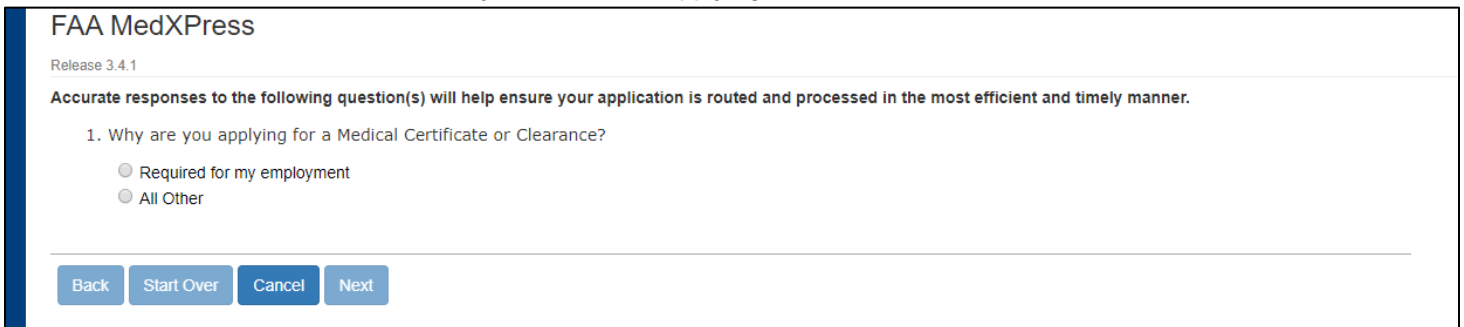
A detailed guide to MedXPress is available for your reference at:
<https://medxpress.faa.gov/MedXpress/Content/Docs/MedXPressUsersGuide.pdf>.

Once you log in, select "Start New Application."



FAA MedXPress
 Release 3.4.1
 You are currently logged into FAA MedXPress System as danandrachaelpearson@gmail.com.
 Start New Application

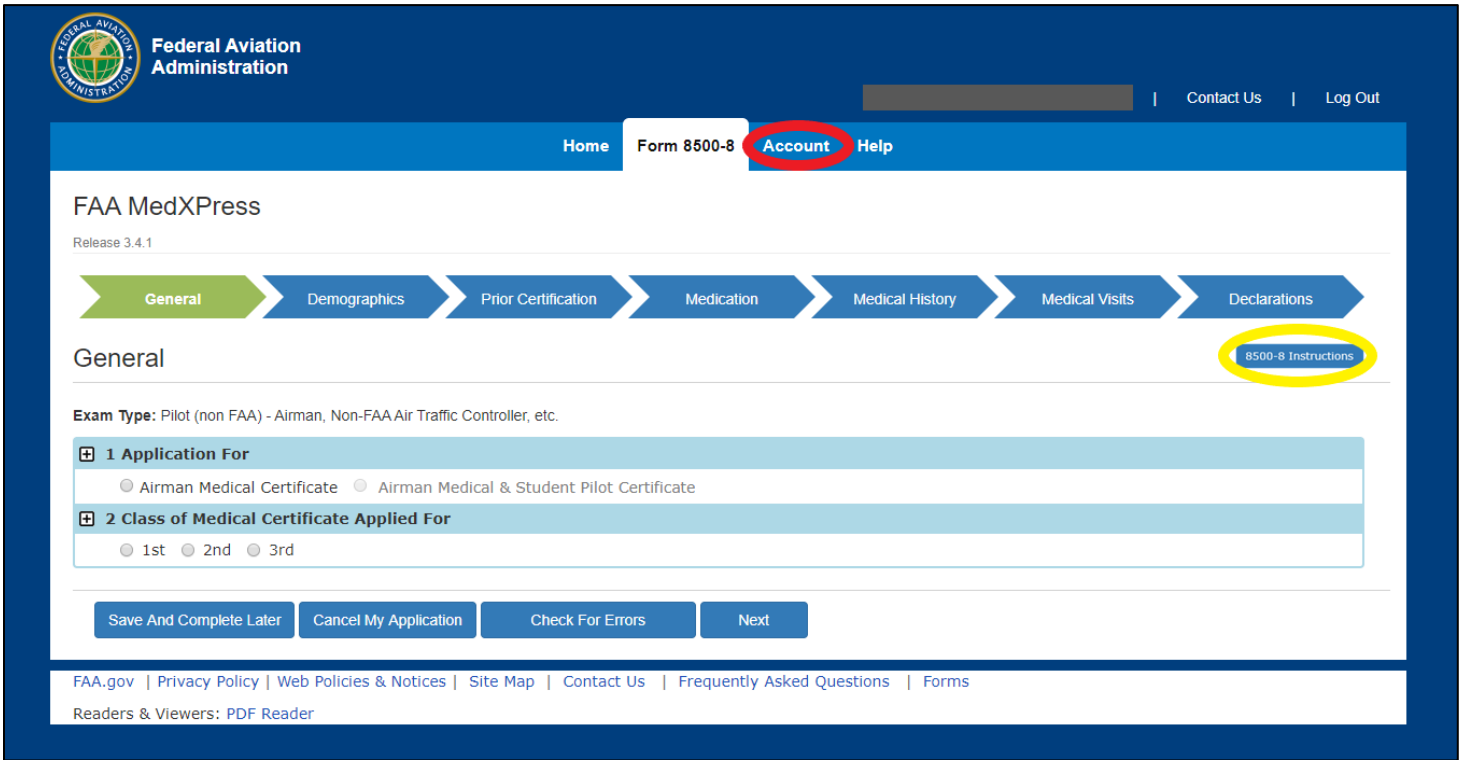
For the next screen, select "All Other" as your reason for applying.



