

Student Instruction Guide

FOR

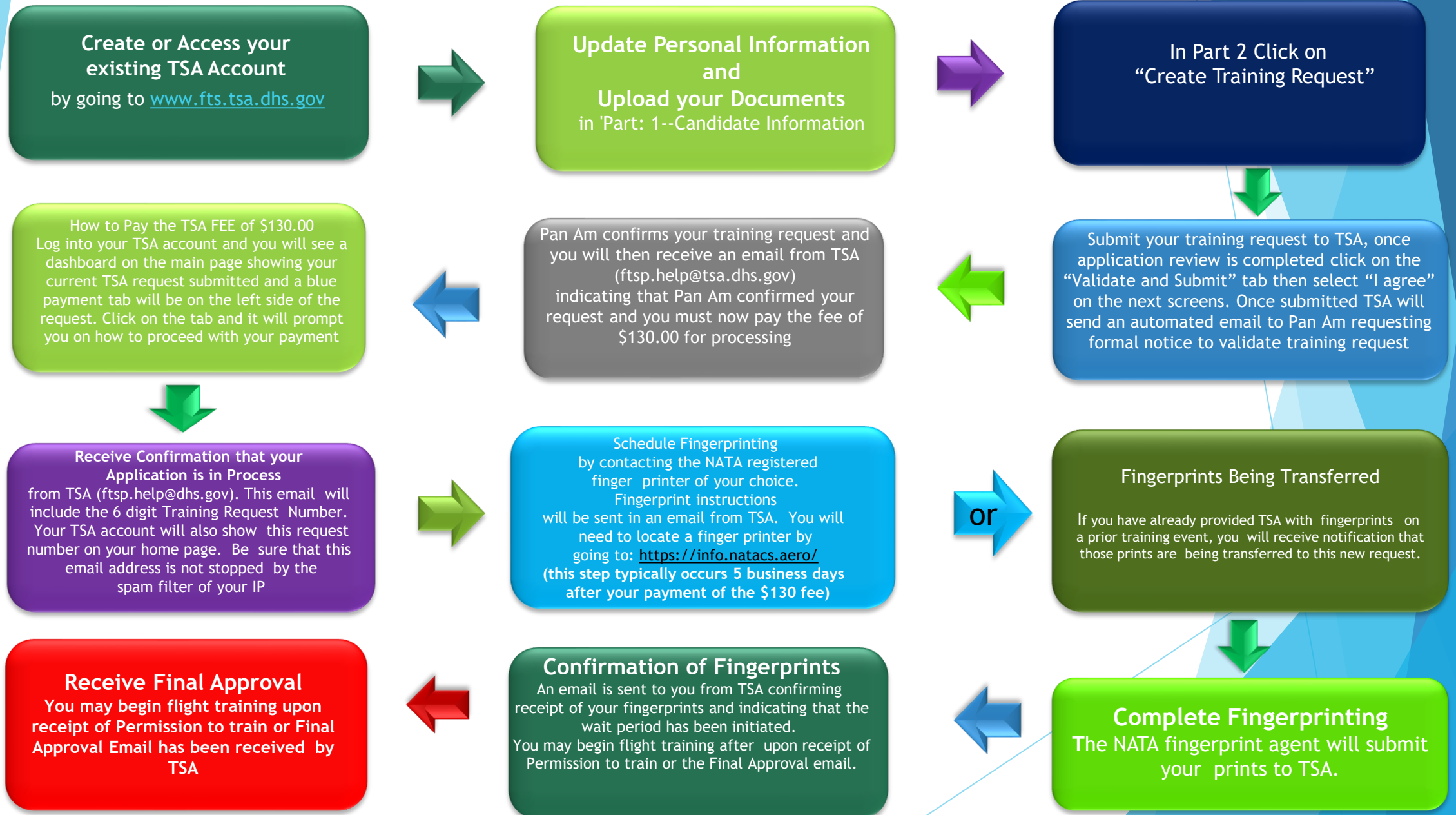
Category 1 & Category 2



Transportation
Security
Administration

CAT 1 or 2 TSA Processing for Initial Type Ratings

Please be advised due to TSA being a government regulated process, applications are not processed on weekends



Step One:

Go to: <https://www.fts.tsa.dhs.gov/home>
Then click on “Create New Candidate Account”
If you already have an account, please log in

Transportation Security Administration

Flight Training Security Program (FTSP)

Department of Homeland Security

Log In

Register

Home Regulatory Legal Notices FAQs Application Guide Links Contact FTSP

What's New

Notice(s)

UPDATE NATA URL Change

2022-Jul-06, 14:01:52

URL for NATACS Fingerprint services has been updated.

Welcome to the TSA Flight Training Security Program (FTSP) online portal.

FTSP's mission is to ensure that individuals participating in flight training do not pose a threat to aviation or national security. Under U.S. law, U.S. flight training providers are prohibited from training any flight training candidates or students unless they have submitted certain information to TSA, and TSA has determined that the individual does not pose a threat to aviation or national security.

