CFI Bootcamp
Flight Instructor Training

Technical Subject Areas

TSA Requirememts

2024 Changes

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Flight Instructor Training

What We Will Cover

When is a “Determination of Eligibility” Required from TSA?

TSA Regulations – 2024 Changes

What We Will Cover

Who is subject to TSA approval?

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What We Will Cover

What is a Training Provider?

What We Will Cover

How Long is the Determination of Eligibility valid for?

TSA Regulations – 2024 Changes

What We Will Cover

CFI/Flight School MUST be listed as a training provider

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TSA Regulations – 2024 Changes

What We Will Cover

CFI/Flight School MUST upload the picture of all students for operations where TSA approval would be required

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TSA Regulations – 2024 Changes

What training requires TSA approval or proof of US Citizenship?

Any first FAA certificate

Any instrument rating

Any Multi-Engine Rating

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TSA Regulations – 2024 Changes

Who is subject to TSA approval?

Any Non-US citizen

Includes Residents “Green Card Holders.”

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TSA Regulations – 2024 Changes

What is a Determination of Eligibility?

TSA approval process to begin training

Requires application, fingerprints, valid Visa

Valid for 5 Years

No longer event driven – Can train for multiple ratings

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TSA Regulations – 2024 Changes

CFI/Flight School must be a training provider on TSA's website

All schools and CFIs need to be registered

TSA is working on a repository to keep documents there

Applicant selects CFI/School

CFI/School notifies TSA of training, completion, etc

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TSA Regulations – 2024 Changes

CFI/Flight School must be a training provider on TSA's website

CFI/School must upload a photo of the applicant within 5 business days

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TSA Regulations – 2024 Changes

5 Key Changes for Providers

1. CFI/School must be registered as a training provider
2. TSA does NOT approve training events
3. CFI/School must keep their info up to date on portal
4. Training may continue for 5 years without new app
5. CFI/School TSA Awareness training valid 2 years now

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TSA Regulations – 2024 Changes

Key Changes for Candidates

1. One fee
2. Can train as much as they want – up to 5 years
3. Can choose their own training provider on the portal
4. No need to notify TSA – Provider does this

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TSA Regulations – 2024 Changes

Resources

Attached PDF from TSA

AOPA TSA Update Article

CFI Bootcamp
Flight Instructor Training

Flight Training Security Program

FTSP Final Rule Industry Briefing

Welcome & Thank You!

Introductory Remarks

D. Julean Thorpe, Program Manager, TSA

Adam Orilio, Section Chief, TSA

Agenda

FTSP Mission

FTSP Final Rule Key Changes

Case Management

Website Frequently Asked Questions

Industry & Provider Questions

Closing Remarks

Flight Training Security Program (FTSP)

Overview of Final Rule

Flight Training Security Program

FTSP is authorized by the Aviation and Transportation Security Act (ATSA) of 2001 to ***ensure non-U.S. citizens/nationals pursuing new pilot ratings or recurring flight training in an aircraft or simulator do not pose a threat to aviation or national security***.

Candidates are required to undergo a security threat assessment (STA) and receive a Determination of Eligibility before they may train.

Flight training providers operating in the United States and providers regulated by the Federal Aviation Administration (FAA) that are located abroad must register with FTSP and must notify TSA when candidates request flight training. Providers also must comply with several other security-related requirements.

FTSP Final Rule Overview

In late 2004 and early 2005, TSA held six (6) meetings with industry representatives affected by the Interim Final Rule (IFR). During these meetings and from public comments on the IFR, TSA issued clarifications, interpretations, exemptions, and other guidance documents.

This Final Rule reflects TSA's review of these previously issued documents, statements, and determinations about making them permanent. As a result of this review, any previous interpretations of the 49 CFR part 1552 published on or before July 30, 2024 are replaced by this Final Rule.

The Final Rule was published May 1, 2024, with an effective date of July 30, 2024.

FTSP Final Rule

Key Rule Changes

Final Rule Key Changes for Providers

- **Three (3) Key Changes for providers:**

1. **Changed FTSP processing and the duration of the candidate's STA.** Training event notifications are no longer linked to processing of candidate STAs. A candidate's Determination of Eligibility covers all flight training events for up to five (5) years.
2. **Added a Security Coordinator requirement.** FTSP will automatically designate your Provider Admin as the Security Coordinator for your business. For an individual CFI, TSA will automatically designate you as the Security Coordinator. Providers may designate another person than the automatically assigned individual.
3. **Recordkeeping**. Records may be maintained electronically or physically. Also, recordkeeping for lease agreements has been clarified. TSA intends to create a records repository for providers in the future. You will have the option to keep all or some of your records on the TSA repository when it becomes available.

Final Rule Key Changes for Providers

Additional Five (5) Modifications under the Final Rule:

1. **Codified the requirement that all providers register on the FTSP portal.** All providers, even those who train only U.S. citizens, must register an account on the FTSP portal and designate a security coordinator.
2. **Simplified how training events are identified as covered.** The updated regulation eliminates any considerations of aircraft weight and the four training categories. There are no changes as to what training events are covered.
3. **Clarifies FTSP portal usage requirements.** All flight training providers must register on this portal and keep their FTSP portal account up to date, even if they train only U.S. citizens and do not train candidates. All interactions with TSA occur through the portal.

Final Rule Key Changes for Providers

4. **<u>Changed the handling and notification of candidate training events</u>.** A candidate can train as much and as often as they like during the period of their Determination of Eligibility. They must select providers through the portal and can only do that if they are granted a Determination of Eligibility. If you are selected, work directly with the candidate to set up and manage their training events. You must notify TSA about all candidate scheduled events and update your account as to whether those events were completed, not completed, or abandoned. TSA does NOT approve training events.
5. **<u>Reduced the frequency of security awareness training</u>.** Initial security awareness training for provider employees still must be completed within 60 days of hire, but refresher security awareness training is now required just once every two (2) years.

