



# ***AVIATION MAINTENANCE TECHNOLOGY***



**RIVERSIDE CAMPUS**

**801 E. 91<sup>st</sup>**

**Tulsa, Oklahoma 74132**

**918-828-4000**

**SY 25-26 AMT STUDENT  
PROGRAM HANDBOOK**

## **FORWARD**

Welcome to Tulsa Tech Riverside Campus. We are pleased to have you as a student in Aviation Maintenance Technology. Our primary objective is to provide you with an educational experience that allows you to achieve your academic and career goals.

## **INTRODUCTION**

Aviation Maintenance Technology is one of the most rewarding of all technical fields. Few technicians have the responsibility of an aircraft mechanic. The quality of maintenance expected in the aviation industry centers around the integrity of each mechanic to ensure the appropriate procedures have been done correctly. Although new technology and maintenance methods have been developed which have eased the time and labor requirements for the inspection and repair of aircraft, the aerospace industry will continue to be dependent upon well-trained, responsible technicians and mechanics.

## **YOUR CAREER** **AS A PROFESSIONAL AIRCRAFT TECHNICIAN**

As a professional aircraft technician, you will have the satisfaction of knowing that your judgment and knowledge will directly affect the personal safety of the flying public. The A&P mechanic certificate is professionally respected throughout the aviation industry. It will be honored anywhere in the U.S. and many foreign countries and is your passport to maintaining complex, state-of-the-art aerospace equipment. Best of all, it will allow you to join the ranks of a special fraternity of professional aircraft technicians.



## **PROGRAM GOAL**

The goal of our Aviation Maintenance Technology program is to provide you with the theory, shop practice, and practical experience necessary to become a certified, professional aircraft maintenance technician. We also strive to instill in you the professional attitudes and uncompromising standards that are the hallmark and heritage of the aerospace industry.

## **PURPOSE OF THIS AMT HANDBOOK**

This handbook has been designed to acquaint you with the policies and procedures of the AMT program at Tulsa Tech Riverside Campus. It is a supplement to <http://tulsatech.edu/about/district-policies>. Keep it as a ready reference so that you will be aware of current services, opportunities and program specific regulations which may not be contained in the Policy Manual at <http://tulsatech.edu/about/district-policies/>. You are responsible for knowing and abiding by these policies as well as others that may be prepared and posted throughout the year.

**RIVERSIDE CAMPUS**  
**ADMINISTRATION AND STAFF**

Email addresses unless otherwise indicated are [firstname.lastname@tulsatech.edu](mailto:firstname.lastname@tulsatech.edu)

- Director: Teresa Pinkston 918-828-4001
- Assistant Director: Vanessa Ellison 918-828-4002
- Assistant to the Director: Kary Merlock 918-828-4003
- Aviation Maintenance Program Coordinator: Sheryl Oxley 918-828-4118
- Bursar: Maria Carter 918-828-4167
- Book Store: Maria Carter 918-828-4167
- Evening Supervisors: Trish Littlejohn Front Desk 918-828-4000
- AMT Counselor: Kimberly Thompson 918-828-4033
- Counselor: Paula Bearden 918-828-4038
- Counseling Support Staff: Charles Waken 918-828-4027
- Academic Center Instructors: Allison Beller (Math) and Adria Wood 918-828-4080/4081
- AMT Office Support: Andrew Boehl 918-828-4023
- Support Staff Instructional: Theresa Roman 918-828-4039
- Office Support Staff: Kim Streater (Admin Area), Orquidia Nguyen & Robin Watkins (Front Desk) 918-828-4000 or 4022
- Testing Center Supervisor: Diane Martin 918-828-4029
- Evening ACD Coordinator: Stephanie Sumrall
- Receptionist Conference Center (A Building) : Natalie Lynch 918-828-4016
- Facilities Supervisor – Day: Gary Bell 918-828-4075 or 4070
- Facilities Supervisor – Night: Tim Jolly 918-828-4075 or 4070

Instructional Staff Page Deleted.

## **NON-DISCRIMINATION POLICY**

No person shall on the grounds of race, color, religion, national origin, sex, age, marital or veteran status or a qualified person with a disability be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under an education program or in recruitment, consideration, selection or employment whether full-time or part-time or any other activity for which the Board of Education is responsible.

Procedures have been developed to provide prompt and equitable resolutions to discrimination complaints. An individual with a discrimination complaint should contact the Campus Director's Office for a copy of Tulsa Tech's Nondiscrimination Policy, Procedures and Formal Complaint Form.

## **FINANCIAL AID**

The goal of the Financial Aid Office at Tulsa Tech is to provide assistance to qualified students who would not be able to attend school without financial aid. Please refer to information contained in the Policy Manual <http://tulsatech.edu/about/district-policies/>. You may also contact the campus counselor for information.

**-OR-**

Financial Aid Office  
Career Service Center, Lemley Campus  
**918-828-5215**

## **COUNSELING SERVICE**

The Guidance Department provides information related to career choices, college and TulsaTech Education Foundation Scholarship opportunities. All students seeking counseling services may report to the counselor's office for assistance.

## **CAREER ADVISEMENT**

The Career Advisement Office is located at the Lemley Campus 918-828-5250. Job postings are listed on HIRE TulsaTech Grads URL <https://tulsatech-csm.symplicity.com/>. Register and upload your resume anytime. Jobs are also posted informally by the aviation instructional staff on MSTeams in the Scholarships and Industry Team site.

## **INJURIES**

The campus Deputy Sheriff (ext. 4091) can be contacted through the receptionist, counselors or administration via handheld radio and is the designated first responder in the event first aid needs to be administered to a student. All injuries must be reported to the instructor. The designated first responder will evaluate student injuries, take appropriate action, and depending on severity of injury, make a report to the Director or designee. Injury forms must be completed. First aid kits are available in all shop areas. Accident insurance coverage for students is **NOT** carried by Tulsa Tech. We recommend that all students be covered by accident insurance.

