Adult
Aviation Maintenance Technology Handbook

Western Suffolk BOCES
2012-13
Aviation Maintenance Technology
Adult Handbook

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Dear Student:

The faculty and I would like to take this opportunity to welcome you to the Western Suffolk BOCES School of Aviation Maintenance Technology. You have chosen an exciting career that offers many opportunities for personal and professional achievement.

We request that you take the time to read this handbook thoroughly. It outlines what is expected of you, what you can expect and how the school operates. It covers most of the policies and descriptions related to the program that you are about to begin; however, it does not encompass “all” aspects of the program, which would be difficult, if not impossible to accomplish.

I hope that you find your association with our school both intellectually and professionally rewarding. We pledge to do all we can to assist you to achieve your educational goal and, ultimately, assume a position as a valuable member of the aviation community.

Again, welcome! We wish you much success in your pursuit of a career in aviation.

Sincerely,

Debra Montaruli, Principal
Adult Career & Technical Education

Western Suffolk BOCES Mission Statement
Western Suffolk BOCES provides career training and literacy programs to help adults meet their career goals by developing skills essential for gainful employment, job advancement and new career opportunities.

Overview of the Program
The Board of Cooperative Educational Services, of Western Suffolk County, New York, sponsors this Aviation Maintenance Technology (AMT) Program. Western Suffolk BOCES serves 18 local school districts in Suffolk County and adults in the neighboring communities by providing more than 200 Career and Technical Education courses for adults. Students acquire both the theoretical concepts and the practical skills to service, repair and overhaul reciprocating and turbine engines and components, powerplant control systems and airframe structures. The student practices these newly acquired skills in airframe and powerplant maintenance while working under the rigid procedures and close supervision of Western Suffolk BOCES instructors who have been certified by the FAA.

The Growth of the School of Aviation
The Board of Cooperative Education Services, Second Supervisory District, was established in 1948 by the New York State Legislature. A Board of Education, consisting of seven elected members, was formed to guide and direct Western Suffolk BOCES. One of the original missions of the Board was to provide educational opportunities for in-school youths, out-of-school youths and adults of varying ability levels in the development of career interests, skills and work attitudes. As our program grew, so did our physical plant. We now have a building that contains about 15,500 square feet of AMT-related shop and classroom space. In September 2000 the BOCES Aviation Facility opened at 7200 Republic Airport, Farmingdale, NY 11735.

Faculty Principles
Our instructors believe that learning is a lifelong process and is enhanced by both motivation and environment and that mutual respect and understanding creates an atmosphere highly conducive to this process. Education involves an active teaching-learning process that brings about desirable development in students through meaningful experiences. To learn effectively, students must assume responsibility for learning by exercising initiative and self-direction. A shared responsibility, the teaching-learning process depends upon interaction between teacher and student. Learning occurs when knowledge is acquired, views are modified and growth is evident. Recognizing individual student
needs, the faculty supports the goals of both full and part-time students. Members of the faculty provide students with experiences that will optimize their potential for growth, both personally and professionally. The faculty believes that education neither begins nor ends in a classroom, but remains a continuous process in which the student builds upon previous classroom and life experiences. This on-going process is essential, and the faculty encourages the student to embrace the responsibility for continued personal and professional growth. By taking advantage of additional opportunities to enhance their personal and professional growth, our graduates will continue to act as responsible, contributing members of society and their chosen profession.

Western Suffolk BOCES Aircraft Maintenance Training Flow Chart

<table>
<thead>
<tr>
<th>STAFF MEMBER</th>
<th>CREDENTIALS</th>
<th>FAA CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAA Liaison, Instructor</td>
<td>Old Westbury, NY, MS-Dowling College, Oakdale NY, NYS Teacher Certification + SDA Certificate. Teterboro School of Aeronautics Teterboro, NJ, Certificate to teach Airframe &amp; Powerplant</td>
<td></td>
</tr>
<tr>
<td>Diana Santiago</td>
<td>MBA in Management, elective concentration in aviation</td>
<td>Airframe &amp; Powerplant &amp; General</td>
</tr>
<tr>
<td>FAA Liaison, Instructor</td>
<td>Dowling College, Oakdale, NY; BS-School of Aviation &amp; Transportation, Dowling College, Oakdale, NY; NYS Teaching Certificate in Occupational Education SUNY Oswego/Dowling College, NY</td>
<td>Universal License in Refrigerant Recovery</td>
</tr>
<tr>
<td>Phillip Fischer</td>
<td>St. Joseph's College BA–Elementary Education with concentration in Psychology Certifications in: Early Childhood/ Childhood (birth–6 grade) Students w/Disabilities Early Childhood/Childhood (birth–6 grade)</td>
<td>Airframe &amp; Powerplant</td>
</tr>
</tbody>
</table>
AVIATION MAINTENANCE TECHNOLOGY

The subjects included in the curriculum at Western Suffolk BOCES’ Aviation Facility apply to the Aircraft Maintenance Technician program of instruction. At the present time, Western Suffolk BOCES has an FAA approved Airframe and Powerplant curriculum.

