

	<b>Training Course Outline</b>	Page: 0-1 Revision: 2.0 Date: 5 June 2023
	<b>Commercial Pilot Course (Airplane-single-engine) Section 0: List of Effective Pages</b>	

### List of Effective Pages

Section	Title	Pages	Revision	Date
0 - List of Effective Pages	List of Effective Pages	0-1	2.0	6/5/2023
1 - Record of Revisions	Record of Revisions	1-1 to 1-2	2.0	6/5/2023
2 - TCO	TCO	2-1 to 2-5	2.0	6/5/2023
3 - Index of Appendices	Index of Appendices	3-1	1.8	9/30/2022
4 - Appendix A	Business Office & Operating Base Diagram	4-1	2.0	6/5/2023
5 - Appendix B	Authorized Aircraft and ATD	5-1	1.9	10/31/2022
6 - Appendix C	Chief Flight Instructor	6-1	1.6	1/27/2022
7 - Appendix D	Assistant Chief Flight Instructor	7-1	1.6	1/27/2022
8 - Appendix E	Authorized Check Flight Instructor(s)	8-1	1.6	1/27/2022
9 - Appendix F	Overview	9-1	ORIGINAL	2/7/2019
10 - Appendix G	Syllabus	10-1 to 10-2	1.9	10/31/2022
11 - Appendix H	Sample Enrollment Certificate	11-1	1.8	9/30/2022
12 - Appendix I	Sample Graduation Certificate	12-1	1.8	9/30/2022
13 - Appendix J	Course Policies	13-1 to 13-5	1.8	9/30/2022
14 - Appendix K	Aircraft Performance at KLNK	14-1 to 14-2	1.8	9/30/2022
15 - Appendix L	Sample Completed Ground and Flight Scenarios with the CTA	15-1 to 15-3	1.8	9/30/2022

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SIGNATURE:	EFFECTIVE DATE:
6/22/2023	

	<b>Training Course Outline</b>	Page: 1-1 Revision: 2.0 Date: 5 June 2023
	<b>Commercial Pilot Course (Airplane-single-engine) Section 1: Record of Revisions</b>	

### Record of Revisions

Version	Date	Pages	Description
ORIGINAL	2/7/2019	ALL	ORIGINAL
1.1	7/12/2019	1-1, 2-1 to 2-4, 4-1, 7-1	Changed Address of Business and Operating Base, Authorized Assistant Chief Instructor, Removed Appendix P and Q
1.2	10/25/2019	6-1, 8-1	Changed Chief Flight Instructor and Authorized Check Instructor
1.3	4/24/2020	8-2	Added Authorized Check Instructor
1.4	10/8/2020	2-2, 3-1, 10-1, 11-1, 14-2, 14-5	Ground Training Face-to-Face Requirement Changes for VA Students, Added Instructor Guide to the List of Appendices, Updated Hyperlink to Syllabus, Added Instructor Guide Hyperlink, Student Initiated Hold on Flight Training Policies Added
1.5	9/28/2021	0-1, 1-1, 7-1, 8-1	Removed Authorized Check Instructor Information with a Statement of its New Location, Added Assistant Chief Flight Instructor
1.6	1/27/2022	2-1, 2-2, 2-3, 2-4, 3-1, 4-1, 5-1, 6-1, 7-1, 8-1, 10-1, 14-2, 14-3, 14-4, 14-5, 15-1, 15-2, 16-1, 16-2, 16-3, 17-1, 18-1	Updated new name of TSA's program for international customers, corrected course title verbiage, added info about ground training and briefing areas, edited remarks section, edited title of Appendix B, added description of aircraft and ATD, removed and added aircraft, updated Chief CFI, reworded check instructor information location, updated syllabus URL, edited and formatted course policies for clarification, removed wording about special emphasis areas, removed unnecessary Asst. Chief info, add disclaimer to diagram, altered section name, added page headings, corrected section header, made reference to syllabus Letter of Acceptance, add policy of expired graduation certificate, edited instructor qualifications, fixed revision numbers in various sections, changed appendix O to N and deleted O
1.7	6/27/2022	2-1, 2-2, 2-3, 2-4, 14-1, 14-2, 14-3, 14-4, 14-5	Changed references of Performance Aircraft to Ignite Flight Academy, minor corrections of spacing.

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SIGNATURE:	EFFECTIVE DATE:
	6/22/2023

	<b>Training Course Outline</b>	Page: 1-2 Revision: 2.0 Date: 5 June 2023
	<b>Commercial Pilot Course (Airplane-single-engine) Section 1: Record of Revisions</b>	

1.8	9/30/2022	3-1, 5-1, 10-1, 10-2, 11-1, 12-1, 13-1, 13-2, 13-3, 13-4, 13-5, 14-1, 14-2, 15-1, 15-2, 15-3	Updated sample enrollment and graduation certificates, deleted links to syllabus and instructor guide, added Letter of Acceptance, updated syllabus page reference, removed instructor guide section, removed section N, changed numbering of sections 11 through 15, updated appendix page references.
1.9	10/31/2022	2-3, 4-1, 5-1, 10-1	Added rooms for AATD and training aid, added second floor diagram, added AATD, removed revision number of List of Aircraft on 141 Certificate, removed wording to ignore syllabus references to ATD, added information on ATD usage.
2.0	6/5/2023	2-3, 4-1	Updated ground training areas to reflect changing locations of AATD and BATD, updated second floor diagram.

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OFFICE DESIGNATOR: <b>CE09</b>	
SIGNATURE:	EFFECTIVE DATE:
	6/22/2023

	<b>Training Course Outline</b>	Page: 2-1 Revision: 2.0 Date: 5 June 2023
	<b>Commercial Pilot Course (Airplane-single-engine) Section 2: TCO</b>	

## TCO

- 1. Business Office and Operating Base:** Performance Aircraft Sales, Inc. d/b/a Ignite Flight Academy located at the Lincoln Municipal Airport, Lincoln, Nebraska (KLNK); holds Air Agency Certificate No. 7FPS955L.