## **SAFETY**

The very nature of the educational activities conducted at Riverside Campus makes a well-planned and executed safety program essential. All students will be required to take and pass appropriate safety examinations before proceeding to the shop. State law requires the use of special equipment and/or garments in some work areas such as the wearing of approved safety glasses when using machinery or chemicals which could cause eye injury. Each shop area maintains a "Right-To-Know" station that has Safety Data Sheets (SDS) on the chemicals used in that area. Students are required to observe all local, state and federal safety regulations, and are responsible to stop and report all safety violations.

No open-toed shoes are permitted in the aviation maintenance program.

Loose clothing and long hair must be secured prior to operating any presses or rotational tools or machinery and must not impair vision.

Face masks may be required to be worn as directed by Instructor and/or District health and safety officials. Failure to comply will result in removal from the campus and attendance affected accordingly.

**STUDENTS MAY NOT WORK IN A LABORATORY OR SHOP AREA UNLESS DIRECTLY SUPERVISED BY AN INSTRUCTOR.**

## **SCHOOL CLOSINGS FOR UNUSUAL CIRCUMSTANCES**

(Inclement weather)

When weather conditions make driving unsafe, school may be closed. Consideration will be given to current road conditions; weather forecasts, and the decisions made by the sending school districts that provide transportation. To check the status of a possible school closing, call 918-828-5001. If your contact information is correct in the system you will receive a voicemail when school closings occur. They will be automated and come from 918-828-5000. You may opt in for text alerts. For more complete information on school closings, please consult the Policy Manual at <http://tulsatech.edu/about/district-policies/>.

(Natural or Human-Caused Disaster and Other Reasons)

When conditions such as fire, explosions, tornadoes, power failure, etc. causes school to be closed, the procedures outlined under inclement weather will be followed.

Days will be added to the schedule to make up for time missed due to school closings.

## **REQUIRED BOOKS, TOOLS & UNIFORMS**

A list of required books, tools, & uniforms to be purchased is available at the back of this handbook and in Student Dress Code Section. It is recommended that you visit with your instructor prior to the first day of class and verify books required for the first class as well as required tools if you are having to piece sets together. All required books and tools sets (in limited quantity) are sold in the book store.

Students not possessing required uniforms, books &/or tools to participate in classroom/shop activities and assignments will be considered absent. Masks, as required by District Safety and Security are considered a uniform item.

AMT adult students are required to purchase basic hand tools for their own use. A list of required tools separated by block (Generals, Airframe, Powerplant) are included at the back of the handbook. These tools are not available for student checkout.

The bookstore carries a limited supply of tool kits for purchase.

\*See bookstore for current price.

Student toolboxes are limited to a size that can be readily pushed, pulled, or carried to and from the campus. Due to space limitations, large-sized toolboxes are prohibited. Personal tools must be monitored, controlled, and kept in locked toolboxes. **TULSA TECH IS NOT RESPONSIBLE FOR STUDENT TOOLS THAT ARE LOST OR STOLEN.** If students order tools from a vendor, they are to be shipped either directly to the student's address or to our District Warehouse. The campus will not accept ANY mail, UPS, etc. on behalf of the student. Tool vendors may deliver tools directly to the student.

**Large student tool shipments may be addressed to: (Student's name & Phone number)**  
**5647 S. 122<sup>nd</sup> E Ave.**  
**Tulsa, Ok 74146**



## **STUDENT DRESS CODE**

Prospective employers visit our school frequently and are very conscious of the appearance of students. Our purpose is to prepare for employment; therefore, students should reflect the vocational training program in which the student is enrolled. In all instances, attire for students must be reasonable, modest and in such a style as it will not cause distraction. AMT Uniform shirts are required to be purchased and worn unless notified otherwise by administration. Uniform shirts must remain buttoned at all times. Uniform hoodies must remain zipped unless a red uniform shirt is worn buttoned underneath.

### **AMT students are required to have 3 red uniform shirts within their first 3 months of enrollment.**

Shirts take about 2-3 weeks for delivery. Shirts are ordered by the student and must be shipped directly to the student's home.


Only first and last legal names may go on the shirt. No nicknames. All embroidery is included in the price.

<https://store.cleanuniform.com/catalog/login.php>

User ID: TTAVIATION

Password: tulsatech

**STUDENT SHIRT** >



Women's Long Sleeve Performance Plus Shop Shirt w/Oilblok Technology from <b>\$30.00</b>	Men's Long Sleeve Performance Plus Shop Shirt w/Oilblok Technology from <b>\$30.00</b>	Women's Performance Plus Shop Shirt w/Oilblok Technology from <b>\$30.00</b>	Men's Performance Plus Shop Shirt w/Oilblok Technology from <b>\$30.00</b>
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Provisions of this dress code are contained in the Policy Manual

<http://tulsatech.edu/about/district-policies/>.

## **STUDENT IDENTIFICATION BADGES**

Student identification badges are issued to students enrolled in full-time programs. **IDENTIFICATION BADGES ARE REQUIRED to be visibly worn at all times while on any TulsaTech campus.** Student services on Riverside Campus will be withheld unless proper student identification is presented.

TulsaTech students are also required to present student identification cards to verify identity when requested by TulsaTech employees. In the event an identification card is lost or misplaced, a replacement badge may be requested from student services at the front receptionist desk or the book store for a fee of \$5.00.

## **INDUSTRY VISITS**

Visits to industry are taken periodically for the enhancement of the students understanding and experience in the program. During any official travel or occasions where industry is participating in an organized event at the school, students will be required to wear their official Tulsa Tech Aviation Uniform shirt and/or other approved, appropriate wear.

## **CARE OF EQUIPMENT, BOOKS, ETC., OWNED BY SCHOOL**

Each student will be responsible for the care of all school-owned property that has been assigned to his/her custody. If items are lost, destroyed or stolen through irresponsible action, the student will be charged the purchase price for replacement. Enrollment in subsequent courses will be affected if there is a charge on your account. Normal wear and tear is understandable in the educational process. Students who intentionally destroy or damage school property are financially liable for repair or replacement of the property.

School-owned tools or equipment may not be taken from the building at any time.

## **CLASS VISITATION**

All visitors to Riverside campus during the day are required to check in with the receptionist located by the main Campus Entrance or with the Office Support Specialist in Reception during the evening. Other than escorted tours, visitors are not allowed in the classroom areas without approval of the instructor and campus administration. Requests may be made via email, MSTeams, or at the reception desk.

