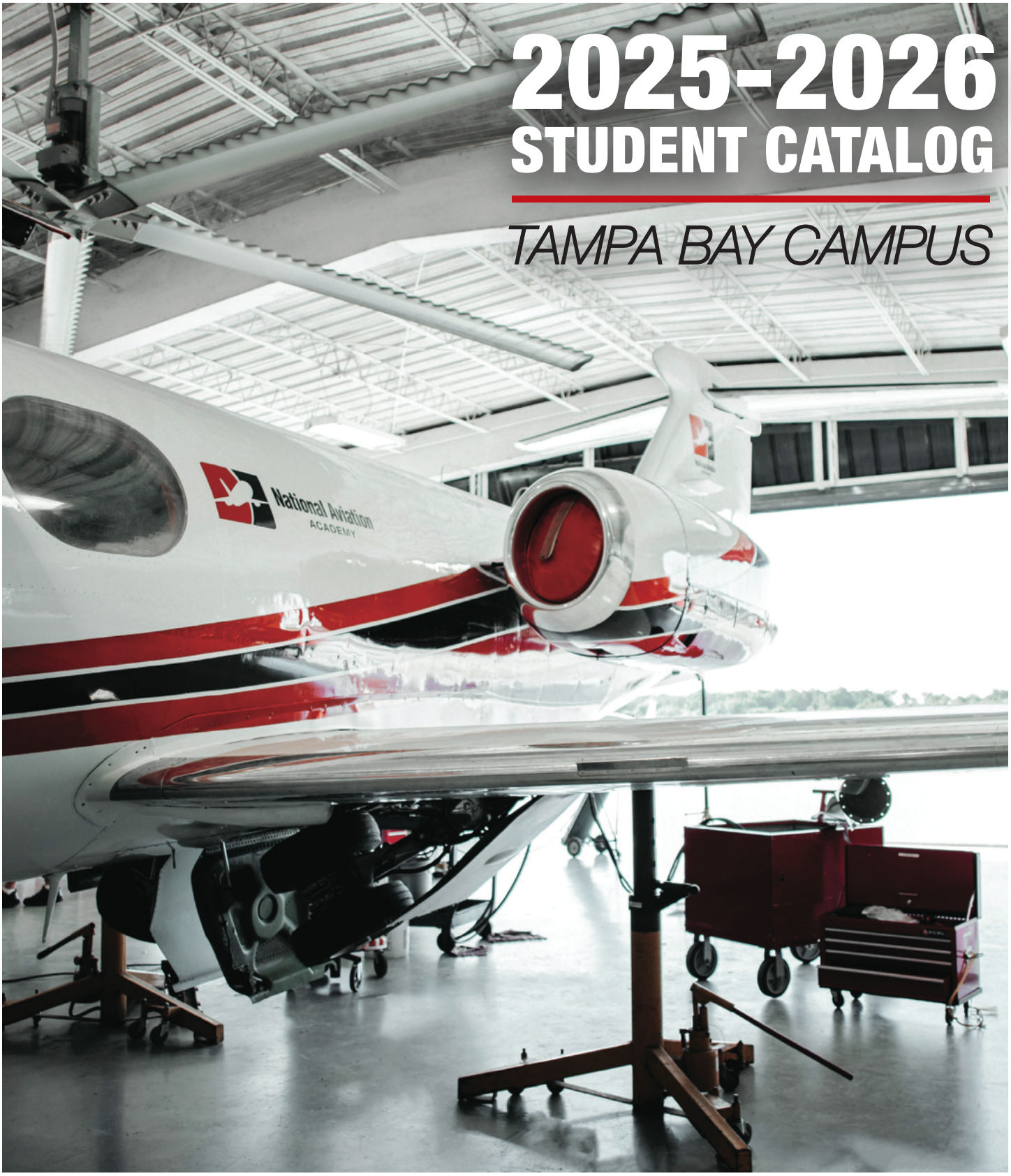
2025-2026
STUDENT CATALOG

TAMPA BAY CAMPUS



National Aviation
ACADEMY

6225 ULMERTON RD | CLEARWATER, FL 33760 | 800.659.2080

Accredited by:
The Commission of the Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350

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National Aviation Academy – Tampa Bay
6225 Ulmerton Road, Clearwater FL 33760
727-531-2080 | 800-659-2080 | www.naa.edu

GENERAL ACADEMY INFORMATION

This catalog and its addendum are an official publication of National Aviation Academy and is considered an extension and part of the Student Enrollment Agreement. As such, it is subject to occasional change at any time. I understand that it is my responsibility to stay updated on changes made to the Student Catalog and acknowledge that an updated version is available to me on NAA's website (naa.edu/catalog) or printed by request as stated in my enrollment agreement.

SCHOOL HISTORY

Known for its rich history in aviation, Pinellas County was the site of the first scheduled commercial airline flight in the United States. Operated by Tony Jannus in 1914, that flight (from St. Petersburg to Tampa) marked the dawn of commercial aviation. Fifty-five years later, an academy was formed to teach the inner workings of aircraft in the very same, sunny region of Florida. Since 1969, National Aviation Academy (NAA) has offered aviation maintenance training in Tampa Bay.

A worldwide reputation has been cultivated through innovative curriculum, hands-on training, and a forward-thinking sensibility. Students gain industry knowledge and exceptional skills by engaging with faculty with years of experience across sectors.

Additionally, in May 2008, NAA purchased the assets of WyoTech-Bedford to continue the legacy of the former East Coast Aero Tech, established in 1932. Together, both campuses have a shared mission to educate aviation students in a learning environment conducive to excellence in meeting the needs and challenges of the global aviation marketplace.

LOCATION AND FACILITIES

National Aviation Academy of Tampa Bay has two physical locations. A 64,000 square foot classroom and administrative center is located at 6225 Ulmerton Road, Clearwater, Florida 33760 [telephone number: (727) 531-2080, (800)-659-2080]. The 12,000 square foot hangar/extended classroom and lab area is located on the southwest side of the St. Petersburg/Clearwater International Airport (PIE), 14403 Airport Parkway, Clearwater, Florida 33762. The hangar/extended classroom has a library, student break area, aircraft, training aids, and aviation equipment for hands-on training.

MISSION, VISION, AND CREED

Mission

Our mission is to educate aviation students in a learning environment conducive to excellence in meeting the needs and challenges of the aviation global marketplace. We will do this while providing quality and innovative learning experience that upholds ethical standards and respect for one another. As a constantly evolving institution, National Aviation Academy (NAA) will continuously strive to ensure improvements in the quality of its faculty, staff, facilities, and other resources. We will continue to develop effective lines of communication and build relationships to enhance the visibility of NAA with various local, state, national, and international constituents. We will cultivate opportunities for faculty, staff, and students to participate in community and professional activities that will enhance all of our quality of life.

Vision

Our goal is to continue to enhance the impeccable reputation of NAA and to maintain our position of National and International prominence. We will provide an educational environment that encourages the highest standards of scholarship and training. We will attract highly qualified students and train them to be responsible, effective aircraft maintenance technicians who will meet the needs of the nation and world for safe, reliable air transportation.

Creed

NAA is a community of educators dedicated to personal and professional excellence. As a voluntary member of this community, I pledge to live by the following standards of conduct and values:

I will show respect for the dignity of all people at all times.
I will conduct myself with civility toward all.

I will practice honesty and personal integrity always.
I will refrain from participating in any illegal activities.
I will demonstrate good stewardship of the resources available to me.
I will conduct myself to bring honor to my family, NAA, and myself.
I will encourage others to maintain these standards.
I will do the right thing always.

Non-Discrimination and Anti-Harassment Policy

The school admits students of any gender, race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. NAA does not discriminate based on gender, race, color, national or ethnic origin in the administration of educational policies or other school-administered programs. National Aviation Academy ("NAA") is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination based on sex. NAA considers sex discrimination in all its forms to be a severe offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

Anti-Hazing Policy

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the school.

Title IX Sexual Misconduct Response and Prevention Policy

This policy applies to complaints of alleged Sexual Misconduct, as defined herein. National Aviation Academy expressly prohibits any instances of Sexual Misconduct, including Sexual Harassment, Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Rape or Acquaintance Rape. Any acts that fall within the definitions of Sexual Harassment, Sexual Assault, Rape, Acquaintance Rape, Stalking, Dating Violence, Domestic Violence or prohibited Sexual Contact are a violation of NAA policy, and potentially applicable state and federal law. NAA is committed to fostering an environment where any type of Sexual Misconduct is promptly reported, and Sexual Misconduct complaints are resolved in a fair and timely manner. Creating a safe environment is the responsibility of all members of the NAA Community. Anyone who believes they are a victim of Sexual Misconduct should seek immediate medical and/or safety assistance and report the incident as soon as possible to the Title IX Coordinator: NWorlinsky@naa.edu. Please refer to naa.edu under consumer information for the complete policy and procedure document.

Research Library and Computer Lab

NAA has a library that provides reference materials and study guides for the student to broaden their skills and knowledge. The library is equipped with computers that allow students to do research and practice-testing for school and FAA exams.

NAA also provides internet availability for students to conduct research and explore industry career opportunities. Students must adhere to the policies and procedures of each lab, or the privilege will be revoked.

Handicapped Applicants

The Federal Aviation Administration regulations do not dictate medical requirements for the issuance of an Aviation Maintenance Technician (AMT) Certificate. It is, therefore, the policy of the school to accept persons who meet the skill requirements set forth in Part 65 Title 14, Code of Federal Regulations (CFR).

Legal Ownership

National Aviation Academy of Mississippi, Inc. is a privately owned stock corporation doing business as National Aviation Academy.
Corporate Officers/Board of Directors include:

- Mac Elliott, CEO, Chairman
- Pamela Van Sant, President, COO, Secretary
- Holli Hudson, Sr. Executive Vice President, Communications & Market Development

INSTITUTIONAL AND OCCUPATIONAL PROGRAM ADVISORY COMMITTEE

NAA has an Occupational Advisory Committee (OAC) that meets various times annually to advise company management on the various matters relating to the successful operations of the school that includes:

- Educational Program/Curriculum Review
- Recommended Admission Requirements
- Objectives and Goals
- Test Review (Internal and FAA)
- Equipment and Material Review

Members of the Committee are prominent in the aviation field and/or local community. A list of current committee members is available upon request. Inquiries should be made to the Sr. Vice President of Compliance.

GOVERNING BODIES

Certified by:	**Licensed by**:
Federal Aviation Administration (FAA) Flight Service District Office 5601 Mariner Street, Suite 310 Tampa, FL 33609-3414 Air Agency Certificate #DV9T100R www.faa.gov	**Licensed by Means of Accreditation by the Florida Department of Education Commission for Independent Education:** Florida Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399 License Number: 1785 Additional information regarding this institution may be obtained by contacting the Commission at 888-224-6684

Accredited by:	**Eligible to Offer Federal Aid By:**
National Aviation Academy is accredited by the Commission of the Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350 Telephone: 770-396-3898 / FAX: 770-396-3790 www.council.org Accredited Status: Institutional **Licensed Program:** Aviation Maintenance Technology (AMT – 2000 hours) Aviation Maintenance Professional (AMP – 3000 hours) Advanced Aircraft Systems (AAS – 1000 hours)	United States Department of Education Office of Postsecondary Education 400 Maryland Ave., S.W. Washington, D.C. 20202-5100 School Code: **030359** www.ed.gov Approved for Veterans' Training State Approving Agency for Veterans' Education and Training Florida Department of Veterans' Affairs Mailing Address: 9500 Bay Pines Boulevard, Room 214 Bay Pines, FL 33731 www.va.gov (Telephone: 770-396-3898) (Fax: 770-396-3790)

AVIATION MAINTENANCE PROGRAMS

AMT PROGRAM DESCRIPTIONS AND OBJECTIVES

Aviation Maintenance Technology (AMT)

Program Total Training Time = 2,000 Clock Hours (58 weeks / 14 months)

The Aviation Maintenance Technology program for Airframe and Powerplant Certification consists of 2000 clock hours of instruction and practical training in the maintenance, repair, inspection, and troubleshooting of different types of aircraft and aircraft systems.

The objective of this program is to prepare the student for the Federal Aviation Administration's written, oral, and practical examinations for the Airframe and Powerplant ratings. The curriculum trains students for employment as entry-level Aviation Maintenance Technicians with the ability and authority to inspect, maintain, alter, and repair aircraft, large or small, jet- or propeller-driven, in both the airline or general aviation categories; or, for career opportunities in non-aviation-related fields, with the appropriate technically transferable skills.

The program conveys the entire academic and laboratory theory as well as the practical experience required to qualify the student for employment in the aviation industry. The curriculum is approved by the Federal Aviation Administration and compatible subjects are included in each term. Each school day is devoted to theory and/or laboratory instruction.

ENTRANCE REQUIREMENTS

1. The applicant MUST be sixteen (16) years of age or older and must have reached his/her eighteenth (18) birthday on or before graduation**.**
2. All applicants must complete an admissions interview, be recommended for acceptance, and successfully pass a final acceptance interview with a designated NAA employee.
3. International applicants are required to possess an M-1 student visa. The I-20M application for the M-1 student visa can be obtained through the Admissions office. Interview issues are to be handled at the U.S. Embassy level in conjunction with petitions for visa.
4. Applicants must provide proof of graduation from a school providing secondary education (high school) or the equivalent of such a certification (GED).
5. In cases where the Certificate of Graduation is produced in a language other than English, the applicant is required to procure the services of an NAA designated agency to translate the document as follows and is responsible for any fees associated with the requirement:
6. Translate the document into the English language and certify the education stated to meet the secondary education or equivalent standard.
7. The applicant must be able to read, write, speak, and understand the English language. NAA reserves the right to require a candidate to submit a TOEFL examination or its equivalent to help determine the candidates' readiness with respect to the English language.
8. Mechanics and Repairmen. Eligibility requirements contained in FAA FAR §§ 65.71(a)(2) and 65.101 require an applicant for a Mechanic or a Repairman Certificate and associated ratings to be able to read, write, speak, and understand the English language.
9. International applicants: a TOEFL (Test of English as a Foreign Language) score of 513 on the paper-based test, 183 on the computer-based test, or a 65 on the internet-based test (IBT) is required. If the candidate has graduated from an institution where English is the primary language, a TOEFL examination may be waived.
10. The applicant must have made satisfactory arrangements for his or her tuition and must have paid all required fees for the application. A completed application for admission and a signed training agreement must be on file.
11. The applicant must agree to conform to the policies of the school and comply with FAA requirements as well as VA regulations if the student is a Veteran.
12. The applicant must pass the NAA Aptitude Evaluation with a minimum score of 70.

Credential to be awarded
Occupational Associates Degree
Diploma/Certificate of Completion

AMP Program Descriptions and Objectives

Aviation Maintenance Professional (AMP)

Program Total Training Time = 3,000 Clock Hours (87 weeks / 21 months)

The Aviation Maintenance Professional program is a combination of the Advanced Aircraft Systems (AAS) program for Federal Communication Commission (FCC) and National Center for Aerospace and Transportation Training (NCATT) certifications and the Aviation Maintenance Technology (AMT) program for Airframe and Powerplant Certification.

The Aviation Maintenance Professional (AMP) program consists of 3000 total hours, combining both the AAS program and the AMT Program. Both programs together provide the student with a comprehensive knowledge base preferred by employers looking for an applicant with more than entry-level training. This approach helps the student gain confidence by sharpening the overall troubleshooting skills employers need to give the graduate a competitive edge in the job market.

The AMP program is divided into nine terms, each taking approximately ten weeks (48 attended days) to complete.

Entrance Requirements

1. The applicant MUST be sixteen (16) years of age or older and must have reached his/her eighteenth (18) birthday on or before graduation**.**
2. All applicants must complete an admissions interview, be recommended for acceptance, and successfully pass a final acceptance interview with a designated NAA employee.
3. International applicants are required to possess an M-1 student visa. The I-20M application for the M-1 student visa can be obtained through the Admissions office. Interview issues are to be handled at the U.S. Embassy level in conjunction with petitions for visa.
4. Applicants must provide proof of graduation from a school providing secondary education (high school) or the equivalent of such a certification (GED).
5. In cases where the Certificate of Graduation is produced in a language other than English, the applicant is required to procure the services of an NAA designated agency to translate the document as follows and is responsible for any fees associated with the requirement:
6. Translate the document into the English language and certify the education stated to meet the secondary education or equivalent standard.
7. The applicant must be able to read, write, speak, and understand the English language. NAA reserves the right to require a candidate to submit a TOEFL examination or its equivalent to help determine the candidates' readiness with respect to the English language.
8. Mechanics and Repairmen. Eligibility requirements contained in FAA FAR §§ 65.71(a)(2) and 65.101 require an applicant for a Mechanic or a Repairman Certificate and associated ratings to be able to read, write, speak, and understand the English language.
9. International applicants: a TOEFL (Test of English as a Foreign Language) score of 513 on the paper-based test, 183 on the computer-based test, or a 65 on the internet-based test (IBT) is required. If the candidate has graduated from an institution where English is the primary language, a TOEFL examination may be waived.
10. The applicant must have made satisfactory arrangements for his or her tuition and must have paid all required fees for application. A completed application for admission and a signed training agreement must be on file.
11. The applicant must agree to conform to the policies of the school and comply with FAA requirements as well as VA regulations, if the student is a Veteran.
12. The applicant must pass the NAA Aptitude Evaluation with a minimum score of 70.

Credential to be awarded
Occupational Associates Degree
Diploma/Certificate of Completion

AAS Program Descriptions and Objectives

Advanced Aircraft Systems (AAS)

Program Total Training Time = 1,000 Clock Hours (29 weeks / 7 months)

The training provided is directly relevant to the duties and responsibilities of an aircraft maintenance technician with Federal Aviation Administration (FAA) Airframe and Powerplant (A&P) licenses. It is designed to build on the foundational knowledge and skills required to be an A&P mechanic determined by the FAA's airman certification standards and will provide opportunities for advancement for qualified individuals. These additional skills and knowledge also instill a greater degree of confidence in both the apprentice level and experienced technician enabling them to install, effectively troubleshoot/ diagnose, maintain, and complete the required documentation for the complex electrical and integrated Avionics systems found in today's modern FAA certified aircraft. Upon completion of this course, the student should be able to present documented training to potential employers and hold certifications and licenses over and above that of a typical A&P mechanic.

Potential employers typically prefer technicians who can perform an ever-broadening variety of tasks and possess the skills necessary to troubleshoot and diagnose complex aircraft systems. This course offers training that will also prepare the students for relevant FCC licenses, specifically Elements 1 (Marine Radio Operators Permit), 3 (General Radio Operators License), and 8 (Radar Endorsement), as well as the NCATT Aircraft Electronics Technician and Unmanned Aerial Systems Maintenance Certifications, IPC J-STD-001soldering and A-620 harness/cable certifications. Additionally, they will receive NAA certificates for FAR Part 107 drone pilot training, Electrical Wiring Interconnect Systems (EWIS) training as well as an Airbus A320 general familiarization powered by the Airbus ACT Academy.

Entrance Requirements

1. The applicant MUST first meet one of the following criteria:
   An FAA licensed Airframe & Powerplant Technician (FAA Airmen Mechanic Certificate) or;
   A graduate of a Part 147 school and provide proof of graduation/transcripts
2. The applicant must be sixteen (16) years of age or older and must have reached his/her eighteenth (18) birthday on or before graduation.
3. All applicants must complete an admissions interview, be recommended for acceptance, and successfully pass a final acceptance interview with a designated NAA employee.
4. International applicants are required to possess an M-1 student visa. The I-20M application for the M-1 student visa can be obtained through the Admissions office. Interview issues are to be handled at the U.S. Embassy level in conjunction with petitions for visa.
5. Applicants must provide proof of graduation from a school providing secondary education (high school) or the equivalent of such a certification (GED).
6. In cases where the Certificate of Graduation is produced in a language other than English, the applicant is required to procure the services of an NAA designated agency to translate the document as follows and is responsible for any fees associated with the requirement:
7. The applicant must be able to read, write, speak, and understand the English language. NAA reserves the right to require a candidate to submit a TOEFL examination or its equivalent to help determine the candidates' readiness with respect to the English language.
8. Mechanics and Repairmen. Eligibility requirements contained in FAA FAR §§ 65.71(a)(2) and 65.101 require an applicant for a Mechanic or a Repairman Certificate and associated ratings to be able to read, write, speak, and understand the English language.
9. International applicants: a TOEFL (Test of English as a Foreign Language) score of 513 on the paper-based test, 183 on the computer-based test, or a 65 on the internet-based test (IBT) is required. If the candidate has graduated from an institution where English is the primary language, a TOEFL examination may be waived.
10. The applicant must have made satisfactory arrangements for his or her tuition and must have paid all required fees for the application. A completed application for admission and a signed training agreement must be on file.
11. The applicant must agree to conform to the school's policies as well as VA regulations if the student is a Veteran.

Credential to be awarded
Diploma/Certificate of Completion

AVIATION MAINTENANCE PROGRAMS TECHNICAL STANDARDS

National Aviation Academy ("NAA") is dedicated to providing students in its Aviation Maintenance Programs with the skills and training they need to successfully enter the workforce upon graduation. For this reason, the aviation maintenance programs, which prepare students for licensure as an Aircraft Mechanic, require participants to engage in diverse, complex, and specific experiences necessary to the acquisition and practice of essential aircraft mechanic skills and functions. Essential abilities and characteristics required to safely and successfully engage in these experiences include the minimum mental, emotional, sensory, motor, interpersonal, communication, and critical-thinking competencies set forth below ("Technical Standards").