Ignite Flight Academy  
1760 West Kearney Avenue  
Lincoln, NE 68524

- 2. Course Title:**

Commercial Pilot Course  
Airplane-single-engine

- 3. Prerequisites:** Students must have at least a current FAA Private Pilot Certificate, valid Third Class medical certificate, and either an Instrument Rating – Airplane or to be enrolled with the intent to pass the Ignite Flight Academy Instrument Rating Course prior to completing this course, and must have purchased the Cessna Commercial Pilot Training Course Kit as made available by Ignite Flight Academy and King Schools, Inc.

If a student is not a Citizen or National of the United States of America (U.S.) they must participate in the Transportation Security Administration’s (TSA) Flight Training Security Program (FTSP) and undergo a security threat assessment as well as provide a valid, unexpired passport and government-issued photo ID to Ignite Flight Academy unless they have been endorsed by the U.S. Department of Defense (DOD) and are exempt from these regulations. In the event that a student is endorsed by the DOD, they do not need to complete the TSA’s security threat assessment but they do need to provide to Ignite Flight Academy their valid, unexpired passport and government-issued photo ID.

US Citizens and Nationals are exempt from the TSA security threat assessment. Students must provide the flight school with one of the following options as proof of U.S. citizenship:

- Valid, unexpired U.S. passport; or
- Certified birth certificate AND government-issued photo ID; or
- U.S naturalization certificate with raised seal AND government-issued photo ID; or
- Certificate of U.S. citizenship with raised seal AND government-issued photo ID; or
- (For federal or military employees only) Employer's official proof of U.S. citizenship AND federal- or military-issued photo ID, pursuant to a contract between the

	<b>Training Course Outline</b>	Page: 2-2 Revision: 2.0 Date: 5 June 2023
	<b>Commercial Pilot Course (Airplane-single-engine) Section 2: TCO</b>	

federal agency and the flight school. Please Note: Federal or military employees who are non-U.S. citizens are NOT exempt from completing the FTSP.

4. **Program Curriculum:** This Training Course Outline (TCO) meets the curriculum requirements for the Commercial Pilot Certification Course (Airplane-single-engine) required by CFR Part 141 Appendix D. This course utilizes the Cleared for Hire Commercial Pilot Training Course Syllabus. See Appendix G of this TCO for the current version number.
5. **Flight Training:** This course consists of a minimum of 120 hours of flight training. 55 hours minimum of the total flight time will be dual flight instruction. All flights will originate at the Lincoln Municipal Airport in Lincoln, NE.
6. **Ground Training:** This syllabus and online curriculum meets the required 35-hour minimum aeronautical knowledge training prescribed by 14 CFR Part 141 Appendix D. Customers that are using the Post-9/11 GI Bill must complete the minimum of 35 hours aeronautical knowledge training required for this course as face to face ground instruction entirely with an authorized instructor to maintain compliance with 38CFR 21.4254(d).

The aeronautical knowledge training occurs through multiple paths including online tested self-study, viewing the online flight-preparatory video segments, and instructor/customer interaction in the pre- and post-flight briefings. Instruction may also be given during the instructor/customer Ground Training Checklist reviews.

A customer receives credit for the online course when they complete every ground lab within the course. To complete a ground lab, the customer must satisfactorily complete every question within that ground lab.

Customer aeronautical knowledge competence is assured through instructor/customer Ground Training Checklist reviews that must be demonstrated to the Explain level.

7. **Course Objective:** The course is designed to provide the student with the knowledge, skill, and aeronautical experience necessary to meet the requirements for a **Commercial Pilot Certificate, Airplane Single Engine Land.**
8. **Course Completion Standards:** To receive the graduation certificate for this course, the student must demonstrate through knowledge tests, flight tests, and show through appropriate records that he/she meets the knowledge, skill, and experience requirements necessary in accordance with the current FAA Commercial Pilot Airmen Certification Standards. The student must obtain

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a passing score on the Commercial Pilot Airplane Aeronautical Knowledge exam and satisfactorily complete the Phase 8 Progress Check.

9. **Ground Training Area:** Ignite Flight Academy utilizes a facility located within the business office & operating base which meets the requirements of 14 CFR 141.45 (Appendix A – Business Office & Operating Base Diagram).

The classroom measures 24 feet by 20 feet. It is typically equipped with 4 tables and chairs for 16 students. The room is also equipped with two large whiteboards. It houses the approved AATDs (see Appendix B). The AATD can also be used as a ground instruction training aid.

The BATD room measures 10 feet by 14 feet. The BATD may be used as a ground instruction training aid, but conducting lessons from the syllabus is NOT authorized. The room has a table, chairs, and a whiteboard.

The training areas are heated, lighted, and ventilated to conform to local building, health, and sanitation codes. The areas are located so students are not distracted by the training conducted in other rooms or by flight or maintenance operations conducted on the airport.

10. **Briefing Areas:** Ignite Flight Academy utilizes a briefing area located at the business office & operating base which meets the requirements of 14 CFR 141.43 (Appendix A – Business Office & Operating Base Diagram). Briefing areas measure 9 feet by 9 feet. They are equipped with a table, two chairs, a computer, and a whiteboard.

The area has a telephone and internet services that is used exclusively by Ignite Flight Academy for obtaining information from the FAA Automated Flight Service Station.

11. **Aircraft and Aviation Training Devices:** Authorized aircraft and ATD's are as indicated in Appendix B.
12. **Airports:** Lincoln Municipal Airport (KLNK) is the primary operating base and meets all the requirements of 14 CFR 141.38 for day and night operations. Fuel and maintenance services are available 24 hours a day. Aircraft performance at KLNK is documented in Appendix K.
13. **Flight and Ground Instructors:** Each instructor assigned to this course must hold a valid Commercial Pilot Certificate (Airplane, Single Engine, Land) with Instrument Rating. Additionally, the instructor must hold a valid CFI (Airplane Single Engine) and a minimum of a 3rd Class

	<b>Training Course Outline</b>	Page: 2-4 Revision: 2.0 Date: 5 June 2023
	<b>Commercial Pilot Course (Airplane-single-engine) Section 2: TCO</b>	

Medical Certificate or Basic Med. Ground Instructors may possess a valid Advanced Ground Instructor rating in lieu of the CFI and a Medical Certificate is not required.