## **TOBACCO USE**

### **THE USE OF TOBACCO IS PROHIBITED ON CAMPUS.**

**Per TulsaTech Policy Manual Revision 12/11/17**

“Tobacco products” includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, electronic nicotine delivery systems, and cartridges and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product.

“Smoking” means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems.”

## **AMT LUNCH AND BREAK**

### **\*Full-Time Day Classes**

Lunch and Break may be taken only in areas designated or approved by Campus Administration. Times are as follows unless otherwise adjusted by Campus Administration:

Adult classes:

Break 0720-0730

Bell rings 0730

First break 0910-0930

Lunch 1110-1140

Last break 1320-1340

Class Release 1430

### **\*High School Classes**

High school classes have a single 10 min break. Break period start/stop times are strictly observed and times may vary among classes.

### **\*Full-Time Evening Classes**

Break 1720-1730

Bell rings 1730

Lunch 20 minutes 1910-1930

Break 10 minutes 2110-2120

Class Release 2210

Break 2210-2220

Tardiness at break and lunch times will count against a student in the same manner as when recorded at roll call.

\*All hours and break times are established by campus administration and district approved.

## **TEACHING METHODS**

This program may be taught through a variety of delivery methods which may include face to face lecture, online, activities and shops/labs. Also, may be virtual via MSTeams in the case of distance learning under authorized conditions.

## **AVIATION MAINTENANCE TECHNOLOGY**

### **CAREER MAJOR DESCRIPTION**

The Aviation Maintenance Technology career major is 2016 hours comprised of the training and course work contained in Generals, Airframe, and Powerplant. Each of the three phases consist of two sections i.e., General I and II, Airframe I and II, and Powerplant I and II. Each section is comprised of a set of courses of instruction totaling 336 hours. Courses within these phases may be taught in a different order between days and evenings to prevent overlap of equipment needs.

Students who satisfactorily complete the combined Aviation Maintenance Technology phases of Generals and Airframe, or Generals and Powerplant meet eligibility requirements to take the FAA written tests for Airframe and/or Powerplant certification.

## **AVIATION MAINTENANCE TECHNOLOGY**

### **GENERAL**

#### Phase Description

The Aviation Maintenance Technology General phase is comprised of the training and course work contained in General I and II. These courses are required for FAA AIRFRAME and/or POWERPLANT certification. Please consult the individual course descriptions in each of these sections. When all courses in a program (Generals, Airframe or Powerplant) are satisfactorily completed and graduation list requirements have been met, students may take the FAA Computerized knowledge test (aka. Writtens or CKTs).

\*Generals FAA Computerized knowledge tests may be taken upon completion of Generals FAA curriculum requirements and Graduation Checklist requirements have been met.

Students who satisfactorily complete all the courses in Generals I and II are encouraged, but not required, to take the National Center for Aviation Technical Training (NCATT) exam for the Aircraft Electronics Technician (AET) certificate. For information about the certification, visit <https://www.astm.org/CERTIFICATION> and click on [National Center for Aerospace & Transportation Technologies \(NCATT\)](#).

For fee information see <http://www.credentialtesting.com/about-certifications>. AET Testing is done via internet but must be proctored by approved campus personnel. Registering for the AET or one of its endorsements must be done through [http://www.credentialtesting.com/register/registration\\_page.php](http://www.credentialtesting.com/register/registration_page.php).

### Phase Outline Description

Generals I	Course Name	Hours
AMTG 1102	Aviation Math, Physics, & Human Factors	91
AMTG 1104	Weight and Balance	42
AMTG 1107	Aircraft Materials, Precision Measuring, & Hardware	105
AMTG 1108	Aviation Drawings & Tooling	63
AMTG 1115	Ground Operations & Servicing	35
<b>TOTAL</b>		<b>336</b>

Generals II	Course Name	Hours
AMTG 1211	Aviation Regulations, Forms & Publications	49
AMTG 1209	Fluid Lines and Fittings	28
AMTG 1202	Basic Electricity	133
AMTG 1213	Aircraft Electrical Systems	126
<b>TOTAL</b>		<b>336</b>

Note: AMTG 1213 Aircraft Electrical Systems is a combined Airframe and Powerplant electrical course and is a required part of the Airframe and /or Powerplant curriculum.

Note: Oklahoma Department of Career Technology Education (ODCTE) achievement testing for the AMT General program will be conducted at the conclusion of AMTG 1202 Basic Electricity.

Note: Generals courses serve as prerequisites to the Airframe and Powerplant courses and should be satisfactorily completed prior to continuing to Airframe and/or Powerplant.

Note: High School courses are identically named with identical curriculum but are distinguished by a 0 (zero) at the end of the course number for learning management system identification. Example AMTG 1202 for High School would be AMTG 12020.

# **AVIATION MAINTENANCE TECHNOLOGY**

## **AIRFRAME**

### Phase Description

The Aviation Maintenance Technology Airframe Phase is comprised of the training and course work contained in Airframe I and II. Satisfactory completion of General I and II and the FAA Generals CKT is required prior to FAA CKT testing in Airframe. Please consult the individual course descriptions in each of these areas.

Students who satisfactorily complete all the courses within the Aviation Maintenance Technology General and Airframe Phases meet eligibility requirements to take the FAA CKT for Airframe certification.

Once the CKT tests are passed successfully, the respective Oral and Practical Tests can be scheduled with a Designated Mechanic Examiner (DME). A list of DME's can be found at [www.faa.gov](http://www.faa.gov). Business cards of local DME's can be obtained at the reception desk.

