

Community College of Baltimore County Aviation Technology Department **STUDENT FLIGHT TRAINING GUIDE**



- Flight training Process and Costs
- Pilot Ground Schools
- FAA Airman Knowledge Testing
- Flight Simulator Training
- Expectations of Aviation Students
- Frequently Asked Questions (FAQ)



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For information on pilot career progression, please visit the [Aviation Careers](#) webpage available on the **CCBC Aviation Technology** website: [CCBC Aviation Technology](#)

CCBC PROGRAM OVERVIEW

CCBC offers three Professional Pilot degrees: Airplane, Helicopter, and Unmanned Aircraft Systems.

The aviation program at the Community College of Baltimore County is a regional program in the mid-Atlantic region. Classroom and simulator instruction is offered at CCBC Catonsville. In partnership with CCBC, local flight training centers provide the “hands-on” flight training making CCBC a convenient, flexible, and competitive option. CCBC students may identify their preferred flight school based on their personal preferences for location, instructor, or types of aircraft used in flight training. (A list of approved Flight training Centers is included on page 13.) CCBC will make every effort to accommodate this preference, though several factors may impact CCBC’s ability to do so. In order to enroll in CCBC flight training courses, students must have completed or also be enrolled in the associated ground school course at CCBC.

EARNING COMMERCIAL AND INSTRUCTOR PILOT CERTIFICATES: THE PROGRESSION

In order to fly professionally as a commercial pilot, a student must progress through several pilot licenses. Each license (or *certificate* as termed by the FAA) builds on the skills and knowledge gained in the previous license. The time and cost to earn a license depends on how quickly a student masters the required skills. The length of time to it takes to complete the required flight hours is influenced by the student’s ability as well as weather and aircraft maintenance. Students should commit to flying frequently and consistently in order to complete their flight training within the semester. Learning to fly requires repetition. Long breaks between training flights results in the student losing flying proficiency and skill.

Each license on the road to becoming a commercial pilot requires two parts: ground school and flight training. Ground school provides the academic knowledge necessary to be a safe pilot and pass the “FAA Knowledge Exam.” The training flights will teach you to operate the aircraft in a proficient and safe manner so that you are prepared to pass the “FAA Flight Evaluation.”

PRIVATE PILOT (PPL): The first license a student earns is the private pilot certificate. This license allows a pilot to fly in good weather only under Visual Flight Rules (VFR). The pilot may carry passengers, but cannot fly for hire (be paid as a pilot to fly passengers or cargo). The CCBC PPL training for helicopter and airplane are broken into two courses. All PPL flight training is conducted under 14 CFR § 61 (commonly referred to as part 61):

AVMT 132 – Private Pilot Certification Airplane I – lab fee \$6,000 – 23 dual instruction flight hours, 2 solo flight hours, 20 ground instruction hours, provides the initial phase of flight and simulator training toward the completion of a Federal Aviation Administration (FAA) Private Pilot Certificate, Airplane category. Topics include preflight procedures, flight controls, aircraft systems, takeoffs, landings, slow flight, stalls, ground reference maneuvers, and emergency procedures. A valid FAA Second Class Medical Certificate is required. (2 credits)

AVMT 133 – Private Pilot Certification Airplane II – lab fee \$7,500 – 24 dual instruction flight hours, 11 solo flight hours, 20 ground instruction hours, provides the final phase of flight and simulator training toward the completion of a Federal Aviation Administration (FAA) Private Pilot Certificate, Airplane category. Topics include single pilot resource management, cross country flying, unusual flight attitudes, night flying, basic instrument flying, short and soft field takeoffs and landings, and FAA Airman Certification Standards. A valid FAA Second Class Medical Certificate is required. (2 credits)

AVMT 134 – Private Pilot Certification Helicopter I – lab fee \$10,000 – 28.5 dual instruction flight hours (R-22), 1.5 solo flight hours (R-22), 20 ground instruction hours, provides the initial phase of flight and simulator training towards the completion of the Federal Aviation Administration (FAA) Private Pilot Certificate, Helicopter category. Topics include preflight procedures, airport and heliport operations, hovering and hover-taxiing, air taxi procedures, normal takeoffs and landings, straight-ahead and 180-degree auto-rotations, flight safety, and post-flight procedures. A valid FAA Second Class Medical Certificate is required. (2 credits)

AVMT 135 – Private Pilot Certification Helicopter II – lab fee \$12,500 – 19.5 dual instruction flight hours (R-22), 10.5 solo flight hours (R-22), 35 ground instruction hours, provides the final phase of flight and simulator training towards the completion of the Federal Aviation Administration (FAA) Private Pilot Certificate, Helicopter category. Topics include maximum-performance and specialty takeoffs, climbs and approaches, confined area and pinnacle operations, cross-country flights, emergency procedures, and night operations. A valid FAA Second Class Medical Certificate is required. (2 credits)

INSTRUMENT PILOT RATING: The next license a student earns is the instrument rating. This license allows a pilot to fly in limited visibility conditions under Instrument Flight Rules (IFR). The pilot may carry passengers but cannot fly for hire. The CCBC Instrument training for helicopter and airplane are broken into two courses. This training and all flight training beyond the PPL is conducted under 14 CFR § 141 (commonly referred to as part 141):

AVMT 232 – Instrument Pilot Rating Airplane I – lab fee \$6,000 – 17.5 dual instrument instruction flight hours, 15 ground instruction hours, provides the initial phase of flight and simulator training toward the completion of a Federal Aviation Administration (FAA) Instrument Pilot Rating, Airplane category. Topics include preflight preparation, air traffic control communication, flight by reference to instruments, navigation systems, instrument maneuvers, partial panel flying, and emergency procedures. A valid FAA Medical Certificate is required. (2 credits)

