



APMI
A&P MECHANIC INSTITUTE

A&P MECHANIC INSTITUTE AVIATION MAINTENANCE

**TECHNICIAN SCHOOL
Quality Control Manual**

FAA Certificate # IAAT654K

**3033 Drane Field Road Suite 9
Lakeland, FL 33811**

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RECORD OF REVISIONS

| REVISION NUMBER | REVISION DATE | EFFECTIVE PAGES AND PARAGRAPH(S) | REVISION DESCRIPTION |
|-----------------|---------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------|
| ORG | 8/10/2022 | ALL | Original Issue |
| 1 | 9/23/2022 | 8,9,10,13,14, 15,17 | Added Powerplant references |
| 2 | 9/15/2025 | All | Name change from International AeroTech Academy Institute to A&P Mechanic Institute. Redesignated form numbers. |
| | | | |

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LIST OF EFFECTIVE PAGES

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|-------------|----------------------|--------------------|
| 1 | 2 | 09/15/2025 |
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| 5 | 2 | 09/15/2025 |
| 6 | 2 | 09/15/2025 |
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FAA signature on file with the Director of APMI

SECTION 1: GENERAL AND ADMINISTRATIVE PROCEDURES

1.1 INTRODUCTION

This Quality Control Manual describes A&P Mechanic Institutes (APMI) quality control system as required by Title 14 Code of Federal Regulation (14 CFR) § 147.23(b). All other APMI procedures that do not require Federal Aviation Administration (FAA) approval regarding the program's training operations are contained in the APMI Curriculum Manual.

1.2 FAA APPROVAL

Since this AMTS is not accredited within the meaning of 20 U.S.C. 1001(a)(5), this quality system must be approved by the Administrator. As such, any subsequent changes to the quality system will receive FAA approval prior to implementation.

This quality system includes procedures for—

- Recordkeeping
- Assessment
- Issuing credit
- Issuing final course grades
- Attendance
- Ensuring a sufficient number of instructors
- Granting of graduation documentation, and
- Corrective action for addressing deficiencies.

AMTS procedures not included in the list above do not require FAA approval and as such, are housed in a separate document outside this approved quality system, as referenced above. Those procedures outside the approved quality system will be implemented and revised by the AMTS as necessary.

This manual and documents incorporated by reference will be made available for FAA review upon request, to confirm this AMTS complies with 14 CFR part 147 and other pertinent regulations.

1.3MANUAL REVISION

Copies of these manuals are at the following locations in connection with the Aircraft Maintenance Technician School (AMTS) operated by A&P Mechanic Institute.

| Manual # | Location |
|--------------------|------------------------------------------|
| Manual #1 (Master) | Director of Maintenance Training APMI |
| Manual #2 | Principal Inspectors FAA Orlando FSDO-15 |

The Director will maintain the Master Quality Control manual and will be responsible for obtaining approval for any revisions. To ensure that all manuals are current, the effective date will be printed on each page, and a page titled LIST OF EFFECTIVE PAGES will be maintained in each manual. That list will identify the effective dates for all pages. A page titled RECORD OF REVISIONS is also included in the manual to record the insertion of revisions.

When revisions to the manual is necessary, the Director will present the revised pages to our Principal FAA Inspector(s) with the Orlando, FL Flight Standards Office assigned to the school. The revised text on each page will be marked with a solid black vertical bar in the margin and will be in **blue text**. When complete revision is required then a Revision in its Entirety (RIE) will be annotated next to the revision number on the RECORD OF REVISION page. This will eliminate the excessive use of vertical lines throughout the manual. All previous revision marks will be removed upon a new revision. Pen and ink changes are not permissible.

After the revision is approved by the FAA and the approved revision is received by the Director, the Director will perform the required manual changes on all copies at APMI.

Each revision will have a revised LIST OF EFFECTIVE PAGES with the most current dates listed for all pages. The revision number and date will be printed in the upper right of each revised page.

SECTION 2: QUALITY CONTROL SYSTEM PROCEDURES

2.1 RECORDKEEPING

A&P Mechanic Institute will provide the FAA with documents, upon request, that show records on each student for the following items:

Students will be identified by Student Identification Number (SID) and by Class Number. The SID will follow the students as they progress through the various programs.

