



Coast Academy Program Guide

Coast Training System

Created By:
Operations & Standards
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1 Program Introduction and Philosophy

The purpose of the Coast Academy Program Guide is to outline program expectations, curriculum, and training philosophy. 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 all CORE and CORE Plus (CORE+) 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
CFI	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 License
SAP	Standard Academic Performance
Student Pilot	Non-Certified Private Pilot student with Student Pilot Certificate
TSA	Transportation Security Administration
XC	Cross-Country



1.2 CORE Courses

The completion of CORE courses allows the student to reach a level of career self-sustainment. 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. The following courses are considered CORE Courses and will result in obtaining a CFI license:

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).

1.3 CORE+ Courses

CORE Plus (CORE+) Courses within the context of the Coast Academy Program are graduate level flight courses and can be completed after the CORE licenses/ratings are achieved. The following courses are considered CORE+:

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.



2 Training Pathway

Coast Academy utilizes an internally created curriculum (the Coast Training System; CTS), to guide students through all CORE and CORE+ Courses. Each course has a set number of total hours within which students are 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

Each course is based on a set number of hours for Flight, Ground and Simulator training. All hours of training 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 or Multi Engine hours flown by the student without an instructor or crew member aboard.

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 Cross-Country Pilot in Command time (**XC PIC**).

Ground Hours

This category represents instruction 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). 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.

Simulator Hours

These hours are dedicated to simulator training with an instructor, for a particular course. A dedicated simulator hour is one that is mandatory and flown in an Advanced Aviation Training Device (AATD - i.e., Redbird Simulator) to complete minimum FAA requirements.



Any additional training in an AATD or desktop simulator that is beyond the course simulator requirements (for training emphasis or remedial purposes) is not counted against course simulator hours. Instead, these hours will be recorded as ground instruction. Utilizing simulators to teach a concept or reinforce a skill is considered an extension of a ground lesson rather than mandatory course training requirements.

2.2 Course Performance Thresholds

There are some standard deviations built into the program which occurs between two performance thresholds: Course Syllabus Hours and Satisfactory Academic Performance Hours. These hours are defined as:

Course Syllabus Hours

These are course hours defined in the Program Map based on the Coast Training System requirements. These are the students' and school's primary target for course hour completion.

Satisfactory Academic Performance (SAP) Hours

These hours represent the normal deviation of **flight hours** from the syllabus. Typically, these deviations are the result of: remediation of specific training objectives, weather related warm-up events, flight event overages or delays, pre-Check Ride warm-up flights or other acceptable requirement that go beyond the documented course syllabus hours.

The Private Pilot Course has the following **flight hour** course performance thresholds:

Course Hours: 50 Flight Hours (40 Dual + 10 Solo)

SAP Hours: 60 Flight Hours (50 Dual + 10 Solo)

In accordance with the course performance thresholds, the Private Pilot Course will be used as an evaluation tool for any of the following: airline sponsorship, program reporting, lender reporting, future employers, program continuation recommendation.

3 Curriculum Management

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
- Program Report Card
- Course Map
- Midcourse Review
- End-of-Course Audit



3.1 Program Map

The Program Map is a general overview of the entire Coast Training System curriculum. This map ensures course proficiency and FAA requirements are met. The Academy Program Map can be found at [\(Appendix\)](#).

The following notes are in addition to the Program Map:

PPL Course Notes

- **Course Hours:** 50 Flight Hours (40 Dual + 10 Solo)
- **SAP Hours:** 60 Flight Hours (50 Dual + 10 Solo)

IFR Course Notes

- Student and instructor must manage the total XC time per CFR 14 Part 61.61 (d) (1). This allotted time can be used for hours building, IFR practice, and/or CSEL practice.
- Use this allotted time for proper hours building, IFR practice, VFR XC Procedures in preparation for Crew Time Build, and/or fly from the right seat in preparation for Crew Time Build and CFI Training. (Syllabus Event P10 authorizes student to perform Syllabus Events C1 – C3)

CSEL Course Notes

- CSEL flight lesson and/or Sim lessons can be utilized for IFR proficiency while waiting for a Instrument checkride. This affords the student the opportunity to actively progress in flight training and stay within the program timeline (while continuing to build to the 250-hour CSEL time requirement).

CFI – CFII – CMEL Course Notes

- At CFI, CFII, and CMEL students are expected to perform at a superior level of excellence to maintain the program pathway.
- CFI is a heavy ground-hour course. Unused ground hours may be converted or transferred to the student's reserve account and/or cover flight training deficiencies.

3.2 Program Report Card

Upon acceptance to the program, students will be given a Program Report Card that will outline the hours for each course they are purchasing. This document will highlight the total hours in the program and FAA Checkride packages available. This report card will be updated by the Operations team upon successful completion of each course and validated of the EOC Audit process. 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).



3.3 End-of-Course (EOC) Audit

The Operations Department will conduct a EOC Audit after successful completion of a FAA checkride. This audit formally closes out a course and identifies the number of ground, flight, and simulator hours and FAA Checkride attempts that occurred. Any unused hours will be transferred to the Reserve Hours account. If the student has exceeded course hours, this audit allows the student to transfer, convert, or direct pay for hours to reset their training going forward. 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.

