

*We'll begin soon*

# CAP National Cadet Team

## Monthly DCP Webinar - January 2026

Every 2<sup>nd</sup> Friday

	X	X	X	X	X	
X	X	X	X	X		X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	12:00 CT			



**CIVIL AIR PATROL**  
CADET PROGRAMS

[Quick News](#)

[Calendar](#)

[Discussion](#)

[Open Floor](#)

# Agenda

## Quick News

- General
- Safety – 2026 Safety Focus Areas
- Aerospace Education - 2026 Aviation Skywatch Mission team signups launched 1 Jan
- Activities – NCSA Apps Closing. Approval Deadline Reminders, NCSA Staff Recruiting
- Aviation – NFA Prep, Cadet Wings Enrollment Update/AAR, ATA AAR
- Adult Education - TLC 36-month renewal change
- Cadet Protection: NOC Reporting Flow, CPPT Advanced Duty Position Flag
- Encampment/RCLS – Spring/Summer 2026, RegZone Usage, 2026 ENC CC Community
- Services – Parent / Guardian Portal, QCUA Local Activities, New Spaatzen

## Calendar

## Discussion Topic: Conference Planning

### Lead presenter



**Chris Guarniere**

Interim Director  
Cadet Programs

# CAP/NASA Skywatch Mission



- Official CAP Mission
- Similar to 2025 Aviation Weather Mission
- Potential NASA micro internship
- Squadron Based Activity
- 3 Dates to choose from
- Completing 2 Dates grants QCUA Credit
- Registration Closes Feb 14th



## Lead presenter



**AJ Flateau**

AE - Program Manager  
CAP/NASA Missions

**Applications CLOSE Jan 15 at 12pm Central**

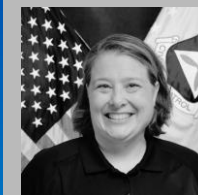
**Application Statistics as of this morning:**

- **5417 Total Cadet Applications**
- **1923 Individual Cadet Applicants**

**Activities with the highest application counts as of this morning**

- **Blue Beret**
- **PJOC**
- **MOTS**
- **SUPTs**

**Lead presenter**



**Mary Albright**  
Program Manager  
Career Exploration

### Shine the Spotlight and Spread the Word

- Cadet Officer School
- Digital Forensics Examiner Course
- Cyber Advanced Administration Course

### We Want You! Senior Member Staff for NCSAs

- E-Tech (Tennessee) is seeking 5-6 Senior Staff members, including a Finance Officer and HSO
- Other NCSAs have Senior Staff openings.

#### Lead presenter



**Mary Albright**  
Program Manager  
Career Exploration

## Activities

## Lift/Top and Scholarship Applications

**Now in Registration Zone**  
**Applications CLOSE Jan 15 at 12pm Central**



- **Lift/Top is a separate application**
  - **Unit and Wing Approvals located in Reg Zone**
  - **No resume or letters of recommendation required**
  - **Microsoft Form to indicate priority**
- **Scholarships are organized under a primary Scholarship Reg Zone event**
  - **General intake form for all applicants**
  - **All individual scholarships are sub events under the primary**
  - **Applicants apply for each scholarship**
  - **Most scholarships require uploads**

### Lead presenter



**Mary Albright**  
Program Manager  
Career Exploration

**Applicants receive email confirmation/can see their applications**

### Communications from Career Exploration

- Pre-work email announcement to Link Parent/Complete CAP Health
- Comprehensive, intentional social media announcements and reminders
- Membership-wide weekly email reminders about all opportunities and deadlines
- Individual weekly email notifications:
  - Cadets/parents with missing parent approval, that includes Parent/Guardian Portal instructions with deadline reminders
  - Unit leaders about missing unit approval decisions with deadline reminders
  - Wing leaders about missing wing approval decisions with deadline reminders
- This afternoon, Jan 9, 2026 – Wing leaders will receive an email with a list of cadets who are missing parent approval