**14. Remarks:**

- The Syllabus is divided into three stages, each concluding with a Progress (Stage) Check. The Chief Flight Instructor, Assistant Chief Flight Instructor, or Check Flight Instructor (if authorized) must administer (as a minimum) the Stage One (Phase 3, Scenario 5), Stage Two (Phase 5, Scenario 10) and Stage Three (Phase 8, Scenario 2) Stage Checks. It is not required to take the final progress check in the complex aircraft.

Within stage one, flight scenarios may be taken out of order within a phase. Within stage two, flight scenarios may be taken out of phase. In stage three, flights may be taken out of phase in phases six and seven. Phases six and seven must be complete before starting phase eight. For any flight lessons conducted out of order of the syllabus (even when within the parameters described in this paragraph), permission must be obtained from the Chief Instructor in writing and logged in the applicable student's record folder (see page 13-2). Each flight scenario in a stage must be completed before moving into the next stage. Ground lab exercises may be completed before or after flights. Ground labs are not restricted to particular stages in that students may complete ground labs outside the current stage of training. The only ground lab restriction in this course is that prior to administering any Progress Check, all ground labs in phases leading up to a progress check must be completed.

Students must comply with all provisions outlined in the Course Policies (See Appendix K). All flight scenarios can be completed in any Part 141 authorized aircraft that are listed in Appendix B.

15. **Chief Instructor:** The Chief Instructor is listed in Appendix C and meets the requirements of 14 CFR 141.35.

16. **Assistant Chief Instructor:** The Assistant Chief Instructor(s) are listed in Appendix D and meet the requirements of 14 CFR 141.36

17. **Dispatching:** All flights, which normally originate at KLNK, are dispatched by an authorized instructor located at KLNK. Flights that do not originate at KLNK, for reasons that include but are not limited to bad weather and aircraft mechanical problems, and require dispatch approval can be handled between the student and an authorized instructor via phone call, cellular text/audio message, or email.

	<b>Training Course Outline</b>	Page: 3-1 Revision: 1.8 Date: 30 September 2022
	<b>Commercial Pilot Course (Airplane-single-engine) Section 3: Index of Appendices</b>	

## Index of Appendices

Appendix A .....Business Office & Operating Base Diagram

Appendix B ..... Authorized Aircraft and ATD

Appendix C .....Chief Instructor

Appendix D ..... Assistant Chief Flight Instructor(s)

Appendix E .....Authorized Check Flight Instructor(s)

Appendix F .....Overview

Appendix G .....Syllabus

Appendix H ..... Sample Enrollment Certificate

Appendix I ..... Sample Graduation Certificate

Appendix J .....Course Policies

Appendix K .....Aircraft Performance at KLNK

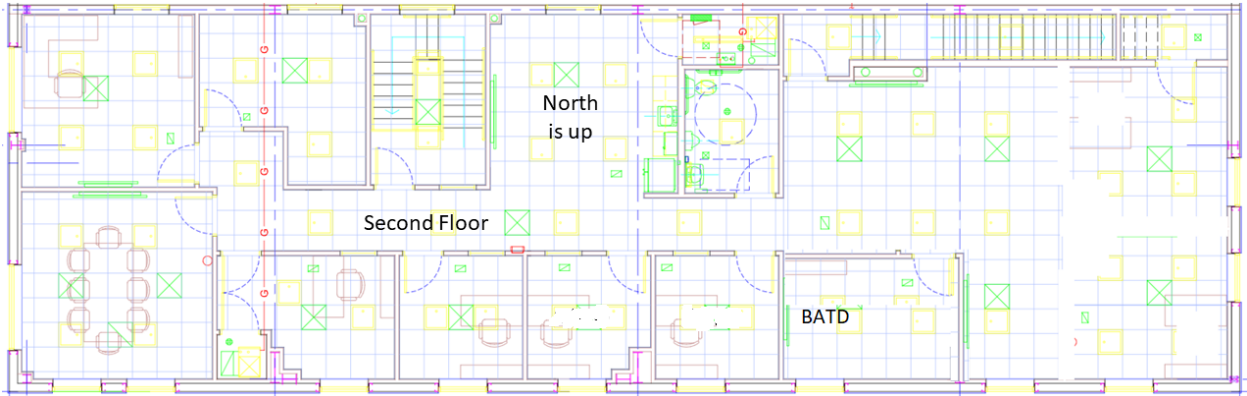
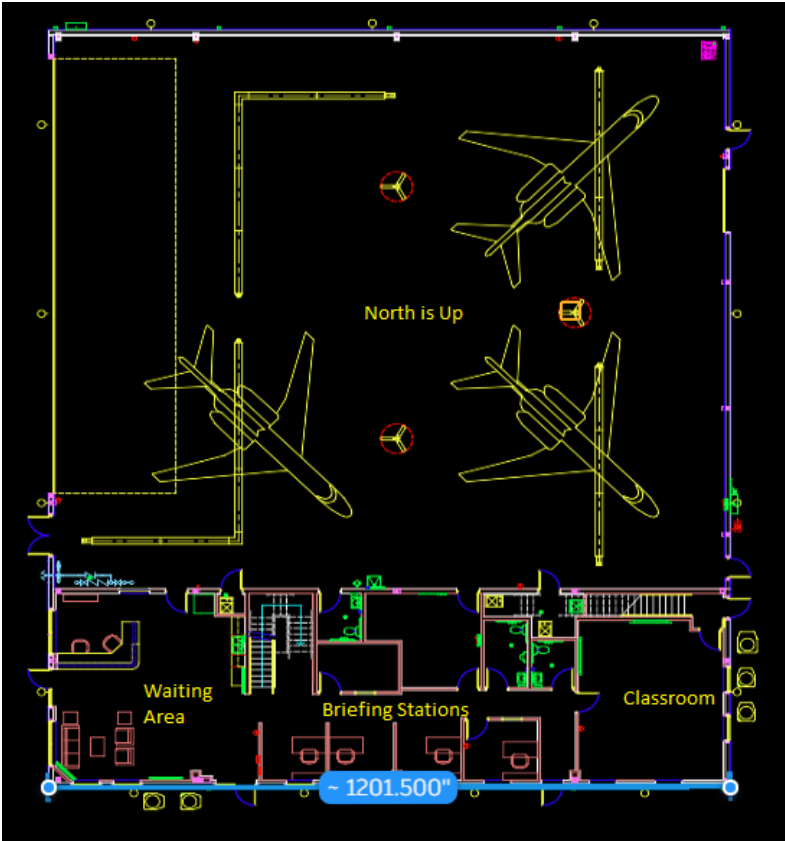
Appendix L ..... Sample Completed Ground and Flight Scenarios within the CTA



	Training Course Outline	Page: 4-1
		Revision: 2.0
		Date: 5 June 2023
<b>Commercial Pilot Course (Airplane-single-engine)</b> <b>Section 4: Appendix A – Business Office &amp; Operating Base</b> <b>Diagram</b>		

### Business Office & Operating Base Diagram

This diagram is for illustration purposes only. For a description of ground training and briefing areas see Section 2 paragraphs 9 and 10.



