

Training Course Outline

**14 CFR Part 141 Master TCO
(Private Pilot Certificate, ASEL)**

Epix Services LLC, dba Epix Aviation

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RULES OF CONSTRUCTION

Throughout these documents the following rules of construction apply:

- Words importing the singular imply the plural
- Words importing the plural imply the singular
- Words importing the masculine imply the feminine
- The word 'shall' is used in an imperative sense
- 'May' is used in a permissive sense to state authority or permission to do the act prescribed
- The words 'no person may....' Or 'a person may not' Mean that no person is required, authorized or permitted to do the act prescribed
- 'Includes' means 'includes but is not limited to'

TRAINING COURSE OUTLINE RECORD OF REVISIONS

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FAA Approved by POI:
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Section I - Course Overview

14 CFR Part 141 Requirements

The training course outline that follows meets all current curriculum requirements for the Private Pilot Certification Course as specified in Appendix B of 14 CFR Part 141.

Prerequisites

Student pilots must be at least 16 years of age and possess a current 3rd class, or higher, medical certificate and an FAA Student Pilot Certificate in order to solo. Students must read, speak, write and understand the English language. The student will be provided a Course Enrollment Certificate at the time of enrollment and a Graduation Certificate when all requirements have been met.

Course Objective

The objective of this course is to prepare the student with the aeronautical knowledge, skill and experience to meet the requirements of, and successfully pass, the aeronautical knowledge and practical tests for a Private Pilot Certificate with Airplane Category and Single-Engine Land Class Ratings.

Course Completion Standards

The student will show, through written records and through aeronautical knowledge and practical tests that he has the aeronautical knowledge, skill and experience required to obtain a Private Pilot Certificate with Airplane Category and Single-Engine Land Class Ratings.

Course Description

The Private Pilot Certification course is divided into flight training and a ground training course. Epix Aviation, LLC designed these courses to be taught either concurrently or separately.

The ground training syllabus consists of two stages. A student will complete the stage when he passes an aeronautical knowledge exam pertaining to the contents of that stage with a score of at least 80%. An instructor will review all incorrect responses with the student before he is allowed to progress to the next stage.

The flight training syllabus consists of two stages. Each stage is divided into missions, with solo or dual flights and ground briefings. Stages organize material into related subject areas. Stages will be complete when the student passes a stage check ground and a stage check flight with an authorized Instructor. Only the Chief Instructor, Assistant Chief, and Check instructors are authorized to give stage check 1,2 and EOC flights. Stage lengths vary, and completion time depends upon syllabus length of each stage, as well as the student's aptitude and schedule.

Epix Aviation, LLC has selected the Gleim Private Pilot Syllabus. The Gleim Private Pilot Syllabus meets and exceeds 14 CFR Part 141 standards for ground and flight training. A copy of the Gleim PPL syllabus is

provided to the principal inspector (*Second Printing, Seventh edition: December 2022*). Only the Chief Flight Instructor is authorized to vary the training schedule.

Section II – Flight and Ground Training

A. Flight and Ground Instructor Qualifications (PPL)

1. Chief Instructor and Assistant Chief Instructor (§141.35 & 36)

Chief Flight Instructor (PPL): Refer to FAA Training Spec A006

Assistant Chief Flight Instructor (PPL): Refer to FAA Training Spec A006

The Chief Instructor and Assistant Chief Instructor(s) meet the flight and experience requirements of 14 CFR Part 141.35 and 141.36, respectively, and the recent experience requirements of 14 CFR Part 61. The Chief Instructor is responsible for the successful accomplishment of all items under §141.85.

The Chief Instructor and Assistant Chief Instructor(s) are listed in the TCO/SPP Binder located behind the Chief Instructor's desk.

The Chief Instructor will certify each student's training record, graduation certificate, stage check, and End of Course check report, recommendation for course completion, and application.