Final Rule Key Changes for Candidates

The primary changes from publication of the 2024 update (final rule) are that candidates:

- ✓ Pay one (1) consolidated fee for their STA.
- ✓ Receive a five (5) year Determination of Eligibility, which covers multiple training events and multiple flight training providers for the duration of that Determination.
- ✓ Choose their providers through the FTSP portal.
- ✓ Do not notify TSA about training event details – this is done by providers.

NOTE: The final rule takes effect July 30, 2024. A Determination of Eligibility issued to a candidate before that date is linked to a particular training event only, and after July 30, 2024 that candidate must reapply and pay the consolidated fee for a five (5) year Determination of Eligibility.

Final Rule: What's Not Changing

*The update to the regulation **does not** change the following requirements:*

- ✓ You must **verify the identity** of both U.S. citizens and candidates when they arrive for training.
- ✓ You must **upload a candidate's photo** within five (5) business days of the start of a training event.
- ✓ You must **retain records** that show compliance with this regulation.
- ✓ You must **allow TSA and FAA inspection** of your records.

FTSP Case Management

Enrollment, Adjudication & Portal Navigation

FTSP Enrollment and Adjudication Process

Enrollment and adjudication WILL NOT change for candidates.

Candidates will manage their information from the candidate portal.

Candidates may be eligible for expedited processing (7 days) and a reduced fee ($125).

Security Threat Assessment Process

Enrollment	Vetting/Adjudication	Case Management	Notification
TSA collects biographic information via online applications and biometric fingerprint services are processed via contract provider.	Terrorism/Intelligence Checks Lawful Presence Checks Criminal History Records Check	TSA systems create a case record through which the background check is processed and provides customer service.	Applicants receive emails with approval or denial of their STA, including opportunity to correct information.

What should Candidates Know?

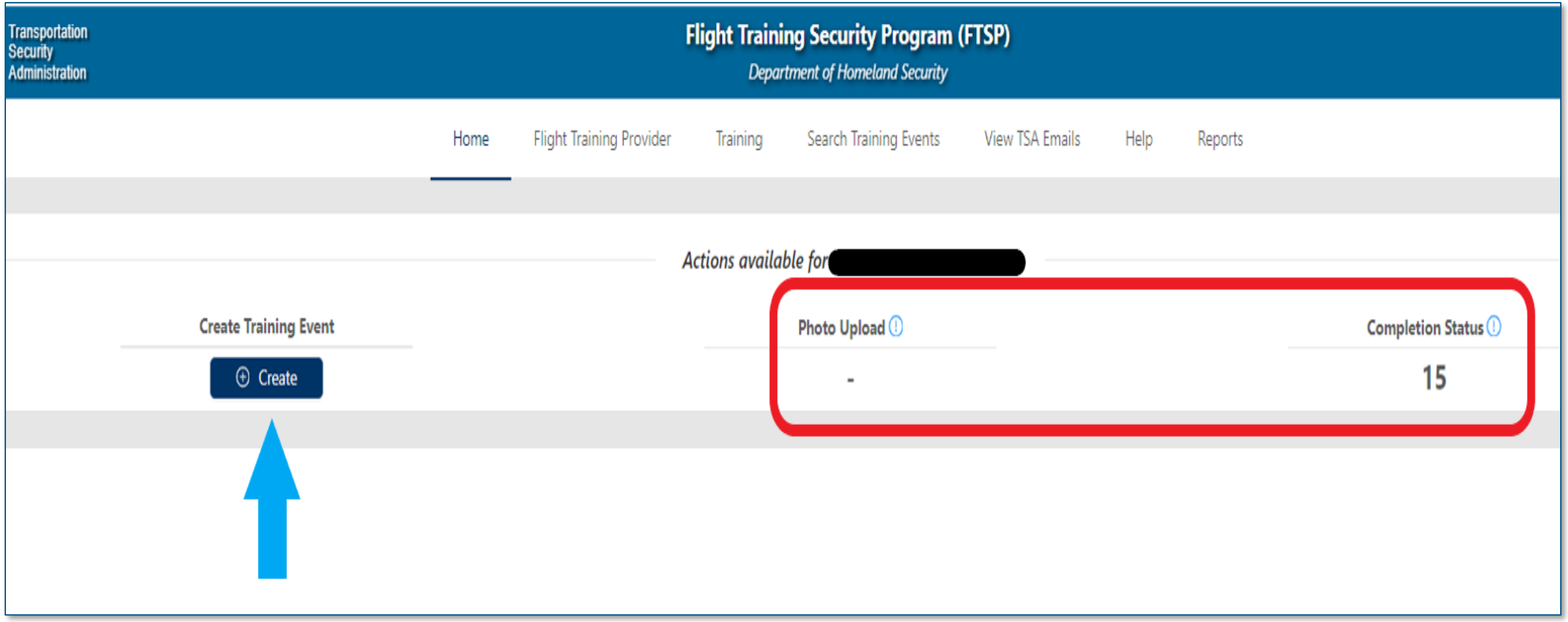
- Consolidated fee of $140, with option for reduced fee of $125.
- What if a candidate submits for a training request prior to July 17, 2024?
  - Training requests will be processed as they are today.
  - Approved training requests **will not** transfer to a five (5) year STA.
  - Approved training requests will remain valid for one (1) year.
- Candidates will not be able to correct or resubmit insufficient messages during the system cutover.