	Training Course Outline	Page: 5-1 Revision: 1.9 Date: 31 October 2022
	<b>Commercial Pilot Course (Airplane-single-engine)</b> Section 5: Appendix B – Authorized Aircraft	

## Authorized Aircraft and ATD

- Cessna 172R Skyhawk
- Cessna 172RG Cutlass (Complex)
- one-G, LLC model Foundation AATD.

The aircraft meet the requirements of 141.39. Each airplane is equipped for day and night visual flight rules (VFR) and instrument flight rules (IFR) flying as specified in 14 CFR 91.205.

The Airplane Single Engine AATD meets the requirements of 141.41(b). This AATD has a single configuration representing a Cessna 172 with analog instrumentation.

Refer to the current List of Aircraft and ATD on 141 Certificate for specific aircraft and ATD used in this course.

	Training Course Outline	Page: 6-1 Revision: 1.6 Date: 27 January 2022
	<b>Commercial Pilot Course (Airplane-single-engine) Section 6: Appendix C – Chief Flight Instructor</b>	

Chief Flight Instructor

Richard Bates

	Training Course Outline	Page: 7-1 Revision: 1.6 Date: 27 January 2022
	<b>Commercial Pilot Course (Airplane-single-engine) Section 7: Appendix D – Assistant Chief Flight Instructor(s)</b>	

Assistant Chief Flight Instructor(s)

Jacob Wilson

	Training Course Outline	Page: 8-1 Revision: 1.6 Date: 27 January 2022
	<b>Commercial Pilot Course (Airplane-single-engine) Section 8: Appendix E – Authorized Check Flight Instructor(s)</b>	

### Authorized Check Flight Instructor(s)

A Letter of Authorization (LOA) listing authorized check instructor(s) for this course is available for reference at the business office and operating base.

	Training Course Outline	Page: 9-1 Revision: ORIGINAL Date: 7 February 2019
	<b>Commercial Pilot Course (Airplane-single-engine)</b> <b>Section 9: Appendix F – Overview</b>	

## COMMERCIAL PILOT TRAINING OVERVIEW



### 1. Learning Professional Cross-Country and Night Procedures

#### Online Training

- Cross-Country Planning
- Sectional Charts

#### Flight Scenarios

- Cross-Country and Instrument Reference (day dual)
- Night Maneuvers (dual)
- Cross-Country (day pic)
- Night Cross-Country (dual)
- Night Maneuvers (solo)



### 2. Refining Navigation and Basic Maneuver Skills

#### Online Training

- Radio Navigation and Flight Instruments
- Airspace and Weather Minimums

#### Flight Scenarios

- Cross-Country (day pic)
- Night Maneuvers (solo)
- Night Cross-Country (solo)
- Cross-Country (day pic)
- Cross-Country and Progress Check (dual)



### 3. Building Cross-Country Experience

#### Online Training

- Weather
- Weight and Balance

#### Flight Scenarios

- Cross-Country (day pic)
- Cross-Country (day pic)
- Cross-Country (day pic)
- Long Cross-Country (day solo)
- Cross-Country and Progress Check (dual)



### 4. Flying Complex Airplanes

#### Online Training

- Aerodynamics

#### Flight Scenarios

- Complex Airplane (dual)
- Complex Airplane, Stalls and Instrument Reference (dual)
- Complex Airplane, Maneuvers and Progress Check (dual)

## STAGE 1



### 5. Flying Commercial Maneuvers

#### Online Training

- Commercial Maneuvers
- Aircraft performance

#### Flight Scenarios

- Steep turns/spirals, emergency descent and maneuvers review (dual)
- Chandelles and maneuvers review (dual)
- Maneuvers skill improvement (pic)
- Lazy eights and maneuvers review (dual)
- Maneuvers skill improvement (pic)
- Eights on pylons and maneuvers review (dual)
- Maneuvers skill improvement (pic)
- Cross-country (day pic)
- Commercial maneuvers review (dual)
- Progress check (dual)

## STAGE 2



### 6. Preparing for Your Commercial Checkride

#### Online Training

- Flight Operations

#### Flight Scenarios

- Commercial maneuvers review (dual)
- Commercial maneuvers skill improvement (pic)
- Cross-country, complex, maneuvers review (dual)
- Cross-country (day pic)



### 7. Fine Tuning Your Skills

#### Online Training

- Federal Aviation Regulations

#### Flight Scenarios

- Commercial Maneuver Review (dual)
- Cross-Country Review (dual)
- Cross-Country Skill Refinement (pic)

## STAGE 3



### 8. Achieving Your Goal

#### Online Training

- Achieving Your Goal

#### Flight Scenarios

- Commercial Maneuver Review (dual)
- Checkride briefing
- Final Progress Check

We teach the world to fly!



	Training Course Outline	Page: 10-1 Revision: 1.9 Date: 31 October 2022
	<b>Commercial Pilot Course (Airplane-single-engine)</b> <b>Section 10: Appendix G – Syllabus</b>	

## Syllabus

Cleared for Hire Commercial Pilot Training Course version 1.01

### NOTED DIFFERENCES BETWEEN THIS TCO DOCUMENT AND THE SYLLABUS

- The syllabus makes reference to out-of-stage scenarios throughout the course of training. Any documentation in this syllabus that pertains to out-of-stage scenarios and ONLY out-of-stage scenarios should be ignored. Pages iv of the syllabus contains an example of this documentation.
- The syllabus makes reference to flight training in a Part 61 environment. Any documentation in this syllabus that pertains to Part 61 and ONLY Part 61 should be ignored. Pages i, xxvii, and A4 of the syllabus contains examples of this documentation.

