

Flight Training Security Program Provider and Small Entity Compliance Guide



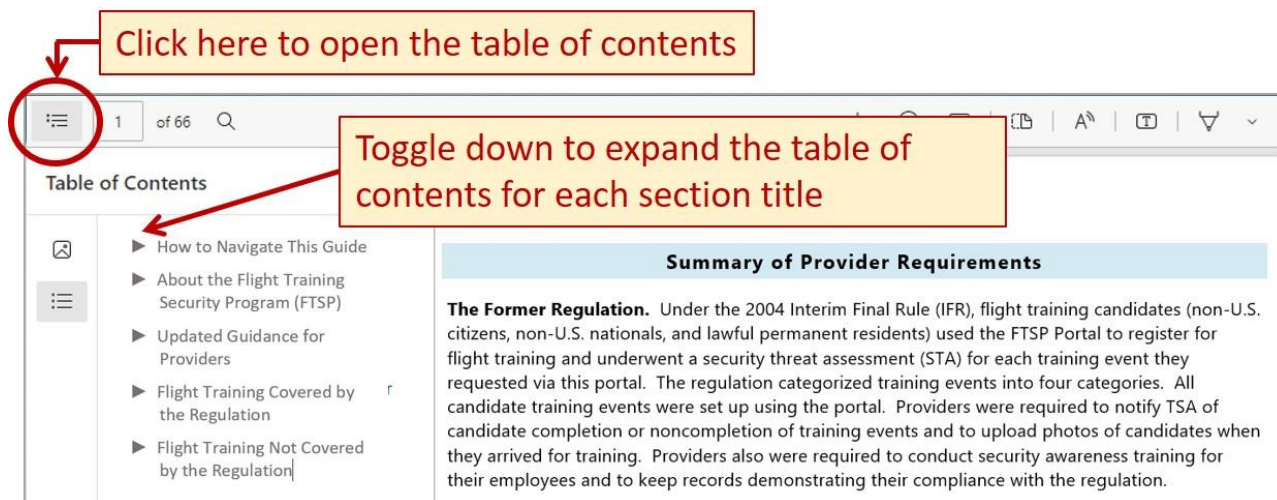
Version 1.0

HOW TO NAVIGATE THIS GUIDE

This guide is your “one-stop-shop” for all information you need to comply with the FTSP regulation.

To use the guide while you are logged into your account on this portal, open it up in a separate tab **before** you log in, then keep that tab open while you log into the portal using another tab. You can then toggle back and forth to this guide without leaving the portal.

The PDF toolbar at the top of this guide allows you to download the PDF file and annotate your version, or print it. You can also pull down a full table of contents as shown below, and you can increase or decrease the screen view.



For your convenience, a full table of contents follows this page and “Back to Contents” links are provided throughout to help you find what you need.

If you download and use your own annotated version of this guide, keep in mind that TSA may amend the guide to accommodate policy or procedural changes. Any significant change will be announced on the “What’s New” board on the FTSP portal home page.

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ABOUT THE FLIGHT TRAINING SECURITY PROGRAM (FTSP)

[The Flight Training Security Regulation](#)

[Comparison of the Final Rule and the Interim Final Rule](#)

The Flight Training Security Regulation

Under the Code of Federal Regulations Title 49, part 1552, before a flight training provider may provide flight training or access to flight training equipment to an individual who is not a U.S. citizen or a U.S. national (candidate), or to an individual who is a lawful permanent resident of the United States, they must determine that the individual is not a threat to aviation or national security. The 2023 update to the regulation finalizes the interim final rule (IFR) issued by TSA in 2004.

TSA's Flight Training Security Program (FTSP) oversees implementation of the regulation.

Under the regulation, candidates must undergo a security threat assessment (STA) and receive a *Determination of Eligibility* from TSA before they can participate in flight training. U.S. citizens and U.S. nationals are exempt from the requirement to undergo an STA before they can train, but their flight training provider must verify their U.S. citizenship when they arrive for training.

The updated regulation allows a candidate to participate in multiple training events without additional cost for as long as their Determination of Eligibility remains valid, up to five (5) years.

Flight training providers must establish an account on this portal and keep their account information up-to-date. Providers also must appoint a Security Coordinator, notify TSA of candidate flight training events and their completion, upload a photo of a candidate or DOD endorsee when they arrive for training, conduct security awareness training for their employees, and maintain records demonstrating compliance for five (5) years. This guide provides instruction for all of these activities.

TSA handles all interactions between candidates and all interactions with flight training providers through this portal.

For more information about the final rule, see [About the Regulation](#).

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Comparison of the Final Rule and the Interim Final Rule

TSA reviewed the Interim Final Rule (IFR) and clarifications issued after the IFR was published. The final rule incorporates those clarifications, makes modifications requested by flight training providers and the public, reorganizes the regulation for greater clarity and to eliminate redundancy, and adds a requirement that providers appoint a security coordinator as a single point of contact with TSA.

The table below compares the IFR and the Final Rule, shows which section of the IFR was incorporated into that final rule part (in italic text), and summarizes why the change was made.

Note that provider compliance with inspection requirements is now covered under 49 CFR part 1500 (see the last row of the table).

Flight Training Security Program Final Rule	Change from Interim Final Rule <i>(IFR subsections in italics)</i>	Reason for the Change
§ 1552.1 – Scope	Refines the scope and general requirements of the rule in a separate section. <i> §§ 1552.1(a) & 1552.21(a)</i>	Technical changes.
§ 1552.3 – Terms Used in This Part	Consolidates and clarifies terms and definitions. There are some new terms and some terms are refined. <i> §§ 1552.1(b) & 1552.21(b)</i>	Provides clarity by defining terms previously not defined, expanding some existing definitions, and moving some terms used throughout TSA's regulations to § 1500.3.
§ 1552.5 – Applicability	Specifies that this regulation applies to: <ul style="list-style-type: none"> ▪ Flight training providers ▪ Flight training provider employees ▪ Persons leasing simulators ▪ Students (U.S. citizens and U.S. nationals) ▪ Candidates (non-U.S. citizens, non-U.S. nationals, and lawful permanent residents) <i>New section</i>	Provides clarity regarding applicability of the rule's requirements. Clarifies requirements for persons, entities, and companies providing leased aircraft simulators for flight training.
§ 1552.7 – Verification of Eligibility	Describes the process for verifying various flight student's eligibility for training. Identifies persons who are required to undergo a security threat assessment (STA) and persons who are exempt from undergoing an STA: <ul style="list-style-type: none"> ▪ Non-U.S. citizens/nationals and lawful permanent residents must undergo an STA ▪ U.S. citizens/nationals are exempt from the STA but must show identification at arrival for training ▪ U.S. Department of Defense (DOD) endorsees are exempt from the STA but must show identification at arrival for training <i> §§ 1552.3(a-d) & 1552.3(h)(1-2)</i>	Expands and incorporates clarifications published after the IFR was issued.
§ 1552.9 – Security Coordinator	Requires all flight training providers to designate a person to serve as a Security Coordinator. Outlines the role of the Security Coordinator. <i>New requirement</i>	Establishes the Security Coordinator as TSA's primary contact with a provider, consistent with other TSA regulated entities, e.g., airports, aircraft operators, etc.
§ 1552.11 (Reserved)	<i>Left open for possible future requirements</i>	
§ 1552.13 – Security Awareness Training	Specifies security awareness training requirements: <ul style="list-style-type: none"> ▪ Initial ▪ Refresher ▪ Frequency changed from annual to biennial Replaces "recurrent" security awareness training with "refresher security awareness training."	Term change to avoid confusion between recurrent flight training (required by the FAA) and recurrent security awareness training (required by TSA) and reduces the frequency of refresher security awareness training.
§ 1552.15 – Recordkeeping	Identifies recordkeeping requirements: <ul style="list-style-type: none"> ▪ What needs to be recorded ▪ How long to retain records ▪ Options on how records are stored <i> §§ 1552.3(i)(1) & 1552.25(a)</i>	Consolidates documentation and recordkeeping requirements to provide clarity and eliminate redundancies. Introduces the option to store and manage records on the FTSP Portal.

Flight Training Security Program Final Rule	Change from Interim Final Rule <i>(IFR subsections in italics)</i>	Reason for the Change
§ 1552.17 – FTSP Portal	Specifies that candidates and flight training providers must register an account on the FTSP Portal. <i> §§ 1552.3 & 1552.5</i>	Provides clarity and eliminates redundancies.
§ 1552.19 – Fraud, Falsification, Misrepresentation, or Omission	Updates language concerning confirmation and attestation of truth and accuracy by individuals and entities covered by this regulation and specifies: <ul style="list-style-type: none"> ▪ Penalties ▪ Denial of security threat assessment ▪ Other enforcement or administrative actions <i> § 1552.3(g)(1)</i>	Provides clarity on the impact of making false statements.
§ 1552.31 – Security Threat Assessments	Specifies requirements regarding security threat assessments (STAs) for candidates. A candidate's Determination of Eligibility issued from their STA is extended for up to five (5) years. <i> §§ 1552.3(a-d), (e), (f), & (k)</i>	The candidate's Determination of Eligibility can be used with one or more flight training providers. Also consolidates and standardizes candidate requirements and extends duration of the Determination of Eligibility for up to five (5) years.
§ 1552.33 (Reserved)	<i>Left open for possible future requirements</i>	
§ 1552.35 – Presence in the United States	Describes how TSA determines a candidate's eligibility based on their lawful presence in the United States for the duration of training. <i> § 1552.3(a-d) & (h)</i>	Clarifies that: <ul style="list-style-type: none"> ▪ A candidate must be legally present in the U.S. to participate in flight training, i.e., must hold a valid, unexpired visa or otherwise be granted permission to stay by the U.S. Government. ▪ TSA may in some circumstances issue a preliminary Determination of Eligibility pending proof of permission to stay (e.g., visa obtained). ▪ A candidate training outside the United States is not required to provide proof of permission to stay in the U.S. but must provide any U.S. visas they may hold.
§ 1552.37 – Comparable security threat assessments	Provides a reduced fee option for candidates with a comparable STA acceptable to TSA. <i>New section</i>	Allows for a reduced fee for candidates that hold a comparable STA issued by another DHS or TSA program.
§ 1552.39 – Fees	Consolidates fee requirements: <ul style="list-style-type: none"> ▪ One (1) fee ▪ Paid by the candidate ▪ Covers all training events for 5 years <i> § 1552.5</i>	Candidates pay a single fee for an STA covering multiple training events for the duration of their Determination of Eligibility (up to five (5) years).

Flight Training Security Program Final Rule	Change from Interim Final Rule <i>(IFR subsections in italics)</i>	Reason for the Change
§ 1552.51 – Notification and processing of flight training events	Consolidates notification requirements and specifies that providers must: <ul style="list-style-type: none"> ▪ Notify TSA of training events using the FTSP portal ▪ Photograph the candidate or DOD endorsee on arrival for training and upload photo to their portal account within 5 days ▪ Update portal records as to whether the event was completed or abandoned <i>§ 1552.3(a-d) & (e)</i>	These requirements were found in multiple locations within the IFR.
§ 1503.207 – Inspection Authority	Specifies inspection authority: <ul style="list-style-type: none"> ▪ Consolidated for all regulations in the 49 CFR part 1500 series <i>New provision under 49 CFR part 1503</i>	Technical amendment to consolidate requirements related to TSA's investigative and enforcement procedures.