AVMT 233 – Instrument Pilot Rating Airplane II – lab fee \$6,200 – 17.5 dual instrument instruction flight hours, 15 ground instruction hours, provides the final phase of flight and simulator training toward the completion of a Federal Aviation Administration (FAA) Instrument Pilot Rating, Airplane category. Topics include instrument approach procedures, instrument cross county flying, air traffic control clearances, departure and arrival procedures, holding, lost communication procedures, and single pilot resource management. A valid FAA Medical Certificate is required. (2 credits)

AVMT 234 – Instrument Pilot Rating Helicopter I – lab fee \$8,000 – 17.5 dual instrument instruction flight hours (R-22), 15 ground instruction hours, provides the initial phase of flight and simulator training towards the completion of the Federal Aviation Administration (FAA) Instrument Pilot Rating, Helicopter category. Topics include preflight preparation, air traffic control clearances and communications, flight by reference to instruments, flight navigation, safety, and post flight procedures. A valid FAA Medical Certificate is required. (2 credits)

AVMT 235 – Instrument Pilot Rating Helicopter II – lab fee \$11,525 – 7.5 dual instrument instruction flight hours (R-22), 10 dual instrument instruction flight hours (R-44), 15 ground instruction hours, provides the final phase of flight and simulator training towards the completion of the Federal Aviation Administration (FAA) Instrument Pilot Rating, Helicopter category. Topics include instrument departure procedures, en route navigation, instrument approach procedures, aeronautical decision-making, emergency procedures, crew and single pilot resource management, and night operations. A valid FAA Medical Certificate is required. (2 credits)

COMMERCIAL PILOT (Single Engine Airplane/Helicopter): The commercial pilot certificate will allow a pilot to charge for their services. This license builds on the skills learned during private pilot and instrument pilot training, but hones flying skills to a higher proficiency level. The CCBC Commercial training for helicopter and airplane are broken into two courses. All CCBC commercial pilot training is conducted under 14 CFR § 141.

AVMT 237 – Commercial Pilot Certification Airplane I – lab fee \$10,000 – 40 solo flight hours, 10 dual instruction flight hours, 10 dual instruction flight hours in a complex/TAA airplane, 10 ground instruction hours, provides the initial phase of flight and simulator training towards completion of the Federal Aviation Administration (FAA) Commercial Pilot certificate, Airplane category, Single Engine (SE) class. Topics include specialty takeoffs and landings, commercial pilot maneuvers, cross country flight operations, night flying, emergency procedures, and safety. A valid FAA Medical Certificate is required. (2 credits)

AVMT 238 – Commercial Pilot Certification Airplane II – lab fee \$10,000 – 25 solo flight hours, 35 dual instruction flight hours, 25 ground instruction hours, provides the final phase of flight and simulator training required for the Federal Aviation Administration (FAA) Commercial Pilot certificate, Airplane category, Single Engine (SE) class. Topics include specialty takeoffs and landings, commercial pilot maneuvers, advanced navigation, slow flight, stalls, spin awareness, emergency procedures, and safety. A valid FAA Medical Certificate is required. (2 credits)

AVMT 239 – Commercial Pilot Certification Helicopter I – lab fee \$7,000 – 25 solo flight hours (R-22), 10 dual instruction flight hours (R-22), 15 dual instruction flight hours (R-44), 20 ground instruction hours, provides the initial phase of flight and simulator training towards the completion of the Federal Aviation Administration (FAA) Commercial Pilot certificate, Helicopter category. Topics include advanced airport operations, precision hovering, commercial maneuvers, takeoffs and landings, cross-country flights, emergency procedures, and safety. A valid FAA Medical Certificate is required. (2 credits)

AVMT 240 – Commercial Pilot Certification Helicopter II – lab fee \$11,200 – 35 solo flight hours (R-22), 30 dual instruction flight hours (R-22), 10 ground instruction hours, provides the final phase of flight and simulator training towards the completion of the Federal Aviation Administration (FAA) Commercial Pilot Certificate, Helicopter category. Topics include advanced ground-reference maneuvers, specialty takeoffs and landings, long-range cross-country flights, emergency procedures, Aeronautical Decision-Making (ADM), Crew Resource Management (CRM), and Single-Pilot Resource Management (SRM). A valid FAA Medical Certificate is required. (2 credits)

COMMERCIAL PILOT (Multi-Engine Airplane): After completing the Commercial Pilot Airplane Single Engine (SE) training, students will "add-on" multi-engine privileges to their commercial license. This course is conducted under 14 CFR § 141 and may only be taken after completion of the Commercial Pilot Airplane SE license.

AVMT 257 – Commercial Pilot Certification Airplane Multi-Engine – lab fee \$4,800 – 15 dual instruction flight hours (multi-engine airplane), 15 ground instruction hours, provides academic, flight and simulator training required for the Federal Aviation Administration (FAA) Commercial Pilot Certificate, Airplane category, Multi-Engine (ME) class. Topics include pre-flight planning, specialty takeoffs and landings, commercial pilot multi-engine operations, maneuvers, instrument procedures, advanced navigation, slow flight, emergency procedures, safety, and post-flight procedures. A valid FAA Medical Certificate is required. (2 credits)

CERTIFICATED FLIGHT INSTRUCTOR (CFI): This license authorizes a pilot to provide flight instruction and train new students learning to fly. This certification can only be earned after a student receives their commercial pilot's license. The *basic* CFI allows a pilot to instruct in single-engine aircraft. Students may elect to add instrument (**CFII**) and multi-engine (**MEI**) privileges to their CFI certificate in order to train instrument and multi-engine students. All CFI training is conducted under 14 CFR § 141.

