



General Training Program Guide

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Table of Contents

1	Program Introduction and Philosophy	3
1.1	Terms and Abbreviations.....	3
1.2	Flight Training Certifications	4
1.3	Pricing.....	5
2	Training Pathway.....	5
2.1	Hours Categories.....	5
2.2	Training Materials	6
2.3	141 Flight Training Expectations	6
3	Training Expectations	6
3.1	Scheduling Expectations	6
3.2	Time Off/Vacation Time	7
3.3	Student Inactivity and Non-Responsive.....	7
3.4	Checkride Scheduling.....	7
3.5	Checkride Scheduling Eligibility	8
3.6	Cancellation Policy	8
3.7	Student Instructor Pairing.....	8
4	General Information	9
4.1	Previous Flight Experience.....	9
4.2	Spin Training Endorsement.....	9
4.3	Hours Adjustments/Credits	9
4.4	Dress Code.....	9
4.5	Program Completion/Withdrawal	9



1 Program Introduction and Philosophy

Coast's General Training Program is designed to provide students with the requisite Federal Aviation Administration (FAA) flight training requirements and their unique aviation goals. Under General Training, students may enroll into Part 141 or Part 61 flight training to meet their goal of recreational or long-term professional aviation. Training done in this capacity is flexible and can be done on a full time or part time, week to week basis, based on self-declared availability.

1.1 Terms and Abbreviations

AATD	Advanced Aviation Training Device
CFI	Certified Flight Instructor
CFII	Certified Flight Instructor Instrument
CFT	Coast Flight Training and Management Inc.
CMEL	Commercial Multi Engine Land
CSEL	Commercial Single Engine Land
CTS	Coast Training System
DPE	Designated Pilot Examiner
EOC	End-of-Course
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulations
FOM	Flight Operations Manual
FSP	Flight Schedule Pro: Flight Training Management Software
FTN	FAA Tracking Number
IFR	Instrument Flight Rules
PIC	Pilot In Command
PPL	Private Pilot Certificate
Student Pilot	Non-Certified Private Pilot student with Student Pilot Certificate
TSA	Transportation Security Administration
XC	Cross-Country



1.2 Flight Training Certifications

There are many avenues to reach flight certification to help students achieve their unique flight training goal. Coast is prepared to assist students in reaching these goals, below are common flight certifications. If additional certifications are desired, inquire with our enrollment team and/or site team.

Private Pilot Certificate (PPL)

Private Pilot certification is the entry point for all pilots; it enables the pilot to safely operate an aircraft in visual flight conditions as the pilot in command (PIC).

Instrument Rating (IFR)

The Instrument Rating enables a pilot to operate an aircraft in instrument conditions, defined as reduced cloud ceiling (1000' above the ground) and/or reduced visibility (less than 3 miles of visibility). This rating is essential as most professional flights are conducted under the rules for Instrument flying.

Commercial Single Engine Land Certificate (CSEL)

A CSEL certificate allows a pilot to be compensated as a professional pilot for operating an aircraft. This is a prerequisite for becoming a flight instructor and requires a pilot to master advanced maneuvers and knowledge prior to providing instruction to others.

Certified Flight Instructor (CFI)

A CFI certification allows you to teach other pilots/students and be financially compensated. Ultimately, a pilot is required to have 1,500 hours of total flight time to become an airline pilot and teaching is the most common way for a pilot to earn those hours.

Certified Flight Instructor – Instrument (CFII) Add-On Rating

This rating allows instructors to provide instrument flight instruction to someone pursuing an Instrument Rating. While this rating is not required for employment as a flight instructor or commercial airline pilot, it is highly encouraged for all professional pilots as it provides the instructor with a broader spectrum of experience.

Commercial Multi-Engine Land (CMEL) Add-On Rating

This rating is required for anyone wishing to fly a multi-engine aircraft for compensation and to be considered for hire by the airlines.

Multi-Engine Instructor (MEI) Add-On Rating

This rating allows instructors to provide multi-engine flight instruction to someone pursuing multi-engine certification. While this rating is not required for employment as a



flight instructor or commercial airline pilot, it is highly encouraged for all professional pilots as it provides the instructor with a broader spectrum of experience.

1.3 Pricing

Under Coast's General Training Program customers are subject to the current general training hourly pricing. If pricing updates are made, customers will receive at least 30 days' notice.

2 Training Pathway

The FAA has minimum flight training requirements **AND** baseline proficiency to determine advancement through flight certifications. Coast is committed to flight safety and effective flight training to help students reach their aviation goals.