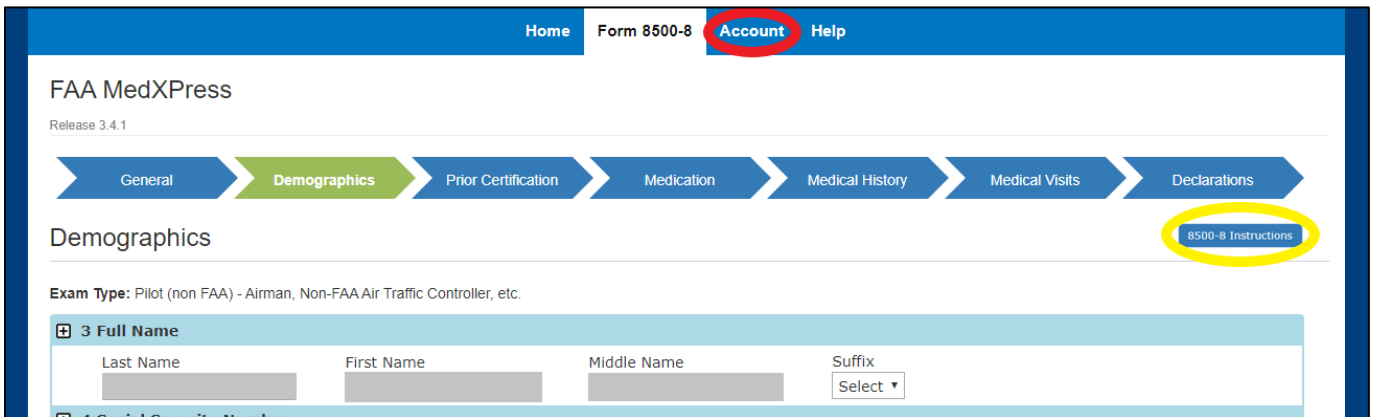
FAA MedXPress
 Release 3.4.1
 Accurate responses to the following question(s) will help ensure your application is routed and processed in the most efficient and timely manner.
 1. Why are you applying for a Medical Certificate or Clearance?
 Required for my employment
 All Other
 Back Start Over Cancel Next

Under the General Section question 1 select Application for "Airmen Medical Certificate." Students who do not already have a pilot certificate will apply for one as part of the private pilot course. For question 2, select the class of certificate for which you are applying. You must be able to qualify for a 1st class medical in order to be an Airline Transport Pilot/Airline Pilot. As a result, ERAU recommends that students begin their flight training with a 1st class medical to ensure that no time nor money is wasted on flight training in the event that they would not be able to qualify for a 1st class medical certificate in the future.

