

# New Flight Student Guidebook



## 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

**FLIGHT DEPARTMENT**

# New Flight Student Orientation Checklist

## Flight Student Information Questionnaire

- ERNIE.....log in
- CAMPUS solutions.....select
- To do list..... locate/select
- Flight info .....complete

## FAA Class 1 or 2 Medical Certification *(pg. 6-10)*

- FAA Medical Decision Considerations and Disease Protocols.....[review](#)
- 3 years medical history ..... gather
- MedXPress account.....[create](#)
- Aviation Medical Examiner (AME) ..... [locate](#)
- FAA Class 1 or 2 appointment with local AME..... schedule
- Full legal name on medical certificate ..... ensure

## Proof of Citizenship – All Students *(pg. 1)*

- Instructional video on U.S. citizen documentation requirement..... [review](#)
- Instructional video on international student documentation requirement..... [review](#)
- Full legal name must match on all documentation .....ensure

# New Flight Student Orientation Checklist

## Obtaining TSA Clearance - International Students Only (pg. 2)

- Valid government ID.....gather
- TSA Flight Training Security Program Portal .....[open](#)
- Register Options/Candidate Portal ..... select
- All steps indicated in the candidate portal..... complete
- TSA instructions.....check email

## Upload FAA Pilot Certificates and Ratings for Academic Credit

- If you hold any FAA certificate ..... [upload](#)

## Upload Current Self Portrait for Eagle Card

- Passport quality self-portrait (electronic) ..... locate
- Eagle Card Terms and Conditions..... [agree](#)
- Self Portrait... ..... upload

## Flight Training Cost (pg. 19)

- Review flight training costs... ..... [review](#)
- Contact Financial Aid if you have questions... ..... 800.943.6279

## Purchase Flight Training Equipment (pg. 16-18)

- Aviation Headset (mid-priced i.e. David Clark brand, etc.)..... purchase
- Apple iPad (any series, 256GB min) .....purchase
- Kneeboard (*optional*) .....purchase
- Pilot Logbook.....purchase
- Flight Bag.....purchase
- Flashlight with red lense.....purchase
- Instrument foggles & E6B flight computer..... purchase
- Plotter ..... purchase

# New Flight Student Orientation Checklist

## Prepare to arrive on campus *(checklist on pg. 1)*

- Proof of Citizenship (U.S. Birth Cert or equivalent or Passport).....pack in luggage
- Government-issued ID ..... pack in luggage
- FAA Class 1 or 2 Medical Certificate.....pack in luggage
- FAA and/or Foreign Pilot Certificate (if applicable).....pack in luggage

## Arrival on campus – Visit Flight Data & Certification (FD&C) office *(checklist on pg. 1)*

- Plan to visit the FD&C Office (FO 207).....refer to orientation schedule
- FAA and Identification documents.....gather
- Flight Data & Certification (FD&C) Office.....visit
- Proof of Citizenship.....show original to FD&C Agent
- Government-issued ID..... show original to FD&C Agent
- FAA Class 1 or 2 Medical Certificate.....show original to FD&C Agent
- FAA and/or Foreign Pilot Certificate(s) (if applicable).....show original to FD&C Agent

## Items that must be purchased AFTER your arrival on campus *(pg. 16-18)*

- ForeFlight Mobile Pro App.....download
- ForeFlight Mobile Pro App.....[register](#) using ERAU email for discount
- Cessna 172 Checklist..... purchase at ERAU bookstore
- Jacksonville Sectional Chart (current edition) *(private pilot only)*.....purchase



**Act now to set yourself up for success!**

Visit our helpful online checklist guide.

Office of Admissions | Daytona Beach Campus  
386.226.6100 | 800.862.2416 | [dbadmit@erau.edu](mailto:dbadmit@erau.edu)

# 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

**Do you already hold an FAA private pilot certificate or higher?**

You'll also need to [upload it here](#) for academic credit in addition to presenting the original to FDC during Orientation.