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UPDATED GUIDANCE FOR PROVIDERS

[Summary of Provider Requirements](#)

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Summary of Provider Requirements

The Former Regulation. Under the 2004 Interim Final Rule (IFR), flight training candidates (non-U.S. citizens, non-U.S. nationals, and lawful permanent residents) used the FTSP Portal to register for flight training and underwent a security threat assessment (STA) for each training event they requested via this portal. The regulation categorized training events into four (4) categories. All candidate training events were set up using the portal. Providers were required to notify TSA of candidate completion or noncompletion of training events and to upload photos of candidates when they arrived for training. Providers also were required to conduct security awareness training for their employees and to keep records demonstrating their compliance with the regulation.

The Final Rule. TSA updated and finalized the regulation in 2023 with publication of the Flight Training Security Program Final Rule, which retains many of the IFR requirements. The Final Rule also makes significant changes designed to reduce burdens on candidates and providers without impacting security.

The Final Rule implements the following changes for flight training providers:

- **Codified portal usage requirements.** You are required to use the FTSP portal to identify your operation, whether or not you provide flight training to non-U.S. citizens/non-U.S. nationals (candidates).
- **Added a Security Coordinator requirement.** You must designate a Security Coordinator as your principal point of contact with TSA. This requirement aligns FTSP with other DHS and TSA regulatory programs.
[More about the Security Coordinator](#)
- **Reduced the frequency of security awareness training.** Initial security awareness training must still be completed within 60 days of hire; however, refresher security awareness training is now required once every two (2) years.
- **Simplified how training events are identified as covered.** Considerations of weight of the aircraft and training categories are eliminated from the regulation. There are no changes from the IFR as to what training events are covered.
[Flight Training Covered by the Regulation](#) [Flight Training Not Covered by the Regulation](#)
- **Changed notification of candidate training events.** You, the provider, notify TSA of all training event details. Candidates select providers through the portal; they no longer provide their training event details to TSA. You must notify TSA about scheduled candidate training event(s) through your portal account. Later, you must update the training event as to whether those events were completed or abandoned.
[More about managing training event notifications](#)

- **Changed the duration of the candidate STA (Determination of Eligibility).** Training event notifications are no longer linked to processing of candidate STAs. A candidate's valid Determination of Eligibility covers all flight training events for up to five (5) years. Candidates choose a flight training provider on this portal after they receive their Determination of Eligibility.

See the [Candidate Application Guide](#) for more information.

The final rule does not change requirements to verify the identity of both U.S. citizens and candidates when they arrive for training. Also unchanged is the requirement to upload a photo of the candidate within five (5) business days of their arrival for training.

Compliance recordkeeping requirements are also unchanged, but the final rule clarifies recordkeeping requirements for simulator leasing agreements.

The chart below summarizes provider requirements.

Flight Training Provider Requirements and FTSP Processes	
All Flight Training Providers	
Maintain an FTSP Portal Account	<ul style="list-style-type: none"> • Keep your account up to date
Designate Personnel on the Account	<ul style="list-style-type: none"> • Security Coordinator (required) • Provider Administrator (if relevant) • Account Agent(s) (if relevant)
Conduct Security Awareness Training for All Covered Employees	<ul style="list-style-type: none"> • Follow TSA guidelines for the training content and presentation • Conduct initial training within 60 days of date of hire; biennially after that • Retain records concerning employee training for 5 years or for 1 year after employment is terminated
Document Aircraft Simulator Lease Agreements	<ul style="list-style-type: none"> • Keep records of your lease agreements for 5 years <p>NOTE: If a provider cannot register with TSA, the party leasing out the simulator must register with TSA as a provider and maintain the leasing records for 5 years</p> <p>More on leasing agreements</p>
Demonstrate Compliance	<ul style="list-style-type: none"> • Retain records as specified in § 1552.15 (in most cases, for a minimum of 5 years) • Allow TSA inspections and audits • Allow FAA access to your records
Only for Providers Who Train U.S. Citizens and U.S. Nationals	
Verify that the Student Is a U.S. Citizen or U.S. National	<ul style="list-style-type: none"> • Check ID when they arrive for training • Retain a record of the verification for 5 years <p>See "Options for Validating U.S. Citizenship" in About the Regulation for a list of acceptable identification documents for U.S. citizens and nationals.</p>

Flight Training Provider Requirements and FTSP Processes	
Only for Providers Who Train Non-U.S. Citizens, Non-U.S. Nationals, and Lawful Permanent Residents (Candidates)	
Notify TSA of Candidate Training Events <ul style="list-style-type: none"> Create a training event notification record on the FTSP Portal for every training event <ul style="list-style-type: none"> Provide estimated dates of training and training location(s) 	
Update the FTSP Portal Concerning Candidate Training <ul style="list-style-type: none"> When the candidate appears for training: <ul style="list-style-type: none"> Match their identification document(s) with the portal record for that candidate Take a photograph of the endorsee or candidate when they arrive for training Upload this photograph within 5 days Close out the event notification record as to whether training was completed and the actual dates of training 	
Establish and Maintain Records and Retain Files for Designated Period of Time <ul style="list-style-type: none"> Update portal records concerning training taken and candidate completion or noncompletion of a training event Retain identity verification records including photographs for 5 years 	
Only for Providers Who Train U.S. Department of Defense Endorsees	
Verify the Identity of Endorsees <ul style="list-style-type: none"> Match endorsee identification document with the endorsement posted on the FTSP Portal Create a training event notification for the endorsee 	
Update the FTSP Portal Concerning Endorsee Training <ul style="list-style-type: none"> Take a photograph of the endorsee or candidate when they arrive for training and upload this photograph within 5 business days of their arrival Update the training event notification for the actual dates and location(s) of training and whether the endorsee completed that training 	
Establish and Maintain Records and Retain Files for Designated Period of Time <ul style="list-style-type: none"> Update portal records concerning training taken and candidate completion or non-completion of a training event Retain identity verification records including photographs for 5 years 	

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Administrative Changes

As a flight training provider, you will notice other administrative changes resulting from implementation of the Flight Training Security Program Final Rule. The regulatory change from an *event-based* candidate security threat assessment (STA) to a *time-based* STA of up to five (5) years has led to portal and processing changes – most notably:

- Providers are no longer involved in processing candidate STA payments.
- Candidates who receive a Determination of Eligibility select one or more providers. If you are selected by a candidate, their information will automatically post to your Training page.
 - Start the process of creating a training event notification from your [portal home page](#) by selecting “Create Training Event.” This will take you to your Training page.
- You cannot notify TSA of a training event unless the candidate has selected you. If the candidate’s name does not appear on your Training page, they either have not selected you, have not completed their STA application, or have completed their application but not yet received a Determination of Eligibility.
- You should only notify TSA of training events for candidates that you intend to train.
 - If you notify TSA of a training event for a candidate, but the candidate does not begin or complete training, you must update your Training page as to why they did not initiate or complete training.
 - If you do not intend to train a candidate who has selected you, email FTSP.Help@tsa.dhs.gov and request that the candidate be removed from your Training page. Allow five (5) business days (excluding weekends and U.S. Government holidays) for a response.

A transition period (from the Interim Final Rule to the Final Rule) will be in effect from May 1, 2024 to July 30, 2024:

- Training events that were in progress when the final rule was published on May 1, 2024 must be completed within 365 days of the original approval of the candidate’s STA, in accordance with the IFR. Approvals cannot be extended.
- Training events that are submitted during the first 90 days after May 1, 2024 must be completed within 365 days of the original approval of the candidate’s STA, in accordance with the IFR. Approvals cannot be extended.
- Any training event that you enter on your training page on or after July 30, 2024 must be completed within the duration of the candidate’s Determination of Eligibility and will not be extended beyond the date the Determination of Eligibility either expires or has not been updated in accord with TSA requirements.

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Compliance Recordkeeping

As a provider, you must comply with all final rule requirements except requirements regarding recordkeeping of lease agreements by July 30, 2024.

You must comply with lease agreement recordkeeping requirements by November 1, 2024.

The final rule clarifies [leasing recordkeeping requirements](#) and adds the requirement to maintain records of Security Coordinator security awareness training (see § 1552.9(d)). TSA may specifically request only these records, so it is advisable to ensure they are readily available.

Security Coordinator requirements become effective on November 1, 2024:

- If you registered with FTSP prior to that date, you have six (6) months from that date to identify your Security Coordinator.
- If you register with FTSP on or after that date, you must identify your Security Coordinator while setting up your account.

There are no other changes to provider recordkeeping requirements.

At a future date, TSA intends to provide an optional online repository that providers can use to store records they are required to retain. Providers will be notified when this capability is implemented.

[More on Recordkeeping](#)

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FLIGHT TRAINING COVERED BY THE REGULATION

You must notify TSA about the following flight training events if provided to candidates:

- Initial
- Instrument
- Multi-engine
- Type-rated
- Recurrent for type rated

In addition, you are allowed to notify TSA of the following optional training events:

- Commercial
- Airline Transport Pilot (ATP)

As an example, you can select both multi-engine and commercial for a training event, or both type-rated and ATP as a training event.

For a student who is a U.S. citizen or U.S. national, you must verify their U.S. citizenship before allowing them to participate in any of the above training events.

For a military pilot endorsed by the U.S. Department of Defense (DOD), a DOD attaché must use this portal to endorse that pilot and identify you as the provider before you can train the endorsee for any of the above training events. See [U.S. DOD Endorsements](#).

You can schedule a candidate for multiple training events up to the date their security threat assessment (STA) expires. However, you should also consider the duration of a candidate's lawful presence documentation, because expiration of their visa or other qualifying immigration document could cause their Determination of Eligibility to be suspended or cancelled. If you allow a candidate to train past the expiration of their Determination of Eligibility, you will be in violation of this regulation and subject to penalty (see [Compliance and Inspections](#)).

Training event notifications submitted prior to July 30, 2024 will be processed in accordance with the Interim Final Rule and will not be extended. Candidates who received an STA prior to July 30, 2024 must reapply for a five-year STA. See [Pre-Final Rule Training Event Requests](#).

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FLIGHT TRAINING NOT COVERED BY THE REGULATION

Not every flight training event requires a notification to TSA. Below are two (2) tables:

- A list of training that can be provided to candidates **without** notifying TSA.
- A list of training activities that **may or may not** require notification, with guidance on how to determine whether to notify.

TSA coordinated with the [Aviation Security Advisory Committee](#) and consulted with industry to compile the table of flight training activities that do not require notification.