- Continued on next page -



For question 3 under Demographics, please confirm that your legal name appears exactly as it does on your birth certificate or, in absence of a U.S. birth certificate, on your passport. If your legal name contains a suffix, add it at this point. If there is an error in your name, you can correct it on the account page (circled in red below). The remainder of the application prompts you to submit personal and medical information. If you have any of the questions about the application, please reference 8500-8 instructions (circled in yellow below). You can also access the help section at the top of any page to reference an in-depth user guide or for MedXPress contact information.



After completing and submitting your FAA Medical Application (FAA Form 8500-8) within MedXPress you will receive an email containing a confirmation number. You must take the confirmation number to your appointment. It is recommended that you also bring your government-issued identification and a copy of the FAA Form 8500-8 summary to your appointment. **Please carefully inspect your medical certificate for errors before leaving the AME’s office. Your full legal name must appear on the certificate.** Handwritten medicals or handwritten corrections to medicals are not acceptable.

APPLYING FOR A STUDENT PILOT CERTIFICATE

We are excited that you are ready to begin your flight training at Embry-Riddle Aeronautical University!

The FAA requires that all new flight students possess a student pilot certificate. While training at ERAU, **student pilot certificates will be issued after the satisfactory completion of the Progress Assessment module in the Private Pilot course.** This is due to the English Proficiency requirement of the certificate. After satisfactory completion of the unit in your flight training, the Instructor Pilot will provide instruction on applying for a certificate. Once you have received your student pilot certificate, you must bring it to Flight Data & Certification, Building 320, Room 207 to have it scanned into the system.

The following documents are required to apply for a student pilot certificate at ERAU:

	U.S. Birth Certificate	Passport	Government-Issued Photo ID (Driver's License, Passport, etc.)	FAA Medical Certificate	Current Mailing Address
Non-U.S. Citizens		✓		✓*	✓
U.S. Citizens	✓		✓	✓*	✓

**You are not required to have a current FAA medical certificate at the time you apply for a student pilot certificate; however, if you have one, you MUST bring it to the appointment.*

WHAT IS ETA & WHEN CAN I ACCESS IT?

ETA is the Flight Department's scheduling software. Once an account is created for you by the Flight Scheduling department, you will be able to see your flight activity schedule, view lesson plans, make payments, and more.

Only students that are ready to begin flight training and have been assigned a flight instructor will have access to ETA. Until an account is created for you, you will continue to receive the following message when attempting to login: *"You are not authorized to access ETA. Please contact your Campus ETA Administrator for access."* Again, this is because you have not been imported into the system yet.

Flight Scheduling will automatically create an account for you once the following criteria have been met:

- Registered for a flight block (FA 95S, FA 95I, FA 95C, FA 95M, FA 95F)
- Citizenship documents have been presented to Flight Data & Certification
- International students obtain a TSA Clearance
- ATSA Hold in Campus Solutions has been removed
- Any other holds in Campus Solutions have been removed
- Registered for a flight course (FA 121, FA 221, FA 321, FA 323, FA 417)
 - (This will be done by Flight Scheduling after the above criteria have been met.)
- **Instructor assignment is imminent.**

If you have not been contacted by your flight instructor, you will more than likely not be in ETA. **Please wait to hear from your flight instructor before asking the flight scheduling department about ETA access.**

GETTING STARTED WITH ERNIE

Personalizing Your ERNIE Homepage

1. Go to ernie.erau.edu and log in to your ERNIE account using the username and password you were provided.

A Duo Security prompt will appear. Select the authentication method of your choice and approve the login request.

2. Ensure that your Tools section in ERNIE includes the following applications: **Campus Solutions**, **Canvas**, **ERAU Apps (Citrix)**, and **ETA**.
3. To add these applications to the list, click on the **View/Edit My Tools** option.