### Phase Curriculum Description

<b>Airframe I</b>	<b>Course Name</b>	<b>Hours</b>
AMTA 2005	Rigging and Rotorcraft	70
AMTA 2006	Metallic Structures	161
AMTA 2007	Non-Metallic Structures	105
<b>TOTAL</b>		<b>336</b>

<b>Airframe II</b>	<b>Course Name</b>	<b>Hours</b>
AMTA 2103	Hydraulic/Pneumatic/Land Gear systems	105
AMTA 2100	Fuel/Fire/Ice/Rain systems	56
AMTA 2101	Pressurization/Climate Control systems	49
AMTA 2102	Instruments/Communication/Navigation systems	56
AMTA 2105	Airframe Inspections	<u>70</u>
<b>TOTAL</b>		<b>336</b>

## **AVIATION MAINTENANCE TECHNOLOGY** **POWERPLANT**

### Phase Description

The Aviation Maintenance Technology Powerplant Phase is comprised of the training and course work contained in Powerplant I and II. Satisfactory completion of General I and II and the FAA Generals Computerized Knowledge test is required prior to FAA Computerized Knowledge testing in Powerplant. Please consult the individual course descriptions in each of these areas.

Students who satisfactorily complete all the units within Aviation Maintenance Technology General and Powerplant Phases meet eligibility requirements to take the FAA CKT for Powerplant certification.

Once the CKT tests are passed successfully, the respective Oral and Practical Tests can be scheduled with a Designated Mechanic Examiner (DME). A list of DME's can be found at [www.faa.gov](http://www.faa.gov). Business cards of local DME's can be obtained at the reception desk.

### Phase Curriculum Description

<b>Powerplant I</b>	<b>Course Name</b>	<b>Hours</b>
AMTP 3002	Reciprocating Engine Fundamentals	84
AMTP 3003	Reciprocating Engine Fuel & Ignition Systems	98
AMTP 3005	Reciprocating Engine Overhaul/Removal/Install/Run/Inspect/Troubleshoot	154
<b>TOTAL</b>		<b>336</b>

<b>Powerplant II</b>	<b>Course Name</b>	<b>Hours</b>
AMTP 3100	Propellers/Prop Governing	77
AMTP 3106	Turbine Engines	259
<b>TOTAL</b>		<b>336</b>



## **ATTENDANCE**

AMT students are expected to maintain 90% attendance of the total hours in any subject/course, i.e. Ground Operations/Servicing, etc. to successfully completed that subject/course.

Extenuating circumstances are subject to administration approval prior to absences occurring that will exceed the 10% and will require work and time to be made up to bring time back within 90% of course hours. Prior arrangements are expected to be made between the student and the instructor.

Time missed may not exceed 2 consecutive class periods of absence without prior administrative approval and prior arrangement for make up work made with the instructor. A class period is 7 hrs for day adults, 5 hrs for evening adults and 3 hrs for high school students.

Students absent for 3 consecutive class periods, regardless of course hours, with no contact with the campus will be dropped from the course and may be dropped from the program and required to reapply. If a student does not show on the first day of a subject/course and does not contact the campus, a drop fee may be incurred and they will be dropped from the program and may reapply for the next open application period. If attendance has occurred throughout 50% of the class hours and student exceeds their 10% time allowed to be missed, student will receive an F for the FAA transcript grade.

Distance learning is not authorized in the AMT program unless Federal guidance has been issued due to a state of emergency.

Students are responsible for knowing their attendance via logging in to WebAdvisor.

**Evening students-** WebAdvisor sees the last night of an evening course as a 5 hr night even if it is a partial night due to uneven class hours, therefore you may need to manually calculate your hours.

Students who complete the program never having missed any time will get a 100% Attendance Certificate.

## **PANDEMIC PROCEDURES**


In accordance with TulsaTech Policy manual, and state, local, and federal guidelines.

## **COURSE RETAKES**

Course retakes are scheduled with either the AMT Counselor or Coordinator. Students enrolling in courses as retakes are required to have payment on file with the Bursar at least 2 weeks prior to class start to be enrolled in the course. Course retakes are subject to seat availability and priority goes to the existing cohort. Students should contact the AMT

Clerk at 918-828-4023 to confirm enrollment at least 1 week prior to class start.

## **ABSENCE FOR HIGH SCHOOL REQUIRED SCHOOL ACTIVITIES**

High School required activities requiring an AMT student to be absent from Tulsa Tech will not count against the student's time in the course permitting they have submitted a "Home School Activity Leave Request" completely filled out to the attendance office at least **2 days prior to the activity**. 

TTC Student ID # \_\_\_\_\_

**Home School  
ACTIVITY LEAVE REQUEST**

MUST BE IN 2 DAYS PRIOR TO ACTIVITY... RETURN TO THE TULSA TECHNOLOGY CENTER ATTENDANCE OFFICE  
PLEASE RETURN THE WHITE COPY TO YOUR INSTRUCTOR, YELLOW COPY TO TULSA TECHNOLOGY CENTER  
ATTENDANCE OFFICE, PINK COPY FOR STUDENT OR HIGH SCHOOL ATTENDANCE OFFICE

Student's Name \_\_\_\_\_

Program \_\_\_\_\_ AM PM

Home High School \_\_\_\_\_

Date of Home School Activity \_\_\_\_\_

Type of Home School Activity \_\_\_\_\_

\_\_\_\_\_  
Signature of Counselor or Attendance Clerk Home School Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Tulsa Technology Center Instructor Date \_\_\_\_\_

Date Received in Attendance Office \_\_\_\_\_

## **TARDIES AND EARLY DEPARTURES**

Since prospective employers frequently inquire about a student's attendance record, it is to the student's benefit to be on time and stay for the duration of class.

Tardies and early departures for AMT students will be recorded real time. If a student is tardy, time is counted by the minute from 0720. Example, check in at 0731, tardy is 11 min.

Evening students' attendance is counted from 1720 until 2220. If a student checks out at 2203, that student is counted absent for 17 min. If tardy at 1731, that student is counted late for 11 min

All instructors will document student absences and tardies at the beginning of each class period. Any student who arrives after the beginning of class must report to the attendance clerk to obtain an admission slip (tardy permit) to class. Students **SHALL NOT** be allowed to enter class late without an admission slip.

If a student must leave class early, an admission/departure slip (tardy permit) must be obtained from the attendance clerk in the main office and presented to the student's instructor prior to departure. If a student departs without checking out through his/her instructor, the absence will be recorded from the last time roll was taken.