Flight Training Activities that <u>Do Not</u> Require Notification	
Activity	References and Guidance
Technology	
Heads Up Display (HUD) Simulator Qualification	<ul style="list-style-type: none"> • Flight Simulation Training Device (FSTD) Guidance Bulletin 03-02 • 14 CFR part 60, Flight Simulation Training Device Initial and Continuing Qualification and Use
Enhanced Flight Vision System (EFVS) FSTD Qualification	<ul style="list-style-type: none"> • FSTD Guidance Bulletin 03-03 • 14 CFR 61.66, Flight Simulation Training Device Initial and Continuing Qualification and Use
Category II / III	<ul style="list-style-type: none"> • 14 CFR 61.67, Category II Pilot Authorization Requirements • 14 CFR 61.68, Category III Pilot authorization Requirements
Required Navigation Performance, Authorization Required (RNP AR)	<ul style="list-style-type: none"> • FAA Advisory Circular (AC) 90-105A • AC 90-101A Change 1
General Aviation Qualifications	
Ultralight Aircraft	<ul style="list-style-type: none"> • Flight training in the operation of airships, balloons, and gliders
Unmanned Aircraft System (UAS) <i>aka</i> Unmanned Aerial Vehicle (UAV) <i>aka</i> Drone	<ul style="list-style-type: none"> • Training in the operation of unmanned aircraft systems
Air Carrier Qualifications	
Line Oriented Flight Training (LOFT) [also called Line Operational Simulation (LOS)]	<ul style="list-style-type: none"> • FAA Advisory Circular (AC) 120-51E, Crew Resource Management Training
Operator Specific	<ul style="list-style-type: none"> • 14 CFR 121.441, Proficiency Checks • 14 CFR 135.301, Crewmember: Tests and checks, grace provisions; training to accepted standards
Differences Training	<ul style="list-style-type: none"> • Flight Standards Information Management System (FAA Handbook) Volume 3 • General Technical Administration; Chapter 19: Training Programs and Airman Qualifications • Section 9, Safety Assurance System: Differences Training—All Training Categories
Rejected Takeoff Go/No-Go	<ul style="list-style-type: none"> • FAA AC 120-62, Takeoff Safety Training Aid

Flight Training Activities that <u>Do Not</u> Require Notification	
Commercial Operator Training	<ul style="list-style-type: none"> • 14 CFR 135.297, Pilot in command: Instrument proficiency check requirements
Non-U.S. Air Carrier Proficiency Checks <ul style="list-style-type: none"> • Proficiency Check • License Proficiency Check (LPC) • Operator Proficiency Check (OPC). 	<ul style="list-style-type: none"> • FAA Handbook; Volume 12, International Aviation • Chapter 2: Foreign Air Carriers Operating to the United States and Foreign Operators of U.S.-Registered Aircraft Engaged in Common Carriage Outside the United States • Section 3, Part 129, Part A: Operations Specifications
Extended Operations (ETOPS) Polar Operations	<ul style="list-style-type: none"> • AC 120-42B, (ETOPS and Polar Operations) • 14 CFR 121.7, Definitions • 14 CFR 121.162 • AC 135-42, Extended Operations (ETOPS) and Operations in the North Polar Area • 14 CFR 135.364, Maximum flying time outside the United States
Right Seat Training	<ul style="list-style-type: none"> • Dual qualification for captain to be able to fly from the right seat station [does not include training that will lead to a new type rating for the individual in the right seat (example: a pilot who is qualified on both the Boeing 757 and the Boeing 767 may request a related aircraft deviation in accordance with 14 CFR 121.439(f)]
General Proficiency Checks	
Practical Test (Check Rides)	<ul style="list-style-type: none"> • Check rides are not considered part of a training event The candidate should have already been registered for the rating being testing
Flight Review and Instrument Currency, Helicopter	<ul style="list-style-type: none"> • 14 CFR 61.56, Flight Review (for aircraft <12,500 lbs.) • 14 CFR 61.57(a),(b),(c), and (d), Recent Flight Experience: Pilot in command
Instrument Proficiency Checks	<ul style="list-style-type: none"> • 14 CFR 61.57(d), Recent Flight Experience: Pilot in command
Landing Currency	<ul style="list-style-type: none"> • 14 CFR 61.57, Recent Flight Experience: Pilot in command
Conversion	<ul style="list-style-type: none"> • AC 61-143, Conversion Process for Pilot Certificates in Accordance with the Technical Implementation Procedures – Licensing as Part of the Bilateral Aviation Safety Agreement Between the FAA and the European Union Aviation Safety Agency (EASA)
Flight Training Provider	
Examiner Training	<ul style="list-style-type: none"> • 14 CFR 183.23, Pilot Examiners
Training Center Instructor Training and Testing (includes instructor serving as trainee)	<ul style="list-style-type: none"> • 14 CFR 42.53, Training Center Instructor Training and Testing Requirements

Flight Training Activities that <u>Do Not</u> Require Notification	
Other Safety Activities	
Special Airport Qualifications	<ul style="list-style-type: none"> • 14 CFR 121.445, Pilot in Command Airport Qualification: Special Areas and Airports
Upset Recover Training (UPRT)	<ul style="list-style-type: none"> • FAA AC 120-111, Upset Prevention and Recovery Training – with Change
High Altitude Training (HAT)	<ul style="list-style-type: none"> • 14 CFR 61.31(g), Type rating requirements, additional training, and authorization requirements

Flight Training that <u>May or May Not</u> Require Notification	
Activity	How to Determine Whether to Notify
Commercial Pilot rating	<p>Exempt only if the candidate holds a stand-alone Pilot certificate.</p> <ul style="list-style-type: none"> • For example, if the candidate holds an Instrument rating, the provider does not need to create a training event for the Commercial rating; however, if the candidate is training for Instrument <u>and</u> Commercial ratings simultaneously, the provider must notify TSA of the Instrument rating training event.
Airline Transport Pilot (ATP) rating	<p>Exempt only if the candidate holds a stand-alone Pilot certificate.</p> <ul style="list-style-type: none"> • For example, if the candidate holds a Multi-Engine or Type rating, the provider does not need to create a training event for the ATP rating; however, if the candidate is training for a Multi-Engine rating or for a Type rating <u>and</u> the ATP, the provider must notify TSA of the Multi-Engine or Type rating training event.
Certified Flight Instructor (CFI) rating	<p>Exempt only if the candidate holds a stand-alone Pilot certificate for the aircraft in which they are already certified.</p>
Demonstration, Introductory, Orientation, Discovery, Acceptance, and Familiarization flights	<p>A short-term flight to demonstrate aircraft capabilities or characteristics to a potential purchaser is exempt from the regulation if it is:</p> <ul style="list-style-type: none"> • An introductory or orientation flight; • A familiarization or discovery flight for the purpose of demonstrating a flight training provider's program to a potential student or candidate; or • An acceptance flight after an aircraft manufacturer delivers an aircraft to the purchaser. <p>This exemption only applies if no flight training covered by the regulation is conducted during the event.</p>

Flight Training that May or May Not Require Notification

Side Seat Support	<p>TSA does not need to be notified of side seat support provided by individuals who already hold a rating for the training event for which they are providing side seat support. For example, if the candidate is training in a B-727 and the side seat support individual is not a U.S. citizen or U.S. national:</p> <ul style="list-style-type: none">• If that individual already has a B-727 rating, no notification is required.• If they do not have a B-727 rating, they must apply for or hold a Determination of Eligibility, and the provider must notify TSA of that training event for both individuals.
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If you inadvertently notify TSA of a non-required event, you must close out that event on the portal.

If you do not see a specific training event covered that you believe should be exempt from flight training event notification, or if you believe that an exempt event listed above needs to be adjusted, contact FTSP.Help@tsa.dhs.gov and provide specific information about the event and an FAA reference regarding that event. Or, you can post a public comment to the Flight Training Security regulation public rulemaking [docket](#) during the regular review and comment period for the Paperwork Reduction Act (PRA), which is conducted approximately every three (3) years by TSA.

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THE FTSP PORTAL

The final rule makes use of the FTSP Portal mandatory for flight training providers. Candidates also must use the portal to apply for a security threat assessment (STA), and DOD attachés must use the portal to submit endorsee verifications.

You must establish a permanent account for your operation on this portal whether or not you train candidates. If you already have an account, you can continue to use it.

All flight training providers must use the portal to:

- Notify TSA of their contact information including training locations.
- Designate a Security Coordinator and designate a Provider Administrator (Provider Admin) (this may be the same person).
- If relevant, designate account agents that will use this portal. See [Security Coordinator, Provider Administrator, and Agent\(s\)](#).
- Record the U.S. citizenship verification, unless the instructor records the verification statement in their logbook and their student's logbooks.

You must use this portal to:

- Verify that a candidate is eligible to participate in flight training by verifying that the individual appears on your [home page](#).
- Notify TSA of specific training events for candidates. See [Training Event Notifications](#).
- Upload a photo of each candidate within five (5) days of their arrival for training.
- Update training event information.
- Upload photo of [U.S. DOD Endorsements](#).
- Acknowledge all TSA emails regarding a candidate's ineligibility, disqualification, or denial of a Determination of Eligibility.

You can also use this portal to review all of your [TSA emails](#).

Your contact information and training locations are posted on this portal. Candidates use the information you provide to select you as a provider. Keep your information current to facilitate candidates selecting you.

TSA and certain other government agencies use this portal and may access your account information to determine your compliance with this and other regulations.

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SECURITY COORDINATOR, PROVIDER ADMINISTRATOR, AND AGENT(S)

Security Coordinator

Provider Administrator and Agents

Security Coordinator

You must designate a Security Coordinator to act as a single point of contact between you and TSA.

This requirement applies to all flight training providers, including those who only train U.S. citizens. Any flight training provider is in a position to identify critical threat information that needs to be provided to the FBI and TSA. Equally important, TSA may need to provide flight training providers with information about an emerging or imminent threat.

The requirement to designate a Security Coordinator becomes effective on July 30, 2024:

- Flight training providers already registered with FTSP have six (6) months to identify their Security Coordinator.
- Providers who register with FTSP on or after July 30, 2024 must identify their Security Coordinator while setting up their account.

The Security Coordinator must be designated at the corporate level to ensure access to company leadership and knowledge of company operations.

- **For an individual Certified Flying Instructor (CFI):** You are automatically established as a Security Coordinator when you set up your account.
- **For a Part 61 group or club:** The Security Coordinator must be an FAA certificate holder and you must list all the CFIs working with your students and/or candidates as Agents on the account. You must notify TSA of the change in designation of your Security Coordinator via the online portal within five (5) business days of that redesignation. If you are setting up a Part 61 group or club, the system will automatically assign you as the Security Coordinator.
- **For a Part 121, 135, 141, or 142 provider:** The Security Coordinator does not have to be FAA certificated. You must notify TSA of the change in the designation of your Security Coordinator via the online portal within five (5) business days of that redesignation. If you set up the provider account, the system will automatically assign you as the Security Coordinator.

The Security Coordinator is responsible to:

- Support communications with TSA concerning intelligence information, security related activities, and emergency response.
- Coordinate your operation's security practices and procedures with law enforcement and emergency response entities. These duties include maintaining knowledge of the points of contact at the local FBI, TSA, and law enforcement offices.
- Review TSA updates and security advisories.

The Security Coordinator must be accessible to TSA on a 24 hours a day/7 days a week basis. You may designate an alternate Security Coordinator if staffing permits.

Provider Administrator and Agent(s)

You must establish a Provider Administrator (Provider Admin) who facilitates training event notifications to TSA. Only one (1) person can be designated for the Provider Admin role. The Provider Admin and the Security Coordinator can be the same person.