AVMT 261 – Certificated Flight Instructor Airplane Single Engine – lab fee \$6,000 – 25 dual instruction flight hours, 40 ground instruction hours, provides academic, flight, and simulator training required for the Federal Aviation Administration (FAA) Certificated Flight Instructor (CFI) Airplane rating. Topics include best practices in aeronautical instruction, professionalism, and FAA regulations relating to student flight training. A valid FAA Medical Certificate is required. (2 credits)

AVMT 262 – Certificated Flight Instructor Helicopter – lab fee \$8,000 – 25 dual instruction flight hours (R-22), 40 ground instruction hours, provides academic, flight, and simulator training required for the Federal Aviation Administration (FAA) Certificated Flight Instructor (CFI) Helicopter rating. Topics include best practices in aeronautical instruction, professionalism, and FAA regulations relating to student flight training. A valid FAA Medical Certificate is required. (2 credits)

AVMT 263 – Certificated Flight Instructor Instrument Airplane – lab fee \$6,000 – 15 dual instruction flight hours, 15 ground instruction hours, provides academic, flight, and simulator training required for the Federal Aviation Administration (FAA) Certificated Flight Instructor Instrument (CFII) Airplane rating. Topics include the fundamentals of student instruction, flight by reference to instruments, navigation systems, en route operations, instrument approaches, emergency procedures, and safety. A CFI Airplane SE certificate is required to enroll in this course. A valid FAA Medical Certificate is required. (2 credits)

AVMT 264 – Certificated Flight Instructor Instrument Helicopter – lab fee \$7,250 – 15 dual instruction flight hours (R-22), 15 ground instruction hours, provides academic, flight, and simulator training required for the Federal Aviation Administration (FAA) Certificated Flight Instructor Instrument (CFII) Helicopter rating. Topics include the fundamentals of student instruction, flight by reference to instruments, navigation systems, en route operations, instrument approaches, emergency procedures, and safety. A CFI Helicopter certificate is required to enroll in this course. A valid FAA Medical Certificate is required. (2 credits)

AVMT 265 – Certificated Flight Instructor Airplane Multi Engine – lab fee \$9,000 – 25 dual instruction flight hours (multi-engine airplane), 20 ground instruction hours, provides academic, flight, and simulator training required for the Federal Aviation Administration (FAA) Certificated Flight Instructor, Multi-Engine (MEI) Airplane rating. Topics include fundamentals of student instruction, pre-flight preparation, multi-engine airplane operations, complex aircraft systems, emergency procedures, safety, and post-flight procedures. A CFI Airplane SE certificate and Commercial Multi-Engine license is required to enroll in this course. A valid FAA Medical Certificate is required. (2 credits)

RESTRICTED AIRLINE TRANSPORT PILOT (R-ATP): In order to fly for regional and major airlines, pilots must have an **Airline Transport Pilot (ATP)** license that requires a pilot to have logged a minimum of 1500 hours and be at least 23 years old. A caveat to this is the **Restricted Airline Transport (R-ATP)** license, where graduates of an approved two-year aviation college may qualify for an R-ATP license at age 21 and 1250 hours of flight time. This R-ATP license meets the requirements for immediate airline employment.

CCBC's Professional Pilot AAS degree programs are approved for the Restricted ATP license, meaning that **CCBC Professional Pilot graduates will be eligible to earn their R-ATP license at age 21 instead of age 23 and 1250 hours total flight time instead of 1500!** In order to qualify for the R-ATP Reduced Hour Certificate through CCBC, students must complete their Instrument Rating and Commercial Pilot certificates at CCBC under part 141. For more information and specific qualification requirements, please see a CCBC Aviation Faculty Member.

TRAINING FLIGHTS

Flight training is an exciting adventure, but it also can be challenging and frustrating. Students should be aware of some of the common challenges and pitfalls that frequently derail a student's progress.

- Inclement weather (thunderstorms, clouds, wind, rain, & fog) can cancel flight lessons. Students should schedule to fly several times per week to avoid repeated weather delays.
- Scheduling a minimum of 2 to 3 times per week is expected, with no more than 4 to 5 times per week maximum. Private Pilot students should not schedule more than 4 flights per week. Students should seriously consider travel time to and from their Flight Training Center as an important factor when selecting their flight training airport.
- Maintenance problems can render an aircraft unusable. Sometimes, repairs can take months to complete. When selecting a flight training center, a student should look for a sizable inventory of well-maintained, similar type aircraft. Most flight schools have a fleet of Cessna 172 type aircraft. Students should avoid training in the "only one of its kind" airplane at a flight school. Instead, insist on flying the type of aircraft that are available in sufficient numbers so that your flight training won't come to a screeching halt if the "one and only" type of airplane goes down for maintenance.
- The Certificated Flight Instructor (CFI) is a critical element of a student's flight training experience. Students should consider the following:
 - a. CFI's are dedicated professionals who have undergone a great deal of training and effort to earn their Flight Instructor credentials. They are devoted to providing quality instruction and promoting aviation. While there are career instructors who make flight instructing a life-long pursuit, many CFIs are "building hours" towards meeting the qualifications for an airline or other commercial flying job. For this reason, there can be a high turnover of instructors at many flight schools. *This is perfectly normal!* Many flight training students may have 3 or more instructors throughout their course of training from Private through Commercial and beyond.
 - b. Your CFI may leave in the middle of your training to take another professional flying job. This is the normal CFI progression. The best way to combat this situation is to fly as frequently as possible and finish your training in the minimum time.
 - c. Ensure that your schedule and that of your CFI are compatible so that he/she will be available to fly with you. This is something you should establish before you even begin flight training with your CFI.
 - d. Some CFI's may not be a good match for your learning style. Sometimes you and your CFI simply have a personality conflict. If you feel that you are not receiving professional, courteous and quality service from your CFI, you may have to change CFI's. First, talk to the CFI about what is bothering you. If this does not resolve the problem, speak with the flight school's Chief Pilot. If your concerns are still not satisfied after speaking with the Chief Pilot, contact the Aviation Program Director.
 - e. CFI's only get paid when they fly or conduct ground instruction with you. Be considerate of your CFI's time! If you "no show" an instructor or cancel at the last minute, you are effectively taking money out of the CFI's pocket. This can lead to a very poor student to CFI relationship.
 - i. If you cancel your flight lesson with less than 24 hours' notice, or no call/no show your scheduled flight, you may be charged a no-show fee. This fee **may not** be charged against your lab fee, but will rather be assessed as a charge on your CCBC student account. You will be required to satisfy this charge prior to registering for any subsequent semesters, or graduating. Failure to satisfy these charges may result in a collections referral.