2.1 Hours Categories

Flight training hours are based on flight, ground and simulator training and are expressed as a whole number followed by a decimal point. Each digit after the decimal point represents 6 minutes of time (for example, 1.3 hours equates to 1 hour and 18 minutes of logged training time).

Flight Hours

Flight hours are defined as hours in an aircraft while the engine is operating. These hours are expressed as time in a single or multi engine aircraft (depending on the course enrolled in). Total flight hours are expressed as:

Dual Hours: Hours flown in either a single-engine or multi-engine aircraft with an instructor.

Solo Hours: Single-engine hours flown by the student without an instructor or crew member aboard.

Ground Hours

Ground hours reflect all the time a flight instructor is with a student (from the initial start of a training activity to its completion) **minus** any instruction given when the aircraft engine is operating, or dedicated simulator is in use. Ground instruction may be in the form of a classroom lecture, flight briefing session, aircraft pre/post flight inspections and in some cases ad-hoc simulator utilization (as described below).

Simulator Hours

Simulator hours may be required per FAA requirements and/or utilized in place of an aircraft to gain proficiency.



2.2 Training Materials

Coast utilizes a combination of commercial and proprietary training products that are made available to students in training.

Online Training Materials

Online modules that provide ground training baselines for the Private Pilot, Instrument and Commercial Courses.

Maneuver Guides

These proprietary softbound documents cover specific aircraft procedures and maneuvers for each course.

Aircraft Checklists

These proprietary softbound documents are provided for each type of aircraft to standardize general, normal, and emergency procedures.

Digital Repository

This online resource is provided for all training documents that may be required within the course of study and include links to important forms and documents.

2.3 141 Flight Training Expectations

Students enrolled in a Part 141 Course syllabus are subject to additional evaluations per Part 141 regulations. General Training students who do not meet regulatory expectations, such as consistent unsatisfactory events or evaluations, may be transferred to Part 61.

NOTE: Students who accumulate three or more unsatisfactory grades per syllabus event may be subject to a training evaluation with management.

3 Training Expectations

Flight training is very dynamic, and it is expected that students maintain open lines of communication with the operations team and their instructor to best facilitate successful flight training.

3.1 Scheduling Expectations

Students are required to email their availability to their Scheduler no later than **Thursday at 1000** for the following week, Monday – Sunday. If a student does not provide their weekly availability by Thursday at 1000, their requested availability will be low priority.

All students schedule (Flights/Simulators/Ground Events) are **posted on Flight Schedule Pro (FSP) at 1500** for the next day on Tuesday, Wednesday, Thursday, and



Friday. On Friday at 1500 of each week, the schedule is posted for Saturday, Sunday, and Monday.

- **The posted schedule at 1500 is what students are expected to execute the following day.**
- The schedule on Flight Schedule Pro (FSP) may start to be inputted as weekly availability is received. However, please remember your final scheduled time is not posted until 1500 the day before.
- If Coast needs to change the time of a student's event after 1500, you will get a phone call or email to find out if you are able to accommodate the new training times. If you are unable to move your event time, then your event will be as posted on the schedule or cancelled by Coast.

3.2 Time Off/Vacation Time

To best facilitate successful and timely flight training, students are recommended to limit their time away from training. It is especially important that time off from training be conducted at an appropriate time within a student's syllabus to maximize their success and minimize the need to expend hours in extra training or remedial training.

Time off must be communicated with the Operations Department via the Time Off Request Form and/or the weekly availability.

3.3 Student Inactivity and Non-Responsive

If a student does not email their availability two weeks in a row without any prior time off or communication, **they will be removed from their instructor.** After 30 days of not receiving weekly availability and non-responsive, the student will be **marked as inactive in our system and funds on account will be set to be refunded.**

If returning after a period of inactivity, the student may need to go through the re-enrollment process. In the case of a waitlist the student will be placed on the waitlist in order of when they re-enrolled.

3.4 Checkride Scheduling

To meet scheduling demands of flight training, Coast will typically coordinate checkrides on the student's behalf. Coast maintains extensive relationships with local and traveling FAA Designated Pilot Examiners (DPEs) which facilitates checkride scheduling. However, this process has many outside variables that can impact obtaining exact checkride dates (e.g., DPE availability, weather, etc.).

To reduce checkride delays, students are expected to remain available and local during the period between meeting the requirements for a FAA Checkride and being scheduled for the checkride. Coast will work individually with students to mitigate training delays and potentially continue flight training during the checkride waiting period(s).

Students are required and responsible to pay the FAA Examiner at the beginning of each practical exam. On the day of the checkride, the student should be prepared to



pay the DPE via cash, or other specified payment method as determined by local site team.