Student Identification Numbers will be a nine-digit alpha numeric number assigned as follows:

The first Identifier will be the letter T signifying enrollment in the AMT program. The next two digits will indicate the class start year, 2021 would be annotated as 21.

The second two digits will indicate the month of the class start; October would be 10.

The last four digits will indicate the students' sequence of registration for that calendar year. The first student of 2021 will be 0001, the second 0002 and so on.

Example: T21100001 indicates that this is the first AMT student of 2021, with a class start date of October.

Class identification numbers will be an alphanumeric code consisting of a prefix of GEN, AFM, or PPT (signifying program enrollment) followed by four numbers.

The four numbers will be generated by the two digits of the month in which the course starts, followed by a 2-digit number indicating the year of the class.

Example: GEN1025 indicates a General class starting in October of 2025

The school maintains records for all current and past enrolled students to include records evidencing attendance, tests, grades received, credits issued, and progress records showing course work and skills projects completed, or to be completed, by the student in each subject. These documents will be retained in the students' files for 24 months after completion of the program or withdrawal.

The APMI_01D for day classes, or the APMI_01N for night classes Daily Student Attendance Log for each program (General, Airframe, and Powerplant) will be kept on file in the class records for 24 months following the completion of each program.

Missed time above the allowable 10% and material will be noted individually for each student on the APMI_02 Missed Material/Time Record. This document will be retained in the students' files for 24 months after completion of the program or withdrawing.

Individual attendance records will be kept for each student for each course and program. This will be noted on the APMI_04 Student Attendance Record-GEN, APMI_06 Student Attendance Record-AFM, and the APMI_08 Student Attendance Record-PPT This document will be retained in the students' files for 24 months after completion of the program or withdrawing.

Lab completion, and End of Course exams will be tracked on the APMI_03 Student Performance Record-GEN, APMI_05 Student Performance Record-AFM, or the APMI_07 Student Performance Record-PPT. This document will be retained in the students' files for 24 months after completion of the program or withdrawing.

A summary of the completion of all courses will be tracked on the APMI_03 Student Performance Record-GEN-CCR, APMI_05 Student Performance Record-AFM-CCR, or the APMI_07 Student Performance Record-PPT-CCR. This document will be retained in the students' files for 24 months after completion of the program or withdrawing.

A transcript of the courses completed, indicating a grade for normal completion is shown in the APMI_03 Student Performance Record-GEN-TRS, APMI_05 Student Performance Record-AFM-TRS or the APMI_07 Student Performance Record-PPT -TRS. This document will be retained in the students' files for 24 months after completion of the program or withdrawing.

At the completion of a program (General, Airframe or Powerplant), a certificate of completion (APMI_09 Course Completion Certificate) will be issued to each student who has met the academic, skills and attendance requirements set forth in this document. This document will be retained in the students' files for 24 months after completion of the program or withdrawing.

In the event that during an audit of school records a discrepancy involving a student's records, the APMI_13, Internal Audit and Discrepancy Form will be placed in the students' records. This document will be retained in the students' files for 24 months after completion of the program or withdrawing.

Lab competency will be indicated on the lab grading rubric for each skill required in each course. This document will be retained in the students' files for 24 months after completion of the program or withdrawing.

Prior military experience will be evaluated and may be credited based on the Military Occupational Specialty (MOS) code indicated on the servicemembers Military Service Record (DD-214), Joint Service Transcripts (JST) and by examination. The document utilized for this will be the APMI_14 Credit For Previous Military Experience form. This document will be retained in the students' files for 24 months after completion of the program or withdrawing.

Prior instruction that a student has completed at another Part 147 certificated AMTS will be noted on the APMI_15 Credit for Previous Part 147 Instruction. This document will be retained in the students' files for 24 months after completion of the program or withdrawing.

Hard copies of records will be kept in a secure place at the APMI campus.

The Director of Maintenance Training is the only authorized person with access to grade entry and processing.