- **For a CFI:** You are automatically established as the Provider Administrator when you set up your account.
- **For a Part 61 group or club:** If you are a CFI or part 61 provider and hold an FAA certificate, you are automatically established as the Provider Admin. If you do not hold an FAA certificate, you must find someone else in the group or club who does and register that person as the Provider Admin. If you are setting up your Part 61 group or club, you are automatically established as the Provider Administrator.
- **For a Part 121, 135, 141, or 142 provider:** The Provider Admin does not need to be a certificate holder. The certificate on the account must be related to their 121, 135, 141, or 142 operation. The Provider Admin does not need to be the Security Coordinator. If you are the person setting up the provider account, the system will automatically assign you as the Provider Administrator.

Either the Provider Admin or the Security Coordinator can create one or more Agent(s) as needed on their account. A provider Agent cannot create, delete, or amend a Security Coordinator or Provider Admin account.

Provider Administrators ensure that the portal account is kept up-to-date for the following:

- Certificate number
- Contact information
- Training locations
- User accounts

Provider Administrators also manage the designation and removal of agent accounts.

TSA inspectors will contact your Provider Admin or Security Coordinator to coordinate compliance audits and inspections.

Your Provider Administrator or Security Coordinator must contact FTSP.Help@tsa.dhs.gov to reassign either of these roles. Any change in the Security Coordinator designation or their contact information must be reported to FTSP within five (5) days (see § 1552.9(b)).

SECURITY AWARENESS TRAINING

Flight training providers must provide initial and refresher security awareness training to their employees, as flight training provider employee is defined by the regulation. This requirement applies to all flight training providers, not just those who train candidates.

About the training. You and your employees must complete initial security awareness training within 60 days of being hired. Thereafter, you and your employees must complete refresher training at least every two (2) years.

The final rule provides precise requirements for the content of this training (§ 1552.13). You can adopt and tailor industry-developed security awareness training programs to your needs. The training must instruct your employees on how to recognize suspicious circumstances or activities that could be exhibited by candidates or other individuals. Specifically, the training must address each element identified in § 1552.13, within the unique circumstances of your operations.

Individuals you supply for side seat support need to undergo security awareness training.

Employees who never have contact with

candidates. Employees whose position never places them in contact with candidates and who do not handle your records related to candidates or other 49 CFR part 1552 requirements are not required to take security awareness training.

Individuals who are supplied by the candidate or student's sponsor to provide side seat support are not considered provider employees and do not need to complete security awareness training.

Aircraft operators. If you are an aircraft operator operating under a TSA-approved security program in accordance with 49 CFR parts 1544 or 1546, you can comply with flight training security awareness training requirements using programs developed under those parts. You can maintain or continue to maintain training records in accordance with your TSA-approved security program. TSA has posted an example of such a program at [Security Guidelines for General Aviation Airport Operators and Users](#). You may not offer or conduct flight training to the public or to employees of other aircraft operators.

You must keep records of current employees' security awareness training for five (5) years and must make these employee records available to TSA and FAA inspectors on request. Retain records of security training for one (1) year after an individual is no longer an employee.

Who does the regulation consider to be a flight training provider employee?

Any individual who:

- Provides services to a flight training provider in return for financial or other compensation, or a volunteer, and
- Has direct contact with flight training students and candidates is considered a covered employee.

This individual could be an instructor, other authorized representative, or independent contractor.*

*See § 1552.3, Terms used in this part.

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YOUR PROVIDER ACCOUNT

[Register an FTSP Account](#)

[Your Provider Page/Manage Your Training Locations](#)

[Your Portal Home Page](#)

[Check Your Account Information](#)

Register an FTSP Account

You must set up an account on this portal to conduct your business with TSA and comply with the Flight Training Security regulation.

To create an account, select "Register Options," then "Provider Portal," as depicted below.



This will open the screen below. Complete all fields under Personal Information ("Middle Name" is the only optional field.)

Flight Training Security Program (FTSP)
Department of Homeland Security

[Home](#)

Request a New Flight Training Provider Account

Personal Information

* First/Given Name: Middle Name: * Last Name/Surname:

* Phone Number: * Email Address: * Verify Email Address:

Flight Training Provider Information

* Flight Training Provider (School) Name: * Flight Training Provider Type: * FAA Certification or Satellite Designator:

ⓘ This name will be presented to prospective clients for your business.

* Flight Training Provider State: * FSDO, CMO, or IFO: * I understand and agree to: ☐ ⓘ [Applicable Notices](#)

ⓘ Base U.S. state where your business or school is located.

For Flight Training Provider (School) Name: Candidates will find you on this portal first by selecting a State, then by the name you provide here. You can use your certificate number as the Flight Training Provider name; however, if you continue as an operation for more than a few years, we highly recommend that you create a name for your operation. You may want to ensure that your name is unique so that candidates do not inadvertently select someone else as their provider.

Flight Training Provider State: Select the primary ("base") U.S. State where your operation is located and where TSA inspectors will go to conduct an audit or an inspection. You may have multiple locations where you conduct flight training; add these to your account later, from your Provider Page.

Flight Training Provider Type: Choose a type based on whether you operate under 14 CFR Part 61, Part 121, Part 135, Part 141, or Part 142:

- Do you operate as an independent Certified Flight Instructor (CFI)? If so, select "Individual CFI"
- Are you setting up a club or group of CFIs? If so, select "Part 61"
- Are you an FAA certificated pilot school? If so, select "Part 141"
- Are you an FAA certificated training center? If so, select "Part 142"
- Are you an Air Carrier or Aircraft Operator with an internal pilot school (Part 121 or Part 135)? If so, select "Air Carrier"

FAA Certification Number: Enter the number from your airman certificate.

FSDO, CMO, or IFO: Select the FAA Flight Standards District Office (FSDO), Certificate Management Office (CMO), or International Field Office (IFO) who can confirm your certificate.

For more information contact the appropriate FAA office: [FSDO](#) [CMO](#) [IFO](#)

The FAA Review Process. TSA interfaces with FAA concerning your request for approval to provide flight training via this account registration process. TSA sends your contact information to FAA Flight Standards for screening prior to allowing you to create flight training events. The FAA review process usually takes up to four (4) weeks. Contact FTSP.Help@tsa.dhs.gov if the review process takes longer than four (4) weeks from the date you submitted your registration.

For more information, see FAA's [Dynamic Regulatory System](#) and select "Order 8900.1 Flight Standards Information Management System, 8900.1 Contents," and scroll down to Volume 8, Chapter 8, Section 1.

Multiple Accounts on One Login. FTSP can set up an account to allow an Account Administrator and/or Agent access to multiple accounts through a single login. This feature is usually limited to flight training providers servicing more than 1,000 students/candidates annually in multiple locations.

If you need access to multiple FTSP accounts, email FTSP.Help@tsa.dhs.gov with an explanation of your role and why you need access to the accounts. Allow five (5) business days for a response (excluding weekends and U.S. Government holidays).

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Your Provider Page/Manage Your Training Location(s)

Your provider page shows at a glance your primary business location, your training locations, and all user accounts associated with your business (the list includes current agents or agents who previously had access on this account).

Flight Training Provider Page

Home **Flight Training Provider** Training Search Training Events View TSA Emails Help

Provider's School Info **Your Business Location** AFSP Scan

FAA Certificate State Type 123456789 New York Air Carrier Admin Name Admin Phone Admin E-mail ScanProvider Admin 123456789 ScanProvadmin@d.com

School Contact Information

Address 1: Phone Number: Edit

Address 2:

City: State: Zip/ Postal Code: Country:

Submit

Provider's Training Locations **Your Training Locations** Manage Locations...

Airport Code Name City Country

No Data

Provider's User Accounts **Your User Accounts are displayed here** Create New Agent Account...

Search on table Search

Primary Business Location. You can edit your primary business location by toggling the “Edit” switch, as shown below. Keep your primary business location current, because this is where TSA and FAA inspectors will expect to conduct audits and inspections. For a CFI, this can be your residence.

Joe Provider School's School Info Joe Provider's School

FAA Certificate State Type 12345ABC Alabama Individual Cfi Admin Name Admin Phone Admin E-mail Joe Provider 555-555-5555 joe.provider@email

School Contact Information **Your business location information appears in the top portion of this page** **Click here to edit the page** Edit

Address 1: Phone Number:

1818 Airport Avenue 555-555-5555

Address 2:

City: State: Zip/ Postal Code: Country:

Generic Alabama 12345 United States Of America

Submit

Training Location(s). Enter the base airport where you provide training (if any) and locations where you commonly have the student or candidate fly out of and into. You can enter as many locations as needed, both domestic and international locations.

Keep Your Training Location(s) Up to Date. Maintain an accurate list of training locations associated with your training operations. Candidates start the process of selecting a provider or providers by selecting a U.S. state or country where they want to train.

To add a training location, click the “Manage Locations” button to display the “Manage Locations” page, which shows the locations you have previously selected. See [Select a Training Location](#).

If you cannot find your training location(s) in the “Manage Locations” section or if you need to remove a training location, contact [FTSP Help](#).

Keep Your User Accounts Up to Date. Add agents to your account by clicking on “Create New Agent Account.” Contact FTSP.Help@tsa.dhs.gov to:

- Remove an Agent;
- Change the Provider Administrator;
- Change the Security Coordinator; or
- Deactivate an account (no longer in business).

Allow five (5) business days for a response.

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Your Portal Home Page

Your Home page or dashboard allows you to create a new training event notification and displays actions pending on your account (see screenshot below).



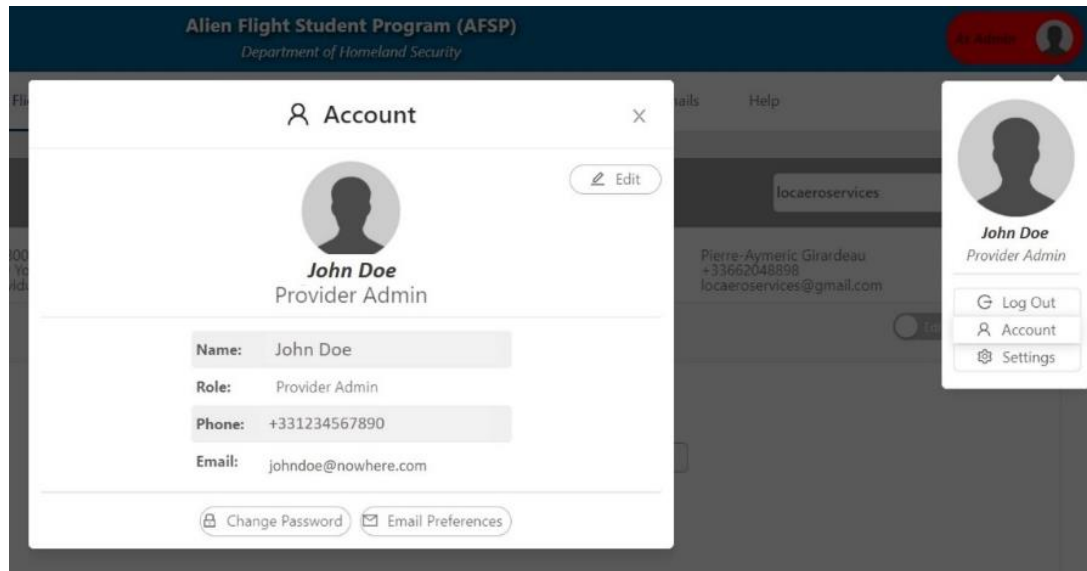
Clicking on the number shown under “Photo Upload” or “Completion Status” will bring you to your Training page. Scroll down on that page to see your scheduled training events.

