

COLUMBUS STATE  

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COMMUNITY COLLEGE

Academic Year: 2025-2026

# Aviation Maintenance Technology

## Student Handbook

<https://www.csc.edu/AMT>



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## Table of Contents

Aviation Maintenance Technology Program	1
Aviation Maintenance Technology Facility	1
Certificate and Degree Programs	1
Aviation Maintenance Airframe Certificate	2
Aviation Maintenance Powerplant Certificate	2
Associate of Applied Science – Aviation Maintenance	3
College Credit Plus/Articulation/Hy-flex	3
Credit for Prior Experience	3
Workforce Training	4
Course Scheduling	4
Coursework	4
Course Modality	4
Communications	4
Attendance	4
Accessibility Support Services	6
Course Material	6
Lab Safety	7
Course Grading	8
Peer Tutoring	9

Certification	9
Gold Standard Certificate of Achievement	10
Professional Organizations	10
Student Employment	11
Scholarships	11
Career Preparation	11
Student Records	11
FAA Testing	12
Excused Absence Request Form	Appendix A
Student Laboratory Safety Contract	Appendix B
Laboratory Incident Report	Appendix C
Transportation Maintenance Technology Scholarships	Appendix D

## Aviation Maintenance Technology Program

This handbook is designed to familiarize current and prospective students with the Columbus State Community College's (CSCC) [Aviation Maintenance Technology Program](#) with our policies and procedures governing student conduct and expectations of performance. The primary objective for each of our programs is to equip our students with the skills required to ensure success in a diverse and competitive job market. We do this by providing a learning environment that simulates the strenuous demands of the aviation industry, and instills safety-mindedness, critical-thinking, team building, and strategies for success.

It is expected that the student will adhere to standards and exhibit characteristics associated with attendance, participation, and engagement throughout the program.

### Attendance

- The Aviation Maintenance Technology program has minimum training requirements that must be fulfilled to ensure student success on certification exams. For this reason, class attendance is imperative and can affect the student's final grade. Instructors track each student's absence from class, and excessive violations may result in course failure per the AMT Student Handbook.

### Participation

- A student is considered participating when they are involved in activities related to their assignments/labs and classroom activities such as tests worksheets, quizzes, and discussions. Other indicators of participation are:
  - Student comes to class prepared.
  - Student contributes to class conversation on pertinent subject(s) either singularly or when in groups.
  - Student accepts, completes to the best of their ability, and turns in assignments/labs on time.

### Engagement

- A student is considered engaged when they demonstrate meaningful involvement in their own education or training. Some examples of student engagement are:
  - Student asks pertinent questions during lectures and labs.
  - Student researches and reads non-assigned relevant publications.
  - Student is attentive, interested, and curious.

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## Aviation Maintenance Technology Facility

The Aviation Maintenance facility is located at the Columbus State Southwest Center at Bolton Field Airport (KTZR), southwest of Columbus. The 10,000 square foot hangar houses the college's fleet of single and multi-engine, reciprocating and turbine-powered aircraft. Well-equipped classrooms and laboratories provide students with an enjoyable setting for learning and a unique hands-on experience in an airport environment.

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## Certificate and Degree Programs

The Aviation Maintenance Technology (AMT) curriculum consists of 13 courses totaling 59 credit hours. Students in the Aviation Maintenance Technology program may pursue technical training

for the Airframe and Powerplant Certificate or the Associate of Applied Science Degree. The Airframe and Powerplant Certificate program covers all the essential subject areas necessary for successful completion of the Federal Aviation Administration (FAA) certification process for the mechanic ratings.

The Aviation Maintenance Technology program meets the requirements of the Federal Aviation Administration Part 147 (FAA Certificate No. DL9T090R). Students successfully completing the appropriate technical studies are qualified to take the exams for the FAA Airframe and Powerplant Certificates.

Students pursuing these certificates are held to minimum acceptable standards of attendance, testing and laboratory proficiency. These certificates also have minimum requirements for reading, writing, speaking and understanding the English language in accordance with [14 CFR, Part 65](#).

To aid in student success, the Department requires each student to prove readiness to take FAA written examinations before it will issue a Certificate of Completion.

To demonstrate competency and readiness for FAA certification, students must meet the following criteria:

- a. Course Completion and College Credit Requirements:
  - i. Earn a final grade of 70% or higher to receive college credit for a course.
- b. FAA Certification Eligibility:
  - i. Earn a minimum average of 70% in both knowledge assessments (exams) and skill-based projects (labs), regardless of overall grade.
  - ii. Achieve a minimum overall course average of 70% based on the instructor's grading policy.
  - iii. Meet the attendance requirements as outlined in the current AMT Student Handbook.