#### Lead presenter



**Mary Albright**  
Program Manager  
Career Exploration

## Activities

### Important Dates Summer 2026 TIMELINE

**Jan 15 at 12pm Central – Applications close NCSA/Lift Top/Scholarships**

**Jan 18 – Unit Approval and Parent Approval due in Registration Zone**

**Feb 1 – Wing Approval and Highly Recommended Due**

**February - Application review**

**March 2 - Projected Slotting Notifications Date\***

#### Lead presenter



**Mary Albright**

Program Manager  
Career Exploration

**Applications that do not receive approval by the published deadlines will not be eligible for slotting consideration.**

**Approving one cadet earlier than another cadet DOES NOT affect their slotting score. Unit and Wing Approval gives the cadet the opportunity to be considered for a slot.**

# Aviation Updates- Aviation

**Lead presenter**




**Kathrine Schmidt**  
Sr. Program Manager  
Cadet Aviation

**CIVIL AIR PATROL NATIONAL FLIGHT ACADEMY**

## Student Pilot Certificate: How to Guide

**Step 1: Account Set Up & Application**

Create an IACRA account  
Go to [iacra.faa.gov](http://iacra.faa.gov)  
Click Register  
Choose Applicant  
Fill in your info  
You'll get an FTN number (save this!)  
Log in  
Click Start New Application  
Select Student Pilot Certificate  
Follow the prompts and submit



**Step 2: Meet with an Authorized Person**

Show your ID (most commonly Driver's License or Passport) to any of the following:

- A CFI (most common)
- A DPE
- An FAA Inspector

They will go into IACRA, find you based on FTN number, verify your identity, and approve your application.

**CIVIL AIR PATROL NATIONAL FLIGHT ACADEMY**

## Student Pilot Certificate: How to Guide



**Step 3: Print off your Temporary Certificate**

After logging into IACRA, go to:  
Applicant Console → Temporary Certificate (green box)  
This tab only appears after your application has been:

- Verified by your CFI/DPE, AND
- Approved by the FAA

If You Don't See the Temporary Certificate  
Here are the most common reasons:

- Your CFI hasn't completed the identity verification
- The FAA hasn't finished processing it yet
- The application still shows as "In Process" instead of "Temporary Airman Certificate Issued"



**Don't forget to sign!**

**CIVIL AIR PATROL NATIONAL FLIGHT ACADEMY**

## Student Pilot Certificate: How to Guide

**Step 4: Receive your Certificate**

FAA reviews your application  
FAA prints and mails your plastic Student Pilot Certificate  
It arrives at the address you listed  
You may still train with an instructor while waiting  
Your Temporary Certificate is a fully legal Certificate, until you receive your Permanent Plastic Certificate

**Don't forget to sign!**



**Kathrine Schmidt**

Sr. Program Manager  
Cadet Aviation



## FAA Third Class Medical Requirement

### Upload to the NFA folder by 1 February 12p Central Time

Cadets without a valid Class Three Medical or higher on file by February 1 will not be slotted. Only qualified cadets who have met all requirements will be slotted. It is the cadet's responsibility to follow upload instructions. If the instructions are not followed, the cadet application will not be considered for slotting.

**For more information on how to get a Third-Class Medical:**

[http://www.faa.gov/licenses\\_certificates/medical\\_certification](http://www.faa.gov/licenses_certificates/medical_certification)

**To find an Aviation Medical Examiner (AME) in your area:**

Go to this link and follow the prompts: <https://www.faa.gov/pilots/amelocator>

UNITED STATES OF AMERICA  
Department of Transportation  
Federal Aviation Administration

**MEDICAL CERTIFICATE THIRD CLASS**

This certifies that (Full name and address):  
TREVOR James SMITH  
[REDACTED]

Date of Birth	Height	Weight	Hair	Eyes	Sex
[REDACTED]	72	224	BROWN	BROWN	M

has met the medical standards prescribed in part 67, Federal Aviation Regulations, for this class of Medical Certificate.

