



## Chapter 05: Flight School Operations

# 04. Student Progress Tracking and Certification

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Track student progress and manage certification requirements to ensure students meet regulatory standards and training objectives for successful completion of Part 61 flight training programs.

## Purpose

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Establish systematic procedures for monitoring student pilot progress, documenting training milestones, and managing certification requirements to ensure students receive quality training and meet all regulatory requirements for pilot certification.

## Roles and Responsibilities

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### Flight Instructor:

- Conduct student assessments and training
- Review training objectives with students
- Coordinate aircraft scheduling for training
- Maintain communication with students on progress
- Ensure safety and regulatory compliance

### Chief Flight Instructor:

- Review student qualifications and training goals
- Assign appropriate flight instructors based on needs
- Conduct flight school orientation and safety briefings
- Approve training program selection and scheduling
- Ensure Part 61 compliance for all training operations

## Process Steps

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### Training Progress Documentation Phase

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- **Record lesson outcomes** - Document training objectives completed and areas requiring additional practice
- **Update student records** - Maintain accurate training files with lesson summaries and progress notes

- **Track flight experience** - Record flight time, landings, and specific training requirements completion
- **Evaluate performance standards** - Assess student performance against established training standards

## Milestone Assessment Phase

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- **Conduct stage checks** - Perform formal evaluations at designated training milestones
- **Review knowledge requirements** - Verify student understanding of required aeronautical knowledge areas
- **Assess practical skills** - Evaluate flight proficiency and decision-making capabilities
- **Document milestone completion** - Record successful completion of training stages and requirements

## Certification Preparation Phase

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- **Verify eligibility requirements** - Confirm student meets all regulatory requirements for certification
- **Prepare knowledge test authorization** - Process written test endorsements and scheduling
- **Schedule practical examination** - Coordinate with designated pilot examiner for checkride scheduling
- **Complete pre-checkride review** - Conduct final training review and endorsement preparation

## Certification Coordination Phase

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- **Process test applications** - Submit required paperwork to FAA and designated examiners
- **Coordinate examination logistics** - Arrange aircraft, documentation, and examination requirements
- **Monitor certification outcomes** - Track test results and coordinate any required additional training
- **Complete certification documentation** - Process successful certification and update student records

## Process Mapping

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Flowchart showing progress tracking from initial training through certification completion

## Tools and Resources

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### Training Documentation:

- Student training records and progress tracking system
- Flight training syllabi and lesson plans
- Stage check and evaluation forms
- Knowledge test and practical test preparation materials

**Regulatory Resources:**

- 14 CFR Part 61 certification requirements
- FAA practical test standards and airman certification standards
- Knowledge test question banks and study materials
- Designated pilot examiner contact information

**Assessment Tools:**

- Performance evaluation checklists and rubrics
- Training milestone tracking spreadsheets
- Student progress reporting templates
- Certification requirement verification checklists

## Success Metrics

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- **Completion Time:** Student progress reviews completed within 24 hours of each lesson.
- **Quality Standard:** 95% of students pass initial practical examinations on first attempt.
- **Safety Standard:** All students demonstrate proficiency in emergency procedures before solo flight authorization.
- **Client Satisfaction:** 90% of students complete training within established timeline estimates.

## Common Issues and Solutions

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- **Issue:** Student progress plateaus or training standards not being met consistently
- **Solution:** Implement additional one-on-one instruction sessions and coordinate with Chief Flight Instructor for alternative training approaches

**Issue:** Delays in practical examination scheduling with designated pilot examiners

**Solution:** Maintain relationships with multiple designated examiners and schedule examinations well in advance of student readiness

**Issue:** Students unprepared for knowledge tests or practical examinations

**Solution:** Implement mandatory pre-test review sessions and require demonstration of proficiency before test endorsement

## Safety Considerations

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- **⚠ WARNING:** Students must demonstrate consistent proficiency in all required areas before receiving endorsements for solo flight or practical examinations
- **⚡ CAUTION:** Verify all regulatory requirements are met before authorizing students to take knowledge tests or practical examinations
- **i NOTE:** Maintain detailed documentation of all training provided and student performance evaluations for regulatory compliance
- **✅ BEST PRACTICE:** Conduct regular progress reviews with students to ensure training objectives are being met and address any concerns promptly

## Regulatory References

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- 14 CFR Part 61.87 - Solo flight requirements for student pilots
- 14 CFR Part 61.103 - Eligibility requirements for private pilot certificate
- 14 CFR Part 61.105 - Aeronautical knowledge requirements for private pilot certificate
- 14 CFR Part 61.107 - Flight proficiency requirements for private pilot certificate
- FAA-S-ACS-6 - Private Pilot Airman Certification Standards