Chief Instructor(s) and Assistant Chief(s) who also provide instruction to part 141 students, need to comply with annual checks outlined in (§141.79(c)). The Assistant Chief can either be checked by the Chief Flight Instructor, or by the Principal Inspector. The Chief Instructor shall only be checked by the Principal Inspector, unless stated otherwise.

2. Check Instructors (§141.37)

Check Instructors will be qualified as per §141.37. To designate a check instructor, either the Chief Instructor or Assistant Chief shall comply with CFR 141.37(a)(1)(2)(3), and notify the Principal Inspector of the addition.

3. Ground Instructors (§141.81)

The instructors for the ground school course will meet the experience requirements of 14 CFR Part 141, including those of 141.81. Each instructor of this ground training course shall hold either a Ground Instructor Certificate or Flight Instructor Certificate.

4. Flight Instructors (§141.33(a)(3))

Each flight instructor shall hold a flight instructor certificate with Airplane Single-Engine Land privileges and a Commercial Pilot Certificate with Airplane Single-Engine Land privileges and instrument ratings. All flight instructors will meet the requirements of 14 CFR Part 141, including 141.79, and meet the recent experience requirements of 14 CFR Part 61.

5. Checking of Instructors (§141.79(d))

All instructors must pass an initial evaluation and, every 12 months, a recurrency flight check administered by the Chief Instructor, Assistant Chief, or Check Instructors. The minimum standards of completion will be those prescribed in the current Airman Certification Standards, Flight Instructor Airplane Single-Engine Land and Commercial Airplane Single-Engine land.

6. Other Employees (§141.33(a)(2))

All employees are trained on safety procedures, Epix record keeping, security, dispatch, and maintenance procedures as appropriate. A Company Standard Operating Procedures Manual is issued to all employees.

B. Ground Training

Ground Lessons

Ground lessons are designed to prepare the student for the FAA Knowledge Test as specified in Appendix B to 14 CFR Part 141. There are a total of 11 lessons divided into two stages. Epix uses the Gleim Private Pilot course which can be conducted either as a formal ground school or as a supervised on-line study program. The student will have a minimum of 36 hours of ground lessons before graduation. The default method of ground training used by Epix is supervised on-line study. Students are required to purchase the Gleim Private Pilot kit, which includes an FAA approved on-line training program covering all required study areas. Home-study on-line courses are monitored by the instructor, with regular sessions to resolve any student uncertainties. The Epix on-line training program is structured to conform to 14 CFR 141.53(d).

Epix has divided the ground school syllabus into two stages, each providing important elements of a student's training. Each stage builds upon previous learning, and therefore should be completed in the proper sequence. Each stage has an associated Stage Test, followed by an End of Course Test. The following is a description of each stage.

Stage One

Stage One is designed to give the student a basic knowledge of aeronautical principles. Fundamentals of aircraft systems, instruments, performance, weight and balance, airports, weather theory, the interpretation of weather data, and Federal Aviation Regulations will be introduced.

Stage Two

Stage Two contains, inter alia, lessons pertaining to meteorology and interpreting weather information. The necessary and relevant Federal Aviation Regulations for operating as a Private Pilot will be covered. The stage provides the student with a working understanding predicting aircraft performance, the principles of navigation, cross-country flight and a detailed knowledge of human physiological factors. When the End of Course Test is completed, the student will have obtained the aeronautical knowledge required to pass the FAA Private Pilot Airman Knowledge Test.

Texts

Students use the FAA approved Gleim Private Pilot kit, which includes *The Gleim Private Pilot Syllabus (5-3)*, *Gleim Pilot Handbook (10-1)*, *Private Pilot Flight Maneuvers Book (5-2)* and the *Gleim On-Line Ground Training* course. These are comprehensive texts that will assist the student in meeting each lesson objective. The advisory circulars AC 00-6B (Aviation Weather), and AC 00-45H (Aviation Weather Services) and manuals FAA-H-8083B, *Airplane Flying Handbook* and FAA-H-8083-25A, may also be used as supplemental texts. Other materials, such as the pilot's operating handbook, airplane flight manual (AFM) may also be used. Finally, individual instructors may supplement this material by distributing hand-outs.