4. Check the box in the active column for any applications you wish to be displayed. You may reorder them according to your preference.
5. Click on **Save Changes** at the top or bottom of the list and navigate back to the **ERNIE homepage**.

Campus Solutions

What is Campus Solutions?

Campus Solutions (CS) is a student-driven system which provides a one-stop-shop student service center to see your class schedule, account balance, financial aid, documents needed for services, academic history, outstanding admissions paperwork and much more – ALL FROM ONE LOCATION.

Updating Contact Information

Why is it so important for flight students to enter their cellphone number(s) into the system?

The cellphone number that a student enters in CS will be the only means of direct communication, aside from ERAU email, available to his or her flight instructor. If a flight instructor has no phone number at which to reach his or her student, flight training will be delayed until communication can be established.

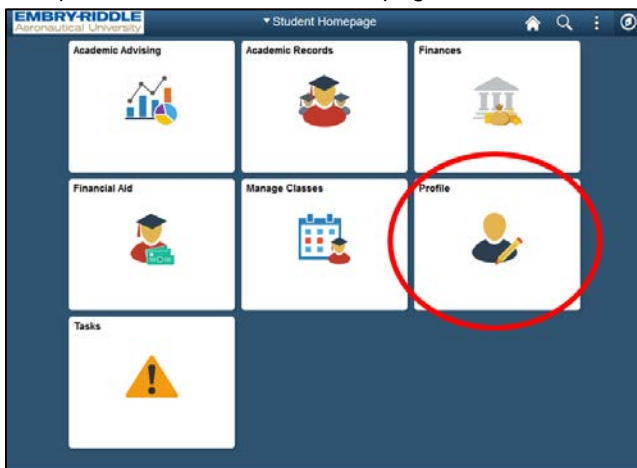
No cellphone number in Campus Solutions = No calls from your flight instructor

Updating Campus Solutions Contact Information:

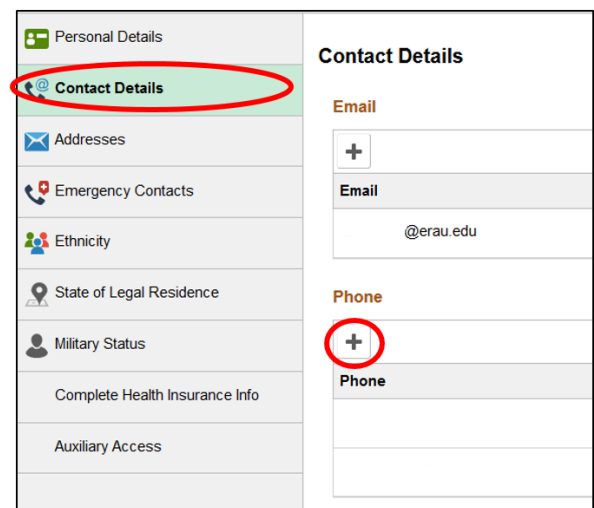
1. On your ERNIE homepage, click on the Campus Solutions icon in the Tools menu on the right side of the page.



2. The Campus Solutions icon will bring you to the Campus Solutions student homepage. Click on Profile.



3. On the Profile page, click on Contact Details on the left-side menu. Then click the + under the Phone section to add your mobile number.



4. Enter your information and click Save.

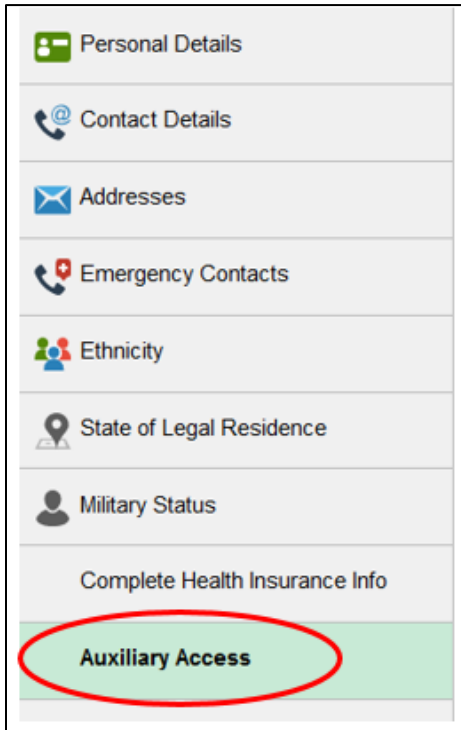
Updating Auxiliary Access

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) of 1974 is intended to protect the privacy of your student educational records and limit access to the information contained in those records.