IMPORTANT NOTE:
Approved training request prior to July 17, 2024 DO NOT transfer to 5-year STA period.

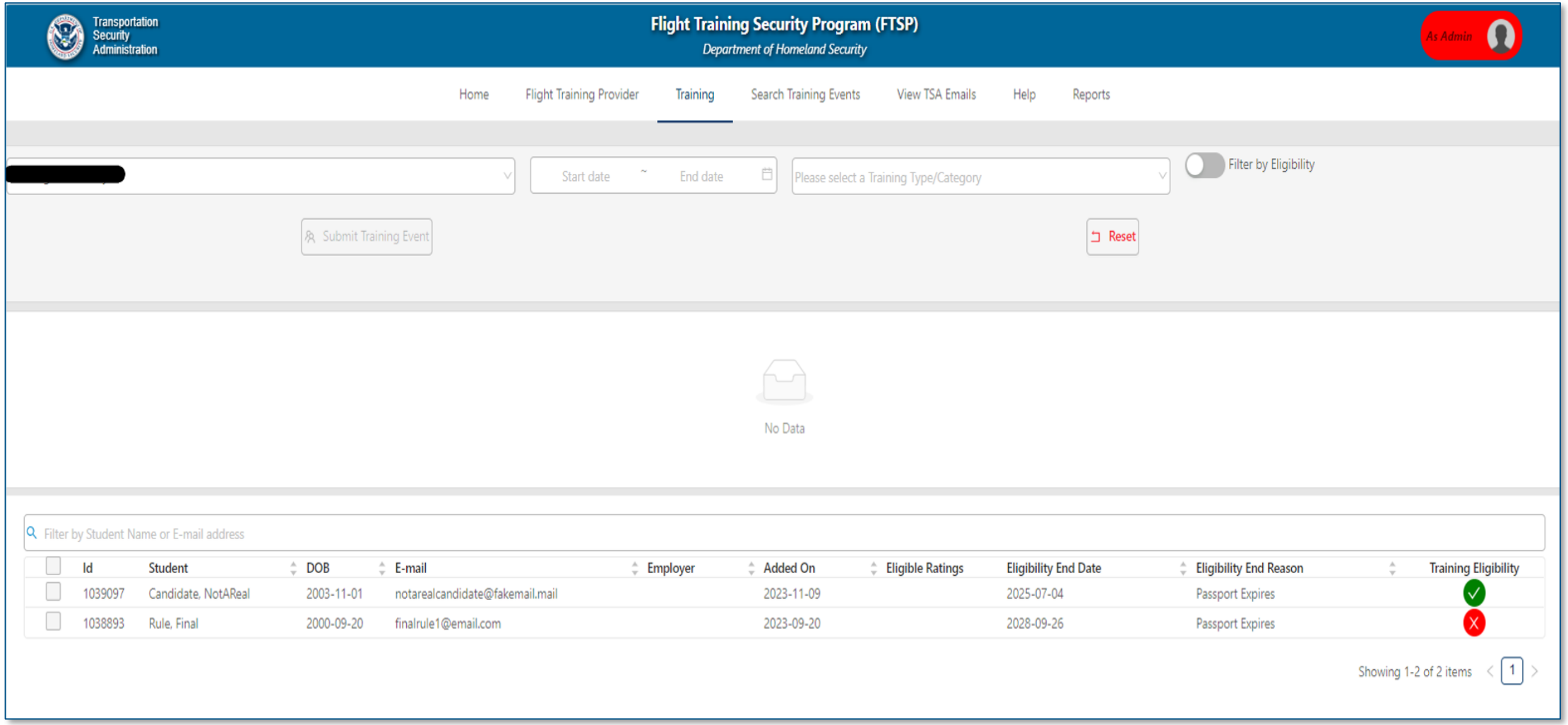
What should Providers Know?

- After July 30, 2024, providers will retain the ability to manage the training requests submitted prior to July 17, 2024.
- When a candidate selects a provider for training, they acknowledge their information will be shared with providers, in accordance with privacy laws.
- Only candidates that have been issued a Determination of Eligibility from TSA will be displayed in the provider portal.
- Training Eligibility
  - Candidates with a green check mark are eligible to create training events.
  - Candidates with a red check mark are unable to create training events.
    - "Hovering" over the red "X" symbol will display the reason for ineligibility.