Credit towards the curriculum requirements of this course for previous pilot experience and knowledge may be given, providing limitations found with 14 CFR 141.77 (c) (1-4) have been met.

Ground Tests and Checks

Stage examinations or checks required by 14 CFR 141 are incorporated into this syllabus. These examinations or checks, administered by the Chief or Assistant Chief Instructor, as appropriate, will be given only after the student has completed all the lessons contained in the stage.

Depending on the study method used, each stage exam in the ground syllabus may consist of multiple choice or a combination of multiple choice and essay questions. The proctor may also include a number of sample FAA Private Pilot written questions to further prepare the student for the FAA aeronautical knowledge test.

Ground Stage Exams

Stage exams are administered at the completion of each of the two phases. The student must score a minimum of 80% on the test to progress to the next stage. Each stage exam will be reviewed with the instructor in order to discuss all incorrect responses. If a stage is not successfully completed, the student must repeat the entire stage after a review with an instructor.

Ground Final Exam

Following Stage Exam two, the student will take a final exam. Following this test, the instructor will review the deficient areas with the student to ensure complete understanding of the material. The ground school course is complete when the final test is passed. A student must score a minimum of 80% on the test to pass. At this point the instructor will endorse the student for the FAA Knowledge Test Private Pilot Airplane (PAR).

C. Flight Training

Epix Services, LLC has divided the flight training syllabus into two stages, each providing important elements of a student's training. Each stage builds upon previous learning, and therefore should be completed in the proper sequence. Flight training is an integral part of the Private Pilot Certification Course. 14 CFR Part 141 Appendix B specifies the minimum flight training which must be included in any Private Pilot course, and the Epix, LLC flight course meets these requirements. Epix uses the Gleim Private Pilot curriculum (*Second Printing, Seventh edition: December 2022*) which is designed to meet all the requirements of Part 141 Appendix B. The Chief Flight Instructor may, at his/her discretion, vary the sequence of training when conditions dictate. The following is a description of the items to be taught in each stage.

Flight Training Stage One

Stage One introduces the student to the training airplane, the training facilities, and the fundamental skill and knowledge required to make a first solo flight. The student will learn safety procedures, radio communication, basic flying skills, and emergency operations. Epix has chosen to administer the Stage One check prior to the first student solo, rather than after.

Flight Training Stage Two

Stage Two is designed to allow the student to develop confidence in his flying ability. He will perfect the maneuvers he has learned in stage one, and simultaneously learn to plan and navigate a cross-country flight. Stage Two introduces advanced maneuvers, and places strict proficiency demands on the student. As the stage concludes, the student sharpens his skills in flight maneuvers and cross-country flying. The stage check, which completes this stage, will demand a high level of knowledge and proficiency focused on successful performance of the Stage Two requirements. Once all syllabus training events are completed the student

must successfully pass the End of Course check, plus any required remedial work. Upon successful completion of this check the student will be endorsed by the training CFI to take the Private Pilot Single-Engine Land Practical Test certification flight.

Flight Lessons

Each flight stage is divided into lessons, which may be flights, either dual (with a flight instructor on board) or solo, or ground briefings. Ground briefings are scheduled for a duration of 1:00 to 2:00 hours in length and will be conducted the same day as the flight. A flight consists of an air lesson (mission) of duration sufficient to allow the flight instructor to teach the material specified in the syllabus. Flights are normally 0:30 minutes to 2:00 hours in length. The instructor may require extra flight time to adequately teach the material. The student will log a minimum of 35 hours of course flight time before graduation.