Students enrolling in the NAA aviation maintenance programs must be able to satisfy these Technical Standards at the time of enrollment and throughout the program, with or without reasonable accommodation. If NAA determines that a student is unable to satisfy these Technical Standards, he or she will be removed from the program. A prospective student with a disability who believes that he or she will require an accommodation to satisfy the Technical Standards identified above should initiate discussions with Office of Compliance.[1] If a prospective student does not initiate a conversation, identify a disability, and request an accommodation, none will be provided.

Motor Skills

GENERAL: Students must have sufficient motor functions such that they are able to execute movements required to perform mechanical tasks as assigned.
SPECIFIC: It is required that a student possess the motor skills necessary for assessment and diagnostic procedures such as inspection and demonstration of ability to execute techniques described in maintenance manuals, as well as other diagnostic maneuvers and procedures. Such actions require coordination of both gross and fine muscular movements, and equilibrium and functional uses of the senses of touch, vision, and hearing.

Sensory/Observation

GENERAL: Students must be able to acquire information presented through demonstration and experience in the Part 147 airframe and power plant curriculum.
SPECIFIC: A student must be able to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot, and repair.

Communication

GENERAL: Students must have the ability to communicate effectively with other students, faculty, staff, and other professionals.
SPECIFIC: A student must be able to read, write, speak, and understand the English language. The student must be able to communicate verbally in English in classroom presentations and exercises, examinations, simulation, hangar site, and all formats. The student must be able to process and communicate information on the aircraft status with accuracy in a timely manner to his instructor and fellow students' team. The appropriate communication may also rely on the student's ability to make a correct judgment seeking supervision and consultation in a timely manner.

Cognitive

GENERAL: Students must be able to measure, calculate, reason, prioritize, analyze, integrate, and synthesize information and to act with integrity and judgment (ability to manage impulsivity). Students also must have the ability to sustain attention and memory to maintain safety and quality.

[1] NAA abides by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes and regulations relating to equality of opportunity.

SPECIFIC: A student must be able to read and comprehend extensive written materials. A student must also be able to evaluate and apply information and engage in critical thinking in the classroom and hangar setting within the time constraints unique to each setting.

Behavioral/Emotional

GENERAL: Students must possess the emotional health required for the utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities in aircraft maintenance.
SPECIFIC: Students must be able to maintain mature, sensitive, and effective relationships with fellow students, faculty, staff, and FAA personnel under all circumstances, including in highly stressful situations. They must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning or in unpredictable ways. They must know how their own values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others. Students must be able and willing to examine their behavior when it interferes with productive individual or team relationships. Students must possess the skills and experience necessary for effective and harmonious relationships in diverse academic and work environments.

Professional Conduct

GENERAL: Students must possess the ability to reason morally and demonstrate tasks and skills in an ethical manner.
SPECIFIC: Students must be willing to learn and abide by professional standards of practice. They must possess attributes that include dignity, respect, honesty, and personal integrity, as stated in the NAA creed and Aviation Mechanics Creed.

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 35% 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 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.

GRADUATION DIPLOMA

Upon successful completion of all training requirements and fulfilling the Training and Enrollment Agreement, the student may graduate and be awarded a Diploma in recognition of satisfactory completion and a transcript of grades.

PROGRAM CURRICULUM

COURSE NUMBERING SYSTEM

Each course is designated by an alphanumeric system that indicates the program and academic designation of each required course. The first group of alpha-numeric characters are an abbreviation of the program area. Courses in the AMT series are taken in the Aviation Maintenance Technology program, and the AAS courses are in the Advance Aircraft Systems program. The Aviation Maintenance Professional program and courses in the AAS series occur in the Aviation Maintenance Professional and. The digits correspond to the required course component. Please refer to the program-specific catalog page for a full listing of the courses required to complete each program.

AVIATION MAINTENANCE TECHNOLOGY 2,000 HOURS					
Term 1 336 Clock Hrs	**Term 2 336 Clock Hrs**	**Term 3 336 Clock Hrs**	**Term 4 336 Clock Hrs**	**Term 5 336 Clock Hrs**	**Term 6 320 Clock Hrs**

TERM	SUBJECT	DESCRIPTION
1	GEN-INTRO-01	**Student Orientation to Blackboard** Review of what Blackboard is and how it is used for online education. We'll provide you with important resources for getting started with learning online.
1	GEN-MATH-01	**Mathematics** This remedial class is designed to reinforce high school level Math skills commonly used and as applied to aircraft maintenance. Identify basic facts, terminology and demonstrate general principles of addition, subtraction, multiplication, division, and the application of algebraic operations to positive and negative numbers.
1	GEN-PHY-01	**Physics for Aviation** This remedial class is designed to reinforce high school level Math skills commonly used and as applied to aircraft maintenance. Identify basic facts, terminology and demonstrate general principles of addition, subtraction, multiplication, division, and the application of algebraic operations to positive and negative numbers.
1	GEN-ADRAW-01	**Aircraft Drawings** An introduction to aircraft related mechanical drawings/ blueprints, schematics, charts, and graphs. Identify basic facts, terminology, discuss standard drafting tools, procedures, formatting and how they are used to create a blueprint along with how their various lines, symbols and dimensions are read and interpreted. Discuss performance charts, graphs, schematics, and block diagrams and how they are used to understand and troubleshoot aircraft systems.
1	GEN-FORMS-01	**Regulations, Maintenance Forms, Records, and Publications** An introduction of the student to the regulations covering the privileges and limitations as well as how human factors can affect proper maintenance by an Airframe and Powerplant rated mechanic. The student will discuss the various FAA certification processes for aircraft and mechanics, along with the use of publications, forms, and records to support and track their craft's condition.

1	**GEN-HF-01**	**Human Factors** Emphasizes the significance of human factors in aviation maintenance and operations. By understanding human limitations, communication, decision-making, and environmental influences, aviation professionals can enhance safety and performance. Implementing effective training programs, fostering teamwork, and cultivating a positive safety culture are essential strategies for minimizing errors and improving overall operational effectiveness in aviation. Recognizing and addressing human factors helps create safer and more efficient aviation environments, ultimately contributing to the safety and reliability of air travel.
1	**GEN-MATPR-01**	**Aircraft Materials, Hardware, and Processes** An introduction of the student to basic facts and terminology related to the materials and processes used in the construction of aircraft. The student will be able to identify a material, discuss the composition, characteristics, forming processes and construction techniques as found in the aviation industry. The identification of hardware and demonstration of proper application and installation practices will be covered. The student will discuss and demonstrate the principles and techniques of precision measuring tools, inspections and various Non-Destructive Testing (NDT) processes.
1	**GEN-INSP-01**	**Inspection Concepts and Techniques** Emphasizes the critical role of inspections in aviation maintenance to ensure safety and compliance with regulations. It outlines various types of inspections, the techniques used to perform them, and the importance of documentation. Understanding inspection concepts is essential for maintaining aircraft airworthiness and operational reliability, ultimately contributing to aviation safety. Properly conducted inspections help identify potential issues before they become serious problems, ensuring that aircraft are safe for flight.
1	**GEN-FLFIT-01**	**Fluid Lines and Fittings** An introduction of the student to basic facts and terminology related to the different types of fluid line systems. The student will discuss and demonstrate the principles and techniques used to identify, inspect, install and repair of rigid and flexible fluid lines and associated hardware and fittings.
1	**GEN-GOPS-01**	**Ground Operations and Servicing Ground Operations** An introduction of the student to basic facts and terminology related to the proper and safe ground operation of the aircraft. The student will discuss and demonstrate the principles and techniques of safely starting, moving, and securing the aircraft. The student will identify different types of fuel, general fire safety and contaminates as found in the aircraft's fuel systems.

TERM	SUBJECT	DESCRIPTION
2	**GEN-ELECT-01**	**Fundamentals of Electricity and Electronics** An introduction of the student to basic facts and terminology related to Alternating Current (AC), Direct Current (DC) electricity and electrical circuits. The student will discuss and demonstrate the principles and techniques of determining electrical values mathematically and through the use of schematics and electrical measuring equipment. The student will discuss principles and techniques for identifying and troubleshooting electrical and basic electronic components.
2	**GEN-FINAL-01**	**Assessment Course** - General Course Evaluation Final
2	**POW-RTENG-01**	**Powerplant Engines** Provides a thorough overview of aircraft engines, explaining their components, operating principles, and systems (cooling, lubrication, fuel, and ignition). Understanding how these engines work and the importance of maintenance is essential for ensuring aircraft safety and optimizing performance. Proper care, inspection, and operation of engines are critical for reliable, efficient, and safe aircraft operations.
2	**POW-LUBE-01**	**Powerplant Lubrication Systems**

		Provides a detailed overview of lubrication systems in aircraft engines, highlighting their critical role in reducing friction and preventing wear. Understanding the types of lubrication systems, the importance of oil pumps, filters, and coolers, as well as the maintenance of oil quality, is essential for aviation maintenance personnel. Regular inspection and maintenance of lubrication systems are vital to ensuring the safe and efficient operation of aircraft engines.
2	**POW-FUMET-01**	**Fuel & Fuel Metering** Provides an in-depth look at fuel types, properties, and fuel metering systems in aviation. Understanding the characteristics of fuels and the importance of accurate fuel metering is crucial for aviation maintenance personnel to ensure the safe and efficient operation of aircraft engines. Regular monitoring, maintenance, and adherence to safety protocols are essential for managing fuel systems effectively**.**
TERM	**SUBJECT**	**DESCRIPTION**
3	**POW-I-COL-01**	**Induction and Cooling Systems** Provides an in-depth overview of induction and cooling systems in aircraft engines. The induction system ensures the proper air-fuel mixture enters the engine, with options for carbureted and fuel injection systems. The cooling system is essential for maintaining engine temperature, employing air or liquid cooling methods. In turbine engines, effective cooling is vital to prevent overheating and ensure optimal performance. Understanding these systems is crucial for aviation maintenance personnel to ensure reliable engine performance and prevent failures.
3	**POW-TAIR-01**	**Turbine Air Systems** Provides a comprehensive overview of turbine engine air systems, highlighting the importance of efficient airflow management for optimal engine performance. The chapter covers air intake systems, compressor sections, combustion chambers, turbine sections, cooling techniques, and bleed air systems. Understanding these systems is crucial for aviation maintenance personnel to ensure the safe and efficient operation of turbine engines.
3	**POW-EXH-01**	**Powerplant Exhaust** Provides an overview of exhaust and reverser systems in aircraft engines. It emphasizes the importance of proper exhaust gas management for engine performance and noise control, as well as the role of thrust reversers in improving landing safety and efficiency. Understanding these systems is essential for aviation maintenance personnel to ensure the safe and effective operation of aircraft.
3	**POW-ENELC-01**	**Powerplant Electrical** An introduction of the student to the basic theory of operation and terminology related to the electrical sub-system used to support the aircraft engine. Building on previously learned skills, the student will demonstrate the principles and techniques used to inspect, install, troubleshoot and repair an electrical system and related component.
3	**POW-IGSYS-01**	**Ignition and Starting Systems** An introduction of the student to the basic theory of operation and terminology related to the aircraft ignition and starting systems. The student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair a typical aircraft reciprocating and turbine engine ignition and starting Systems.
3	**POW-EINST-01**	**Powerplant Instruments** An introduction of the student to the basic theory of operation and terminology related to the instrumentation used to monitor the engine and related systems. Building on previously learned skills, the student will demonstrate the principles and techniques used to inspect, install, troubleshoot and repair engine monitoring systems and related component.
3	**POW-PROP-01**	**Propellers** An introduction of the student to the basic theory of operation and terminology related to the propeller and subsystems used to control them. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the

		maintenance manuals used to inspect, service and troubleshoot fixed and controllable pitch propellers, along with the control and synchronization system.
TERM	**SUBJECT**	**DESCRIPTION**
4	**POW-EFIRE-01**	**Powerplant Fire Protection Systems** An introduction of the student to the basic theory of operation and terminology related to the subsystems used to monitor for powerplant overheat/ fire conditions and provide onboard fire extinguishing capability. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service and troubleshoot the fire warning and suppression systems.
4	**POW-EINSP-01**	**Powerplant Inspections** An introduction of the student to the basics terminology and techniques used during powerplant conformity and air worthiness inspections. Building on previously learned skills, the student will demonstrate the ability to read and execute the inspection techniques described in the manufactures service publications and FAA Advisories to determine suitability and air worthiness of the aircraft's powerplant components and systems.
4	**POW-FINAL-01**	**Assessment Course** - Powerplant Course Evaluation Final
4	**AIR-AELEC-01**	**Aircraft Electrical Systems** An introduction of the student to the basic theory of operation and terminology related to the AC/DC electrical sub-systems used to supply the airframe with electrical power. Building on previously learned skills, the student will demonstrate the principles and techniques used to inspect, install, troubleshoot and repair electrical wiring, components and distribution systems.
4	**AIR-AINST-01**	**Aircraft Instrument Systems** An introduction of the student to the basic theory of operation and terminology related to the instruments and subsystems used for basic flight, navigation and system monitoring. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, install, service and troubleshoot the basic flight and system monitoring instruments.
4	**AIR-CMNAV-01**	**Communication & Navigation** An introduction of the student to the basic theory of operation and terminology related to the instruments and subsystems used for communication and advanced navigation. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service and troubleshoot radio-based systems.
TERM	**SUBJECT**	**DESCRIPTION**
5	**AIR-WASTE-01**	**Water & Waste Systems** The water and waste systems in aircraft are designed to handle potable water supply and waste management. These systems ensure the comfort and health of passengers and crew, especially during extended flights. Regular maintenance, sanitation, and inspections are crucial to keeping these systems functioning properly and in compliance with health and safety standards. There are no direct references to water and waste systems in the FAA-H-8083-31. However, information on aircraft water and waste systems is commonly found in broader aircraft maintenance resources or manuals.
5	**AIR-METAL-01**	**Metallic Structures** An introduction of the student to the basic principles and terminology related to the metallic and composite airframe structures. Building on previously learned knowledge and skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, fabricate and repair the metallic, non-metallic and composite components using the specialized fasteners and adhesives that make up the airframe structure.
5	**AIR-NMETL-01**	**Non-Metallic Structures**

		An introduction of the student to the basic principles and terminology related to the nonmetallic and composite airframe structures. Building on previously learned knowledge and skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, fabricate and repair the metallic, nonmetallic and composite components using the specialized fasteners and adhesives that make up the airframe structure.
5	**AIR-AFIRE-01**	**Airframe Fire Protection Systems** Airframe Fire Protection Systems An introduction of the student to the basic theory of operation and terminology related to the subsystems used to monitor the airframe for over-heat/fire conditions and provide onboard fire extinguishing capability. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service and troubleshoot the fire warning and suppression systems.
5	**AIR-ENSYS-01**	**Environmental Systems** An introduction of the student to the basic theory of operation and terminology related to the subsystems used to provide cabin pressurization and environmental control. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair of the cabin heating, cooling and pressurization and supplemental oxygen systems.
5	**AIR-ICE-R-01**	**Ice & Rain Systems** An introduction of the student to the basic theory of operation and terminology related to the subsystems used to control the effects of ice and rain on the aircraft during flight and manage the fresh and waste water systems used within the cabin. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair the various ice and rain protection systems.
TERM	**SUBJECT**	**DESCRIPTION**
6	**AIR-AFUEL-01**	**Airframe Fuel Systems** An introduction of the student to the basic theory of operation and terminology related to the airframe related fuel systems. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair the components of the fuel management, monitoring systems.
6	**AIR-FLTCN-01**	**Flight Controls** An introduction of the student to the basic principles and terminology related to the alignment of the flight surfaces for fixed and rotary wing airframe structures. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, align and rig the primary flight surfaces and secondary control mechanisms, stall warning, and flight control position monitoring systems found on the aircraft.
6	**AIR-ROTOR-01**	**Rotorcraft Fundamentals** Provides an in-depth overview of rotorcraft fundamentals, including the principles of flight, control systems, unique flight characteristics, and key components. Understanding these aspects is essential for aviation maintenance personnel and pilots to ensure the safe and efficient operation of rotorcraft. Constant attention to rotorcraft performance and handling is crucial due to their unique flight dynamics.
6	**AIR-HYDPN-01**	**Hydraulics & Pneumatics** An introduction of the student to the basic theory of operation and terminology related to the airframe hydraulic and pneumatic power systems. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, trouble shoot and repair of the hydraulic and pneumatic systems and components.

6	**AIR-LANDG-01**	**Aircraft Landing Systems** An introduction of the student to the basic theory of operation and terminology related to the aircraft landing gear and related subsystems. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair of fixed and retractable landing gear mechanisms and position monitoring systems, wheel/ Tire assemblies, steering and standard / anti-skid braking systems.
6	**AIR-AFINS-01**	**Airframe Inspections** An introduction of the student to the basics terminology and techniques used during the airframe conformity and air worthiness inspections. Building on previously learned skills, the student will demonstrate the ability to read and execute the inspection techniques described in the manufactures service publications and FAA Advisories to determine suitability and air worthiness of the aircraft's structure, components and systems.
6	**AIR-FINAL-01**	**Assessment Course** - Airframe Course Evaluation Final

ADVANCED AIRCRAFT SYSTEMS 1,000 HOURS		
Term 1 336 Clock Hrs	**Term 2 336 Clock Hrs**	**Term 3 328 Clock Hrs**

TERM	SUBJECT	DESCRIPTION
1	AAS-AMTRV-01	**AMT REVIEW** In this course you will review of the basic AMT electrical knowledge that applies to the successful completion of the Advanced Aircraft Systems program.
1	AAS-ELE1-01	**Element 1 FCC ELEMENT 1** Marine Radio Operators Permit- Basic radio law and operating practice with which every maritime radio operator should be familiar with. Basic requisite for General Radio Operators License.
1	AAS-ACTHY-01	**Advanced AC** Theory Identify basic facts, terminology and state general principles related to alternating current sources, components and parts of a sine wave, and sine wave units of measure. Learn, identify, calculate and apply electrical theories to inductors and inductive devices. Learn, identify, calculate and apply electrical theories to capacitors. Learn, calculate and apply electrical theories of RL and RC time constants. Learn and demonstrate the use of signal generators and oscilloscope. Learn and demonstrate troubleshooting and fault isolation procedures of above devices.
1	AAS-SSDEV-01	**Advanced Solid State Devices** Identify the basic facts and state general principles related to current flow in Germanium and silicon. Identify the basic facts and state general operating principles of switching, rectifier, PIN, tunnel, Zener, LE, and varactor diodes. Identify the basic facts and state general principles of BJT, JFET, IGFET and thyristor devices. Identify the basic facts of transistor packaging. Learn and demonstrate troubleshooting and fault isolation procedures of above devices.
1	AAS-ANLOG-01	**Analog Circuit Theory** Identify the basic facts and state general principles of: analog circuits in radio based equipment. Identify the basic facts and state general principles of: different frequency oscillators and principles of modulation (AM, FM). Identify the basic facts and state general principles of TRF, super heterodyne, block down converter and SDR receivers. Identify the basic facts and state general principles of signal detection and discriminator.
1	AAS-RF-01	**RF Theory** Identify the basic facts and state general principles of linear and switching power supplies. Identify the basic facts and state general principles of single transistor audio, video, IF, and RF amplifiers. Identify the basic facts and state general principles of interstage coupling, differential, and multi-transistor amplifiers. Identify the basic facts and state general principles of feed line and antenna systems. Identify the basic facts and state general principles of square waves and saw tooth waves. Identify the basic facts, state general principles and perform calculations is dB, dBm and dBW. Learn and demonstrate troubleshooting and fault isolation procedures of above circuits.
1	AAS-DIGIT-01	**Digital Theory** Identify the basic facts and state general principles of TTL and CMOS digital circuits. Identify the basic facts and state general principles of AND, OR, NAND, NOR, XOR, XNOR, and tri-state logic. Identify the basic facts and state general principles of R-S, J-K, and D type flip flops. Identify the basic facts and state general principles of combinational logic, counters, and shift registers.