When considering pilot applicants, employers use logged flying hours as a yardstick for pilot experience in addition to a college degree. Organizations that hire pilots have minimum flight hour requirements for employment.

When a student earns their commercial pilot certificate, they will probably have less than 300 hours of flight time. This is not enough flight time to meet the minimum hiring standards for most airline or commercial operators. Most entry-level flying jobs (regional airline, charter, and corporate operators) require additional flight hours. Students with fewer than 300 hours of flight time lack the flight experience needed in order to be employable—often referred to the “*experience gap*.”

In order to bridge the “*experience gap*”, a student could buy additional flight time. However, due to the cost, most CCBC students see working as a flight instructor as an efficient and cost-effective means to bridge the “*experience gap*.” After earning a Certificated Flight Instructor (CFI) license, a pilot can teach others to fly and at simultaneously log the time flown with students towards bridging the “*experience gap*.”

Working as a CFI can be extremely rewarding. Pilots also learn a great deal from teaching others to fly. The downside of being a flight instructor is the typical compensation. Most CFIs make about \$25 to \$35 per hour, but only for the time that they are actively instructing students. The annual income of a full-time CFI is approximately \$20,000 – \$30,000. However, some flight training schools offer much higher compensation and even benefit packages. Not all flight instructors are full-time; some are part-time and instruct in order to build their hours while working another job. Other CFI’s work for extra income or just for the love of flying. CFI jobs are plentiful in the Baltimore Area.

Flight instructors also need to accumulate multi-engine flight time. Multi-engine flight time demonstrates a pilot’s ability to fly sophisticated aircraft. Entry-level flying jobs require 100-500 hours of multi-engine flight time. There are different ways to get multi-engine flight time. A pilot may add-on multi-engine privileges to their CFI certificate, which enables them to instruct in multi-engine aircraft or they may fly for a number of flight operators or private owners that utilize multi-engine aircraft.

When a student has met the flight-hour requirements, they may apply for flying jobs individually or attend an Aviation Job Fair where representatives from numerous pilot hiring organizations are there to accept their resume. Some companies will even interview you on the spot and offer you a position!

Starting salaries for entry-level regional airline jobs are now \$ 50,000 to \$ 65,000 annually but can increase to \$85,000 or more after achieving captain rank and accruing years of service. Many regional airlines have “feeder” programs with their partner major airlines, where pilots can upgrade to a major airline in 4-5 years. As a pilot gains more experience and logbook hours, they will be able to qualify for employment with the major airlines or more lucrative flying jobs that pay in excess of \$ 200,000 per year.

THE MILITARY OPTION FOR PILOT TRAINING

Another way to become a commercial pilot is to become a military pilot first. All branches of the armed services train pilots. U.S. military flight training is considered to be the best in the world. With some exceptions, Air Force and Navy pilots fly mainly airplanes while the Marines and Coast Guard pilots fly both airplanes and helicopters. Army pilots primarily fly helicopters.

The process is very selective to qualify for US Navy or Air Force pilot training. A four-year college degree is required. There is also a service commitment of 8-10 years. If you join a service on active duty status, you will have to complete your service commitment before you may enter commercial aviation as a pilot. However, if you join a Reserve or Air/National Guard unit, you may start your commercial pilot career while serving in inactive or reserve status.

One of the best-kept secrets is joining the Reserves or Air/Army National Guard. Many states have Reserve or National Guard components that offer aviation opportunities. Many CCBC students join an Army/Air National Guard flying unit and take advantage of tuition assistance programs and Veteran's Benefits that almost completely cover the costs of flight training and earning their aviation degree. Upon graduation from college, they have excellent prospects for pilot selection with their unit.

FLIGHT TRAINING COURSES AND COSTS

CCBC offers airplane and helicopter flight training at local flight training centers. Utilizing a network of flight training partners, CCBC can offer students flexible flight training options. All courses that include a flight component have a large associated lab fee to compensate for CCBC's additional flight training costs. Students can pay these lab fees in several ways.

- A student might have college savings or another way to pay personally for their classes.
- Based on income and other factors, a student can qualify for financial aid or Pell grants that do not need to be repaid. Since maximum Pell grant is about \$6,000 per academic year, it will only pay for a portion of the lab fees. More information is available from CCBC's Financial Aid office at [CCBC help paying for college](#) or 443-840-6096.
- Most students can qualify for a subsidized or unsubsidized student loan. While the loan can cover the entire cost of training, it needs to be repaid by the student. More information is available from CCBC's Financial Aid office at Help Paying for College.
- Students who are currently in, or have served in the armed services in an active duty or reserve capacity may be eligible for educational benefits from the Veterans Administration. More information is available from the VA certifying officials at CCBC Catonsville at [CCBC help paying for college](#) or 443-840-4305
- Some employers offer tuition assistance to their employees.

CCBC offers the following flight training courses in the **Professional Pilot Airplane** AAS degree. Each course has an associated lab fee to account for the additional costs associated with the flight training courses such as (but not limited to) aircraft rental, instructor time, facility fees, etc.

Course	Course Title	Flight Hours	Credit Hours	Lab Fees
AVMT 132	Private Pilot Certification Airplane I	25	2	\$6,000
AVMT 133	Private Pilot Certification Airplane II	35	2	\$7,500
AVMT 232	Instrument Pilot Rating Airplane I	20	2	\$6,000
AVMT 233	Instrument Pilot Rating Airplane II	20	2	\$6,200
AVMT 237	Commercial Pilot Certification Airplane I	60	2	\$10,000
AVMT 238	Commercial Pilot Certification Airplane II	60	2	\$10,000
AVMT 257	Commercial Pilot Certification Airplane Multi Engine	15	2	\$4,800
AVMT 261	Certificated Flight Instructor Airplane (CFI)	25	2	\$6,000
AVMT 263	Certificated Flight Instructor Instrument Airplane (CFII)	15	2	\$6,000
AVMT 265	Certificated Flight Instructor Multi-Engine Airplane (MEI)	25	2	\$9,000
Total lab fees for Professional Pilot Airplane AAS effective fall, 2021				\$71,500

CCBC offers the following flight training courses in the **Professional Pilot Helicopter** AAS degree. Each course has an associated lab fee to account for the additional costs associated with the flight training courses such as (but not limited to) aircraft rental, instructor time, facility fees, etc.

