

Middle Tennessee State University  
Air Traffic –  
Collegiate Training Initiative  
Student Handbook



Edition G

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**Welcome to  
Middle Tennessee State University and the  
Air Traffic – Collegiate Training Initiative Program (AT-CTI)**

Dear Applicant,

Thank you for your interest in the AT-CTI program at MTSU. We are one of thirty-six AT-CTI schools throughout the country that are participating in the Federal Aviation Administration's AT-CTI program designed to prepare young men and women like yourself, to be recommended for the FAA Training Academy in Oklahoma City, Oklahoma and become an Air Traffic Controller. THANKS FOR CHOOSING US!

We have prepared this packet to answer your questions and help guide you on your journey to MTSU and beyond. There is an increasing number of controllers that are reaching retirement age. Because of this there is a growing demand for highly-skilled people to take their place and develop the future of air traffic in the United States. To complete the AT-CTI program you must complete the courses necessary to receive a Bachelor's degree in any of the five concentrations: Airport Administration, Flight Dispatch, Maintenance Management, Professional Pilot, or Technology, or a Master's of Science degree in Aerospace with a concentration in Aviation Education, Aviation Management, or Aviation Safety and Security Management, with the addition of the required ATC curriculum.

Upon being accepted by MTSU, please fill out and return the enclosed application, citizenship form, personal information release statement, and contract. The AT-CTI office is not responsible for and cannot help with admission to the university, housing, and tuition issues; please contact the appropriate university offices for their information. Please note that at no time in the AT-CTI program is any student guaranteed employment as an air traffic controller with the FAA.

Also enclosed in this packet is information from Middle Tennessee State University and information taken directly from the FAA's website. We hope that this answers all of your questions but feel free to contact the AT-CTI office at the number below. We look forward to seeing you at MTSU!

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## About the AT-CTI Program

The Air Traffic Control program prepares students for employment in air traffic control careers. This program can be added to each of the five undergraduate concentrations or one of the three graduate concentrations. The Air Traffic Control Program will offer instruction in: ATC phraseology, procedures, the radar environment, ATC regulations, aviation weather, and students will engage in ATC training using tower and radar simulators. There are optional tours throughout the year of Nashville (BNA), Memphis (MEM), and Atlanta (ATL) towers, the Atlanta (A80) Terminal Radar Approach Control, and Memphis (ZME) and Atlanta (ZTL) Air Route Traffic Control Centers. Students who complete MTSU's AT-CTI program will be eligible to bypass the 5-week basic training course at the FAA's Mike Monroney Aeronautical Center.

Students with no prior college experience should begin prerequisite course work in the fall semester. However, new and transfer students may begin taking prerequisite classes at the beginning of the fall, spring, or summer semesters. Early registration is strongly recommended. The Federal Aviation Administration has designated Middle Tennessee State University as an Air Traffic - Collegiate Training Initiative (AT-CTI) program, one of thirty-six throughout the United States.

MTSU has no restrictions on age or physical condition of students entering into the program. However, students desiring employment with the Federal Aviation Administration should be aware of FAA employment requirements, such as:

- *Air traffic control specialist medical examination*
- *Must be hired by the age of 31*

Prospective students are required to read our AT-CTI information before contacting us for academic advising on the Air Traffic Control program. This document will give you a greater understanding of our program and make your academic advising easier. Due to the large number of students applying, especially those with college credit, the AT-CTI office will only evaluate transcripts of those students that have a previous bachelor's degree. All students that have college credit but have not received a bachelor's degree must see the Aerospace Advisor Mr. Symonds. There are no previous classes or experience that can be substituted for the Air Traffic Control classes and labs.

It is also very important to follow all our recommendations once you become a student to ensure your academic and professional career progress as expected. Please read and fully understand our MTSU AT-CTI Student Responsibilities document from pages 3-13.

## MTSU AT-CTI Student Responsibilities

### **TERMS:**

Listed here are some acronyms and terms along with their associated definitions.