To update an individual's auxiliary access to your academic records:

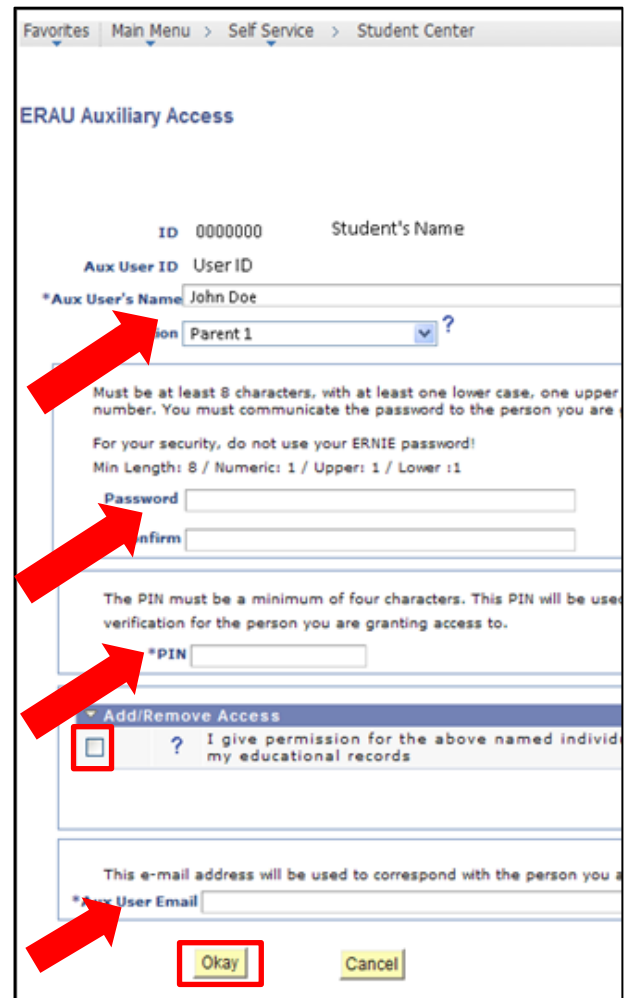
1. In Campus Solutions, under the Profile section, click Auxiliary Access from the left-side menu.



2. Read and agree to the Terms & Conditions.
3. Select Add to add an individual you want to grant auxiliary access to.



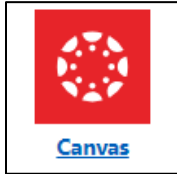
4. Fill in the information required. Choose a password and a PIN, then check/uncheck the box to add/remove permissions. The PIN you provide will be used for phone or in-person verification for the person you are granting access to. **The person you grant access to will need to provide this PIN to whomever they contact at ERAU in order to discuss your records/information.**



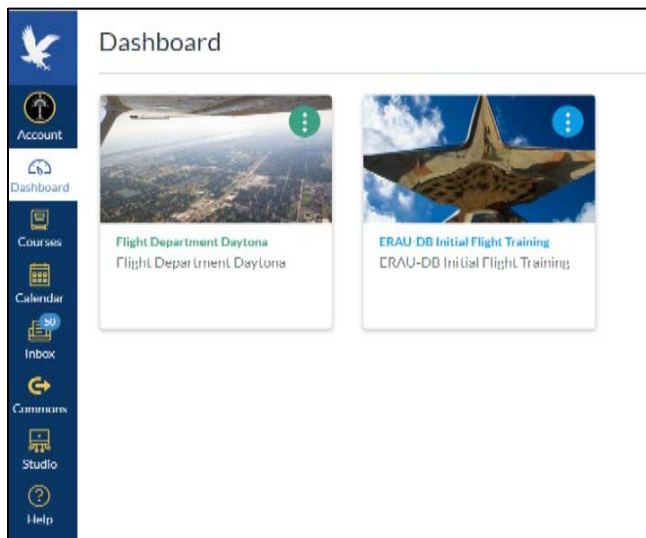
5. Click Save to confirm your changes.