Testing fees will be incurred for FAA tests. Failing any FAA written exam requires remediation training by a certificated mechanic prior to retesting. Additional fees will be incurred for re-testing.

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## **Aviation Maintenance Airframe Certificate**

The Airframe Certificate program covers all the essential subject areas necessary for successful completion of the Federal Aviation Administration (FAA) Airframe certification process for the mechanic ratings.

Course requirements for this program can be found at <https://explore.csc.edu/programs/AMT.AF.CERT/aviation-maintenance-airframe-certificate>.

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## **Aviation Maintenance Powerplant Certificate**

The Powerplant Certificate program covers all the essential subject areas necessary for successful completion of the Federal Aviation Administration (FAA) Powerplant certification process for the mechanic ratings.

Course requirements for this program can be found at

<https://explore.csc.edu/programs/AMT.PP.CERT/aviation-maintenance-powerplant-certificate>.

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## Associate of Applied Science – Aviation Maintenance

Students who complete the certificate program may take additional course work in general education and other electives to receive an Associate of Applied Science Degree. The certificate and associate degree can be completed in six semesters.

Course requirements for this program can be found at

<https://explore.csc.edu/programs/AMT.AAS/aviation-maintenance-technology>.

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## College Credit Plus/Articulation/Hy-Flex

This section is reserved for future use.

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## Credit for Prior Experience or Instruction

Columbus State Community College's Aviation Maintenance Technician Program is aligned with the most recent revision of the FAA Aviation Mechanic Airman Certification Standards (ACS). The ACS is divided into three sections: General, Airframe, and Powerplant, each encompassing multiple subject areas. Columbus State Community College will grant credit to students with prior experience or instruction under the following conditions:

1. Prior Instruction:
  - Military Technical School Instruction: Credit may be granted for prior instruction if the student can demonstrate that the content of the military technical school instruction is equivalent to the course content for which credit is sought. The student must provide authentic military training records.
  - Instruction from a Certificated 14 CFR Part 147 School: Credit will be given only for completed sections (General, Airframe, or Powerplant). The student must provide an authentic transcript from the certificated school.
  - Transfer Credit: If the above requirements are met, credited coursework will be recorded as Transfer Credit (K) on the student's transcript.
2. Previous Coursework from Columbus State's Aviation Maintenance Technology Program: Previous coursework will be treated as course substitutions where applicable.
3. Previous Experience:
  - FAA Form 8610-2 Signoff: Credit for the General section may be granted if the student has obtained a sign off on FAA Form 8610-2 for the purpose of pursuing a rating not authorized on the form, provided they have passed the FAA General written exam.
  - Previous Mechanic Certification: Credit for relevant courses will be granted if the applicant holds a current and valid Airframe or Powerplant license and is seeking an additional rating.
  - Non-Traditional Credit: Credit for courses based on experience will be recorded as Non-Traditional Credit (N) on the student's transcript.
4. Holders of Both Airframe and Powerplant Mechanic Certifications: These students can receive Non-Traditional Credit for the entire program, allowing them to pursue an Associate of Applied Science degree. However, they will not be issued the Airframe & Powerplant Certificate of program completion.

## **Workforce Training**

This section is reserved for future use.

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### **Course Scheduling**

Aviation Maintenance Technology Program courses are scheduled during all three terms (fall, spring and summer) of the academic year, and do not follow the traditional 16-week semester schedule. Rather, these courses are scheduled on a five-week timeline: three five-week sessions each during the fall and spring terms, and two five-week sessions during the summer term.

Students enrolled in the Aviation Maintenance Technology Program typically complete one or two courses during each five-week session and are in class four or five days a week, for up to six hours each day. Due to this method of scheduling, aviation students routinely complete 11-18 credit hours per semester. Course scheduling varies by program, but students normally attend day courses between 8 a.m. and 1:30 p.m. weekdays.

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### **Coursework**

The Aviation Maintenance Technology Program courses cover a wide range of subject matter. The degrees and certificates offer coursework that builds upon preceding courses and is designed to prepare students for certification testing at the end of their program of study. In order to achieve this goal, students are expected to be on time to and participate in class. It is the student's responsibility to comprehend and apply the material presented, and to seek additional assistance when required.

See the online College Catalog (<https://explore.csc.edu/courses>) for additional information and course descriptions.