**ARTCC:** Air Route Traffic Control Center

**TRACON:** Terminal Radar Approach Control

**ASAP:** FAA ASAP Applicant Online Application System

**ATC:** Air Traffic Control

**ATCT:** Air Traffic Control Tower

**AT-CTI:** Air Traffic - Collegiate Training Initiative; program of study leading to employment at ATC facilities.

**AT-SAT:** Air Traffic Selection and Training; aptitude test given to those who wish to be air traffic controllers.

**ATCS:** Air Traffic Control Specialist

**FAA:** Federal Aviation Administration; regulates all aviation-related activities and operators in the United States.

**FOL:** Firm Offer Letter

**TOL:** Tentative Offer Letter

### **DESCRIPTION OF AT-CTI PROGRAM:**

The Middle Tennessee State University (MTSU) ATC program is one of thirty-six AT-CTI institutions in the United States. See [http://www.faa.gov/jobs/job\\_opportunities/airtraffic\\_controllers](http://www.faa.gov/jobs/job_opportunities/airtraffic_controllers) for a complete description of this initiative. The FAA established AT-CTI schools as a pathway to an ATC career. AT-CTI students receive preferential hiring along with those that have previous military ATC experience. The AT-CTI schools have courses leading to varying ATC certifications in different types of ATC towers and ARTCC's in the US. Any of MTSU's Aerospace degrees, coupled with the AT-CTI classes, qualifies students to be employed in ATCT's and ARTCC's.

### **MTSU AEROSPACE POLICIES AND PROCEDURES**

The AT-CTI program is a very unique program within the university. Not only is it a gateway to the world of Air Traffic Control it is a job interview and therefore has many rules and expectations of the student that are above and beyond the university requirements. The following information is an attempt to help the student understand what is expected of them. It is the students' responsibility to have read this policy manual and adhere to the requirements.

### **MISSION STATEMENT**

The mission of the Department of Aerospace is to prepare a student with the foundation upon which to develop and function as a professional in the field of aviation.

### **EQUAL OPPORTUNITY**

Middle Tennessee State University, in its educational programs and activities involving students and employees, does not discriminate on the basis of race, color, national origin, sex, religion, or age. Furthermore, the university does not discriminate against veterans or individuals with disabilities. There is no discrimination on the basis of, race, color, ethnicity, sex, and religion in the AT-CTI program. The limits applied to age, national origin, and disabilities are FAA requirements. The FAA requires applicants be under the age of 31 because they must be hired by the age of 31, US citizens, and able to pass an Air Traffic Medical.

### **DISABLED STUDENTS**

Middle Tennessee State University, under the guidelines of ADA and Section 504 federal legislation, is required to make reasonable accommodations to the known physical and mental limitations of otherwise qualified individuals with disabilities. For more information see <http://www.mtsu.edu/dssemail/about.shtml> or contact the MTSU ADA office at 615-898-5366.

### **FAA AGE RESTRICTIONS:**

The FAA states that individuals must not have reached his/her 31<sup>st</sup> birthday before the issuance of a Tentative Offer Letter from the FAA. MTSU recommends that prospective students do not attempt to enter the AT-CTI program unless completion of the program can be attained by the age of 30.

### **MTSU AEROSPACE DEGREES AND CONCENTRATIONS:**

MTSU offers one Bachelor's of Science degree in Aerospace with five concentrations to choose from: Administration, Flight Dispatch, Maintenance Management, Professional Pilot, and Technology and one Master's of Science degree in Aerospace with three concentrations to choose from: Aviation Education, Aviation Management, or Aviation Safety and Security Management. All concentrations are accredited by the Aviation Accreditation Board International and the Southern Association of Colleges and Schools. Every MTSU AT-CTI student must choose a concentration and then work the AT-CTI classes into the concentration in place of electives.

### **AT-CTI PROGRAM ENTRY REQUIREMENTS:**

This section details the requirements necessary to enroll in the AT-CTI program at MTSU. ***Meeting these requirements does not guarantee employment as an air traffic controller.***

Students applying for admission in the AT-CTI program:

- Must meet Middle Tennessee State University entry requirements;
- Must submit AT-CTI Application\*, Citizenship Form\*, Personal Information Release Statement\*, and MTSU AT-CTI Student Handbook Contract\*, a copy of your MTSU letter of acceptance, and if applicable, for transfer students please provide transcripts from any colleges/universities previously attended to the AT-CTI office upon enrolling in the university;  
\*forms available at <http://aerospace.web.mtsu.edu/programs.htm>
- **Students must** hold a Class two or AT-CTI medical from MTSU's Health Services Prior to registering for Introduction to Air Traffic Control and Lab. **Without a medical, students will not be allowed to register.**
- **Students must have a 2.75 GPA upon entrance and a 3.00 upon graduation.**
- **Students with a GPA between 2.75 and 2.99 will be required to take an Entrance Exam and score 80 or better to be admitted into the AT-CTI Program. The exam will be comprehensive over the material learned in the pre-requisite course for the Air Traffic classes.**

### **APPLICANT FILE:**

The documents in your file will provide MTSU with your name, address, social security number, etc., which will be sent electronically to the FAA. This includes a statement from each student declaring they are a US citizen. You cannot be hired by the FAA for ATC positions until US citizenship is obtained. Also included in these documents is a waiver permitting MTSU to provide your personal information to the FAA. These documents are sent electronically to the FAA headquarters in Oklahoma City, and place the student on a secure national list containing information from all AT-CTI schools. **The student's projected graduation date is one item on these documents that is very important.** The FAA reviews this date as the potential date the student will be available for hiring as an air traffic controller. This date also determines when the FAA allows the student to take the AT-SAT exam (see "Aptitude Testing" on page 8). For any changes *academically* (i.e. your graduation date has changed, change of concentration, etc.), please notify the AT-CTI Program Director immediately, as this affects the date of your AT-SAT exam.

All students are responsible for any *personal changes* (i.e. change of home address, email, phone number, etc.), and must be updated with the AT-CTI Human Resource Specialist via email at [9-amc-amh-cti@faa.gov](mailto:9-amc-amh-cti@faa.gov).

### **APPLICANT TRACKING:**

Air Traffic Controllers are some of the most watched and scrutinized employees in the federal government. Every action and statement is recorded and analyzed. The students' tenure at MTSU will be similar. Aerospace faculty will confer with each other and may submit reports on students to the AT-CTI Program Director. These reports will document the student's attendance, habits, personality, manners, attitude and participation and shall be placed in their applicant file.

### **RECOMMENDED AT-CTI COURSE TIMELINE:**

The following list is a recommended sequence of courses required for the AT-CTI Program.

<b>Fall</b>	<b>Spring</b>
<u>Freshman Year</u>	
AERO 1010	AERO 1230
AERO 1020	AERO 2010
<u>Sophomore Year</u>	
AERO 2220/2230	AERO 3210
AERO 3230	
<u>Junior Year</u>	
AERO 3630	AERO 3640
AERO 3631	AERO 3641
<u>Senior Year</u>	
AERO 4650	AERO 4660
AERO 4651	AERO 4661

### **USAJOBS**

All AT-CTI students need to set up an account on the FAA's USAJOBS system. This page is the actual application that a student will submit when applying for a position as an Air Traffic Control Specialist. This page can be accessed at <http://www.usajobs.gov/>.

### **ETHICS**

The AT-CTI office will follow university policy for defining plagiarism. Plagiarism and cheating are grounds for immediate dismissal from the AT-CTI Program.

### **ABSENCES**

CTI Policy:

Student must follow the policy set forth in the syllabus for each class: 1010, 1023, 1230, 2010, 2220 or 2230, 3230, and 3210. Any absences more than allowed by the professor are grounds for dismissal from the CTI program.

**Concerning the Air Traffic Control Classes: 3630/3631, 3640/3641, 4650/3651, and 4660/4661, one minute late will be considered an absence. The nature of the labs requires teamwork; therefore, one minute late will be considered an absence. This is for your benefit and because of the cost of the labs as well as the instructors.**

### **University Policy:**

Since a principal function of a university is to bring faculty and students together, and since the classroom is the primary place for doing this, both faculty and student are expected to attend the classes for which they are assigned or for which they are registered. The University recognizes that there are occasional unavoidable circumstances that cause a student to miss a class. However, the fact that a student may be absent from a class does not, in any way, relieve that student of the responsibility for the work covered or assigned during the absence. It is the responsibility of faculty members to excuse or refuse to excuse absences of students who missed their classes. It is the responsibility of the student to obtain excuses for absences and to arrange with the faculty member in question to make up the work missed. Excuses for absences must be presented to the faculty member upon the student's return to class. (See current MTSU Undergraduate Catalog).