1	**AAS-MICRO-01**	**Microprocessors** Identify the basic facts, state general principles and perform calculation in binary, octal, decimal, and hexadecimal. Identify the basic facts and state general principles of input, central processing unit, memory and output. Identify the basic facts and state general principles of data types, parallel and serial communication schemes. Identify the basic facts and state general principles of a PLL, DSP, and SDR. Learn and demonstrate troubleshooting and fault isolation procedures of above circuits.
1	**AAS-ELE3-01**	**Element 3 FCC ELEMENT 3** General Radio telephone Operators License- Electronic fundamentals and techniques required to adjust, repair, and maintain radio transmitters and receivers.
TERM	**SUBJECT**	**DESCRIPTION**
2	**AAS-DC-AC-01**	**DC/AC Power Distribution** Identify basic facts, terminology, concepts and industry practices related to: DC and AC electrical power systems to include generators, alternators, parallel bus, split bus and dual generators and alternators systems. Learn, practice and demonstrate reading of schematic diagrams, identification of standard components.
2	**AAS-NCATT-01**	**NCATT National Center for Aerospace & Transportation Technologies** Aircraft Electronics Technician- Professional certification program for technicians who work in aerospace and aviation industries, particularly in the field of aircraft electronics. This certification validates a technician's knowledge and skills in the fundamentals of aircraft electronics, including key areas such as avionics systems, troubleshooting and repair.
2	**AAS-ANTNS-01**	**Antennas** Discuss the installation, function, and characteristics of aircraft navigation and communication antennas.
2	**AAS-DBUSP-01**	**Data Bus Protocols** Review communication standards for civilian and military digital data bus protocols. These protocols include ARINC 429, 629, ASCB, CSDB, Manchester II coding, fiber optics, CAN, and 1553 Discusses troubleshooting operations of these systems. CPU, ARINC standard data transfer network systems. Will demonstrate knowledge of these protocols.
2	**AAS-WXSYS-01**	**Weather (WX) Systems** Discuss the theory of operation and demonstrate testing of a typical weather radar system including antenna, receivers, transmitters, control panel, transmission lines and display, troubleshooting, and repair. Will understand the characteristics of continuous wave, and Doppler radar. Will discuss Stormscope or common lightening detection systems, including components, manufacturers, troubleshooting and repair. Will calculate safe distance for personnel and transmitting antennas.
2	**AAS-OBAVI-01**	**Avionics Management Systems** Discuss the theory of operation, usage and integration of on board avionics management systems including the centralized maintenance system (CMS), MCDU/CDU, flight management system (FMS), data loaders/loadable software, and pulling historical fault history to aid in troubleshooting. Will demonstrate knowledge and navigation of a MCDU/CDU system.
2	**AAS-ELE8-01**	**1Element 8 FCC ELEMENT 8** Radar Endorsement - Specialized theory and practice applicable to the proper installation, servicing, and maintenance of radar equipment in general use for navigation purposes.
2	**AAS-GFDIS-01**	**Glass Flight Deck (GFD)** Discuss and identify the electronic interface system (EIS) which includes: electronic flight interface system (EFIS), engine indicating and crew alerting system (EICAS), electronic centralized aircraft monitor (ECAM) and their respective control panels. Discuss and learn the airplane information systems (AIMS), electronic flight bags (EFBs), heads-up display system (HUD), synthetic vision, and capacitive fuel quantity indicating systems.

2	**AAS-FTIS-01**	**Fuel Tank Inerting System** FTIS Discuss and identify the components, common failures, purpose, and functionality of the fuel tank inerting system (FTIS). This will include installation, routine maintenance and servicing of the inert gas generation system (IGGS), and the conditioned serviced air system (CSAS), and all peripheral hardware.
2	**AAS-FDCVR-01**	**Data Recorders** Discuss and identify the functionality, control, testing and troubleshooting of the cockpit voice recorder and the flight data recorder. Discuss the functionality and testing of the underwater locator beacon (ULB), and the emergency locator transmitter (ELT). Identify the mounting locations of each of the systems listed.
2	**AAS-RABAR-01**	**Altitude Systems** Discuss and identify the components of a radar altimeter system. Discuss the differences between a barometric altimeter and radar altimeter. Identify the CAT I/II/IIIa-b-c landings. Identify the different aural callouts associated with the rad alt system. Will learn common failures, and troubleshooting associated with the radar altimeter system.
2	**AAS-CASYS-01**	**Crash Avoidance Systems** Discuss the theory of operation, usage and integration of the traffic collision avoidance system (TCAS) 1, 2 & 3, Ground Proximity Warning Systems (GPWS). Discuss in overview the avionic packages associated with and the role of maintenance in the operation of aircraft to the Reduced Vertical Separation Minimum (RVSM) standards.
2	**AAS-AFCS-01**	**Automatic Flight Control Systems (AFCS**) Discuss the theory of operation, usage and installation considerations for the Auto Flight and Flight Director systems on fixed wing and helicopters. Will learn components including controllers, servos, motors, feedback system, accelerometers, computers, and displays.
2	**AAS-CMPAS-01**	**Compass Systems** Discuss and calibrate a magnetic compass system using a compass rose. Learn the fundamentals of the horizontal situation indicator and progression of its enhancement. Discuss topology of the G1000 MFD. Will create a compass deviation card that provides pilot with navigation information.
2	**AAS-EWIS-01**	**Electrical Wiring Interconnection System (EWIS)** Identify basic facts, terminology, and industry practices related to: Transport Category Aircraft Wiring, Wire Maintenance, Common tools, best wiring practices and techniques used to keep the commercial fleet safe and reliable.
TERM	**SUBJECT**	**DESCRIPTION**
3	**AAS-CONECT-01**	**Connectors Identification** Inspection and installation practices of common wiring connections, installation of common RF and coax cable connections.
3	**AAS-EFMFD-01**	**EFIS/MFD** Discuss the theory of operation, usage and installation considerations for the electronic flight interface system. Including functionality, configuration of the primary flight display (PFD), navigation display (ND), and multifunction display (MFD).
3	**AAS-J-STD-01**	**IPC J-STD IPC J-STD-001** Certification is a globally recognized standard for soldered electrical and electronic assemblies, and it plays a vital role in aviation by ensuring the reliability and quality of critical electronic components.
3	**AAS-620-01**	**IPC 620 IPC/ 620** Certification is a globally recognized standard for the design, assembly, and inspection of cable and wire harness assemblies, and it plays a crucial role in aviation by ensuring the integrity and reliability of electrical systems.

3	**AAS-WDIAG-01**	**Wiring & Diagrams** Identify basic facts, terminology, and industry practices related to: Aircraft Wiring, Wire Maintenance, Common tools, Corrosion as it affects Avionics, Aircraft Fundamentals, and General Workplace Design and Ergonomic considerations. Learn, practice, and demonstrate reading of schematic drawings, identification of standard components, wire and industry wiring practices and techniques. Discuss the theory of operation and troubleshooting of a typical installation of the radio antennas. Learn, practice and demonstrate reading of schematic diagrams, identification of standard components, wire and wiring practices and techniques. Learn how to integrate an avionics system from start to finish.
3	**AAS-INTGR-01**	**Integration** This course covers an in-depth look at how to integrate avionics electronic components. Students will learn how to develop interconnect diagrams from manuals, then build the wire harness required for integration of an audio panel with headset jacks, a G5 MFD, and a Nav/Comm radio.
3	**AAS-TS-01**	**Troubleshooting** Discuss troubleshooting practices; block diagrams schematic interpretation, and special installation procedures.
3	**AAS-ARBUS-01**	**Airbus for ACT Academy** In this module we will discuss an in-depth overview of the Airbus A320 airframe, aircraft systems, CFM LEAP Engine, safety features and maintenance practices to increase students' knowledge of the Airbus A320 family. After completion of this course the student should be able to demonstrate and articulate required information of the various systems presented on the A320.
3	**AAS-DRPLT-1**	**Part 107 Drone Pilot AA License** A professional credential issued by the Federal Aviation Administration in the United States. It allows individuals to operate small, unmanned aircraft systems (sUAS), commonly known as drones, for commercial purposes under specific guidelines. This Certificate is often referred to as the "Remote Pilot Certificate."
3	**AAS-DRMNT-01**	**Unmanned Aircraft System (UAS)** Maintenance Unmanned Aircraft System Maintenance Certification - a specialized credential that certifies an individual's ability to maintain, repair and ensure the airworthiness of unmanned aircraft systems (UAS), commonly known as drones.

AVIATION MAINTENANCE PROFESSIONAL 3,000 HOURS					
Term 1 **336 Clock Hrs**	**Term 2** **336 Clock Hrs**	**Term 3** **336 Clock Hrs**	**Term 4** **336 Clock Hrs**	**Term 5** **336 Clock Hrs**	**Term 6** **320 Clock Hrs**
Term 7 **336 Clock Hrs**	**Term 8** **336 Clock Hrs**	**Term 9** **328 Clock Hrs**			

TERM	SUBJECT	DESCRIPTION
1	**GEN-INTRO-01**	**Student Orientation to Blackboard** Review of what Blackboard is and how it is used for online education. We'll provide you with important resources for getting started with learning online.
1	**GEN-MATH-01**	**Mathematics** This remedial class is designed to reinforce high school level Math skills commonly used and as applied to aircraft maintenance. Identify basic facts, terminology and demonstrate general principles of addition, subtraction, multiplication, division, and the application of algebraic operations to positive and negative numbers.

1	**GEN-PHY-01**	**Physics for Aviation** This remedial class is designed to reinforce high school level Math skills commonly used and as applied to aircraft maintenance. Identify basic facts, terminology and demonstrate general principles of addition, subtraction, multiplication, division, and the application of algebraic operations to positive and negative numbers.
1	**GEN-ADRAW-01**	**Aircraft Drawings** An introduction to aircraft related mechanical drawings/ blueprints, schematics, charts, and graphs. Identify basic facts, terminology, discuss standard drafting tools, procedures, formatting and how they are used to create a blueprint along with how their various lines, symbols and dimensions are read and interpreted. Discuss performance charts, graphs, schematics, and block diagrams and how they are used to understand and troubleshoot aircraft systems.
1	**GEN-FORMS-01**	**Regulations, Maintenance Forms, Records, and Publications** An introduction of the student to the regulations covering the privileges and limitations as well as how human factors can affect proper maintenance by an Airframe and Powerplant rated mechanic. The student will discuss the various FAA certification processes for aircraft and mechanics, along with the use of publications, forms, and records to support and track their aircraft's condition.
1	**GEN-HF-01**	**Human Factors** Emphasizes the significance of human factors in aviation maintenance and operations. By understanding human limitations, communication, decision-making, and environmental influences, aviation professionals can enhance safety and performance. Implementing effective training programs, fostering teamwork, and cultivating a positive safety culture are essential strategies for minimizing errors and improving overall operational effectiveness in aviation. Recognizing and addressing human factors helps create safer and more efficient aviation environments, ultimately contributing to the safety and reliability of air travel.
1	**GEN-MATPR-01**	**Aircraft Materials, Hardware, and Processes** An introduction of the student to basic facts and terminology related to the materials and processes used in the construction of aircraft. The student will be able to identify a material, discuss the composition, characteristics, forming processes and construction techniques as found in the aviation industry. The identification of hardware and demonstration of proper application and installation practices will be covered. The student will discuss and demonstrate the principles and techniques of precision measuring tools, inspections and various Non-Destructive Testing (NDT) processes.
1	**GEN-INSP-01**	**Inspection Concepts and Techniques** Emphasizes the critical role of inspections in aviation maintenance to ensure safety and compliance with regulations. It outlines various types of inspections, the techniques used to perform them, and the importance of documentation. Understanding inspection concepts is essential for maintaining aircraft airworthiness and operational reliability, ultimately contributing to aviation safety. Properly conducted inspections help identify potential issues before they become serious problems, ensuring that aircraft are safe for flight.
1	**GEN-FLFIT-01**	**Fluid Lines and Fittings** An introduction of the student to basic facts and terminology related to the different types of fluid line systems. The student will discuss and demonstrate the principles and techniques used to identify, inspect, install and repair of rigid and flexible fluid lines and associated hardware and fittings.
1	**GEN-GOPS-01**	**Ground Operations and Servicing Ground Operations** Introduction of the student to basic facts and terminology related to the proper and safe ground operation of the aircraft. The student will discuss and demonstrate the principles and techniques of safely starting, moving, and securing the aircraft.

		The student will identify different types of fuel, general fire safety and contaminates as found in the aircraft's fuel systems.
1	**GEN-CLCOR-01**	**Cleaning and Corrosion Control** An introduction of the student to basic facts and terminology related to the proper cleaning and protection of various surfaces and materials as found on and in the aircraft. The student will discuss and demonstrate the principles and techniques used to inspect, identify, remove, treat and refinish aircraft structures and surfaces.
1	**GEN-W-BAL-01**	**Weight & Balance** The student will identify basic facts, terminology, and discuss the aircraft's Center of Gravity and the effects of changing the C.G. location and weight of both fixed wing and rotary wing aircraft. The student will research the specification and procedures for preparation and demonstrate the weighting of an aircraft.
TERM	**SUBJECT**	**DESCRIPTION**
2	**GEN-ELECT-01**	**Fundamentals of Electricity and Electronics** An introduction of the student to basic facts and terminology related to Alternating Current (AC), Direct Current (DC) electricity and electrical circuits. The student will discuss and demonstrate the principles and techniques of determining electrical values mathematically and through the use of schematics and electrical measuring equipment. The student will discuss principles and techniques for identifying and troubleshooting electrical and basic electronic components.
2	**GEN-FINAL-01**	**Assessment Course** - General Course Evaluation Final
2	**POW-RTENG-01**	**Powerplant Engines** Provides a thorough overview of aircraft engines, explaining their components, operating principles, and systems (cooling, lubrication, fuel, and ignition). Understanding how these engines work and the importance of maintenance is essential for ensuring aircraft safety and optimizing performance. Proper care, inspection, and operation of engines are critical for reliable, efficient, and safe aircraft operations.
2	**POW-LUBE-01**	**Powerplant Lubrication Systems** Provides a detailed overview of lubrication systems in aircraft engines, highlighting their critical role in reducing friction and preventing wear. Understanding the types of lubrication systems, the importance of oil pumps, filters, and coolers, as well as the maintenance of oil quality, is essential for aviation maintenance personnel. Regular inspection and maintenance of lubrication systems are vital to ensuring the safe and efficient operation of aircraft engines.
2	**POW-FUMET-01**	**Fuel & Fuel Metering** Provides an in-depth look at fuel types, properties, and fuel metering systems in aviation. Understanding the characteristics of fuels and the importance of accurate fuel metering is crucial for aviation maintenance personnel to ensure the safe and efficient operation of aircraft engines. Regular monitoring, maintenance, and adherence to safety protocols are essential for managing fuel systems effectively.

TERM	SUBJECT	DESCRIPTION
3	POW-I-COL-01	**Induction and Cooling Systems** Provides an in-depth overview of induction and cooling systems in aircraft engines. The induction system ensures the proper air-fuel mixture enters the engine, with options for carbureted and fuel injection systems. The cooling system is essential for maintaining engine temperature, employing air or liquid cooling methods. In turbine engines, effective cooling is vital to prevent overheating and ensure optimal performance. Understanding these systems is crucial for aviation maintenance personnel to ensure reliable engine performance and prevent failures.
3	POW-TAIR-01	**Turbine Air Systems** Provides a comprehensive overview of turbine engine air systems, highlighting the importance of efficient airflow management for optimal engine performance. The chapter covers air intake systems, compressor sections, combustion chambers, turbine sections, cooling techniques, and bleed air systems. Understanding these systems is crucial for aviation maintenance personnel to ensure the safe and efficient operation of turbine engines.
3	POW-EXH-01	**Powerplant Exhaust** Provides an overview of exhaust and reverser systems in aircraft engines. It emphasizes the importance of proper exhaust gas management for engine performance and noise control, as well as the role of thrust reversers in improving landing safety and efficiency. Understanding these systems is essential for aviation maintenance personnel to ensure the safe and effective operation of aircraft.
3	POW-ENELC-01	**Powerplant Electrical** An introduction of the student to the basic theory of operation and terminology related to the electrical sub-system used to support the aircraft engine. Building on previously learned skills, the student will demonstrate the principles and techniques used to inspect, install, troubleshoot and repair an electrical system and related component.
3	POW-IGSYS-01	**Ignition and Starting Systems** An introduction of the student to the basic theory of operation and terminology related to the aircraft ignition and starting systems. The student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair a typical aircraft reciprocating and turbine engine ignition and starting Systems.
3	POW-EINST-01	**Powerplant Instruments** An introduction of the student to the basic theory of operation and terminology related to the instrumentation used to monitor the engine and related systems. Building on previously learned skills, the student will demonstrate the principles and techniques used to inspect, install, troubleshoot and repair engine monitoring systems and related component.
3	POW-PROP-01	**Propellers** An introduction of the student to the basic theory of operation and terminology related to the propeller and subsystems used to control them. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service and troubleshoot fixed and controllable pitch propellers, along with the control and synchronization system.

TERM	SUBJECT	DESCRIPTION
4	POW-EFIRE-01	**Powerplant Fire Protection Systems** An introduction of the student to the basic theory of operation and terminology related to the subsystems used to monitor for powerplant overheat/ fire conditions and provide onboard fire extinguishing capability. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service and troubleshoot the fire warning and suppression systems.
4	POW-EINSP-01	**Powerplant Inspections** An introduction of the student to the basics terminology and techniques used during powerplant conformity and air worthiness inspections. Building on previously learned skills, the student will demonstrate the ability to read and execute the inspection techniques described in the manufactures service publications and FAA Advisories to determine suitability and air worthiness of the aircraft's powerplant components and systems.
4	POW-FINAL-01	**Assessment Course** - Powerplant Course Evaluation Final
4	AIR-AELEC-01	**Aircraft Electrical Systems** An introduction of the student to the basic theory of operation and terminology related to the AC/DC electrical sub-systems used to supply the airframe with electrical power. Building on previously learned skills, the student will demonstrate the principles and techniques used to inspect, install, troubleshoot and repair electrical wiring, components and distribution systems.
4	AIR-AINST-01	**Aircraft Instrument Systems** An introduction of the student to the basic theory of operation and terminology related to the instruments and subsystems used for basic flight, navigation and system monitoring. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, install, service and troubleshoot the basic flight and system monitoring instruments.
4	AIR-CMNAV-01	**Communication & Navigation** An introduction of the student to the basic theory of operation and terminology related to the instruments and subsystems used for communication and advanced navigation. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service and troubleshoot radio-based systems.
TERM	**SUBJECT**	**DESCRIPTION**
5	AIR-WASTE-01	**Water & Waste Systems** The water and waste systems in aircraft are designed to handle potable water supply and waste management. These systems ensure the comfort and health of passengers and crew, especially during extended flights. Regular maintenance, sanitation, and inspections are crucial to keeping these systems functioning properly and in compliance with health and safety standards. There are no direct references to water and waste systems in the FAA-H-8083-31. However, information on aircraft water and waste systems is commonly found in broader aircraft maintenance resources or manuals.
5	AIR-METAL-01	**Metallic Structures** An introduction of the student to the basic principles and terminology related to the metallic and composite airframe structures. Building on previously learned knowledge and skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, fabricate and repair the metallic, non-metallic and composite components using the specialized fasteners and adhesives that make up the airframe structure.

5	**AIR-NMETL-01**	**Non-Metallic Structures** An introduction of the student to the basic principles and terminology related to the nonmetallic and composite airframe structures. Building on previously learned knowledge and skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, fabricate and repair the metallic, nonmetallic and composite components using the specialized fasteners and adhesives that make up the airframe structure.
5	**AIR-AFIRE-01**	**Airframe Fire Protection Systems** An introduction of the student to the basic theory of operation and terminology related to the subsystems used to monitor the airframe for over-heat/ fire conditions and provide onboard fire extinguishing capability. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service and troubleshoot the fire warning and suppression systems.
5	**AIR-ENSYS-01**	**Environmental Systems** An introduction of the student to the basic theory of operation and terminology related to the subsystems used to provide cabin pressurization and environmental control. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair of the cabin heating, cooling and pressurization and supplemental oxygen systems.
5	**AIR-ICE-R-01**	**Ice & Rain Systems** An introduction of the student to the basic theory of operation and terminology related to the subsystems used to control the effects of ice and rain on the aircraft during flight and manage the fresh and wastewater systems used within the cabin. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair the various ice and rain protection systems.
TERM	**SUBJECT**	**DESCRIPTION**
6	**AIR-AFUEL-01**	**Airframe Fuel Systems** An introduction of the student to the basic theory of operation and terminology related to the airframe related fuel systems. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair the components of the fuel management, monitoring systems.
6	**AIR-FLTCN-01**	**Flight Controls** An introduction of the student to the basic principles and terminology related to the alignment of the flight surfaces for fixed and rotary wing airframe structures. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, align and rig the primary flight surfaces and secondary control mechanisms, stall warning, and flight control position monitoring systems found on the aircraft.
6	**AIR-ROTOR-01**	**Rotorcraft Fundamentals** Provides an in-depth overview of rotorcraft fundamentals, including the principles of flight, control systems, unique flight characteristics, and key components. Understanding these aspects is essential for aviation maintenance personnel and pilots to ensure the safe and efficient operation of rotorcraft. Constant attention to rotorcraft performance and handling is crucial due to their unique flight dynamics.

6	**AIR-HYDPN-01**	**Hydraulics & Pneumatics** An introduction of the student to the basic theory of operation and terminology related to the airframe hydraulic and pneumatic power systems. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, trouble-shoot and repair of the hydraulic and pneumatic systems and components.
6	**AIR-LANDG-01**	**Aircraft Landing Systems** An introduction of the student to the basic theory of operation and terminology related to the aircraft landing gear and related subsystems. Building on previously learned skills, the student will demonstrate the ability to read and execute the techniques described in the maintenance manuals used to inspect, service, troubleshoot and repair of fixed and retractable landing gear mechanisms and position monitoring systems, wheel/ Tire assemblies, steering and standard / anti-skid braking systems.
6	**AIR-AFINS-01**	**Airframe Inspections** An introduction of the student to the basics terminology and techniques used during the airframe conformity and air worthiness inspections. Building on previously learned skills, the student will demonstrate the ability to read and execute the inspection techniques described in the manufactures service publications and FAA Advisories to determine suitability and air worthiness of the aircraft's structure, components and systems.
TERM	**SUBJECT**	**DESCRIPTION**
7	**AAS-AMTRV-01**	**AMT REVIEW** In this course you will review of the basic AMT electrical knowledge that applies to the successful completion of the Advanced Aircraft Systems program.
7	**AAS-ELE1-01**	**Element 1 FCC ELEMENT 1** Marine Radio Operators Permit- Basic radio law and operating practice with which every maritime radio operator should be familiar with. Basic requisite for General Radio Operators License.
7	**AAS-ACTHY-01**	**Advanced AC** Theory Identify basic facts, terminology and state general principles related to alternating current sources, components and parts of a sine wave, and sine wave units of measure. Learn, identify, calculate and apply electrical theories to inductors and inductive devices. Learn, identify, calculate and apply electrical theories to capacitors. Learn, calculate and apply electrical theories of RL and RC time constants. Learn and demonstrate the use of signal generators and oscilloscope. Learn and demonstrate troubleshooting and fault isolation procedures of above devices.
7	**AAS-SSDEV-01**	**Advanced Solid State Devices** Identify the basic facts and state general principles related to current flow in Germanium and silicon. Identify the basic facts and state general operating principles of switching, rectifier, PIN, tunnel, Zener, LE, and varactor diodes. Identify the basic facts and state general principles of BJT, JFET, IGFET and thyristor devices. Identify the basic facts of transistor packaging. Learn and demonstrate troubleshooting and fault isolation procedures of above devices.
7	**AAS-ANLOG-01**	**Analog Circuit Theory** Identify the basic facts and state general principles of: analog circuits in radio based equipment. Identify the basic facts and state general principles of: different frequency oscillators and principles of modulation (AM, FM). Identify the basic facts and state general principles of TRF, super heterodyne, block down converter and SDR receivers. Identify the basic facts and state general principles of signal detection and discriminator.