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2.2 Table of Student Records Disposition and Retention

| Form Number | Form Title | Form Disposition | Duration of Retention |
|-------------|-------------------------------------------------------------------|-----------------------------|-----------------------|
| APMI_01D | Daily Attendance (Day Program) | Class Records | @ |
| APMI_01N | Daily Attendance (Night Program) | Individual Students Records | # |
| APMI_02 | Missed Material Time Record | Individual Students Records | # |
| APMI_03 | Student Performance Record-GEN | Individual Students Records | # |
| APMI_03 | Student Performance Record-GEN- Course Completion Record (CCR) | Individual Students Records | # |
| APMI_03 | Student Performance Record-GEN- Student Grade Report (SGR) | Individual Students Records | # |
| APMI_03 | Student Performance Record-GEN- Transcripts (TSR) | Individual Students Records | # |
| APMI_04 | Student Attendance Record GEN | Individual Students Records | # |
| APMI_05 | Student Performance Record-AFM | Individual Students Records | # |
| APMI_05 | Student Performance Record-AFM- Course Completion Record (CCR) | Individual Students Records | # |
| APMI_05 | Student Performance Record-AFM- Student Grade Report (SGR) | Individual Students Records | # |
| APMI_05 | Student Performance Record-AFM- Transcripts (TSR) | Individual Students Records | # |
| APMI_06 | Student Attendance Record-AFM | Individual Students Records | # |
| APMI_07 | Student Performance Record-PPT | Individual Students Records | # |
| APMI_07 | Student Performance Record-PPT- Course Completion Record (CCR) | Individual Students Records | # |
| APMI_07 | Student Performance Record-PPT- Student Grade Report (SGR) | Individual Students Records | # |
| APMI_07 | Student Performance Record-PPT- Transcripts (TSR) | Individual Students Records | # |
| APMI_08 | Student Attendance Record-PPT | Individual Students Records | # |

| | | | |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---|
| APMI_09 | Program Completion Certificate | Individual Students Records | # |
| APMI_10 | A&P Completion Diploma | Individual Students Records | # |
| APMI_11 | Student Counseling Form | Individual Students Records | # |
| APMI_12 | Student Withdrawal Form | Individual Students Records | # |
| APMI_13 | Internal Audit and Discrepancy Note: Not specifically a student form, unless discrepancies are noted in a student's records. Then this form would be included in the students' records. | Individual Students Records | # |
| APMI_14 | Credit for Military Experience | Individual Students Records | # |
| APMI_15 | Credit for Previous Part 147 Training | Individual Students Records | # |
| Legend | @ | 24 months from program completion date. | |
| | # | 24 months from students' program completion or withdrawal from program. | |

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2.3 Assessment

2.3.1 End of Course Exams

Subject examinations will be given following the completion of each course.

End of course exams will be generated from a question bank relevant to the course subject material.

An exam consisting of randomly generated questions will be generated by the Director of Maintenance Training. The Director will be the sole administrator for the handling, storage, and generation of exams.

Cheating will not be tolerated. If a student is caught cheating on an end of course exam, they will be issued a failing grade for that exam and removed from that course.

To be considered eligible for testing:

- all course training materials (lecture and practical), must be completed and turned in, and
- all missed materials assigned due to an absence must be complete and turned-in, and
- all requirements for scheduled attendance must be complete.

End of course examinations are graded on a percentile basis and have a minimum passing grade of 70%.

Students absent for the exam or failing the exam will be given a different randomly generated exam covering the subject material.

Exam results for each End of Course Exam will be kept in the student's file. These records will be retained in the students' files for 24 months after completion of the program or withdrawal.

2.3.2 Skills Assessment

Skills Assessment will be performed for every required skill demonstration utilizing lab grading rubric incorporated as part of each course records as indicated in the Student Progress Record. The minimum required passing grade for each skill assessment is 70 percent. These records will be retained in the students' files 24 months after completion of the program or withdrawal.

2.3.3 Program Final Exams

At the completion of each program (General, Airframe or Powerplant), a comprehensive final exam will be given covering all the subject material for that program. The number of questions will be the same as the FAA written examinations for that program. ie... 60 for General and 100 for Airframe or Powerplant.

To be considered eligible for testing:

- all course training materials (lecture and practical), must be completed and turned in, and
- all missed materials assigned due to an absence must be complete and turned-in, and
- all requirements for scheduled attendance must be complete.

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Final examinations are graded on a percentile basis and have a minimum passing grade of 70%.

Final examination questions will be randomly generated from a question bank. Students absent on for the exam or failing the exam will be given a different randomly generated exam covering the subject material.