## **CLASSROOM MISCONDUCT**

Any student conduct determined by an instructor to be detrimental to that student or other students will be documented and reported to the AT-CTI Program Director. This includes but is not limited to talking during class, computer or cell phone abuse and attitude toward the instructor and other students.

## **ACADEMIC MISCONDUCT**

University Policy:

Academic misconduct is defined as "plagiarism, cheating, fabrication, or facilitating any such act (MTSU Rights and Responsibilities of Students, p. 5)." The instructor should report allegations of academic misconduct to the head of the concerned department and to the assistant dean of Judicial Affairs. The instructor should attempt to inform the student of the allegation and notify the student that the information has been forwarded to the assistant dean.

Prior to notifying the assistant dean and at the instructor's discretion, the instructor may conduct a conference with the student in compliance with the following procedures:

1. The student will be provided notice that he/she is believed to have committed an act or acts of academic misconduct in violation of the University rules;
2. The student will be presented with all evidence in the knowledge or possession of the instructor which tends to support the allegation(s) of academic misconduct; and
3. The student will be given an opportunity to present information on his/her behalf.

In any case, and based upon the instructor's policy regarding academic misconduct, the instructor will either assign a grade of "F" for the exercise or examination or assign an "F" for the course.

## **REPEATING A COURSE**

CTI Policy:

A course may be repeated in order to expunge a grade of "F", but failing a AT-CTI class automatically eliminates the student from the AT-CTI program. In the case of trying to improve the first grade, the original grade made in the class will be the standing grade for the CTI program.

University Policy:

Please refer to the current MTSU Undergraduate Catalog for the universities policy on repeating a course.

## **STUDENT DRESS CODE**

CTI Policy:

Students currently enrolled in AERO 3631, AERO 3641, AERO 4651, or AERO 4661 are required to adhere to the following dress code- collared shirts or blouses, kakis, dress pants or appropriate dresses or skirts. No flips flops, sandals, or tennis shoes.

University policy:

The University has no specific dress code for its students. A student is expected, however, to exercise reasonable judgment and decency in dress style. The faculty member may require reasonable dress standards during class.

## **SUSPENSION FROM CLASS**

Instructors have the authority to temporarily suspend from class any student whose conduct disrupts the instructor's ability to teach. A written report of the circumstances involved must be submitted to the Dean of Student Life through the appropriate channels, i.e. continued talking, game playing, sleeping, doing other class assignments.

### **CONDUCT:**

All students must demonstrate appropriate attitudes and actions while attending MTSU. Students must act in a professional manner while in ALL AEROSPACE classes. Your actions and conduct will and is observed in all aerospace classes, and any inappropriate behavior may be reported to the AT-CTI Program Director. After one offense the student will be placed on probation; another offense will remove the student from the AT-CTI program. See probation on page 7

### **TOBACCO**

MTSU is a tobacco free campus. The use of any tobacco product (cigarettes, cigars, smokeless tobacco) is strictly prohibited in any FAA air traffic control facility and MTSU classes. After one offense the student will be placed on probation; another offense will remove the student from the AT-CTI program. See probation on page 8.

### **COURSEWORK GRADE EXPECTATIONS**

MTSU's AT-CTI program requires that all of the AT-CTI students maintain a 3.00 cumulative GPA and a 3.00 Aerospace GPA. The program specifically requires that all AT-CTI students make a grade no lower than a "B" in all of the air traffic control classes and their corresponding labs: AERO 3630/3631, AERO 3640/3641, AERO 4650/4651, and AERO 4660/4661.

### **ACADEMIC AND CONDUCT PROBATION**

Academic Probation:

Students who make less than a "B" (80-89%) in one of the Air Traffic Control classes will be placed on a "probation" status within the AT-CTI program. Being on probation means a student is removed from the potential recommendation list while the grade issue is unresolved. Students will only be allowed to remain on academic probation for one semester before being dismissed from the program. This is to ensure that we are only recommending quality students not quantity. Once on academic probation students must ensure they will have a "B" average in all four of the Air Traffic Control classes to receive a recommendation. The student is granted 1 retake of a class to have the probation status lifted. Students will only be allowed to retake one (1) ATC class.