### ATD USAGE

- As stated on page vi of the syllabus, an ATD may be used in the following scenarios:
  - Stage 1: Phase 1, Scenario 1; Phase 2, Scenario 5; Phase 3, Scenario 5.
  - Stage 2, Phase 5: Scenarios 1, 2, 4, 6, 9, 10.
  - Stage 3: Phase 7, Scenario 2.
- The scenarios listed above may contain tasks not suitable for an ATD. Items such as preflight inspection, fire extinguisher operation, and operation of doors and seatbelts will require the use of an airplane to complete the scenario.
- While many maneuvers can be introduced and practiced in the ATD, 8's on Pylons and Steep Spirals will require the use of an airplane to complete the scenario.
- Learning objectives and completion standards are as stated in the syllabus for each scenario or phase.
- The maximum time that may be credited towards course minimums is 20% or 24 hours.
- ATD time can be logged as instruction given, instruction received, and simulated instrument if in simulated IMC. Flight time, airplane time, cross-country, night, PIC, and solo cannot be logged. Landings cannot be logged. See FAR 61.51 and AC 61-136 for more information.

	Training Course Outline	Page: 10-2 Revision: 1.9 Date: 31 October 2022
	<b>Commercial Pilot Course (Airplane-single-engine)</b> <b>Section 10: Appendix G – Syllabus</b>	



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Aviation Safety

800 Independence Ave., SW.  
Washington, DC 20591

February 25, 2022

Mr. John "Mac" McWhinney  
King Schools, Inc.  
3840 Calle Fortunada  
San Diego, CA 92123

Dear Mr. McWhinney:

The Federal Aviation Administration (FAA) has reviewed the King Schools, Cessna Flight Training System, Commercial Pilot Flight Training Course, syllabus version 1.01, dated November 2021. The FAA finds the content of the commercial syllabus and the associated course meets acceptable training standards for use under Title 14 Code of Federal Regulations (14 CFR) part 141. The syllabus is adequate in scope and content for use under part 141 provided all relevant part 141 requirements are adhered to.

It is not a function of this office to certificate 14 CFR part 141 pilot schools and this letter is not to be construed as an authorization to conduct part 141 training. We are only acknowledging the material presented to the FAA's General Aviation and Commercial Division would be appropriate for use in a certificated part 141 pilot school. The authorization to operate a part 141 pilot school using this syllabus, or any other training material, is a function of the jurisdictional Flight Standards District Office (FSDO).

If you have any further questions, please do not hesitate to contact the General Aviation and Commercial Division at (202) 267-1100 or by email at [9-AFS-800-Correspondence@faa.gov](mailto:9-AFS-800-Correspondence@faa.gov).

Sincerely,

Everette C. Rochon, Jr.  
Manager, Training and Certification Group  
General Aviation and Commercial Division

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	Training Course Outline	Page: 11-1 Revision: 1.8 Date: 30 September 2022
	Commercial Pilot Course (Airplane-single-engine) Section 11: Appendix H – Sample Enrollment Certificate	

Sample Enrollment Certificate

## Part 141 Enrollment Certificate

[Sample]

This document certifies that

**John Smith**

*Student Name*

Is enrolled in the Commercial Pilot Certification Course (Airplane Single Engine Land), conducted by

**Performance Aircraft Sales, Inc.**

*School Name and Approved School Certificate Number*

**7FPS955L**



*Chief Instructor*

**09/30/2022**

*Date of Enrollment*

	Training Course Outline	Page: 12-1 Revision: 1.8 Date: 30 September 2022
	<b>Commercial Pilot Course (Airplane-single-engine)</b> <b>Section 12: Appendix I – Sample Graduation Certificate</b>	

## Sample Graduation Certificate

### Part 141 Graduation Certificate

# [Sample]

This document certifies that

**John Smith**

  
*Student Name*

**ASA435**

*Graduation Number*

Has satisfactorily completed each required stage of the  
Commercial Pilot Certification Course (Airplane Single Engine  
Land), including the tests for those stages, conducted by

**Performance Aircraft Sales, Inc.**

  
*School Name and Approved School Certificate Number* **7FPS955L**

In the course of training for this certificate, the student received  
the following cross-country training: 50




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*Chief Instructor*

**09/30/2022**

  
*Date of Graduation*

	Training Course Outline	Page: 13-1 Revision: 1.8 Date: 30 September 2022
	<b>Commercial Pilot Course (Airplane-single-engine) Section 13: Appendix J – Course Policies</b>	

## **Course Policies**

The Cessna Commercial Pilot Computer Based Instruction (CBI) Course employs a combination of self-study “ground labs” and flight training. Students log into the CBI course on their home computer or complete through web-based study and are guided through a series of interactive ground labs, which account for the 35 hours of ground training required by 14 CFR Part 141. Ground training is tracked and verified by the CBI through a series of interactive training sessions and tests. The flight syllabus meets minimum requirements outlined in 14 CFR Part 141. A “complete” (ground lab/flight scenario) is verified by checking within the Cessna Tracking Application (CTA) Database (see Appendix L).

### **Ground Training**

Each ground lab contains several units of instruction. Ground labs contain several quizzes, which provide immediate feedback and review of deficiencies. When all units are complete, the computer software administers a final ground lab exam. Students are required to complete all units and the final ground lab exercise. All tests are corrected to 100 percent. Upon successful completion of each ground lab exam, the student’s scores are uploaded directly to the CTA Server. A comprehensive ground lab report is available on the CTA, which outlines questions missed, and number of tries for each question.

### **Flight Training**

Flight scenarios complement the ground labs and provide an opportunity for students to correlate concepts with practical applications. Upon completion of each flight scenarios, the instructor logs the flight time and grades the flight scenarios using the Ignite Flight Academy CTA software. Flight scenario elements are graded as “complete” or “continued” (ungraded flight scenarios are automatically flagged as continued). The CTA archives each flight scenario and maintains a training record, which is automatically updated after each entry. Detailed printouts are available for flight scenarios, and course progress. The CTA tracks individual flight scenario elements and notifies the instructor when incomplete/continued elements are remaining.