### FAA MEDICAL CERTIFICATE

*I will present the following:*

- A valid, original 1<sup>st</sup> or 2<sup>nd</sup> class 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 valid, original 1<sup>st</sup> or 2<sup>nd</sup> class 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. 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.
- Your training request will be acknowledged by the flight training department. 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 book an appointment at ERAU’s Flight Data & Certification office by emailing Mishi Parker ([delqadm1@erau.edu](mailto:delqadm1@erau.edu)) or Cassandra Vella ([vellac@erau.edu](mailto:vellac@erau.edu)). You may also book an appointment with any accepted fingerprint collector specified by the AFSP.
- 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. Before checking in with Dispatch on the day of your first activity, see the Flight Supervisor and request that your picture be taken, and the hold removed. This can only be done on the same day as your first activity.
- 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](mailto:dbfltsch@erau.edu)/386-226-6979) or Jason Williams ([willij43@erau.edu](mailto:willij43@erau.edu)/386-226-6960).
- Any questions that are specific to flight training should be directed to Flight Scheduling ([dbfltsch@erau.edu](mailto: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.

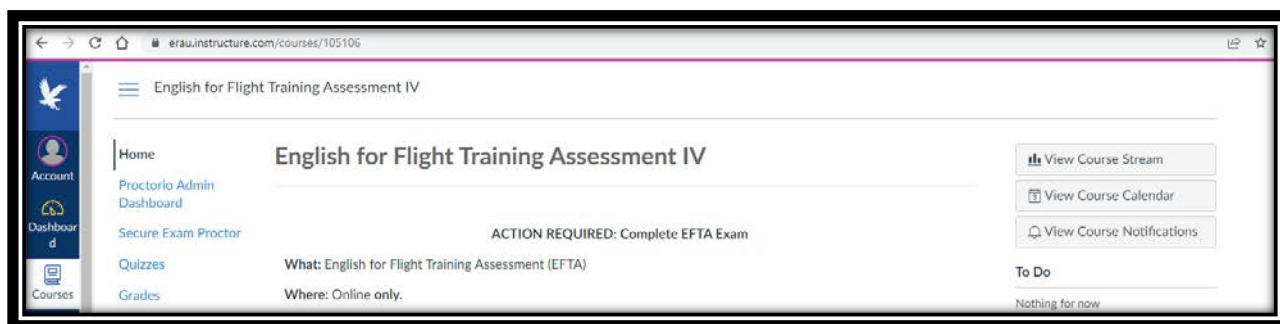
**You will not be allowed to start/continue flight training unless you have passed FA135.**

### 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](mailto:dbefter@erau.edu)

OR

For FA135 Questions:

Aviation English Coordinator

Andrew Schneider

[schnea14@erau.edu](mailto: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](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 at a local FSDO 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. Please keep in mind that a student will be grounded when the letter expires until a new one is presented.

**Contact:**

Flight Data & Certification  
 Flight Operations Building 320, Room 207  
 Phone: 386-323-8073  
 Email: [dbfdoc@erau.edu](mailto:dbfdoc@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:**

Sena Seckin  
 Senior Assistant Chief Flight Instructor  
 Flight Operations Building 320, Room 214  
 Email: [dbflight@erau.edu](mailto:dbflight@erau.edu) & [seckinn@erau.edu](mailto:seckinn@erau.edu)

# PROCESS FOR MATRICULATING TO ERAU WITH SIGNIFICANT FLIGHT TIME (NO FAA PILOT CERTIFICATION)

Students who are looking to receive credit for previous flight experience should follow the steps below to ensure their hours are credited appropriately:

## 1. Prepare Your Logbook

- Ensure your logbook is up to date, with all flight hours and activities accurately recorded.
- Total your flight hours on each page of the logbook.
- Sign each page to verify the accuracy of the recorded information.

## 2. Scan and Digitize Your Logbook

- Scan all pages of your logbook, including any endorsements.
  - Ensure scans are clear and legible.
  - Include every page, even if it contains minimal information.
  - Endorsements are very important, as they are necessary to confirm the validity of your solo flight. Without them, your submission cannot be verified and may lead to delays. Ensure all endorsements are included.
- Save the scanned files in a commonly accepted format (PDF is preferred).

## 3. Submit Your Logbook

- Email the scanned logbook pages, including endorsements, to the designated ERAU contact.
  - Use a clear subject line, such as: "[Your Full Name] - Logbook Submission for Audit"

## 4. Await Confirmation

- Once your logbook has been reviewed, **the Assistant Chief Flight Instructor** will confirm receipt and inform you of any additional steps needed.