The program is housed in a concrete block and structural steel building, with a stone veneer. This facility is properly heated and ventilated to provide adequate protection and the correct environment for the course of study. Adjacent to the school property, we have a ramp of 4,000 square feet which is used for the storage of aircraft and to run aircraft engines which are on portable stands. These portable stands enable us to reposition the equipment providing increased security during storage. The facilities incorporate two classrooms and equipment areas that are used for the issue and protection of parts, tools and materials. The hanger is provided with equipment, including benches, tables and instruments to disassemble, repair, reassemble, test, and service engines and all systems according to the standards set forth in the curriculum. The lab areas provide up-to-date equipment for disassembly, inspecting, overhauling, assembling, and troubleshooting.

BOCES provides five (5) aircraft for maintenance and ground training only – 2 Piper PA28 Warriors, a Piper PA-18, a PA-23 Piper Apache and one UH-1 Helicopter. These aircraft are of a type certified by the FAA and provide the experience needed in the workplace. Training on this equipment prepares the student for the written, oral and practical tests required for the A & P license.

The equipment used at BOCES allows for hands-on experience which is diversified to provide the student with the knowledge of various methods of construction, assembly, inspection and operation of aircraft. An inventory of equipment is maintained at the BOCES’ Dix Hills campus.

The General and Airframe curricula or the General and Powerplant curricula consist of 755 plus 400 instructional hours respectively, and the General, Airframe and Powerplant curricula combined consist of up to 1,910 instructional hours.

BOCES holds Air Agency Certificate #AI9T009R, and will be the controlling agency concerning the operation of the school under FAR 147.

The Adult AMT Program has no lunchroom facility.

AVIATION MAINTENANCE TECHNOLOGY HANDBOOK

Admission Requirement

Students interested in enrolling in the Aviation Maintenance Technology program must meet with a Career Counselor prior to registration. To be admitted, a student must meet one of the following criteria:

- proof of a U.S. high school diploma or GED
- if from a war torn country, a self-certifying letter
- an authorized evaluation of credentials if credentials are from another country
- students must take the Math and Reading Test and score an 8.0 in reading and an 8.0 in math to be considered for registration. Final registration determination will be determined by school principal.

Each applicant must schedule a meeting with a career counselor who will review documentation and determine eligibility for the program. After individual counseling and review of the student’s ability to succeed, a counselor may recommend a period of remediation before entry into the program. Call (631) 261-3863 for a pre-admission interview.
Educational Objectives/ Learning Outcomes
The Aviation Maintenance Technology Program provides an educational environment to develop a competent professional who will maintain instructional levels as clearly defined in the AC147-3, which is an Advisory Circular published by the FAA and is meant for use by a 147 maintenance school. Instruction will be delivered by lecture, demonstration and practice in Level I, II, and III. Level II will also have limited practical application while Level III will have a high degree of practical application.

Level I When the student completes this level, he/she will:
• Know basic facts and principles
• Be able to find information in related learning material
• Be able to follow directions and written instruction
• Have knowledge of general principles but limited practical application with no development of manipulative skill
• Evaluation of Level I learning will come in the form of a written examination with a minimum passing grade of 70%

Level II When the student completes this level, he/she will:
• Know and understand principles, theories and concepts
• Be able to find and interpret information
• Be able to perform basic operations demonstrating moderate skill
• Evaluation of Level II learning will come in the form of a written examination with a minimum passing grade of 70% and a practical project

Level III When the student completes this level, he/she will:
• Know, understand and apply facts, principles, theories and concepts
• Understand the relationship of the total operation and maintenance of an aircraft or component
• Be able to make independent and accurate judgments
• Be able to perform all operations to a “Return-to-Service” standard
• Execute practical application of general principles to a high degree
• Develop a sufficient manipulative skill to accomplish “Return-to-Service”
• Evaluation of all Level III learning will be made when the student completes practical work projects that must meet “Return-to-Service” standards

Testing of each student's technical knowledge and competence in performing manipulative skills will be conducted by a series of written examinations and practical performance projects. This testing and evaluation is indicated at the end of each section for each subject area in the curriculum. This program will consist of the following:

ALL Level 1 Learning Requires:
1. A written examination

2. Minimum passing grade of 70%

ALL Level 2 Learning Requires:
1. A test which will consist of a written examination and a practical project
2. Minimum passing grade of 70%

ALL Level 3 Learning:
1. Practical work projects that must meet “Return-to-Service” standards

PROGRAM OF STUDY
Program Description
The Aviation Maintenance Technology Program is divided into three (3) phases. Each phase must be satisfactorily completed in order to progress to the next phase of study. The entire program of study consists of 1,910 clock hours and may be taken on a full-time or part-time (evening) basis. Provisions are made in all sections for legal holidays. Upon successful completion of all exams, the candidates receive their Airman's certificate. This Certificate authorizes the individual to work on any United States registered aircraft. Graduates of the Program meet the qualifications for Federal License Examinations in accordance with the Federal Aviation Administration. Western Suffolk BOCES will pay the fee for the oral/practical examination for any graduate who applies to the Designated Mechanic’s Examiner (DME) within 90 days of graduation as long as the section they are being tested for has been taken at Western Suffolk BOCES. Individual counseling for all students is available by appointment.

IMPORTANT NOTE: While the General class is part of the curriculum, it is not its own license. It is an FAA prerequisite to prepare students for Airframe and Powerplant. While students are not obligated to take the General class first, it is to the students’ benefit to complete it at the beginning of their program. The General section is, however, an FAA mandated course requirement. Students will not be authorized to take the FAA written exam without completion of the General course or completion of Equivalent 8610-2 Wavier. Students already licensed in either Airframe or Powerplant are not required to take the General course since it was required for their initial rating.