### **Administering the Course**

The entire student database is archived in the CTA Server and is recoverable in the event of catastrophic failure. Flight and ground progress are tracked on the CTA. There are 5 flight “Progress Checks” throughout the course. The course overview is shown in a graphic located in Appendix F of this TCO document. Since the ground training portion of the course is administered through home study ground labs, course times will be verified through ground lab completion reports, oral quizzing, pre/post flight briefings, and written tests. Each course is tracked by a unique registration number. Upon enrollment, students can complete any/all ground labs irrespective of the flight scenario completed. Students can complete ground labs out of order as long as all ground labs in phases leading up to a progress check are complete PRIOR to administering that particular Progress Check.

	Training Course Outline	Page: 13-2 Revision: 1.8 Date: 30 September 2022
	<b>Commercial Pilot Course (Airplane-single-engine) Section 13: Appendix J – Course Policies</b>	

Upon enrollment, students are entered into the CTA database which maintains the student training records as required by FAR 14.101. The database contains student information, record of ground instruction, and flight syllabus tracking. To ensure accuracy, the Chief Flight Instructor or the Assistant Chief Flight Instructor (if available) reviews the database regularly.

The student will have an account within Ignite Flight Academy’s online software that will contain documents such as:

- Enrollment Certificate
- Customer Information
- Copy of the Pilot Certificate
- TSA Documents
- Copy of FAA Medical Certificate
- Signed Copy of the Aircraft Rental Agreement
- Copy of a Government Issued Photo ID (Driver’s License Preferred)
- 141 Trainee Initiated Hold on Flight Training Reasoning (if applicable)
- 141 Out of Order Endorsement (if applicable)

The course is designed with a degree of flexibility to maximize training opportunities and to meet individual student needs. To maximize flexibility, the course will be administered in 3 distinct stages. The CBI course is divided as follows:

Stage 1, All Flight Scenarios, Ground Labs, Briefs, and Progress Checks prior to Phase 3, Flight Scenario 5.

Stage 2, All Flight Scenarios, Ground Labs, Briefs, and Progress Checks prior to Phase 5, Flight Scenario 10.

Stage 3, All Flight Scenarios, Ground Labs, Briefs, and Progress Checks through the final Prog Check (Phase 8, Flight Scenario 2).

Progress checks require 100 percent completion of all flight scenario elements within the phases leading up to the progress check. A sample flight scenario report is shown in Appendix L.

### **Verification of Requirements**

Verification of requirements is via the CTA database “View Course Progress”, and “View Training Record” buttons/menu items to ensure all appropriate flight scenarios contain completion dates. If, in the discretion of the Chief Flight Instructor, Assistant Chief Flight Instructor, or Check Instructor (if available), there is doubt as to the validity of data, the Progress Check will be discontinued. The student may be given credit for all elements and data observed as correct. Progress Checks will have 3 possible outcomes: Pass, Fail, or Incomplete. The Chief Flight Instructor, Assistant Chief Flight Instructor, or Check Instructor (if available) is required to conduct (as a minimum) the 3 Stage Checks in this course (see “Progress Checks” section).

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Since the Cessna Commercial Pilot CBI employs a self-paced, self-study approach in ground training; it is imperative that the assigned CFI verify that the student has gained the knowledge necessary prior to completing each stage of training. Prior to each flight scenario, the Authorized Flight Instructor will, through oral quizzing, verify that the student has knowledge presented in the previous ground lab. The CTA will also show ground lab questions missed and number of attempts per question.

### **Progress Checks**

The Cessna Commercial Pilot Course is divided into 3 stages. Stage One consists of all activity up to and including the Phase 3, Flight Scenario 5 Progress Check. Stage 2 consists of all activity from Phase 4, Flight Scenario 1 up to and including the Phase 5, Flight Scenario 10. Stage 3 consists of all activity from Phase 6 Flight Scenario 1 up to and including the Final Progress Check, (Phase 8, Flight Scenario 2). Students are required to successfully pass all oral and practical Progress Exams. The Chief Flight Instructor, Assistant Chief Flight Instructor, or Check Flight Instructor (if available) will administer oral stage exams in conjunction with each flight progress check. The oral and practical progress exams may be accomplished in any order. However, a failure on either portion constitutes a failure of the entire progress exam. For each recheck, (at the Chief Flight Instructor's discretion) the student may be given credit for either portion (oral or practical) successfully completed. For example, if the student fails the oral portion of the Progress exam and passes the flight portion, they may only be required to re-accomplish the oral portion and vice versa. However, the student may be required to re-accomplish both portions if the Chief Flight Instructor feels that the requirement is warranted. The Chief Flight Instructor, Assistant Chief Flight Instructor, or Check Flight Instructor (if available) may administer Progress Checks to students they have personally instructed provided that they have flown not more than half of the flight scenarios in the stage preceding the Progress Check and they are not the instructor of record as listed in the CTA database.

### **Progress Checks - Student Responsibilities**

Each student must complete ALL ground labs. Students may complete as many ground labs as they wish prior to conducting a flight scenario and students are permitted to take multiple flight scenarios or multiple ground labs simultaneously. However, ALL GROUND LABS IN PHASES LEADING TO A PROGRESS CHECK MUST BE COMPLETED PRIOR TO ADMINISTERING THE PROGRESS CHECK. Any student experiencing problems with the course MUST contact King Schools at 1-877-HELP CPC to resolve computer issues.

### **Progress Checks - Instructor Responsibilities**

The assigned CFI is responsible for verifying that the student has gained the requisite knowledge contained in the ground labs. This will be accomplished during the preflight and postflight briefings. If the CFI determines that a knowledge deficiency exists, additional ground training sessions will be scheduled. Additional training will be documented and maintained in the student's training record, the student's logbook, or on a flight scenario printout. CFIs are also required to verify proficiency on all flight elements.

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### **Progress Checks - Chief/Assistant Chief CFI/Check Instructor Responsibilities**

The Chief/Assistant Chief Instructor or Check Instructor will administer the 3 Stage Checks in this course. They will verify the course database to ensure all ground labs in the stage have been completed. Additionally, they will ensure there are no incomplete flight scenario elements.