Limitations: None

Date of Examination: 12/27/2012  
Examiner's Designation No.: [REDACTED]

Examiner Signature: [REDACTED]  
Typed Name: [REDACTED], MD

AIRMAN'S SIGNATURE: [REDACTED]

Applicant ID: 2001556923 Control No: 200005848356

FAA Form 8500-9 (3-80) Supersedes Previous Edition REV 9/02-40-479-7902

**CONDITIONS OF ISSUE**

The holder of this certificate must:

- Have it in his or her personal possession at all times while exercising privileges of an airman certificate. (14CFR § 61.3)
- Understand that the issuance of a medical certificate by an Aviation Medical Examiner may be reversed by the FAA within 60 days. (14CFR § 67.407)
- Comply with validity standards specified for first-, second-, and third-class medical certificates. (14CFR § 61.23)
- Comply with any statement of functional, operational, and/or time limitation issued as a condition of certification. (14CFR § 67.401)  
(Note: A letter of authorization (or SODA) describing any such limitations must be kept with this certificate at all times while exercising the privileges of an airman certificate.)
- Comply with the standards relating to prohibitions on operation during medical deficiency. (14CFR §§ 61.53, 63.19, and 65.49)

For International Operations Only: Some holders may be affected by certain international medical standards. Consult the U.S. Aeronautical Information Publication for U.S. differences with ICAO Annex 1 medical standards.

Fold Here

**Don't forget to sign!**

# Aviation Updates- ATA Solo Award

Lead presenter



**Kathrine Schmidt**  
Sr. Program Manager  
Cadet Aviation

**Accelerate to Aviator**  
**SOLO AWARD**  
*Empowering the next generation of aviators—at full throttle.*

**\$301k**

Serving  
**43**  
Cadets

**\$7k**  
each

**1,043**  
Flight Hours Flown  
Total

**27**  
SOLOS!

**24+**  
average cadet  
flight hours



Pictured: Award recipient C/Maj Raeanna Jones, ILWB, on her first flight!  
We can't wait to celebrate all our deserving cadets as they earn their solos!

