

**CONTRACTED TRAINING CHECKLIST**

<b>NAME AND ADDRESS OF FACILITY:</b>			
<b>FACILITY CODE:</b>			
<b>DATE OF APPROVAL NOTICE:</b>			
<b>DATE RECEIVED:</b>			

<b>DOES THE LETTER OF "NOTICE OF APPROVAL" CONTAIN:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	<b>Contractor and Contracted Information:</b> Names, addresses and contact information			
2	<b>Signatures of Representatives of both Contractor and Contracted</b>			
3	<b>How is supervisor of the contractor over the Contracted to be performed</b>			
4	<b>Record Retention:</b> who is responsible, time periods, location and security			
5	<b>Insurance:</b> who is responsible for student injury			
6	<b>Release of Liability:</b> is any entity listed within the contract released from liability for incidents			
7	<b>Contract Term Dates:</b> insure dates of terms school uses is covered by contract dates			
8	<b>Rates and Fees:</b> need published in the contract to insure equity between student			
9	<b>Indemnification:</b> who is responsible for students			
10	<b>Invoicing:</b> is the VA paying the contractor or contracted and is it published in the catalog			
11	<b>Payment:</b> what methods are used to obtain payments from students			
12	<b>Termination:</b> what are the term dates of the contract, how is it extended, and what happens when the closure dates pass.			

<b>Fully Contracted Flight/Other Degree Programs</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Fully contracted-IHL is contracting with the NCD facility (or other approved entity) as a whole				
1	Are the school using the NC's approved programs, instruction and equipment to complete necessary degree requirement?			
2	Is thee NCD facility and flight facility SAA and VA approved?			
3	If the VA/SAA has not approved contracted facility then only equipment and space can be contracted.			
4	Are the courses approved by the VA and if flight, listed on the approved Air Agency Certificate and Letter of Authorization?			
5	Has contracted equipment at the facility been approved by the VA?			
6	Does the Aircraft Addendum list all aircraft by tail number, type and horsepower?			
7	Is contracted space approved by the VA and within the approved facility's location?			
8	Are instructors contracted through the VA approved facility if so they need not be listed as faculty of the college. When SAA conducts review of the contracts, their ability to teach at the IHL must be investigated and approved.			
9	Has the IHL included private pilot as part of the fully contracted NCD program? If fully contracted with an NCD private pilot <b>cannot</b> be part of the program.			
10	Has the IHL included private pilot as part of the fully contracted IHL program?			
11	Is the contracted program with another IHL contain an approved private pilot program?			
12	Has the SAA insured that the contracted entity can provide the training contracted for and has the equipment and space required?			

<b>Flight Degrees-Part 61-Contract Specific Information</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Has the IHL developed their own TCO and Syllabi for flight courses under Part 61?			
2	Has the SAA/A verified that the courses meet the criteria listed in 14 CR Part 61 Subpart E through K?			
3	Has the TCOs and Syllabi been submitted to the SAA for approval with the catalog as an addendum?			
4	Did the IHL contract for equipment?			
5	Did the IHL contract for space?			
6	Do the Instructors meet qualifications to teach college level courses per the school's accrediting body and/or hiring standards.			

<b>Flight Degrees-Part 141</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Has the school been issued an Air Agency certificate with Letter of Authorization by the FAA?			
2	Is the Chief Flight Instructor a member of the faculty and licensed to teach all-approved areas on the AAC.			

3	Did the school contract for equipment? Must have an addendum in the contract listing all contracted equipment.			
4	Did the school contract for space? Must meet the minimum criteria for the NCD flight program.			
5	Do the instructors meet qualifications to teach college level course per the school's accrediting body and/or hiring standards?			
6	Does the school's AAC list private Pilot? May only contract for programs above private pilot.			
7	Did the IHL contract with the NC for instructors for private pilot?			
8	Did the school contract instructors from the NCD flight school for courses within the contract?			
<b>Billing and Refunds for all Contracts</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Is the contract bill by hour? A fully contracted flight program is bill by hour as the program approved for the NCD is bill by hour.			
2	Is the contract bill by percentage? The school is flat rate and the NC bills weekly, monthly or by term for a percent of flight performed.			
3	Is the contract bill by contracted cost? The NC and IHL agree to a flat cost per term per student and bills the IHL upon completion of the course for each student at one flat rate listed within the contract.			
<b>Specific Details for Contracts without Flight Components</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1	Is the contract with any third party that is involved with the curriculum must be approved by the SAA and assigned a facility code?			
2	Are the instructors either contracted individually or part of the faculty and staff?			
3	Do the instructors meet the state and accrediting body requirements to teach at the facility?			
4	Does the catalog list information that the program is contracted? Is there an addendum to the catalog with this information?			
5	Have copies of all contracts, agreements, MOUs or any other document describing the contracted relationship been submitted to the SAA for approval??			
<b>REMARKS (If approval requirements are not met, explain below and the results of inquiry to the SAA)</b>				
<b>NAME (Print)</b>				
<b>SIGNATURE</b>		<b>TITLE</b>		