

U.S. Department of Veterans Affairs Flight Conference

Flight FACCS

Foundations, Approval, Certification, & Compliance Surveys



SCHOOL CERTIFYING OFFICIAL RESOURCE GUIDE

JUNE 2026



EDUCATION SERVICE
GI BILL PROGRAMS





VBA Education Service

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PURPOSE

This resource guide is designed to provide School Certifying Officials (SCOs) attending the VA Flight Conference with a comprehensive reference of terminology, legal citations, regulations, and useful websites discussed during the event. It serves as a quick-access manual for navigating the unique requirements and standards for certifying both vocational and Institution of Higher Learning (IHL) flight training programs under VA education benefits.

Note: This resource guide is to be used in conjunction with the June 2026 VA Flight Conference.

FLIGHT PROGRAM TERMINOLOGY

FAA & Flight School Structure

- **Federal Aviation Administration (FAA):** The federal agency responsible for regulating civil aviation, including flight training, flight schools, pilot certification, and air traffic safety.
- **Flight Standards District Office (FSDO):** Local FAA field office overseeing airmen, operators, and flight schools. FSDOs approve flight and ground training curricula and issue Air Agency Certificates (AACs)
- **Air Agency Certificate (AAC):** FAA-issued certificate authorizing a flight school to offer approved pilot training programs. Must include a valid Letter of Authorization (LOA); certificate validity dates are listed on the AAC.
- **Letter of Authorization (LOA):** FAA document accompanying the AAC, listing the specific approved training programs. Expires with the AAC.
- **Flight School:** A school, other than an IHL, or an entity such as an aero club, located in a state, which has been issued either a pilot school certificate or a provisional pilot school certificate by the FAA which specifies each course the school is approved to offer under 14 CFR Part 141.

Training & Certification Terms

- **Training Course Outline (TCO):** 14 CFR Part 141.55 describes the requirements of a training course outline and syllabus. A TCO normally contains details of the school's facilities, aircraft approved for the course, instructors, procedures for operations, airspace and airfield facilities, and a training syllabus for each flight training program.
- **Training Syllabus:** The syllabus is a structured listing of all lesson plans, both ground and flight training, representing the sequence and timing of the material taught. Several standardized training syllabi are available (Jeppesen); or a flight school may have its own unique FAA approved syllabus for one or all its respective programs.
- **Ratings:** Designations indicating which aircraft types a pilot may operate.

Medical Certificates

- **Medical Certificates:** Issued upon completion of an appropriate medical examination by an FAA approved doctor. All pilots must have an appropriate medical certificate to be authorized to fly.
 - **First Class:** The highest level of medical certificates – required for pilots to exercise the privileges of an ATP rating.

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- Second Class: Required for pilots who are exercising the privileges of their commercial pilot's license or are providing flight instruction.
- Third Class: The initial certificate required of pilots to exercise the privileges of their private pilot's license.

Instructor Roles

- **Chief Flight Instructor:** Oversees all flight training at a flight school. Each school must designate a Chief Flight Instructor
- **Ground School Instructor:** Teaches theoretical (non-flying) content of flight programs.

Types of Aircraft

- **Fixed Wing:** Aircraft with stationary wings (e.g., airplanes).
- **Rotary Wing/Rotorcraft:** Aircraft with rotating wings (e.g., helicopters).

Flight Hours

- **Dual Hours:** Time spent flying with an instructor.
- **Solo Hours:** Time when the student flies alone.
- **Pre/Post Hours:** Ground time spent briefing or debriefing a flight.
- **Stage Checks:** Assessments of progress through flight program phases.

Training Devices

- **Flight Training Device (FTD):** Partial simulator for procedural training.
- **Full Flight Simulator (FFS):** High-fidelity, motion-enabled simulator replicating real aircraft performance.