# Aviation Updates- Cadet Wings

Lead presenter



**Kathrine Schmidt**

Sr. Program Manager  
Cadet Aviation



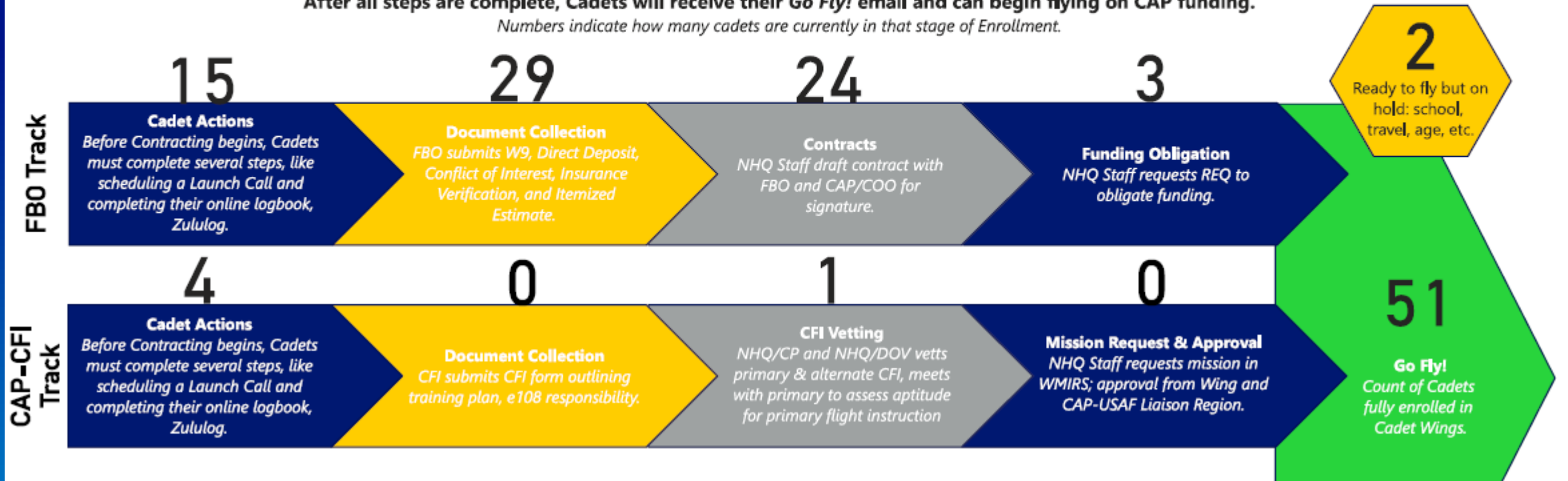
## Cadet Wings, FY26 Enrollment

Thursday, January 08, 2026

Before Cadets can fly, NHQ establishes a contract with their Flight School (FBO) or creates a Mission Number for every Cadet.

After all steps are complete, Cadets will receive their *Go Fly!* email and can begin flying on CAP funding.

Numbers indicate how many cadets are currently in that stage of Enrollment.



# Aviation Updates- Cadet Wings

Lead presenter



**Kathrine Schmidt**

Sr. Program Manager  
Cadet Aviation



## Graduate's Advanced Ratings

- FY Started
- 2019
  - 2020
  - 2021
  - 2022
  - 2023
  - 2024

Count	CAP Rating (Current Members)
1	CAP Check Pilot
10	CAP Instructor Pilot
20	CAP Instrument Rated
136	Cessna 172 Checkout
42	Cessna 182 Checkout
3	Cessna 206 Checkout
1	Gippsland GA8 checkout
16	Orientation Pilot - Cadet
6	Turbocharged Engine

Count	FAA Rating
92	Commercial - Airplane Single Engine Land
9	Airline Transport Pilot
68	Private - Airplane Multi Engine Land
66	Commercial - Airplane Multi Engine Land
56	Certificated Flight Instructor
479	Private - Airplane Single Engine Land
45	Certificated Flight Instructor - Instrument
4	Commercial - Airplane Single Engine Sea
4	Private - Airplane Single Engine Sea
3	Commercial - Glider
18	Instrument Ground Instructor
16	Certificated Flight Instructor - Multi-Engine
15	Advanced Ground Instructor
14	Private - Glider
14	Type Rating (required for aircraft over 12,500lbs)
137	Instrument Rating - Airplane
13	Mechanic - Airframe & Powerplant
1	Commercial - Airplane Multi Engine Sea
1	Commercial - Helicopter
1	Mechanic - Airframe
1	Private - Airplane Multi Engine Sea
0	Basic Ground Instructor
0	Mechanic - Powerplant

Cadet Aviation wrapped up FY25 After Action Report and we are celebrating all new ratings earned by previous Cadet Wings Graduates!

### TLC Credit – 36 Month Expiration

- Live in eServcies on 6 Jan
- Many units are non-compliant
- Individual emails sent
- Review TLC Progression Report

[GoCivilAirPatrol.com/TLC](http://GoCivilAirPatrol.com/TLC)

Lead presenter



**Elizabeth Hornbach**

Sr. Program Manager  
Curriculum & Learning

# Adult Education

## National Conference

- Mission Highlight: Cadet Programs
- OPR Highlight: Safety, Health Services, Chaplains, IG, Legal
- Kansas City, MO
- August 28-29, 2026

## Volunteer Position

CP Conference Support Specialist

- Pre-Planning
- On-Site Cadet Project Officer
- Expenses paid
- How can we market his better?
  - Ehornbach@capnhq.gov