Three Phases of Study
PHASE 1
Three curriculum areas must be successfully completed to be eligible to take the Airframe and Powerplant Maintenance exams. They include:
• General 400 hours
• Airframe 755 hours
• Powerplant 755 hours
All quizzes, exams, mid-terms and finals:
• Must be passed with 70% or higher
• Failed tests can only receive 70% as the highest possible grade upon make-up
• All labs and paperwork must be completed by the last day of class. Assignments submitted during make up time can receive no better grade than 70% (pass/fail) as prescribed in FAR PART 147
• Missed or make-up tests are administered at the end of the semester
• No assignments will be accepted after the last scheduled day of make up time
• Mid-terms and finals are administered using the FAA format of short-answer and written questions

Projects
Practical projects are comprised of drawings, mock-up trainers, bench work and system troubleshooting and overhaul.

Students are required to:
• Apply the proper maintenance manual to the task
• Write down and/or sign off the procedures of maintenance and inspection
• Verbally answer instructor questions about the project
This whole process is modeled after the FAA oral and practical exam.

PHASE 2
The student must pass a written FAA examination in each area. A pool of 2,700 questions has been compiled. The student can review all the questions and answers. Only 63 General, 100 Airframe and 100 Powerplant questions will be asked from the pool by the FAA. The student must pass with a grade of 70%. In preparation for the exam, we require the students to pass 2 similar exams with a grade of 80% or better.

PHASE 3
Upon successful completion of the FAA written examinations, the student can take the oral and practical exam. The exam is administered by an FAA Designated Mechanic Examiner (DME). The General and Airframe, and the General and Powerplant exams are both 4 hours. Students must have their own tools. Successful completion of all 3 phases entitles student to his/her Airframe and Powerplant Certificate.

A&P Curriculum Outline

| General                      |  |  
|------------------------------|------------------|-------------------
| Mathematics                  | 18               | Fluid Lines & Fittings | 30          |
| Basic Physics                | 12               | Cleaning & Corrosion Control | 35          |
| Basic Electricity            | 83               | Ground Operator & Servicing | 30          |
| Aircraft Drawings            | 36               | Maintenance Publications | 18          |
| Aircraft Weight & Balance   | 30               | Maintenance Forms & Records | 12          |
| Materials & Processes       | 90               | Privileges & Limitations | 6           |

| Airframe I                  |  |  
|------------------------------|------------------|-------------------
| Airframe Landing Gear Systems | 72               | Assembly & Rigging | 60          |
| Aircraft Instrument Systems  | 21               | Aircraft Electrical System | 122         |
| Communication & Navigation Systems | 26 | Hydraulic & Pneumatic Power Systems | 56          |
| Wood Structures              | 15               | Position & Warning Systems | 24          |
| Aircraft Covering            | 18               | Ice & Rain Control Systems | 12          |
| Aircraft Finishes            | 30               | Cabin Atmosphere Control Sys. | 42          |
| Sheet Metal/Non-Metallic Structures | 160 | Aircraft Fuel Systems | 35          |
| Welding                      | 30               | Fire Protection Systems | 12          |
| Welding                      | 30               | Fire Protection Systems | 12          |
| Aircraft Inspection          | 20               | Aircraft Inspection | 20          |

| Powerplant I                |  |  
|------------------------------|------------------|-------------------
| Engine Cooling               | 15               | Exhaust & Reverser Systems | 21          |
| Reciprocating Engines        | 210              | Lubrication Systems | 65          |
| Engine Run-up/change/inspection | 15           | Induction & Airflow Systems | 24          |
| Engine Electrical Systems    | 48               | Fuel Metering Systems | 60          |
| Engine Fire Protection Sys.  | 15               | Engine Fuel Systems | 15          |
| Turbine Engines              | 69               | Ignition & Starting Systems | 90          |
| Auxiliary Power Units        | 6                | Engine Instrument Systems | 24          |
|                              |                  | Propellers         | 78          |
INFORMATION, POLICIES & REGULATIONS

Alcohol, Drugs and Other Substances
The Board of Cooperative Educational Services of Western Suffolk County, New York, is committed to the prevention of alcohol, tobacco, and other substances use/abuse. No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events except drugs prescribed by a physician and dispensed in accordance with BOCES policy. The terms “alcohol, tobacco and other substances” shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, marijuana, cocaine, crack, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as “designer drugs”. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: a person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances. BOCES policy describes the philosophy of BOCES and the program elements that will be used to promote healthy life styles for its students and staff and to inhibit the use/abuse of alcohol, tobacco and other substances. The entire policy is available online at wsboces.org/aboutus/policies.cfm or by calling (631) 549-4900 x224.

Articulation Agreements
Western Suffolk BOCES has Articulation Agreements with many colleges and universities. Students may consult their counselor to obtain information about those institutions that offer advanced standing.

Attendance Policy
Attendance and punctuality are of utmost importance and are critical to academic and practical performance. Students are expected to be at every scheduled class and to be punctual. They are also responsible for all material discussed in class as well as all assignments given.