Course	Course Title	Flight Hours	Credit Hours	Lab Fees
AVMT 134	Private Pilot Certification Helicopter I	30	2	\$10,000
AVMT 135	Private Pilot Certification Helicopter II	30	2	\$12,500
AVMT 234	Instrument Pilot Rating Helicopter I	20	2	\$8,000
AVMT 235	Instrument Pilot Rating Helicopter II	20	2	\$11,525
AVMT 239	Commercial Pilot Certification Helicopter I	50	2	\$7,000
AVMT 240	Commercial Pilot Certification Helicopter II	65	2	\$11,200
AVMT 262	Certificated Flight Instructor Helicopter (CFI)	25	2	\$7,250
AVMT 264	Certificated Flight Instructor Instrument Helicopter (CFII)	15	2	\$8,000
	Total lab fees for Professional Pilot Helicopter AAS effective fall, 2021			\$75,475

Important Notes About Lab Fees:

1. AVMT 143 & AVMT 243 are introduction to flight operations courses designed for students enrolled in the Air Traffic Control and Aircraft Dispatcher programs.
2. Training must be accomplished at a flight training center approved by CCBC. Please see a list of approved flight training centers in this guide on page 13, or contact the Aviation Department for details.
3. The lab fee may not be enough to complete the certificate or rating sought; sometimes the student may have to provide additional out of pocket funding.
4. These courses do not guarantee a certificate or rating.
5. Lab fees are used by the college to pay for flight instruction. Lab fees may not be used to purchase pilot supplies such as headsets, GPS navigation devices, iPads, tablets or electronic flight bags (EFB).
6. Lab Fees are non-refundable.

STUDENT MEDICAL CERTIFICATION

Students are required to have an FAA First or Second Class Medical Certificate in order to enroll in flight training courses at CCBC. The medical evaluation is really a routine physical that checks visual acuity and color perception, hearing, blood pressure and heart functions, and physical mobility associated with flying. An FAA First or Second Class Medical Certificate may only be obtained from an FAA certified **Aviation Medical Examiner (AME)**. The cost ranges from \$ 90 - \$ 120. To find an AME in your area, visit the FAA website link below: (Search on **Location** -> **State** for best results) [FAA Medical Certification Information](#)

THE BOTTOM LINE

The **estimated** cost of a CCBC Flight training Degree including flight training lab fees is itemized in the table below:

<i>Costs effective for Fall, 2020</i>	Airplane	Helicopter
Academic Credits for AAS Degree (67 credit hours at Baltimore County rates*)	\$11,500	\$11,500
Flight training Lab fees (see previous page)	\$71,500	\$78,450
Total Costs Paid to CCBC	\$83,000	\$89,950
Additional costs not included in tuition and fees		
FAA Class II Medical Certificate Exam	\$100	\$100
Aeronautical charts, Pilot's Operating Handbook, Chart Supplement, Headsets, i-Pad	\$1,000	\$1,000
FAA Knowledge Exams	\$750	\$750
Pilot Examiner Fees**	\$3,900	\$3,300
TOTAL ESTIMATED COSTS	\$88,750	\$92,125

* Different tuition rates apply for Maryland residents not living in Baltimore County and non-Maryland residents: **CCBC tuition and fees**

** VA Benefits will only pay *in-county* and *out-of-county* tuition rates; *out-of-state* students using VA Benefits will have to pay the difference between the *out-of-county* tuition rate and *out-of-state* tuition rate. (*county* = Baltimore County; *state* = Maryland)

*** Effective Fall 2019, CCBC will reimburse students up to \$650 per license flight evaluation with a Pilot Examiner (does not include re-examinations).

MORE INFORMATION AND WEBSITES ON FLIGHT TRAINING

Learning to fly is different than learning most skills. We recognize that getting started in flight training can be confusing and finding out exactly how to proceed can be frustrating. For this reason, we have compiled a list of articles and websites for you to visit in order to learn more about how flight training works. Please note that the costs mentioned in these articles may not reflect current prices.

Aircraft Owners & Pilots Association (AOPA)

[Learning to Fly](#)

www.aopa.org

Includes info on getting started and choosing a flight school

Federal Aviation Administration (FAA)

[FAA official website](#)

Interactive website for learning to fly

[Becoming a Pilot](#)

CREDIT FOR PREVIOUSLY EARNED PILOT CERTIFICATES AND RATINGS

CCBC may award credit for airplane or helicopter pilot certificates and ratings earned at other flight training centers as follows:

Private Pilot – 7 credits;

- a. AVMT 131 Private Pilot Ground School (3 credits) †
- b. Private Pilot Certification – 4 credits – AVMT 132 and AVMT 133 (airplane) or AVMT 134 and AVMT 135 (helicopter)

Instrument Rating – 8 credits;

- a. AVMT 231 Instrument Pilot Ground School (4 credits) †
- b. Instrument Pilot Rating – 4 credits – AVMT 232 and AVMT 233 (airplane) or AVMT 234 and AVMT 235 (helicopter)

Commercial Pilot – 7-9 credits;

- a. AVMT 236 Commercial Pilot Ground School (3 credits) †
- b. Commercial Pilot Certification – 4 credits – AVMT 237 and AVMT 238 (airplane single engine) or AVMT 239 and AVMT 240 (helicopter)
- c. Commercial Pilot Certification (Airplane Multi Engine) – 2 credits – AVMT 257

Fundamentals of Instructing (FOI) – 1 credit – AVMT 260 ††

Certificated Flight Instructor Airplane (CFI) – 2 credits – AVMT 261

Certificated Flight Instructor Helicopter (CFI) – 2 credits – AVMT 262

Certificated Flight Instructor Instrument Airplane (CFII) – 2 credits – AVMT 263

Certificated Flight Instructor Instrument Helicopter (CFII) – 2 credits – AVMT 264

Certificated Flight Instructor Airplane Multi-Engine (MEI) – 2 credits – AVMT 265

† Must be completed at an accredited aviation college or in conjunction with the associated certificate or rating and subject to the approval of the Aviation Program Director.