7	**AAS-RF-01**	**RF Theory** Identify the basic facts and state general principles of linear and switching power supplies. Identify the basic facts and state general principles of single transistor audio, video, IF, and RF amplifiers. Identify the basic facts and state general principles of interstage coupling, differential, and multi-transistor amplifiers. Identify the basic facts and state general principles of feed line and antenna systems. Identify the basic facts and state general principles of square waves and saw tooth waves. Identify the basic facts, state general principles and perform calculations is dB, dBm and dBW. Learn and demonstrate troubleshooting and fault isolation procedures of above circuits.
7	**AAS-DIGIT-01**	**Digital Theory** Identify the basic facts and state general principles of TTL and CMOS digital circuits. Identify the basic facts and state general principles of AND, OR, NAND, NOR, XOR, XNOR, and tri-state logic. Identify the basic facts and state general principles of R-S, J-K, and D type flip flops. Identify the basic facts and state general principles of combinational logic, counters, and shift registers.
7	**AAS-MICRO-01**	**Microprocessors** Identify the basic facts, state general principles and perform calculation in binary, octal, decimal, and hexadecimal. Identify the basic facts and state general principles of input, central processing unit, memory and output. Identify the basic facts and state general principles of data types, parallel and serial communication schemes. Identify the basic facts and state general principles of a PLL, DSP, and SDR. Learn and demonstrate troubleshooting and fault isolation procedures of above circuits.
7	**AAS-ELE3-01**	**Element 3 FCC ELEMENT 3** General Radio telephone Operators License- Electronic fundamentals and techniques required to adjust, repair, and maintain radio transmitters and receivers.
TERM	**SUBJECT**	**DESCRIPTION**
8	**AAS-DC-AC-01**	**DC/AC Power Distribution** Identify basic facts, terminology, concepts and industry practices related to: DC and AC electrical power systems to include generators, alternators, parallel bus, split bus and dual generators and alternators systems. Learn, practice and demonstrate reading of schematic diagrams, identification of standard components.
8	**AAS-NCATT-01**	**NCATT National Center for Aerospace & Transportation Technologies** Aircraft Electronics Technician- Professional certification program for technicians who work in aerospace and aviation industries, particularly in the field of aircraft electronics. This certification validates a technician's knowledge and skills in the fundamentals of aircraft electronics, including key areas such as avionics systems, troubleshooting and repair.
8	**AAS-ANTNS-01**	**Antennas** Discuss the installation, function, and characteristics of aircraft navigation and communication antennas.
8	**AAS-DBUSP-01**	**Data Bus Protocols** Review communication standards for civilian and military digital data bus protocols. These protocols include ARINC 429, 629, ASCB, CSDB, Manchester II coding, fiber optics, CAN, and 1553 Discusses troubleshooting operations of these systems. CPU, ARINC standard data transfer network systems. Will demonstrate knowledge of these protocols.
8	**AAS-WXSYS-01**	**Weather (WX) Systems**

		Discuss the theory of operation and demonstrate testing of a typical weather radar system including antenna, receivers, transmitters, control panel, transmission lines and display, troubleshooting, and repair. Will understand the characteristics of continuous wave, and Doppler radar. Will discuss Stormscope or common lightening detection systems, including components, manufacturers, troubleshooting and repair. Will calculate safe distance for personnel and transmitting antennas.
8	**AAS-OBAVI-01**	**Avionics Management Systems** Discuss the theory of operation, usage and integration of on board avionics management systems including the centralized maintenance system (CMS), MCDU/CDU, flight management system (FMS), data loaders/loadable software, and pulling historical fault history to aid in troubleshooting. Will demonstrate knowledge and navigation of a MCDU/CDU system.
8	**AAS-ELE8-01**	**1Element 8 FCC ELEMENT 8** Radar Endorsement - Specialized theory and practice applicable to the proper installation, servicing, and maintenance of radar equipment in general use for navigation purposes.
8	**AAS-GFDIS-01**	**Glass Flight Deck (GFD)** Discuss and identify the electronic interface system (EIS) which includes: electronic flight interface system (EFIS), engine indicating and crew alerting system (EICAS), electronic centralized aircraft monitor (ECAM) and their respective control panels. Discuss and learn the airplane information systems (AIMS), electronic flight bags (EFBs), heads-up display system (HUD), synthetic vision, and capacitive fuel quantity indicating systems.
8	**AAS-FTIS-01**	**Fuel Tank Inerting System** FTIS Discuss and identify the components, common failures, purpose, and functionality of the fuel tank inerting system (FTIS). This will include installation, routine maintenance and servicing of the inert gas generation system (IGGS), and the conditioned serviced air system (CSAS), and all peripheral hardware.
8	**AAS-FDCVR-01**	**Data Recorders** Discuss and identify the functionality, control, testing and troubleshooting of the cockpit voice recorder and the flight data recorder. Discuss the functionality and testing of the underwater locator beacon (ULB), and the emergency locator transmitter (ELT). Identify the mounting locations of each of the systems listed.
8	**AAS-RABAR-01**	**Altitude Systems** Discuss and identify the components of a radar altimeter system. Discuss the differences between a barometric altimeter and radar altimeter. Identify the CAT I/II/IIIa-b-c landings. Identify the different aural callouts associated with the rad alt system. Will learn common failures, and troubleshooting associated with the radar altimeter system.
8	**AAS-CASYS-01**	**Crash Avoidance Systems** Discuss the theory of operation, usage and integration of the traffic collision avoidance system (TCAS) 1, 2 & 3, Ground Proximity Warning Systems (GPWS). Discuss in overview the avionic packages associated with and the role of maintenance in the operation of aircraft to the Reduced Vertical Separation Minimum (RVSM) standards.
8	**AAS-AFCS-01**	**Automatic Flight Control Systems (AFCS**) Discuss the theory of operation, usage and installation considerations for the Auto Flight and Flight Director systems on fixed wing and helicopters. Will learn components including controllers, servos, motors, feedback system, accelerometers, computers, and displays.
8	**AAS-CMPAS-01**	**Compass Systems**

		Discuss and calibrate a magnetic compass system using a compass rose. Learn the fundamentals of the horizontal situation indicator and progression of its enhancement. Discuss topology of the G1000 MFD. Will create a compass deviation card that provides pilot with navigation information.
8	**AAS-EWIS-01**	**Electrical Wiring Interconnection System (EWIS)** Identify basic facts, terminology, and industry practices related to: Transport Category Aircraft Wiring, Wire Maintenance, Common tools, best wiring practices and techniques used to keep the commercial fleet safe and reliable.
TERM	**SUBJECT**	**DESCRIPTION**
9	**AAS-CONECT-01**	**Connectors Identification** Inspection and installation practices of common wiring connections, installation of common RF and coax cable connections.
9	**AAS-EFMFD-01**	**EFIS/MFD** Discuss the theory of operation, usage and installation considerations for the electronic flight interface system. Including functionality, configuration of the primary flight display (PFD), navigation display (ND), and multifunction display (MFD).
9	**AAS-J-STD-01**	**IPC J-STD IPC J-STD-001** Certification is a globally recognized standard for soldered electrical and electronic assemblies, and it plays a vital role in aviation by ensuring the reliability and quality of critical electronic components.
9	**AAS-620-01**	**IPC 620 IPC/ 620** Certification is a globally recognized standard for the design, assembly, and inspection of cable and wire harness assemblies, and it plays a crucial role in aviation by ensuring the integrity and reliability of electrical systems.
9	**AAS-WDIAG-01**	**Wiring & Diagrams** Identify basic facts, terminology, and industry practices related to: Aircraft Wiring, Wire Maintenance, Common tools, Corrosion as it affects Avionics, Aircraft Fundamentals, and General Workplace Design and Ergonomic considerations. Learn, practice, and demonstrate reading of schematic drawings, identification of standard components, wire and industry wiring practices and techniques. Discuss the theory of operation and troubleshooting of a typical installation of the radio antennas. Learn, practice and demonstrate reading of schematic diagrams, identification of standard components, wire and wiring practices and techniques. Learn how to integrate an avionics system from start to finish.
9	**AAS-INTGR-01**	**Integration** This course covers an in-depth look at how to integrate avionics electronic components. Students will learn how to develop interconnect diagrams from manuals, then build the wire harness required for integration of an audio panel with headset jacks, a G5 MFD, and a Nav/Comm radio.
9	**AAS-TS-01**	**Troubleshooting** Discuss troubleshooting practices; block diagrams schematic interpretation, and special installation procedures.
9	**AAS-ARBUS-01**	**Airbus for ACT Academy** In this module we will discuss an in-depth overview of the Airbus A320 airframe, aircraft systems, CFM LEAP Engine, safety features and maintenance practices to increase students' knowledge of the Airbus A320 family. After completion of this course the student should be able to demonstrate and articulate required information of the various systems presented on the A320.
9	**AAS-DRPLT-1**	**Part 107 Drone Pilot AA License** A professional credential issued by the Federal Aviation Administration in the United States. It allows individuals to operate small, unmanned aircraft systems

		(sUAS), commonly known as drones, for commercial purposes under specific guidelines. This Certificate is often referred to as the "Remote Pilot Certificate."
9	**AAS-DRMNT-01**	**Unmanned Aircraft System (UAS)** Maintenance Unmanned Aircraft System Maintenance Certification - a specialized credential that certifies an individual's ability to maintain, repair and ensure the airworthiness of unmanned aircraft systems (UAS), commonly known as drones.

Continuing Education Course

Aviation Maintenance Certification is a 42-hour accelerated continuing education course designed to prepare qualified candidates that have completed relevant military or non-military work experience in aviation to take the Federal Aviation Administration's written and oral & practical examinations, in order to obtain the Federal Aviation Administration's Airframe and Powerplant technician certification. The Aviation Maintenance Certification course is only available at the Tampa Bay Campus and is not eligible for Title IV funding. The six-day refresher course is not accredited by the Commission of the Council on Occupational Education or the Accrediting Commission of Career Schools and Colleges. This program/course is not licensed by the Commission for Independent Education, Florida Department of Education.

Aviation Maintenance Certification Continuing Education Course		
AMC-1-100	**AMC-1-200**	**AMC-1-300**

AMC-1-100	**AMC-1-100**	**General Review** A review of subjects covered in the General portion of the student's program.
AMC-1-200	**AMC-1-200**	**Airframe Review** A review of subjects covered in the Airframe portion of the student's program.
AMC-1-300	**AMC-1-300**	**Powerplant Review** A review of subjects covered in the Powerplant portion of the student's program.

Powerplant Workforce (PWT)

Program Total Training Time = 360 Clock Hours (12 weeks / 3 months)

The Powerplant Workforce Training program for Powerplant Certification consists of 360 clock hours of instruction and practical training in the maintenance, repair, inspection, and troubleshooting of Powerplant aircraft systems. The program conveys the laboratory theory as well as the practical experience required to qualify the student for testing and continued employment in the aviation industry. The curriculum is designed within the Federal Aviation Administration guidelines, and compatible subjects are included in each section. Each school week is devoted to theory and/or laboratory instruction.

Entrance Requirements

1. The applicant MUST be sixteen (16) years of age or older and must have reached his/her eighteenth (18) birthday on or before graduation.
2. All applicants must be recommended for acceptance, and successfully pass a final acceptance interview with a designated United employee.
3. Applicants must provide proof of graduation from a school providing secondary education (high school) or the equivalent of such a certification (GED).
4. The applicant must be able to read, write, speak, and understand the English language. NAA reserves the right to require a candidate to submit a TOEFL examination or its equivalent to help determine the candidates' readiness with respect to the English language.
5. Mechanics and Repairmen. Eligibility requirements contained in FAA FAR §§ 65.71(a)(2) and 65.101 require an applicant for a Mechanic or a Repairman Certificate and associated ratings to be able to read, write, speak, and understand the English language.
6. The applicant's employer must have made satisfactory arrangements for his or her tuition and must have paid all required fees for the application. A completed application for admission and a signed training agreement must be on file.
7. The applicant must have attained his FAA Airframe Certification at the time of enrollment.

Credential to be awarded
Diploma/Certificate of Completion

TOOLS AND STUDY MATERIALS

NAA provides all tools, books and supplies in accordance with the FAA curriculum required projects.

Special tools, test equipment and manuals are provided by the school on a loaner basis and become the responsibility of the student while in his/her possession. Any neglect or improper use of tools or materials by the student resulting in loss or rendering it unusable, will be charged the full cost of repair or replacement.

Recommended Aviation Maintenance Tools List (not required during training):

1 ea. 6” Reversible Plier
1 ea. ¼” Universal Joint
1 ea. ¼” 5IN 88 Tooth Ratchet
1 ea. ¼” x 10 IN Extension
1 ea. ¼” x 2 Wobble Extension
1 ea. 3/8” x 3/8” Male Universal Joint
1 ea. 8 OZ Hammer
1 ea. 3/8” Drive x 3 IN Wobble Extension
1 ea. 3/8” Drive x 6 IN Extension
1 ea. Noxon Spring Center Punch
1 ea. Champion Retractable Gap Gauge
1 ea. Flexible 22 IN Spring Clamp
1 ea. Gauge – 25 Blade
1 ea. Magnetic Retrieving Tool
1 ea. Flat Cape Chisel
1 ea. 6 IN Stainless Rule
1 ea. Pocket LED Stick Light
1 ea. 16-OZ Compothane Hammer
1 ea. 1/8” Pin Punch
1 ea. 5/23” Pin Punch
1 ea. ¼” Drive 10 PC 12 Point Socket Set
1 set ¼” Drive 8 PC Deep Well 12 Point Socket Set
1 set 3/8” 9 PC 12 Point SAE Socket Set
1 set 3/8” 10 PC Deep Well 12 Point Socket Set
1 ea. 29 Piece Ratcheting Wrench Set
1 ea. 10 Piece Combo Pro Swing
1 ea. 3 PC Universal Pliers Set
1 ea. 5 PC Screwdriver Set
1 ea. 3/8” 8 IN 88 Tooth Ratchet
1 ea. Soft Jaw Pliers
1 ea. Tool Bag

SCHEDULES AND VACATIONS

CLASS SCHEDULE

Class Schedules
Monday – Friday, 7:30 am - 3:00 pm Lunch: 50 minutes
Monday – Friday, 4:30 pm - 11:40 pm Lunch: 30 minutes
Class Breaks: 10 min/hr. of instruction
A period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor

IN-SERVICE DAYS

AMT 6th Term Only Days	AMT 6th Term Only Nights	1st Shift	2nd Shift
5/5/2026 to 5/6/2026	3/25/2026-3/26/2026	5/7/2026	3/27/2026
7/15/2026-7/16/2026	6/10/2026-6/11/2026	7/17/2026	6/12/2026
9/30/2026-10/1/2026	8/26/2026-8/27/2026	10/2/2026	8/28/2026
12/10/2026-12/11/2026	11/4/2026-11/5/2026	12/14/2026	11/6/2026
2/26/2027-3/1/2027	1/25/2027-1/26/2027	3/2/2027	1/27/2027
5/13/2027-5/14/2027	4/9/2027-4/12/2027	5/17/2027	4/13/2027
	6/18/2027-6/21/2027		6/22/2027

NEW CLASS STARTS

2026	2027
March 30	January 28
May 8	March 3
June 15	April 14
July 20	May 18
August 31	June 23
October 5	
November 9	
December 15	

AMT TERM START AND END DATES

Class Start	1st Term End	2nd Term Start	2nd Term End	3rd Term Start	3rd Term End	4th Term Start	4th Term End	5th Term Start	5th Term End	6th Term Start	6th Term End
1/9/2025 PM	3/17/25	3/19/25	6/2/25	6/4/25	8/18/25	8/20/25	10/27/25	10/29/25	1/16/26	1/20/26	3/24/26
2/12/2025 AM	4/25/25	4/29/25	7/7/25	7/9/25	9/22/25	9/24/25	12/2/25	12/4/25	2/19/26	2/23/26	5/4/26
3/19/2025 PM	6/2/25	6/4/25	8/18/25	8/20/25	10/27/25	10/29/25	1/16/26	1/20/26	3/26/26	3/30/26	6/9/26
4/29/2025 AM	7/7/25	7/9/25	9/22/25	9/24/25	12/2/25	12/4/25	2/19/26	2/23/26	5/6/26	5/8/26	7/14/26
6/4/2025 PM	8/18/25	8/20/25	10/27/25	10/29/25	1/16/26	1/20/26	3/26/26	3/30/26	6/11/26	6/15/26	8/25/26
7/9/2025 AM	9/22/25	9/24/25	12/2/25	12/4/25	2/19/26	2/23/26	5/6/26	5/8/26	7/16/26	7/20/26	9/29/26
8/20/2025 PM	10/27/25	10/29/25	1/16/26	1/20/26	3/26/26	3/30/26	6/11/26	6/15/26	8/27/26	8/31/26	11/3/26
9/24/2025 AM	12/02/25	12/4/25	2/19/26	2/23/26	05/6/26	5/8/26	7/16/26	7/20/26	10/1/26	10/5/26	12/9/26
10/29/2025 PM	1/16/26	1/20/26	3/26/26	3/30/26	6/11/26	6/15/26	8/27/26	8/31/26	11/5/26	11/9/26	1/22/27
12/4/2025 AM	2/19/26	2/23/26	5/6/26	5/8/26	7/16/26	7/20/26	10/1/26	10/5/26	12/11/26	12/15/26	2/25/27
1/20/2026 PM	3/26/26	3/30/26	6/11/26	6/15/26	8/27/26	8/31/26	11/5/26	11/9/26	1/26/27	1/28/27	4/8/27
2/23/2026 AM	5/6/26	5/8/26	7/16/26	7/20/26	10/1/26	10/5/26	12/11/26	12/15/26	3/1/27	3/3/27	5/12/27
3/30/2026 PM	6/11/26	6/15/26	8/27/26	8/31/26	11/5/26	11/9/26	1/26/27	1/28/27	4/12/27	4/14/27	6/17/27
5/8/2026 AM	7/16/26	7/20/26	10/1/26	10/5/26	12/11/26	12/15/26	3/1/27	3/3/27	5/14/27	5/18/27	7/22/27
6/15/2026 PM	8/27/26	8/31/26	11/05/26	11/9/26	1/26/27	1/28/27	4/12/27	4/14/27	6/21/27	6/23/27	9/2/27
7/20/2026 AM	10/1/26	10/5/26	12/11/26	12/15/26	3/1/27	3/3/27	5/14/27	5/18/27	7/26/27	7/28/27	10/7/27

8/31/2026 PM	11/5/26	11/9/26	1/26/27	1/28/27	4/12/27	4/14/27	6/21/27	6/23/27	9/7/27	9/9/27	11/11/27
10/5/2026 AM	12/11/26	12/15/26	3/1/27	3/3/27	5/14/27	5/18/27	7/26/27	7/28/27	10/11/27	10/13/27	12/17/27
11/9/2026 PM	1/26/27	1/28/27	4/12/27	4/14/27	6/21/27	6/23/27	9/7/27	9/9/27	11/15/27	11/17/27	2/1/28
12/15/2026 AM	3/1/27	3/3/27	5/14/27	5/18/27	7/26/27	7/28/27	10/11/27	10/13/27	12/21/27	1/4/28	3/7/28
1/28/2027 PM	4/12/27	4/14/27	6/21/27	6/23/27	9/7/27	9/9/27	11/15/27	11/17/27	2/3/28	2/7/28	4/17/28
3/3/2027 AM	5/14/27	5/18/27	7/26/27	7/28/27	10/11/27	10/13/27	12/21/27	1/4/28	3/9/28	3/13/28	5/22/28
4/14/2027 PM	6/21/27	6/23/27	9/7/27	9/9/27	11/15/27	11/17/27	2/3/28	2/7/28	4/19/28	4/21/28	6/26/28
5/18/2027 AM	7/26/27	7/28/27	10/11/27	10/13/27	12/21/27	1/4/28	3/9/28	3/13/28	5/24/28	5/26/28	8/9/28
6/23/2027 PM	9/7/27	9/9/27	11/15/27	11/17/27	2/3/28	2/7/28	4/19/28	4/21/28	6/28/28	6/30/28	9/13/28