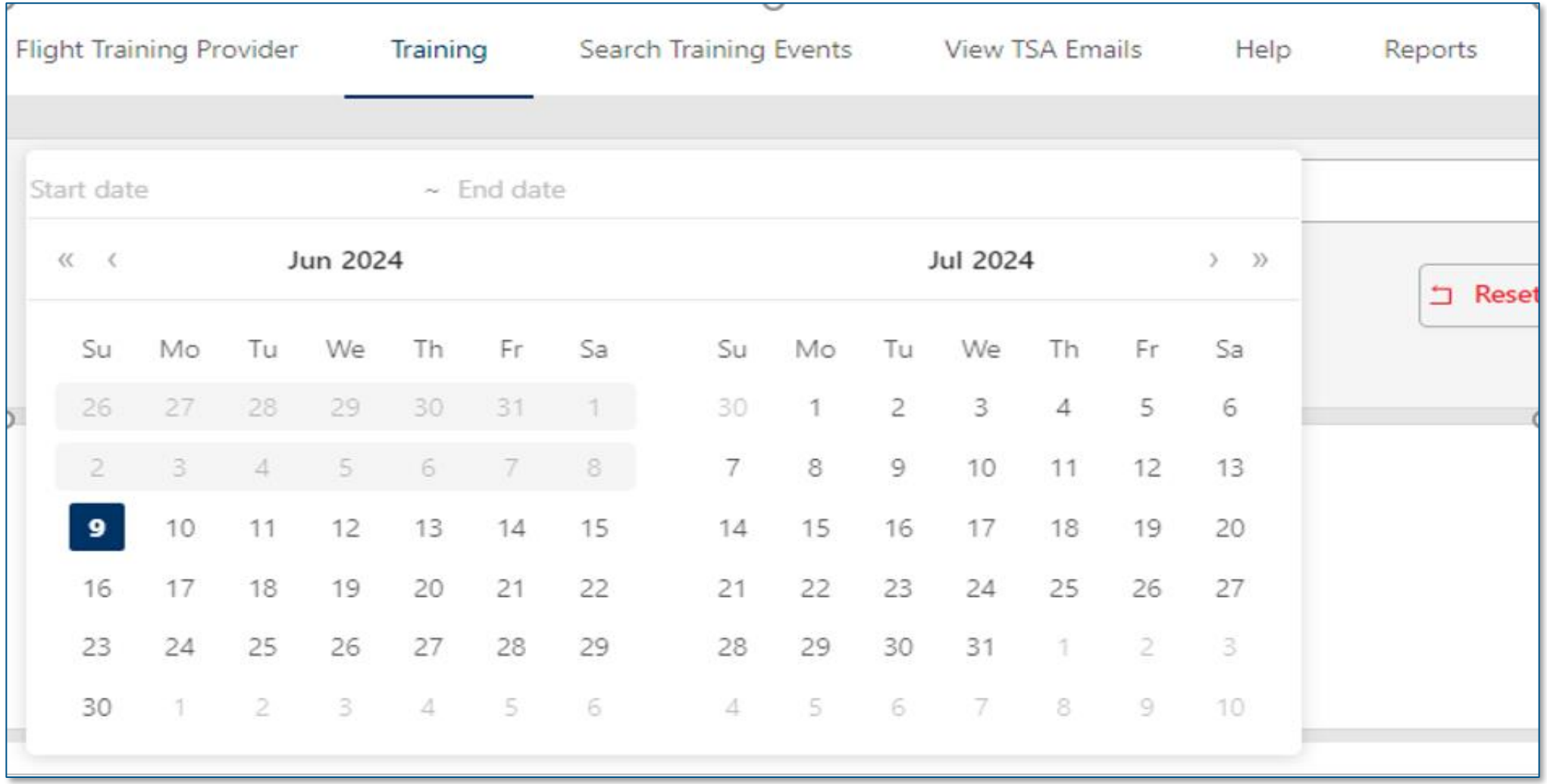
FTSP Final Rule Provider Portal



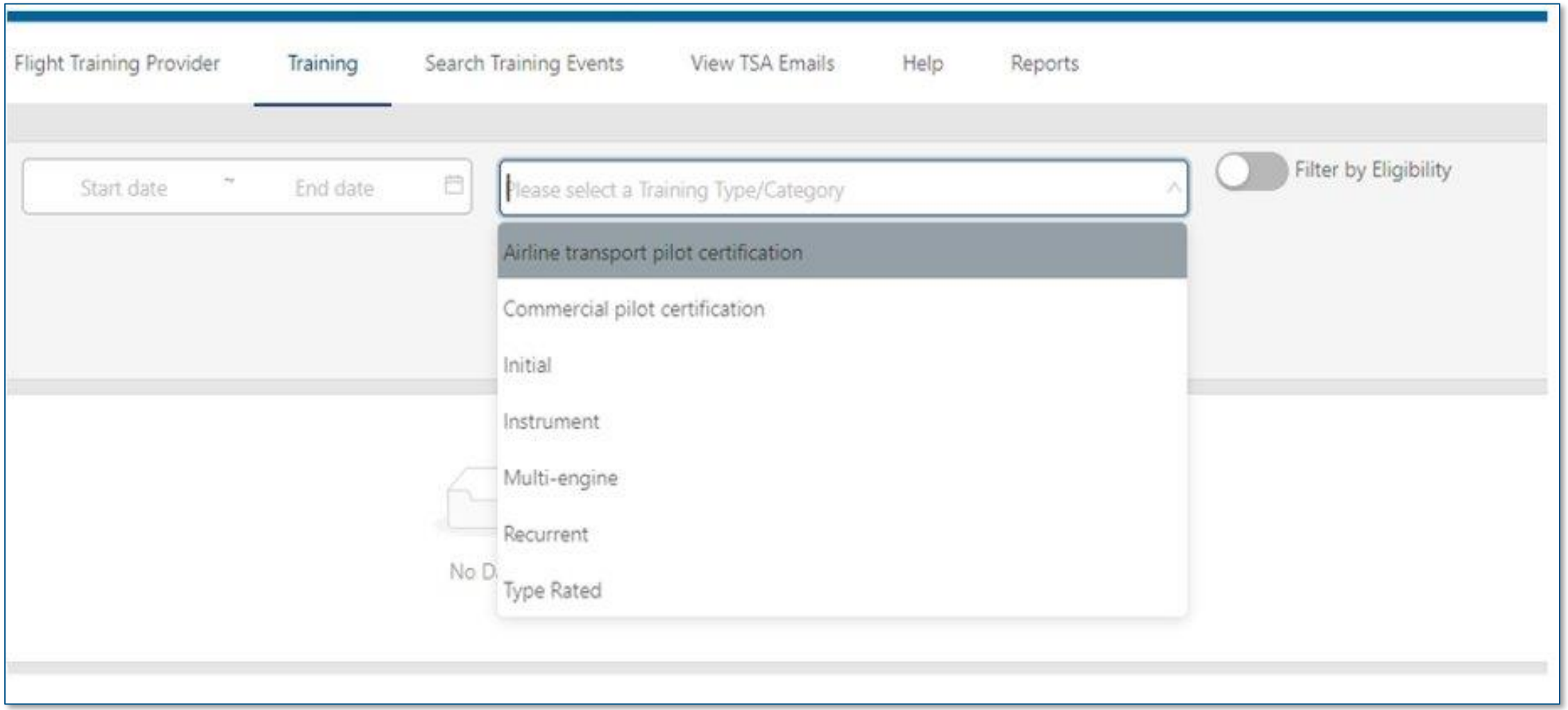
FTSP Final Rule Provider Portal (cont'd)