Students who make a grade lower than "B" in one of the air traffic control classes, and are subsequently placed on probation, are eligible to retake that one course without the corresponding lecture/lab when it is offered next.

Students who do not have the probationary status lifted by their graduation date will not receive a recommendation for hire to the FAA. Students who are placed on probation more than one (1) time will under no circumstance be recommended for hire with the FAA. There is no exception to this rule.

Conduct Probation:

Students who use tobacco in class or displays conduct unbecoming of MTSU students are subject to being placed on probation. Being on probation means a student is removed from the potential recommendation list. While on probation, another offense will result in removal from the AT-CTI program with MTSU and the FAA and the student will be notified of these measures.

Probationary status will be lifted upon the exit interview if the student has shown improvement in their conduct and have had no other issues while attending MTSU.

### **APTITUDE TESTING (AT-SAT EXAM):**

AT-CTI students will be required to take an FAA authorized pre-employment (aptitude) exam. It is a timed exam administered by the FAA. The FAA uses an exam called Air Traffic Selection and Training (AT-SAT). It evaluates the skill sets identified as contributing to successful ATC careers. Areas of evaluation include but are not limited to applied mathematics, geometric visualization, memory, basic ATC skills and

pattern recognition. We will assist you in preparing for the exam prior to its being administered; however, MTSU has no control over the communication, date, time, location of the exam, or the results.

You will be scheduled to take the test based on the projected graduation date you listed upon enrollment, which is normally one year prior to the listed graduation date. The test provider will contact you directly via email about the date, time, and location of your AT-SAT testing. The email will be sent to the address listed on the AT-CTI Application Form. It is your responsibility to confirm that you will take the exam and schedule a date to take the exam with the contact given in this email.

All students must pass this aptitude exam in order to be employed as a controller, and each student receives two opportunities to pass; however, there is a one-year waiting period between retakes.

A passing grade on this exam is a 70%. Those who pass this exam are placed into two hiring categories: Well-Qualified and Qualified. Those who score an 85% or higher are considered "Well-Qualified", while those who score 70% - <85% are considered "Qualified." Your score is good for three years and is activated upon graduation from MTSU, meaning your score is valid for three years after you have graduated.

### **AT-CTI EXIT EXAM:**

At the end of the CTI class (AERO 4660) all students eligible to graduate before the next offering of the course will take the MTSU AT-CTI exit exam. This exam will test students on basic aeronautical knowledge, weather, and air traffic regulations and procedures, and aircraft identification and any topic covered in AERO 3630, AERO 3640, AERO 4650, and AERO 4660. Students must pass this test with a grade of 80% or higher in order to be recommended; there is one retake and no exceptions.

### **MIDDLE TENNESSEE AIR TRAFFIC CONTROL ORGANIZATION (ATCO):**

The Middle Tennessee Air Traffic Control Organization is a student ran organization designed to have our ATC students interact with one another and keep up with what is going on in the ATC community. The organization meets regularly throughout the semester, works on various projects, has fundraisers, and takes trips to facilities in our region. The organization is open to anyone who wants to join and requires a fee for membership.

### **INTERVIEWS**

At the end of every semester, the AT-CTI Program Director meets with each student individually who are set to graduate at the end of that semester. During this meeting, both parties will review all information to make sure all courses, paperwork, and testing has been completed.

Upon completion of the last CTI course and graduation a final Exit Interview is required. At this time the Request for Form must be turned in and the AT-CTI Program Director and lab instructors will review the student's grades and paperwork and make sure the student has successfully met all requirements. At the end of the interview, the AT-CTI Program Director will tell the student if they will be recommended to the FAA for hire. The student must complete and turn in the Request for Recommendation Form during this meeting.