AMP Term Start and End Dates

Class Start	1st Term End	2nd Term Start	2nd Term End	3rd Term Start	3rd Term End	4th Term Start	4th Term End	5th Term Start	5th Term End	6th Term Start	6th Term End
5/16/2024 PM	7/25/24	8/5/24	10/17/24	10/18/24	1/7/25	1/9/25	3/17/25	3/19/25	6/2/25	6/4/25	8/18/25
6/20/2024 AM	9/5/24	9/9/24	11/20/24	11/21/24	2/10/25	2/12/25	4/25/25	4/29/25	7/7/25	7/9/25	9/22/25
8/5/2024 PM	10/17/24	10/18/24	1/7/25	1/9/25	3/17/25	3/19/25	6/2/25	6/4/25	8/18/25	8/20/25	10/27/25
9/9/2024 AM	11/20/24	11/21/24	2/10/25	2/12/25	4/25/25	4/29/25	7/7/25	7/9/25	9/22/25	9/24/25	12/2/25
10/18/2024 PM	1/7/25	1/9/25	3/17/25	3/19/25	6/2/25	6/4/25	8/18/25	8/20/25	10/27/25	10/29/25	1/14/26
11/21/2024 AM	2/10/25	2/12/25	4/25/25	4/29/25	7/7/25	7/9/25	9/22/25	9/24/25	12/2/25	12/4/25	2/17/26
1/9/2025 PM	3/17/25	3/19/25	6/2/25	6/4/25	8/18/25	8/20/25	10/27/25	10/29/25	1/16/26	1/20/26	3/24/26
2/12/2025 AM	4/25/25	4/29/25	7/7/25	7/9/25	9/22/25	9/24/25	12/2/25	12/4/25	2/19/26	2/23/26	5/4/26
3/19/2025 PM	6/2/25	6/4/25	8/18/25	8/20/25	10/27/25	10/29/25	1/16/26	1/20/26	3/26/26	3/30/26	6/9/26
4/29/2025 AM	7/7/25	7/9/25	9/22/25	9/24/25	12/2/25	12/4/25	2/19/26	2/23/26	5/6/26	5/8/26	7/14/26
6/4/2025 PM	8/18/25	8/20/25	10/27/25	10/29/25	1/16/26	1/20/26	3/26/26	3/30/26	6/11/26	6/15/26	8/25/26
7/9/2025 AM	9/22/25	9/24/25	12/2/25	12/4/25	2/19/26	2/23/26	5/6/26	5/8/26	7/16/26	7/20/26	9/29/26
8/20/2025 PM	10/27/25	10/29/25	1/16/26	1/20/26	3/26/26	3/30/26	6/11/26	6/15/26	8/27/26	8/31/26	11/3/26
9/24/2025 PM	12/2/25	12/4/25	2/19/26	2/23/26	5/6/26	5/8/26	7/16/26	7/20/26	10/1/26	10/5/26	12/9/26
10/29/2025 PM	1/16/26	1/20/26	3/26/26	3/30/26	6/11/26	6/15/26	8/27/26	8/31/26	11/5/26	11/9/26	1/22/27
12/4/2025 AM	2/19/26	2/23/26	5/6/26	5/8/26	7/16/26	7/20/26	10/1/26	10/5/26	12/11/26	12/15/26	2/25/27
1/20/2026 PM	3/26/26	3/30/26	6/11/26	6/15/26	8/27/26	8/31/26	11/5/26	11/9/26	1/26/27	1/28/27	4/8/27
2/23/2026 AM	5/6/26	5/8/26	7/16/26	7/20/26	10/1/26	10/5/26	12/11/26	12/15/26	3/1/27	3/3/27	5/12/27
3/30/2026 PM	6/11/26	6/15/26	8/27/26	8/31/26	11/5/26	11/9/26	1/26/27	1/28/27	4/12/27	4/14/27	6/17/27
5/8/2026 AM	7/16/26	7/20/26	10/1/26	10/5/26	12/11/26	12/15/26	3/1/27	3/3/27	5/14/27	5/18/27	7/22/27
6/15/2026 PM	8/27/26	8/31/26	11/5/26	11/9/26	1/26/27	1/28/27	4/12/27	4/14/27	6/21/27	6/23/27	9/2/27
7/20/2026 AM	10/1/26	10/5/26	12/11/26	12/15/26	3/1/27	3/3/27	5/14/27	5/18/27	7/26/27	7/28/27	10/7/27
8/31/2026 PM	11/5/26	11/9/26	1/26/27	1/28/27	4/12/27	4/14/27	6/21/27	6/23/27	9/7/27	9/9/27	11/11/27
10/5/2026 AM	12/11/26	12/15/26	3/1/27	3/3/27	5/14/27	5/18/27	7/26/27	7/28/27	10/11/27	10/13/27	12/17/27
11/9/2026 PM	1/26/27	1/28/27	4/12/27	4/14/27	6/21/27	6/23/27	9/7/27	9/9/27	11/15/27	11/17/27	2/1/28
12/15/2026 AM	3/1/27	3/3/27	5/14/27	5/18/27	7/26/27	7/28/27	10/11/27	10/13/27	12/21/27	1/4/28	3/7/28
1/28/2027 PM	4/12/27	4/14/27	6/21/27	6/23/27	9/7/27	9/9/27	11/15/27	11/17/27	2/3/28	2/7/28	4/17/28
3/3/2027 AM	5/14/27	5/18/27	7/26/27	7/28/27	10/11/27	10/13/27	12/21/27	1/4/28	3/9/28	3/13/28	5/22/28
4/14/2027 PM	6/21/27	6/23/27	9/7/27	9/9/27	11/15/27	11/17/27	2/3/28	2/7/28	4/19/28	4/21/28	6/26/28
5/18/2027 AM	7/26/27	7/28/27	10/11/27	10/13/27	12/21/27	1/4/28	3/9/28	3/13/28	5/24/28	5/26/28	8/9/28
6/23/2027 PM	9/7/27	9/9/27	11/15/27	11/17/27	2/3/28	2/7/28	4/19/28	4/21/28	6/28/28	6/30/28	9/13/28

Class Start	7th Term Start	7th Term End	8th Term Start	8th Term End	9th Term Start	9th Term End
5/16/2024 PM	8/20/25	10/27/25	10/29/25	1/16/26	1/20/26	3/24/26
6/20/2024 AM	9/24/25	12/2/25	12/4/25	2/19/26	2/23/26	5/4/26
8/5/2024 PM	10/29/25	1/16/26	1/20/26	3/26/26	3/30/26	6/9/26
9/9/2024 AM	12/4/25	2/19/26	2/23/26	5/6/26	5/8/26	7/14/26
10/18/2024 PM	1/20/26	3/26/26	3/30/26	6/11/26	6/15/26	8/26/26
11/21/2024 AM	2/23/26	5/6/26	5/8/26	7/16/26	7/20/26	9/30/26
1/9/2025 PM	3/30/26	6/11/26	6/15/26	8/27/26	8/31/26	11/4/26
2/12/2025 AM	5/8/26	7/16/26	7/20/26	10/1/26	10/5/26	12/10/26
3/19/2025 PM	6/15/26	8/27/26	8/31/26	11/5/26	11/9/26	1/25/27
4/29/2025 AM	7/20/26	10/1/26	10/5/26	12/11/26	12/15/26	2/26/27
6/4/2025 PM	8/31/26	11/5/26	11/9/26	1/26/27	1/28/27	4/9/27
7/9/2025 AM	10/5/26	12/11/26	12/15/26	3/1/27	3/2/27	5/13/27

8/20/2025 PM	11/9/26	1/26/27	1/28/27	4/12/27	4/14/27	6/18/27
9/24/2025 PM	12/15/26	3/1/27	3/3/27	5/14/27	5/18/27	7/23/27
10/29/2025 PM	1/28/27	4/12/27	4/14/27	6/21/27	6/23/27	9/3/27
12/4/2025 AM	3/3/27	5/14/27	5/18/27	7/26/27	7/28/27	10/8/27
1/20/2026 PM	4/14/27	6/21/27	6/23/27	9/7/27	9/9/27	11/12/27
2/23/2026 AM	5/18/27	7/26/27	7/28/27	10/11/27	10/13/27	12/20/27
3/30/2026 PM	6/23/27	9/7/27	9/9/27	11/15/27	11/17/27	2/2/28
5/8/2026 AM	7/28/26	10/11/27	10/13/27	12/21/27	1/4/28	3/8/28
6/15/2026 PM	9/9/27	11/15/27	11/17/27	2/3/28	2/7/28	4/18/28
7/20/2026 AM	10/13/27	12/21/27	1/4/28	3/9/28	3/13/28	5/23/28
8/31/2026 PM	11/17/27	2/3/28	2/7/28	4/19/28	4/21/28	6/27/28
10/5/2026 AM	1/4/28	3/9/28	3/13/28	5/24/28	5/26/28	8/10/28
11/9/2026 PM	2/7/28	4/19/28	4/21/28	6/28/28	6/30/28	9/14/28
12/15/2026 AM	3/13/28	5/24/28	5/26/28	8/11/28	8/15/28	10/19/28
1/28/2027 PM	4/21/28	6/28/28	6/30/28	9/15/28	9/19/28	11/22/28
3/3/2027 AM	5/26/28	8/11/28	8/15/28	10/20/28	10/24/28	1/8/28
4/14/2027 PM	6/30/28	9/15/28	9/19/28	11/27/28	11/29/28	2/9/29
5/18/2027 AM	8/15/28	10/20/28	10/24/28	1/9/28	1/11/29	3/16/29
6/23/2027 PM	9/19/28	11/27/28	11/29/28	2/12/29	2/14/29	4/26/29

AAS Term Start and End Dates

Class Start	1st Term End	2nd Term Start	2nd Term End	3rd Term Start	3rd Term End
1/20/2026 PM	3/26/26	3/30/26	6/11/26	6/15/26	8/26/26
2/23/2026 AM	5/6/26	5/8/26	7/16/26	7/20/26	9/30/26
3/30/2026 PM	6/11/26	6/15/26	8/27/26	8/31/26	11/4/26
5/8/2026 AM	7/16/26	7/20/26	10/1/26	10/5/26	12/10/26
6/15/2026 PM	8/27/26	8/31/26	11/5/26	11/9/26	1/25/27
7/20/2026 AM	10/1/26	10/5/26	12/11/26	12/15/26	2/26/27
8/31/2026 PM	11/5/26	11/9/26	1/26/27	1/28/27	4/9/27
10/5/2026 AM	12/11/26	12/15/26	3/1/27	3/3/27	5/13/27
11/9/2026 PM	1/26/27	1/28/27	4/12/27	4/14/27	6/18/27
12/15/2026 AM	3/1/27	3/3/27	5/14/27	5/18/27	7/23/27
1/28/2027 PM	4/12/27	4/14/27	6/21/27	6/23/27	9/3/27
3/3/2027 AM	5/14/27	5/18/27	7/26/27	7/28/27	10/8/27
4/14/2027 PM	6/21/27	6/23/27	9/7/27	9/9/27	11/12/27
5/18/2027 AM	7/26/27	7/28/27	10/11/27	10/13/27	12/20/27
6/23/2027 PM	9/7/27	9/9/27	11/15/27	11/17/27	2/2/28

Holidays

	Month	2026	2027
Memorial Day	May	25th	31st
4th of July Holiday	July	3rd	5th
Labor Day	September	7th	6th
Thanksgiving Holiday	November	26th & 27th	25th & 26th

Vacation Breaks

		Date Range	Class Resume Date
Spring	2026	April 13 to April 17	April 20
Summer	2026	August 3 to August 7	August 10
Winter	2026	December 24 to January 1	January 4
Spring	2027	March 22 to March 26	March 29
Summer	2027	August 9 to August 13	August 16

Note: NAA reserves the right to modify, change, add to, or subtract from the class start and vacation schedule. Students will be notified immediately of any impending changes.

TUITION AND FEES

TUITION AND FEES (EFFECTIVE OCTOBER 1, 2025 – SEPTEMBER 30, 2026)

Cost of Training

Tuition and Lab fees (Aviation Maintenance Technology – AMT, 2000 hours)..... $ 41,500.00
Tuition and Lab fees (Aviation Maintenance Professional – AMP, 3000 hours).....$ 62,250.00
Tuition and Lab fees (Advanced Aircraft Systems – AAS, 1000 hours).....$ 20,750.00

Domestic Application Fee..... $ 100.00
Domestic Registration Fee..... $ 50.00
International Registration Fee..... $ 25.00

Additional Costs

International Student Administrative Processing Fee, (Non-Refundable for accepted students) $ 500.00
Make-up charge per hour for missed time .....$ 15.00
Repeat Coursework.....$ No Charge
Optional books (estimate).....$ 75.00
Returned check charge (maximum).....$ 35.00
Stop-Payment check charge.....$ 36.00
Replacement identification badges.....$ 15.00
Continuing Education Course AMC (open to Aviation Professionals Only).....$ 1760.00
Post-graduation official transcripts.....$ 10.00

Additional Benefits (at no cost to the student and are not included in cost accrued in tuition & fees)
Estimated Value**
Tools utilized during training program (required tools are provided by NAA for active students).$2,000.00
Uniforms.....$ 500.00
FAA Oral and Practical Exams .....$ 1500.00
FAA Written Exams (3) .....$ 525.00
FCC Exams (3) (provided by NAA for eligible students) .....$ 180.00
NCATT – AET Written Exam (provided by NAA for eligible students) .....$ 215.00

NAA Programs are packaged in periods of financial obligation; tuition and lab fees are determined in the same periods. These periods are defined as follows:

AMP Period of financial obligation	*Charge*	*AMT*	*Charge*	*AAS*	*Charge*
900 Clock Hours (1 – 900)	*$18,675.00*	*900 Clock Hours (1 – 900)*	*$18,675.00*	*900 Clock Hours (1 – 900)*	*$18,675.00*
900 Clock Hours (901 – 1800)	*$18,675.00*	*900 Clock Hours (901 – 1800)*	*$18.675.00*	*100 Clock Hours (901 – 1000)*	*$2,075.00*
900 Clock Hours (1801 – 2700)	*$18,675.00*	*200 Clock Hours (1801 – 2000)*	*$4,150.00*		
300 Clock Hours (2701 – 3000)	*$6,225.00*				
TOTAL OBLIGATION:	*$62,250.00*	*TOTAL OBLIGATION:*	*$41,500.00*	*TOTAL OBLIGATION:*	*$20,750.00*

**International students are defined as students who are enrolled at institutions of higher education in the United States who are not citizens of the United States, immigrants, or refugees.*
***this is an estimated value depending on the eligibility of the student*

Delinquent Tuition Payments

Students' delinquent in making tuition or other payments will be counseled by the Business Office on the importance of remaining current and its impact on timely testing and issuance of student benefits and, most importantly, timely graduation. Tuition payments are due monthly. Students whose account balances are delinquent for more than 30 days are subject to suspension or termination.

Financial Resources and Refunds

Financial Assistance Information

NAA participates in the Federal Student Aid Program. Private Loans are also available through Elm Resources. Financial Aid is available to students who qualify to provide financial assistance to cover the cost of educational-related expenses. The Free Application for Federal Student Aid (FAFSA) form, available at www.studentaid.gov, begins the financial aid process. Students and parents must first apply for an FSA ID at www.studentaid.gov, which is used to complete the signature process for all federal financial aid forms. The Financial Aid Office is available to all students by appointment. Students with special or unusual circumstances are encouraged to contact the Office of Financial Aid at their respective campus.

How to Apply

To apply for Federal Student Aid, students and parents must first create an FSA ID at www.studentaid.gov. The FSA ID is used to complete the Free Application for Federal Student Aid (FAFSA) and all other federal financial aid documents electronically at the following website www.studentaid.gov. Our school code (**030359**) must be placed on your FAFSA application in order for the school to receive your results.

What is Financial Need?

The SAI (2024–25 FAFSA form) is an eligibility index number that a college's or career school's financial aid office uses to determine how much federal student aid you would receive if you attended the school. This number results from the information that you provide in your FAFSA form. Financial need is determined by subtracting your Student Aid Index (SAI) from the cost of attendance (books, supplies, living expenses, loan fees and other school-related expenses). The SAI is not a dollar amount of aid eligibility or what your family is expected to provide, it is an index that identifies financial need.

Available Financial Aid Programs

1. **Federal PELL Grant Program** – A federally sponsored grant program available to qualifying students. The PELL grant is based on need and may be offered to undergraduate students who have not earned a bachelor's degree. Offer of financial aid details are available from the Financial Aid Office after completing the FAFSA Form electronically.

2. **Federal Direct Subsidized Loan Program** – A federally sponsored loan by the Direct student loan program may be offered to eligible students who qualify with demonstrated need. The loan application/promissory note is available online at www.studentaid.gov. Repayment begins six months after the last day of attendance, and no interest is accrued until repayment begins. The government pays the interest on the subsidized loan while the students are enrolled in school at least half time, in periods of grace, or deferment. The current interest rate is fixed by the Department of Education (contact the Financial Aid Office for current interest rates). The U.S. Department of Education charges an origination fee, which is deducted from the gross amount of the loan borrowed (contact the Financial Aid Office for the current origination fees).

3. **Federal Direct Unsubsidized Loan Program** – A federally sponsored loan by the Direct student loan program may be offered to eligible students who qualify with no demonstrated need. The loan application/promissory note is available online at www.studentaid.gov. Repayment begins six months after the last day of attendance, and interest is accrued once the loan is first disbursed. The government does not pay the interest on the unsubsidized loan while students are in school, in periods of grace, or deferment. Students may elect to pay interest payments while in school. The current interest rate is fixed by the

Department of Education (contact the Financial Aid Office for current interest rates). The U.S. Department of Education charges an origination fee, which is deducted from the gross amount of the loan borrowed (contact the Financial Aid Office for the current origination fees).

4. **Federal Direct Parent PLUS Loans** – A federally sponsored loan by the direct student loan program may be offered to eligible Parent borrowers of students with no demonstrated need. Parents of dependent students are eligible to apply for PLUS loans. The approval process is predicated on the applicant's credit history. The loan limit is the cost of attendance minus any financial aid received. Repayment begins once the loan is fully disbursed; however, payments may be deferred by contacting your lender or NAA's Financial Aid Office for assistance. Interest continues to accrue on the Parent Plus Loan during deferment and forbearance periods. The current interest rate is fixed by the Department of Education (contact the Financial Aid Office for current interest rates). The U.S. Department of Education charges an origination fee, which is deducted from the gross amount of the loan borrowed (contact the Financial Aid Office for the current origination fees).

5. **Private Loans Options** – National Aviation Academy seeks information from lenders offering non-federal education loans through an open Request for Information (RFI) process. We do this to create a neutral list of private loan products that have competitive rates and other borrower benefits. NAA students are not required to use the lenders on these lists. In addition, domestic borrowers may qualify for federal loans, and the terms and conditions of these federal funds may be more favorable than the terms and conditions of private education loans.

All lenders are not alike. In addition to banks, some educational associations, state education agencies, and other organizations offer student and parent loans for schools. Each of these lenders may offer special discounts or services to a student based on the state they live in, the credit rating of the applicant, or even their grade level. It is important to research and choose the lender that is right for you. Don't be afraid to ask questions, and make sure you take the time to compare what each lender has to offer before making a decision. (Information about the private loan products received through NAA's RFI process will be hosted for the Tampa Bay Campus on https://www.elmselect.com/link/query?schoolId=778.)

Note: The description of various available financial aid programs is meant to be a general guide and is subject to change by the various agencies. Current descriptions of the various programs are available in the Financial Aid Office and online at www.studentaid.gov.

Financial Aid Disbursements

All student account balances are maintained by the Business Office. Students may review their account by scheduling an appointment with the Business Office. When Financial Aid funds are received on behalf of the student, the student will be provided notification of receipt. Please notify the Financial Aid Office immediately if you wish to cancel any portion of your financial aid or future disbursements.

As students become eligible for PELL Grant disbursements, Pell offers of award are posted towards their tuition and fees balance. PELL is disbursed by payment periods and paid when students meet specific attendance *and academic* milestones. PELL Grant proceeds are processed electronically to the school in at least two payments per academic year.

Direct Subsidized and Unsubsidized Stafford Loans and Direct Plus Loans proceeds are posted towards a student's tuition and fees balance and sent electronically to the school in at least two disbursements. These are paid when students meet specific attendance and academic milestones. The Business Office will notify students when federal loan disbursements are received in order to acknowledge receipt of these funds or cancel any portion. Loan funds are then credited to the student's account.

Refund Policies and Procedures

Florida Cancellation and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).
4. Cancellation after attendance has begun, through 10% of the period of financial obligation of the program, will result in no charges to the student.
5. Cancellation after completing more than 10% of the period of financial obligation of the program will result in a Pro Rata refund computed on the number of hours completed to the total period of financial obligation of the program hours.
6. Cancellation after completing more than 50% of the period of financial obligation of the program will result in no refund.
7. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
8. Refunds will be made within 30 days of termination of a student's enrollment or receipt of Cancellation Notice from the student.

NOTE: NAA does not retain more than the $100 Application Fee for applicants that cancel after the 3rd business day after signing the enrollment agreement, but before the first day of class. All refunds due will be made without request from the student.

