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
# TABLE OF CONTENTS

A Welcome from the Flight Department ................................................................. i
Document Checklist ......................................................................................... 1

Non-U.S. Citizens: TSA Clearance ..................................................................... 2
Pilot Certificates From Outside the U.S. ............................................................. 3

Medical Certificates ......................................................................................... 4
  List of Local AMEs ....................................................................................... 4
  FAA MedXPress Guide ................................................................................. 5

Student Pilot Certificates ................................................................................ 7

Electronic Access for Flight Students ............................................................... 8
  ERNIE ............................................................................................................ 8
  Campus Solutions ......................................................................................... 9
    Updating Your Contact Information ......................................................... 9
    Signing Your FERPA ................................................................................. 11

Access to ERAU Documents, Curriculum, and Training Aids ....................... 13

Equipment Needs for Flight ........................................................................... 14

Contact Us ...................................................................................................... 16
DOCUMENT CHECKLIST

U.S. CITIZENS

PROOF OF CITIZENSHIP
I will present:
☐ A valid, unexpired government-issued photo ID (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 http://www.gathergoget.com/.

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 Citizenship
☐ An original U.S. Certificate of Birth Abroad

FAA MEDICAL CERTIFICATE
I will present the following:
☐ A current, original FAA medical certificate

PILOT CERTIFICATE(S)
I will present any pilot certificates I currently possess:
☐ Student Pilot
☐ Private Pilot
☐ Commercial Pilot
☐ CFI

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

PILOT CERTIFICATE(S)
I will present any pilot certificates I currently possess:
☐ Student Pilot
☐ Private Pilot
☐ Commercial Pilot
☐ CFI

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.
NON-U.S. CITIZENS PURSUING FLIGHT TRAINING

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, or initial multi-engine course. This process is outlined below. A detailed guide is available at https://www.flightschoolcandidates.gov/home.

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

- Go to http://www.flightschoolcandidates.gov (may require “.us” at the end if outside the U.S.)
- Click on “Create New Student Account” in the top right corner of the page 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 any other collector specified in the instruction email.
- 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 Jamie Cox (coxj@erau.edu/386-226-6383) or Jason Williams (willij43@erau.edu/386-226-6960).
- Any questions that are specific to flight training should be directed to Jamie Cox (coxj@erau.edu/386-226-6383) or Brian Herget (hergetb@erau.edu/386-226-6979).
PILOT CERTIFICATES FROM OUTSIDE THE UNITED STATES

Students in possession of a pilot certificate from a country outside the United States must contact Flight Data & Certification for assistance in applying for a foreign-based FAA pilot certificate. An FAA Letter of Verification of Authenticity is required for conversion and issuance of certificates through commercial pilot. 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 three months to receive an FAA Letter of Verification of Authenticity.

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

Students holding a FAA Pilot Certificate based on a foreign certificate or license must meet with the 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.

Please contact:
Rene M Clemens
Assistant Chief Flight Instructor
Flight Operations Building 320, Room 214
Phone: (386) 226-6992
Email: huberr2@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

<table>
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<tr>
<th>Name</th>
<th>Class</th>
<th>Fee</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Frank Browning</td>
<td>1st, 2nd, &amp; 3rd Class</td>
<td>$100</td>
<td>(386) 451-2524</td>
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<tr>
<td></td>
<td>EKG</td>
<td>$75</td>
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<tr>
<td>Gohar S. Khan</td>
<td>1st, 2nd, &amp; 3rd Class</td>
<td>$110</td>
<td>(386) 767-9000</td>
</tr>
<tr>
<td></td>
<td>EKG</td>
<td>$35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cash or Credit Card Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elizabeth Le</td>
<td>2nd &amp; 3rd Class</td>
<td>$150</td>
<td>(386) 238-3221</td>
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<td>Please specify your connection with ERAU</td>
</tr>
<tr>
<td>Ryan Rees</td>
<td>1st, 2nd, or 3rd Class</td>
<td>$112</td>
<td>(386) 425-4822 ext. #2</td>
</tr>
<tr>
<td></td>
<td>EKG</td>
<td>$63</td>
<td></td>
</tr>
<tr>
<td>Gerald Woodard</td>
<td>1st, 2nd, &amp; 3rd Class</td>
<td>$125</td>
<td>(386) 767-9544</td>
</tr>
<tr>
<td></td>
<td>EKG</td>
<td>$35</td>
<td>Appointments on Fridays</td>
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* 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:
Bill Fredette-Huffman
Flight Medical Support Specialist
Health Services
Phone: (386) 226-6032
Email: fredettw@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.)