If a student arrives to class without proper attire, uniform, ID badge, tools, or other required materials, they may be counted absent and asked to leave until they can return prepared for class/shop.

## **MAKE-UP TIME/ MATERIAL & TIME SHEETS FOR AMT STUDENTS**

It is the responsibility of the student to contact the instructor and make arrangements to complete work missed.

Before a student may make up an assignment, they must schedule with the instructor that will be supervising them. Instructional material missed from the instructor approving the make-up work must be recorded in the space provided on the make-up time sheet.

Students on Financial Aid that requires 100% attendance are permitted the opportunity to make up missed time permitting it does not exceed 10% of class time and it can be accomplished within 2 days of the course ending.

Before students begin make-up activities, they must have an assignment and time sheet from the instructor. Students making up missed material are required to remain on task and all classroom rules apply.

Preapproved missed time should be made up within 2 days upon returning from time missed.

Time may not be made up during a student's scheduled school hours.

All material missed in a subject/course of instruction must be made up by the date given by the instructor not to exceed 10 calendar days following the end of the course.

If assignments are being completed at campus outside the normal school day the make-up time sheet "Time in and Time out" should be filled out by the instructor and monitoring the student, signed, and turned in to the AMT Clerk. The minimum time increment for make-up time is fifteen (15) minutes unless less time is owed. Students may not make up time in advance anticipating missing class unless previously arranged with AMT Coordinator or Campus Administration and instructor. When needed, students should schedule extra time in the shop area with the instructor.

Graded make up assignments may be given to students missing time to ensure they have met all class objectives. **STUDENTS MAY NOT WORK IN A LABORATORY OR SHOP AREA UNLESS DIRECTLY SUPERVISED BY AN INSTRUCTOR.**

## **MAKE-UP ASSIGNMENTS MONITORED BY DESIGNATED STAFF**

AMT Instructors only, (full or part time), may monitor a student making up work in the shop. The Monitor will sign the student in and retain the make-up time sheet while material is being made up. The instructor assigning the make-up work is responsible for verifying that it has been satisfactorily completed. If the work is satisfactory, the instructor will then sign the make-up sheet and properly record it. The completed make-up sheet must be turned in at the AMT clerk's office to be recorded and filed in the student's personal file. It is recommended that students, in the event of any discrepancy, retain a copy of each make-up sheet.

## **GRADING PROCEDURES**

### **Section Grading Criteria**

Each section will be graded by weighting the individual unit grades according to the following scale:

A	4 points
B	3 points
C	2 points
F	no points

The points from each unit will be multiplied by the number of hours for the respective courses. The sum of the products will be divided by the total number of hours in that program section completed.

### **Course Grading Criteria**

**Course grade, Theory grade, and Shop grade below a letter grade of “C” requires a course retake to receive FAA credit.**

**Tests:** During each course of training, tests will be given over materials covered during the course (textbook assignments, lectures, audiovisual presentations, quizzes, etc.)

**Course Exam:** This comprehensive knowledge test is given at the completion of each course and is  $\frac{1}{2}$  of the theory grade. One retake exam may be taken by a student who has failed the course exam provided their test total = 70% or greater; however, the maximum for the retake exam will be C regardless of the passing score. If a student fails to score C on the retake, he/she will have failed that course. The student will receive a course grade of an F on the transcript.

**Theory Grade:** The theory grade is determined by adding all TEST, QUIZ & UNIT EXAM total points. A minimum theory grade of C is required to pass each course. The student will receive a course grade of an F on the transcript if the minimum theory grade is not met.

**Skills & Performance Grade (shop):** This grade is made up of shop projects (competency skills); proper use of tools and equipment, safety procedures, proper use of publications, and performing to acceptable industry standards. A minimum shop grade of C is required to pass each course. The student will receive a course grade of an F on the transcript if the minimum shop grade is not met.

### **Computing the Course Grade:**

Each student will be evaluated in theory as well as in his/her skills performance. For example, the grade in a 28-hour course will be determined by totaling the theory grade and the shop grade as follows:

500 points possible in Shop		
250 points possible for Tests	Test Total	225 of 250= 90%
250 points possible for the Unit Exam	<u>Unit Exam</u> Theory	<u>180 of 250= 72%</u>
	Total	405 of 500 = 81%

For the above example, the course grade should be recorded as “B”

Shop Grade	445 of 500= 89%
Theory Grade	405 of 500 = 81%

**Course Grade** = 445+405= 850 of 1000 total points. 850/1000= **85%**

If the student’s COURSE GRADE should be an “A”, the “A” is the equivalent of 4 points towards the section grade. As an example, in two additional courses a student’s grades were “C” and “B” with 42 and 35 hours respectively. The GPA would be computed as follows:

Course 1	28 hours	A x	4 points	112 pt-hrs
Course 2	42 hours	C x	2 points	84 pt-hrs
Course 3	<u>35 hours</u>	<u>B x</u>	3 points	<u>105 pt-hrs</u>
	Total 105 hours			Total 301 pt-hrs

$$301 \div 105 = 2.86 \text{ grade points}$$

GPA is cumulative throughout the program.

Students who complete the entire AMT career major with at least a 3.75 grade point average will be awarded an Honor Roll certificate.

Students who complete the entire AMT career major with at least a 4.0 grade point average will be awarded a Director’s Honor Roll certificate.

## **ELECTRONIC DEVICES**

For safety and test integrity, no electronic devices, other than the program approved calculator and tablet, may be used while in the classroom and shop unless part of your assignment.

Smart watches, ear buds, cell phones, and multipurpose mobile devices are not permitted to be on your person while anyone is testing.

Ear buds, headphones, AirPods, and multipurpose mobile devices are not permitted under any circumstance while in the classroom or shop.

If you require a quieter environment while testing, you may use foamy earplugs obtained from your shop dispenser or ear defenders obtained from your instructor.

## **CHEATING**

Complete honesty in the performance and recording of work performed on aircraft is required of all aviation maintenance technicians. This same sense of personal honesty and integrity is expected of all Aviation Maintenance Technology students at Tulsa Tech. Cheating on any school examination or shop project may result in:

- Failure of the course in which the offense occurred, and
- Suspension or removal from program &/or school.