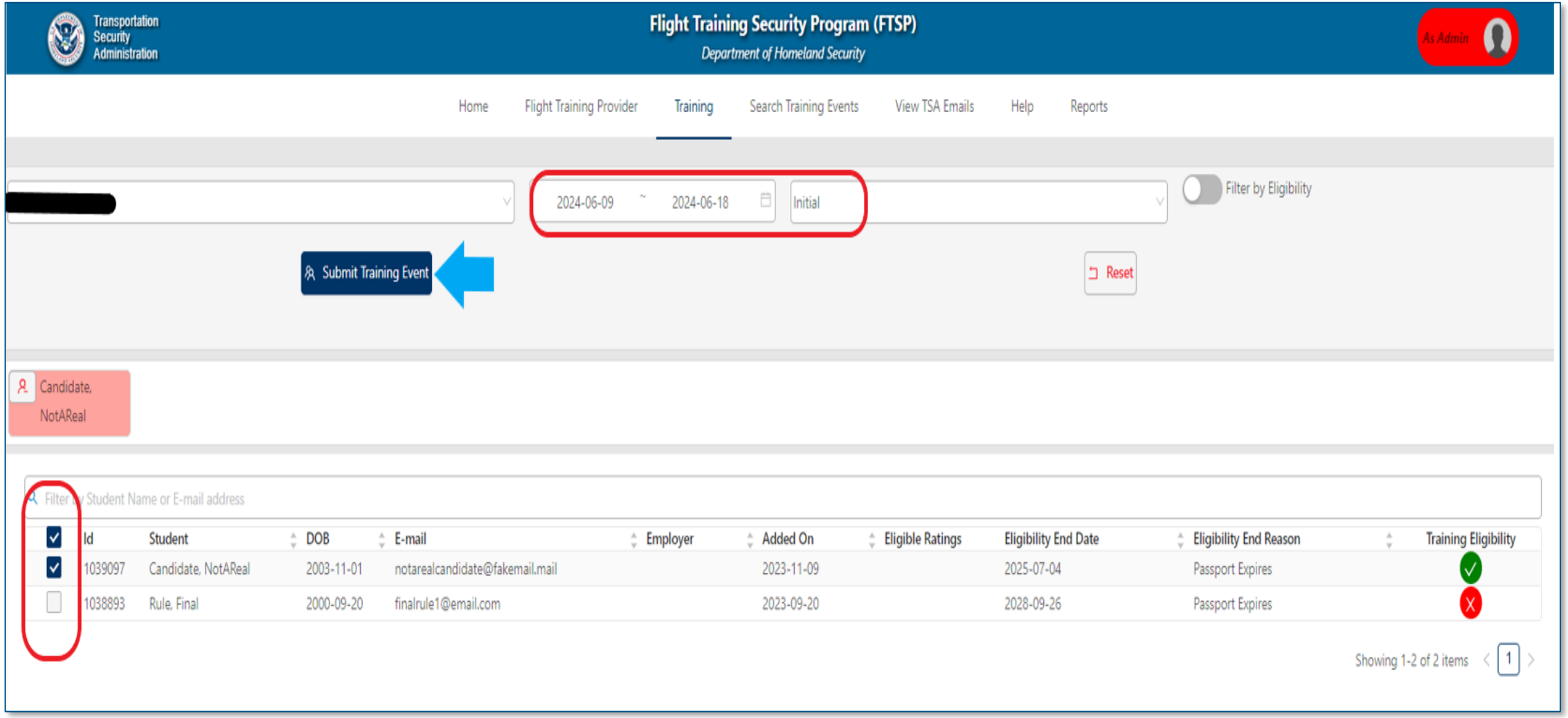
FTSP Final Rule Provider Portal (cont'd)



