

# Enrollment Check List

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**1. TSA Documentation:** Must be examined by Chief or Assistant Chief Pilot.

**A.** Valid Passport

or

**B.** Government Issue Birth Certificate

\*Signed Copy Must Be Retained by University of Dubuque\*

**2.** Chief of pilot training must sign the enrollment certificate.

**3.** Copies of: valid driver's license, Current medical certificate, as well as copies of pilot ratings held.

**4.** All personal information on page 3 of the training course outline must be complete.

**5.** Student signatures and dates must be on the following:

**A.** Waiver and release / hold harmless agreement

**B.** Enrollment certificate

**6.** Print Drug/Alcohol Informed Consent Form from G: drive.

**7.** Inform students they need to complete Safety and Operations Manual quiz and other document acknowledgment quizzes, as applicable, within two weeks of the start of their flight training.

**8.** All applicable information must be entered into the pilot manager section of AIMS software by an Assistant Chief or higher.

Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date \_\_\_\_\_