## **ACADEMIC PERFORMANCE**

Students are considered to be making satisfactory progress if they maintain a grade of “C” and their attendance is within limits prescribed in the attendance policy.

\*An unsatisfactory course grade, whether due to attendance or academics, will result in student establishing a success plan and can be initiated by any staff or faculty member. If 3 unsatisfactory course grades, whether due to attendance or academics, will result in the student being advised and placed on probation. Students who fail to make a “C” or better in 5 courses in the program may be removed from the program and advised reapply to re-enter the program pending availability.

\*A high school student who fails to make a “C” or better in three (3) FAA courses of instruction, after following the same procedure above, may be returned to his or her sending school.

If a student fails to make a “C” or better in a course, arrangements to repeat the course should be made as soon as possible with a counselor or AMT Coordinator. **Course re-takes are based on seat availability and all students are responsible for payment 2 weeks in advance of course retakes prior to enrollment. Seat priority goes to new students and those on the Admissions wait list.**

## **ACADEMIC PERFORMANCE (cont.)**

**\*ADULT STUDENTS** who have not met satisfactory completion of all Generals Courses may be delayed in progressing to Airframe or Powerplant until all Generals courses are satisfactorily completed.

**\*HIGH SCHOOL STUDENTS** may not enter to the adult program on continuing enrollment if all courses taken as a high school student are not satisfactorily completed. They may re-apply through Admissions and request Prior Credit.

\*Parental and/or Counselor/Instructor interventions have already occurred at each instance of unsatisfactory course grades.

## **Incomplete Grades**

A grade of incomplete will become unsatisfactory unless the student completes all course requirements within 10 calendar days beyond the scheduled course completion date. The instructor may determine acceptable due dates within that timeframe and may set assignment due dates for satisfactory completion anytime during the course and within 10 days beyond the course end date. It is the student's responsibility to ensure that all the requirements to complete the course are met within the time limits set by the instructor. At the discretion of the Program Administrator or Coordinator, an extension of time may be authorized when extenuating circumstances are sufficiently presented.

## **Grade Changes for Completed Work**

It is the instructor's responsibility to notify the District Registrar of student grade changes for completed course work by submitting a grade change request form to Campus Administration. A new grade card will be issued by the AMT Clerk and given to the student either by mail or by the instructor.



## **AMT Achievement Testing**

Achievement tests must be completed as part of General, Airframe and Powerplant. Generals achievement tests will be conducted as a part of the last course of the Generals requirements. Airframe and Powerplant achievement tests will be conducted as a part of the final course in each Phase and will include information given during all courses of the respective Phase. A minimum passing grade of 90% must be achieved on three exams within 60 days of FAA CKT testing. Students will be allowed re-take exams if required, but they may have to use time outside of the regular class schedule in order to complete the requirement. These grades will stand alone and will not become part of any other grade. The achievement tests meet the Oklahoma Department of Career and Technical Education (ODCTE) requirements to determine the students' competency in each Phase of the AMT program.

Students must possess a current edition of ASA Prepware with unlimited practice test capability. This is a program requirement. Graduates not having completed the achievement tests will also be required to possess a current edition of ASA Prepware in order to complete the program requirements to get on the Graduation List for their program.

### **FAA 65.80 EARLY ORAL & PRACTICAL TESTING REQUIREMENTS**

An applicant must:

- Have satisfactorily progressed through the program completing all of Generals and be within 45 days of completing the program of rating sought (ie, Airframe or Powerplant) and be in good financial standing with TulsaTech.
- Have completed Achievement testing (see pg 36) in the program of rating sought (ie, Airframe or Powerplant).
- Have taken and passed the General FAA Computerized Knowledge Exam.
- Complete Block 1 and present FAA form 8610-2 in duplicate to the AMT Clerk for Block 2C1-C9 completion.
- Present FAA form 8610-2 to an FAA Inspector for Section V endorsement.

### **FAA RETESTING AFTER FAILURE OF 65.80 TESTING**

If retesting within 30 days of failure the applicant must present a signed statement from the instructor teaching the areas of deficiency stating that the applicant has been given additional instruction in each deficient area and considers the applicant ready for retesting. In addition, the applicant must re-accomplish 3 Competency Exams with scores of 90% or higher in the deficient areas.

## **AMT COMPLETION REQUIREMENTS**

A certificate of completion in each Phase is granted to students who achieve:

- Satisfactory completion of both sections of the Phase.
- Satisfactory completion of appropriate achievement tests
- All tuition and fees paid
- Graduation checklist is signed by the instructor, Bursar, and AMT Clerk

## **KNOWLEDGE TEST VOUCHERS**

Vouchers are provided to students who have completed all program requirements in order to take written (CKT) exams. Students must qualify for and receive their testing voucher within 60 days of program completion. I.e. Once Generals through Basic Electricity is completed, student has 60 days from that end date to receive a testing voucher for Generals.

## **FAA MECHANIC'S TESTING REQUIREMENTS**

A student is eligible for FAA Mechanic certification testing when he or she:

- Receives a Program Completion Certificate from the AMT program clerk by
  - successfully completing AMT certification requirements for the Airframe or Powerplant curriculum,
  - completing 3 achievement tests with a 90% or greater in the testing area sought,
  - ensuring their account is up to date with the Bursar, and
  - is placed on a signed (by the Campus Director) graduation list.

## **FAA MECHANIC'S CERTIFICATION REQUIREMENTS**

- Receives valid FAA Computerized Knowledge test results documenting a passing rate of 70% or greater for FAA Generals and for the rating sought.
- At this point, an FAA form 8610.2 should be completed by the student and an Oral and Practical Exam may be scheduled with any Designated Mechanic Examiner.

Students seeking an additional rating are required to present previous certification, Identification, FAA CKT testing results and graduation certificate over the area for the additional rating sought.

