

GENERAL TRANSFER OF CREDIT

All requests for Transfer Credit must be made, and official transcripts and/or records must be provided to NAA **prior** to an enrolled student's class start. All credit evaluations are completed by the Director of Education and/or the Vice President of Education Services. Unofficial transcripts may be evaluated at the discretion of Education. No credit shall be awarded without receipt of official transcripts.

If verification of subject knowledge is deemed necessary upon prior credit evaluation by NAA, Transfer Exams will be administered on or before, but no later than the first day of student's attendance.

Documents accepted for evaluation include the below and must reflect credentials received within 24 calendar months prior to the student's class start date at NAA:

- College Transcripts / Non-Part 147 School Transcripts
- Part 147 School Transcripts (outside of the National Aviation Academy)
- National Aviation Academy Part 147 School Transcripts (evaluated at the discretion of the Education Department).
- Airmen Knowledge Test Report (General/Airframe/Powerplant)
- FAA Airmen Mechanic Certificate (Airframe & Powerplant License)

Transfer Credits for prior credit are established based on the following criteria:

Prior credit(s) from a Non-Part 147 School:

Credits are determined by the official transcript of the transferring student from a Non-Part 147 aviation maintenance technician school after evaluation. The transferring student may have to test for verification of subject knowledge.

- Community College of the Air Force (CCAF) will be evaluated for math, physics, and electricity under Non-Part 147 schools transfer credit policy.

Prior credit(s) from a university, college, junior college, or an accredited vocational school

Only subject matter that is applicable to the General portion of the NAA curriculum is permissible for credit evaluation. The transferring student may have to test for verification of subject knowledge.

Prior credit(s) from a Part 147 School:

Instruction satisfactorily received and completed while attending an FAA approved Aviation Maintenance Technician School (Part 147) will be considered only if an official transcript is provided to NAA prior to starting classes (copies are not accepted).

Transcripts reflecting that the individual has successfully completed General, Powerplant or Airframe, or any combination of, and was issued a completion certificate but has not yet taken or successfully passed the applicable FAA written exam:

- The student is required to take the NAA (school) final exam for the applicable course(s) [General/Powerplant/ Airframe] and successfully pass the exam with a score of 90% or higher. If successfully passed, NAA will accept the transfer credits and provide the individual with a certificate of completion from NAA to take the corresponding FAA exam.
- **OR** the prospective student must take the FAA exam under the completion certificate that they were issued from the prior entity/institution and provide NAA with proof of their successful completion and/or license in order to be awarded transfer credits from NAA.

IF a prospective student was issued a completion certificate but has not yet taken or successfully passed the applicable FAA written exam and does not wish to take the applicable NAA final exam or the FAA exam under the completion certificate they were previously awarded, they will NOT be

awarded transfer credits for the corresponding subject matter at NAA and will need to enroll in the full 14 or 21 month program at NAA.

IF a prospective student submits transcripts for evaluation and has not completed a full course as stated above but has successfully completed or exceeded the required hours per subject matter and meets any additional NAA requirements, NAA will award transfer credits accordingly.

NAA does not grant Transfer Credit from:

- Joint Service Transcript (JST)
- Military Technical Schools
- DD-214

Prospective students that may have creditable experience under FAR 65.75 and 65.77 are encouraged to contact the local Flight Standards District Office (FSDO) to obtain 8610-2 and return to NAA with a passed Airmen Knowledge Test Report.

Transfer Credits may reduce cost and total hours of training; however, the length of time required for completion may vary based on individual circumstances. Financial Aid estimates may also change.

Regardless of the program, students must complete at least 38% of all program credit hours through National Aviation Academy.

No representation is made whatsoever concerning the transferability of credits earned at NAA to any other institution. A receiving institution controls the acceptance of credits, and accreditation does not guarantee acceptance. Transferability of credit is at the discretion of the accepting institution; it is a student's responsibility to confirm whether another institution accepts NAA credits.

Note: Prior Credit Policy for VA Education Beneficiaries:

Upon completion of the evaluation, the student will be notified of the eligible transfer and/or Transfer Credit(s). A copy of all transcript(s), education with evaluation outcome(s) will be maintained in the veteran student's file, tuition and training time reduced proportionately and the veteran student so notified.

CAMPUS TRANSFER WITHIN NAA

- Active students requesting to transfer to another NAA campus during their training must make the request to their Assistant Director of Education / Director of Education. All campus transfer requests must be approved by the Director of Education and the Vice President of Financial Aid at both campuses.
- Financial Aid implications must be reviewed and understood before initiating the transfer process.
- Because each campus is individually licensed, accredited, and certificated, the student must go through the withdrawal process at their current campus and apply for enrollment at the requested campus.
- NAA will transfer credit as defined under the General Transfer Credit policy for Part 147 schools.