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### **Course Modality**

This section is reserved for future use.

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### **Communications**

Once a student is enrolled in the Aviation Maintenance Technology Program, all official communications from the Department will occur via Blackboard and/or the student's Columbus State Community College assigned student email address. Students are encouraged to check the message center in Blackboard and their CSCC student email on a regular basis to ensure that they are not missing important information.

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### **Attendance**

Attendance is mandatory for all students in the Aviation Maintenance Technology (AMT) program in accordance with CFR Part 147. The program has minimum training requirements that must be fulfilled to ensure student success on certification exams. Therefore, class attendance is imperative and can affect the student's final grade. Instructors are required to track each student's absences, and excessive violations may result in course failure.



**Excused Absences**

Acceptable excused absences are listed below. Students must contact their instructor regarding absences, in accordance with the College's current [Policies and Procedures](#). Known absences should be reported as early as possible, and unanticipated absences should be reported as soon as possible following the absence.

It is the student's responsibility to schedule a time with the instructor to make up any missed assignments, labs, and/or tests. Coursework missed due to excused absences can be made up for full credit. Make-up assignments, labs, and tests will differ from those given during regular class sessions. Final exams cannot be made up, regardless of whether the absence is excused or unexcused.

**Excused Absence List**

- **Death of an immediate family member** (spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, or grandparent).
- **Illness of yourself or an immediate family member** (spouse, child, mother, father, sister, or brother).
- **Mandatory court appearance**
- **Military required Guard Duty**
- **Religious Accommodations**

The preceding circumstances (Death of a family member, illness, or mandatory court appearance) will require documentation in the student file showing a copy of the death notice (from the newspaper listing family members) or a letter from a doctor (on official doctor or hospital stationery) stating the patient's name, date of consultation, type of illness, the seriousness of the illness, and the time expected for recovery prior to return to class. In the case of a court appearance, a copy of the summons is required. For students seeking religious accommodation, they must do so in accordance with Columbus State Community College procedures.

**Unexcused Absences and Course Consequences**

If a student accumulates 3 days of unexcused absences, they will receive a letter of counseling from the instructor. Any additional unexcused absence beyond this will result in an automatic grade of "E" for the course.

If a student's total absences (including both excused and unexcused) exceed 5 days, they will automatically receive a grade of "EN" or "E" for the course.

Missed assignments, labs, or tests resulting from an unexcused absence will receive a grade of 0, which may impact the final grade for the course. For certification purposes, a missed test can be made up, but the make-up test will differ from the one given during the regular class session. However, this make-up test will not count toward the course grade.

**Tardiness and Final Authority**

Students should notify the instructor as early as possible if they will be late to class. Deductions from a student's participation grade for tardiness and absence are left to the discretion of the instructor. If any question arises regarding whether an absence or tardiness is excused or unexcused, the Department Chair will make the final determination. A copy of the Excused Absence Request form is available in Appendix A.

*Final exams cannot be made up, regardless of whether the absence is excused or unexcused.*

These measures are designed to uphold the academic success and integrity of our educational program.

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## Accessibility Support Services

It is Columbus State policy to provide reasonable accommodations to students with documented disabilities. If you would like to request such accommodation because of a physical, mental or learning disability, please contact the Department of Disability Services, 101 Eibling Hall, 614.287.2570 (V/TTY).

If you have a disability that may impact eligibility requirements for FAA testing, it is recommended that you contact the local Flight Standards District Office (FSDO) for more information.

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## Course Material

### Textbooks

Each course has a required textbook indicated in the course syllabus. The textbooks predominantly used are the FAA Airframe and Powerplant Mechanic Handbooks. Several suppliers and types, including free digital versions, are available.

### Equipment

Before the start of their first class and for the duration of their program, all students must have the following items.

- Safety glasses (clear) with peripheral visors; prescription glasses must have side shields .
- Hearing protection: ear plugs or over-the-ear muffs; *earbuds utilized for playing music are not an acceptable form of hearing protection and are not allowed in the ATC hangar or aircraft parking areas.*
- Pens/Pencils
- Calculator with basic functions (TI-30X preferred)

### Tooling

The Aviation Maintenance Technology program provides a lab outfitted with a wide variety of community tools and equipment that represent a substantial investment and are available to all students during class hours. Students are responsible for adhering to the following rules of etiquette when it comes to tool usage:

- Students are **not permitted to use any piece of equipment on which they have not be trained** without direct guidance from an instructor.
- While toolbox movement to a working location is encouraged, **the toolbox must be returned to its permanent position by the end of the class period.**
- Since each toolbox is stocked with similar standard tools, **tools must be returned to their original location within its toolbox after each use.**

- In preparation for the next use, **each tool must be wiped clean when returned to its original location.**
- To prevent inadvertent damage/loss/FOD, **tools must NOT be placed on aircraft structures or engines.**
- Departmental tools and equipment **may not be used by students outside of the lab area.**
- Since iPads will be used along with the toolboxes and tools, **all iPads must be returned to their storage/charging location by the end of the class period and not remain in the hangar.**

Repeated failure to return toolboxes and tools to their respective locations will result in a lab grade reduction.

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## Lab Safety

Each semester, students are required to sign, within Blackboard, a Student Laboratory Safety Contract for each course in which they are enrolled. Any student that does not accept the conditions of the contract shall be prohibited from participating in any lab activities.

A copy of the Student Laboratory Safety Contract is available to review in Appendix B.

Laboratory safety procedures are detailed in the Department's Lab Safety Manual, available in the AMT office. Highlights from the manual are as follows:

### Dress Code

Students should wear work clothes (jeans, pants, shorts, t-shirts, sweatshirts, tennis shoes, boots, any closed toe/heel shoe, etc.). No rings, watches, earrings, bracelets, necklaces, etc., or other metal objects should be worn during lab time. A student with hair that is shoulder length or longer needs to keep hair under a hat or in a ponytail tucked into his or her shirt.

Throughout the course of training at the Aviation Maintenance Technology Facility, students may be exposed to toxic chemicals and particulate matter. Such exposure is typical in the aviation industry. For this reason, all students must wear and use Personal Protection Equipment (PPE). Each student is personally responsible for proper wear and use of all PPE. A student who repeatedly does not wear or use PPE may be removed from class by the instructor and the student may fail the course. The student can return to class only at the instructor's discretion.

### Eye Protection

Per Ohio Revised Code Section 3313.643, safety glasses **must** be worn when working in all lab and aircraft parking areas. Glasses must be clear and ANSI Z87.1-2015 certified. Students wearing prescription eyeglasses must wear side shields on their glasses.

### Hearing Protection

Hearing protection must be worn at all times in the structural repair lab, hangar, and when working within 100 feet of an operating aircraft engine.

*Earbuds/headphones for listening to music are not approved for hearing protection, and are*

*forbidden from being worn in the laboratory, hangar, or aircraft parking areas.*

### Safety Shoes

Due to the nature of the work being performed, students are strongly urged to wear Occupational Safety and Health Administration (OSHA)-approved safety shoes. This footwear should be worn during all laboratory, hangar, and aircraft ramp activities.

### **Laboratory Incident Report**

In the event of an incident that results in severe injury (i.e. hospital visit), unconsciousness, and/or property damage >\$500, an incident report shall be completed by any individual involved in the incident or witness to the incident. All reports will remain on file in the AMT office.

A copy of the Laboratory Incident Report is available to review in Appendix C.

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## **Course Grading**

Each course syllabus outlines the grading policy and component weights. To receive FAA certification credit for a 14 CFR Part 147-regulated course, students must earn a minimum average of 70% in both knowledge assessments (tests) and skill-based projects (labs), regardless of the overall course grade. Failure to meet either threshold will result in loss of FAA credit, though college credit may still be awarded

### Quizzes

Quizzes may be administered at the instructor's discretion in an effort to aid in the learning process. Quiz scores may or may not be used in final grade calculations.

### Tests

Each 14 CFR, Part 147-regulated course has a minimum of two (2) tests. Each test is designed to gauge the student's comprehension of the most recent subject matter presented. Test reviews are done at the instructor's discretion and may or may not be offered. The syllabus for each course has details on testing.

### Labs

Students must earn a minimum average of 70% on all lab work to qualify for FAA certification. In each class, the grading criteria for practical projects will be covered and demonstrated, if necessary, to ensure student understanding. The final grade awarded for a completed project may be lower than 70 percent due to point deductions for, but not limited to:

- Not correctly following project procedures; not using prescribed technical publications.
- Not turning in project worksheets on time as directed by the instructor.
- Mishandling or damaging PCC equipment during execution of a project.
- Other issues, such as set-up errors and poor overall execution.
- Not participating during group lab projects.