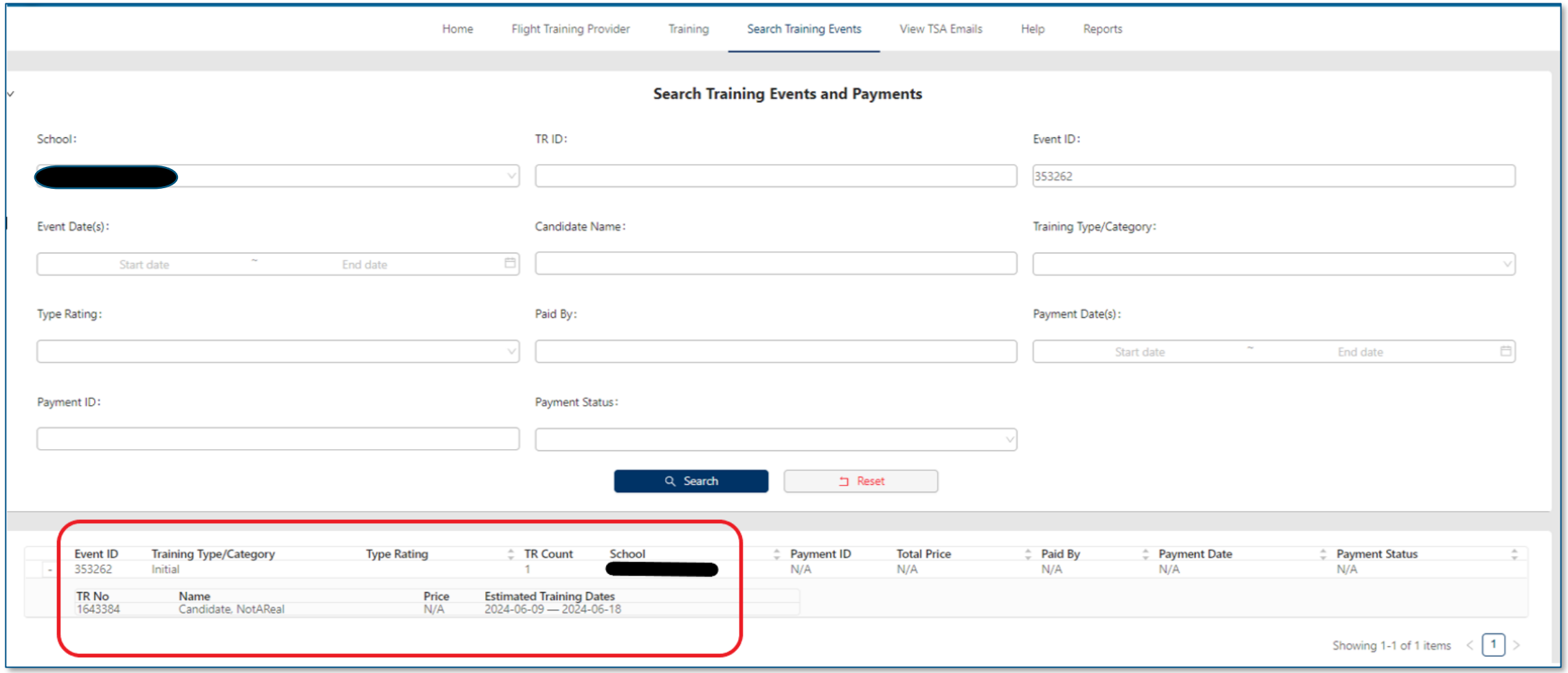
FTSP Final Rule Provider Portal (cont'd)



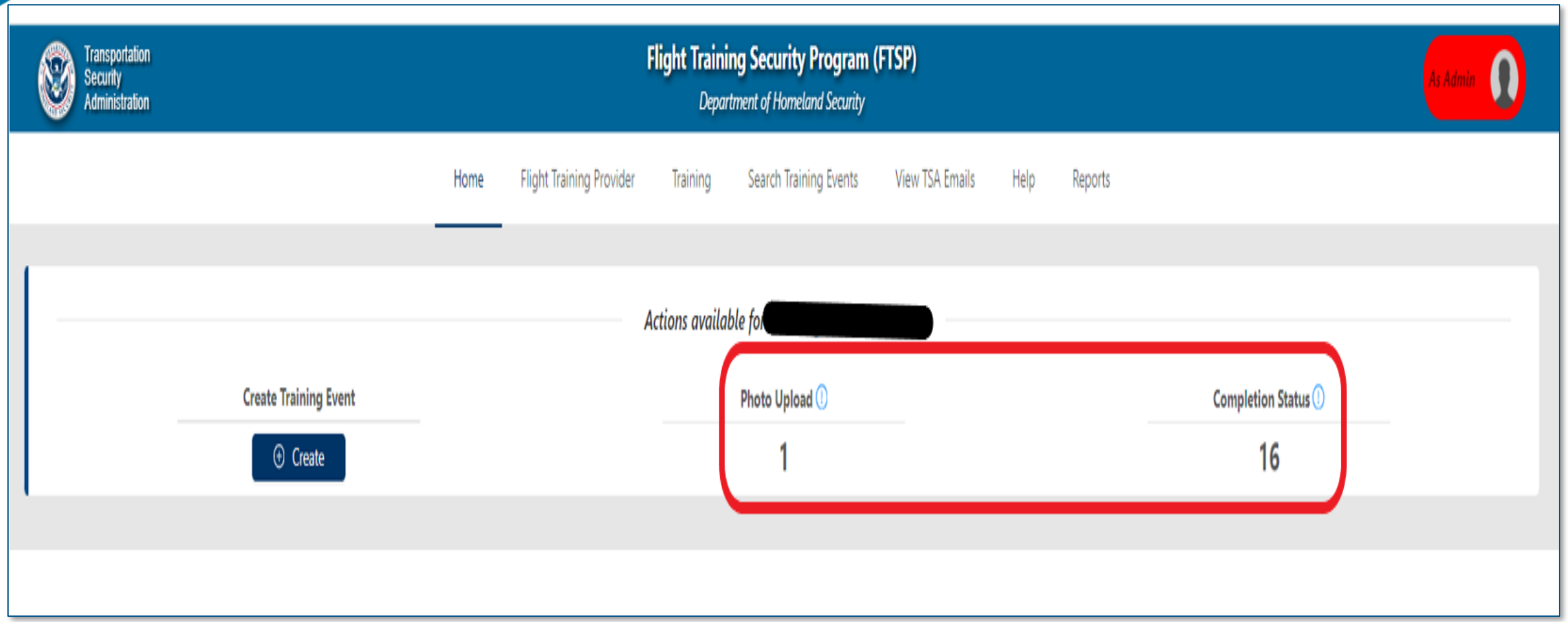
FTSP Final Rule Provider Portal (cont'd)