Lead presenter

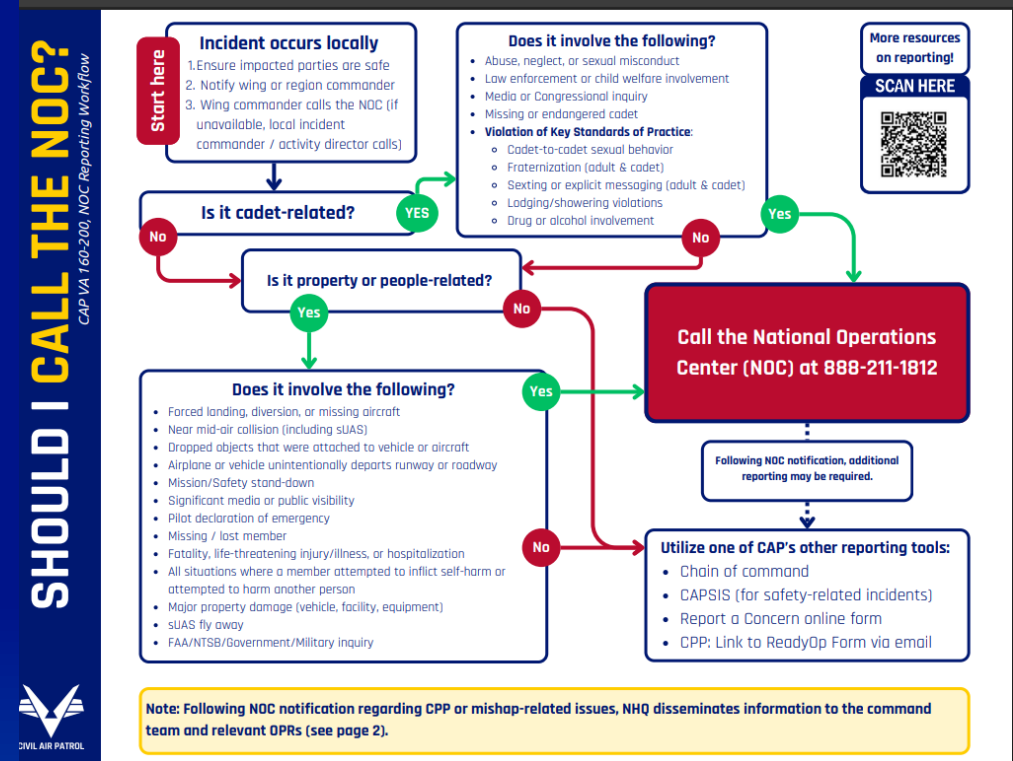
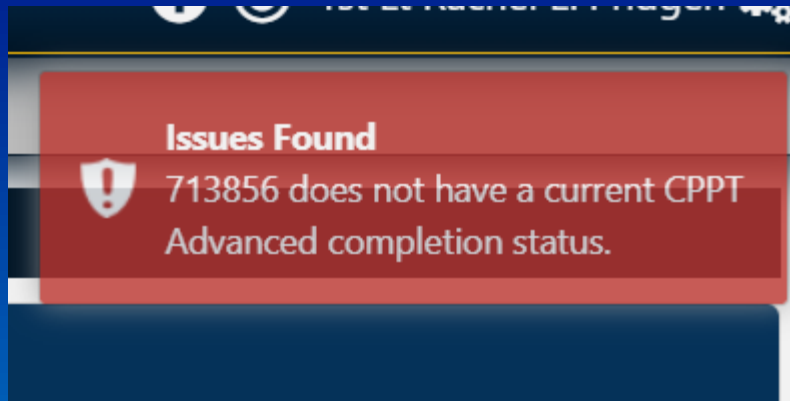


**Elizabeth Hornbach**

Sr. Program Manager  
Curriculum & Learning

# Cadet Protection

- CAP VA 160-200, NOC Reporting Workflow is published and available online!
- CPPT Advanced Pre-Req for Duty Positions: Should the language be:
  - CPPT Advanced is required prior to being appointed to this duty assignment. Please have this member complete this, and then you will be able to make the assignment.
  - This member cannot be appointed to this duty position until they complete CPPT Advanced.



