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# Coast Academy Program Guide

Coast Training System

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**Operations & Standards**

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## **1 Program Introduction and Philosophy**

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The Coast Academy is designed to provide students with the requisite training and Federal Aviation Administration (FAA) certifications to gain employment as a commercial



pilot. The program is designed to complete program courses in approximately 12 months. To accomplish this, students are required to complete a sequence of training courses and FAA Certification Exams as directed by Federal Aviation Regulations (FAR).

## 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 Rating
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 Program Courses

The completion of the following courses allows the student to reach a level of career self-sustainability. The common saying is, “you can stop *paying to fly* and start being *paid to fly*”. To this end, the Certified Flight Instructor (CFI) rating is key, as upon its completion, a student truly moves from being a paying student to becoming a paid professional.



### **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 (hence, the importance of this license).

### **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.

### **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 prior to entering the airlines.

## **1.3 Pricing**

Under the Coast Academy Program, customers are locked into the program's hourly pricing for 15 months from orientation start date. If training is prolonged beyond 15 months, students will be subject to the current hourly pricing. If pricing updates are made, customers will receive at least 30 days' notice.

If additional funding, outside of the originally procured funds, is required by the student to complete course requirements or a FAA Checkride due to excessive failures, it will be the student's sole responsibility. Once the program hours and FAA Checkride allotments have been exhausted, the student will be responsible for determining a funding plan to complete the program. A credit card and \$500 deposit will be required to be kept on file.



## 2 Training Pathway

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Coast Academy utilizes an internally created curriculum (the Coast Training System; CTS), to guide students through all program Courses. Each course has a set number of hours and are the building blocks to complete the program. While the hours are designed to allow the average student to complete all areas of training as published in the curriculum guides, students that require extra instruction or remediation will still have a pathway to success.

### 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 for the program 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.

**Dual PIC:** Dual cross-country time to build the required 50 hours of cross country flight hours per CFR 14 Part 61.61 (d) (1)

**Crew Time:** Flight conducted with another student for both crew members to log PIC. CTS curriculum is designed for all crewed events to be logged as CrossCountry Pilot in Command time (**XC PIC**).

#### 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 are utilized within the training curriculum to teach a concept or reinforce a skill. A dedicated simulator hour is one that is mandatory and flown in an Advanced



Aviation Training Device (AATD), i.e., Redbird Simulator. Additional simulator hours may be used for students that require extra instruction or remediation.

## **2.2 Course Performance Thresholds**

The course hours defined in the Program Map are based on the Coast Training System requirements. These are the students' and school's primary target for course hour completion. There are some standard deviations built into the program to assist students in successfully completing the program, however some students may require extra instruction or remediation.

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

## **2.3 Remedial Performance Program**

If a student is not able to maintain the Coast Academy Training Expectations (course progression, availability, professionalism, etc.) the student will be notified and placed in the Remedial Performance Program working through a tiered process in attempt to rectify the issue. Coast will make an asserted effort to work directly with the student to attempt to resolve the issue. The steps are outlined below:

Step 1: Informal Meeting

Step 2: Remedial Training Plan and Consultation for Record

Step 3: Remedial Training Board and Letter of Caution

Step 4: Flight Performance Board and Training Suspension

Step 5: Flight Training Discontinuance

# **3 Curriculum Management**

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Students will have a variety of tools at their disposal to track their hours and progression throughout the program. Coast may evaluate a student's training progress at any point via time to train, hours in training, and/or program performance. These evaluations will be conducted through any or a combination of the following:

- Program Map
- Course Map
- Block Evaluations
- Program Report Card



### **3.1 Program Map**

The Program Map is a general overview of the entire CTS curriculum. This map ensures course proficiency and FAA requirements are met.

### **3.2 Course Map**

The Course Map is a lesson-by-lesson display of each course within the entire program. It presents the projected pathway for ground, flight, and simulator hours to successfully complete a course. While these are the target training hours for each event, actual training may experience minor deviations from the published Course Map hours. It is the **responsibility of the student and aid from instructor** to correctly manage future training events to meet the course training targets and FAA checkride course requirements. It is the **responsibility of the student and aid from instructor** to correctly manage future training events based off any prior deviations (particularly overages) to meet the course training targets and FAA checkride course requirements.

### **3.3 Block Evaluations**

Each course includes block evaluations at the end of each training block where a Coast designated check airman will evaluate the student's training progression. If any deficiencies in flight training are identified, they will be communicated to both the student and the primary instructor. If a block evaluation is failed, the student will return to primary instructor for remedial training and return to designated check airman.

At the end of a course, students are 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.

### **3.4 Program Report Card**

The report card will be updated by the Operations Team upon successful completion of each course. This updated report card will detail the hours used in each completed course and annotate hours allotted for future courses (or modified courses based on any reallocation of hours). This process ensures that at the end of each course, the student and the school have reconciled the total program account up to that point of training and agree upon a successful training pathway moving forward.

If the student has exceeded course hours, future course hours and/or courses may be modified to maintain the trajectory of the program.

### **3.5 Training Materials**

Coast utilizes a combination of commercial and proprietary training products; partial supply packages are not available in Coast Academy.