The Progress Check consists of 3 Phases:

1. Administrative review of student data and training folder
2. Oral exam and preflight brief
3. Flight (practical) exam

### **Progress Checks - Post flight and debrief (critique) Unsatisfactory Performance**

Students must satisfactorily complete the Progress Check for each stage of training. Failure of either the oral or the flight portion two times, will require additional training by the assigned CFI and the entire Progress Check must be repeated.

### **Graduation Certificate and Pilot Certification**

Should a student not accomplish pilot certification within 60 days of the date of graduation, he/she has two options. 1) Meet the requirements of Part 61 and take the check ride on that basis. 2) Receive additional training as needed, pass an additional final progress check, be issued of a new graduation certificate, and take the check ride.

If the first option is not possible, then to follow the second option the student's instructor will conduct additional training as needed to recommend the student for the final progress check. The final progress check will be conducted as set forth in this TCO and the syllabus. Upon successful completion of the final progress check the student will be issued a new graduation certificate.

### **Awarding Transfer Credit**

Ignite Flight Academy administers transfer credit from one of two distinct programs—Part 61 Training and Part 141 (approved) Training. Part 61 experience cannot exceed 25 percent of the Commercial Pilot Course (Airplane-single-engine). Part 141 experience cannot exceed 50 percent of the Commercial Pilot Course (Airplane-single-engine).

Training generally comes from two sources. The first source of training is that which was administered by other flight training providers (external transfer). The second source of training comes from students attending or having attended flight training at Ignite Flight Academy (internal transfer). For internal transfers, the syllabus used in the Commercial Pilot Course (Airplane-single-engine) is identical to the syllabus they should already have (if not, this student will be treated as an external transfer when awarding transfer credit). Students may apply for entry into the Commercial Pilot Course (Airplane-single-engine) at any time. The Chief Flight Instructor conducts an initial administrative evaluation of experience. This administrative evaluation is to get a sense of where the student was in their training at

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the previous flight training provider, and to ensure all of the required documents for the formal credit evaluation are available. The required documents for the formal credit evaluation are:

- Valid medical and Pilot Certificate
- Previous training record and pilot logbook
- Proof of US Citizenship or Completion of the TSA’s FTSP

A formal credit evaluation is then conducted. The credit evaluation is administered by the Chief Flight Instructor to verify that the student is qualified and results are recorded on a Transfer Credit Form. The evaluation will be conducted as outlined in applicable sections of 14 CFR Part 141. For external transfer students, ground credit will be awarded by a written and/or oral ground evaluation. Flight credit will be awarded based on a flight evaluation. For external transfers, both evaluations must be completed before course enrollment. The ground and flight evaluations are conducted as the Progress Check most appropriate to the students’ progress through their previous course. The appropriate Progress Check is chosen by the Chief Flight Instructor.

When there is an internal transfer, the ground labs progression status, as it was prior to awarding any transfer credit, must be restarted from the beginning. The student’s ground labs will be reset by means of King Schools issuing a new course enrollment key, and the student being reenrolled with the new course enrollment key and their status changed in the CTA to the Private Pilot Part 141 track.

Upon approval by the Chief Flight Instructor, an Enrollment Certificate is issued along with course entry paperwork to include all TCO documents.

**Student-Initiated Hold on Flight Training Progression**

Students should recognize that this flight training course is proficiency-based learning. Large breaks, pausing, and/or putting a hold on flight training events could result in a loss of proficiency which would need to be regained through additional flight training events.

Any student who doesn't complete a flight event within a 90-day window will be contacted and asked for reasoning on the break, pause, or hold on their flight training events. This reasoning will be recorded and retained by Ignite Flight Academy for later review. If a customer doesn't complete a flight lesson within a 180-day window their account in the CTA will be inactivated and only to be reactivated at the time of their next flight training event.

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## Aircraft Performance at KLNK

### *Conditions:*

- Shortest Runway is 17/35
- Runway 17/35 Surface is Asphalt/Concrete/Aggregate Friction Seal Coat, in Fair Condition
- Runway 17/35 Length is 5,800 feet
- Runway 17 Elevation is 1,218.6 feet
- Runway 35 Elevation is 1,173.0 feet
- Runway 17/35 Gradient is .8%
- Runway 17/35 Markings are Nonprecision and in Good Condition
- Runway 17/35 has a 4-light PAPI on Left (3.00 Degrees Glide Path)
- Runway 35 has an Omnidirectional Approach Lighting System
- Runway 17/35 has Touchdown Point but No Lights
- Runway 17 has End Identifier Lights

### **Cessna 172R**

#### *Conditions:*

- Maximum Takeoff Weight of 2,450lbs.
- 1,200 feet Pressure Altitude
- 32 Degrees Celsius
- No Wind

#### *Data:*

Takeoff Ground Roll - 1,200 feet

Takeoff Over a 50 foot Obstacle – 2,144 feet

Landing Ground Roll - 609 feet

Landing Distance Over 50 foot Obstacle - 1,388 feet

### **Cessna 172RG**

#### *Conditions:*

- Maximum Takeoff Weight of 2,650 lbs.



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- 1,200 feet Pressure Altitude
- 32 Degrees Celsius
- No Wind

*Data:*

Takeoff Ground Roll – 1,060 feet

Takeoff Over a 50 foot Obstacle – 1,775 feet

Landing Ground Roll – 625 feet

Landing Distance Over 50 foot Obstacle – 1,340 feet

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## Sample Completed Ground and Flight Scenarios within the CTA

Pictured below is a sample ground scenario as depicted in the CTA.