You can also access a video guide at: http://www.faa.gov/tv/?mediaid=554.

Once you log in, select “Start New Application.”

![FAA MedXPress](image)

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

![FAA MedXPress](image)

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. Handwritten medicals or corrections to medicals are not valid.
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. The FAA estimates a timeframe of 3-4 weeks after completing the application until your certificate is received. Student pilot certificates will be issued after the satisfactory completion of the Progress Assessment 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 meeting with a Training Manager to apply for a certificate. Once you have received your student pilot certificate, you must bring it to Flight Data & Certification, Building 320, Room 207.

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

Non-U.S. Citizens
- Passport (non-expired)
- FAA medical certificate**
- Current mailing address (students using school addresses MUST have a current PO Box)

U.S. Citizens
- U.S. birth certificate (original or copy)
- Non-expired, government-issued photo ID showing full legal name (as it appears on your birth certificate)
- FAA medical certificate**
- Current mailing address (students using school address MUST have a current PO Box)

**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.
ELECTRONIC ACCESS FOR FLIGHT STUDENTS

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.

2. Ensure that the tools section on the right side of the page includes at links to Campus Solutions, Canvas, ERAU Apps (Citrix), and ETA.

3. To add tools to the list click on the gear icon in the top right corner.

4. Check the box in the active column for any applications you wish to be displayed.

5. Click on save changes at the bottom of the list.
**Campus Solutions**

**Updating Your Contact Information**

*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.

*Why is it so important for flight students to enter their cellphone number(s) into the system?*
The cellphone number that a student enters into 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!!**

*Here’s how to do it:*

1. Go to ernie.erau.edu and log in to your ERNIE account using the username and password you were provided with from ERAU’s Admissions Department.

2. Once logged in, click on the Campus Solutions icon in the tools menu on the right side of the page.

3. The Campus Solutions icon will bring you to the Campus Solutions student center homepage. Click on the Home Phone field in the bottom left corner.
4. To add your cellphone number, click on Add a Phone Number.

5. Using the pull-down menu, change the Phone Type to the appropriate description and make it your preferred method of contact by checking the box under preferred.

6. Click Save. You’re finished and can log out of Campus Solutions!
UPDATING YOUR FERPA INFORMATION

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.

You will need to sign into ERNIE and navigate to Campus Solutions in order to sign your FERPA form. Please follow these steps:

1. From your CS Student Center homepage, click on Auxiliary Access.

2. Read the information provided on the FERPA, then click OK to agree to the terms & conditions.

3. Select Add to add a new user.
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. Be sure to click Save to make 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 up webpages in a new tab to access the documents.
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 series 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. The cost of the Basic Plus plan (more advanced plans are not required) with ERAU discount is $66.67 and can be purchased at www.foreflight.com/pricing.
- **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.

![Flight Computer Image]

✓ **Cessna 172S Nav III Pilots Information Manual:** Purchase the one that says 172SIMBUS-02.

✓ **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.

![ERAU In-Flight Guide Image]

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

![Cessna 172S Checklist Image]
 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!

<table>
<thead>
<tr>
<th>Chief Flight Instructor</th>
<th>386-226-6929</th>
<th>Flight Ops – Room 214</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team 1</td>
<td>386-323-8067</td>
<td>Flight Ops – Room 213 G</td>
</tr>
<tr>
<td>Team 2</td>
<td>386-226-7986</td>
<td>Flight Ops – Room 213 A</td>
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<td>Team 3</td>
<td>386-226-6977</td>
<td>Flight Ops – Room 213 D</td>
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<tr>
<td>Team 4</td>
<td>386-226-7196</td>
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<td>Flight Ops – Room 213 B</td>
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<td>Team 7</td>
<td>386-323-8066</td>
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