By completing these steps, you will ensure that your previous flight experience is properly documented and assessed as part of your matriculation process. If you have any questions, contact the **Assistant Chief Flight Instructor** for clarification.

### Contact:

Sena Seckin

Senior Assistant Chief Flight Instructor

Flight Operations Building 320, Room 214

Email: [dbflight@erau.edu](mailto:dbflight@erau.edu) & [seckinn@erau.edu](mailto:seckinn@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 7 & 8 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 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> Class: \$150 2 <sup>nd</sup> or 3 <sup>rd</sup> Class: \$150 ECG: \$100	(386) 451-2524
Gohar S. Khan, MD 905 Beville Rd. South Daytona Beach, FL 32119	1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> Class: \$110 ECG: \$35	(386) 767-9000
Elizabeth Le 350 N. Clyde Morris Blvd. Daytona Beach, FL 32114	1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> Class: \$205 ECG: \$68	(386) 258-4836
Gerald Woodard 3512 S. Atlantic Ave. Daytona Beach, FL 32118	1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> Class: \$125 ECG: \$35	(386) 767-9544
Mark Sherman, MD 140 Piper Blvd. Port Orange, FL 32128	1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> Class: \$160 ECG: \$100	(386) 322-9030

*Prices are subject to change at any time. Please call the physician's office directly with any questions.  
ECGs are only necessary for a 1<sup>st</sup> 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](mailto:petronep@erau.edu)

## REMINDER! USE YOUR FULL LEGAL NAME ON YOUR FAA MEDICAL CERTIFICATE

### NEED A NAME CORRECTION ON YOUR MEDICAL?

If you need a name correction on your FAA medical certificate, an FDC Analyst will handle processing this correction when you meet with them for your check ride at the end of your course. All you need to do is ensure that you bring all of your flight documents to your IACRA Oral.

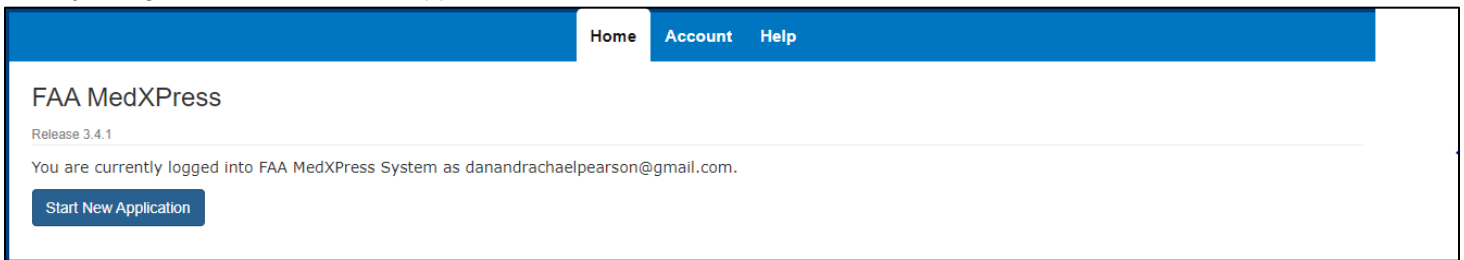
Once you've completed your IACRA Oral appointment, the FDC Analyst will inform you that you'll need to follow up with the FAA regarding your medical correction. Please do so in a timely manner to ensure your certificate correction is not delayed.