FEDERAL AVIATION REGULATIONS

Part	Subject
14 CFR Part 61	Individual pilot training; proficiency-based
14 CFR Part 63	Flight engineer requirements
14 CFR Part 141	FAA-certified flight schools (structured programs)
14 CFR Part 142	Simulator-based training programs

FLIGHT CERTIFICATION COURSE REFERENCES

(14 CFR Part 141 Appendices)

Certification	Description	14 CFR part 141 Appendices Links
Private Pilot	Entry-level flight certification	Appendix B
Instrument Rating	Certification for IMC operation	Appendix C



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Certification	Description	14 CFR part 141 Appendices Links
Commercial Pilot	Authorizes flying for compensation	Appendix D
Airline Transport Pilot (ATP)	Qualifies for airline duties	Appendix E
Certified Flight Instructor (CFI)	Authorizes instructing privileges	Appendix F
CFI – ASEL/AMEL	Single/multi-engine aircraft instructor	Appendix F
CFI-Instrument (CFI-I)	Instructs in instrument conditions	Appendix G
Ground School Instructor	Instructs non-flying components	Appendix H

HELPFUL FAA WEBSITES

- [FAA FSDO Search](#)
- [FAA CMO Search](#)
- [FAA Pilot School Search](#)
- [FAA Training Center Search](#)
- [FAA Registry & Aircraft Inquiry](#)
- [FAA Airmen Inquiry](#)

KEY LEGAL REFERENCES FROM CONFERENCE

- [38 USC § 3034\(d\)](#) – Vocational flight training
- [38 USC § 3672\(b\)\(2\)\(A\)\(ii\)](#) – Courses at pilot schools deemed approved
- [38 USC § 3680A\(b\)](#) – Approval of flight as part of a standard college degree
- [38 CFR § 21.4235](#) – Programs of education that include flight training
- [38 CFR § 21.4263](#) – Approval of flight training courses
- [38 CFR § 21.4266](#) – Courses offered at branches or extensions
- [38 USC § 3680A\(e\)](#) – Two-year rule
- [38 USC § 3680A\(f\)](#) – Approval of contracted courses
- [38 CFR § 21.4233\(e\)](#) and [38 CFR § 21.4252\(m\)](#) – Approval of contracted courses
- [38 CFR § 21.4251](#) – Two-year rule
- [38 USC 3241](#) – Requirements
- [38 CFR 21.4253](#) – Accredited courses
- [38 USC § 3693](#) – Compliance Surveys
- [Public Law 114-315](#) – Annual Compliance Survey requirements
- [38 USC § 3690\(c\)](#) – Overcharges by educational institutions
- [PL 93-380](#) – Buckley Amendment (FERPA)



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HELPFUL ONLINE RESOURCES

- [SCO Resource Matrix](#): helps SCOs locate correct policies, guidance, forms, and contacts for specific scenarios or responsibilities related to VA education benefits.
- [Resources for schools](#): Trainings, resources, guides, and information on VA programs
- [SCO Handbook](#): Written for SCOs and anyone at a school involved with certification of VA education beneficiaries
- [VA Debt Management](#)
- [Post-9/11 GI Bill \(Chapter 33\)](#) information page with eligibility and payment information
- [Montgomery GI Bill Active Duty \(MGIB-AD\) \(Chapter 30\)](#) information page with eligibility and payment information
- [Montgomery GI Bill Selected Reserve \(MGIB-SR\) \(Chapter 1606\)](#) information page with eligibility and payment information
- [Survivors' and Dependents Educational Assistance \(Chapter 35\)](#) information page with eligibility and payment information
- [American Council on Education \(ACE\) Military Guide](#) – Guide to evaluation of educational experiences in the Armed Services
- [Joint Services Transcript \(JST\)](#) –translates formal military education and job experience into civilian language; includes college equivalent credit recommendations.
- [Education Liaison Representatives](#) – contact information for ELRs
- [Web Automated Reference Management System \(WARMS\)](#) – online access to VBA manuals, directives, circulars, letters, CFR, and other materials

VA FORMS

- All [VA Forms](#)
- [Designation of Certifying Official\(s\) - VA Form 22-8794](#)
- [Statement of Assurance of Compliance with 85 Percent Enrollment Ratios - VA Form 22-10215](#)
- [Statement of Assurance of Compliance with 85 Percent Enrollment Ratios Continuation Sheet - VA Form 22-10215a](#)
- [35% Exemption Request from 85/15 Reporting Requirement - VA Form 22-10216](#)
- [Conflicting Interests Certification for Proprietary Schools - VA Form 22-1919](#)

COMMUNICATION

- Upload forms and other accepted documents: [VA Education File Upload Portal](#)
- Contact us through [Ask VA \(AVA\)](#) ([Ask VA \(AVA\) Guide](#))
- Contact your [State Approving Agency \(SAA\)](#)
- Contact the [National Training Team - Schools](#)
- Receive GovDelivery updates, [Subscribe to GovDelivery](#)



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CONCLUSION

This guide was produced along with the VA Flight Conference Training to assist with your role as a SCO working with flight training programs.