Each flight lesson will include a pre-flight briefing to prepare the student for the flight lesson, and a post flight critique to evaluate performance. These briefings and critiques will be of sufficient length to adequately cover the material. Normal pre-flight and post flight briefings are thirty minutes to one hour long.

The instructor will review the student's training folder prior to the day's lesson and will provide lesson objectives and completion standards to each student. He/she will present the material designated in the flight syllabus and encourage student participation by asking questions as the material is presented and answering student questions as they arise.

Failure to achieve the desired standard by the completion of a flight lesson will result in the lesson being repeated. If the repeat lesson does not achieve the desired standard, review action will be initiated as detailed below for an unsatisfactory Stage Check performance.

Requirements and Restrictions for Solo

Students must be at least 16 years of age. They must also possess a current FAA Student Pilot Certificate, Third Class (or as specified in §61.23) medical certificate, and logbook properly endorsed for solo flight. Students will not be allowed to begin training without the ability to clearly read, speak, write, and understand the English language or without confirmation of U.S. citizenship or TSA approval for flight training.

1. Additional Authorizations Required

- a) All students must have specific clearance from the endorsing instructor for each solo flight
- b) A pre-flight briefing per the syllabus is required for each solo flight by the endorsing instructor or another instructor designated by the endorsing instructor. The designated instructor must have received written permission from the endorsing instructor to authorize the solo. The pre-flight briefing must, at minimum, include the following:
 - Lesson briefing as per the syllabus
 - Complete weather briefing (independent from the customer's weather briefing)
 - Review of all solo restrictions
 - Review and confirmation of required endorsements

2. Additional Student Solo Restrictions

- a) No non-syllabus student solos are permissible unless authorized by the Chief Instructor (the student must be accomplishing a specific solo lesson on the Syllabus)

- b) No student solo at night is permitted
- c) No simulated emergency procedures may be practiced during student solo flight
- d) No student solo touch and go's prior to reaching the Stage 2 of the program, and then only with specific written instructor approval. Failing that, any multiple landings must be done through "Full Stop and Taxi Back".
- e) No student solos are permitted unless the student has received dual instruction from the endorsing instructor within the preceding 21 days
- f) All student solos must be authorized by an approved instructor; the instructor will be present at the Epix facility and will review and approve the student's flight plan and mission profile. The instructor may charge that time spent in active supervision of the student.

Texts

- Gleim Pilot Handbook
- Gleim Private Pilot Flight Maneuvers Flight
- Training Handbook AC 61-21 Airplane
- Flying Handbook FAA-H-8083-3B
- Pilot Handbook of Aeronautical knowledge FAA-H-8083-25A
- Epix Single Engine Training Procedures Manual
- Aviation Weather AC 00-6b
- Aviation Weather Services AC 00-45
- Aviation weather Handbook FAA-H-8083-28A
- Private Pilot Airman Certification Standards FAA-S-ACS-6A
- Federal Aviation Regulations/Aeronautical Information Manual
- Federal Aviation Charts and Publications
- Pilot Operating Handbook

Check Flights

Flight checks are administered at the completion of each of the two flight stages and at course completion for a total of three checks nominally. Epix has chosen to administer the Stage One check prior to the first student solo, rather than after as shown in the Gleim syllabus. Stage checks will require a minimum combined time of 1:00 hour flight time plus briefing time. The student must satisfactorily complete each stage check in order to progress to the next stage. Each stage check will be reviewed with an instructor in order to clarify all weak areas.

If a stage check is unsatisfactory, the student will review the deficient areas with an instructor, and then take a second stage check. If the second stage check is unsatisfactory, the student will be subject to a review. A review could recommend actions ranging from additional training, including instructor change, to course failure.

Each stage check in the flight syllabus will consist of a ground briefing, with oral quizzing by a stage check pilot, and a dual flight check. After all the stages have been completed, the student will complete an End of Course check in accordance with 14 CFR Part 141. For certification, the student will be scheduled for a practical test with a designated pilot examiner.