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Check Your Account Information

You are responsible for maintaining an accurate record of your contact information and your business and training locations on the FTSP portal. Keeping this information up to date ensures candidates have the information they need to select you as their provider.

To check your account information, hover over the *My Account* profile icon in the upper right corner of the page and click "Account." A pop-up screen displays your current contact information (see below). Click "Edit" to change the email address or phone number.



Here, you can also:

- Change your Password.
- Change your Email Preferences - This option allows you to opt out of emails and select emails that you would like to receive concerning transactions that are pending or completed.

Select "View TSA Emails" from the menu at the top of the page to see all emails that FTSP has sent to your account during the past five (5) years.

To change either your name shown on your FTSP account or your designated role, send an email to FTSP.Help@tsa.dhs.gov.

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TRAINING EVENT NOTIFICATION

[Pre-Final Rule Training Event Requests](#)

[Create a Training Event Notification](#)

[Select a Training Location](#)

[Training Completion Status Notification](#)

[Search Training Events](#)

[Training Event Summary Page](#)

Pre-Final Rule Training Event Requests

Training events that were in process before the final rule was published on May 1, 2024 must be completed within 365 days of the original approval of the candidate's security threat assessment (STA), in accordance with the [Interim Final Rule](#) (IFR). Approvals cannot be extended.

Training events submitted during the first 90 days after May 1, 2024 must be completed within 365 days of the original approval of the candidate's STA, in accordance with the IFR.

Training event notifications submitted prior to July 30, 2024 will be processed in accordance with the Interim Final Rule and will not be extended.

Candidates who received an STA prior to July 30, 2024 must reapply for a five-year STA.

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Create a Training Event Notification

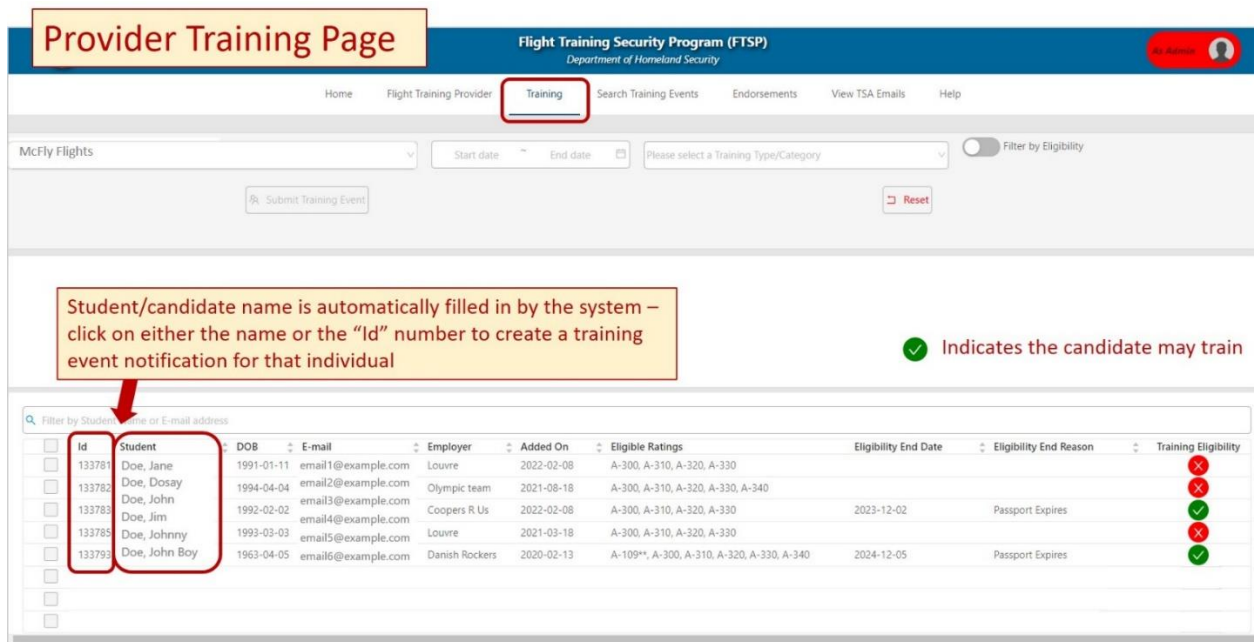
You will only see a candidate on this portal after they have applied for a security threat assessment (STA), received their Determination of Eligibility, and selected you as their provider. You cannot create a training event for a candidate before they select you. A candidate can select more than one provider and can train as often as desired as long as their Determination of Eligibility and their lawful presence documents are current and unexpired. The FTSP system will not allow you to create a training event beyond the validity of the candidate's Determination of Eligibility.

Training events about which you notify TSA on or after July 30, 2024 must be completed within the duration of the candidate's Determination of Eligibility and will not be extended beyond that date.

The FTSP system notifies you on your Training page that a candidate has selected you. To see candidates that have selected you, go to your Home page and click on **Create Training Event**, or select the **Training** tab.



This will open up your **Training page** (see image below). Scroll down the page to see candidates that have selected you.



A check mark indicates you can create a training event notification for this candidate. Do not create a training notification if you do not plan to train that candidate.



An X indicates you cannot schedule training for this candidate. Their Determination of Eligibility is either expired or they need to update their information.

If you create a training event for a candidate you do not later train, you must still mark the training event completed or abandoned, whether or not you actually engaged with that candidate.

The end date for the candidate's Determination of Eligibility is shown, with the reason their eligibility ends on that date. This allows you to see the timeframe for training events.

Also shown are the ratings for which that candidate is eligible to train.

If a candidate is determined to be ineligible, and you have created a training event for that candidate, TSA will send you an email informing you of the candidate's ineligibility.

You can create multiple training events for a candidate for initial, instrument, multi-engine, type rated, and recurrent for type rated training. You can also create training events for commercial and airline transport pilot (ATP) ratings when associated with any of these types of flight training.

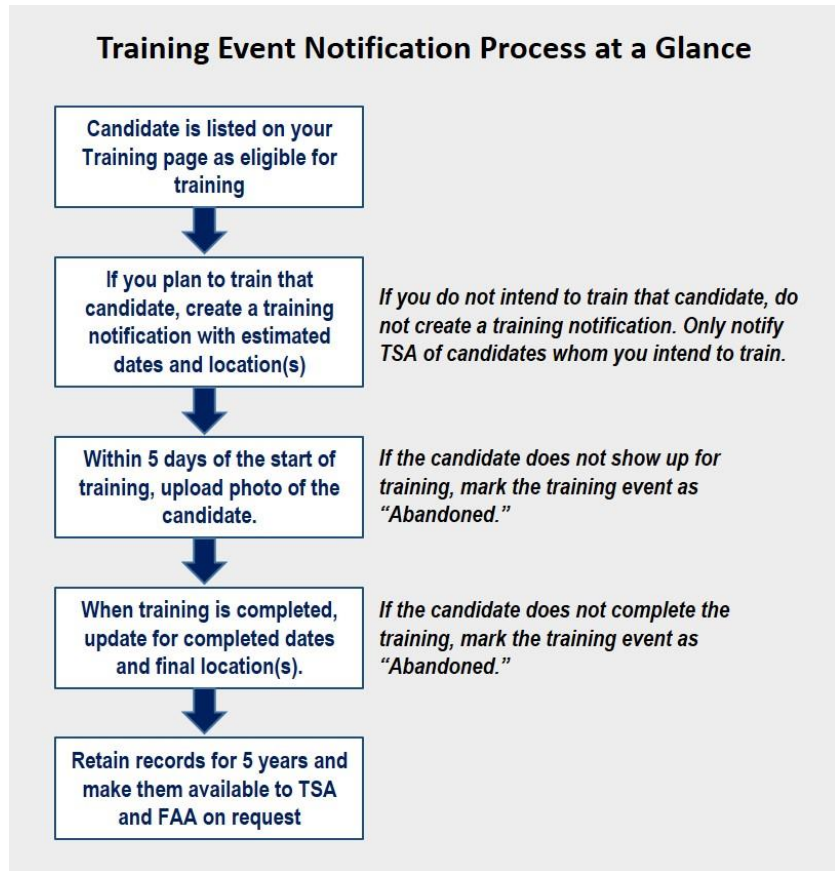
Do not create a recurrent training event for a type rating the candidate does not hold.

The training event notification process is summarized below.

The portal will prompt you to provide the following for each flight training event notification for a candidate:

- The rating(s) and/or certification(s) that the candidate could receive, maintain, or revitalize.
- Estimated start and end dates of training for each event. (You must provide actual dates after training is completed or abandoned.)
- Location or locations, domestic or international, where training is to occur.

TSA recommends you enter a candidate's training event notification on the FTSP portal no less than 30 days before the estimated start of the training event, even for a candidate who may be eligible for expedited processing.



After you have recorded a flight training event notification with TSA, you must:

- Take a photograph when the candidate arrives for flight training in the aircraft or simulator.
- Upload that photograph to your FTSP account within five (5) business days of the date that the flight training in the aircraft or simulator commenced. See [Upload Photo](#).
- Provide the actual start and end dates for each training event when completed or not completed. See [Training Completion Status Notification](#).

Retain records for five (5) years after the training event demonstrating that you:

- Verified citizenship of U.S. citizens;
- Verified that each candidate's identification and immigration documents matched the TSA record for that candidate; and
- Photographed the candidate and uploaded the photo within five (5) business days of their arrival for flight training in an aircraft or simulator.

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Select a Training Location

You must select a training location for each training event notification. A training event request without a location will be flagged with the message below, and you will need to select a location before you can proceed with uploading a photo or entering further information.

The screenshot shows a web application with a navigation bar at the top containing links: Home, Flight Training Provider, Training, Search Training Events, Endorsements, View TSA Emails, and Help. Below the navigation bar is a button labeled 'Close Training Request'. A large red-bordered box contains the following text: 'Must have a **Training Location** selected to view and perform actions on a Training Request. You can add a Training Location through the **Your School** tab. Select the proper Training Location from the Training Location dropdown list.' Below this text is a button labeled 'Your School'.

You can associate each training event notification with one or more of the locations shown on your [Provider page](#).

To add a location: Click on an item in the All Training Locations table (search the list by entering a part of the location name or airport code into the Search field).