1. Failure to complete 50% or more of the required attendance in each module will necessitate repeating the entire module.
2. Failure to complete 50% or more of a class (e.g. PPI, PPII, etc.) will necessitate repeating the entire class.
3. If the hours missed equal less than 50% of the module, the student may make up the number of hours missed in that module.
4. Students needing to make-up hours after the course is finished will be
allowed to do so by obtaining the permission of the counselor and the instructor and by paying the current rate for make-up time.
5. Time may be made-up by attending classes at the end of a semester.
6. Excessive absences may result in dismissal from the Program.
7. Any student who is absent for five consecutive days is automatically dropped from the program unless the student has experienced extenuating circumstances and has prior approval from the Administrator.
8. The maximum time frame for course completion shall not exceed 143% of the total course length of 1,910 hours. A leave of absence may extend the student’s contract period and maximum time frame by the same number of days in the leave of absence.
9. Any lateness over 15 minutes is logged into the make-up time sheet and must be made up at the end of each semester.
10. If a student is late 3 consecutive days, the student will be docked for the next full day (ie. 6 hours).

Books
Textbooks and federal testing fees administered by Western Suffolk BOCES are provided free-of-charge to students. Students will be provided a list of required classroom supplies to be individually purchased.

Building Facilities
The Personal Trainer classroom is for instructional use only. Students are not permitted to enter this classroom or use the equipment.

Certificates of Completion/Transcripts
All students completing the course successfully will receive a transcript and a Certificate of Completion from Western Suffolk BOCES at the end of the Aviation Maintenance Technology Program. The FAA liason requires two weeks to complete transcripts after receiving files from instructors.

Transcripts being sent to third parties require a written request signed by the student. BOCES will maintain required school records for at least 5 years. Western Suffolk BOCES is in compliance with federal laws that govern student confidentiality e.g., FERPA.

Class Hours/ Dismissal Time
Daytime class hours are 8–2:30 PM
Dismissal time is 2:30 PM

Class Rules
Students will be asked to agree to Class Rules and sign a document that you will abide by such. The rules:
1. I will demonstrate respect for myself, my instructor and my fellow students at all times.
2. I will follow all safety procedures in the laboratory shops:
   • I will remove absolutely all of my jewelry.
   • I will use safety goggles and proper safety shoes and I will adhere to all safety rules in the shop area.
   • I will not utilize nor play with equipment without explicit consent and proper instruction.
3. I understand that if I sleep in class the time will be docked from my official FAA record.
4. I will not utilize nor display ANY electronic equipment in class or lab. Use or display of personal electronic equipment may result in suspension.
5. I will not under any circumstance use profanity in the presence of any faculty or staff.
6. I understand that class begins at 8 AM. If I am late three consecutive days or three times in one week (8:15 or later) I understand that I will be asked to forfeit the next full day of training (6 hours).
7. I understand that if I miss more than 50% of any module area, I will have to repeat the module.
8. I understand that there is a maximum of 60 hours of make-up time for each course. General, AFI, AFII, PPI or PPII – 30 hours can be made up during make-up time only at no additional cost directly following the course. Any additional make-up hours must be made up at an additional charge of $10/hour during make-up time for that course when it is offered again.
9. I understand that if I am late returning from breaks, five minutes or more, I will be docked accordingly.
10. Fraternization with high school students is strictly prohibited.

Complaints and Grievances by Students in Adult Programs
Western Suffolk BOCES has developed these procedures for adults to follow in regard to disciplinary actions, suspensions, unfavorable evaluations and dismissals related to programs/services for adults. The goal is to secure as rapidly and equitably as possible a resolution to the “grievance.”

DEFINITIONS:
• “GRIEVANCE” is an event or condition related to the student’s classroom or practical achievement, disciplinary action and/or appeal requiring attention.
• “DAYS” refers to working school days.
GRIEVANCE PROCEDURE:
LEVEL I: The student will discuss the event with those directly involved in the problem. For example, if the problem is relevant to the adult’s coursework, the student should speak to the teacher. Alternatively, evening students can discuss the issue with the evening Supervisor; day students can meet with a counselor in an attempt to resolve the problem; students in the aviation programs can speak to the FAA Liaison.

LEVEL II: If the problem is not resolved or the student is not satisfied with the disposition of the grievance at Level I the grievance may, within two days, be filed in writing. Request a Student Grievance Form from the Adult Education Office or the Main Office. Complete the Grievance Form and return to the Principal of the Adult Program or to the FAA Liaison if you are an aviation student. An official grievance should state:
   a. Name of aggrieved party
   b. Reason(s) for grievance with statement of nature and facts of grievance including date concern first arose and events or conditions which constitute the grievance.
   c. Statement of redress sought by aggrieved party.
   d. School representative with whom the aggrieved party met and reason for dissatisfaction with the results of Level I.

The Principal (or Coordinator) shall within two days of receipt of the written grievance meet with the student in an effort to resolve the grievance. If the student is not satisfied with the disposition of the grievance at Level II or in the event that no decision has been rendered, the student shall forward the written grievance within two days to the Assistant Director of Career and Technical Education.

LEVEL III: The Assistant Director of Career and Technical Education shall within two days of receipt of the written grievance schedule a meeting of the Grievance Appeal Committee which is composed of the Principal of Career & Technical Education, a member of the faculty and a student representative. The committee will meet with the student in an effort to resolve the grievance. If the student is not satisfied with the disposition of the grievance at Level III or in the event that no decision has been rendered, the student may file the grievance within two days in writing with the Executive Director of Career and Technical Education.

