



**NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY**  
105 South Hansell Street  
Maxwell AFB AL 36112-6332

7 February 2016

MEMORANDUM FOR      FLIGHT ACADEMY APPLICANTS  
                                 GLIDER ACADEMY APPLICANTS  
                                 POTENTIAL STUDENT PILOTS

FROM:                      NATIONAL CADET SPECIAL ACTIVITIES COORDINATOR

SUBJECT:                 FAA Changes to Student Pilot Certificate Process

1. The FAA recently finalized and issued new rules regarding the process for obtaining student pilot certificates. This change will dramatically impact CAP members that interested in becoming student pilots and potentially soloing.
2. Beginning 1 April 2016, the FAA will require student pilots to obtain their certificates from an FAA Flight Standards District Office (FSDO), Designated Pilot Examiner or through a Certified Flight Instructor (CFI) through an online application process. The application will be reviewed and approved by the Transportation Safety Authority (TSA) and then mailed to the student. The TSA is projecting up to a three week turn around process, but this is a new process, so the exact timing and requirements are not clear. The new rule takes effect April 1, but student pilots who have been issued paper certificates before that date will be allowed to continue to use them until they expire.
3. Before ANY member can solo, they **MUST** have a Student Pilot Certificate. While not required for flight training, it is required before a student can solo in either a powered aircraft or a glider. Cadets who are planning on attending one of the many Flight or Glider Academies sponsored by CAP this summer will be impacted by this new process. **There will be NO refunds or adjustments made for students who arrive without their Student Pilot Certificate.** They will be able to participate in the training, but they will not be able to solo. This will in no way effecting your slotting or opportunity to attend, just the opportunity to solo.
4. **Before 1 April**, students can obtain a Student Pilot Certificate using the traditional method of working with your FAA Medical Examiner, CFI or FSDO. These certificates can be issued locally and are valid for up to 24 months. **After 1 April**, the new process must be followed. The attached information flow should help provide an overview of the options available for CAP academy applicants. More information can be found at: [https://www.federalregister.gov/articles/2016/01/12/2016-00199/student-pilot-application-requirements?utm\\_campaign=subscription+mailing+list&utm\\_medium=email&utm\\_source=federalregister.gov#h-12](https://www.federalregister.gov/articles/2016/01/12/2016-00199/student-pilot-application-requirements?utm_campaign=subscription+mailing+list&utm_medium=email&utm_source=federalregister.gov#h-12)

A handwritten signature in blue ink, reading "Rajesh U. Kothari", is positioned above the name and title of the signatory.

RAJESH U. KOTHARI, Lieutenant Colonel, CAP  
National Cadet Special Activities Coordinator

Attachment:  
1. Application Flow Chart

# How to obtain a FAA Student Pilot Certificate

**A Student Pilot Certificate is REQUIRED to solo a glider or airplane**

You can participate in flight training, but you CANNOT solo without this certificate, NO refunds will be made.

**BEFORE  
31 March 16**

Recommended

Before 31 March 2016  
you have two  
ways to get your  
Student Pilots Certificate

## FAA MEDICAL COMBO

Combined medical & student pilot certificate  
Cost around \$100 - REQUIRED FOR POWER

## FAA FSDO

Issues Student Pilot Certificate Only  
Power requires medical - can be obtained later

**NO FAA MEDICAL IS  
REQUIRED FOR GLIDERS**

You will get your  
FAA Medical & Student Pilot  
Certificate during  
your appointment with an  
Aviation Medical Examiner

This is a single paper  
document (front and back)

**AFTER  
1 April 16  
POWER**

You MUST apply  
for your Student  
Pilot Certificate

## FAA FSDO

Complete application in person with the FAA

## Certified Flight Instructor

Complete the online application with a CFI

You MUST also get an aviation medical  
to fly solo in a powered aircraft  
This is in addition to applying above  
for your student pilot certificate - Your doctor  
Can not issue a student certificates -  
Cost around \$100

Your FAA Student Pilot Certificate  
will be mailed to your  
home address in around 4 weeks  
after passing a background check  
conducted by the TSA

**POWER Students MUST get a  
FAA medical from an  
Aviation Medical Examiner**

**AFTER  
1 April 16  
GLIDER**

You MUST apply  
for your Student  
Pilot Certificate

## FAA FSDO

Complete application in person with the FAA

## Certified Flight Instructor

Complete the online application with a CFI

**NO FAA MEDICAL IS  
REQUIRED FOR GLIDERS**

Your FAA Student Pilot Certificate  
will be mailed to your  
home address in around 4 weeks  
after passing a background check  
conducted by the TSA



Locate your local FAA Flight Standard District Officer (FSDO): [www.faa.gov/about/office\\_org/field\\_offices/fsdo](http://www.faa.gov/about/office_org/field_offices/fsdo)

Locate your local FAA Aviation Medical Examiner (AME): [www.faa.gov/pilots/amelocator](http://www.faa.gov/pilots/amelocator)