The AMP Program is packaged in periods of financial obligation; tuition and lab fees are determined in the same periods. These periods are defined as follows:
The amount of tuition and fees may vary for each period of financial obligation and is based on educational expenses for that period.
1. 900 Clock Hours (1 – 900)
2. 900 Clock Hours (901 – 1800)
3. 900 Clock Hours (1801 – 2700)
4. 300 Clock Hours (2701 – 3000)

The AMT Program is packaged in periods of financial obligation; tuition and lab fees are determined in the same periods. These periods are defined as follows:
1. 900 Clock Hours (1 - 900)
2. 900 Clock Hours (901 – 1800)
3. 200 Clock Hours (1801 – 2000)

The AAS Program is packaged in periods of financial obligation; tuition and lab fees are determined in the same periods. These periods are defined as follows:
1. 900 Clock Hours (1 - 900)
2. 100 Clock Hours (901 – 1000)

The percentage attended for the period of financial obligation will equal the actual clock hours attended, divided by the clock hours scheduled for the same period.

In addition to the Florida Refund Policy, any student receiving funds from the Title IV programs are subject to the U.S. Department of Education's Federal Return to Title IV (R2T4) Policy.

Title IV Refund Policy:
Title IV funds are offered to a student with the assumption that the student will attend school for the entire period for which the assistance is offered. When a student ceases attendance prior to the planned ending date, the student may not be eligible for the full amount of Title IV funds the student was scheduled to receive.

A student who officially withdraws or is unofficially withdrawn and has failed to complete the payment period for which federal aid was received will have a Return to Title IV Refund calculation completed based on Federal Regulations.

- If a student receiving Title IV funding withdraws before completing 60% of the payment period, the amount of Title IV funding unearned will be determined based on the percentage of aid earned is equal to the percentage of the period the student was scheduled to complete as of their last date of attendance.
- If a student receiving Title IV funding withdraws after completing 60% of the payment period, they will have earned 100% of the Title IV funding paid for that period.
- If the school has disbursed more aid than the student has earned, Title IV aid must be returned to the federal student aid programs.
- If the school has disbursed less Title IV aid than the student has earned, a post-withdrawal disbursement (PWD) will be calculated and must be offered to the student.
- Institutional or other refund policies (State, accrediting agency) do not impact the amount of Title IV aid earned under a Return to Title IV funds (R2T4) calculation.

Title IV refunds are returned directly to the lender or the Pell Grant Program by NAA within 45 days from the date of determination that the student withdrew. Distributions of the refund are made in the following order:

1. Direct Loans – Federal Unsubsidized Loan program
2. Direct Loans – Federal Subsidized Loan Program
3. Direct Loans – Federal PLUS loan Program
4. Federal Pell Grant
5. Other grant or loan assistance authorized by Title IV of the HEA

*The Return of Title IV refunds is separate from any NAA Institutional or other refund policies (State, accrediting agency). Therefore, you may still owe a balance due to the school (NAA) to cover unpaid institutional charges and unearned federal student aid returned as a result of the Return to Title IV calculation.

Non-Title IV Refund Policy:
Students eligible for a refund as a result of an institutional tuition adjustment shall receive payment no later than 30 days from the date of determination of withdrawn status.

Withdrawal Procedure:
A student looking to officially withdraw from the school must notify the Director of Education in writing and must meet with the Director of Education to complete the required withdrawal forms. The student's withdrawal date will be determined by the last date of attendance. The Director of Education will approve and initiate a Status Change form that must be signed by the following: Academic Progress Department.

Students that have failed to adhere to the attendance policy, fail to return from an approved leave of absence, or fail to complete the terms of any probationary period will be unofficially withdrawn. Their withdrawal date will also be determined by the last date of attendance. The Director of Education will approve and initiate a status change form to be processed. An Exit Interview and the results of the Refund calculation will be mailed to the student's address on file.

The Office of Financial Aid will perform a Return to Title IV withdrawal calculation once a completed Status change request form is received from the Education Department. The Business Office will perform the institutional adjustment to the students account based on the Florida Refund Policy after receiving the completed Return to Title IV withdrawal calculation from the Financial Aid Department.

Example of Title IV and Florida refund calculations for a student that withdrew:

Phoenix is enrolled to complete 450 clock hours. On September 30th, Phoenix officially withdraws from school. While enrolled, Title IV funds were credited to Phoenix tuition account for: $2888 PELL Grant; $1732 Subsidized Loan; $990 Unsubsidized loan and tuition is charged for $6500.

The Director of Education submits a Status Change request form to the Office of Financial Aid indicating that as of September 30th, Phoenix has been withdrawn and attended 198 clock hours.

To determine the percentage of Title IV earned, the total hours in the payment period are divided by the amount of scheduled hours Phoenix was expected to have completed up until the last date of attendance. Then multiply that percentage by the total amount of Title IV funds that were received during the payment period. The unearned portion that must be returned is the difference between the amount earned and the total amount of aid received in the payment period.

198 Hours attended /450 hours in the payment period = 44%
44% * $5,610 Title IV received = $2,468.40 *earned*
$5,610 - $2,468.40 = $3,141.60 *unearned portion*

> *Phoenix is enrolled for 450 clocks hours and withdraws during the 2nd quarter. As per the Florida refund policy, Phoenix can receive a refund for, at least, 50% of the tuition charges.*

The Business Office calculates:
$**6500 tuition * 50% refund = $3250 *refund amount***
$6500 total tuition - $3250 refund = $3250 *tuition charged*

After reviewing the two refund calculations, the total amount of earned Title IV aid is deducted from the amount of tuition that is charged to determine if the student will owe a balance to the school or if they are due a refund from the school.

$**3250 tuition charged - $2,648.40 Earned Title IV funds = $601.60 owed from student**
In this example, the school is responsible for returning the $3,141.60 to the Title IV programs in the order outlined earlier. Phoenix is responsible for paying the $601.60 difference between the amount of tuition charged for the period attended and the amount of Title IV that was earned. A letter will be sent from the school notifying Phoenix of the remaining balance and the contact information for to whom payment arrangements can be made.

When a student withdraws from a payment period and receives less Title IV aid than the amount earned the student is entitled to a post withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to the date that the student became ineligible (withdrawal date).

If the student is eligible for a Post Withdrawal Disbursement of Grant funds, the funds may be applied without the student's written consent for current charges of tuition and fees up to the amount of outstanding charges.

If the student or parent is eligible for a Post Withdrawal Disbursement of Title IV Loan funds, the Office of Financial Aid will notify the student or parent in writing prior to making any post withdrawal disbursement. The written notification must be received from the student or parent within **30 days** to confirm in writing that the student or parent wants the post withdrawal disbursement. If the student or parent returns notification that they wish to accept all or part of the post-withdrawal disbursement, the school will process the disbursement(s) to be made to the student's account. If no confirmation is received, the loan will be canceled. Post withdrawal disbursements are no longer valid if 180 days have elapsed since the student's last date of attendance.

Students eligible for a refund shall receive payment no later than 45 days from the date of determination of withdrawn status.

VETERAN'S ADMINISTRATION (VA) POLICY

Information for Veterans

The school is approved for Veteran's Training by the Department of Veteran Affairs to train eligible Veterans under Title 38, U.S. Code.

Veterans may apply for benefits online at www.benefits.va.gov. Click on Education & Training.

It is requested that Veterans also provide a Certificate of Eligibility, if possible.

- VA Regulation (par.21.4277 Discontinuance) – Unsatisfactory Progress and Conduct

Satisfactory pursuit of the program: Entitlement to benefits for a program of education is subject to the requirements that the Veteran or eligible person, having commenced the pursuit of such program, continues to maintain satisfactory progress. Otherwise, educational benefits will be discontinued by the VA.

Veteran Student Progress

Veterans are subject to the same student progress rules set forth in the Catalog with the additional requirements:

Students must report any status changes to the school's VA certifying official within the Office of Financial Aid. The VA certifying official must notify the VA of any status changes within thirty (30) days.

VA Regulation: Re-Enrollment after Discontinuance

VA14278 (A) - A Veteran or eligible person may be re-entered only under the following condition(s):

- The cause for unsatisfactory conduct or progress has been removed; and,
- It is deemed through counseling by the Director of Education that the Veteran intends to pursue completion of the program based on evaluation of his or her interests and ability to benefit.

Veteran Refund Policy (Translation from VA Regulations)

Refunds of unused tuition, fees, and other charges will be made for all amounts paid in excess of the prorated portion the school earns in the event the Veteran or eligible person fails to start the program, withdraws, or is discontinued at any time prior to completion. The prorated portion is determined by using the ratio of the number of hours of instruction completed to the total number of hours in the program.

VA Refunds will be made electronically upon receipt of VA Debt Letters.

Additional Provisions

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

In accordance with Sec. 103 of The Veterans Benefits and Transition Act of 2018: National Aviation Academy permits any covered individual* to attend or participate in the course of education during the period beginning on the date on which the individual provides to the education institution a certificate of eligibility for entitlement to education assistance under Chapters 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits , or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1.) The date on which payment from the VA is made to the institution in accordance with Sec. 103 of The Veterans Benefits and Transition Act of 2018:

National Aviation Academy permits any covered individual* to attend or participate in the course of education during the period beginning on the date on which the individual provides to the education institution a certificate of eligibility for entitlement to education assistance under Chapters 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits , or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1.) The date on which payment from the VA is made to the institution

2.) 90 days after the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

* A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill ® benefits.

National Aviation Academy does not penalize Chapter 31 or 33 students if/when the VA is late making payments. National Aviation Academy does not have any policies in place that would do any of the following while waiting for VA payments:

- Prevent enrolling
- Assessing a late penalty fee
- Requiring alternative or additional sources of funding
- Denies access to school resources

In order to prevent outstanding student accounts, Chapter 31 or 33 students must:

- Submit a COE or Statement of benefits by the first day of classes
- Submit a written request to be certified
- Provide any additional information needed or certification.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill.

STUDENT SERVICES

The Student Services Department strives to provide students the support they need and enhance their educational experience while attending NAA. The Student Services Department understands how important your transition to campus life is to your total success in our programs, and we are here to help with your transition.

ROOMMATE REFERRAL INFORMATION & HOUSING SEARCH

NAA provides housing assistance for enrolled students. The NAA Student Services Department has compiled a list of apartment communities in the area. Incoming students are encouraged to arrange housing accommodations at least one month before their class start date.

By request, Student Services will facilitate a list of potential options available and location proximity information. All rooms for rent and apartment listings are located off-campus and owned by property management companies or private landlords; all contractual obligations are solely between the student and his or her landlord (NAA provides lists only).

TRANSPORTATION & CARPOOLING

Student Services provides transportation resources to include bus schedules, local taxi service information, and carpool options when available with students coming from the same area.

EMPLOYMENT ASSISTANCE

Student Services does not guarantee a job but can help search for job opportunities in the area and can provide students a list of employment websites. Jobs are posted on the Student Services Board and are also listed and available in the Student Services Facebook Group. Job leads are acquired by job search engines, referrals, staffing agencies, recruiter visits, and networking.

OTHER RESOURCES

Coping with everyday personal and academic challenges; health care options; legal resources, day care, substance abuse, or just not sure who to talk to. Student Services can also provide many county and state resources to the student.

CAREER SERVICES

The objective of the Career Services Department is to provide the highest level of career planning, preparation, and assistance to students, upon graduation and throughout their careers. All students and graduates will be eligible at any time to utilize the Career Services Department as a resource.

EMPLOYMENT PREPARATION

The Career Services Department assists students and graduates in preparing for job searching, interviewing, and possible relocation. The Career Services Department will provide assistance to all graduates of NAA who choose to take advantage of these services:

Resume Development
Help will be provided in creating a resume regarding language, grammar, and effectiveness.

Mailings
Resumes will be emailed, when appropriate, at no expense to the student.

"Your New Career Just Ahead" Book
All students will be given this book and Career Services will go through page by page in a classroom setting. The book is a guide how to get hired beginning with the application process and moving forward to include interview strategies, how to answer tough interview questions, cover/decline/thank you letters, types of interviews and what to expect as well as interview protocol. For alumni, the book is available from Career Services.

EMPLOYMENT OPPORTUNITIES

The Career Services Department will assist students in finding and providing leads for employment opportunities. Students are fully responsible for applying themselves to earn the outcomes they desire. NAA makes no representation, warranty, or guarantee about employment opportunities identified or posted. NAA's Career Services staff will not prescreen employment or work opportunities. All issues related to the employment relationship including, wages, liability for injuries, safety, and working conditions, are between the student and the employer. By using the resources available at NAA, students agree that they will not hold NAA responsible for their safety, wages, working conditions, injuries, or other aspects of any employment opportunities discovered while visiting NAA's Alumni Relations (Career Services) Facebook Group or a visit to the Career Services Office.

CAREER FAIRS:

Career Services will host several Career Fairs with the sole purpose of bringing qualified students together with industry hiring personnel. Alumni and graduates shall have the opportunity to attend the Career Fair and interact with prospective employers, followed by all other classes. All eligible students who have requested copies of their resumes will be provided copies on resume paper. Students are expected to be professional and fully prepared when recruiters are onsite.

ONSITE RECRUITER VISITS:

At times employers visit the school with the intent to educate the student body about their respective company ***without*** the opportunity for the student to interview with them at that time. Students are expected to be professional and respectful to the presenter.

ONSITE INTERVIEWS:

At times employers visit the school with the intent to conduct interviews with interested candidates. All resumes requested for inclusion will be submitted to the prospective employer. ***The selection of interview candidates will be at the sole discretion of the employer***. Career Services does not make the final interview list. Students are expected to be professional and fully prepared when recruiters are onsite.

CAREER LEAD PROGRAM:

A Career Board will be maintained as a method of identifying leads. Postings will contain information such as company, contact, date, position available, and date of dissemination. Announcements will be posted on the Career Board along with the digital Alumni Relations (Career Services) or a visit to the Career Services Office.

Due to the nature of the aviation industry, there are rules and regulations affecting employment that are beyond our control. Heightened security has led to multiple layers of federal laws regarding criminal backgrounds. **If your background includes a Felony, Misdemeanor, DUI, Military Discharge, or Medical / Physical issues, please discuss it with the Career Services Department so they can present an accurate employment picture.**

All NAA students and graduates are responsible for their own employment success, with Career Services serving as a resource to help toward that endeavor.

Equal Opportunity and Non-Discrimination Policy

All graduates eligible for employment placement assistance have equal access to the Career Services Department. NAA will make every effort to supply employment leads to all graduates who request these services or who are not working in their field of study.

It is expected that graduates utilizing this service will fully cooperate with the Career Services Department in career search activities and will demonstrate a good faith effort to secure a position in their field of study.
You are free to refuse to utilize the services of the Career Services Department. If you wish to refuse services, please complete a 'Refusal of Services' form, which will be kept on file in the Career Services Department. You are free to rescind your refusal of services request at any time with the Career Services Department.

Career Services assistance is based on the equal opportunity without distinction or discrimination for race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, mental or physical disability, political belief or affiliation, veteran status, status with regard to public assistance and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to or treatment of students and graduates in its programs and activities, or in employment and application for employment.

Furthermore, NAA policy includes prohibitions of harassment of students, graduates, and employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination. NAA additionally requires all employers represented on-site at NAA to have a published EEO and Non-Discrimination Policy and comply with all Local, State, and Federal laws regarding EEO and Non-Discrimination.

International Students & Alumni

The Career Services Department will assist international students with the same employment strategies open to all students with the exception being outreach for specific employment opportunities in the United States and other countries along with meeting any interview and employment requirements. Any and all employment visas or work permits will be the sole responsibility of the International Student/Alumnus. If the International Graduate becomes eligible to work in the United States, Career Services will provide the entire employment strategy as listed above.

As with domestic students, all NAA students and graduates are responsible for their own employment success, with Career Services serving as a resource to help toward that endeavor.

Attendance and Grading

Attendance and Absences

Attendance is essential to the student for the timely completion of the school curriculum. Most recruiters in the aviation industry that recruit from NAA base some of their selection decisions on attendance. In order to emphasize its importance, a student's attendance will constitute 10% of each subject grade and will be computed as follows:

(1) Students who miss no time or only miss time excused in accordance with the excused absence policy in a subject will receive an attendance grade of 100% for that subject.

(2) Students who miss one or more hours not excused in accordance with the excused absence policy will receive an attendance grade of 70% for that subject.

Students must physically be in attendance and under the supervision of the appropriately rated or qualified instructor(s), except as described in the excused absence policy, to receive credit for attendance during all scheduled classroom and lab activities:

1. Students will not graduate unless they have completed all of the required hours and academics of the approved program and satisfy the training and enrollment agreement.

2. All class time missed in any subject that is not excused, whether initiated by the student or in the event of an unanticipated school closure, must be made up. Make-up time and location will be at the discretion of the Director of Education. (DOE)

3. Students who accumulate more than 35 hours of outstanding missed time in their current term after being granted excused absences (21 hours maximum) will be withdrawn for unsatisfactory attendance.

4. Missed time, missed or failed exams, and/or incomplete practical projects are expected to be made up as soon as possible, but must be made up prior to commencement of DOT 1 of the following term. Students graduating from their scheduled program will have five (5) school days from the Last Day Attended (LDA) to successfully make up any incomplete missed time.

5. Students with incomplete/unsatisfactory curriculum-required material due to absences will receive an Incomplete (I) grade for that subject until all hours and missed materials are satisfactorily completed. At the commencement of DOT 1 of the following term, all incomplete (I) grades will be converted to Fail (F) and/or Withdraw Fail (WF), the student will be withdrawn from the scheduled program. A student withdrawn for unsatisfactory attendance (Fail and/or Withdraw Fail) will be required to retake all affected subjects in their entirety upon reentry.

6. Student may have a maximum of 21 hours of Excused Absences per term. All absences beyond the first 21 hours of Excused absence must be made-up in accordance with the published Attendance Policy. The following requirements must be adhered to when granting Excused Absences:

    a. Excused Absences will only apply to the first 21 hours missed per term.

    b. All missed Test and Practical Projects must be completed satisfactorily.

    c. Excused Absences must not exceed 10% of any course (General, Power Plant, Airframe)

    d. Excused Absences must not exceed 10% of any financial aid payment period for Title IV eligibility.

    e. Use of excused absences may affect a student's grade on tests and practical projects.

    f. Excused absences will affect a student's ability to receive awards and privileges. (Example: perfect attendance & early testing,)

The education staff will monitor attendance and academics. A suspected pattern of absence abuse, as determined by the program Director of Education (DOE), will be addressed with the student on a case-by-case basis.

At a minimum, the student will be notified as follows:

(1) Instructors will monitor and counsel students who miss time until their excused absences have been exhausted.
(2) Once a student has exhausted their excused absences for a given term, the program DOE will remind the student that they have no additional excused absences remaining. Additionally, they will be reminded that accumulating more than 35 hours of outstanding missed time or failing to make up all missed time prior to the commencement of DOT 1 of the following term will result in withdrawal from the program. The program DOE will document this counseling in writing.

Requirements for Missed Time Charges and Missed Time Documentation

The National Aviation Academy requires mandatory attendance for the Aviation Maintenance Technician 2000-hour (AMT) program, Aviation Maintenance Professional 3000-hour (AMP) program, and the Advanced Aircraft Systems (AAS) 1000-hour program. Therefore, it is in the best interest of the student to avoid any Class/Hangar time absence and associated missed time charges.

Students who are withdrawn due to excessive absences or failure to make up all outstanding missed time prior to the commencement of DOT 1 of the following term (or five school days from the LDA for students graduating from their scheduled program).

NAA recognizes that occasionally absences cannot be avoided, and as a result, students attending NAA classes must promptly contact the Education Service office via the absentee phone (727-499-4000) or with a timely email to report their absence during the school day, including if the student is coming in late, leaving early or absent all day.

Leave of Absence

An approved leave of absence (LOA) is not considered a withdrawal and is only utilized for approved military or medical circumstances. If you are receiving Veterans Benefits, the Department of Veterans Affairs does NOT recognize an LOA, and you will be treated as a Withdraw for funding purposes. The DOE may approve an LOA per NAA policy. A student on LOA will not incur any additional fees or charges during the term of the LOA.

Important facts:

- An LOA cannot exceed one-hundred and eighty (180) calendar days in length in any (12) month period. Your original tuition amount will be honored. If you owe hours and/or academics, you will be required to make these up when you return.
- If the student does not resume attendance at the institution at or before the end of a leave of absence, the student will be withdrawn. If the student owes hours and academics, these incomplete subjects will turn into failed grades, and these subjects will need to be repeated. The student will be required to pay the prevailing tuition rate when he/she returns to school.

To request an LOA:

- Students must interview with the DOE. Requests for LOA should be made in advance, in writing and must be signed by the student with the appropriate justification.
  If a written request is not possible due to unforeseen circumstances, NAA will place the student on LOA and collect the written request upon the student's return.
- After the LOA has been approved, the student must meet with the Office of Financial Aid
- At the time of LOA, a return date will be established. A student granted an LOA will re-enter the program at the same point where the LOA started.
  Failure to return on the expected date may affect future financial aid programs and satisfactory academic progress and require withdrawal, which will begin the federal grace period for repayment of federal student loans.

National Aviation Academy does not grant LOA's for academic reasons.

If you are receiving Veterans Benefits, the Department of Veterans Affairs does NOT recognize an LOA and you will be treated as a Withdraw for funding purposes. VA Students will be terminated in VA Once and Education benefits will cease. Education benefits will be recertified once the student posts positive attendance.

CONDITIONS FOR RE-ENROLLMENT

Students who have previously been withdrawn may be considered for re-enrollment by the Director of Education. The tuition rate charged will be the prevailing hourly rate in effect at the time of re-enrollment, and a new or modified Enrollment Agreement will be required.