LEVEL IV: The Executive Director of Career and Technical Education or his representative shall, within four days of receipt of the written grievance, meet with the student in an effort to resolve the grievance. The Executive Director has four days from the date of the meeting to render a decision.

LEVEL V: If the student deems the grievance is not resolved at the Executive Director's level, the written grievance and all decisions shall be forwarded to the District Superintendent or designee who will make a final decision within 15 school days.

LEVEL VI: If the student deems the grievance is not resolved at the District Superintendent level, the student may contact the Council on Occupational Education (COE), 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia, 30346. The telephone number is (770) 396-3898. The student should use the official Complaint Certification Form which is available from supervisors in the Adult Education or Main Office. After the complainant contacts the COE, he/she will receive a letter acknowledging receipt of complaint.

NOTE: At any point in the procedure, the student may request, in writing, the presence of one peer or an ombudsman of his or her choice. Western Suffolk BOCES will maintain written records of all complaints filed through two complete accreditation cycles.

Completion and Graduation Requirements
Criteria for successful completion and graduation of the Aviation Maintenance Technology Program include:
1. Attainment of a final grade of 70% or better
2. Satisfaction of all financial obligations to Western Suffolk BOCES
3. Fulfillment of all attendance requirements
4. Fulfillment of all FAA requirements

Dismissal Policy
The Administration reserves the right to terminate the enrollment of any student who fails to satisfy the academic, practical and disciplinary requirements of the Aviation Maintenance Technology Program Reasons for dismissal include:
1. Failure to comply with attendance policies
2. Submission of forged documents
3. Conviction of a felony
4. Failure to meet academic requirements
5. Failure to meet practical (shop) requirements
6. Failure to comply with rules, regulations and policies of the program
7. Receipt of more than two formal warnings pertaining to the same issue
8. Unprofessional, unethical or insubordinate behavior
9. Any action or inaction which causes harm to another
10. Proven illegal use of a controlled substance
11. Fighting
12. Inappropriate behavior with other students, especially minors
13. Reckless use of vehicles or shop equipment
14. Theft
15. Intentional damage to school equipment/vehicles/property
16. If a student is absent for 5 consecutive days, he/she will be dropped from the program. The only exception is if a leave of absence is arranged with a counselor or administrator.

**Dress Code**
Aviation Maintenance Technology Program students are required to:
- Provide their own steel-toed or reinforced leather work boots
- Wear coveralls with long sleeves or work pants and work shirts
- Keep long hair up and tied
- Remove all jewelry in the shop area

**Enrollment**
To enroll, make an appointment with a counselor by calling (631) 261-3863.

**Entrance/ Exits**
Students are required to enter/exit the building at the one designated entrance/exit that is used by all.

**Federal Student Aid (FSA)**
Financial Aid is available to those who qualify. Eligibility is determined by completing the FAFSA, Free Application for Federal Student Aid, online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial Aid consists of the Federal Pell Grant and Federal Student Loans to those who are eligible. To receive federal funds, a student must have a High School Diploma or GED and be a US Citizen or Eligible Non-Citizen.

Initial deposits are not covered by financial aid. If tuition is not fully covered by financial aid, a payment plan will be sent to you for the balance of tuition by the Bursar’s Office. Students must maintain Satisfactory Academic Progress to remain eligible for federal funding.

The Financial Aid Office is located at Western Suffolk BOCES Northport Campus, 152 Laurel Hill Road, Northport, NY 11768, (631) 261-3600 x214.

**Head Gear**
Students are not permitted to wear hats, hoods, etc. at any time while in the building.

**Instructional Support**
All instructors in Aviation Maintenance Technology hold the appropriate mechanic’s certificate necessary for Western Suffolk BOCES to be in compliance with the FAA. The school shall provide and maintain the number of appropriately rated instructors at a teacher ratio of 1 to 25 or fewer students in each laboratory/shop class (REF. FAR. 147.23 § 26). Please see page 3 for a list of instructors’ names and ratings.

**Make-up Hours**
A block of 30 hours is scheduled at the conclusion of each section for make-up hours. Make-up time in excess of 30 hours is $10/hour and must be paid prior to the scheduled hours.

There is a maximum of 60 hours that can be made up for any course. Hours in excess of 60 will require students to repeat a course. Up to an additional scheduled 30 hours can be made up only during make-up time and only following the conclusion of the particular course hours were missed in.

**Parking**
Students are to park in designated student parking areas only.

**Personal Property**
Western Suffolk BOCES is not responsible for any student's personal property.

**Placement Office**
In addition to faculty referrals, the Job Placement Office is available to assist students in their search for employment and cooperates with employers in referring and placing students in full-time and part-time positions in the Aviation Maintenance Technology field. This is a service, not a guarantee of employment. For an appointment with the Job Placement Office, call (631) 667-6000, x114.

**Restrooms**
There is one female and one male student restroom in the building. One key will be provided for each class. Students must use the key to enter the restrooms. Restrooms are cleaned periodically throughout the day.