ACCESSING ERAU DOCUMENTS, CURRICULUM, AND TRAINING AIDS

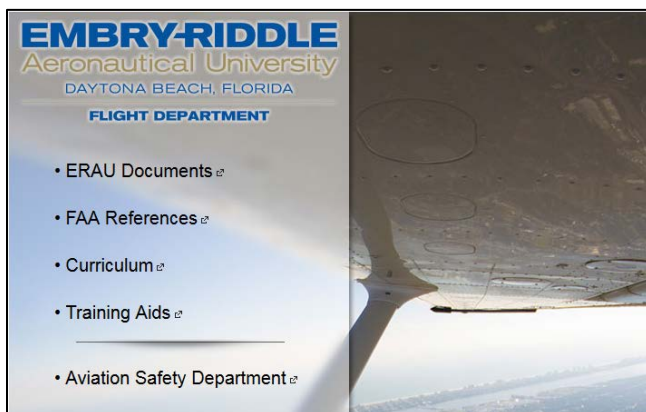
1. Log into ernie.erau.edu. Under tools click on the Canvas icon or go to <https://erau.instructure.com> and log in.



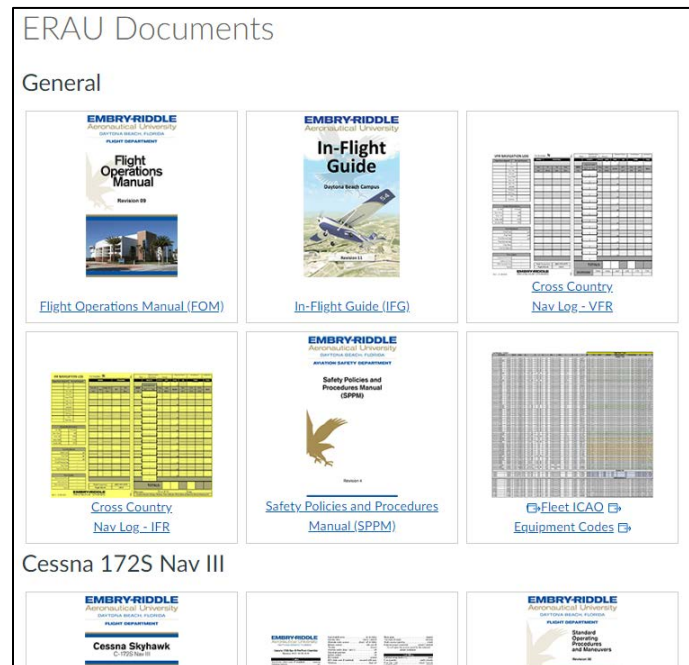
2. Every active flight student is automatically enrolled in a "Flight Department Daytona" course. Select this course from the dropdown list in Canvas.



3. The course home page will contain links to ERAU Documents, FAA References, Curriculum, and Training Aids.



4. Clicking on these links will open webpages in a new tab to access the documents.



Curriculum

Flight Course Grading

- [Competency Based Grading System](#)

Part 141

- [Approved Training Course Outlines](#)
- [Approved Syllabuses](#)
- [AS 121 Private Ground Course](#)
- [FA 121 Private SE](#)
- [AS 221 Instrument Ground Course](#)
- [FA 221 Instrument SE](#)
- [FA 221T Instrument SE Additional Category](#)
- [AS 321 Commercial Ground Course](#)
- [FA 321 Commercial SE](#)
- [FA 321T Additional Rating Commercial](#)
- [FA 323 Commercial ME Additional Class](#)
- [FA 326 Commercial SE Additional Class](#)
- [Multi-Engine Ground Lab](#)
- [FA 417A Ground Lab](#)
- [FA 417A CFI-Airplane SE](#)
- [FA 417I Ground Lab](#)
- [FA 417I CFI-Instrument](#)
- [FA 460 MEI](#)