### FAA MEDXPRESS GUIDE

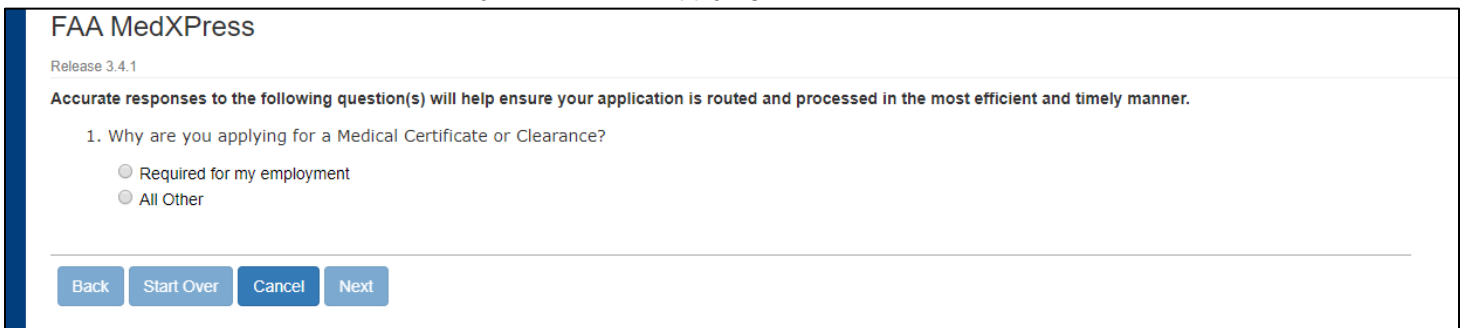
Please visit <https://medxpress.faa.gov/medxpress/> where you will be prompted to create MedXPress account. The name associated with your account must exactly match your full legal name as shown on your birth certificate or passport, including correct spacing and hyphens. (Suffixes can be added to the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



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



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.

Federal Aviation Administration

Home Form 8500-8 **Account** Help

FAA MedXPress  
Release 3.4.1

General Demographics Prior Certification Medication Medical History Medical Visits Declarations

General [8500-8 Instructions](#)

Exam Type: Pilot (non FAA) - Airman, Non-FAA Air Traffic Controller, etc.

**1 Application For**

Airman Medical Certificate  Airman Medical & Student Pilot Certificate

**2 Class of Medical Certificate Applied For**

1st  2nd  3rd

Save And Complete Later Cancel My Application Check For Errors Next

FAA.gov | Privacy Policy | Web Policies & Notices | Site Map | Contact Us | Frequently Asked Questions | Forms

Readers & Viewers: PDF Reader

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.

Home Form 8500-8 **Account** Help

FAA MedXPress  
Release 3.4.1

General Demographics Prior Certification Medication Medical History Medical Visits Declarations

Demographics [8500-8 Instructions](#)

Exam Type: Pilot (non FAA) - Airman, Non-FAA Air Traffic Controller, etc.

**3 Full Name**

Last Name First Name Middle Name Suffix  
Select ▼

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.

# WHAT IS A DEFERRED MEDICAL CERTIFICATION?

When an Aviation Medical Examiner (AME) identifies a medical condition during your medical examination that requires further evaluation, they may defer the decision to the FAA's Aerospace Medical Certification Division or Regional Flight Surgeon for review. This is to ensure that your medical condition meets the safety standards required for pilots.

## Steps for Handling a Deferred Medical Certification

### 1. Initial Notification by the AME:

- During your FAA medical exam, the AME will inform you of the reason(s) for deferral.
- The AME will forward your application and supporting documentation to the FAA for review.

### 2. Understand the Reason for Deferral:

- Ask your AME for a clear explanation of why the deferral is required.
- Request a copy of your medical examination report for your records.

### 3. While Waiting for FAA Correspondence:

- The FAA will send you a letter detailing the additional information or tests needed to complete the evaluation.
- Typical requests may include medical records, test results, or consultations with specialists.

### 4. Gather and Submit Requested Information:

- Collect the documentation or undergo any evaluations specified by the FAA.
- Ensure all documents are complete, legible, and submitted promptly.

### 5. Submit Documentation to the FAA:

- Follow the instructions in the FAA letter for submitting documents.
- Retain copies of everything you send for your records.

### 6. Monitor Your Application Status:

- Use the FAA MedXPress system or contact the FAA Aerospace Medical Certification Division for updates on your case.

### 7. Receive the FAA Decision:

- The FAA will issue one of the following:
  - **Medical Certificate Approval** – If the submitted information meets requirements.
  - **Denial of Medical Certificate** – If the medical condition does not meet FAA standards.
  - **Special Issuance Authorization** – A time-limited certificate with conditions (if applicable).

# HOW TO REMOVE LIMITATIONS FROM YOUR MEDICAL CERTIFICATE

This guide outlines the steps to remove limitations from your FAA medical certificate. Follow the process carefully to ensure your medical certificate is updated and fully valid.