**Retention Policy**
Academic: A minimum grade of 70% must be maintained in each subject. Failure to complete a course satisfactorily (70%) will result in dismissal.
from the program.
The student must retake any failed modules in the FAA curriculum. The student must retake a comprehensive examination and achieve 70% to continue in the program. A maximum transcript grade of 70% will be awarded for satisfactory completion of a remediation program. Failure to complete 50% of the required attendance in each module will necessitate repeating that entire curriculum area. During the remediation period, the student will remain on a probationary status. (A student may not proceed to the next module with an incomplete on his/her transcript.)

Retention of School Records
The BOCES Aviation Facility maintains student records. Grades and attendance will be entered in the required class register. Missed hours must be made-up. Upon completion of make-up time, the instructor will certify, by signature, the hours and work that was completed.

Satisfaction of Financial Obligations
Tuition payment is the responsibility of the student. The payment schedule must be strictly followed. Cash, certified check, money order or credit card payment must be received in the ACTE office on or before the date indicated in the student’s written payment plan. Students may not register for the next semester if the prior semester’s tuition obligation has not been paid in full. Financial obligations must be complete before students are recommended for FAA Licensing Examination for AMT Certification. The Executive Director of the Division of Career & Technical Education has the option of terminating any student who has not met all financial obligations.

Satisfactory Progress Policy
The maximum time frame within which a student must complete the Aviation Maintenance Technology Program is 143% of the published length of the Program. Thus, for the 1,910 clock hour or 66 weeks total time in the Aviation Maintenance Technology Program, completion must be within 2,731 hours or 94 weeks of the total scheduled class hours. To be able to complete the AMT program within the maximum time frame, students must continue to successfully complete 70% of the available hours throughout the program. For example, the General AMT class is scheduled for 400 hours or 14 weeks. At the end of the scheduled 400 hours, 14 week period, students must have completed a minimum of 280 hours to be allowed to continue in the AMT program. Completion of hours will be measured in formal quarterly evaluation periods and is cumulative.

At the end of each evaluation period, it is determined whether a student has successfully completed the minimum amount of work required (70% grade average) to allow the student to complete the program in the allotted time frame.
The following is an example of the way the time frame is determined:

1. 1,910 clock hour program, 20 months
2. Maximum time frame to complete—2,731 hours, 29 months
3. 20/29 = 70%

Using this calculation and the Report Card, we can immediately see if someone has not attended 70% of the time, making them ineligible to continue receiving financial aid.

A student who meets the minimum requirements for academics and attendance at the time of evaluation is considered to be making satisfactory progress until the next scheduled evaluation. If a student fails at the first checkpoint, he/she will be placed on probation. A student will be allowed no more than two consecutive 30-day probation periods to meet requirements for satisfactory progress before he/she is dismissed from the program. During probation, if the student is considered to be making satisfactory progress financial aid will be dispersed. A student who achieves an unsatisfactory grade for the final evaluation will not be eligible to receive a certificate of completion and will be dismissed from the program.

Schedule of Courses
Western Suffolk BOCES does not guarantee to run courses in succession.

School Closing
Adult classes will not be held when Western Suffolk BOCES day classes are closed. Announcements will be forwarded to the following:

WALK…….97.5 FM  WBAB…….102.3 FM  WBLI…106.1 FM
WBZO……103.1 FM  Newsday.com  Channel 12 (or News12.com)

Or telephone (631) 667-6000 x 888 for voice response. You may also check the home page of the Western Suffolk BOCES websites at www.wsboces.org or www.wilsontech.org.

Smoking
Smoking is not permitted on school property.

Student Review of Records
The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.
• Adult students have the right to inspect and review the student’s education records maintained by the school. If copies of records are requested, the school may charge a fee for copies.
• Eligible adult students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school does not amend the record, the eligible student has the right to a formal hearing.
• Generally, schools must have written permission from the eligible student in order to release any information from a student’s education record.

For more detailed information on FERPA, go online to the U.S. Department of Education, (www.ed.gov). Students may review their records by making an appointment with a counselor. Call (631) 261-3600 x327, and ask for Guidance to arrange a suitable time.

Telephone Calls
Personal telephone calls to the student are prohibited at school unless an emergency exists. Cell phones and beepers are prohibited.

Transfer of Credit
TRANSFERRING IN
Students who have been enrolled in courses, or a program in another institution, relating to the program they wish to enroll in at Western Suffolk BOCES will be advised to submit a transcript to the FAA Liaison, 7200 Republic Airport, Farmingdale, NY 11735. The school the student attended shall provide a transcript of the student’s grades. An official of the school shall authenticate the transcript. The transcript must state the curriculum in which the student was enrolled, whether the student satisfactorily completed that curriculum, and the final grade the student received. The FAA liaison will review and evaluate the transcript for Transfer of Credit applicability. Unlimited transfer credit is possible for students who can present an official transcript from another FAR 147 approved school. Individuals with military experience as a line or crew chief mechanic can present their DD214 or an official letter from their commanding officer verifying the type of work and equipment worked on and the total time in service. If a person has experience working for an airline (PART 135/121) or repair station (PART 145) as a line or shop mechanic, a letter from his/her employer verifying experience, type of equipment worked on and length of employment may be submitted on official company stationary. In addition to the documentation, the student must take a test equal to the one given to students who complete the comparable required curriculum subject at the school. Based on the quality of the credits earned relative to comparability and applicability to the Western Suffolk BOCES program, students will be advised by the FAA liaison as to how many hours of credit they may receive.