EQUIPMENT NEEDED FOR FLIGHT

The following is a list of items that you will need for flight for your first semester. Most items may be purchased in the campus bookstore:

- ✓ **Aviation Headset:** Any mid-priced headset, such as David Clark, or any other brand.
- ✓ **Apple iPad with ForeFlight Installed:** The Apple iPad (any series, mini, pro, WIFI, LTE, etc.) is the only approved mobile device for use as an EFB. The only approved software/app for use as an EFB at ERAU is ForeFlight Mobile by ForeFlight, LLC. **Please note you MUST use your ERAU email address after the first day of class** to receive the discount. There is an ERAU discount available with the purchase of the Basic Plus plan (more advanced plans are not required). This can be purchased at www.foreflight.com/pricing.

For information on how to register for ForeFlight, please visit the Flight Scheduling Portal's [ForeFlight](#) page.

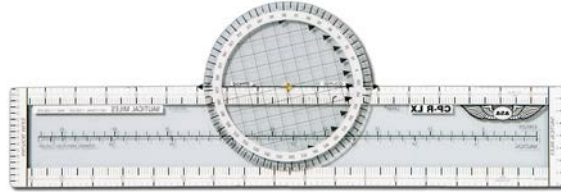
- ✓ **Kneeboard:** Any kind is acceptable as long as it is secure and it is comfortable on your leg. There are also kneeboards available that are made specifically to hold an iPad.



- ✓ **Pilot Logbook:** A larger "professional" logbook is recommended for those seeking a career as a pilot.
- ✓ **Flight Bag:** Any type of bag that fits your needs. Some students use a backpack, others use a professional flight bag.
- ✓ **Flashlight:** Any kind that is durable and fits nicely in your flight bag.
- ✓ **Instrument Hood or "Foggles":** Used to simulate instrument conditions.



- ✓ **Plotter:** Used to measure distances and determine courses on aeronautical charts. The rotating kind is recommended.



- ✓ **Flight Computer (called an E6B):** Used for making calculations such as fuel burn and wind correction. Sporty's E6B is the most common. There are also several apps, including one from Sporty's, available for the iPad.



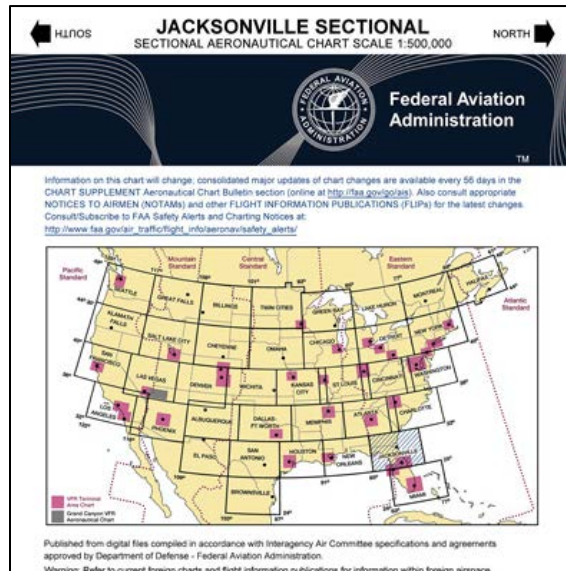
- ✓ **ERAU In-Flight Guide:** Provides information about the local area and airports. An electronic copy is available through ForeFlight, but students are **REQUIRED** to have a paper copy as well (available at the ERAU Bookstore).



- ✓ **Cessna 172S Checklist:** ERAU-specific. An electronic copy is available through ForeFlight, but students are **REQUIRED** to have a paper copy as well (available at the ERAU Bookstore).