## **FAA EXAMINERS**

Tulsa Tech is a Computerized Knowledge/ written test site. It also has available the services of Designated Mechanics Examiners for the graduates of its Aviation Maintenance Technology Airframe and/or Powerplant curriculum. A list of DMEs can be found at [https://www.faa.gov/other\\_visit/aviation\\_industry/designees\\_delegations/find\\_designees](https://www.faa.gov/other_visit/aviation_industry/designees_delegations/find_designees)

## **PROGRAM FOLLOWUP**

Each student will be contacted approximately 4 months following graduation of the high school program or the post-secondary Airframe and Powerplant programs. Students will be asked questions based on job status, income status, educational status, and certification status.

This followup is required of TulsaTech to report.

This information is used for statistical data and in completion of reports required by federal & state law. The data collected is primarily used for auditing the success of schools & the CareerTech system. See Subchapter 7, 780:10-7-2 (a) (3) taken from the Rules for Career and Technology Education, Title 780 of the Oklahoma Administrative Code

- (3) Completion/Follow-Up Report. Technology centers are required to submit completion data on all students enrolled in full-time programs. Placement information is required on all students identified as concentrators or program completers. Placement data is also required on all twelfth grade enrollees in the comprehensive schools.

## Tulsa Technology Center Students Test Registration Process

For all testing the following steps must be completed before showing up on test day

\*See bottom of page for testing time options.

### Step 1

If you have not yet obtained your FTN through IACRA, Create your IACRA account and register at <https://iacra.faa.gov/IACRA/Default.aspx> **DO NOT DUPLICATE THIS STEP CREATING 2 FTNs OR YOU WILL NOT BE ABLE TO TEST.**

### Step 2

Obtain a voucher to pay for the exam.

\*To obtain a Voucher, you will need to present your graduation certificate. Contact any of the following via phone, email or in person:

TTC Testing Proctor, AMT Clerk, Andrew.boehl@tulsatech.edu 918-828-4023

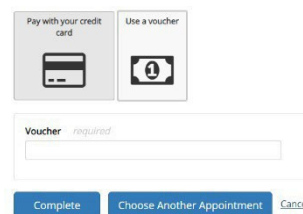
TTC PSI Administrator, Lou.Burch@tulsatech.edu 918-828-4022

AMT Coordinator, Sheryl.Oxley@tulsatech.edu 918-828-4118

### Step 3

Register for the Test.

- To **register** you must go directly to the PSI website: <https://faa.psiexams.com/faa/login> and "Create an Account"
- Input your FTN.
- Provide an email and verify your email before you can continue.
- Once account setup complete, Select your test.
- EXAM DATA COLLECTION
  - Put 1 if this is your first attempt.
    - If it is not your first attempt, you may need additional documents. **STOP** here and ensure you have all required documents before proceeding.
  - Choose School and Tulsa Technology Center.
  - Input graduation/completion date
    - For Generals Exams this is the date you completed AMTG1201.
  - Authorization Category – CERTIFICATE OF GRADUATION OR CERTIFICATE OF COMPLETION
- ACCOMODATIONS – No Accommodations Needed
- SCHEDULE EXAM
  - Select a date range and location
  - Choose your method of payment



Please note Tulsa Tech Testing is only available at the following days and times

- M-TH – 8:30 am or 12:30 pm
- Tues & Thurs 3:00 pm
- F -8:00 am or 12:00 pm

**(Current students) Testing may not be done on school time.**

\*You MUST arrive 30 minutes prior to your scheduled time, if you are 15 min late to start your exam, you will lose the paid voucher to the exam.

**IMPORTANT INFORMATION: NOTE: If you need to reschedule your exam and time, you MUST do it within 24 hours of your original scheduled day and time, IF YOU DO NOT RESCHEDULE WITHIN 24 HOURS IT BECOMES NULL AND VOID. YOU WILL LOSE THE PAID VOUCHER.**

## **STUDENTS SEEKING PRIOR CREDIT MUST:**

- be qualified for prior credit as determined by a Tulsa Tech administrator/coordinator or counselor based on an official transcript, industry certification accompanied with an official transcript, or FAA Mechanic Certificate with either an Airframe or a Powerplant rating. These documents showing previous preparation should be current and/or valid within the previous 5 years. A skills assessment over the subject area from which credit is being requested may be required except in the case of a mechanic certificate. TulsaTech may not award credit for prior instruction in foreign schools.
- express intent in writing to Student Services (918-828-5000) at least 2 weeks prior to the start of the program.
- understand that prior credit may decrease the amount of federal financial aid received.

## **ISSUING GRADE CARDS**

Grades are issued to students using a Tulsa Tech grade card or an unofficial transcript. Grades are issued approximately 10 days following the end of each AMT course.

## **PROGRESS REPORTS & SECONDARY GRADES**

In accordance with the Tulsa Tech Policy Manual SECTION IV STUDENT PROGRESS, Progress Reports will be issued to all students according to designated dates set by the district registrar. (This usually falls around the 9<sup>th</sup> week).

Secondary student semester grades will be sent by the district registrar to each secondary student's high school. Students who successfully pass all courses will receive a certificate of completion which is only issued by the district registrar.

Certificates of completion issued by the district registrar may NOT be used for FAA testing. Certificates used for FAA Testing are issued at the campus level.

## **FINAL TUITION PAYMENT**

Certificates of completion and FAA exam authorizations will not be released until all tuition and school fees are current. These items will be held for ten (10) working days when final tuition payments are received by check, but may be released immediately if final payment is made in cash, by money order or credit card.

## **RELEASE OF RECORDS**

Make up projects, tests and achievement exams must be completed by the last day of the final section to guarantee timely completion of records. In some instances, it may require two (2) additional working days after ALL graduation requirements have been met in order to process certifications of completion. At the completion of training, student identification cards must be returned to student records for final clearance. Program completion documentation and Federal Aviation Administration test authorizations will be released at that time.

## **COMPLETION OF TRAINING OR WITHDRAWAL**

At the end of the training program (or the time of withdrawal from school) it is the student's responsibility to verify the following with his/her instructor:

- All academic requirements met
- All school-owned books, tools and equipment returned
- All tuition and fees paid
- Student identification card returned

Verification should be recorded on a withdrawal form obtained from the registrar. The withdrawal form must be completed by the student, signed by his/her instructor and then returned to the registrar for final clearance.