Students must have achieved a minimum grade of 70%, or a “C” average in each subject area. Courses offered outside of an institutional setting will be considered; the number of courses or credit hours that will be accepted for transfer are determined on an individual basis.

A course description and catalog from the institution attended by the student must be submitted with the transcript in order to be considered for Transfer of Credit.

Once a Transfer of Credit is awarded, student tuition and fees will be prorated to reflect clock hours awarded. Financial aid will be based on the total number of clock hours students must complete in a specific program at Western Suffolk BOCES, Adult Career and Technical Education. Students may appeal the decision if denied clock hour Transfer of Credit by submitting a request, in writing, to the Principal.

Evaluation of Transfer of Credit is at no cost to the student.

TRANSFERRING OUT
When a student decides to transfer to a program other than AMT within BOCES or at another facility, he/she should speak to the instructor and a counselor. After conferring with them, the student may leave Western Suffolk BOCES in good standing if all financial obligations to BOCES are satisfied and all materials supplied by BOCES are returned. There is a sign-off sheet that the student must have completed and returned to the counselor. The FAA liaison will then prepare a transcript listing all grades. When the student signs a release, the transcript will be mailed to a third party.

Tuition Payments
Tuition payments are due on the scheduled date. Failure to remit payment in a timely manner will result in probation/dismissal from the program.

Withdrawal/Reentrance Policy
Students withdrawing from the program must submit a letter to the program administrator. Upon receipt of a letter, a change of status will be instituted. A refund will be awarded according to the established refund policy. Students who withdraw from the program may return within 30 days. If time frame exceeds 30 days, the student must re-apply as a new student with advanced standing and must have had theoretical and practical grades above 75%. The school reserves the right to determine a student’s fitness to continue in the program for performance that is not in keeping with sound educational practices. If the student meets this criteria and does return, he/she will return under the same standing as before withdrawal.
Frequently Asked Questions

What exactly is an A&P License?
A&P stands for Airframe and Powerplant. They are the two primary assembly categories of the aircraft. Federal Aviation Administration (FAA) licensing certificates are therefore issued under these two categories respectively.

What prerequisites are required to participate in this program?
None, there are no initial entrance requirements for this program. However, you are required to maintain a minimum average of 70 in each subject area, and complete a math and reading exam to determine ability to benefit if a high school diploma is not produced.

Are there any personal expenses involved with this program?
Student must pay a fee for a written exam. Adult students are required to supply their own uniform and workboots.

Where can a graduating student go to seek employment opportunities?
Western Suffolk BOCES has a lifetime placement office that will link current and former students to prospective employers.

What opportunities are available to me other than seeking employment after I graduate from this program?
Students could enter the military with rank as an E3 or go directly to college with up to 60 advanced standing credits.

What aviation colleges currently accept A&P credits from Western Suffolk BOCES?
- Vaughn College of Aeronautics
- Embry-Riddle Aeronautical College
- Penn State (College of Technology)
- Purdue University
- SUNY Farmingdale
- Parks College
- Jacksonville University
- Mohawk Community College

How often do I have to renew this license?
Never, your license is good until suspended, surrendered or revoked.

What type of aircraft can a certified Aircraft Maintenance Technician work on, once they graduate from this program?
Any and all. A certified A&P can work on helicopters, large (airline type) aircraft and small general aviation aircraft. The training you receive at Western Suffolk BOCES covers all aircraft and all aspects of the industry.

Appendix A: Enrollment Agreement

Western Suffolk BOCES 17 WESTMINSTER AVENUE DIX HILLS, NEW YORK 11746 (631) 667-6000 EXT. 320 www.wsboces.org

ENROLLMENT AGREEMENT

Western Suffolk BOCES Adult Career & Technical Education hereby sells the undersigned applicant, known hereafter as the student, subject to the terms and conditions set out herein, the Program(s) of study indicated below, consistent of academic, laboratory and clinic instruction, including all materials required for said student. Exceptions are those items which must be provided at the student’s expense and are listed in the institutional catalogue as such.

STUDENT DATA:
Name ____________________________ SS# ____________________________
Address __________________________ Phone ____________________________
Birth Date ______________

PROGAM OF STUDY:
<table>
<thead>
<tr>
<th>Program (Name &amp; Number)</th>
<th>Clock Hours</th>
<th>Number of Weeks and/or Months</th>
<th>Time of day</th>
<th>†Tuition $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; Supplies $</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit $</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Funding $</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance $</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

†Non-refundable registration fee of $100 is included in tuition.

Method of Payment
- Cash
- Check
- Credit Card
- Other Funding (List Source)

ENROLLMENT PERIOD
Start Date: __________________ Projected Completion or Graduation Date: __________________
If an applicant is accepted by the institution and cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a non-refundable registration fee of $100 and any stated student expenses which are listed in the institutional catalog.
Appendix A: Enrollment Agreement

Student’s Name________________________________

The purchaser hereby agrees to pay Western Suffolk BOCES Adult Career & Technical Education payments either in-full or installments of $__________ down with ______ payments of $__________ for (name of Program).  

I. CANCELLATION and REFUND POLICY

For a student to whom no state or federal or special Program fund policy applies, and who chooses to cancel this agreement, the school shall apply the refund stated below.

If Western Suffolk BOCES closes, current students shall receive a pro-rata refund of tuition.

All extra costs, such as uniforms for all programs, cosmetology kits and state licensing fees which are not included in the tuition price are non-refundable.