Flight School Training Sessions		Home Study Course
<b>Stage 1: Cross-Country, Night and Maneuvers Review</b>		<b>Completed</b>
Phase 1: Learning Professional Cross-Country and Night Procedures		50.0%
Cleared for Hire—Commercial Pilot Course: Fuel Required		1/24/2019
Cleared for Hire—Commercial Pilot Course: Descent Calculations		---
Cleared for Hire—Commercial Pilot Course: Determining Wind Direction and Speed		1/26/2019
Cleared for Hire—Commercial Pilot Course: Time and Distance to the Station		1/26/2019
Cleared for Hire—Commercial Pilot Course: Time, Distance, and Fuel to the Station		---
Cleared for Hire—Commercial Pilot Course: Dead Reckoning		1/26/2019
Cleared for Hire—Commercial Pilot Course: Chart Details		---
Cleared for Hire—Commercial Pilot Course: Courses		---
Phase 2: Refining Navigation and Basic Maneuver Skills		0%
Cleared for Hire—Commercial Pilot Course: Sensitivity and Checks		---
Cleared for Hire—Commercial Pilot Course: Using Your VOR		---
Cleared for Hire—Commercial Pilot Course: Using Your HSI		---
Cleared for Hire—Commercial Pilot Course: Turn and Slip, Turn Coordinator, and Magnetic Compass		---
Cleared for Hire—Commercial Pilot Course: Airways		---
Cleared for Hire—Commercial Pilot Course: At Airports		---
Cleared for Hire—Commercial Pilot Course: With a Control Tower		---
Cleared for Hire—Commercial Pilot Course: Requirements and Use		---
Cleared for Hire—Commercial Pilot Course: Boundaries		---
Cleared for Hire—Commercial Pilot Course: Satellite Airports		---

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	<b>Commercial Pilot Course (Airplane-single-engine)</b> <b>Section 15: Appendix L – Sample Completed Ground and Flight Scenarios within the CTA</b>	

Pictured below is a sample flight scenario as depicted in the CTA.

Flight School Training Sessions

Home Study Course

**Stage 1: Cross-Country, Night and Maneuvers Review**

Phase 1: Learning Professional Cross-Country and Night Procedures ---

Phase 2: Refining Navigation and Basic Maneuver Skills ---

Phase 2A: Phase 2 Progress Check ---

Phase 3: Building Cross-Country Experience ---

Phase 3A: Phase 3 Progress Check ---

**Stage 2: Complex Airplanes and Commercial Pilot Maneuvers**

Phase 4: Flying Complex Airplanes ---

Phase 4A: Phase 4 Progress Check ---

Phase 5: Flying Commercial Maneuvers ---

Phase 5A: Phase 5 Progress Check ---

**Stage 3: Commercial Pilot Practical Test Preparation**

Phase 6: Preparing for Your Commercial Pilot Checkride ---

Phase 7: Fine Tuning Skills ---

Phase 8: Achieving Your Goal ---

Phase 8A: Phase 8 Progress Check ---

**Ground Training**

Ground Training Checklist ---

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Pictured below is a sample flight scenario as depicted in the CTA.

	Date	Model	Tail Number	Phase	Scenario	Landings		Piloting Time										Ground Training Time				Instructor	Note	
						Day	Night	Fit Training	TD Training	Solo	PIC	Night	X-C	Solo X-C	Actual IMC	Sim IMC	Total	Pre-Flight	Post-Flight	Other	Total			
X	9/23/2016	SR20	N21XJ	1	1	3	0	1.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.3	0.0	0.0	0.0	0.0	John Learned	
X	10/21/2016	SR20	N21XJ	2	1	3	0	1.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.4	0.0	0.0	0.0	0.0	John Learned	
X	10/28/2016	SR20	N21XJ	3	1	3	0	1.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.2	0.0	0.0	0.0	0.0	John Learned	
X	11/4/2016	SR20	N21XJ	3	2	3	0	1.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.4	0.0	0.0	0.0	0.0	John Learned	
X	11/11/2016	SR20	N21XJ	4	1	3	0	1.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.4	0.0	0.0	0.0	0.0	John Learned	
X	11/11/2016	SR20	N21XJ	5	1	3	0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	0.0	0.0	0.0	John Learned	
X	11/11/2016	SR20	N21XJ	5	1	6	0	0.0	0.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	John Learned	
X	11/17/2016	SR20	N21XJ	6	1	5	0	0.0	0.0	1.5	1.5	0.0	0.0	0.0	0.0	0.0	0.0	1.5	0.0	0.0	0.0	0.0	John Learned	
X	12/2/2016	SR20	N21XJ	6	2	15	0	2.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.2	2.8	0.0	0.0	0.0	0.0	John Learned	
X	12/9/2016	SR20	N21XJ	7	2	3	0	2.9	0.0	0.0	0.0	0.0	2.9	0.0	0.0	0.0	0.0	2.9	0.0	0.0	0.0	0.0	John Learned	
X	12/14/2016	SR20	N21XJ	7	4	3	0	0.0	0.0	3.0	3.0	0.0	3.0	3.0	0.0	0.0	0.0	3.0	0.0	0.0	0.0	0.0	John Learned	
X	12/21/2016	SR20	N21XJ	9	1	3	0	2.3	0.0	0.0	0.0	0.0	2.3	0.0	0.0	0.0	0.0	2.3	0.0	0.0	0.0	0.0	John Learned	
X	12/27/2016	SR20	N21XJ	8	1	0	16	3.1	0.0	0.0	0.0	3.1	3.1	0.0	0.0	0.0	0.0	0.8	3.1	0.0	0.0	0.0	John Learned	
X	12/28/2016					0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	24.8	24.8		Home study
X	12/30/2016	SR20	N21XJ	9	3	2	0	0.0	0.0	2.1	2.1	0.0	2.1	2.1	0.0	0.0	0.0	2.1	0.0	0.0	0.0	0.0	John Learned	
<b>Totals:</b>						<b>55</b>	<b>16</b>	<b>18.8</b>	<b>0.0</b>	<b>7.6</b>	<b>7.6</b>	<b>3.1</b>	<b>13.4</b>	<b>5.1</b>	<b>0.0</b>	<b>3.5</b>	<b>26.4</b>	<b>0:0:0</b>	<b>0.0</b>	<b>24.8</b>	<b>24.8</b>			
<b>Required:</b>						<b>0</b>	<b>10</b>	<b>20.0</b>	<b>0.0</b>	<b>10.0</b>	<b>0.0</b>	<b>3.0</b>	<b>3.0</b>	<b>5.0</b>	<b>3.0</b>	<b>0.0</b>	<b>0.0</b>	<b>40.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>		
<b>Remaining:</b>						<b>0</b>	<b>0</b>	<b>1.2</b>	<b>0.0</b>	<b>2.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>13.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>		