The screenshot shows the 'Flight Training Security Program (FTSP)' interface. The header includes the Transportation Security Administration logo, the program name, and a user profile icon. The navigation bar contains links: Home, Flight Training Provider, Training Requests, Search Pay.gov Payments, View TSA Emails, and Help. A 'Back to School' button is visible. The main content area is divided into two sections: 'Flight Training Provider's Training Locations' and 'All Training Locations'. Both sections have a search bar and a 'Search' button. The 'Flight Training Provider's Training Locations' section shows a table with one row: F70, French Valley Airport, Murrieta / Temecula, California, United States Of America, In Use. The 'All Training Locations' section shows a table with 10 rows, each representing an airport with its code, name, city, state, country, and an 'Add' button in the Actions column. The footer contains links: Transportation Security Administration, Terms of Use / Privacy Policy, Paperwork Reduction Act, and Privacy Act Statement.

Airport Code	Name	City	State	Country	Actions
F70	French Valley Airport	Murrieta / Temecula	California	United States Of America	In Use

Airport Code	Name	City	State	Country	Actions
CDI	Cambridge Municipal Airport-Ohio	Cambridge	Ohio	United States Of America	Add
SD6	Parsons Airport	Carrollton	Ohio	United States Of America	Add
CQA	Lakefield Airport	Celina	Ohio	United States Of America	Add
6CM	Chapman Memorial Field	Centerburg	Ohio	United States Of America	Add
RZT	Ross County Airport	Chillicothe	Ohio	United States Of America	Add
LUK	Cincinnati Municipal Airport (Lunken Field)	Cincinnati	Ohio	United States Of America	Add
ISZ	Cincinnati-Blue Ash Airport	Cincinnati	Ohio	United States Of America	Add
CGF	Cuyahoga County Airport (Robert D. Shea Field)	Cleveland	Ohio	United States Of America	Add
BKL	Burke Lakefront Airport	Cleveland	Ohio	United States Of America	Add

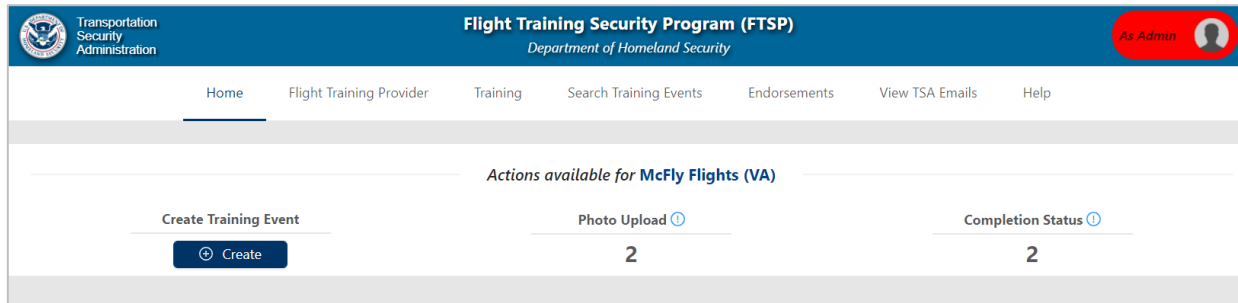
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Training Completion Status Notification

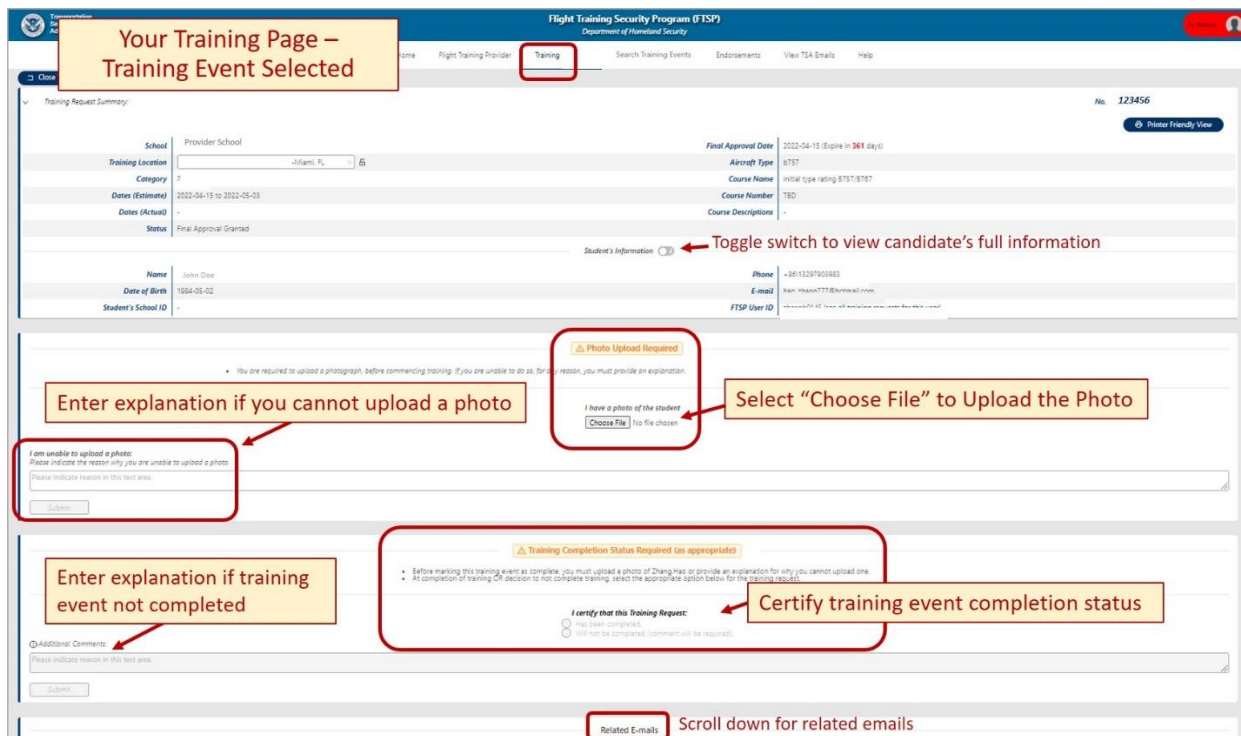
You must update the following information for each flight training event whenever a candidate completes, cancels, or abandons that event:

- Actual start and end dates;
- Actual training location(s); and/or
- Notification if the training was not completed (and why it was not completed, if known).

Your Home page will show any necessary updates pending on your account. In the example below, the provider has two (2) photo uploads and two (2) completion status updates pending.



If you click on the number for Photo Upload or Completion Status, you will be brought to a training summary page showing the outstanding event notification:



On this page you can:

- View the candidate's personal information by toggling the "Student's Information" switch;
- Select **Photo Upload** to upload the candidate's photo when they arrive for training;

- Select “Training Completion Status Required” when the training event has concluded or to annotate why the event was not completed; and
- Scroll down to see all TSA emails associated with that event.

Another way to notify TSA of a training event completion is to access the page shown below from either your **Home** page or your **Training page**. The page prompts you to enter actual start and end dates of the training event.

If the candidate did not show up for training or did not complete the training, use the “Additional Comments” block to record details as to why training was not completed.

doej.jpg

Training Completion Status Required (as appropriate)

- Before marking this training event as complete, you must upload a photo of Doe, John J. or provide an explanation for why you cannot upload one.
- At completion of training OR decision to not complete training, select the appropriate option below for the training request.

I certify that this Training Request:

☒ Has been completed.

☐ Will not be completed (comment will be required).

Additional Comments:

Please indicate reason in this text area.

*** Please enter actual start and end dates of the training event. These may be different from the estimated dates provided by the Student:**

Start date ~ End date

Please select training completion start and end dates.

Submit

Your account Home page will remain flagged for any event for which you have not uploaded the candidate’s photo or indicated completion status for that training event.

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Search Training Events

To search for training events you have created, select **Search Training Events** from the top menu, which brings up the screen below. You can search, filter, or sort your training event notifications.

The screenshot shows the 'Search Training Events' page within the 'Flight Training Security Program (FTSP)' interface. The page has a blue header with the TSA logo and navigation links: Home, Flight Training Provider, Training, Search Training Events (active), Endorsements, View TSA Emails, and Help. A user profile 'As Admin' is in the top right. The search form includes fields for School (McNeill Plane Training), TR ID, Event ID, Event Date(s) (Start/End date), Candidate Name, Training Type/Category, Type Rating, Paid By, Payment Date(s) (Start/End date), Payment ID, and Payment Status. A 'Search' button and a 'Reset' button are at the bottom of the form. Below the form is a table with the following data:

	Event ID	Training Type/Category	Type Rating	TR Count	School	Payment ID	Total Price	Paid By	Payment Date	Payment Status
+	200877	Multi-engine		1	McNeill Plane Training	N/A	N/A	N/A	N/A	N/A
+	90758	4 - Recurrent Training	A-330	1	McNeill Plane Training	N/A	N/A	N/A	N/A	N/A

Filter your search by any field or combination of fields that show a drop-down menu or calendar.



Click this symbol at the bottom left hand corner of the table (not shown in the above image) to download a spreadsheet version of your current training event notifications.

Click on any listed training event notification to show all of its details and to take any action for that request.

Training Event Summary Page

To view a Training Event Summary page for any training event you have created, click on the Training ID number. This will open up the summary page. TSA emails associated with this training event are posted at the bottom of the summary page.

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UPLOAD PHOTO

[When to Take the Photo](#)

[When to Upload the Photo](#)

[How to Upload the Photo](#)

When to Take the Photo

You must take a photograph of the candidate when the candidate arrives for flight training in an aircraft or simulator, even if the candidate recently completed another training with you.

Uploading the photograph serves to confirm for recordkeeping purposes that that you have exactly matched the identification the candidate presents to you against their name, date of birth, and passport or other qualifying document number shown on the FTSP Training Event Notification.

When to Upload the Photo

Upload the photo as soon as possible after it was taken, no more than five (5) business days after the day the candidate begins training in the aircraft or simulator. For example, if you took the photo when they arrived on a Wednesday, upload it no later than Tuesday of the following week.

How to Upload the Photo

To upload the photo, select the specific training event from your Training page, which will bring you to a page like the image below. Select **Photo Upload Required**.

The screenshot displays the 'Flight Training Security Program (FTSP)' interface. At the top, there's a navigation bar with links: Home, Flight Training Provider, Training Requests (selected), Search Pay.gov Payments, View TSA Emails, and Help. Below this is a 'Close Training Request' button. The main content area is titled 'Training Request Summary' with a reference number 'No. 1234567' and a 'Printer Friendly View' button. The summary is divided into two main sections: 'School' and 'Student's Information'. The 'School' section includes fields for 'Provider Name', 'Training Location' (a dropdown menu), 'Final Approval Date' (2022-02-17, 289 days remaining), 'Aircraft Type' (Cessna 172), 'Course Name' (Instrument), 'Dates (Estimate)' (2022-02-18 to 2022-03-31), 'Course Number' (Instructor CFII), 'Dates (Actual)' (empty), and 'Status' (Final Approval Granted). The 'Student's Information' section includes fields for 'Name' (John J. Doe), 'Phone' (1234567890), 'Date of Birth' (1989-01-01), 'E-mail' (candidate.email@email.com), 'Student's School ID' (empty), and 'FTSP User ID' (jjdoejr). A yellow banner at the bottom of the form area states 'Photo Upload Required' with a warning icon. Below the banner, a message reads: 'You are required to upload a photograph, before commencing training. If you are unable to do so, for any reason, you must provide an explanation.' At the very bottom, there are links for 'Transportation Security Administration', 'Terms of Use / Privacy Policy', 'Paperwork Reduction Act', and 'Privacy Act Statement'.