2.3.4 Retake of Examinations

The entire retake process must be completed within a three (3) day period. Only one retake per course will be allowed.

If after the retake attempt the student has not achieved a passing grade of 70% the student must meet with the Director of Maintenance Training, and the student will be required to repeat the course.

The maximum grade that will be recorded for a passing grade on an examination retake is 70%.

For example, if a student fails an exam and then subsequently scores anything above 70%, the score will be recorded as a 70%.

If a student is absent for the examination without a valid excuse, the same policy as for grading failed examinations will apply. The validity of an excuse will be determined by the Director.

2.4 Issuing Credit

This institution provides program credit to students with previous, relevant instruction and/or experience. Determinations are made based on an evaluation and/or exam comparable to exams given to current students at the completion of required courses.

2.4.1 Previous AMTS Part 147 School Instruction

The APMI AMT Program may credit a student with instruction they have satisfactorily completed at an accredited college, state-owned vocational or trade school, military technical specialty school, or at a certificated aviation maintenance technical school.

If a student who has previously attended a different Part 147 certified AMTS school may seek credit for previous instruction. The student will have sealed authentic transcripts delivered to the to the Director from that previous school. Credit will not be given for course completed at another AMTS Part 147 school greater than 24 months from date the student completed the course. The Director will evaluate the transcripts and may communicate with the previous school for clarification on their curriculum before deciding.

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If the Director determines that sufficient merit exists that the student has met the minimum requirements for granting credit, the Director will indicate by a check or x in the Test Out Eligible column on APMI_15 Credit for Previous AMTS part 147 Instruction, adjacent to the A&P Mechanic Institute course that they will be eligible to seek credit for. If the ability to test for credit for a particular subject is indicated, the student will arrange with Director a suitable schedule to take the exam. If the ability to take a test for credit for a particular subject is not granted, the student will attend and complete all required subjects and material for that course. After completion of a comparable final exam that would be given to the students of a particular course, the Director will indicate a grade for the exam subject in the Grade for Subject Exam column adjacent to the Course the student has tested for.

If the student is given credit for the course, a Y will be indicated in the adjacent column. If not, an N will be indicated. A student seeking credit for previous AMTS Part 147 instruction will have one attempt to pass the exam for credit. The Director will sign and date the APMI Form 15. A copy of this form will be provided to the students, and the original will be placed in the students' records. The transcripts provided by the previous school will be kept in the student's records. One copy will be given to the student; the original will be placed in the student folder.

2.4.2 Previous Military School Instruction

A student may request credit for former military instruction. They must submit documentary evidence that they have equivalent training from a U.S. Military Technical School by submitting their Military Service Record (DD-214) and Joint Service Transcript (JST). The Director will review the latest copy of Advisory Circular 65-30-Overview of the Maintenance Profession comparing the student's Military Occupational Specialty code with those listed in the Advisory Circular to determine the appropriate amount of credit to be granted. APMI_14 Credit for Military Experience form indicating which subject areas that are eligible to be tested for credit will be completed by the Director, A&P Mechanic Institute. The student will be emailed a copy to their personal email address, and one copy will be placed in the students' files. If the ability to test for credit for a particular subject is indicated, the student will arrange with Director a suitable schedule to take the exam. If the ability to take a test for credit for a particular subject is not granted, the student will attend and complete all required subjects and material for that course. Upon successful completion of an exam equal to the one given to students who complete a comparable required curriculum subject at the school, credit will be granted. The examination will include both knowledge and skill components for the curriculum in which credit is being sought. Copies of all military records provided by the student will be kept in the student's files. A student seeking credit for previous military instruction will have one attempt to pass the exam for credit.

2.4.3 Credit for Experience

Credit will not be granted for previous experience outside of the military as an uncertificated aircraft maintenance helper, apprentice etc.....

2.4.4 Credit for Current Rating

Students who have received a Federal Aviation Administration [Airframe](#) or Powerplant Mechanics Certificate will be awarded Credit for General curriculum based upon their FAA certificate.

2.5 ISSUING FINAL COURSE GRADES

2.5.1 Grading

All grades will be recorded on the Student Performance Record (APMI_03 for General, APMI_05 for Airframe, APMI_07 for Powerplant), and the completed grade record will be maintained in each student's individual file.