- ✓ **Jacksonville Sectional Chart (Current Edition):** Electronic charts are available through ForeFlight, but private pilot students are **REQUIRED** to have a paper copy as well.



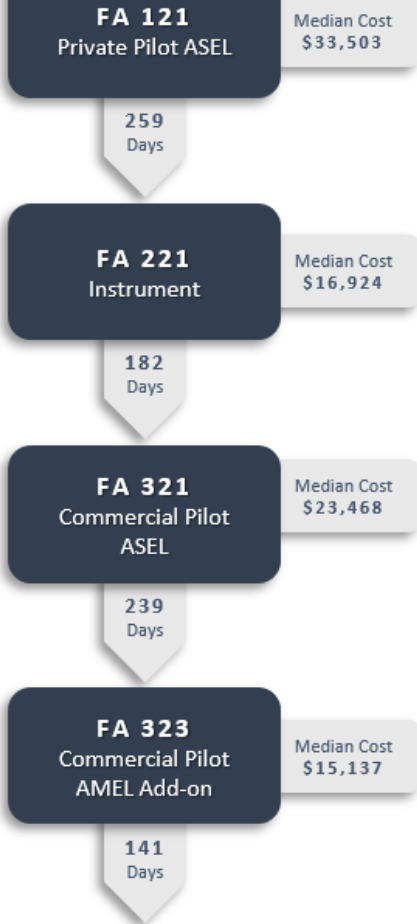
- ✓ **Other Charts and Publications:** Charts are available through ForeFlight or in the ERAU bookstore. Other publications are available online through Canvas.

If you have any questions, please contact us!

Chief Flight Instructor	386-226-6929	Flight Ops – Room 214
Team 1	386-323-8067	Flight Ops – Room 213 G
Team 2	386-226-7986	Flight Ops – Room 213 A
Team 3	386-226-6826	Flight Ops – Room 213 B
Team 4	386-226-2964	Flight Ops – Room 213 C
Team 5	386-226-7196	Flight Ops – Room 213 H
Team 6	386-226-6977	Flight Ops – Room 213 D
Team 7	386-323-8066	Flight Ops – Room 213 E

FLIGHT COURSE TRACK

MINIMUM COURSES REQUIRED for AERONAUTICAL SCIENCE or FLIGHT MINOR/AOC



Median Total	\$89,032
Multi-engine Hours	30
Median Calendar Days	932

FA 121 PILOT PROGRAM

AVERAGE COST/WEEK

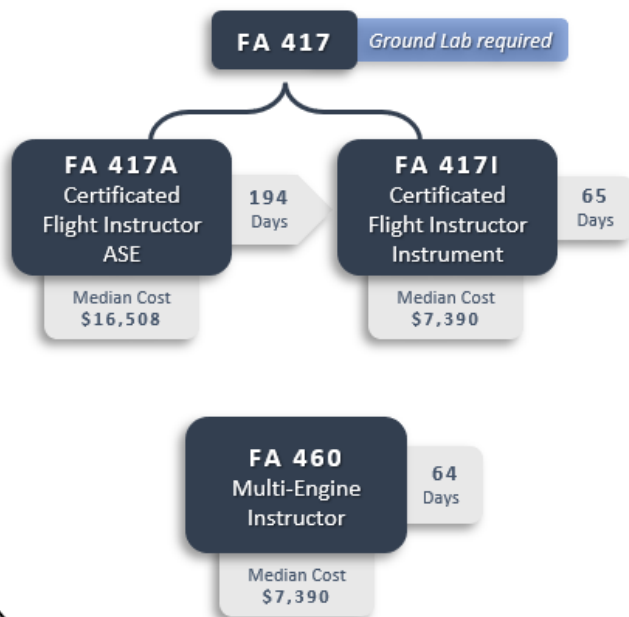


*Cost/week for remainder of Private

ERAU flight training involves NO time-building between courses!

Track totals represent median costs, days, and hours under normal academic circumstances. Costs do not include books or equipment associated with flight training attained while attending the ERAU Daytona Beach campus.

ELECTIVE FLIGHT COURSES



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