## **WITHDRAWAL/REFUND POLICY**

- One hundred percent (100%) tuition and supply fees are refundable to the student if the school cancels the program.
- One hundred percent (100%) of tuition is refunded if AMT students withdraw before the course start date.
- There is NO refund after the first class has met for classes meeting five or fewer days. For more information, please refer to <http://tulsatech.edu/about/district-policies/>.
- For drops after five school days from the student's start date, refunds will be processed on a Career Major hourly consumption basis, based on scheduled hours, plus a \$100 process fee.
- A student eligible for a refund should expect a minimum of three weeks (15 working days) from the date of refund request approval before receipt of a refund check.
- No refund is given for books purchased.
- Nonattendance of classes does not constitute official withdrawal. The student must notify a school official (e.g. Counselor, Coordinator or Administrator) in order to be eligible for refund.

- A refund request will not be approved unless all financial obligations to Tulsa Tech have been met.
- When a student is eligible for a refund and upon student request, the amount of the refund may be credited to other costs incurred at Tulsa Tech.

<b>AMT PROGRAM REQUIRED TOOLS</b>	<b>COURSE NEEDED BY</b>
Uniform Shirts (3ea)	1102
Safety glasses with side shields	1102
Scientific calculator (i.e. TI-30XS or TI-30XIIS)	1102
Tool box <i>or</i> tool bag	1104
10-25 ft. tape measure	1104
7-3/4" duckbill pliers	1107
6" Phillips screwdriver, #2	1107
4" common screwdriver, 1/4"	1107
10" file, bastard cut	1107
File handle	1107
Inspection mirror	1107
Center punch	1107
6" diagonal cutter	1107
Hack saw frame with 18 & 32 pitch blades	1107
12 oz. ball peen hammer	1107
6" steel rule-64ths, 10ths, 100ths	1107
Flashlight	1107
File card cleaner	1107
Ear defenders	1107
8" needle nose	1107
1/4" combination wrench	1107
5/16" combination wrench	1107
11/32" combination wrench	1107
3/8" combination wrench	1107
7/16" combination wrench	1107
1/2" combination wrench	1107
9/16" combination wrench	1107
5/8" combination wrench	1107
11/16" combination wrench	1107
3/4" combination wrench	1107
1/4" ratchet drive	1107
1/4" drive, 1/4" to 9/16" (12 point)	1107
3/8" ratchet drive	1107
3/8" drive, socket set 3/8" to 13/16" (12 point)	1107
1/4" drive, 2" extension	1209
1/4" drive, 6" extension	1209
Exacto knife and blades	1209
Jeweler's file	1108



12" machinist combination square 32nd or 64ths	1108
1/16"thru 3/8" allen wrenches short-arm hex set	1108
Plastic tip mallet	1108
6" common screwdriver, 5/16"	Gen 2
8" common screwdriver, 3/8"	Gen 2
1-1/2" Phillips screwdriver, #2	Gen 2
20K ohm/volt multimeter	Gen 2
16 gauge Insertion/Extractor tool (5 pack) M819691403	\$1.50 Gen 2
20 gauge Insertion/Extractor tool (5 pack) M819691402	\$1.50 Gen 2
10X magnifying glass	AF & PP
8" slip joint pliers	AF & PP
8" Safety Wire Pliers	Airframe 1
3/32", 1/8" & 5/32" pin punches	Airframe 1
Thickness gauges	Airframe 1
Straight cut aviation snips	Airframe 1
Drafting compass	Airframe 1
Protractor	Airframe 1
Scissors 6"	Airframe 1
1-1/2" C-clamp (1 each)	Airframe 1
Class 1 Respirator for paint and solvents (ie. 3M All-purpose ½ face Lowes-item 337212)	Airframe 1
Valve Core Removal tool	Airframe 2
Crowsfeet Set	Airframe 2
10" tongue & groove pliers	Powerplant 1
7/8" spark plug socket	Powerplant 1
Stiff scraper/putty knife	Powerplant 1

\*Multimeter recommendation- Klein MM400 (Home Depot or Amazon).

\*Limited tool kits are available for purchase in the RVS Bookstore for students and priority goes to those students on Financial aid where the finances are only permitted to be paid out to the school. Tool kit vendor is predominately SnapOn Tools and cost varies

## AMT Book list

\*All sales are final and prices are subject to change

### Required items for Generals:

Uniform shirts (3 ea @ \$30.00)	\$90.00
Aviation Maint. Tech. Handbook FAA-H-8083-30B (or most current revision)	\$31.00
AC Inspection Repair 43.13-1A/2B	\$30.00
Standard Aircraft Handbook by Larry Rotheithmaier & Ronald Sterkenburg	\$24.50
Avionics- Fundamentals of Aircraft Electronics by Scott Kenney	\$49.95
Buzz Box Magneto Timer	\$30.00
Soldering Kit	\$14.00
ASA Generals Test Guide EBundle unlimited practice tests (Current edition) Purchase from book store	\$47.00

### Other items:

Safety glasses (Clear)	\$1.00
Safety Glasses (Over glasses)	\$5.00
Master Lock	\$4.00
16 gauge Insertion/Extractor tool (5 pack) M819691403	\$1.50
20 gauge Insertion/Extractor tool (5 pack) M819691402	\$1.50

### Required items for Airframe:

FAA-H-8083-31B (or as revised)	
ASA Airframe Test Guide EBundle unlimited practice tests (Current edition) Purchase from book store	\$47.00
Standard Aircraft Handbook by Larry Rotheithmaier & Ronald Sterkenburg	\$24.50
Respiratory mask Class 1 Respirator for paint and solvents (ie. 3M All-purpose ½ face Lowes-item 337212)	\$36.00
Oral & Practical Exam guide (Dale Crane 4 <sup>th</sup> ed)	\$20.00

### Required items Power Plant:

FAA-H-8083-32B (or as revised)	
ASA Powerplant Test Guide EBundle unlimited practice tests (Current edition) Purchase from book store	\$47.00
Oral & Practical Exam guide (Dale Crane 4 <sup>th</sup> ed)	\$20.00

**PRICES ARE SUBJECT TO CHANGE AT ANY TIME SO VERIFY WITH THE BOOK STORE.**