†† Only awarded in conjunction with an associated Certificated Flight Instructor rating.

CCBC PILOT GROUND SCHOOLS

Since 1974, thousands of pilots in the Baltimore area have attended pilot ground school courses at CCBC. Many have returned for refresher training. Ground school courses at CCBC are FAA Part 141 approved and fully accredited. You may earn college credits while completing your ground school training!

CCBC Ground Schools are open to anyone who has an interest in flight training or is taking lessons at another flight school. It is not necessary to be a degree-seeking aviation student in order to attend these courses. These courses can be taken on a credit or audit basis, or through CCBC Continuing Education.

The key to earning a pilot certificate or rating is learning how to operate an aircraft safely and pass the FAA Knowledge Exam. CCBC Pilot Ground Schools accomplish both of these objectives. CCBC offers complete ground school training taught by instructors who have thousands of hours of actual flying and instructional experience. They will share their knowledge with you, providing real examples, not just reciting textbook lessons!

There are several types of ground schools available. Many ground schools are only designed to aid a student in passing the FAA Knowledge Exam. While preparation gained from a Test Prep course usually helps a student pass the test, there is much more that a student needs to know to become a safe and proficient pilot.

CCBC will teach you more than just how to pass the FAA Knowledge Exam! To be a competent pilot, students need a complete understanding of FAA regulations, airspace, communications, weather, and flight operations procedures. At CCBC, students learn in an environment utilizing multi-media equipment, online assignments and resources, and flight simulators. Students further benefit from training scenarios and class discussions, where students share their experiences and help one another.

FLIGHT SIMULATORS

The CCBC Aviation Department has FAA Approved simulators for use by students and instructors. These simulators may be used for instrument training, multi-engine training, and various types of transition training as 30 different aircraft panels may be displayed including Piper Archer, Arrow, Seneca & Seminole, Cessna 172, 182, Mooney M-20 series, Beechcraft Baron and King Air 200. For more information, please e-mail: aviation@ccbcmd.edu

CCBC APPROVED FLIGHT TRAINING CENTERS

The CCBC Aviation Program serves Maryland and the Mid-Atlantic region. The following flight training centers, listed in alphabetical order, have been approved for CCBC students to complete their flight training.

Name (linked to web sites)	Airplane	Helicopter	VA Benefits Approved	Airport & Location
<u>American Helicopters/Aviation</u> 703-368-9599	X	X	X	Manassas Regional Airport Manassas, VA
Advanced Aviation Group <u>Frederick Flight Center</u> 800-355-0620	X	X	X	Frederick Municipal Airport Frederick, MD
<u>GT Aviation, LLC</u> 301-248-1711	X		X	Potomac Airfield Ft Washington, MD
<u>Harford Air Services</u> 410-836-2828	X		X	Harford County Airport Churchville, MD
<u>Navy Annapolis Flight Center, Inc.</u> 410-956-8751	X		X	Lee Airport Annapolis, MD
<u>Middle River Aviation, LLC</u> 410-574-3897	X	X	X	Martin State Airport Essex, MD
<u>Washington International Flight Academy, LLC</u> 240-246-7529	X		X	Gaithersburg Airport Gaithersburg, MD

How exactly does CCBC flight training work?

Depending on the certificate or rating sought, a student will enroll in the appropriate 2 credit flight training course. Each CCBC flight training course includes a **lab fee** in addition to the regular tuition and fee costs. Personal savings, Pell grants, student loans, employee education programs, and VA benefits may be used to help pay for these lab fees. Lab fees are used to cover a set number of allocated **flight training and instruction hours** based on local industry training standards at a CCBC approved Flight Training Center.

Are there height or weight limits?

For helicopter training, the maximum weight is 180 lbs and the maximum height is 6' 4." For airplane training, the maximum weight limit is 300 lbs. Students who exceed these limits should contact the Aviation Department to discuss alternative training options.

When will I be permitted to start my flight training?

You will be permitted to start flight training after (1) you have identified your preferred Flight Training Center, (2) CCBC has issued a purchase order to your selected flight center and (3) you have completed your **Flight Training Orientation** requirements.

When you are cleared to fly, your assigned Flight training Center will be notified and you may schedule flight lessons. To assist you in knowing your status, your instructor will post a **Flight Training Account Status** document in CCBC's learning management system (Blackboard). You are ready to arrange your training flights when the status reads "**cleared to fly.**"

What if I move out of the area before I have flown my allotted hours for a course? Can I transfer these hours to another flight school, college, or university?

No, you have enrolled in a CCBC course. CCBC cannot transfer your incomplete coursework, i.e., your flight training hours, to another college, university or flight school. Additionally, there are no refunds of your tuition and fees.

What if I decide that I do not want to continue flight training? Will the unused portion of my flight training hours be refunded?

No, you have enrolled in a college course at CCBC. If you do not complete the coursework, i.e., your flight training hours, you will not receive a tuition or fee refund. CCBC's refund policy permits a 100% refund before the semester begins or a 50% refund within the first 3 weeks of the semester (see Academic Calendar for specific dates). You may also receive a failing grade.

If you are considering dropping a flight training course, it is **mandatory** that you meet with a member of the Aviation Department staff to discuss your options. You will not be permitted by the Registrar's Office to drop any aviation course, nor change your schedule, without approval from the Aviation Department. Additionally, if you are receiving VA benefits you should consult with the VA certifying official at CCBC Catonsville.