### Grading Scale

Letter Grade	Grade Scale	Student GPA
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
E	69 and below	0

Students must have an overall GPA of 2.0 for each section (General, Airframe, and Powerplant) for that section to count towards FAA certification:

### Incompletes

An incomplete ('I') may be requested by a student in accordance with the college's grading policies (<https://www.csc.edu/employee/faculty/classroom-management/incomplete-grades.shtml>), as follows:

Incomplete (I) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work delayed by illness, emergency, or authorized absence. The student is responsible for making arrangements **to complete the work within the time limit set by the instructor.**

A student shall complete all assignments no later than six (6) weeks following the end of the term, in which the course was taken. A grade change will be initiated once the assignment(s) has/have been completed. If the missing assignment(s) is/are not completed within six weeks following the end of the term, the college will change all outstanding 'I' grades to 'E' grades at the six weeks point into the following semester after the 'I' was posted.

## Peer Tutoring

The Aviation Maintenance Technology program offers peer tutoring services to those students that desire extra assistance on understanding and/or mastering course material. Students are responsible for scheduling a session with the peer tutor.

## Certification

The Aviation Maintenance Technology program has minimum achievement requirements that must be met to ensure student success on FAA written and oral certification exams. Prior to receiving any certificates from the Aviation Maintenance Technology program and be eligible to take their FAA written exam, a student must:

- Successfully pass all required courses within the section(s) required for FAA certification credit (i.e., meeting the minimum 70% average in both knowledge and skill components, as well as overall course average and attendance standards).

- Earn minimum GPA of 2.0 (C average) within each respective section—General, Airframe, and/or Powerplant.
- Upon meeting both the FAA course credit and GPA requirements above, students will be issued an authenticated document of completion, indicating eligibility to take the FAA mechanic written exam for the applicable rating(s).

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## Gold Standard Certificate of Achievement

In addition to the certificates necessary to take the FAA written exam, the Aviation Maintenance Technology program offers a Gold Standard Certificate of Achievement to those students that exhibit the highest level of integrity, professionalism, and teamwork. The Gold Standard Certificate of Achievement is intended to guide the student toward developing industry-identified desirable traits and will serve as an authenticated document/recommendation from CSCC faculty/staff for use with application(s) for employment.

To be eligible for the certificate, the student must meet, at a minimum, the following benchmarks throughout the program:

- Receive graduation certificate(s).
- Maintain a 3.0 grade point average.
- Maintain attendance standards.
- Actively engage in class/lab projects.
- Actively engage in industry site visits.
- Ask faculty/staff for assistance when needed.
- Assist other students when appropriate.

Once eligibility has been met, the CSCC faculty/staff will evaluate student activity accomplishments in determining issuance of the certificate.

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## Professional Organizations

The Aviation Maintenance Technology program partners with a number of aviation industry professional organizations to offer students the opportunity to network with industry professionals. Some of these organizations offer discounted student membership rates. These organizations include, but are not limited to, the following:

- Professional Aviation Maintenance Association
- Association for Women in Aviation Maintenance
- Organization of Black Aerospace Professionals

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## Student Employment

The Aviation Maintenance Technology program offers limited number of student employment opportunities to students enrolled in the program. Positions include a Peer Tutor, Student Lab Assistant, and Student Outreach Ambassador. Federal Work Study is required for any student to hold one of these positions. Applications for these positions are available through the Columbus State Student Employment web page ([https://cscs.wd1.myworkdayjobs.com/en-US/studentcareers\\_E2E](https://cscs.wd1.myworkdayjobs.com/en-US/studentcareers_E2E)). Work Study eligibility can be determined through the Financial Aid office (<https://www.cscs.edu/services/financial-aid/>).

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## Scholarships

In addition to the general scholarships available to all CSCC students through our Development Foundation, Columbus State manages a number of scholarships that are available exclusively to students enrolled in Automotive or Aviation plans of study.

The scholarship application portal ([www.cscs.edu/scholarships](http://www.cscs.edu/scholarships)) opens three (3) times throughout the year. June 1 – June 30 for Autumn Semester; October 1 – October 30 for Spring Semester; and February 1 – February 28 for Summer Semester. The scholarships are only visible when the portal is actively open.

All students should submit a general application through the application portal, and then keep an eye on their Columbus State email, as additional scholarship-specific information may be needed. Be mindful of submission date deadlines so be sure you get your applications in early. Once a scholarship is offered, students have one week to accept their scholarship, so keep an eye on your inbox.

A complete list of scholarships is available in Appendix D.

