

Directions for Completing the Worksheets for Certification of Graduates for an ATP Certificate with Reduced Aeronautical Experience

Eligibility: Part 61.160(b)

- 1,000 hours total time
- Bachelors degree – you must be a graduate
- Complete 60 credit hours from EMU's LOA
- Commercial Pilot with an Instrument Rating
- Complete EMU's Part 141 Ground Schools (Fall 2016 and later)
- All flight training must have been completed at the Eagle Flight Centre

Instructions

1. Download the worksheets from the website
 - a. R-ATP Course Worksheet
 - b. R-ATP EMU Worksheet

2. Complete the R-ATP Course Worksheet
 - a. For the best results, use Adobe Acrobat. Other pdf apps may not function as well.
 - b. Enter the credit value for each course in "My Credits." Be sure that the correct total appears in the bottom line.
 - c. Enter the semester and year that you completed each course.
 - d. Enter the grade that you received for each course.
 - e. You must have completed 60 semester hours and 1,000 hours of flight time to certify for 61.160(b).
 - f. You must have completed 30 semester hours and 1,250 hours to certify for 61.160(d).
 - g. Once completed, save the worksheet: "File-Save As-PDF."
 - h. Save the file as: lastname-firstname-worksheet
 - i. Ex: doe-john-worksheet

3. Complete the R-ATP EMU Worksheet.
 - a. Fill in the first section (the section to be completed by the applicant).
 - i. Note that your name must be as it is listed on your pilot certificate.
 - ii. Use your emich.edu email address if possible. Alumni – please use the email address you check most often.
 - iii. Note the format for the Date of Graduation and Date submitted (mm/dd/yyyy).
 - b. Once completed, save the worksheet: "File-Save As-PDF."
 - c. Save the file as: lastname-firstname-date.
 - i. Ex: doe-john-10-08-2013

4. Print copies for your records. Save electronic copies for your records.

5. Email the worksheets as attachments to Dr. Philip Tartalone, Aviation Program Coordinator, at ptartalone@emich.edu.

6. The worksheets will be routed from Aviation Program Coordinator to the School Director, Technology & Professional Services Management, to the Registrar (as indicated on the worksheet). The Registrar will mail the completed certificate to you at the address you have listed. Questions about the progress of the form may be addressed to the Aviation Program Coordinator at ptartalone@emich.edu.

Eastern Michigan University – Aviation Program
Certification of Graduates for an ATP Certificate with Reduced Aeronautical Experience

I) THIS SECTION TO BE COMPLETED BY APPLICANT (Type or Print):

Name (exactly as listed on pilot certificate)
Student Number #
Pilot Certificate #
Phone number
Email address (use EMU if current student)
Mailing address 1
Mailing address 2
Mailing City, State, Zip
Date of graduation (mm/dd/yyyy)
Date submitted (mm/dd/yyyy)

Perform File-Save As-PDF (please do not use the other extended Reader functions).
Filename format: lastname-firstname-date. Example: **doe-john-10-08-2013**.

Email as an attachment to Dr. Philip Tartalone, Aviation Program Coordinator at ptartalone@emich.edu
Print a copy for your records.

II) THIS SECTION TO BE COMPLETED BY EMU-AVIATION PROGRAM COORDINATOR:

Degree Program from which student graduated and date of graduation:
Aviation Flight Technology (date) _____ (initials)
Total Credit Hours of FAA Approved Aviation Related Courses (number) _____ (initials)

Signature of Aviation Program Coordinator Date

Program Coordinator sends worksheet to School Director, Technology & Professional Services Management via email at ddelaski@emich.edu .

III) THIS SECTION TO BE COMPLETED BY SCHOOL DIRECTOR, TECHNOLOGY & PROFESSIONAL SERVICES:

Has completed the academic work required by FAR 61.160(b)(1) through (3) (initials)
Has completed the academic work required by FAR 61.160(d) (initials)

Signature of School Director, Technology & Professional Services Management Date

School Director sends worksheet to Registrar via email at registrar@emich.edu or via fax at (734)487-6808.

IV) THIS SECTION COMPLETED BY REGISTRAR:

MAIL COMPLETED CERTIFICATE WITH UNIVERSITY SEAL TO APPLICANT _____ (initial & date)
RETURN WORKSHEET TO AVIATION PROGRAM COORDINATOR _____ (initial & date)

R-ATP Worksheet

Name _____

Flight Hours _____

Course Number	Course Title	Credits	My Credits	Semester	Year	Grade
Academic Courses						
AVT 100	Introduction to Air Transportation	3				
AVT 208	Aviation Human Factors	3				
AVT 215	Aviation Weather	3				
AVT 222	Introduction to Automation in Aviation	3				
AVT 263	Aircraft Systems	3				
AVT 303	Aviation Law and Insurance	3				
AVT 313	Aviation Industry Regulation	3				
AVT 320	Aviation Safety	3				
AVT 321	Cockpit and Crew Resource Management	3				
AVT 322	Systems Safety	3				
AVT 419	Aerodynamics/High Altitude Flight	3				
Academic Courses Total Credits		33				
Ground Courses						
AVT 170	Aviation Ground Instruction	3				
AVT 341	Instrument Ground Instruction	2				
AVT 342	Commercial Ground Instruction	2				
AVT 382	Flight Instructor Ground	3				
Ground Courses Total Credits		10				
Flight Courses						
AVT 255	Private Pilot Certification	4				
AVT 355	Instrument Pilot Certification	4				
AVT 361	Commercial/Complex Flight Instruction	2				
AVT 371	Commercial Certification	2				
AVT 426	Multi-Engine Flight Instruction	3				
AVT 427	Flight Instructor-Airplane	2				
Flight Courses Total Credits		17				
Elective Courses						
AVT 428	Flight Instructor- Instrument	2				
AVT 429	Flight Instructor- Multi- Engine	2				
Elective Flight Courses Total Credits		4				
Total Credits		64				