The Student Progress form (APMI_03 for General, APMI_05 for Airframe, APMI_07 for Powerplant) will be kept for each student and will be the permanent, final, and official record of final course grades and projects completed. The student files will be maintained by the Director in a secure location at the A&P Mechanic Institute facility and is audited by the Director after a student completes each course and prior to issuing an APMI_09 Program Completion Certificate upon completion of the program (General, Airframe, or Powerplant).

2.5.2 Grading Standards

Grades are based on a combination of: Practical labs and end of course exams. A minimum grade of 70% must be maintained in both the Lab and Academic categories to successfully complete a course.

Failure of a course will require the student to repeat the course. If a student fails a course, they may be allowed to continue with the program, General, Airframe or Powerplant, but will not be given a completion certificate until the failed course is taken again and passed.

GRADING SCALE for Lab Assignments, Written Exams and Quizzes

| PERCENTILE | GRADE | COMPETENCE | DESCRIPTION |
|------------|-------|------------------|---------------------------------------------------------------|
| 100-93 | A | EXCELLENT | Outstanding Performance |
| 92-85 | B | ABOVE AVERAGE | Good Performance |
| 84-77 | C | AVERAGE | Fair to Good Performance |
| 76-70 | D | BELOW AVERAGE | Poor to Fair Performance |
| 69-0 | F | FAILING | Failing to meet standards |
| | I | INCOMPLETE | Requires make up work or time before a grade can be assigned. |

2.5.3 Grading Policy

The lab average will comprise 50% of final the grade for the individual course, the end of course exam will comprise the remaining 50% of the final course grade. All lab assignments for a course will be averaged together as the Lab Average.

Instructors will utilize the lab grading matrix Rubric (incorporated within each Student Progress Record to grade and evaluate the student's "hands on" lab project. For those labs that are paper lab sheets requiring student responses, they will be graded with a score of 0 to 1% with 70% as passing.

The Final Grade for each course will be the average of the lab average and the end of course exam.

The Final Program Grade will be comprised of the weighted average of 75% of all final course grades and the weighted 25% grade of the End of Program Exam added together.

The final grade will be entered on the final page of the Student Progress Record (GEN-RE for General, AFM-RE for Airframe and PPT-RE for Powerplant)

Example:

| | | | |
|-----------------------------------------|-----|-------------------|------|
| General End of Course grades Average | 90% | $90 \times .75 =$ | 67.5 |
| End of Program Exam | 88% | $88 \times .25 =$ | 22 |
| End of Program Final Grade | | | 89.5 |

The school's curriculum, lab projects and assessments have been designed to ensure that the student will have the knowledge and skills necessary for attaining a mechanics certificate under part 65 subpart

d. The school's grading and attendance policy will ensure that the student is adequately prepared to become a certified Airframe or Powerplant mechanic. The curriculum will be under constant review by the Director, and the Director will make changes to the curriculum when required, still adhering to the basic core subjects required. The student will be continuously evaluated by written examination, oral examination and practical examination during their tenure as a student.

2.6 ATTENDANCE

Students will not attend more than 8 hours per day or 40 hours per week.

Instructors will take attendance at the beginning of class and after the lunch break using the APMI_01D or APMI_01N Daily Attendance Log.

Each student is expected to attend all scheduled courses in their entirety unless they are ill, experiences a death in their immediate family, or is directly affected by some other emergency and can clearly justify the absence to the Director.

A record of student attendance will be maintained by the course instructor utilizing the APMI_01 Daily Attendance Log which will reflect each student's daily attendance in each course. Each Instructor will use the following codes for the attendance records and will mark the daily attendance record in a timely manner by the end of the instructional day.

| | |
|-------|------------------|
| A | Absent |
| LE | Left Early |
| NC | No Contact |
| P | Present |
| T | Tardy/Late |
| Blank | Not yet recorded |

The Director or his designee will transcribe the individual attendance records from the APMI_01 to the Student Attendance Record (APMI_04 for General, APMI_06 for Airframe, APMI_08 for Powerplant). The Daily Attendance Logs (APMI_01) will be kept on file with the class records for two years. The Student Attendance record will be kept in the individual's student progress record for two years after the student is issued a Certificate of Completion for the program in which enrolled. If a student, for whatever reason, ceases to attend A&P Mechanic Institute, their attendance records will be kept for a minimum of two years.