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## Career Preparation

Aviation Maintenance Technology program works closely with the Columbus State Community College Career Services Office to provide students with career planning and ongoing coaching, mentorships/industry connections, and placement opportunities. Students are encouraged to register with the Career Services Office through Handshake at <https://cscs.joinhandshake.com/login>.

The Aviation Maintenance Technology program offers mandatory career preparation workshops throughout the year, as well as an annual industry career fair.

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## Student Records

Student official grade transcripts are available through the Office of Student Records and Registration at any time that a student should like a copy. They are not provided to every student upon graduation unless the student requests and pays for a copy. The student can receive additional information on student attendance and grades through the Aviation Maintenance Technologies office. Students have the right to a copy of any information that is contained in their Aviation Student Record File.



The Aviation Maintenance Technology of Columbus State Community College will maintain a file of student records for each student enrolled in aviation maintenance technology coursework. The file will contain information from completed courses to include:

- Credit hours earned for each course
- Subject test scores
- Course grades
- Laboratory elements completed
- Courses completed
- Instruction granted for prior experience and supporting documentation
- Military Duty records
- Excuses for absences and made-up work

This file will be maintained for at least 3 years after completion of the program.

Records of those not completing the program will be maintained for 5 years. After that time, a returning student would be given credit based on an official Columbus State Community College transcript.

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## **FAA Airframe and Powerplant Certification Testing**

Students are encouraged to take the FAA written test and the oral/practical test as soon as possible after receiving their graduation certificate. This will help ensure the greatest retention of knowledge from the coursework.

To receive an Airframe or Powerplant certificate, students must pass both the General Comp Exam and the Comp Exam for the respective section (Airframe or Powerplant).

Students seeking to test early under 14 CFR § 147.31 for the General written exam must meet additional requirements beyond the standard eligibility criteria, as follows:

1. Course Performance: Successfully complete AMT 1110 through AMT 1150 with a grade of D or better in each course and an overall GPA of 2.0 out of a 4.0 in each section.
2. Attendance Requirements: Fulfill the attendance requirements specified in the most current revision of the CSCC AMT Student Handbook.
3. Petition Submission: Complete the Petition for Exemption form.
4. Early Testing Certificate: If the exemption is approved, you will receive an Early Testing Certificate, which serves as your authorization to take the General Written Exam on or after the approval date specified on the certificate.
5. Scheduling the Exam: Contact an authorized FAA Written Testing Center to schedule your exam.

**Important:**

Do not lose your test results or your Early Testing Certificate. Both documents must be submitted to the Designated Mechanic Examiner (DME) when taking the Oral and Practical Exams upon completion of the Airframe or Powerplant sections.

**FAA Oral & Practical Exam Requirement:**

The FAA General Oral & Practical test must be taken in combination with either the Airframe or



Powerplant Oral & Practical test. It cannot be taken as a standalone exam.

The following are the steps necessary to become an FAA licensed mechanic:

**Step 1:** Obtain an FAA Tracking Number (FTN) by creating an Integrated Airman Certification and Rating Application (IACRA) (<https://iacra.faa.gov/IACRA/Default.aspx>) profile prior to registering for a knowledge test. Applicant will need a valid email account – *preferably not CSCC email account*. According to FAA – whole process takes less than 5 minutes

**Step 2:** Schedule an appointment and pay for the **Written Test** with a Knowledge Testing Center (<https://faa.psiexams.com/faa/login>) which administer FAA knowledge exams.

The website lists several local sites for testing. The most common sites used in our area are:

PSI Testing Center  
6397 Emerald Pkwy, Dublin, OH 43016  
[\(800\) 211-2754](tel:8002112754)

OSU Airport - Austin E. Knowlton Executive Terminal  
2160 West Case Road, Columbus, Ohio 43235  
614-292-5614

A listing of other testing centers in Ohio is available at <https://faa.psiexams.com/faa/login>.

Either the Airframe or Powerplant Graduation Certificate gives you permission to test General. The tests can be in any order. It is not necessary to take the General written test the same day as the Airframe or Powerplant written test. Both tests must be taken and passed before attempting the oral and practical tests. The computer test center will also require a photo ID and one other ID with your signature.

An applicant has 24 months to complete testing (oral and practical) for a rating from the time they take the first written exam for the rating they are seeking.

**\*\*If you fail the written test, you must wait 30 days to retest or receive a sign-off per FAA regulation 65.19 \*\***

**Step 3:** After passing the written test, schedule an appointment and pay for the **Oral/Practical Test** with a Designated Mechanic Examiner (DME). Complete FAA application form 8610-2.