## 1. Understand the Limitation

- Review your medical certificate to identify the specific limitation(s) noted.
- Common limitations might include wearing corrective lenses, requiring further evaluation, not valid for night flying or by color signal control or other conditions specified by the FAA.

## 2. Consult an Aviation Medical Examiner (AME)

- Schedule an appointment with an AME to discuss the limitation and the steps required to remove it.
- Bring any relevant medical records or documentation related to the limitation.

## 3. Complete Necessary Medical Tests or Procedures

- Follow the AME's guidance on any medical tests, treatments, or procedures required to address the limitation.
- Obtain official documentation of the results from certified medical professionals.

## 4. Submit Documentation to the FAA

- Collect all necessary documents, including:
  - Updated medical test results
  - Letters from your treating physician or specialists (if applicable)
  - Any other documentation requested by the AME or FAA
- Submit the documents to the FAA for review.
  - Follow the submission guidelines provided by your AME or the FAA.

## 5. Await FAA Review and Decision

- The FAA will review your submission and determine if the limitation can be removed.
- Processing times may vary, so monitor your email or correspondence from the FAA for updates.

## 6. Receive Updated Medical Certificate

- Once approved, the FAA will issue an updated medical certificate without limitation.
- Review the new certificate to ensure all updates are correct.

By following this process, you can work towards removing limitations from your medical certificate and ensure compliance with FAA regulations. For further assistance, consult your AME or contact the FAA directly.

## 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](http://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.

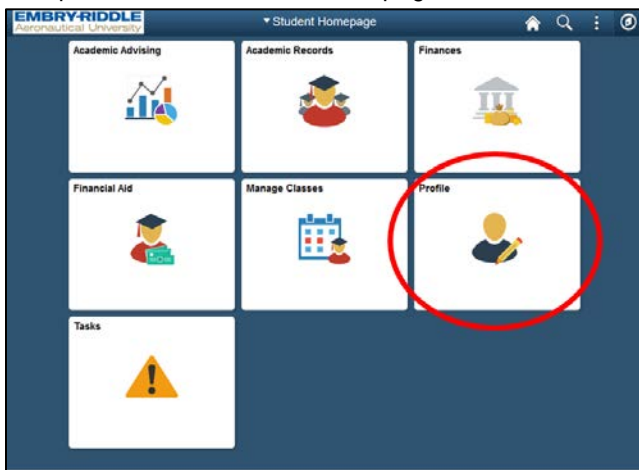
**No cellphone number in Campus Solutions = No calls from your flight instructor**

### Updating Campus Solutions Contact Information:

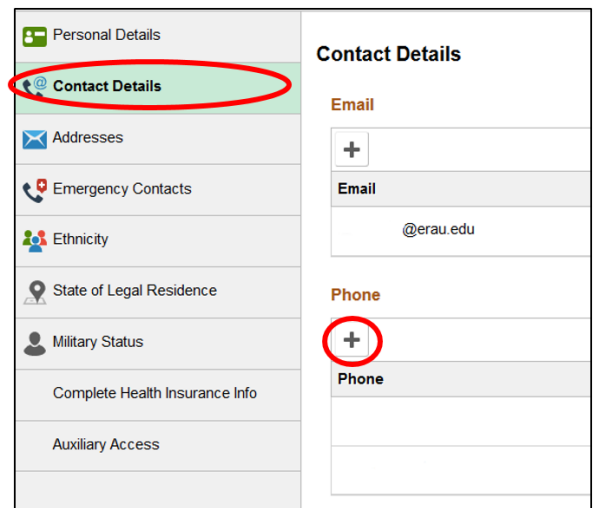
1. On your ERNIE homepage, click on the Campus Solutions icon in the Tools menu on the right side of the page.



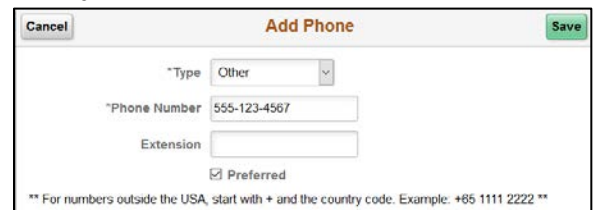
2. The Campus Solutions icon will bring you to the Campus Solutions student homepage. Click on Profile.