3.4 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 within the Each event on Course Map designates hours for each category of training (ground/flight/sim). required parameters. 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 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 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.

3.5 Mid-Course Review

Each course includes a Mid-Course review where a Coast designated check airman will validate the student's training to that point. This review will also serve to evaluate how well the student's primary instructor has trained/prepared them. If any deficiencies in flight training are identified, they will be communicated to both the student and primary instructor.

As part of the Mid-Course Review, students are expected to validate their hours to ensure they meet minimum course requirements (e.g., solo hours, PIC hours, etc.) and that they remain within the allotted course hours.

Each course has a mid-course review where a Coast designated check airman will validate the students training to that point. During this training event the student and student's primary instructor are being evaluated. The check airman will communicate to the student and primary instructor deficiencies in flight training. Students are expected to validate their hours to date for the respective course to ensure they are on track for completing within the allotted course hours.

3.6 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 will be received during new student orientation and consist of a Program Map, 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, event by event online, study homework, and 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

The Coast Academy Program is a high-paced training syllabus, students are expected to train in a full-time status. This means students can expect to be scheduled for 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 will vary, so it is expected that students are available for training seven days a week and at various time slots. Therefore, 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.

4.2 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. If delays are incurred while waiting for a checkride, students may opt for a warm-up flight per the [Warm-Up Flights](#) section of this Guide at any point during this waiting period.

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).

Remedial Checkride

For students in the Coast Academy, Coast will include a complementary Remedial FAA Checkride. This remedial Checkride package is not transferable or redeemable for additional training. The Remedial Package includes:

- FAA Practical Exam Recheck Fee (DPE Recheck Fee)

If additional Remedial Checkrides are required, it will be the student's responsibility to pay the DPE Recheck Fee.

NOTE:

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. Remedial checkrides sponsored by Coast will be paid directly to the DPE at the time of checkride.

4.3 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 certifying 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.

4.4 Cancellations

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. Excessive cancellations may result in the dismissal from Coast Academy and/or Coast. Training lessons cancelled for weather, maintenance or aircraft availability are considered "Operational Cancellations" and will not count against the student.

4.5 Time Off/Vacation Time

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 warmups or remedial training. Time off must be communicated with the Operations Department via the Time Off Request Form.

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.

5 General Information

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. 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. These unused training hours would be moved to Reserve Hours.

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 \$350.00-\$500.00 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. If available, students are authorized to use hours from future funded courses or the Reserve Hours account.

5.4 Hours Adjustments/Credits

The CTS curriculum is designed to accumulate the necessary hours to meet CSEL hour requirements. Although rare, the following scenarios may result in request for an hours adjustment credit.

Maintenance 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 Manager in response to a written request by the student.

Primary Instructor Change: While reassigning a Primary Instructor is not common, it is sometimes necessary due to instructor departure to the airlines or another operational requirement. If a formal Primary Instructor change occurs anytime *beyond the midpoint* of a training syllabus in the Private Pilot Course, the student may be allotted a credit for 1.0 ground hours and 1.5 flight hours to allow for student/instructor alignment. Any change that occurs *prior to the midway point* of these curriculums will not qualify for this credit.

For the remainder of the syllabus, Coast will strive to minimize changes of a student’s instructor (i.e., in the Instrument, Commercial, CFI, CFII, and CMEL courses). However, due to operational requirements, they are a common occurrence and should be expected by the student during these stages of training.

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 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 Completion

Upon successful completion of the entire contracted program, any unused ground and flight hours 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 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.



6 Appendix

6.1 Program Map Legend Table

Code	Explanation
A#	Academic lesson designed to orient the student to the course and course expectations
G#	Ground lesson conducted 1 on 1 with CFI
F#	Dual flight lesson conducted with a CFI logged as "Dual Instruction"
MC	Mid-Course Review (Ground) conducted by a Coast designated check airmen. Flight # immediately preceding will be the MC flight
S#	Solo flight conducted "solo" (without a CFI, crew member, or passenger) logged as Pilot-in-Command (PIC) time
F#	Night flight (Dual or Solo) logged as night time to meet FAA FAR course requirements
G#	End-of-Course (Ground) conducted prior to checkride endorsement by a Coast designated check airmen to ensure student is ready for checkride
F#	End-of-Course (Flight) conducted prior to checkride endorsement by a Coast designated check airmen to ensure student is ready for checkride
IA	IACRA ground to review FAA Application prior to checkride
FAA	FAA Practical Exam (Oral & Flight) also referred to as "Checkride" conducted by a DPE.
R#	Lessons conducted in an AATD Simulator
P#	XC time per CFR 14 Part 61.61 (d) (1) and use of this allotted time for proper hours building, IFR practice, VFR XC Procedures in preparation for Crew Time Build, and/or fly from the right seat in preparation for Crew Time Build and CFI Training. (P10 authorizes student to perform C1 – C3)
C#	Crew Flight (P10 is a prerequisite and evaluation by the instructor to conduct crew operations) conducted with another student for both crew members to log PIC. May be executed anytime between IFR P10-F20
4.0	Event time code for potential repeats, the number displayed is the total time for two events.
1.5	Non-Standard flight block time
2.0	Flight time outside of the course with DPE