The General Oral and Practical must be taken with either the Airframe or Powerplant test. It is not given alone.

Currently, there are three Designated Mechanic Examiners (DMEs) in the Central Ohio Region:

- Robby Everett – 614-287-7101 (office); 740-973-7476 (**text only**); [reverett@csc.edu](mailto:reverett@csc.edu)
- Dave Hessler – 614-530-2290 (Cell) [dhessler@csc.edu](mailto:dhessler@csc.edu); [dhess34798@aol.com](mailto:dhess34798@aol.com)
- Eric Hogberg - 937-243-8228 (Cell) [eehogberg@gmail.com](mailto:eehogberg@gmail.com); [ehogberg@csc.edu](mailto:ehogberg@csc.edu)

Once the test is scheduled, the DME will issue the candidate a fee card. The fee is paid at the Columbus State Community College cashier's office (Rhodes Hall) on main campus, or over the

phone by calling (614) 287-5658. Please ask the cashier to stamp the card “PAID”

For other DMEs in the State of Ohio, use the below link:

<https://av-info.faa.gov/designeesearch.asp>

## Appendix A

### Columbus State Community College Aviation Technology Excused Absence Request Form

(Refer to CSCC Aviation Maintenance Technology Student Handbook for attendance requirements)

#### Section 1 (To be completed by the student)

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Course number: \_\_\_\_\_

Date of absence: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_

Note: Attach authenticated documentation to this form, if applicable.

#### Section 2 (To be completed by the Instructor/Chair)

Is absence excused?                      Yes                      No

Instructor's signature: \_\_\_\_\_

Chair's signature: \_\_\_\_\_

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## Appendix B

### COLUMBUS STATE COMMUNITY COLLEGE TRANSPORTATION MAINTENANCE TECHNOLOGY STUDENT LABORATORY SAFETY CONTRACT (For Automotive and Aviation Laboratories)

The following safety rules must be observed:

1. Laboratory facilities and equipment are for educational purposes **only** and may not be used for any other purpose.
2. Students **may not** use any piece of equipment on which they have not been trained in class without direct guidance from an instructor / lab technician. Departmental tools, equipment, and material **may not** be used by students outside of the departmental lab areas.
3. **Never** perform any work when you are alone in a laboratory. At least two people must be present and have instructor permission.
4. **Never** perform unauthorized work, preparations, or experiments.
5. After completing work, **always** make sure all areas, tools, and equipment are clean and appropriately stored. Please use approved and provided sprays, wipes, and other decontamination procedures to ensure and clean and safe learning space.
6. Proper clothing **must** be worn at all times in the laboratory. **Do not** wear high-heeled shoes, open-toed shoes, or sandals.
7. **Always** wear appropriate Personal Protective Equipment (PPE). Safety glasses must be worn during lab time by all personnel in the laboratories. Additional PPE such as fitted masks or face shields, disposable gloves, etc. may be required as conditions require.
8. **No** rings, watches, earrings, bracelets, necklaces, etc., or other metal objects will be worn during laboratory time.
9. Anyone with hair that is shoulder length or longer **must** keep it under a hat or in a ponytail tucked in his or her shirt.
10. **Always** wash hands and arms with soap and water before leaving the work area. This applies even if one has been wearing gloves.
11. **Never** engage in horseplay, pranks, or other acts of mischief in the laboratories.
12. **Never** eat, drink, smoke, or apply cosmetics in laboratories.
13. **ALL** injuries, regardless of their severity, must be reported to the instructor immediately, and an incident report **must** be completed.

Any questions regarding these policies and procedures should be directed to the Department Chairperson.

**Select the correct statement below:**

- ☐ I have reviewed the student lab policies and procedures and **agree** to abide by them. I understand that these policies are designed for my benefit and safety and that my failure to comply with these procedures may result in my removal from the lab areas.
- ☐ I **disagree** with the student lab policies and procedures. As a result, I understand that I will NOT be able to participate in lab activities until I have resolved any issues. (If you have checked this answer, you must see your instructor immediately.)