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.



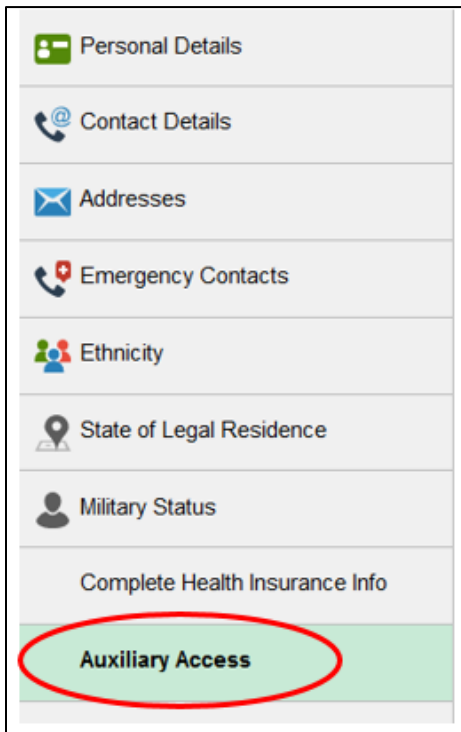
## Updating Auxiliary Access

### 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:

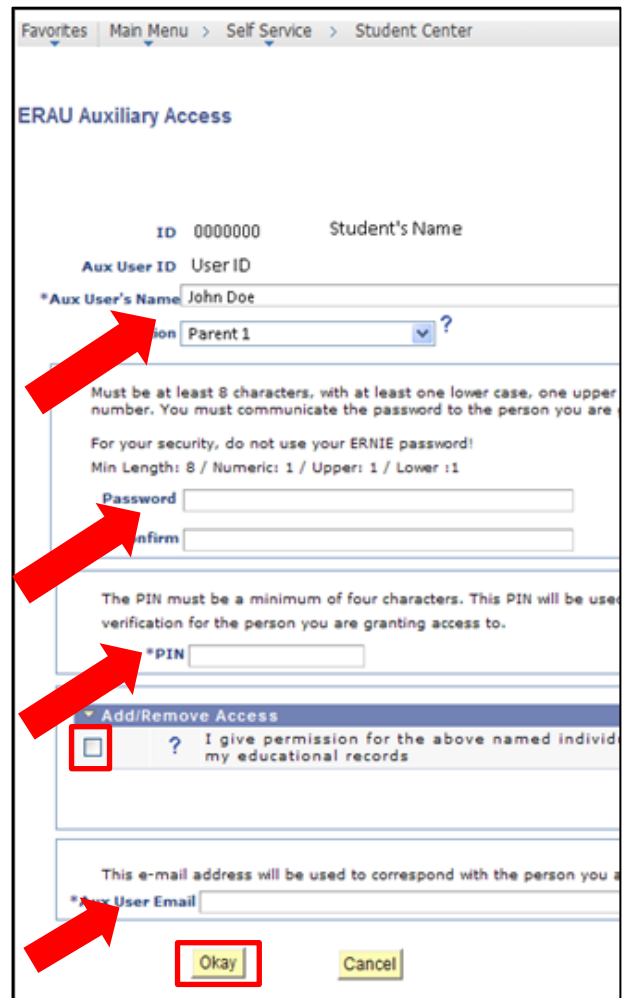
1. In Campus Solutions, under the Profile section, click Auxiliary Access from the left-side menu.



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.**



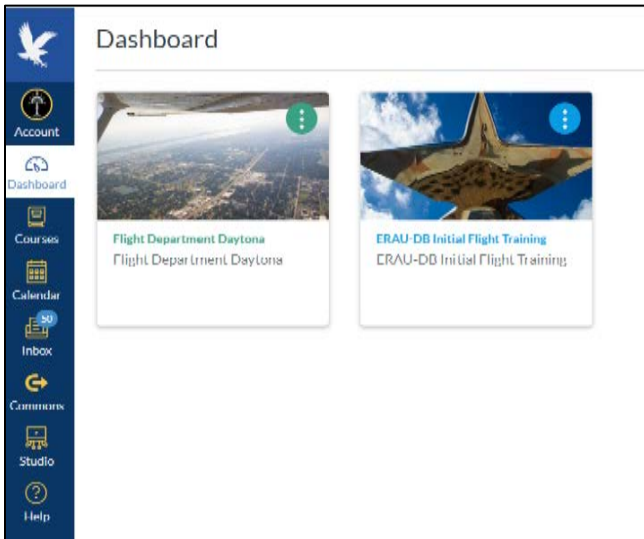
5. Click Save to confirm your changes.

