



Maryland State Approving Agency

INDEPENDENT FLIGHT FACILITY PROGRAM UPDATE FORM

Date: _____
Legal Name of Flight Facility: _____
Facility Code: _____
Flight Facility Mailing Address: _____
Flight Facility Web Address: _____
Name of Primary SCO/Title of Primary SCO: _____
Email Address: _____
Telephone # _____ After Hours Telephone # _____
Type of Ownership: Individual Partnership For-Profit Corporation Other (e.g., LLC)

This packet is required for the submission of any new program requests, modifications, program schedules, updating of calendars and/or deletions to your existing VA WEAMS Program Inventory.

All requests for facility and program approval must be submitted to the SAA.

Note: It is your responsibility to ensure all information provided within this document has all current state, industry and/or federal approvals. Your requests will not be processed if we are unable to verify the details of programs.

Accreditation Status: Any changes in accreditation status must be reported to the SAA immediately

Contracted Courses/Programs: In accordance with **38 CFR 21.4233**, both flight facilities and schools must have approval from the SAA. Please attach a copy of the joint memorandum of understanding or contract with this request.

Teach Out: Teach-out dates must be in parentheses beside the program name. A copy of the agreement must be submitted to MHEC for review and subsequent approval prior to the effective date of the teach-out. You are not permitted to enroll additional students once the program enters into teach-out status.

Please check one of the following:

- I certify the accompanying catalog/bulletin to be true and correct in content and policy. The course outline/curriculum for the programs on the following page(s) may be found on the page number(s) in the catalog as indicated.
- I certify the accompanying catalog to be true and correct in content and policy. ***I am not submitting any new programs and/or modifications with this catalog.***

Print the Name of Authorized School Certifying Official

Signature of Authorized School Certifying Official

Date

*****You must submit this form, completed in its entirety, with every catalog/bulletin submission. The maximum timeframe a facility may go without a catalog/bulletin submission is 24 months if it does not publish a new one annually***

Programs not submitted in this format will not be accepted.

Contracted Institution Information

All contracted locations must be listed in your current student catalog and/or Veteran Information Bulletin

Flight Facility Name Primary Address City, State, Zip Code		
		Copy of Contract Submitted
Institution Name Primary Street Address City, State, Zip Code		Yes <input type="checkbox"/>
Institution Name Primary Street Address City, State, Zip Code		Yes <input type="checkbox"/>
Institution Name Primary Street Address City, State, Zip Code		Yes <input type="checkbox"/>

CATALOG/VETERAN INFORMATION BULLETIN (VIB) CHECKLIST

GENERAL INFORMATION	PAGE(S)	SAA check
The school name as it appears on the application for program review. [38 CFR 21.4253(d); 38 CFR 21.4254 (c)(14)]		<input type="checkbox"/>
Date of publication, volume number or other identifying data. [38 CFR 21.4254(b)(1)]		<input type="checkbox"/>
School's complete street and/or mailing address, office and fax telephone numbers in its MD location, website address. [38 CFR 21.4253(d); 38 CFR 21.4254 (c)(14)]		<input type="checkbox"/>
Names of the school and its governing body, officials, and faculty. [38 CFR 21.4254(b)(2)]		<input type="checkbox"/>
A calendar of the school showing legal holidays, beginning and ending date of each <u>quarter</u> , <u>term</u> , or <u>semester</u> , and other important dates. [38 CFR 21.4254(b)(3)]		<input type="checkbox"/>
School policy and regulations on <u>enrollment</u> and with respect to <u>enrollment</u> dates and specific entrance/admissions requirements for each program. [38 CFR 21.4254(b)(4)]		<input type="checkbox"/>
School policy and regulations relative to leave, absences, class cuts, makeup work, tardiness, and interruptions for unsatisfactory <u>attendance</u> . [38 CFR 21.4253(d)(1); 38 CFR 21.4254(b)(5)]		<input type="checkbox"/>
School policy and regulations relative to standards of progress required of the student. This policy will include statements regarding progress standards, maintenance records, and flight log records kept by the school and furnished to the student. [38 CFR 21.4253(d)(1); [21.4254(b)(6)]		<input type="checkbox"/>
School policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct. [38 CFR 21.4253(d)(1); 38 CFR 21.4254(b)(7)]		<input type="checkbox"/>
Detailed schedule of fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges. [38 CFR 21.4254(b)(8)]		<input type="checkbox"/>
Policy and regulations relative to the pro rata refund of the unused portion of tuition, fees, and other charges in the event the student does not enter the course, or withdraws, or is otherwise <u>discontinued</u> from the enrolled program of study. [38 CFR 21.4254(c)(13)]		<input type="checkbox"/>
A description of the available space, facilities, and equipment. [38 CFR 21.4254(b)(10)]		<input type="checkbox"/>
A course outline, including course description, for each program for which approval is requested, showing subjects or units in the course, type of work, or skill to be learned, and approximate time to be spent on each subject or unit. [38 CFR 21.4253(d)(1); 38 CFR 21.4254(b)(11)]		<input type="checkbox"/>
Policy and regulations relative to granting credit for previous education and training. [38 CFR 21.4254(b)(13); 14 CFR 141.77]		<input type="checkbox"/>
Policy relative to tuition and fee payments that states the institution will not penalize a student while waiting for payment from the Department of Veterans Affairs. [Section 103, PL 115-407]		<input type="checkbox"/>
Enrollment limitations (ex. Maximum number of student authorized, student-teacher ratio		<input type="checkbox"/>
Statement that a certificate of completion will be provided upon completion of training		<input type="checkbox"/>
Statement that substitute aircraft may be utilized if aircraft approved for course is not available. <i>(Substitute aircraft must adequately meet training requirements of course)</i>		<input type="checkbox"/>
Statement that ground school is provided as in-seat or resident training and not distance learning [38 CFR 21.4263]		<input type="checkbox"/>
Statement that hourly maximums within the FSDO signed/stamped TCOs will be adhered to and additional hours will not be reported to VA and must be paid by student out of pocket. [38 CFR 21.4263]		<input type="checkbox"/>