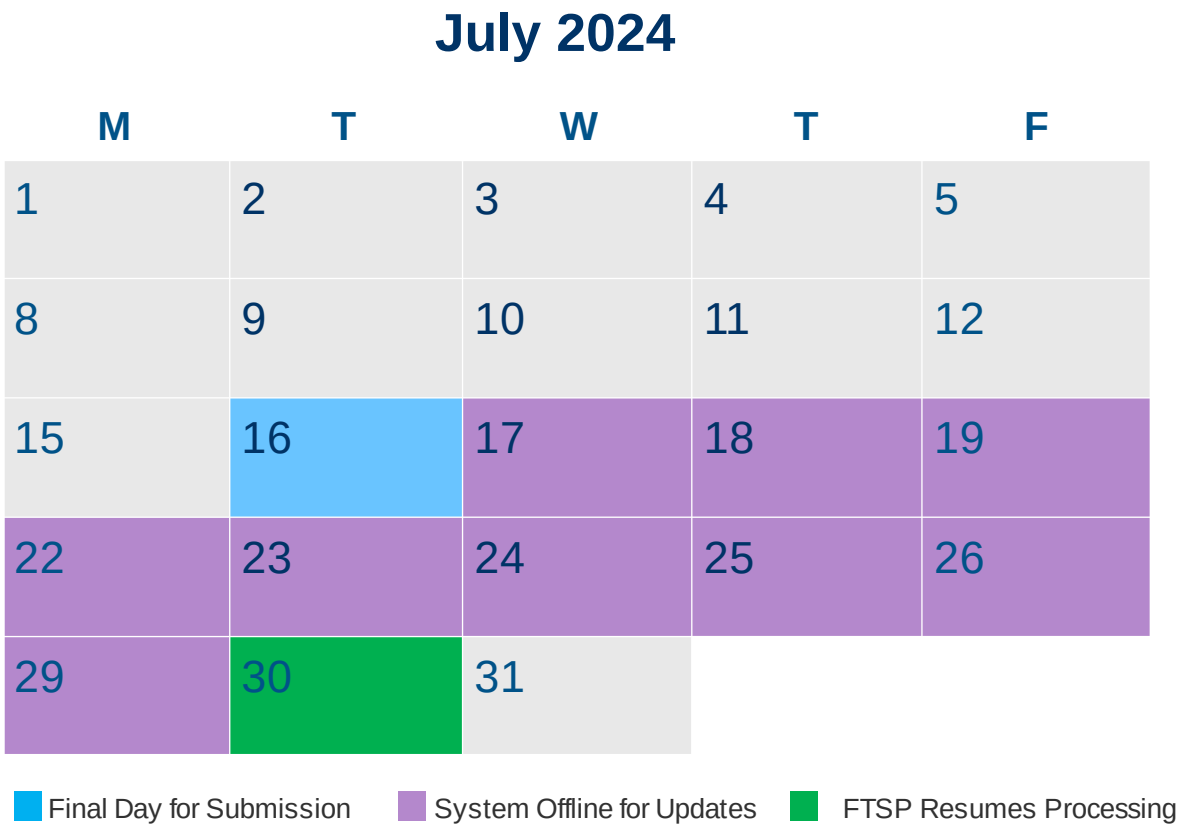
FTSP Final Rule Provider Portal (cont'd)



FTSP Final Rule Provider Portal (cont'd)



Key Dates & Action Items



- **July 17, 2024 (1400 UTC)** - FTSP will be unavailable. There will be a maintenance banner and hyperlink to the Final Rule FAQs.
- **July 17 – 29, 2024** - Candidates and providers will not be able to access FTSP accounts.
  - Adjudicators will process training requests:
    - Email correspondence will continue, including notices on:
      - Approval Granted
      - Documents Accepted / Fingerprint Instructions
      - Insufficient Information *(Note: Candidates will not be able to action emails until July 30, 2024).*
- **July 30, 2024** - TSA begins accepting and processing 5-year STA applications.

Key Takeaways

1. **Training Requests that require a Determination of Eligibility before July 30, 2024 should submit by July 16, 2024.**

2. **Only applications submitted after July 30, 2024 will be processed with a 5-year Determination of Eligibility.**

3. **TSA cannot process "insufficient" applications OR receive updated information from candidates during the July 17-30, 2024 cutover.**

FTSP Frequently Asked Questions

Public Website FAQs

Frequently Asked Questions

- **Will one (1) U.S. citizenship verification cover multiple flight training facilities?**

U.S. citizens and U.S. nationals are exempt from the requirement to undergo a Security Threat Assessment (STA), but the flight training provider is still required to verify an individual's U.S. citizenship or U.S. nationality by checking official documents presented by the individual. Information and requirements for records documentation by the flight training provider's verification of a student's U.S. citizenship is covered in § 1552.15(c).

- **For U.S. Citizen's, will their record keeping be on the new website or will we continue the current processes each company has in place?**

The Final Rule gives flight training providers the option to verify citizenship for a U.S. citizen or U.S. national through the FTSP Portal or an endorsement in both the instructor's and student's logbooks. See § 1552.15 *Recordkeeping*.

Frequently Asked Questions

- **What flight training is covered by the new regulation?**

The regulation covers instruction in a fixed-wing or rotary-wing aircraft or aircraft simulator that is consistent with the requirements to obtain a new skill, certificate, or type rating, or to maintain a pilot certificate or rating. A provider must notify TSA of the following flight training events to be provided to candidates:

Initial pilot certification, whether private, recreational, sport pilot, fixed-wing, rotorcraft, on land, on sea, etc.; because such training provides a person with basic piloting skills.