# ACCESSING ERAU DOCUMENTS, CURRICULUM, AND TRAINING AIDS

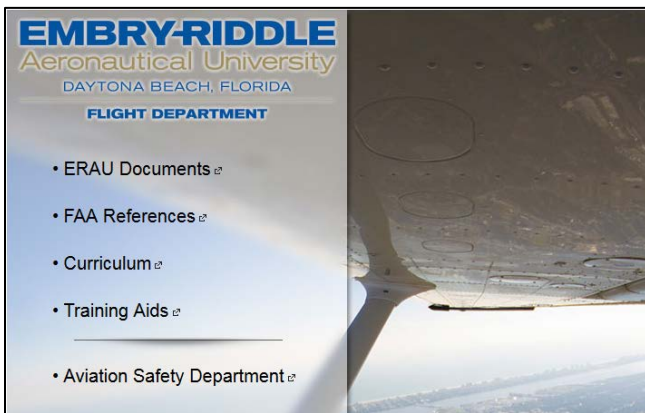
1. Log into [ernie.erau.edu](http://ernie.erau.edu). Under tools click on the Canvas icon or go to <https://erau.instructure.com> and log in.



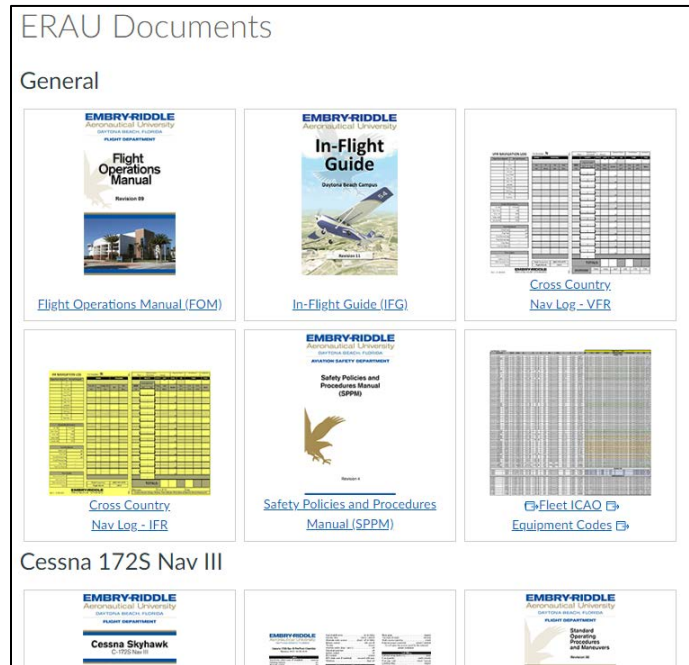
2. Every active flight student is automatically enrolled in a "Flight Department Daytona" course. Select this course from the dropdown list in Canvas.



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](http://www.foreflight.com/pricing).

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

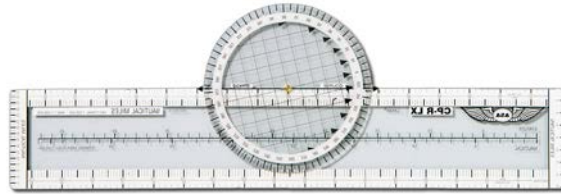
- ✓ **Kneeboard:** Any kind is acceptable as long as it is secure and it is comfortable on your leg. There are also kneeboards available that are made specifically to hold an iPad.



- ✓ **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.