Ensure the photo captures the full face without shadow and that the image is not too dark or blurred. Focus just on the face; the image should not include anything below the person's neck.

TSA only accepts the following image formats: BMP, DOC, GIF, HTML, JPEG, JPG, PDF, and TIF.

To upload the photo, click on **Choose file** (see image below). This will remain open as an action on your Home page until the photo is uploaded.

If you cannot upload the photo, scroll down to "I am unable to upload a photo" and key in your explanation why you cannot upload a photo, then click on **Submit**.

⚠ Photo Upload Required

- You are required to upload a photograph, before commencing training. If you are unable to do so, for any reason, you must provide an explanation.

I have a photo of the student

Choose FileNo file chosen

I am unable to upload a photo:

Please indicate the reason why you are unable to upload a photo.

Please indicate reason in this text area.

Submit

The screen below shows all information associated with a completed training request, including the uploaded photo of the candidate and all emails related to that event.

Transportation Security Administration

Flight Training Security Program (FTSP)
Department of Homeland Security

Admin

HomeFlight Training ProviderTraining RequestsSearch Pay.gov PaymentsView TSA EmailsHelp

Close Training Request

Training Request Summary


No. 123456

Printer Friendly View

School	Example Aviation	Final Approval Date	2019-02-11
Training Location	Sanford Regional Airport	Aircraft Type	C172
Dates (Estimate)	2019-02-09 to 2020-02-09	Course Name	Instrument
Dates (Actual)	2019-12-12 to 2019-12-12	Course Number	SMA141IR
Status	Training Completed	Course Descriptions	-

Student's Information

Name	John Doe	Phone	1234567890
Date of Birth	1985-01-01	E-mail	jdoe@xyz.com
Student's School ID	-	FTSP User ID	dоеjohnny (see all training requests for this user)



20220427_123456.jpg

Related E-mails

Recipient(s)	Subject	Date Sent
John Doe	FTSP Training Request #123456: Final Approval	2019-Feb-11
John Doe, Provider POC	FTSP Training Request #123456: Final Approval	2019-Feb-11
John Doe, Provider POC	FTSP Training Request #123456: Permission to Initiate Training/Fingerprint Receipt	2019-Feb-09
John Doe	FTSP Training Request #123456: Documentation Accepted/Fingerprint Receipt Transferred	2019-Feb-09

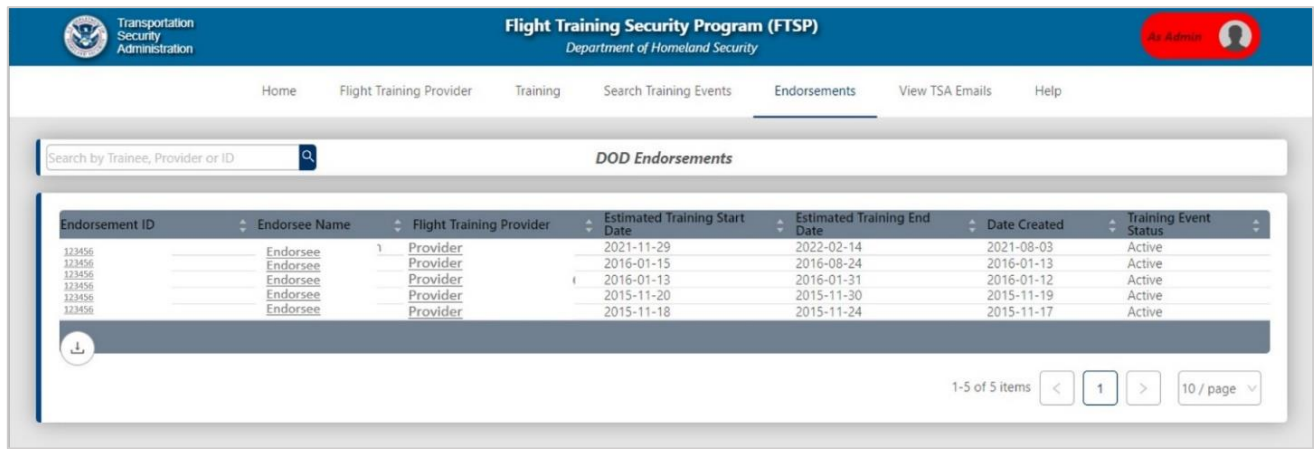
Transportation Security AdministrationTerms of Use / Privacy PolicyPaperwork Reduction ActPrivacy Act Statement

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U.S. DOD ENDORSEMENTS

The U.S. Department of Defense (DOD) may endorse a non-U.S. citizen or a non-U.S. national for flight training. DOD endorsees are exempt from the FTSP security threat assessment requirement. As a provider, however, you are required to check the endorsees' identification and upload a photo of the endorsee when they show up for training. You must later update your account as to whether the endorsee completed or did not complete the training event. This will remain open as an action on your Home page until the update is made.

The U.S. DOD attaché for the endorsee's country of origin (or their designated representative) uploads the endorsement to this portal, and an email about the endorsement is automatically sent to you. View your endorsements by logging into your account and selecting "Endorsements" from the top menu, as shown below. Use this page to search, filter, or sort your DOD endorsements.



The screenshot shows the 'Endorsements' page of the Flight Training Security Program (FTSP). The page has a blue header with the Transportation Security Administration logo and the text 'Flight Training Security Program (FTSP) Department of Homeland Security'. A red 'Log Admin' button is in the top right. The navigation menu includes Home, Flight Training Provider, Training, Search Training Events, Endorsements (selected), View TSA Emails, and Help. Below the menu is a search bar labeled 'Search by Trainee, Provider or ID'. The main content area is titled 'DOD Endorsements' and contains a table with the following data:

Endorsement ID	Endorsee Name	Flight Training Provider	Estimated Training Start Date	Estimated Training End Date	Date Created	Training Event Status
123456	Endorsee	Provider	2021-11-29	2022-02-14	2021-08-03	Active
123456	Endorsee	Provider	2016-01-15	2016-08-24	2016-01-13	Active
123456	Endorsee	Provider	2016-01-13	2016-01-31	2016-01-12	Active
123456	Endorsee	Provider	2015-11-20	2015-11-30	2015-11-19	Active
123456	Endorsee	Provider	2015-11-18	2015-11-24	2015-11-17	Active

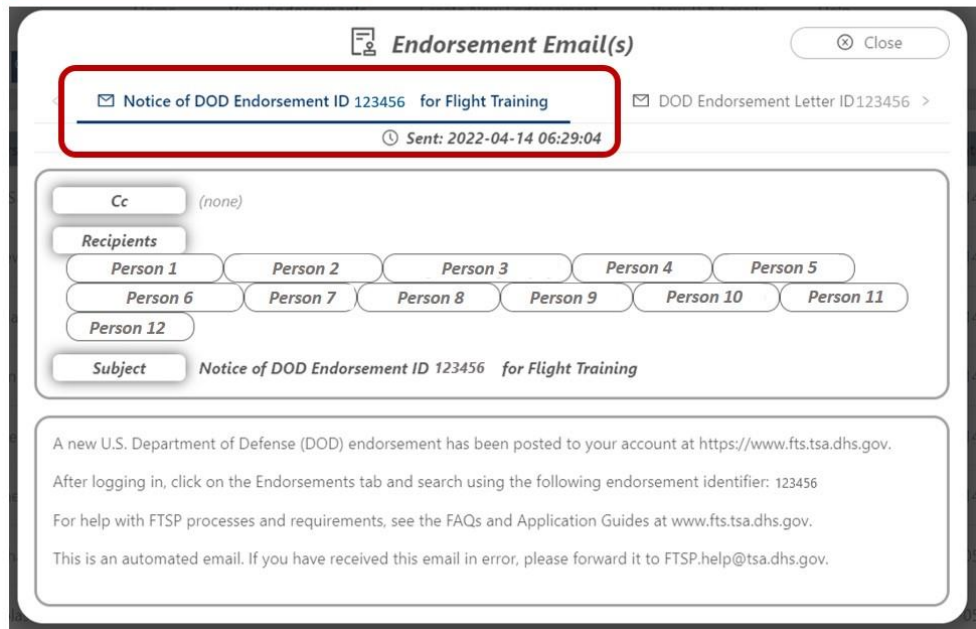
Below the table is a download button (downward arrow icon). At the bottom right, there is a pagination control showing '1-5 of 5 items', a page number '1' in a box, and a '10 / page' dropdown menu.

You can search by Endorsee, Provider, or Endorsement ID. The table will adjust to show all endorsements matching your search criteria. You can also sort the table by clicking on the table column headers.

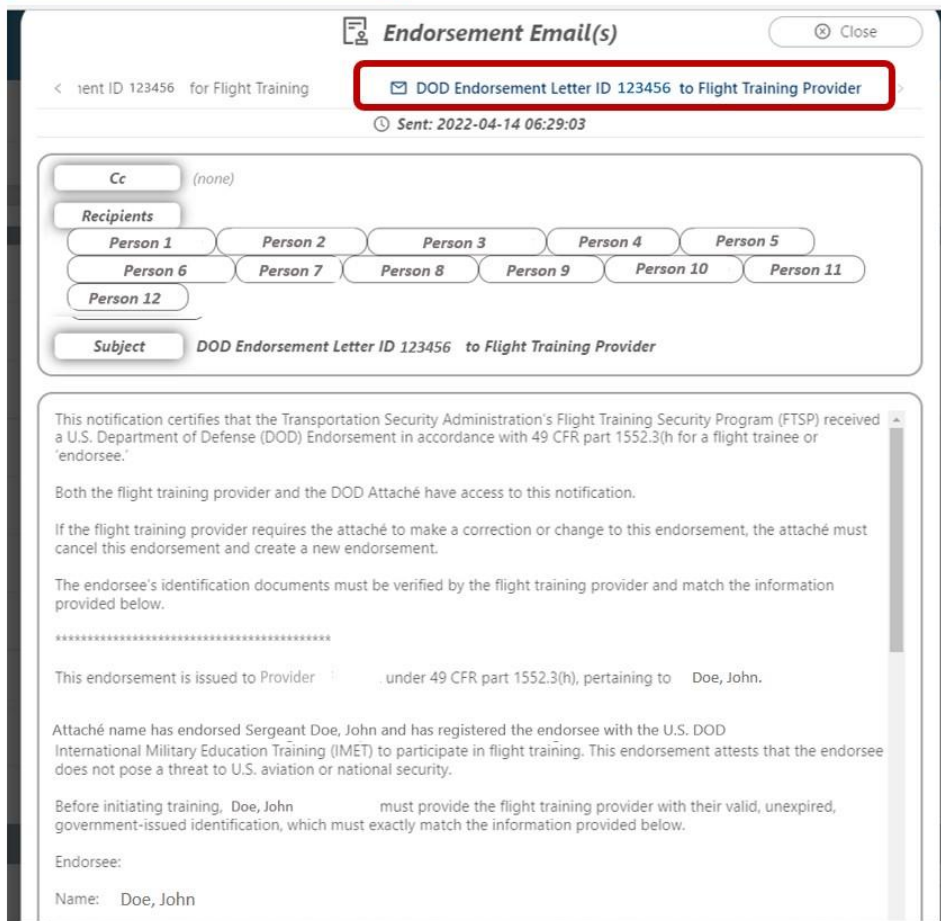
Click on the Endorsement ID in the first column of the DOD Endorsements table shown above to open a view of the Endorsement Notice email, shown to the right.

