

## VA FLIGHT STUDENT CHECK LIST

**IMPORTANT - A COPY OF EACH ITEM LISTED BELOW MUST BE MAINTAINED IN EACH STUDENT'S VA FILE - DO NOT CERTIFY TO VA FOR PAYMENT UNTIL ALL ITEMS ARE OF RECORD. YOU MUST KEEP VA FILES FOR THREE (3) YEARS FROM THE LAST DATE OF TRAINING UNDER VA EDUCATIONAL BENEFITS.**

- VA REQUIRES VALID SECOND CLASS MEDICAL CERTIFICATE (FIRST CLASS FOR ATP) BEFORE STUDENT ENROLLS**
  
- PRIVATE PILOT (OR HIGHER) LICENSE, AS REQUIRED FOR RATING TO BE PURSUED**
  
- COPY OF CERTIFICATE TO FAA FOR COMMENCEMENT OF TRAINING**
  
- EVALUATION OF PRIOR CREDIT (CHIEF FLIGHT INSTRUCTOR)**
  
- 85-15% LISTING FOR THE 30 DAY PERIOD IMMEDIATELY PRIOR TO VET'S OR TOE'S START DATE (FIRST GS OR FLIGHT LESSON)**
  - **Note: This must be done prior to each course the student will be certified for.**
  
- STUDENT'S SIGNED ACKNOWLEDGEMENT OF RECEIPT OF SCHOOL CATALOG/BULLETIN**
  
- COPY OF VETERANS APPLICATION FOR VA BENEFITS and DD-214 or CERTIFICATE OF ELIGIBILITY (COE); FOR TRANSFER OF ENTITLEMENT, A COPY OF THE COE.**
  - **Note: If the documents are not available, in no case should you delay submitting a certification of enrollment just because you do not have any verification that the student is eligible for GI Bill benefits. A school will not incur any liability for certifying the enrollment of a student who is not eligible for benefits. You need only have a reason to believe the student may be eligible. Eligibility status may also be obtained by contacting VA.**
  
- AFTER ALL INFORMATION ABOVE IS SECURED - THEN SUBMIT THE ENROLLMENT CERTIFICATION (VA FORM 22-1999) AND MAINTAIN A COPY IN THE FILE**
  
- FROM THIS POINT ON, KEEP A COPY OF EVERY MONTHLY CERTIFICATION (VA FORM 22-6553c) ALONG WITH A COPY OF THE SUPPORTING CASH TICKETS/INVOICES, ACCOUNTING DOCUMENTATION, ETC.**
  - **Note: The amount, aircraft, hours, type of training certified to VA must be able to be verified during compliance visits (i.e., the above must match what is found on the invoices and training lessons).**

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VETERAN'S NAME

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SOCIAL SECURITY NUMBER