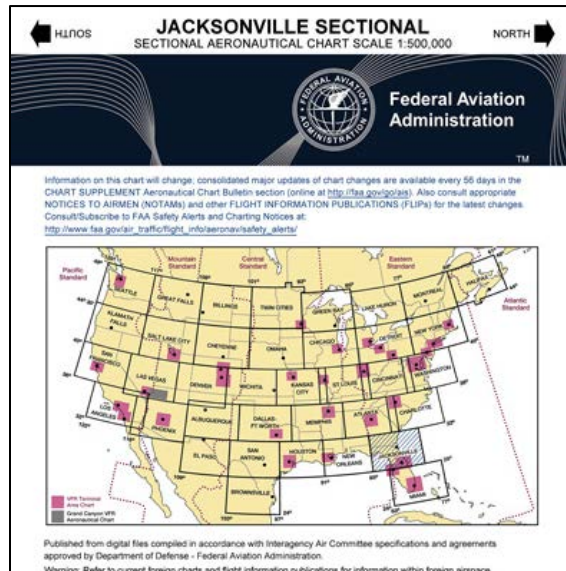
- ✓ **ERAU In-Flight Guide:** Provides information about the local area and airports. An electronic copy is available through ForeFlight.



- ✓ **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.



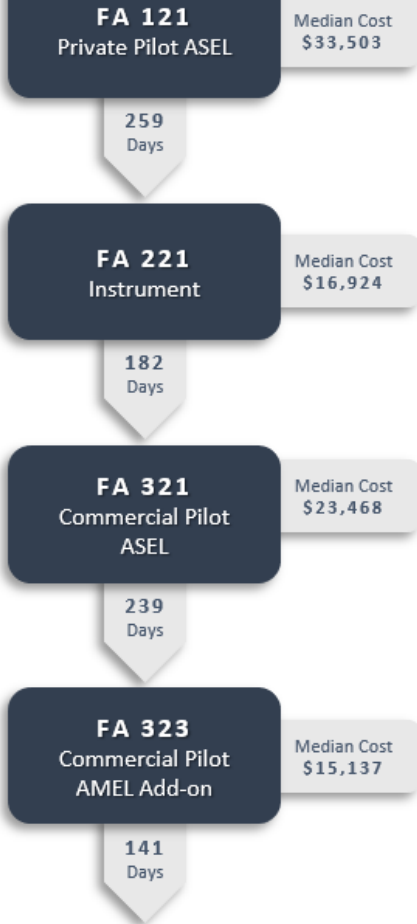
- ✓ **Other Charts and Publications:** Charts are available through ForeFlight or in the ERAU bookstore. Other publications are available online through Canvas.

**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	386-226-7196	Flight Ops – Room 213 H
Team 4	386-226-2964	Flight Ops – Room 213 C
Team 5	386-226-6826	Flight Ops – Room 213 B
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

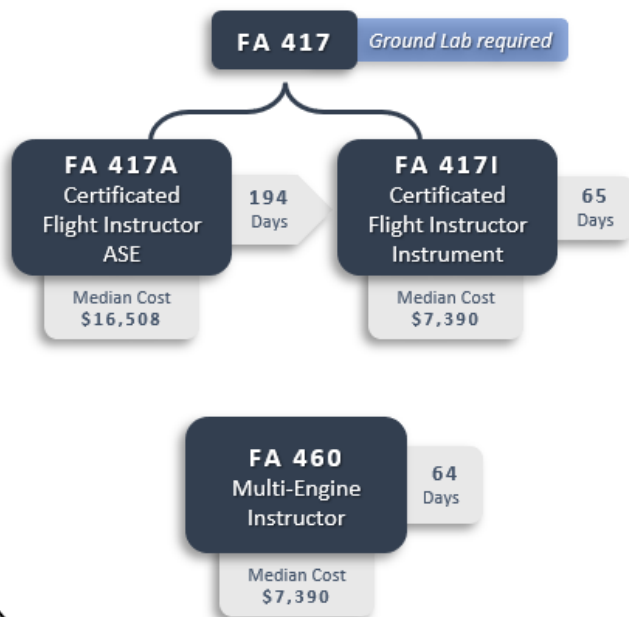
WEEK 1	\$1,100	<input type="range"/>
WEEK 2	\$1,200	<input type="range"/>
WEEK 3	\$1,200	<input type="range"/>
WEEK 4	\$1,300	<input type="range"/>
*WEEK 5+	\$800 - \$2,400	<input type="range"/>

\*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



Rev. 01/17/2024