3.5 Checkride Scheduling Eligibility

Students will be required to pass an End of Course (EOC) event before scheduling their checkride regardless of if they are training Part 61 or Part 141. If there is a significant wait from completing checkride eligibility and being scheduled for a checkride, the student may be required to complete another EOC or refresher flight. Students will not be sent and/or endorsed for a checkride if they are not able to meet and maintain course standards.

General Training students will be allowed to use Coast facilities and aircraft for their check ride. If booking a checkride outside of Coast but planning to use Coast facilities and aircraft, General Training students must communicate their scheduled checkride date and time with the local Flight Lead/Assistant Chief, their instructor, and respective Scheduler for proper planning of resources and instructor time.

3.6 Cancellation Policy

Students can be expected to be scheduled at their self declared availability. Scheduled flight lessons cancelled with less than 48 hours notice of the scheduled time will result in a \$250.00 cancellation fee. Scheduled ground or simulator lessons with less than 48 hours notice of the scheduled time will result in an \$80.00 cancellation fee. Scheduled checkrides cancelled with less than 48 hours notice of the scheduled time will result in a \$400.00 cancellation fee in addition to any DPE fees charged.

Below are the reasons that may incur a cancellation fee:

- **Late Arrival/Unprepared:** Student is more than 10 minutes late or showed up unprepared
- **No Show:** Student did not show up for their scheduled event for that day and gave no prior notice
- **Day of:** Student emails or calls day of their scheduled event to cancel
- **Day Before (Less Than 48 Hours):** Student emails or calls less than 48 hours in advance from their scheduled event to cancel

The cancellation fee will be processed via funds or credit card on account, the fee may be reviewed for reimbursement by the Site Director on a case-by-case basis. If training is affiliated with a partner airline, the partnered airline will be notified of cancellations.

3.7 Student Instructor Pairing

Students will be assigned a Primary Instructor for most of their training within a Course. While this instructor has the overriding responsibility for endorsing the student for certification, that does not prevent Coast from occasionally scheduling an alternate instructor for some training events. This allows the student to continue progressing through the syllabus despite potential delays caused by weather, instructor time off, etc..



This also affords the student an opportunity to train with another instructor to broaden their skill set and benefit from different instructional techniques.

Coast will make all attempts to best facilitate instructor changes prior to an instructor's departure.

The student may make a request for considerations of an instructor change. To facilitate this request the student must notify a staff member.

4 General Information

4.1 Previous Flight Experience

The FAA has minimum flight training requirements **AND** baseline proficiency to determine advancement through flight certifications. Coast is committed to flight safety and effective flight training to help students reach their aviation goals.

The curriculum may be adjusted for students starting with previous flight training experience by omitting syllabus events. Duplicate training requirements may be omitted, unless Coast determines the training is required to meet FAA requirements or flight training proficiency needs.

4.2 Spin Training Endorsement

All students who are seeking certification as a CFI are required by the FAA (FAR 61.181.(l)(2)) to obtain a specialized stall awareness, spin entry, spins, and spin recovery procedures training endorsement. This training, often referred to as “the spin endorsement”, is not conducted by Coast. Students will be required to coordinate their endorsement via a third-party provider prior to their FAA CFI Checkride.

Students should be prepared to spend between \$400.00-\$700.00 for this endorsement.

4.3 Hours Adjustments/Credits

Students may be issued a maintenance credit of up to 0.3 hours for any dual or solo event that results in Hobbs Meter logged time. Any other credits can only be issued by the Site Director in response to a written request by the student.

4.4 Dress Code

While there is not a strict dress code for the General Training Program, students are expected to dress weather appropriate and professionally. **Open toe shoes are strictly prohibited.**

4.5 Program Completion/Withdrawal

Account close outs and refunds may take up to 60 days to process.



Program Completion or Withdrawal

Upon completion or withdrawal of flight training, any unused funds will be refunded in full.

Program Dismissal

Coast reserves the right to refuse service to anyone that displays dangerous tendencies, fails to uphold company or program rules or requirements, demonstrates inappropriate behavior towards staff or other Coast students. If a student is terminated from the training program for these or any other significant behavioral or performance issues (as determined by the Coast Management Team), they will be entitled to a refund of any unused funds.

Negative Balance Collection

If for any unique reason a student has a negative balance upon withdrawal or completion, the student will be invoiced for those costs immediately via the credit card on file or invoiced for immediate payment. Coast will make limited attempts to reconcile any owed money and will forward any unpaid charges to a collection agency for processing.