## Encampment/RCLS Updates

### Spring/Summer 2026 ENC Info

- Please fill out ENC info website or email info to [hweaver@capnhq.gov](mailto:hweaver@capnhq.gov) as you have it.
- ENC info due by 1 February
- Make sure to assign the Commander and Commandant in eServices (must have CPP Advanced to assign)

### CEAP Spring/Summer 2026

- Round One: Opens 15 Mar & Closes 15 Apr
  - ILWG Spring short process (dates TBA)
- Round Two: Opens 1 Jun & Closes 15 Jun

### RCLS Website Updates

- Email RCLS info to [hweaver@capnhq.gov](mailto:hweaver@capnhq.gov)
- All RCLS dates/info is listed here:  
<https://www.gocivilairpatrol.com/programs/cadets/activities/leadership-schools/upcoming-rcls>

## Registration Zone Usage

### HIGHLY RECOMMENDED

- Parent Portal (approvals and electronic documentation)
- CEAP integration
- Attendance pre-requisites (especially for staff RST Online Modules, CPP, ORM, etc.)

### 2026 ENC CC Community Launched

- January Office Hours
  - Wednesday, 14 Jan, 8-9pm CT
  - ENC CCs and ENC Command Team
- January Training Webinar
  - RegZone and Parent Portal Overview
  - Tuesday, 27 Jan, 7-8pm CT
  - ENC CCs and Admin/Finance Staff

Lead presenter



**Heather Weaver**

Program Manager  
Cadet Leadership Camps

# Services Updates

## Parent / Guardian Portal

- Offers digital parent / guardian approvals (equivalent to CAPF 60-80 & 60-81, CAPF 163)
- Instructional guides & videos: [www.GoCivilAirPatrol.com/ParentPortal](http://www.GoCivilAirPatrol.com/ParentPortal)
- Linked Accounts Report: **Member Reports > Linked Accounts Report**

## QCUA Local Action Audits

- Please check Local Action entries in your Wing periodically
- Does the event qualify as LA? Are multi-day events entered only once? Did events meet CPP ratios? What events stand out that can be shared on social media?
- [www.GoCivilAirPatrol.com/QCUA](http://www.GoCivilAirPatrol.com/QCUA) for more info

## New Spaatz Awards: ID, FL, VA

- 3 since December!

Lead presenter



**Jacob McIntosh**

Program Manager  
Cadet Support Services

# Calendar

Event	Schedule
NCSA/CSA/NFA, Lift/Top, Scholarship Applications Close	15 January @ 12pm Central
Unit & Wing Lift/Top, Scholarship Approvals Due	15 January
Unit & Parent Approvals for NCSA/CSA/NFAs Due	18 January
Summer Encampment Info Due to NHQ	1 February
Wing Approvals & Highly Recommended Due for NCSA/CSA/NFAs	1 February
Sorenson Award Nomination (Wing)	15 February
Award Nominations Due: Sorenson Award (Region), Squadron of Merit & Distinction	15 March
CEAP Round I Opens	15 March

**Next Time**

**Friday, 13 February**  
**1200-1245 Central**

Agenda publishes via email Thursday prior  
Suggest discussion topics: [cadets@capnhq.gov](mailto:cadets@capnhq.gov)

**THANK YOU**  
**for supporting the cadets with your leadership!**

## Discussion Topic

# Conference Planning

1. What are best practices or innovative ideas for cadets at a conference?
2. (Drop in Chat) National Conference Planning – What do you want to see?

Lead presenter



**Elizabeth Hornbach**

Sr. Program Manager  
Curriculum & Learning