Refund Dates:

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within thirty (45) calendar days of the first scheduled day of class.

2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within thirty (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution’s attendance, conduct or Satisfactory Academic Progress Policy.

3. A student on an approved leave of absence notifies the school that he or she will not be returning. The last date of the leave is used as the termination date.

Rejection and Cancellation before the start of class:

1. If an applicant is rejected for enrollment by an institution, a full refund of all tuition monies paid will be made within four (5) business days of the planned start date.

2. If an institution cancels a program subsequent to a student’s enrollment, the institution will refund all monies paid by the applicant within 45 days of the planned start date.

3. If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a maximum application fee of $100 as noted on page 1 of this enrollment agreement.

Withdrawal or Termination after start of class

1. During the first week of classes, tuition charges withheld will not exceed ten percent (10%) of the stated tuition up to a maximum of $500. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

2. After the first week and through fifty percent (50%) of the period of training and financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.

3. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

<table>
<thead>
<tr>
<th>TIME OF COURSE</th>
<th>AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week of classes</td>
<td>10% of total stated tuition up to a maximum of $500</td>
</tr>
<tr>
<td>Second week through 50% of course</td>
<td>pro-rated portion of tuition for the period of time completed plus 10% of the balance due for the period of time that was not completed.</td>
</tr>
<tr>
<td>After 50% of the course is completed</td>
<td>full tuition</td>
</tr>
</tbody>
</table>

III. GRADUATION REQUIREMENTS

Criteria for successful completion of the Program(s) shown on page 1 are:

A. Recommendation by the instructor that you have successfully completed all Program requirements and met course objectives.

B. Satisfaction of all financial obligations.

C. Fulfillment of program attendance requirements, the curriculum/completion requirements of the New York State Education Department and curriculum/completion requirements of the individual Program.

Upon successful completion of all of the above graduation requirements, the student will be awarded a certificate.

IV. JOB PLACEMENT

Western Suffolk BOCES Adult Career & Technical Education’s job placement service offers lifetime assistance to graduates our Career Certificate programs and our full-time programs. This is a service, not a guarantee of employment.

V. STUDENT ABSENCES AND MAKEUP FEES

Any student who does not fulfill attendance requirements is subject to disciplinary action, up to and including dismissal from program. The program administrator will review the attendance record of any student who exceeds the maximum allowable absences. He/she will determine if any excusable absences exist and if the student is eligible for make up time. If make up time scheduled, all fees must be paid in full in order for the student to begin any additional hours. The current make-up rate is $_______. The clinical rate is $_______.

VI. TITLE IV FUNDS

Students who receive Title IV Funds and withdraw from the program are subject to the rules and regulations of the Department of Education for returning aid. All monies may be returned to the Department of Education. In that case the student may be responsible for all tuition due.

VII. BUYER’S RIGHT TO CANCEL

A student may cancel this agreement within three (3) business days of signing this agreement and receive a 100% refund of all monies paid.

I acknowledge that I have read and received a copy of this enrollment agreement, and of the following documentation. I understand that this agreement is legal and binding and to any and all stipulations and terms contained therein.

_________________________________________  ________________
Student Signature  Date

_________________________________________  ________________
Administrator/Counselor Signature  Date

Page 3 of 3
Location
Western Suffolk BOCES
located at Wilson Tech’s Aviation Facility
7200 Republic Airport
Farmingdale, NY 11735
(631) 752-1957

Other Western Suffolk BOCES campuses
Western Suffolk BOCES located at Wilson Tech’s Dix Hills Campus
17 Westminster Ave., Dix Hills, NY 11746
(631) 667-6000

Western Suffolk BOCES located at Wilson Tech’s Northport Campus
152 Laurel Hill Rd., Northport, NY 11768
(631) 261-3600

Western Suffolk BOCES Administration Campus
507 Deer Park Road
PO Box 8007
Huntington Station, NY 11746-9007
(631) 549-4900

Board Members
Second Supervisory District of Suffolk County
Mildred Browne
Sydney Finkelstein
Ilene Herz, Esq.
Salvatore Marinello
Jeannette Santos
Peter Wunsch
Maryann Zumpano

Administration and Supervision
Dr. Michael J. Mensch, Chief Operating Officer
Kenneth R. Burr, Executive Director, Career & Technical Education
Nancy Kelsey, Assistant Director, Career & Technical Education
Debra Montaruli, Principal, Adult Career & Technical Education

Western Suffolk BOCES is accredited by the Commission of the Council on Occupational Education. They may be contacted at: 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, (800) 917-2081, www.council.org

Recruitment Policy
Western Suffolk BOCES does not recruit students already attending or admitted to another school offering a similar program of study.

Western Suffolk BOCES Non-Discrimination Notice
The Board of Cooperative Education Services of Western Suffolk County, New York, does not discriminate on the basis of age, religion, creed, ethnic origin, marital status, race, color, sex, sexual orientation, veteran status, disability or handicap in the educational programs or activities it operates. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits; counseling services to students; student access to course offerings; lawful political activities; educational programs and other activities; and the business activities of the Board. The coordinator of activities relating to compliance with Title IX and Section 504 of the Rehabilitation Act of 1973 (as amended) is Thomas Reilly who may be contacted at: 507 Deer Park Road, Dix Hills, NY 11746 or (631) 549-4900, x204.