Instrument rating, because such training enhances a pilot's abilities to navigate an aircraft in bad weather or at night and enables a pilot to better understand the instruments and physiological experiences of flying without reference to visual cues outside the aircraft.

Frequently Asked Questions

- **What flight training is covered by the new regulation? (cont'd)**

Multi-engine rating, because such training enhances a pilot's ability to operate a larger aircraft with more than one (1) engine.

Type rating, an aircraft-specific certification a pilot obtains to operate an aircraft, because such training is required beyond the initial, multi-engine, and instrument certifications.

Recurrent training for type rating, required to maintain or renew a type rating already held by a pilot.

In addition to the above, TSA will provide a feature that allows providers the option to notify TSA of the following training events:

- Commercial
- Airline Transport Pilot (ATP)

Frequently Asked Questions

- **What is a Provider Admin? Provider Agent? Security Coordinator?**

Provider Admin is the lead administrator of a flight training provider's Flight Training Security Program account. Only one (1) Provider Admin is allowed per flight training provider. Provider Admins create Provider Agent accounts. Each flight training provider MUST have one active Provider Admin. An individual CFI is automatically assigned this role by the system.

Provider Agent is a subordinate administrator. The Provider Agent account does not have access to change school information. A provider may or may not have Provider Agents.

Security Coordinator serves as the primary contact with TSA and coordinates security practices and procedures internally and with appropriate law enforcement and emergency response agencies. An independent CFI acts as their own Security Coordinator. A provider may appoint more than one Security Coordinator.

FTSP Industry & Provider Questions

Key Questions from Industry Briefings

FTSP Industry & Provider Questions

✈ **TSA mentioned 3 to 5 events per 5 years. If 10 events are conducted during that time, what are providers required to do?**

An unlimited amount of training events can be created, as long as the candidate has and maintains a determination of eligibility.

✈ **In regard to portability, if someone comes from another facility, will providers be able to see their photo in the portal to ensure identity?**

No. Each provider facility will be required to upload and keep separate arrival photos and records.

✈ **When will training for Provider Admins occur about the new way FTSP will be operating in respect to Final Rule?**

The upcoming virtual forums will be used to present demo slides of the flight training provider portal.

FTSP Industry & Provider Questions

✈ **Does the new coordinator role apply only for employee records or student records too?**

The security coordinator role only applies to employees.

✈ **Since we are moving away from training "events," will the applicant still have to apply in the portal for each certification? Will the provider need to take a new photo each time a new certification is started?**

Yes. A training event is created for each certification, initial, instrument, MEL, etc. Yes, a separate arrival photo will be taken for each training event when the candidate arrives/starts training.

FTSP Industry & Provider Questions

✈ **New clearances are good for 5 years, regardless of training type, and providers need to take a picture and notify TSA for each training event within the period to verify continued eligibility. Do providers need to do that before the student can start the new training event, i.e. they've completed [initial training] and are moving on to instrument?**

Yes. A picture would be taken for each training event. This would be done within 5 business days of the candidate arriving for training.

✈ **If you are the owner of the flight school and have no employees, are you the security coordinator?**

The Individual CFI will be both the security coordinator and provider admin.

FTSP Industry & Provider Questions

- **For smaller aircraft that may not require an FAA type rating, would a threat assessment be required if obtaining a type rating under a foreign authority?**

The Final Rule *Table 3-Training Activities that do not Require Notification* lists type-rated training variations that do not require notification under § 1552.51.

- **Why not gliders?**

TSA exempted training to operate ultralight aircraft, gliders, sail planes, and lighter-than-air aircraft because these types of aircraft present a minimal threat, and the skills needed to operate them do not translate easily to the skills needed to operate rotary or fixed-wing piloted aircraft.

FTSP Industry & Provider Questions

- **I will not be training any foreign students. Do I have any responsibilities?**

All flight training providers **must** designate a Security Coordinator; provide security awareness training to their employees; and maintain records to demonstrate compliance with these requirements. Figure 2 in section II.F summarizes the requirements. § 1552.9(b) states this information must be provided through the FTSP Portal.

- **Employee Security Awareness training has a grace period of one month before and after. Where can this guidance be found?**

An example of the grace period can be found in footnote #53 on page 35592: In practice, TSA allows a grace period of 30 days to allow for scheduling flexibility. For example, an employee who completed initial security awareness training on April 1, 2019, must complete a refresher course no later than May 1, 2021. This provision in the final rule allows flight training providers latitude to consolidate security awareness training for their employees.

FTSP Industry & Provider Questions

- **Under the Final Rule someone who has completed private pilot license and moves onto instrument training will not require a new STA, if within five (5) years?**

Yes, if a candidate has a valid STA and the move to a new training event is within the eligibility time period (5 years), the student will not need a new STA. Please see *Figure 2 Compliance List C* and §1552.7(a)(3) of the Final Rule.

- **Will the $130 STA for a single event candidate increase to $350?**

No, under the Final Rule, there will not be single events, or training requests. TSA set the FTSP standard fee at $140, and the FTSP reduced fee at $125 for the 5-year STA.

FTSP Contact Information

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Please use email to *Compliance Office- HQ*: FTP@tsa.dhs.gov.
Please note: Email is the most efficient way to send inquires to the Compliance Office at HQ.
Email also provides written documentation of your correspondence with TSA.

Please contact FTSP.Help@tsa.dhs.gov for assistance
TSA responds to most messages within five (5) business days.
Note: Emails are answered on a first come, first served basis. Re-sending an email may delay TSA's response.

TRANSPORTATION SECURITY
ADMINISTRATION