What if I finish my flight training before my allotted flight training hours have been used?

Your learning objective for "part I" flight courses (e.g., Private Pilot Certification I) is to achieve the desired milestone-benchmark; and for "part II" flight courses earn the appropriate license or certification based on the course in which you enrolled.

Based on student preparation and aptitude, some students may take less flight time to achieve the course objective while others may take a little more flight time. CCBC plans for these slight variances when it sets the lab fees.

Students will not receive a refund if they finish the course objective in less flight time. However, if a student reaches the allocated number of flight training or instruction hours for the course and does not meet the established milestone, they may complete the remainder of their flight training out-of-pocket or receive a failing grade.

May I register for two flight training courses concurrently?

No. You may only be enrolled in one flight training course at a time, with the exception of some flight instructor (CFI) courses on a case-by-case basis.

May I register for the next flight training course in the progression before I have completed the course I am currently working on?

No. Your learning objective is to achieve the desired milestone or earn the appropriate license. You must do this before registering and advancing to the next course in the progression.

How long do I have to complete my flight training course? Do I have to finish my flight training course within one semester?

Students must commit to finishing their training flights within the semester in which they enrolled. If weather or other circumstances beyond your control prohibit you from finishing the course within the semester, you may be eligible to receive an incomplete (or “I”) grade. Granting of an Incomplete Plan will only be considered on a case-by-case basis, and must be explicitly approved in writing by the Program Director, with strict adherence to associated timelines.

The deadline for completing your incomplete coursework is within 30 working days after the start of the next main semester. When you complete your course requirements your “I” grade will be changed to a letter grade.

After 30 working days from the start of the next semester, all “I” grades will automatically default to a failing “F” grade. If there are extenuating circumstances, you may ask your instructor to approve a special exception to give you until the end of that semester to complete your incomplete course work, i.e., your training flights. If a special exception is granted and you do not complete your coursework within that time, you have failed the course and will receive an “F” grade. Once a grade is assigned, any further flight training associated with that course will not be permitted.

The following table summarizes the deadlines for completing coursework.

	Fall Semester Enrollment in a Flight training Course	Spring Semester Enrollment in a Flight training Course	Summer Session Enrollment in a Flight training course
Normal Date For Course Completion	End of the fall semester	End of the spring semester	End of the 12 week summer session
Extension Deadline For Course Completion Due To Weather And Other Unforeseeable Conditions	30 working days from the beginning of the immediately succeeding spring semester if an “I” grade, Incomplete, is approved by your Instructor.	30 working days from the beginning of the immediately succeeding fall semester if an “I” grade, Incomplete, is approved by your Instructor.	30 working days from the beginning of the immediately succeeding fall semester if an “I” grade, incomplete is approved by your Instructor.
Deadline For Course Completion Due To Extreme Extenuating Circumstances	The end of that spring semester if approved by your Instructor.	The end of that fall semester if approved by your Instructor.	The end of that fall semester if approved by your Instructor.

***Only the fall and spring semesters are considered “main” semesters. The official deadline for finishing incomplete coursework is published in the academic calendar posted on the CCBC website. [CCBC Academic Calendar](#)**

Will receiving an “I” incomplete grade affect my progress and VA benefits?

Potentially. Students will not be able to register for the next flight training course in the progression until the currently enrolled course is completed.

How are grades determined for flight training courses?

A grade will be awarded at the end of the semester for each flight training course based on satisfactory academic performance and the achievement of the desired milestone or completion of the associated certificate or rating. At the end of the semester, if you achieve the desired milestone or earn the associated license while concurrently submitting the required weekly progress journals, syllabus lessons (private pilot students only), midterm report, final report, attend the required monthly Safety Awareness Meetings, and submit any additional required documentation, you will receive a passing grade.

What if I do not complete my license or pass the milestone for the course by the end of the semester?

If you do not achieve the desired milestone benchmark or complete the certificate or rating associated with your enrolled flight training course by the end of the semester or summer session, you may be eligible for an incomplete “I” grade, which gives you more time to complete the course as outlined above.

How do I submit my license to change an incomplete grade in a flight training course?

Submit a scanned copy of your license via e-mail to the Aviation Department: flighttraining@ccbcmd.edu; include your full name, student ID, and course ID.

What if I want to switch flight schools during my training?

Before selecting a flight training center, students should carefully evaluate their flight school to ensure that there will be instructors and aircraft available to match their schedule. They should also consider travel time in getting to flight lessons.

Students may only switch flight schools due to extenuating circumstances as approved by the Aviation Department. Changing schools should be avoided since the student’s new flight school will have to do an assessment of what the student has previously learned. This will ultimately result in the flight training taking more flight time. Students seeking approval to switch flight schools must first seek approval from the Aviation Department.

Granting of a request to change flight schools, especially in the middle of a certificate or rating, is exceptionally rare. Students will typically only be allowed to change flight schools after completing a certificate or rating (e.g. after Private Pilot is complete).

What if I am not satisfied with my chosen Flight training Center?

If for any reason, you are not satisfied with the training you are receiving, you should first speak with your primary flight instructor. If you are still not satisfied after speaking with your instructor, speak with the Chief Pilot at your flight training center. After speaking with the Chief Pilot, if you feel your concerns have still not been adequately addressed, contact the CCBC Aviation Program Director.

May I purchase headsets, flight bags, or other pilot gear with my lab fees?

No, students may not charge anything to their lab fee. However, as part of the lab fee, CCBC will provide some aeronautical charts and other materials to all students. Furthermore, landing fees, parking fees, and off-site fuel surcharges may not be paid with lab fees.

Who manages the Student Flight Accounts at CCBC?

CCBC’s Finance Department oversees the lab fees, accounting for each student’s training flights and paying the Flight training Centers. Any questions concerning your account should be emailed to the Aviation Department at flighttraining@ccbcmd.edu.