STUDENT RECORDS

Upon written request and when all financial obligations to the school have been met, NAA will provide three official transcripts and one unofficial transcript at no charge that contains the following information:

(1) Listing the course of study
(2) Courses completed with grades attained
(3) Clock hours attended
(4) Dates of attendance
(5) A student may request in writing that a transcript be forwarded to an employer or school

All official files and records of students are maintained on campus and can only be accessed by NAA personnel for official and company purposes. These files and records are confidential and will not be disclosed for any purpose unless proper authorization is determined. A student can submit a formal request, in writing, to receive a copy of their student file, to the Vice President of Education Services.

Note: Also see the section at the end of the Catalog speaking to student rights under FERPA.

To request records see naa.edu Student Resources page: Transcript Request.

GRADING STANDARDS

National Aviation Academy prepares graduates for employment in the aviation industry as maintenance professionals. As such, academic evaluation is directly related to the student's progress and to the proficiency expected by the many aviation related occupations. Term grades are based on a combination of: **Practical Assignments, written and hands on** (45%), **Subject Examinations** (45%) and **Attendance** (10%).

Students receive a final grade at the successful completion of each subject.

- If a student is withdrawn for unsatisfactory attendance/academics (Fail and/or Withdraw Fail), the student will be required to retake each failed subject or course in its entirety upon reentry into the program.

The Grading Scale is as follows:

Percentile	Grade	Competence
100 – 90	A	Excellent
89 – 80	B	Very Good
79 – 70	C	Average
0 - 69	F	Failing
-	I	Incomplete
-	W	Withdraw
69	WF	Withdraw/Failing
-	TC	Transfer Credit

I - This grade occurs when a student has not completed all missed time hours and academics at the end of the subject. If course work or missed time is not successfully completed by commencement DOT 1 of the following term, the "I" grade will automatically change to an "F."

WF - This grade occurs when a student withdraws from the program and was scheduled in a subject and does not successfully complete all of the hours and academics, labs, projects, shop, tests, and final exams associated with the subject.

F - This grade occurs when a student does not successfully complete all subject work, labs, projects, shop, attendance, tests, and final exams; OR a student failed to submit the outstanding coursework or complete all Missed Time Hours prior to the commencement of DOT 1 of the following term.

W - This grade occurs when a student is scheduled for a term but fails to post positive attendance in the subject.

TESTING AND PRACTICAL PROJECTS

General:

A minimum passing score of 70% (2.00 GPA) is required in each subject. All required attendance, practical questions, projects, labs, graded make-up materials, entrance exams, quizzes, subject final tests and course final tests at NAA are part of the curriculum and require a minimum passing score of 70%.

(a) All failed tests must be retaken with a minimum passing score of 70% and will receive a maximum score of 70% (2 retakes per failed test).
(b) All practical projects must be reworked to a minimum score of 70% and will receive a maximum score of 70%.
(c) All assignments and tests missed/not completed on scheduled date or in accordance with the student academic action plan may receive a maximum score of 70%.

Practical Projects – Performance assessment guidelines

The school will use practical knowledge and skill element projects to determine a student's competence and proficiency.

(a) Knowledge objectives may be evaluated in the form of written and/ or orally presented questions.
(b) Skill element tasks may be directly observed and/or inspected upon completion as appropriate.

TESTING

(1) Subject Examinations must be in written and /or electronic form and administered on the scheduled day of term (DOT).

(a) All students present or in attendance on the scheduled DOT are required to take the subject examination.
(b) Students absent or not taking a test on the scheduled day must make up the test per the student's academic action plan.
(c) Students who do not take a subject examination on the scheduled day will receive a maximum score of 70% unless the student has a documented medical reason, military obligation, or court appearance.
(d) Examples of valid documentation include a doctor's note, military orders, or a summons.
(e) In any case, all subject tests must be passed no later than the commencement of DOT 1 of the following term.

(2) Course examinations must be in written and / or electronic form and given on the specified DOT after completing all subjects in each corresponding course (General, Powerplant, and Airframe).

(a) The student must meet the following criteria before course evaluations examinations may be administered:
   i) All subjects of the course must be successfully completed.
   ii) All requirements for scheduled attendance must be accounted for and credited.
   iii) All enrollment agreement requirements must be met.

(b) All students present and meeting criteria on the scheduled DOT are required to take the course examination.
(c) Students that are absent or do not take a test on the scheduled day must make up the test per the student's academic action plan.
(d) Students who do not take a subject examination on the scheduled day will receive a maximum score of 70% unless the student has a documented medical reason, military obligation, or court appearance.
(e) Examples of valid documentation include a doctor's note, military orders, or a summons. Students must score a minimum of 70% on course examinations in order to receive a course completion or graduation certificate.

SATISFACTORY ACADEMIC PROGRESS

SATISFACTORY ACADEMIC PROGRESS
National Aviation Academy's satisfactory academic progress (SAP) policy below determines if a student is making satisfactory academic progress in his or her successful completion of hours and academics of the coursework and program.

1. The below policy provides that NAA will formally evaluate each student's academic progress upon successful completion of each payment period. NAA must determine that the student has successfully completed half the clock hours and weeks in the current payment period before allowing the student to progress to the next payment period for Title IV purposes. This means that the student must have passed courses consisting of at least half the clock hours by satisfying all requirements for the courses (i.e., by completing both the academics (with at least a "C" letter grade) and the associated hours). There are two payment periods in a standard academic year.

a. The first payment period consists of the first half of the clock hours in a standard academic year and the first half of the instructional weeks in a standard academic year. In a clock hour program, a standard Academic Year is 900 clock hours and 26 weeks. This means the first half of the academic year (payment period) is comprised of 450 clock hours and 13 weeks of instruction.
b. The second payment period consists of the remaining clock hours and instruction weeks in the academic year.
c. Students enrolled in an educational program of more than two academic years, must at the end of the second academic year have a 2.0/70% GPA/percentage, which is equivalent to a "C" letter grade; or have academic standing consistent with NAA's requirements for graduation.

2. The SAP policy contains three components: qualitative, quantitative, and maximum time frame.

a. Qualitative: A student must maintain a cumulative grade point average/grade percentage of 2.0/70% for each payment period. The student must have a 2.0/70% GPA/percentage at the end of the payment period. A 2.0 GPA/70 percentage is equivalent to a "C" letter grade.
b. Quantitative: In order to remain eligible for Federal Financial Aid, NAA requires the student to have successfully completed at least 67% of their cumulative scheduled hours and clock hours attended at each SAP evaluation point. Furthermore, NAA requires the student successfully complete 67% of the scheduled hours and attend hours for each payment period.
c. Maximum Time Frame (MTF): In order to remain eligible for Federal Financial Aid, students must complete the requirements necessary to obtain their certificate within a maximum time frame of one and one half (1 ½) times the normal time required to obtain the certificate (normal time frame of 2,000 hours or 14 months of instruction, maximum time frame of 3000 hours or 21 months). A student fails the MTF requirement when it is

mathematically impossible for the student to complete the remainder of the program within the MTF. If student fails the MTF requirement, Financial Aid Eligibility will terminate.

In the event the student is not making satisfactory academic progress in his or her completion of hours and academics of his or her program, the following measures will be applied:

Financial Aid Warning Status

NAA will place a student on "financial aid warning" after the first failed SAP payment period. Students will be notified of this status change in writing. The student is expected to meet SAP standards by the next payment period. During a period of Financial Aid Warning, the student will retain his/her eligibility to receive Financial Aid. If SAP standards are not met by the next payment period, the student must successfully appeal to be placed on Financial Aid Probation.

Financial Aid Probation Status

Students will be notified of this status change in writing. While a student is on financial aid probation, NAA may require the student to fulfill specific terms and conditions. At the end of one payment period on financial aid probation, the student must meet NAA's satisfactory academic progress standards, or the academic plan developed by NAA Education Department addressing why the probation occurred and what will change in the future in order to qualify for further Title IV, HEA program funds.

Appeal Process

To appeal, a student must submit an SAP Appeal Form to the Vice President of Financial Aid and Senior Vice President of Education. Failure to apply within 5 business days could result in denial of appeal. The appeal will be evaluated by the Appeals Committee within 10 days of receipt. The student will be given a time to meet with the Appeals Committee to present his/her appeal. Upon review, the student will be notified in person and/or in writing of the appeal decision.

Reinstatement of Financial Aid Eligibility

If the appeal is approved the student will be placed on Financial Aid Probation. The student will retain his/her eligibility to receive Financial Aid and an Academic Plan may be required. A student on Financial Aid probation for a payment period may not receive Title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or NAA determines that the student met the requirements specified in the academic plan for the student. Additional information regarding financial aid eligibility is available in the Office of Financial Aid.

Financial Aid Suspension Status

A student on financial aid suspension is ineligible to receive Title IV, HEA program funds. Students will be notified of this status change in writing. A student may choose to continue their education without federal funding by establishing a cash payment plan and/or applying for alternative funding, until they meet the standards used to determine Satisfactory Academic Progress for financial aid eligibility. However, it is possible that not meeting SAP can impact the student's ability to remain in the program due to not successfully completing hours and academics (see grading scale).

The following are how student's GPA and Pace Progression are affected by SAP:

Transfer Hours

Credit accepted from another institution towards completion of student's program are counted as attempted and completed hours (quantitative). For clock hours, transfer hours accepted into a program are factored into the quantitative measure and max time frame by reducing the number of hours remaining the program.

Incomplete

Requires make up work and/or time before a grade can be assigned. A grade of "I" (Incomplete), is issued for a subject in which a student has missed work, time and or projects. For subjects in which a student receives an Incomplete, the incomplete subject is not counted in the grade average

If course work or missed time is not successfully completed by commencement DOT 1 of the following term, the "I" grade will automatically change to an "F."

Repeat

Repeat Courses. If a student repeats a course for any reason, the grade received in the second iteration of the course, whether higher or lower, is the grade used in calculating the GPA and satisfactory academic progress

COMPLETION AND GRADUATION RATES

Completion rates are compiled every year and reported to all regulatory bodies. NAA completion rates can be found at the following website: https://nces.ed.gov/collegenavigator/?q=national+aviation&s=FL&id=378956

Additional disclosure regarding Graduation and Gainful Employment disclosures can be found at www.naa.edu under each program.

GRADUATION REQUIREMENTS

In the interest of aiding all students in the quest for their FAA certifications, the following will be policy for all students who wish to graduate on schedule with their class.

In order to become a graduate and 'walk' with your class to receive your diploma and certificates, the following criteria must be met:

- All school testing and projects must be completed
- All attendance requirements must be completed
- All financial obligations must be satisfied

These requirements must be met BEFORE the student can graduate and/or participate in the graduation ceremony.

In the event that a student does not complete these requirements in time to graduate with his/her class, he/she may be eligible to 'walk' in a future graduation ceremony with approval from the Director of Education.

FAA written, oral and practical testing and FAA test preparation cannot be included in scheduled curriculum hours.

EARLY TESTING (AIRFRAME ORAL & PRACTICAL) PER 14 CFR PART 65.80

1. When students show satisfactory progress through his/her studies, he/she may be eligible to take the oral and practical tests in the final 20 days of the enrolled course before meeting the applicable experience requirements of 14 CFR Part 65.77 and before passing each section of the written test prescribed by 14 CFR Part 65.75.
2. For this purpose, satisfactory progress shall be defined as a grade point average of 94% or higher and attendance of not more than 35 hours total missed time to the date of application for early testing. However, the student must have all missed hours made up before applying for early testing.
3. If a student meets the above requirements, he/she shall be considered eligible for early oral and practical testing.
4. The student shall make the request for early testing through the DOE. The DOE will review the student's records to verify the student meets the satisfactory progress requirements.
5. If all the above requirements are met, the school will present the completed FAA FORM 8610-2 form in duplicate to their PMI for approval. Block II, Item E (2), School Official's name, will be printed and signed by the DOE.
6. The records of the students seeking early testing approval are available for examination by the FAA for verification, if needed.

STUDENT RECOGNITION PROGRAM

Directors Award

The Director's Award is given to the students who have contributed to their class, maintained high GPA, and has outstanding attendance for a subject block. A subject block is the coursework contained in the following sections of study: General, Powerplant, Airframe and Advanced Aircraft Systems. To be eligible to receive a Directors Award, the student must have maintained a 100% Professionalism grade for the subject block, have no more than 10 hours absent for the subject block and completed the subject block with a 96% GPA or higher.
The Directors List lapel pin will be awarded to all students who have met these qualifications.

Honors Program-

Any student who has achieved the following outstanding grade point averages at the completion of studies.

Cum Laude	GPA of 94-95.99%
Magna Cum Laude	GPA of 96-97.99%
Summa Cum Laude	GPA of 98-100%

Additional Awards and Recognition for Graduate Accomplishments:

During the NAA graduation ceremony, the following awards may also be presented:

1. Perfect Attendance – Given to students who have achieved perfect attendance.
2. Outstanding Attendance – Given to students who have missed 10 hours or less of attendance for AMT, 15 hours or less for AMP.
3. Valedictorian
4. Top Technician Award – Chosen by class members from a list of the most qualified three students as submitted by the administration. The criteria the administration uses for selecting the classes' top three students is:
5. Most Certifications Obtained
6. Highest GPA
7. Least amount of hours missed
8. Outstanding Academics Award – Given to students that maintained an average GPA of 92.5 or higher
9. FAA Awards – Given to the student with the highest GPA (92.5)

During the Graduation Ceremony, students graduating from National Aviation Academy programs will wear Black Gowns. Students wearing Silver Honor Cords are AMP graduates who have completed FCC elements 1, 3, and 8 testing and NCATT AET Certification. Students who are wearing Red Honor Cords are students who have after Powerplant Certification. Students wearing White Honor Cords are students who have completed Airframe Certification Students who are wearing Pink and Black Cords represent Women of NAA. It is with great pride and patriotism that NAA bestow the Red, White, and Blue Honor Cords to our military veterans in honor of their service.

ADDITIONAL RULES AND REGULATIONS

STUDENT CONDUCT

In order to provide training to all students equally and without interference by other students, and to maintain a high standard of personal performance and progress throughout the program, **all students are subject to immediate disciplinary action up to and including termination or suspension as deemed appropriate for any of the following infractions.** The range or level of discipline may be determined by the number of offenses, the severity of the offense, and/or other measures. The list is not meant to be all-inclusive but rather an outline of some student conduct examples.

WARNING, PROBATION, SUSPENSION AND TERMINATION

A student may be placed on probation for unsatisfactory attendance, performance, progress, or conduct upon recommendation from his/her instructor or another faculty member. A student may be removed at any time from the program if he or she is unable to satisfy the Technical Standards for his or her program

While on probation, a student must provide evidence of improvement or be subject to suspension or termination.

A student will be placed on probation, suspension, or termination for infractions of school policies by the Director of Education.

Procedure of Probation and/or Escalation to Termination:

- A written warning is issued to the student.
- If there are no improvements noted, the student will be placed on probation.
- Continuation of infractions and/or lack of improvement of the condition(s) will result in suspension or possible termination.

Definitions of Warning, Probation, Suspension, and Termination:

Warning - A warning may be issued verbally or written and may be recorded in the student action binder. Students who are issued a warning are put on notice to take corrective action or risk further disciplinary action.

Probation - Any student who does not take corrective action after a warning has been issued will be placed on probation. While on probation, a student must provide evidence of improvement or be subject to suspension or termination. A person on probation is ineligible for appointed or elective office in student organizations.

Suspension - Any student on probation who has not provided evidence of improvement, or a student who acts in a manner contrary to the rules and regulations of National Aviation Academy, may be suspended. Suspension length will be at the discretion of the Director of Education. Once the student has been informed of the suspension, he/she may submit an appeal in writing to the Director of Education for reconsideration. Suspended students may be re-admitted after the suspension period by submitting a written request for re-admission. A student who is reinstated to the school after having been suspended must make up all hours previously missed and may not have any academics or finances outstanding at the time of reinstatement.

Termination - A student may be dismissed for academics or conduct. Dismissal is normally permanent unless, with good cause, the student reapplies and is accepted under special consideration by the Re-enrollment Team..

Examples of Warning, Probation, Suspensions and Termination

1. Willful destruction or defacing of school property or property under the control of the school including unauthorized disposal of refuse.
   Warning, Probation, Suspension, or Termination

2. Any act of violence or threatening violence either verbally, with a weapon or by using any item as a weapon. Taking part in any act of violence on school premises, possession of a weapon on school premises, or carrying a weapon in a vehicle onto airport property. Any intent to create a hostile learning environment.
   Warning, Probation, Suspension, or Termination

3. All forms of discrimination based on race, color, sex, religion, ancestry, national origin, disability, citizenship status, handicap, AIRS/HIV status, sickle-cell trait status, age, marital status, veteran status, or any other protected category under federal, state, or local law are strictly prohibited.
   Warning, Probation, Suspension, or Termination

4. Harassment of any kind including sexual, verbal, written, or physical act that makes a student or staff member uncomfortable is strictly prohibited. The definition of “sexual harassment” includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, which creates an intimidating, hostile, or offensive environment. Other examples of harassment include bullying (verbal, physical or cyber), telling jokes or posting/distributing cartoons, practical jokes, horseplay or teasing that refer to race, color, religion, national origin, disability, age, or using slurs or other offensive language. Per Florida Law HE 1521, it is prohibited to intentionally enter a bathroom or changing facility that does not align with the gender assigned at birth, and to refuse to leave when instructed by authorized personnel such as teachers, administrators, security staff, or student disciplinary personnel.
   Warning, Probation, Suspension, or Termination

5. Unauthorized removal of school property, property under the responsibility of the school or property owned by employees or students.
   Probation, Suspension or Termination

6. Cheating, by giving or receiving information in any manner, which may change the outcome of an examination. Copying another student’s work or allowing your work to be copied; using unauthorized notes; taking another student’s exam or having another take your exam are all prohibited actions. Other forms of academic dishonesty include selling or purchasing exams, papers, or other assignments, and submitting or resubmitting the same paper for two different classes without explicit authorization.
   Suspension or Termination

7. Physical and/or psychological abuse, threat, or harassment. Initiation of, or causing to be initiated, any false report, warning or threat of fire, explosion, or other emergency. Unauthorized use, possession, or storage of any weapon, dangerous chemical or explosive element. Disrupting, obstructing, or interfering with school-sponsored events. Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substance. Gambling or holding raffle or lottery at the school without proper approval. Disorderly, lewd, or obscene conduct.

Probation, Suspension or Termination

8. Any use during school hours or any instance of being under the influence of drugs, alcohol or any foreign substance which impairs the normal senses, and which may cause an unsafe environment, harm to the student, other personnel, or cause damage to equipment.
   Probation, Suspension or Termination

9. Misuse or abuse of prescription drugs such as overdosing or altering the prescribed method of delivery from oral to intravenous and /or the possession of drug paraphernalia
   Probation, Suspension or Termination

10. Any act or form of sabotage to the aircraft or its components, whether owned by the school or other parties.
    Warning, Suspension or Termination

11. Violation of safety and health regulations or practices.
    Warning, Probation, Suspension, or Termination

12. Any disruption of the training process, whether in class or lab or at any location where scheduled instruction is conducted or self-study is taking place.
    Warning, Probation, Suspension, or Termination

13. Showing or expressing disrespect to school officials, faculty/staff, or visitors.
    Warning, Probation, Suspension, or Termination

14. The use of offensive, vulgar, or profane language while on NAA property is inappropriate and should be controlled. When profanity is used in the classroom or public areas of the school, which is offensive to instructors, staff, students, or those who may be visiting the school facility, appropriate disciplinary action will be taken.
    Warning, Probation, Suspension, or Termination

15. Sleeping
    Warning, Probation, Suspensions, or Termination

16. Parking in unauthorized areas may result in a fine and possible towing of the vehicle at the owner's expense.
    Warning, Probation, Suspension, or Termination

17. Smoking in areas other than designated smoking areas.
    Warning, Probation, Suspensions, or Termination

18. NAA is committed to providing a safe learning and working environment. NAA will cooperate with authorities and assist them in any way possible, including the investigation into any sexual harassment, assault crime or sex offense.
    Warning, Probation, Suspension, or Termination

19. PEDs: The misuse of Personal Electronic Devices (PEDs) on the NAA campus is strictly prohibited. PEDs include, but are not limited to, cell phones, laptops, MP3 players, digital recorders, cameras, and other electronic devices that can interrupt the training process. In a learning environment, the use of PEDs during class time can be disruptive and is considered disrespectful to your classmates and instructors. Use of such devices in hangar work areas and around aircraft is dangerous, as you may not have your full attention devoted to your safety and the safety of those around you.
    Warning, Probation, Suspension, or Termination

PEDs Use:

- Laptop computer use in the classroom is acceptable when approved by the instructor and is for course related material.
- Cell phones may be carried in school but must remain out of sight and kept silent. Cell phones may only be used during class breaks.

Students must be in attendance during all scheduled classroom and lab activities. The use of cell phones during scheduled class time is not authorized.

Any use of PEDs other than as stated above is **prohibited.**

Any emergencies MUST be handled through the front desk or by calling the school at 727-531-2080. Students will be notified immediately of any emergency calls that the school receives on their behalf.

