

TSA Instructions to enroll in an FAA or Non-FAA Initial, UP Grade (Prior Experience), Home Study or Recurrent Training Programs.

*Any Alien student does not hold a U.S. citizenship who needs flight training **MUST** complete the TSA background check (Alien Flight School Program (AFSP).*

*This procedure from start to finish may take up to a month before permission to train in the aircraft and or simulator is granted, and only ground instruction will be allowed. To expedite this process, the student must begin the TSA process **BEFORE***

****To avoid delays, submit your training event request *at least 30 days in advance of the estimated start date*, but not more than 180 days prior to the proposed training start date.**

To start with your TSA application, please follow one of the steps listed below.

- Go into [Registration- Candidate Portal](#) and you will enter information to create your username and password. After this is completed, you will be given instructions by TSA on the next step. *Use an email address you check often and make sure to check your “Junk Mail” box for updates.*
- If you have already trained in the US and already have a TSA user ID. DO NOT CREATE A NEW ACCOUNT, as this may delay the processing of your security threat assessment or training event notification(s). Go into [Log in](#).
- If you have previously created an account, but have forgotten your password, please click into [Registration- Candidate Portal](#) and follow the [Welcome to the Flight Training Security Program!](#) to have your login information emailed to you.

Registration process information.

Step 1: Basic Information

When filling out First Name, Middle and Last, please make sure to fill it out exactly as it appears on your **passport**. Name Suffix and Maiden Name- These two fields are optional, if you are not sure of what to put, leave them blank.

Step 2: Other Names

Unless you have changed your name or have a letter only in your first name, click the box on top indicating you have never used any other name.

You need to go into Step two if you have a “letter only” in your full name that is listed on your passport. In this case, you would go into step 2 and write out your entire name and call it your “long name”. example: **John A. Smith** listed on your passport would have to be listed in step two as **John Adam Smith**. (They want to know what “A” means)

Step 3: Citizenship Information

If you are currently living in the country select Current. Dual if you have 2 or Historic if it was in the past.

Qualification: If you were born in this country, put Birth.

Start Date: Birthday or Day you got the passport.

End Date: Check “Current” for birth country. If you have dual citizenship, complete appropriately and with end date (if applicable).

Step 4: Identification

We strongly suggest you upload your passport (in color if possible) instead of choosing to fax, as most faxes are rejected because of poor quality. It will delay your process to keep faxing.

Step 5: Address Information

Make sure to provide all address locations you have lived in for over 30 days for the past 5 years.

Step 6: Employment

Please put “Unemployed” or “Employed” in all the fields. You cannot leave one blank; they all must be filled.

***What information is needed to apply for TSA? ***

Training Details

State:.....Florida

Training facility1StepPrep Academy.

Aircraft Type:B737NG / B737CL / A320 (For the ATP CTP program, Choose only the B-737NG)

Class Name :.....ATP CTP, Initial, UP Grade, Recurrent, Re-qualification.

Course ID: DATE plus Name Initials.

Date:Enter a date range for the training for one week before to one week after approved training date to allow the possibility of the class slipping a few days either way. Avoids TSA issues!

Request Category for Initial programs

After you have clicked on “Select,” AFSP will display the sections you have completed, and any errors you have made, you must go in and correct these errors to proceed. After correcting all the mistakes AFSP will bring you to the Request Category Page.

- **Category 1** (Regular Processing) is generally for pilots who:
 - Do not have a type rating for ANY aircraft.
 - Have never filled out a training event request with TSA.
- **Category 2 (Expedited Processing)**
 - To be eligible for expedited processing, a pilot must have at least one existing type rating for any aircraft.

Warning: If you select expedited processing but are not eligible for it, this may delay processing of your training event request. TSA may cancel your training event request and require you to resubmit under category 1, and you will not be eligible for a refund.

Once you have **selected** the Category, you will get three separate agreement pages. You must click “I Agree” for each page and submit on the last page. After completing and submitting the TSA Application, 1StepPrep will review your application and “validate” you as a student. After we validate your application, you will receive an email from AFSP for payment instructions. Once you have paid you will have completed all the steps required of you, until you have arrived at our school. *Please, be aware that TSA does not grant refunds if you abandon a training request accepted by a flight training provider, whether you began training.*

We will be notified by AFSP that you have initiated a training request. For Categories 1, 2 and 3 we will be asked to acknowledge training request. Once we acknowledge, you will be sent an e-mail by AFSP requesting that you pay the fee of \$130.00.

Please note: If you are enrolled in an ATP CTP course + initial type rating course, a separate TSA training application is required, as long as those two kinds of training are on different aircraft. These training event requests cannot be combined into one request. You can register for more than one of these training events requests; however, each request will have a separate fee.

Request Category for Recurrent programs.

After you have clicked on "Select," AFSP will display the sections you have completed, and any errors you have made, you must go in and correct these errors in order to proceed. After correcting all the mistakes AFSP will bring you to the Request Category Page.

Recurrent Training Events (category 4 only)

Recurrent training event requests are submitted by the flight training provider. The candidate must select a provider by clicking on "Select Providers for Recurrent Training" and:

- Must already have the requested type rating on their U.S. or foreign airman certificate; and
- Must upload to the AFSP online portal an image of their U.S. and/or foreign airman certificate(s) to demonstrate their eligibility to participate in recurrent flight training.
- A recurrent training event does not require you to submit fingerprints.
- TSA does not grant refunds if you decide not to participate in training after a flight training provider has accepted your request, whether you began training.

Additionally, we will be notified by e-mail as well, in this case there is a \$70.00 fee which we will pay online on your behalf with an additional \$10.00 fee for processing card payment.

Once we have paid you will be notified via e-mail by AFSP. Please note that your request will not continue until your payment is submitted, so we recommend that you submit your payment ASAP. Please, be aware that TSA does not grant refunds if you abandon a training request accepted by a flight training provider, whether you began training.

Photo:

On the first date of class, we must take a photo to send to TSA. So be ready for this before class starts.

FINGERPINTS:

If you have never trained in the US before you will be sent fingerprint instructions. If you are unable to get fingerprints done where you are at, we will arrange for collection of fingerprints on your first day of class (processing fee applicable). Have any question about fingerprints, contact Us, we are also copied on all e-mails sent to you by AFSP on the status of your training request.

***If you need to contact the FTSP Help Desk, please use email. The phone number provided is not staffed. TSA will usually respond to your emailed questions within five (5) business days and a voicemail within seven (7) business days.