### **RECOMMENDATION PROCEDURES AND REQUIREMENTS:**

After every university convocation, the MTSU AT-CTI Program Director will review the following items for each candidate. In order to be recommended for hire to the FAA the following requirements must be satisfied:

- Fulfill University requirements for Graduation
- 3.00 Cumulative GPA in all collegiate coursework
- 3.00 GPA Core Cumulative Aerospace GPA
- Submission and completion of all AT-CTI paperwork (See forms checklist on page 14)
- Completion of an ATC Medical (completed with MTSU AME) and proof of exam submitted.
- No grade lower than a "B" in any of the 8 ATC classes (AERO 3630/3631, 3640/3641, 4650/4651, and 4660/4661)

- Probationary status lifted, if applicable (see page 8)
- Score 80% or higher on AT-CTI exit exam
- Score 70% or higher on AT-SAT exam
- Exit Interview with AT-CTI coordinator during last semester
- Submit Recommendation request form on or before Graduation

The MTSU AT-CTI office reserves the right to change or add requirements as necessary to maintain the high standards of MTSU's prospective air traffic controllers.

### **GRADUATION REQUIREMENTS:**

Students must follow university requirements for graduation. Other requirements may be added as needed.

***Please note that neither attendance at nor completion of a CTI program will guarantee employment with the FAA.***

### **OTHER REQUIREMENTS**

The MTSU AT-CTI office reserves the right to change or add requirements as necessary to maintain the high standards of MTSU's prospective air traffic controllers.

### **MEDICAL INFORMATION**

Dear Prospective ATC student,

MTSU has an entry requirement for prospective ATC students to perform a physical in the summer before matriculation. The purpose of this physical is to make sure that a student does not spend their time and money pursuing a degree, and then find that they cannot pass an ATC physical for employment. While we cannot perform the actual GS-2152 ATC exam you will be required to take for employment, we attempt to provide as comparable an exam as possible to make sure that students meet the physical requirement that air traffic control positions require.

Currently, we require that a second class pro-pilot physical plus EKG and hearing testing (audiometry) be performed prior to matriculation. The second class physical will provide the rigorous eye examination criteria necessary for ATC positions. The ATC student should have no evidence of color blindness and must have both 20/20 vision both at near, intermediate, and distance testing (glasses or contact are allowed). If you suspect that your current eye prescription does not provide 20/20 vision, it would be advisable to address that prior to the physical to ensure passage of this important part of the FAA exam.

Also of note is the disclosure of current and past medical, psychiatric, drug and alcohol issues. The FAA is vigilant in making sure those who pass their exams disclose fully any medical or other issues they have. The FAA does review all applicants' histories fully and has the ability to access minor and expunged records. The second class physical has a history questionnaire that is filled out on-line: please make sure to address any medical, psychiatric (including ADD/ADHD and past depression), or drug and alcohol issues at that time.

While we cannot absolutely be sure that passage of this physical guarantees passage of your future employment physical, we should be able to detect most conditions that would preclude a career in air traffic control. We hope the addition of this pre-matriculation physical is a benefit to prospective students in avoiding a preventable ATC physical failure at the end of a hard earned degree.

Regards,

MTSU Student Health Center

Please go to the website to schedule an appointment for your medical exam, and it will cost approximately \$100. It is preferred that you schedule an exam during the summertime, as this is a non-busy time of the year: <http://www.mtsu.edu/healthservices/ATCPhysicals.shtml>

**\*\*\*Please note that all medical's MUST be obtained by the MTSU Health Services.  
NO EXCEPTIONS!\*\*\***

## **Post MTSU Information**

### **HIRING REQUIREMENTS:**

#### **These are Federal Aviation Administration requirements**

Candidates who are being considered for employment will begin the pre-employment process including suitability, medical, and security clearances. Detailed information is available at [http://www.faa.gov/jobs/job\\_opportunities/airtraffic\\_controllers](http://www.faa.gov/jobs/job_opportunities/airtraffic_controllers)

MTSU recommends that students research these areas carefully before becoming an AT-CTI student. If an individual has medical concerns relating to the above FAA qualification standards, it is required that he/she obtain an appropriate medical examination prior to starting the program. This must be done at the MTSU Student Health Services at a cost to the student of approximately \$100. You will receive a Second Class Medical, in which a copy must be made and turned in to the AT-CTI Program Director. Please keep in mind that this is not the official medical needed to work with the FAA. This is a screening required by the FAA and is done for your benefit. The Federal Aviation Administration background check will look for patterns of behavior, not isolated incidents.

Any information indicating a lack of responsibility such as history of arrests, late or no payments including child support, credit cards, etc. will be scrutinized and may rule out some candidates.