SCHOOL POLICIES: COURSE MATERIALS, MEDIA RELEASE, AND EQUIPMENT REQUIREMENTS

Intellectual Property and Use of Course Materials

NAA provides course materials (including textbooks, handouts, digital content, software, and assessments) exclusively for your personal, educational use while enrolled. All materials, along with NAA's proprietary business and technical data, remain the exclusive property of NAA and its licensors.
To protect these materials, you must adhere to the following rules:

- No Unauthorized Copying: You may not copy, scan, photograph, record, or screenshot course materials. Unauthorized audio or video recording of classes or labs is strictly prohibited.
- No Sharing or Uploading: Do not share, sell, or upload materials to social media, shared drives, "study" websites, file-sharing platforms, or AI services (such as ChatGPT or Copilot).
- No AI Training: You may not use course materials to train, fine-tune, or improve any AI model.
- Account Security: Your login credentials are for your use only. Do not share your username or password with anyone.
- Confidentiality: Your obligation to protect NAA's intellectual property and confidential information continues even after you graduate or leave the program.

Note: Violating these terms may result in academic disciplinary action, loss of access, and legal consequences.

Student Work Product
You retain ownership of the assignments, projects, and exams you submit. However, by submitting your work, you grant NAA a permanent, royalty-free license to use, display, and adapt your submissions for teaching, curriculum development, and non-commercial research purposes.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Schools across the country strive to create and sustain inclusive, supportive, safe, and nondiscriminatory communities for all students. The school admits students of any gender, race, color, national or ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school. NAA does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of educational policies or other school-administered programs. National Aviation Academy ("NAA") is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. NAA considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

FLORIDA SAFETY IN PRIVATE SPACES ACT

Under the Florida Safety in Private Spaces Act, Fl. Stat. § 553.865, a person may only enter a restroom or changing facility on NAA's premises that is designated for the person's biological sex at birth or that is designated as a unisex restroom or changing facility, except that a person may enter a restroom or changing facility on NAA's premises that is designated for the opposite of the person's biological sex at birth only under the following circumstances: (a) To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person, or a person with a disability or a developmental disability; (b) For law enforcement or governmental regulatory purposes; (c) For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk; (d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or (e) If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex. A student who willfully enters a restroom or changing facility on NAA's premises in violation of this provision and refuses to depart when asked to do so by any administrative personnel, faculty member,

security personnel, or law enforcement personnel shall be subject to disciplinary action by NAA, including, but not limited to, warning, probation, suspension, or termination, as provided under the "Additional Rules and Regulations" section of this catalog.

Classroom and Hangar Dress Code and Personal Appearance Policy

NAA has developed a Uniform and Personal Appearance Policy for all students attending all programs at NAA Campuses. The purpose and intent of this policy are to bring uniformity by practicing the industry guidelines to be better prepared for success as students transition into the aviation industry after graduation. Content of this policy coincides with industry standards based on information obtained from NAA Advisory Board members, i.e., Boeing, Jet Blue, and others. Student Services, in conjunction with identified vendors, will be the overall responsible department for control of ordering and issues.

Personal Appearance and Safety

The content of this policy coincides with industry standards based on information obtained from NAA Advisory Board members who are subject matter experts in aviation maintenance. Safety is paramount at ALL times. Students and Instructional Staff shall conform to the NAA Uniform and Personal Appearance Policy during all school and hangar activities. Further, all are expected to project a professional image to the public. Any student not in compliance with the NAA Uniform and Personal Appearance Policy may be considered unprepared for activity and, therefore, be asked to leave campus and marked absent. Students marked absent will be required to make up curriculum hours missed and will be required to pay applicable missed time charges.

1. Students will wear the uniforms issued to them. Those not in issued uniform will be asked to leave the class until the Uniform and Personal Appearance Policy is followed. Any missed time from school will be documented.
2. It is highly recommended that students tuck shirts in at ALL times.
3. Belts are not required at ALL times but recommended.
4. Acceptable Footwear: Work shoes, work boots, and tennis shoes (crocs and slippers are NOT acceptable). Close-toed shoes are required.
5. NO loose items such as necklaces, bracelets, scarves, and other accessories will be exposed outside of the shirt or jacket. Additionally, Jewelry such as rings, watches, bracelets should be removed when working in lab or hangar environments.
6. **IDs will be in plain sight at or above the waist at ALL times.**
7. NAA uniforms may not be altered without exception.
8. NO hoop or hanging earrings are permitted.
9. Hair must be neatly groomed and present a professional appearance at ALL times. Hair length must never present a safety hazard and will be subject to Instructor discretion.
10. Facial hair must present a professional appearance.
11. NAA logo tops must be the outer most layer when in the school. Garments worn under a NAA logo top must coordinate with NAA colors (red, black, and white) and present a professional appearance. If the garment has an attached hood, the hood may NOT be worn over the head while in the building.
12. Dark Grey, Black or Navy pants/shorts are required and obtained by the student. They will be worn at the waistline and undergarments will never be visible. This is a list of acceptable styles to be worn; Dickies, Carhartt, Wrangler, Craftsman and Red Cap. Athletic wear, sweatpants, yoga pants, or denim will NOT be permitted.
13. Students must wear long pants on days they are scheduled for classroom instruction. On days students are scheduled to be in the Hangar, they may wear shorts conforming to the requirements stated in above. Shorts must be knee-length.
14. Collared uniform shirts must be fully buttoned at all times.
15. The NAA t-shirt may be worn at the Hangar, during 5th Term at Tampa campus or 3rd Term at the New England campus at the instructor's discretion, or during the student's initial Term prior to being issued the collared uniform shirts. Otherwise, the NAA t-shirt may NOT be worn as an outer garment in the classroom.
16. All uniforms must be kept clean and in good condition and free of any stains, holes, or wrinkles.
17. Sunglasses, NAA baseball style caps, and NAA winter caps are authorized in the hangar and on the flight line. NAA logo hats may be worn in the classroom with the permission of the instructor. NAA Baseball-style caps bills must face forward.

Overall, the Uniform and Personal Appearance Policy MUST be followed every school day. Students may purchase additional articles of clothing by contacting the Student Services Department. Students not adhering to the policy cannot sign in and begin classes.

Honor Code

The purpose of the Honor Code is to encourage an environment where academic integrity and honesty can flourish. The Honor Code recognizes the importance of honesty, trust, fairness, respect, and responsibility. The Honor Code articulates NAA's expectations of students and staff in establishing and maintaining the highest standards in academic work.

Violations of the Honor Code include:

- Copying from another's examination paper or allowing to copy from one's own paper.
- Unauthorized collaboration on projects.
- Plagiarism
- Revising and resubmitting a quiz or exam for re-grading without the instructor's knowledge and consent.
- Representing the work of another as his own.
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person would have known that such aid was not permitted.
- Bribes, favors, and threats to gain academic advantage.
- Computer-related infractions defined by applicable laws, contracts, or NAA's policies, such as unauthorized use of computer licenses, copyrighted materials, or trade secrets.
- The sale of class materials or notes.
- Unauthorized removal of an exam or quiz from a classroom or office.

Any person who becomes aware of a violation of the Honor Code is bound by honor to report it. Any violation of the Honor Code is unacceptable and may result in disciplinary action up to and including termination.

Drug and Alcohol Abuse Policy

NAA is committed to assisting students in the resolution of problems associated with substance abuse and encourages students to seek additional help through appropriate resources. A list of appropriate resources can be found in the Student Services Department.

Since its inception, NAA has been committed to maintaining a professional and stimulating learning environment for our students. Consistent with that commitment, NAA has a zero-tolerance for drug or alcohol abuse.

It is the responsibility of any student to notify NAA of any personal criminal drug arrests or convictions as soon as possible of such incidents regardless of the nature or location of the violation.

If any student is taking medication prescribed by a licensed physician that may impair his or her performance, the student will not be considered in violation of this policy. Nonetheless, he/she must advise the Director of Education so appropriate steps may be taken to ensure the continuity of educational activities of other students and the safety of others.

Adherence to this drug and alcohol abuse policy is a condition of admission and continued attendance at NAA and applies to all students, faculty, staff, and visitors.

In addition to any sanctions imposed by NAA, State and Federal drug statutes provide penalties ranging from monetary fines and probation to imprisonment depending on the nature of the offense. Drug and alcohol abuse will have far-reaching negative consequences when applying for aviation jobs. All students are urged to make a commitment to their personal and academic futures by making a conscious decision to stay drug and alcohol-free.

Conflict of Interest

The school expects each student to maintain a professional relationship with staff members. Engaging in dating or intimate relationships with staff members is not permitted.

Student Complaint/Grievance Policy

NAA strives to provide a quality training and learning environment. We will give every consideration to a student complaint/grievance relating to any aspect of the educational program, facilities, faculty, staff, or related services.

NAA will make every effort to informally resolve a student's complaint/grievance. A student should first discuss any complaint/grievance with his/her instructor in a confidential manner. If the student does not feel this is the appropriate forum or is not satisfied with the response, he/she should discuss the complaint/grievance with the Director of Education. If the student is not satisfied with the response from the Director of Education, then he/she must put the complaint/grievance in writing. The Director of Education will ensure the complaint/grievance is forwarded to the appropriate NAA Executive Team Member. That NAA Executive Team Member will coordinate a response/resolution with the Senior Vice President of Compliance and Regulatory Affairs. A written response will be provided to the student within ten (10) days. This process does not apply to claims of sex discrimination, sexual harassment, and sexual violence. The procedure for reporting claims of sex discrimination, sexual harassment, and sexual violence are outlined in the appendix under Title IX.

Schools accredited by the Council on Occupational Education must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Council. All complaints reviewed by the Council must be in written form and should grant permission for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct inquiries to:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: (770) 396-3898
Fax: (770) 396-3790
www.council.org

Any student who is not satisfied with the outcome of their complaint can contact:

Commission for Independent Education
Florida Department of Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL. 32399-0400
Or E-mail: cieinfo@fldoe.org
Or Fax: 850-245-3238
Telephone: 1-888-224-6684

Safety Rules and Practices

Due to the very nature of our business, extreme caution and safety is required at all times to prevent an accident from happening. The following list of safety rules and practices will be followed at all times. Additional safety rules and practices may be required at the discretion of the Department of Education. Failure to comply with these rules will be considered a safety violation. The following list is not meant to be all inclusive:

- Eye protection must be worn during all shop projects and in all shop areas.
- Ear protection must be worn when running reciprocating and turbine engines or when directed by the Instructor
- A ventilation mask (respirator) must be worn when painting.
- No use of tobacco products or electronic cigarettes in the building, hangar, SIDA, or within fifty (50) feet of any aircraft, smoke in designated areas only.
- Do not use shop air to blow dust off your body.
- Do not shoot people with shop air or spin bearings with shop air.
- No horseplay inside or outside the hangar.
- Oil spilled on floor will be cleaned up promptly.
- Yell "clear" before starting any aircraft engines.

- Use a checklist when running aircraft engines.
- Have a fire extinguisher on hand when running engines.
- Do not run-up aircraft or engine stands directly in front of the hangar door.
- Stay clear of turbine inlet and exhaust when engine is running.
- Deflate tires before disassembly.
- Deflate struts before disassembly.
- No hand-propping of aircraft or run-up stands.
- Beware of aircraft propellers, rotating or stationary.
- All aircraft fueling must be done outside of hangar.
- Dismount aircraft at rear.
- When using drill, ensure parts to be machined are clamped to drill press table.
- Keep hands clear of rotating parts and assembles to include reciprocating and turbine engines.
- Drills must be unplugged before changing the drill bit.
- No aluminum or brass parts are to be used on the grinder wheel.
- Safety Caps shall be installed on all compressed gas goggles any time the regulator is not installed.
- Keep hands clear when using the hydraulic press or any other tools and machinery.
- Beware of shock hazard when working on electrical components.
- Paint in designated areas only.
- Use proper manuals when performing maintenance.
- Any other action which a reasonable person may consider to be dangerous in unacceptable.
- In the case of an emergency call the local authorities.

Specific safety instruction must be followed at all times and may vary from shop to shop and project to project. Ask your Instructor if you ever question a specific safety measure and report unsafe offences.

First Aid, Emergency Measures and Accident Reporting Procedures:

The uniform procedure to be followed in the event of an accident happening in the school is shown below. In an emergency case where injury is serious or when pain is intense, dial 911 or the Clearwater Fire Department 727-562-4334 or get the patient to the hospital.

Procedures in case of an accident:

1. Accident – Any occurrence, which causes injury to the body, should be regarded as an accident in the school.
2. First Aid– First Aid involves rendering such assistance as necessary to place the injured person under competent medical care. First Aid may be given by the Instructor or by another NAA staff member in the knowledge of First Aid techniques. A First Aid Policy and Procedure Form is located in each First Aid kit.
3. In no case shall a student treat his own or a fellow student's injury.
4. First Aid shall be administered as soon as possible after the accident occurs. Students should be instructed to report all injuries to their Instructor or a staff member immediately.
5. Clearly labeled First Aid kits are located in each facility.
6. First Aid kits shall be completely supplied with approved materials at all times.
7. An Automatic Electronic Defibrillator (AED) devise is clearly mounted in the main student hallway.
8. Deluge Systems (eyewash) are located in the front and rear east hallway, fifth term airframe lab, and several locations throughout the hangar.
9. The injured party may be transported by ambulance or in another convenient conveyance that may be offered if an emergency vehicle is not required.

Notification of parents/spouse:

- In all cases where medical treatment is required, emergency contacts must be notified.
- In emergency cases when time might be an important factor, see that the injured is provided First Aid immediately and then sent to the hospital. The Director of Education or designee will report the accident to those found on an emergency contact list and to the administration.

CAMPUS SECURITY

Identification Badges

For security measures, all students, staff, and faculty are provided a photo identification badge that must be worn on campus at all times. All guests must sign in and be issued a temporary badge prior to admittance on campus. Students who forget their badge will not be permitted on campus or in the hangar, or in class and must see the Operations Staff for a temporary ID. There is a $15.00 fee for a replacement badge. See Front Desk for the process on replacement.

Vehicle Registration

A parking decal is provided to our students and must be displayed on vehicles parked in designated parking areas. Students parking in unauthorized space may be ticketed, fined, or towed at the students' expense.

Reporting Crime

All crimes will be immediately reported to the staff. The incident will be reported to the appropriate law enforcement agency and a written report will be filed. NAA will cooperate fully with law enforcement in all investigations.

The NAA campus is equipped with a surveillance system and security cameras. The local Police department is the lead enforcement office and will be called upon to assist in the security of all NAA staff, students, and facilities. St. Pete/Clearwater Airport is patrolled by the local Police department.

Crime Statistics

Further details of security and statistics are available in the NAA Annual Security Report and may be viewed by accessing the following website:
http://nces.ed.gov/collegenavigator/?g=national+aviation+academy&s=all&id=165635#crime.

The NAA Annual Security Report is available by October 1st each year and can be requested in hard copy or viewed at www.naa.edu/security.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within forty-five (45) days of the day NAA received a request for access.

   A student should submit to the registrar, head of the academic department, or other appropriate officials, a written request that identifies the record(s) the student wishes to inspect. The NAA official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the NAA official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask NAA to amend a record should write the NAA official responsible for the record, clearly identify the part of the record the student wants to be changed and specify why it should be changed.

   If NAA decides not to amend the record as requested, NAA will notify the student in writing of the decision.

3. The right to provide written consent before NAA discloses personal identity information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. NAA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interest. A school official is a person employed by NAA in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom NAA has contracted as its agent to provide a service instead of using NAA employees or officials (such as an attorney auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for NAA.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NAA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC20202-5901*

STAFF

STAFF	TITLE
W. Mac Elliott	Chairman & Chief Executive Officer
Pam Van Sant	President & Chief Operating Officer
Holli Hudson	Sr. Executive Vice President Chief Strategy Officer
Gregg Rhoden	Executive Vice President of Education
Christine Gibson	Executive Vice President Chief Financial Officer
Amy Sanders	Corporate Director of Business Office
Andrew Moore	Chief Information Officer, Senior VP of Technology
Anthony Alarcon	Admissions Representative
August Young	IT Manager
Ayiende Smith	Senior Corporate Vice President of Admissions
Benjamin Cheaney	Internal Auditor
Bill Grueninger	Admissions Representative
Christine Haworth	Materials Purchasing Specialist
Christine Pecorelli	Corporate Finance and Administrative Specialist
Craesha Gordon	Financial Aid Liaison
Dale Dorey	Senior Director of Human Resources
Danielle Clement	Registrar/Education Support
Darryl Grosso	Corporate Vice President of Education Services
David Aumack	Director of Education
Dee Bunch	IT Systems Analyst
Diana Mornes	Compliance Coordinator
Ellie Civello	Collection Specialist
Gary Foley	Building Services Manager
Gayle Hendley	Senior Director of Financial Aid
Geremy Paoletti	Vice President of Education Program Development
Gregg O'Brien	Test Center Manager
Henry Duke	Academic Affairs Manager
Ileana Hansen	Financial Aid Liaison
Jack Chanthavong	Curriculum Developer
Janice Reyes	Vice President of Business Development
Jesse Walker	Curriculum Developer
Kayla Davis	Admissions Representative
Ken Costantino	Senior Corporate Enrollment Director
Kent Webster	Vice President of Education Hangar Operations and Logistics
Kyle Pyeatt	Sr. Vice President of Reenrollment & Special Services
Laura Wottowa	Admissions Representative
Maria McDonald	Senior Corporate Vice President of Accounting & Finance
Markus Weatherwax	Corporate Vice President Building Services
Megan Woodard	Operations Manager
Michael Rydzik	Corporate Director of Academic Progress
Nannette Worlinsky	Senior Vice President of Compliance & Regulatory Affairs
Nicola Powell	Corporate Director of Financial Aid Auditing
Nicole Milligan	Assistant Director of Career Services
Philip Cusimano	Representative – Community Engagements

STAFF	TITLE
Patrick Parker	Director of Career Services
Rachel Ellingson	Director Student Retention
Richard Herbert	Director of Education – PM Shift
Rizelle Rendon	Financial Aid Data Specialist
Robert Ryerson	Director of Education
Rona Nuth	Human Resources Specialist
Roy Edwards	Director International Recruitment
Tammy Bruner	Education Services Assistant
Tammy Peterson	Corporate Accounting Clerk
Todd Bailey	Education Services Assistant
Tony Jones	Admissions Representative
William Grueninger	Admissions Representative
Zajaira Ginel	Marketing Manager

A&P CERTIFIED FACULTY

(It is a Federal Law that Aviation Maintenance Technician Instructors are FAA A&P Certified)

TERM	POSITION	INSTRUCTOR NAME	CERTIFICATE TYPE	RATING
AMT Term	Term Instructor	Sydney Panganiban	Mechanic	A&P
AMT Term	Team Instructor	Justin Cassell	Mechanic	A&P
AMT Term	Term Instructor	Thomas Bloomfield	Mechanic	A&P
AMT Term	Term Instructor	Michael Thorson	Mechanic	A&P
AMT Term	Term Instructor	Robert Boggs	Mechanic	A&P
AMT Term	Term Instructor	Patrick Steele	Mechanic	A&P
AMT Term	Term Instructor	Luke Johnson	Mechanic	A&P
AMT Term	Term Instructor	Samuel Risher	Mechanic	A&P
AMT Term	Term Instructor	Christopher Burchell	Mechanic	A&P
AMT Term	Term Instructor	Jared Whitehead	Mechanic	A&P
Hangar Supervisor (am)	Sup Instructor	James Cupery	Mechanic	A&P
Special Projects Assistant	Sup Instructor	John Dennis	Mechanic	A&P
Special Projects Assistant	Sup Instructor	Steven Earl Drew Sr	Mechanic	A&P
AMT Term	Term Instructor	James Welch	Mechanic	A&P
AMT Term	Term Instructor	Charles Clark	Mechanic	A&P
AMT Term	Term Instructor	Daniel Hogsett	Mechanic	A&P
AMT Term	Term Instructor	Brian Grant	Mechanic	A&P
AMT Term	Term Instructor	Patrick Hanson	Mechanic	A&P
AMT Term	Term Instructor	Dana “Sarge” Myers	Mechanic	A&P
AMT Term	Term Instructor	Greg Welvaert	Mechanic	A&P
AMT Term	Term Instructor	Justin Dickerson	Mechanic	A&P
AMT Term	Term Instructor	Paul Lopez	Mechanic	A&P
AMT Term	Term Instructor	Chamroeun Nuth	Mechanic	A&P
AMT Term	Term Instructor	Matthew Dolney	Mechanic	A&P
AMT Term	Sup Instructor	Alistair Fong-Sing Ma	Mechanic	A&P
AMT Term	Term Instructor	Joel Ernesto Gutierrez	Mechanic	A&P
AMT Term	Term Instructor	Pedro Gonzalez	Mechanic	A&P
AMT Term	Term Instructor	Carlos Requena	Mechanic	A&P
AMT Term	Term Instructor	Peter Klara	Mechanic	A&P
AMT Term	Term Instructor	Mohammed Arafat	Mechanic	A&P
AMT Term	Term Instructor	Ryan Gstohl	Mechanic	A&P
AMT Term	Term Instructor	Bryon Quirk	Mechanic	A&P
AAS Term	Term Instructor	Nathaniel Bozeman	Mechanic	A&P
AAS Term	Term Instructor	James Aperans	Mechanic	A&P
AAS Term	Term Instructor	Travis Smith	Mechanic	A&P
AAS Term	Term Instructor	Jeff Watson III	Mechanic	A&P
AAS Term	Term Instructor	Jack McKee II	Mechanic	A&P

AAS Term	Term Instructor	Patrick Gill	Mechanic	A&P
AAS Sup	Term Instructor	Alfred Cordova	Mechanic	A&P
Clock Hr. Make-up Classroom	Instructor	Giovoni Pravisay	Mechanic	A&P

March 2026