

ATP CTP Virtual Instructor-Led Training (VILT) Student Acknowledgment of Virtual Attendance Requirements

Dear Student,

Thank you for enrolling in Pan Am Flight Academy’s ATP CTP Virtual Instructor-Led Training (VILT) program.

Prior to final enrollment and scheduling, you are required to review and acknowledge the following minimum technical and attendance requirements. By signing this document, you confirm that you understand and agree to comply with all requirements listed below.

Technical Requirements

I confirm that I have access to a computer or tablet that meets the following minimum standards:

- Minimum screen size of 9.7 inches
- Functional camera (must remain on during all live sessions)
- Functional microphone
- Sound capability (speakers or headset)
- Stable and reliable internet connection
- Physical, stationary location suitable for classroom participation
- Course may NOT be attended via mobile phone

Windows	Dual-core 2 GHz processor (Intel i3/i5/i7 or AMD equivalent) 4.0 GB RAM 1280 x 720 display resolution Windows 10
MacOS	2 Core processor 4.0 GB RAM 1280 x 800 display resolution macOS Catalina 10.15.7
iPad	iPad (8th generation) iPad Air (4th generation) iPadOS 14.0
Browsers	Windows <ul style="list-style-type: none"> • Google Chrome 80.0.3987 • Microsoft Edge 81.0.416.58 • Opera 67 MacOS <ul style="list-style-type: none"> • Apple Safari 14.0.3 • Google Chrome 80.0.3987
Devices	To fully participate in a OneRoom session, a webcam, microphone, and sound device must be installed and compatible with your system.

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Learning Platform Access

I understand that I will receive separate login invitations from the following platforms:

- Pan Am TalentLMS
- JetPubs
- OneRoom (X2O Cloud Virtual Classroom)

I confirm that I will:

- Follow the login instructions upon receipt
- Verify successful access to each platform
- Notify Pan Am immediately if I experience login or access issues

Technical assistance email: avproblem@panamacademy.com

Course Participation Requirements

I understand and agree that:

- Attendance at all scheduled virtual sessions is mandatory
- My camera must remain on at all times during live instruction
- I must actively participate as required by the instructor
- All class times are scheduled in Eastern Time (ET) (UTC -5 or UTC -4 depending on daylight savings)
- Failure to meet technical or attendance requirements may result in removal from the class and possible rescheduling fees

Scheduling Confirmation

I understand that once all technical requirements are verified, Pan Am Scheduling will issue a formal class schedule confirmation. I agree to review and confirm my schedule promptly upon receipt. I understand that simulators must be scheduled sixty (60) days after the completion of the ground school portion.

Student Certification

I hereby certify that:

- I have read and understand all ATP CTP Virtual attendance and technical requirements
- I meet the minimum technical standards
- I agree to comply with all participation policies

Signature: _____

Student Name: _____

Date: _____