**SAFETY IS NOT AN OPTION IN THE LABORATORY!**

**FAILURE TO OBSERVE SAFETY RULES MAY RESULT IN**

**EXCLUSION FROM CLASS ACTIVITIES, SUSPENSION AND OR EXPULSION FROM THE COURSE OR INSTITUTION  
UPON ADVISEMENT OF THE INSTRUCTOR.**

**Appendix C**  
**Laboratory Incident Report**



**Laboratory Incident Report**

**Date:**

**Time:**

**Location:**

**Description of Incident:**

**Injuries (if any):**

**Witnesses (if any):**

**Damage to Equipment/Facilities (if any):**

**Immediate Action(s) Taken:**

**Follow Up Recommendations:**

**Reporter:**

**Supervisor:**

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## Appendix D

### Columbus State Community College Transportation Maintenance Technology Scholarships

#### **Scholarships Exclusive to Students in the Automotive & Aviation Programs**

In addition to the general scholarships available to all CSCC students through the Columbus State Foundation, the college manages a number of scholarships that are available exclusively to students enrolled in Automotive or Aviation plans of study.

The scholarship application portal ([www.csccl.edu/scholarships](http://www.csccl.edu/scholarships)) opens three (3) times throughout the year. June 1 – June 30 for Autumn Semester; October 1 – October 30 for Spring Semester; and February 1 – February 28 for Summer Semester. The scholarships are only visible when the portal is actively open.

All students should submit a general application through the application portal, and then keep an eye on their Columbus State email, as additional scholarship-specific information may be needed. Be mindful of submission date deadlines so you get your applications in early. Once a scholarship is offered, students have one week to accept their scholarship, so keep an eye on your inbox.

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#### **Bob & Mary Frances Restrepo Scholarship**

- Objective: To provide funding for CSCC students in business and technology programs.
- Applicable Majors: **Business and Technology**
- Seeking: Degree or Certificate
- Enrollment: Full or Part Time
- Award: \$1000
- 3.0 GPA minimum
- Use of funds: Tuition, fees & books

#### **Frank Hirschvogel Scholarship**

- Objective: To provide funding for CSCC students in transportation and technology programs.
- Applicable Majors: **Transportation and Technology**
- Seeking: Degree
- Enrollment: Full or Part Time, completed 15 credit hours
- Award: \$1500
- 3.5 GPA minimum
- Use of funds: Tuition, fees & books
- <https://www.csccl.edu/academics/departments/engineering-technologies/>

## Dennis Grossman Aviation Endowed Scholarship

- Objective: To provide financial support to CSCC Aviation Maintenance Technology Students in memory of Dennis Grossman.
- Applicable Majors: **Aviation Maintenance Technology**
- Seeking: Degree or Certificate
- Enrollment: Full or Part Time
- Award: \$1000
- 2.5 GPA minimum, completed 20 credit hours
- Use of funds: Tuition, fees & books

## Sam Dodge Memorial Endowed Scholarship

- Objective: To provide financial support to CSCC Aviation Maintenance Technology Students enable them to continue their education in memory of Sam Dodge.
- Applicable Majors: **Aviation Maintenance Technology**
- Seeking: Degree or Certificate
- Enrollment: Full Time
- Award: \$500
- 2.5 GPA minimum, completed 27 credit hours
- Use of funds: Tuition, fees & books

In addition to the scholarships listed above (through the CSCC Development Foundation), additional scholarships are available through external organizations. PLEASE NOTE: deadlines for applying for these scholarships varies throughout the year, so check the links below for upcoming application requirements.

### Aviation Industry Scholarships

<https://www.chooseaerospace.org/scholarship.html>

### Federal Aviation Administration Scholarships

[https://www.faa.gov/education/grants\\_and\\_scholarships/aviation](https://www.faa.gov/education/grants_and_scholarships/aviation)

### Ohio Aviation Association Norman J Crabtree Memorial Aviation Scholarship

<https://www.ohioaviation.org/page-18162>

### Association for Women in Aviation Maintenance

[https://www.awam.org/content.aspx?page\\_id=22&club\\_id=975301&module\\_id=312596](https://www.awam.org/content.aspx?page_id=22&club_id=975301&module_id=312596)

20+ scholarships available; Applications due in January of each year.

### National Business Aviation Association

[John F. Rahilly Memorial Scholarship for Future A&P Technicians Scholarship](#)

[William M. Fanning Maintenance Scholarship](#)

### Experimental Aircraft Association

<https://www.eaa.org/eaal/learn-to-fly/scholarships/post-secondary-scholarships>

I acknowledge that I have been provided with a copy of the Aviation Technology Program's Student Handbook for the 2025-2026 academic year.

This handbook is subject to change. A copy of the most up-to-date version of the handbook is posted to Blackboard for each course.

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Signature

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Date

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Print Name

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Cougar ID