The following are provided to each student as part of their training materials:

#### Sporty's Supplies

Online modules that provide ground training baselines for the Private Pilot, Instrument and Commercial Courses. Depending on the initial starting course, these may include training supplies and hard copies of FAA publications.

#### 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.

#### Coast Academy Program Binder

This binder consists of a Course Map and Course Training Details for each course. This information will highlight the training pathway for each course with details on required training hours, study homework, flight objectives, and preparation requirements for each training activity. [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.

## **4 Training Expectations**

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The Coast Academy Program is a fast-paced training syllabus, students are expected to train in a full-time status. This means students can expect to be scheduled five to six events per week.

Unlike traditional academics, several variables impact flight training such as weather and the amount of available daylight per day. Therefore, it is essential that breaks in training are minimized and training opportunities maximized to develop the requisite mastery of skills within the allotted program timeline.

### **4.1 Scheduling Expectations**

To remain within the program training timeline, students are typically scheduled for five training days per week. These days and times will vary, it is expected that students are available for training seven days a week and at various time slots. It is essential that students be as flexible as possible by prioritizing flight training and making it the central focus of their time while in the Academy.





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 of each week, the schedule is posted for Saturday, Sunday, and Monday at 1500. **The posted schedule at 1500 is what students are expected to execute the following day.**

## **4.2 Time Off/Vacation Time**

To best facilitate successful and timely flight training, students are asked 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.**

Typically, small breaks during major holidays (3-4 days) are factored into a training timeline. Additional/excessive absences could adversely affect a student's ability to align program timeline goals with certification and funding requirements. Students will be responsible for remedial/warm-up training associated with untimely breaks in training.

## **4.3 Checkride Scheduling**

To meet scheduling demands of the Coast Academy, Coast will 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 an FAA Checkride and being scheduled for the checkride.

The expanded CTS curriculum is designed to keep students progressing through training during these potential waiting periods. Coast will work individually with students to mitigate training delays during the checkride waiting period(s).

## **4.4 Cancellation Policy**

Coast Academy students are expected to be available to train in a full-time status. Cancelled training lessons result in the inability to efficiently schedule and manage resources (students, instructors, aircraft, facilities, etc.) and negatively impacts all parties. Unavailability is expected to be communicated via the Time Off Request Form.

Cancellations within 24 hours of a scheduled event may negatively impact the student's training status.



Scheduled flight lessons cancelled with less than 24 hours notice of the scheduled time will result in a \$250.00 cancellation fee. Scheduled ground or simulator lessons with less than 24 hours notice of the scheduled time will result in an \$80.00 cancellation fee. Scheduled checkrides cancelled with less than 24 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 24 Hours):** Student emails or calls less than 24 hours in advance from their scheduled event to cancel
- **Unprepared:** Student shows up unprepared for lesson resulting in a cancellation

Note: All students must notify the Operations Department in writing if planning on taking time off from training to prevent getting scheduled for an event and subsequently charged a “No Show” cancellation fee.

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.

**Customers using Discover and AACU as their lender CANNOT use their loan funds for payment of the cancellation fee. These customers must pay their cancellation fee using – credit card, cash, or check.**

#### **4.5 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.



## 5 General Information

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### 5.1 Previous Flight Experience

The CTS expanded curriculum is designed for a student to reach course hour requirements in a structured way. The curriculum may be adjusted for students starting with previous flight training experience by omitting syllabus events. The FAA has minimum flight training requirements **AND** baseline proficiency to determine advancement through flight certifications. Duplicate training requirements may be omitted, unless Coast determines the training is required to meet FAA requirements or flight training proficiency needs. The program structure and expectations will not change should training events be omitted.

**Flight training conducted outside of Coast Flight after program enrollment, without prior written approval from the Coast Flight Training management team, is strictly prohibited.**

### 5.2 Spin Training Endorsement

All students who are seeking certification as a CFI are required by the FAA (FAR 61.181.(I)(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.

### 5.3 Warm-Up Flights

Any warm-up flights required by the student for prolonged absences from training or due to delays associated with FAA Checkride scheduling are not covered by Coast. The expanded CTS curriculum is designed to keep students progressing through training during these potential waiting periods. Coast will work individually with students to mitigate training delays during the checkride waiting period(s).

### 5.4 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.

### 5.5 Dress Code

The Coast Academy is a professional flight training academy and students are expected to dress in accordance with the following dress code items:

- Coast Academy Uniform Shirts



- Black Slacks or Golf Shorts
- Black Belt
- Black Socks
- Black Shoes (Casual, No Tennis Shoes)

## **5.6 Program Completion/Withdrawal**

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

### **Program Completion**

Upon successful completion of the entire contracted program, any unused ground and flight hours will be refunded in full.

### **Program Withdrawal**

If a student withdraws from the Coast Academy prior to the completion of the program, the student will be entitled to a refund of any unused funds minus a \$1,000.00 Program Service and Processing Fee. This fee may be waived if a student gives proper notification of their planned departure by submitting a program withdrawal request at least 30 days prior to the completion of their currently enrolled course and before starting another course.

### **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 as described in previous sections minus the Program Service and Processing Fee of \$1,000.00. In this circumstance the Program Service and Processing Fee will not be waived.

### **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.