In the Endorsement Notice, click on the attachment "DOD Endorsement Letter ID" to see the Endorsement Letter. An example endorsement letter is shown below.

Endorsement Notice



Endorsement Letter



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VIEW TSA EMAILS

Select "View TSA Emails" from the top menu to view all TSA emails sent to your account over the past five (5) years. Use the search fields to locate a particular email message(s) or set of messages.

Search Email

School: Message ID:

Message Type: TR ID:

Student's Last Name/Surname: Recipient's Last Name/Surname:

Endorsement ID: Date Sent:

TR ID	Student	Recipient(s)	Subject	Date Sent
12345678	Doe, John	Bob Provider; John Doe	AFSP Training Request #9992032: Documentation Accepted/Fingerprint Instructions	2019-Oct-28
12345678	Doe, John	Bob Provider; John Doe	AFSP Training Request #9992032: Documentation Accepted/Fingerprint Being Transferred	2015-Dec-16
12345678	Doe, John	Bob Provider; John Doe	AFSP Training Request #9992032: Documentation Accepted/Fingerprints Being Transferred	2015-Dec-16
12345678	Doe, John	Bob Provider; John Doe	AFSP Training Request #9992032: Insufficient Information to Process	2011-Sep-12
12345678	Doe, John	Bob Provider; John Doe	AFSP Training Request #9992032: Fingerprint Receipt	2011-Apr-13
12345678	Doe, John	Bob Provider; John Doe	AFSP Training Request #9992032: Fingerprint Receipt	2010-Jun-14
12345678	Doe, John	Bob Provider; John Doe	AFSP Training Request #9992032: Fingerprint Receipt	2010-Jun-14
12345678	Doe, John	Bob Provider; John Doe	AFSP Training Request #9992032: Fingerprint Receipt	2010-Jun-07
12345678	Doe, John	Bob Provider; John Doe	AFSP Training Request #9992032: Fingerprint Receipt	2010-Jun-07
12345678	Doe, John	Bob Provider; John Doe	AFSP Training Request #9992032: Documentation Accepted/Fingerprint Instructions	2009-May-07

1-10 of 19 items < 1 2 > 10 / page

Click on the email in the table that you would like to view, which will open a pop-up window containing the email, as shown to the right.

You can print the email from this window or click "Close" to close it.

Flight Training Security Program (FTSP)
Department of Homeland Security

Flight Training Provider Training Requests Search Pay.gov Payments Endorsements View TSA Emails

Email ID: 1234567
Recipients: John Doesjdoe@xzy.com
Subject: Documentation Accepted - Fingerprint Instructions Available for 1234567
Date Sent: 2022-04-13 17:34:41

TSA has accepted the following individual's documents for their security threat assessment (STA) application:
Individual: McNetolon, Breleton Skeleton
Training Request ID: 1213212
Payment ID: AFP1168601

"Documentation Accepted" indicates the following:
-- TSA has received the fee to process the application.
-- The required documents have been provided to TSA.
-- The documents have been reviewed and accepted by TSA.
-- This STA application is no longer eligible for refund because TSA has incurred costs for processing the application.

The candidate must submit fingerprints to TSA to complete this STA.

To access the fingerprinting Instructions, the candidate and the flight training provider must log into their respective FTSP online accounts. After logging in, select "View TSA Emails" at the top right side of the screen. This opens the "Search Email" function. Copy the training request identification number in the title of this email and paste it into the TR ID field, and hit "Submit."

The instructions are available under the title:
Action: Fingerprint Instructions for Training Request 1234567

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RECORDKEEPING

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[Employee Records](#)

[Student, Candidate, and U.S. DOD Endorsee Records](#)

[Leasing Agreements](#)

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Summary of Records to Retain

You are required to maintain records to demonstrate compliance with the requirements listed below.

- Conduct of employee security awareness training:
 - Retain for five (5) years, or
 - Retain for one (1) year after employee leaves.

There is no need to retain the original training record if it is more than five (5) years in the past.
- Conduct of Security Coordinator training:
 - Retain for five (5) years.
- Verification of U.S. citizenship or U.S. nationality before training:
 - Retain for five (5) years.
- U.S. DOD endorsement:
 - Retain for five (5) years.
- Record(s) of your aircraft or aircraft simulator lease agreements:
 - Retain for five (5) years, or
 - Retain for five (5) years after the agreement is no longer effective.

How you may retain your records is spelled out in § 1552.15; to summarize:

- You may maintain paper records at a specified location.
- You may maintain electronic records using methods acceptable to TSA.

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Employee Records

You are required to retain records for security awareness training for your employees and the Security Coordinator. Records must include:

- The employee's name,
- The date of their initial training,
- Date(s) of their refresher training,
- The name of the instructor who conducted the training, and
- The curriculum used.

For current employees, you are required to retain security awareness training records for five (5) years. For persons who leave your employment, you are only required to retain their security awareness training records for one (1) year.

You must provide your security awareness training records to current and former employees on request and at no charge. You do not have to provide the actual training curriculum to TSA; this requirement can be satisfied via a signed statement certifying that the training program you used met the criteria specified in the rule (see § 1552.13).

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Student, Candidate, and U.S. DOD Endorsee Records

You are required to retain records demonstrating that you checked the identification documents presented by an individual when they showed up for training, whether they are a **student** (U.S. citizen or U.S. national), a **candidate** (a non-U.S. citizen, non-U.S. national, or lawful permanent resident), or a **U.S. DOD endorsee**.

You must retain these records for five (5) years whether or not that individual completes the training.

Student. For a student: you can sign and date annotations made to their training file, you can copy their documentation, or you can certify that you verified their U.S. citizenship/nationality by recording a statement in both the instructor's and student's logbooks. The logbook certification statement must use this exact wording:

I certify that _____ *[insert student's full name]*
has presented to me a _____ *[insert type of document presented, such as U.S. birth certificate or U.S. passport, and the relevant control or sequential number on the document, if any]*
establishing that _____ *[the student]*
is a U.S. citizen or U.S. national in accordance with 49 CFR part 1552.7(a).
[insert date and the instructor's signature and certificate number]

Candidate. For a candidate, you must verify that the document numbers on their identification and immigration documents exactly match the numbers on the documents they present to you when they arrive for training. To record that you have reviewed those documents, you may photograph or photocopy them, annotate your logbook, or use another recordkeeping method acceptable to TSA (see § 1552.15). Retain these records for five (5) years and make them available for inspection.

You are required to upload to this portal a photograph of the candidate taken when they arrive for training. You do not have to maintain a separate record of that uploaded photograph (it will be on your FTSP account). You must, however, retain your training records about that candidate for five (5) years, whether or not the candidate completes the training.

You may not train the candidate if you receive an email from TSA notifying you that the candidate is no longer eligible to participate in flight training.

DOD Endorsee. You must retain the same records for endorsees that you maintain for candidates, for five (5) years.

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Leasing Agreements

The final rule clarifies that flight training providers are responsible for maintaining records related to leasing agreements for flight simulators used for flight training. The rule defines flight simulator to be a flight simulator or flight training device as these are defined by FAA regulation ([14 CFR part 6.1](#)).

As a flight training provider, you must retain all lease agreement records for aircraft simulators leased from another person.

In § 1552.5(d), the final rule states that:

- If one or more persons using the leased aircraft simulator to provide flight training is certificated by the FAA as a flight instructor, then at least one (1) of those certificated persons must register with TSA as a flight training provider and comply with the requirements of this part; and
- If one or more persons using a leased aircraft simulator to provide flight training are neither registered with TSA as a provider nor certificated by the FAA as an instructor, then the lessor of the aircraft simulator must register with TSA as a flight training provider and comply with the requirements.

As examples, in the lease agreement, you may write something like:

- Both Party A and Party B are registered as flight training providers with FTSP; Party A is responsible for compliance with the flight training security regulation; or
- Party A is not registered with FTSP; therefore, Party B must register with TSA and is responsible for compliance with the flight training security regulation.

The intent of this requirement is to clarify which party is responsible for compliance and to help TSA inspectors know which party is responsible.

In most cases, the company providing flight training instruction to a candidate will notify TSA of that candidate's training events. However, an aircraft operator or simulator owner may lease out their equipment to another party who may not be registered as a flight training provider with TSA. In such a situation, the two (2) companies should state in their leasing agreement who is responsible for notifying TSA of training events.

Some possible leasing statements are provided below as guides for incorporating this requirement into your leasing agreements. These statements are instructive only and are not a definitive list of leasing agreement statements.

Possible Leasing Agreement Statements:

Wet lease

- <Owner/Lessor> is a registered flight training provider with the Flight Training Security Program and will notify TSA of all training events for <Lessee>.

Or,

- <Lessee> is a registered flight training provider with the Flight Training Security Program and will notify TSA of all training events being conducted. <Lessee> will provide confirmation to <Owner/Lessor> that notification to TSA has been made.

Dry lease

- <Lessee> is a registered flight training provider with the Flight Training Security Program and will notify TSA of all training events it conducts. <Lessee> will provide confirmation to <Owner/Lessor> that notifications to TSA have been made.

Or,

- <Lessee> is not a registered flight training provider with the Flight Training Security Program. Therefore, <Owner/Lessor> (who is a registered flight training provider with the Flight Training Security Program) will notify TSA of all training events for <Lessee>.

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Future Records Repository

TSA intends to field an online recordkeeping capability associated with the FTSP portal that will allow you to upload and store your records on your FTSP account, should you choose to do so. Providers will be notified when this option becomes available.

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COMPLIANCE AND INSPECTIONS

TSA may, at any time, conduct inspections of the records you have retained to comply with this regulation. Inspections may be onsite, electronic reviews, or a combination of both. You are required to allow TSA and other authorized DHS officials, at any time and without advance notice, to enter and inspect your records.

As of July 30, 2024, you must comply with all sections of the final rule. Up to this date, you must continue to comply with the requirements in the [Interim Final Rule](#).

See [Flight Training Provider Compliance Guidelines](#) to see all requirements for providers.

TSA does not dictate whom in your operation is responsible for ensuring proper recordkeeping and compliance. If you are a single-person CFI operation, you are responsible. For larger operations, the Security Coordinator or the Provider Administrator may be a logical choice, because TSA will contact one of these individuals for an audit or inspection.

To determine your compliance, TSA inspects your records, whether stored electronically or physically. You are not required to maintain physical records if you have your own electronic system for this purpose.

You may present electronic confirmations received from TSA to an inspector or auditor to demonstrate compliance.

TSA recommends that you keep all records together in one (1) location to facilitate a TSA audit or inspection.

The [TSA Enforcement Sanction Guidance Policy](#) is published on TSA's website. If you are assessed a civil penalty for noncompliance, the TSA inspector will use this Guidance Policy to determine your fine(s).

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