Step Two:

Manage Personal Account Information, by selecting “Update Personal Information”

Manage My Personal Account Information

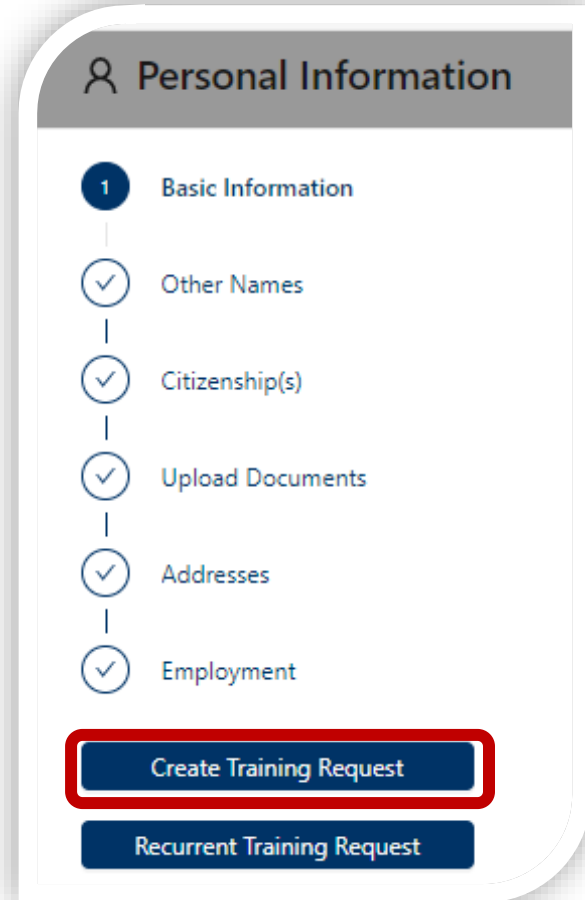
To begin this process, select 'Update Personal Information.' You will be asked to provide information such as your name, birth date, You must click the 'Save' button at the top of the screen before you proceed to the next step. The links on the left of your screen all information still required).

Update Personal Information

- Name must be EXACTLY as shown in your documents, Passport & Visa
- Upload CLEAR images of your documents (passport, visa, & any licenses if required)
- Training Dates can be estimated: exact dates are not required
- The equipment selected on your application must match the “scheduled” training from Pan Am Flight Academy

Step Three:

Once all personal information has been added you will then need to create a training request. Select Create Training Request tab as shown below



The screenshot shows a mobile application interface for 'Personal Information'. At the top, there is a header with a person icon and the text 'Personal Information'. Below this, a vertical list of steps is shown, each with a circular icon and a label: '1 Basic Information' (with a '1' in a dark circle), 'Other Names' (with a checkmark in a circle), 'Citizenship(s)' (with a checkmark in a circle), 'Upload Documents' (with a checkmark in a circle), 'Addresses' (with a checkmark in a circle), and 'Employment' (with a checkmark in a circle). At the bottom of the form, there are two dark blue buttons with white text: 'Create Training Request' and 'Recurrent Training Request'. The 'Create Training Request' button is highlighted with a red rectangular border.

Step Four:

Create a Category 1 Training Request:

Go back

1. Select your flight training provider, class and aircraft type

* Where will you be training?:

Required Field

* Who will you be training with?:

Required Field

* Aircraft Type:

Required Field

* Class Name:

Required Field

Course ID: ⓘ

2. Select your training dates

* Estimated Start:

Required Field. The date selected comes before the minimum date allowed for this entry. Must be in the future

* Estimated End:

Required Field

Save as Draft

Submit

- Where will you be training: [Florida](#)
- Who will you be training with?: [\(Pan Am Flight Academy \(fka Panam Intl\) "Not" Pan Am](#)
- Aircraft type: Must be listed in this section (example of aircraft types: B737, B767, B777, A320)
- Class Name: Category 1 or 2- needs to be exact to the scheduled course: (example: Category 1 ATP/CTP B737, Category 1 Initial B737, Category 1 Initial A320, Category 2 Reduced/Upgrade B777, Category 2 Reduced/Upgrade A320)
- Course ID#: Please add sales number provided to you buy your account executive, or if with a carrier/airline and do not know sales order add name of carrier
- Estimated Start and End Dates: Does not have to be exact this area could be a future estimated date
(Please keep in mind, you must process your TSA in advance, as a FINAL APPROVAL must be granted in order to start training with Pan Am Flight Academy)

Next Steps:

Once the request has been submitted, please allow 72 hours for Pan Am to validate the request. Students will then receive an email advising the request has been validated. Instructions on how to proceed with the application will also be included.

After all data has been entered correctly, TSA will send an email requesting payment. Students will need to pay \$130.00 directly on the TSA website and payment confirmation will then be emailed to the student for his/her records.

You will then receive your “Documentation Accepted/Fingerprint Instructions” email, giving you authorization for fingerprinting.

If additional assistance is required,
please contact our TSA team at:

TSA@panamacademy.com

AFSP Finger Printing



Miami Students - You may schedule your fingerprinting appointment with one of the following providers upon arriving to Miami.

Fingerprint Collection Agency	Address	Contact	Phone	Email
Fingerprint Pro	5600 NW 36th Street 2nd Floor Miami FL, 33122	Ricardo Grubb	(305) 798-6066	ricardogrubb@yahoo.com

Find a Fingerprint Technician Near You!



Mapping by Mapline

US Callers: 1.800.788.3210 | International Callers: 1.703.842.5317 | info@natacs.aero
[Terms and Conditions of Use](#) | [Privacy Statement](#) | [Contact Us](#)

- ▶ Out of the Country:
 - ▶ NATA Compliance Services prides itself on having certified technicians located all over the world, so getting fingerprinted is as easy and convenient as possible!
 - ▶ If you wish to complete your fingerprinting prior to your arrival, please visit NATA Website <http://info.natacs.aero/find-a-fingerprint-technician-near-you> to find your closest location