Your instructor will carefully track your progress against milestones during the course. You will likely hear from your instructor if your progress seems to be lagging.

Does enrolling in a CCBC flight training course and paying the associated lab fee guarantee that I will earn the license or rating sought?

No, completing a CCBC flight training course is dependent on numerous variables such as student ability, aircraft and airspace complexity, lesson frequency, weather, aircraft availability, aircraft maintenance and a host of other elements.

CCBC has established flight training hours for each course based on local industry and FAA standards for completing each certificate or rating.

How many flight hours are included in flight training courses?

Flight training hours for each course are based on the FAA and local industry standard hours required to complete each license. This information is available in the **CCBC Catalog (see course descriptions)**. Also refer to the course descriptions provided in pages 1-4 of this guide.

Students are responsible for tracking their flight training hours and if they exceed their allocated number of flight hours they are responsible for paying their Flight Training Center for these additional hours.

How do I sign up for simulator instruction at CCBC?

CCBC provides free simulator instruction, usually 7 days per week. An online program, *Flight Schedule Pro* is used to schedule simulator instruction. A link is available in Blackboard with instructions on how to register for access.

How do I sign up for a discounted rate for ForeFlight products?

CCBC has collaborated with ForeFlight to provide students with a subscription to the ForeFlight electronic flight bag while enrolled as a flight training student. If students have a pre-existing account with ForeFlight, they should contact flighttraining@ccbcmd.edu to provide information to have their account migrated to the CCBC account. However, if students subscribe to either the “Performance Plus” or Jeppesen Charts options, they should speak with the Aviation Department before taking advantage of the CCBC account as they may lose some features.

If students prefer to maintain their own ForeFlight account, ForeFlight offers a 33% discount on charting and navigation products for students, faculty and instructors. If students wish to receive this discount, send an e-mail from your **CCBC e-mail account** to flighttraining@ccbcmd.edu. On the subject line, put “**ForeFlight Discount,**” and include your name and student ID in the e-mail. **Note:** if a student elects to maintain their own account with ForeFlight, this will not absolve them of any requirements to submit logbooks from ForeFlight.

I already have a Pilot’s license. How can I get credit for this?

CCBC will give credit for FAA certificates, ratings and licenses as provided on page 11. Contact any CCBC aviation faculty member or send an e-mail to aviation@ccbcmd.edu.

What should students do to keep track of their flight training hours?

Students must keep track of their flight training hours to ensure accuracy.

1. After each lesson, obtain a flight receipt from the flight school to see how many flight hours were charged.
2. Verify the time include on the invoice for accuracy:
 - a. Actual aircraft rental time;
 - b. Actual instructor flight time (non-Private Pilots);
 - c. Actual instructor pre-flight & post-flight time;
 - d. Actual instructor ground time;
 - e. Actual facility fee (Private Pilot students).
3. Keep a running total of how many flight hours you should have remaining.
4. You are responsible for notifying CCBC’s Finance Department about any discrepancies. If you are unable to correct a problem, alert the Aviation Department as soon as possible.

CCBC is an approved college for the Aeronautical Experience reduction for the Restricted ATP. How do I qualify for this exemption?

As CCBC is a two- year college, this qualifies for a reduction from 1500 hours to 1250 hours. In addition to graduating with an approved associate's degree, you must have completed ground and flight training for your Instrument Rating and Commercial Certificate under Part 141 at CCBC (an FAA approved R-ATP college). Please refer to page 3.

Am I required to purchase Renter's Insurance?

Yes. The aircraft you will be flying may cost as much as \$ 400,000. The flight schools carry insurance on these aircraft which will cover damages under normal operations, however, if you damage an aircraft, you may be responsible for the deductible or even more, as the insurance company may come after you to recoup their loss. **CCBC Flight Training Students are required to carry Renter's Insurance with coverage equal to or greater than the deductible on the insurance carried on the aircraft flown at the Flight Training Center.** A Renter's Insurance application is available in Blackboard. Renter's insurance is not covered by lab fees.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

CCBC students attending flight training at local flight training centers represent CCBC and the Aviation Program. Therefore, students are expected to project the best image possible in the manner in which they conduct themselves.

1. Students must closely monitor their flight school times for accuracy through the Student Flight training Tracker.
2. If your flight training is delayed by more than 2 weeks for any reason, notify the Aviation Program Director.
3. Report any problems promptly to the Aviation Program Director.
4. Students involved in an **aircraft incident or accident** must inform the Aviation Program Director at 443-865-0635 within 24 hours.

The following student behavior or conduct may result in expulsion from CCBC flight training courses and/or the receipt of a failing grade for the flight training course:

1. Lack of preparation for flight training lessons as prescribed by the assigned flight instructor. Students are expected to arrive for their flight training lessons having done their assigned reading or work.
2. Lack of consistent flight lesson attendance. Flying is a perishable skill; your success depends on regular flight lesson attendance (2-4 times per week);
3. Failure to appear for scheduled lessons (“no shows”), arriving habitually late for lessons or an excessive number of “last minute” (within 24 hours) lesson cancellations. In this case a flight training center may charge a “no show” fee which will not be covered by lab fees and will be paid by the student directly. This fee will be placed as a debt on the student’s CCBC account and may prevent future registration and/or graduation until satisfied.
 - a. Students who accrue two (2) last minute cancellations or no shows will be immediately grounded from further flight training until after they have met with the Aviation Program Director and/or any additional Aviation Program Staff (as identified by the Program Director).
4. Failure to adhere to the rules prescribed by the flight training center and airport;
5. Deliberate or intentional violation of FAA regulations;
6. Careless or reckless operation of an aircraft;
7. Unsatisfactory progress;
8. Failure to report an involved aircraft incident or accident within 24 hours.
9. Any mental or physical condition (such as substance abuse) that in the opinion of the Aviation Program Director compromises the ability of the student to operate an aircraft safely.

Students who are expelled from flight training courses will receive a failing grade and will forfeit all tuition and fees.