ALLOWABLE MISSED TIME: Students are allowed to miss up to and include 10% of the total time of the course. For example, if a course has a total time of 22 hours, 2.2 hours of time can be missed. Any time more than 10% must be made up. Time missed above 20% of the total unit time requires the Directors approval and signature on the APMI_02 Missed Material/Time Record. All missed material must be made up. All missed practical projects(labs) must be made up.

3.0 Ensuring Sufficient Number of Instructors

APMI will provide the number of instructors holding appropriate certification to ensure adequate instruction and supervision of students, including at least one instructor for each 25 students completing lab assignments.

Instructors at APMI will hold valid FAA Airframe and/or Powerplant certificates.

APMI will maintain a List of Current Instructors and make it available to the FAA upon request. The

list of current instructors includes—

- The instructor's name.
- The instructor's certificate number and ratings held, if any; and
- Program (General, Airframe, or Powerplant) the instructor is qualified to teach.

APMI will revise the instructor listing within fifteen (15) business days in the event of termination, additions, changes to title or certificates held.

A&P Mechanic Institute will continuously keep job postings on various aviation job board websites and will keep a file of prospective instructors in case of an instructor vacancy.

A&P Mechanic Institute will keep at a minimum one instructor per class, with an additional instructor on staff to act as a substitute or additional class instructor as need be.

If an instructor is unable to teach their assigned class, and the additional instructor on staff is unable to teach, the Director of Maintenance Training will substitute for that class. If no qualified instructor is available, the class will be canceled, and the class schedule will be readjusted.

The maximum capacity of the current facilities at 3033 Drane Field Road will be 150 students in four classrooms to meet the student / instructor ratio of 25:1 in lecture and lab/shop.

The school currently employs 7 people eligible to be instructors. Our class size is limited to 25 students per class to ensure our quality of instruction and to ensure sufficient availability of instructors.

4.0 GRANTING OF GRADUATION DOCUMENTS

4.1 CERTIFICATE OF COMPLETION AND ISSUANCE

When a student successfully completes the training at A&P Mechanic Institute, they will be issued an APMI_09 Program Completion Certificate which will contain the name of the graduate, their graduation date, curriculum graduated from (Airframe or Powerplant), the school's name and Air Agency Certificate number.

4.2 COMPLETION OF GENERAL PORTION OF CURRICULUM

When a student successfully completes the General portion of the curriculum at A&P Mechanic Institute, they will be issued an APMI_09 Program Completion Certificate which will contain the name of the graduate, their graduation date, curriculum graduated from (General), the school's name and Air Agency Certificate number.

4.3 VERIFICATION OF STUDENT COMPLETION OF PROGRAM

Before issuance of an APMI_09 Program Completion Certificate, the Director will audit all student records to ensure successful passage of all required school exams, lab projects and that all attendance requirements have been complied with.

4.3 ISSUANCE OF THE COMPLETION CERTIFICATE

Satisfactory completion of an FAA approved A&P Mechanic Institute curriculum will be certified with an original an APMI_09 Program Completion Certificate when signed by the A&P Mechanic Institute Director of Aviation Maintenance Training. This Certificate of Completion attests to student eligibility to apply for the related FAA required exams leading to the issuance of the Mechanic Certificate with the Airframe or Powerplant ratings.

5.0 CORRECTIVE ACTION FOR ADDRESSING DEFICIENCIES

When this AMTS becomes aware of a violation of any applicable FAA regulation, it will utilize the procedures found in [FAA Advisory Circular 00-58, Voluntary Disclosure Reporting Program](#), to voluntarily disclose the perceived non-compliance.

APMI_13 Internal Audit and Discrepancy Form is to be used by A&P Mechanic Institute staff whenever a regulatory, procedural or process issue is reported or discovered.

Staff are to complete this form and deliver it to the Director of Maintenance Training within 2 business days.

The Director of Maintenance Training shall, withing 7 calendar days investigate the root cause, record the necessary corrective action and implementation schedule and report the same to the President.

Regulatory discrepancies **must** be corrected within 14 days.

The completed form shall remain in file with the Director of Maintenance Training for 24 months.