Supplemental Document Checklist

Please use this checklist to ensure you have submitted the required supplemental documents along with the completion of your application. Some information may not be applicable. If any information is **not provided without an explanation** below, your application will be returned.

REQUIRED DOCUMENTS	
<input type="checkbox"/>	1. Air Agency Certificate (AAC) 2. Letter of Authorization (LOA) 3. FSDO Stamped Training Course Outlines (TCO's)
<input type="checkbox"/>	Catalog/Veteran Information Bulletin (<i>see previous page for required information</i>) [38 CFR 21.4254(b)]
<input type="checkbox"/>	Flight facility Calendar, Holiday/Break Schedule [38 CFR 21.4254(b)(4)]
<input type="checkbox"/>	Contract(s) with schools for space use for all flight facilities [38 CFR 21.4233]
<input type="checkbox"/>	Contracts for instructors if applicable. [38 CFR 21.4233, 4253] *NOTE: Instructor information must be submitted with the following: <ol style="list-style-type: none"> 1. FAA certifications for each course instructor is listed to teach 2. FAA certification/license) to be a Flight Instructor
<input type="checkbox"/>	Copy of business license to ensure facility complies with 2-year period of operation law, that the school is licensed to operate in the state, and that the license is up-to-date at the time of re-approval, or state approval from higher education authority. [38 CFR 21.4251; 38 USC 3680A]
<input type="checkbox"/>	Certified Public Account prepared financial statement or Profit/Loss Statement verifying balance and income for the last 2 years of operation [39 CFR 21.4254(c)(9)]
<input type="checkbox"/>	Copies of Veteran related school advertising (e.g. brochures, mailers, website) [38 CFR 21.4252(h)(1); 38 CFR 21.4254(c)(10)]
<input type="checkbox"/>	Provide description of the available space, facilities and equipment (e.g. floor plan, school map). [38 CFR 21.4254(b)(10)]
<input type="checkbox"/>	Provide evidence that instructors have adequate education and experience qualifications to include licenses, FAA certifications held, and corresponding courses of instruction for each instructor. [38 CFR 21.4254(c)(3)]
<input type="checkbox"/>	Provide a copy of all joint memorandums of understanding or contracts with both flight facilities and schools [38 CFR 21.4233]
REQUIRED FORMS	
<input type="checkbox"/>	Aircraft and Program Cost Excel Document (attached)
<input type="checkbox"/>	22-8794 Designation of School Certifying Official (only if there is a change in your SCO's).
<input type="checkbox"/>	22-1919 Conflicting Interests Certification for Proprietary Schools

For any information **not submitted**, please provide an explanation below:

ATTESTATION STATEMENTS

I, the undersigned, certify that:

- a. The institution's owners, administrators, directors, and instructors are of good reputation and character. [reference: [38 CFR 21.4254](#)]
- b. The education and experience qualifications of directors, administrators, and instructors are adequate. [reference: [38 CFR 21.4253](#); [38 CFR 21.4254](#)]
- c. The facility is financially sound/capable of fulfilling its training commitment. [reference: [38 CFR 21.4254](#)]
- d. The equipment and instructional material is adequate, and that the instructor personnel can provide training of good quality. [reference: [38 CFR 21.4253](#); [38 CFR 21.4254](#)]
- e. The progress standards, maintenance records, and flight logs are in a secured location. [reference: [38 CFR 4263](#)]
- f. The hourly maximums with FSDO signed/stamped TCO's will be adhered to and additional hours will not be reported to the VA and must be paid out of pocket by the student [reference: [38 CFR 21.4263](#)]
- g. The hourly maximums with FSDO signed/stamped TCO's will be adhered to and additional hours will not be reported to the VA and must be paid out of pocket by the student [reference: [38 CFR 21.4263](#)]
- h. The facility has and abides by its Standards of Conduct and Attendance polices as stated in its catalog/bulletin. [reference: [38 CFR 4254](#)]
- i. A certificate of completion will be provided upon successful completion of training. [reference: [38 CFR 4254](#)]
- j. Pre/post hours do not exceed 25% of the approved hours of flight instruction [reference: [38 CFR 21.4263](#)]
- k. Except for minor substitutions, a Veteran or eligible person may only train in the aircraft in the aircraft approved for that course. If a particular aircraft for some compelling reason is not available, the veteran or eligible person may be permitted to train in a different aircraft from that approved for that particular course. However, the aircraft substituted must adequately meet the training requirements for that particular phase of the course. Also, the VA will only pay the approved rate for that curse regardless of what aircraft is used. [reference: [38 CFR 21.4263](#)]
- l. The flight facility keeps records for eligible Veterans or servicemembers [reference: [38 CFR 21.4263](#)]

Name: _____

Title: _____

Signature: _____

Date: _____

SAA REVIEW ONLY

I, the below signed, certify that I have reviewed and verified all statements above.

Name: _____

Signature: _____

APPROVED PROGRAM LIST

Please use this form to indicate those **approved** programs that require **no** changes and should remain in the Web Enabled Approval Management System (WEAMS). For programs being added, revised, or withdrawn, please complete the “State Approving Agency Program Review Form” for each program (Page 6). You may submit your own supplemental document in lieu of this form.

Note: Approved programs are programs that only appear on your VA Form 22-1998.

Corresponding Program/Course (as listed on Air Agency Certificate)	Program Name (as listed in WEAMS)
	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.

AIRCRAFT INVENTORY, PROGRAM INVENTORY, AND INSTRUCTOR LISTS

Please complete the attached Excel documents.
All Excel documents must be submitted in their entirety with this form.

STATE APPROVING AGENCY PROGRAM REVIEW FORM

Please complete ONE form for each program change

Please ensure that the program has been reviewed and approved by the Federal Aviation Administration.

REQUESTED CHANGE	<input type="checkbox"/> Adding new program <input type="checkbox"/> Withdrawing previously-approved program <input type="checkbox"/> Updating program hours <input type="checkbox"/> Other (explain below)						
IF PROGRAM CHANGE, TO OR "OTHER", EXPLAIN							
PROPOSED PROGRAM NAME				CURRENT PROGRAM NAME			
CREDENTIAL	Choose an item.	EFFECTIVE DATE OF CHANGE		TOTAL CREDIT HOURS			
SPECIFIC COURSE INFORMATION							
SOLO RATES		GROUND RATES		PRE/POST HOURS			
DUAL RATES		GROUND HOURS		PRE/POST RATES			
OTHER (PLEASE SPECIFY):							
AIRCRAFT INFORMATION							
AIRCRAFT TYPE		HORSEPOWER		N-NUMBER			
OWN/LEASE		CHARGE PER HOUR/UNIT		SOLO RATE		DUAL RATE	
SOLO RATE		DUAL RATE		CATALOG LOCATION (page number)			
SUBSTITUTE AIRCRAFT:							

*Please make additional copies as needed
Flight Training/Public Safety Training must attach a program summary form*