Graduation Requirements

To graduate from the course a student must complete all ground lessons and pass all ground stage and final exams with a minimum score of 80%. In addition all flight lessons must be successfully completed, both flight Stage Exams and End of Course check must be passed IAW 14 CFR Part 141 Appendix B.6.

Once the student has completed the course, and the Chief Instructor has properly certified the students training records a Graduation Certificate will be issued.

Once the certificate is issued, a practical flight test will be scheduled by the Chief Instructor with a designated Pilot Examiner. Students shall not schedule directly with an examiner

Airport of Origin

All flights will originate at Chesapeake Regional Airport (KCPK). In compliance with 14 CFR Part 141, the runway at Chesapeake Regional Airport will permit normal takeoff and landing at full gross weight:

- under winds conditions of not more than five miles per hour, at temperatures equal to the mean high temperature for the hottest month of the year
- clearing all obstacles in the take-off flight path by at least 50 feet
- With the power plant operation and landing gear and flap operation recommended by the manufacturer, and
- With smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques

Chesapeake Regional Airport has wind indicators that are visible from both ends of the runway as well as the tie down area. There are traffic direction indicators located around the wind direction indicator visible from the tie down area and the air. Chesapeake Regional Airport has permanent runway lights.

Records (§141.101)

In compliance with 14 CFR Part 141, Epix Services, LLC will maintain a current and accurate record of each student. Epix uses the Gleim Private Pilot Training Record for all PPL students. This record includes a record of enrolment, graduation and mission evaluation. On it will be recorded the date, flight time, mission number, content, and performance ratings.

Epix Services, LLC will also keep a record of a student's termination of training or transfer to another school. This record will be certified by the Chief Instructor.

In compliance with 14 CFR Part 141, each instructor will maintain a log recording course attendance of each student when group classes are given. Students absent from a required training event will be required to make up the material prior to completing that particular stage of training.

Student records will be kept for a minimum of one year from the date of a student's graduation, termination or transfer to another school. Epix Services, LLC will make copies of a student's records available to him upon request.

Epix Services, LLC intends to move to an electronic format for student recordkeeping once the technical details have been mastered. Our electronic system will conform to §141.101 and AC 120-78A Training Aircraft (§141.39(a))

All training for the PPL course will be done in Cessna 172M or newer series Aircraft. The aircraft will meet and exceed the requirements listed in 14 CFR 141.39(a).

All training will be accomplished following the Epix Single Engine Training Procedures Manual and this TCO.

Ground Training Facilities

Ground instruction facilities are housed in 2 classrooms and 3 briefing rooms, described below. The rooms are located in the Ruffin Hangar Facility and, by prior arrangement, the main conference room located at Chesapeake Regional Airport.

- Flight Planning Room: Dimensions are 10 ft x 20 ft with two entry/exit doors. The room will accommodate a maximum of 8 students.
- Briefing Rooms (3 each): Dimensions are 6 ft x 8 ft with one entry/exit door each. The room will accommodate 2 students plus instructor. A 36" x 48" whiteboard is installed.
- Administrative Office for personnel and financial records. This office is kept locked and is not shared with any flight school.
- Dispatch desk
- A dedicated internet enabled computer is available in the dispatch area for checking NOTAMS and weather, and for filing flight plans. Open WiFi is also available throughout the facility should students wish to use personal devices for preflight planning and filing.

All facilities meet or exceed all local building, health and sanitation codes. Restrooms are provided in the building. Each room is well lit and a thermostat controls the heating, ventilation and air conditioning. The rooms are designed and located so that students will not be distracted by instruction conducted in other rooms or by airport operations.

Training Aids

The following audiovisual and training aids will be provided for use near the briefing rooms:

- LAN drop with Internet access
- Current Sectional charts
- Whiteboard
- Aircraft training aids, to include graphics, individual instruments, and a small library of printed material.