### **GETTING HIRED:**

After graduation MTSU will send the student's hiring recommendation to FAA headquarters. This recommendation consists of name, date of graduation, and GPA, and whether the school is recommending them for hire with the FAA.

Once the FAA has received your graduation recommendation, an email from the FAA will be sent to the graduate with instructions on how to apply for an open job announcement as well as a password to apply for the announcement. This information is extremely sensitive and will not be shared. Failure to follow instructions will result in loss of hiring consideration with the FAA and possible criminal charges. During the application process you will be able to select up to 2 states for possible placement.

After submitting your application you must wait for the next hiring panel to meet. A panel usually meets quarterly to select new hires for each hiring state. You may or may not be selected for hire during a panel, and if selected you will be notified via email with instructions on what you need to do. If you are not selected, you must wait for the next panel to meet to be considered for a job as an ATCS. The FAA hires controllers in order of highest AT-SAT score and GPA, so maintaining a good GPA is central to the hiring process.

Once you have been selected you will be contacted to interview at the nearest FAA ATC facility. If you have successfully passed your interview you will then receive a TOL. At this point your age freezes. You must then pass a medical, psychological evaluation and security background check. Once you have passed these items, you will receive a FOL and a class date to attend the FAA Training Academy in Oklahoma City.

The student has a three-year window in which to be employed. Waivers are available, through the FAA, if the waiting period exceeds the three year limit.

**FAA ACADEMY:**

Every AT-CTI graduate must go to the FAA Academy in Oklahoma City before working at an FAA air traffic facility. For a Tower position, the duration of your stay in Oklahoma City is approximately six to eight weeks, and a Center position is approximately fifteen weeks. The employee goes directly from the FAA Academy to the accepted position. Pay and benefits will begin immediately upon arrival at the Academy. Salary information is available on the FAA's website.

**Forms Checklist**

Check off the following forms and write the date in which you turned it in.  
In parentheses are the years which you should have these forms turned in.

Forms 1-4 and 8 can be found on the following website:

<http://mtsu.edu/aerospace/cti-forms.shtml>

Form 5 must be obtained from the MTSU Health Services. Form 5 must be obtained in the Aerospace Office in BAS S211. Form 6 can be found on the following website:

<http://frank.mtsu.edu/~records/intentform.pdf>

FORMS 1-4 AND 8 MUST BE TURNED INTO THE AT-CTI OFFICE. FORMS 6 AND 7 MUST BE TURNED INTO THE AEROSPACE ACADEMIC ADVISOR.

<b><u>FORM</u></b>	<b><u>TURNED IN</u></b>	<b><u>DATE</u></b>
1. CTI Enrollment App.; Form 1000 (Fresh-Soph):	___	_____
2. Citizenship ID (Fresh-Soph):	___	_____
3. Personal Info. Release; Form 1001(Fresh-Soph):	___	_____
4. MTSU AT-CTI Student Handbook Contract (Fresh-Soph):	___	_____
5. Medical Form (Fresh-Soph):	___	_____
6. Upper Division (Junior):	___	_____
7. Intent to Graduate (Junior):	___	_____
8. AT-CTI Request for Recommendation; Form 1002 (Senior):	___	_____

### Grades Checklist

<b>Course</b>	<b>Grade</b>	<b>Semester/Year</b>
AERO 1010: Introduction to Aerospace		
AERO 1020: Theory of Flight		
AERO 1230: Aviation Laws and Regulations		
AERO 2010: Aviation Weather		
AERO 2220: Navigation / AERO 2230: Professional Pilot		
AERO 3230: Crew Resource Management		
AERO 3210: Professional Pilot II / AERO 3510: IFR for Non-Pilots		
AERO 3630: Introduction to Air Traffic Control		
AERO 3631: Introduction to Air Traffic Control Lab		
AERO 3640: Air Traffic Control: Tower Operations		
AERO 3641: Air Traffic Control: Tower Operations Lab		
AERO 4650: Air Traffic Control: TRACON Operations		
AERO 4651: Air Traffic Control: TRACON Operations Lab		
AERO 4660: Air Traffic Control: En Route Operations		
AERO 4661: Air Traffic Control: En Route Operations Lab		