For additional questions, always refer to your SAA or contact an ELR via AskVA. Additionally, you can reach out to the National Training Team – Schools with issues and questions.

Thank you for your commitment to serving our nation's Veterans and eligible students.



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Appendix A:

AC&L	Approval, Compliance and Liaison (Also called O&A)
ARF	Annual Reporting Fees
AVA	Ask VA (Replaced RNW in 2021)
BAH	Basic Allowance for Housing (DoD Term)
VA beneficiary	Veteran, Active-duty member, reservist, child, spouse
CELO	Chief Education Liaison Officer
CFR	Code of Federal Regulations
Chapter 1606	Montgomery GI Bill (Selected Reserve) (MGIB-SR)
Chapter 30	Montgomery GI Bill (Active Duty) (MGIB-AD)
Chapter 31	Vocational Rehabilitation and Employment (VR&E)
Chapter 32	Post-Vietnam Era Veterans Education Assistance Program (VEAP)
Chapter 33	The Post 9/11 GI Bill® (Veterans Educational Assistance Act of 2008)
Chapter 35	Survivors and Dependents Educational Assistance (DEA)
CO	Certifying Official (See SCO)
COE	Certificate of Eligibility
COLA	Cost of Living Adjustment
DD 214	Certificate of Release of Discharge from Active Duty (DoD Form 214)
DEA	Survivors and Dependents Educational Assistance (Chapter 35)
DMC	Debt Management Center
DoD	Department of Defense
DVA	Department of Veterans Affairs
ECC	Education Call Center
ECSS	Education Compliance Survey Specialist
ED	Department of Education
EDU	Education Service



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EFT	Electronic Funds Transfer
ELR	Education Liaison Representative
EM	Enrollment Manager – Replaced WEAMS in 2023
ETI	Education & Training Institution or Educational & Training Institution
FDOT	First Day of Term
FRY	The Marine Gunnery Sergeant John David Fry Scholarship
GAO	Government Accountability Office
GC	General Counsel
GED	General Educational Development Certificate
IDM	Individually Defined Full-Time Modifier
IG	Inspector General
IHL	Institution of Higher Learning
JST	Joint Services Transcript
LAC	License and Certification
LDA / EFF Date	Last date of Attendance / Effective Date
MHA	Monthly Housing Allowance (VA Term)
MITC	Mitigating Circumstances
NTT-C	National Training Team Compliance
NTT-P	National Training Team Processing
NTT-S	National Training Team Schools
O&A	Oversight and Accountability
OIG	Office of Inspector General
PII	Personal Identifying Information
PL	Public Law
POC	Point of Contact
RBS	Risk-Based Surveys
RO	Regional Office
RoP	Rate of Pursuit
RPO	Regional Processing Office
ROTC	Reserve Officer Training Corps



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RPO	Regional Processing Office
SAA	State Approving Agency
SCO	School Certifying Official (See CO)
SSN	Social Security Number
TA	Tuition Assistance
TATU	Tuition Assistance Top-up
TITLE IV	Federal Financial Aid Programs
TOE	Transfer of Entitlement
TOP	Treasury Offset Program
TRBR	Target Risk-Based Reviews
USC	United States Code
VACO	Veterans Affairs Central Office
VBA	Veterans Benefits Administration
VR&E	Vocational Rehabilitation and Employment (Chapter 31)
VSO	Veterans Service Organization
VYE	Verify Your Enrollment (Formerly WAVE)
WEAMS	Web Enabled Approval Management System
WSMS	Work Study Management System
YRP	Yellow Ribbon Program

