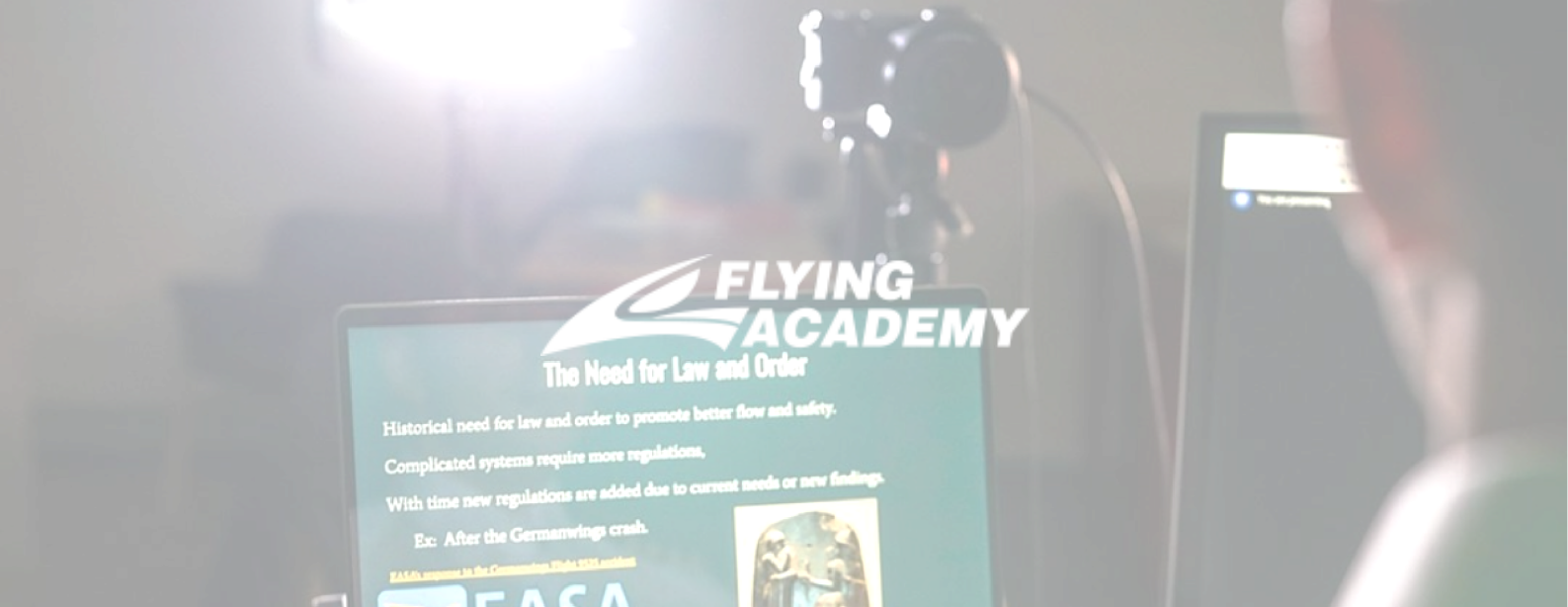


How-To Guide for EASA ATPL Online students

Instructions:

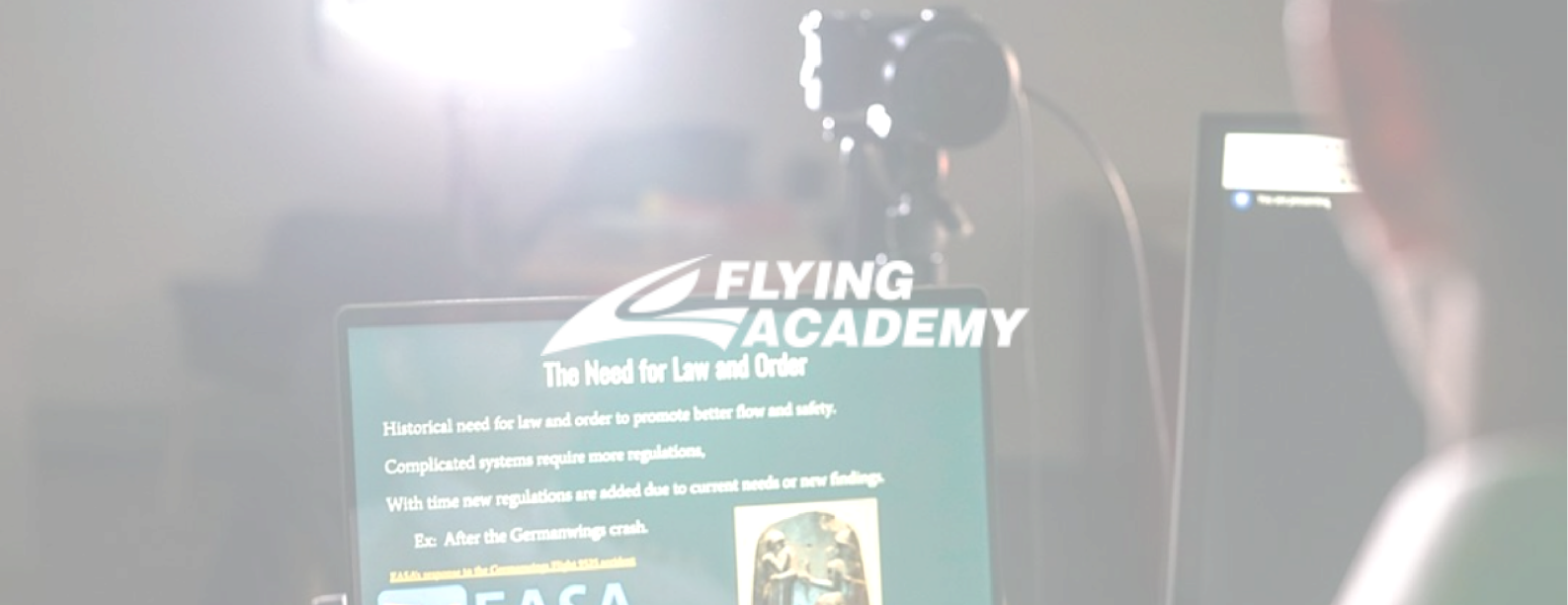
- Make sure you are added to the **Flying Academy: ATPL** WhatsApp group. In case you are not, contact Customer Service at cs@flyingacademy.com. WhatsApp groups allow us to share the updates, quickly troubleshoot minor technical issues, and much more.
- Set up a Gmail account, in case you are using different email services. Online classes are provided via **Google Classroom**, and having a Gmail account allows you to use its features fully. *Google Classroom* serves as the main point for Online Lessons - this is utilized to schedule lectures and consultations and provide students with assignments. Let us know once you create an account - via WhatsApp, for example. **The Student's Guide to Google Classroom** is available in the [Learning Management System](#).
- After you enroll in the course, you will receive an invitation to **Google Groups** by email. Google Groups are mainly used to group up email addresses for administrative reasons. Make sure to accept this invitation!
- Once the lesson is scheduled, you will receive an *invitation* to the **Google Event**. This invitation contains a joining link. You can also find joining info in the WhatsApp chat - the moderators copy this info to the chat every evening for your reference.
- The scheduled lesson will also be shown on your Google Calendar.
- The schedule of the course and FAQ are published on FlyFA.com. In case you cannot access it, please, inform us at cs@flyingacademy.com.



Requirements:

- Attend the ATPL/CPL/IR online ground school for the specific subjects in accordance with the **Attendance Rules**. (Please note that the ground lessons are here to help you with problematic areas in your studies and to give you space to consult your questions. Therefore, you should also study for the subjects before and after attending the lessons)
- Study for the subjects
- Pass the Progress Tests for each subject (via Dashboard in Aviation Exam or via Curriculum in ATPDigital).
- Finish a Final Exam in Aviation Exam (available via Dashboard) or Bristol (available via Fixed Tests) from each subject above 75%.

Please note that you have to finish your ATPL theory training for all subjects within 18 months of your enrollment date (theoretical training includes online classes, self-study, as well as final exams). In case you don't know your enrollment date do not hesitate to ask in the office or contact us at cs@flyingacademy.com.



Attendance rules:

The complete **Overview of Subjects and Hours** can be found in the Learning Management System. If you cannot access it, please contact Customer Service at cs@flyingacademy.com

- Attend 75% of the lectures per each subject.
- Attend 100% of the consultations (aka guided discussions) per each subject.

How to plan your exams:

Schedule your exams individually with respect to the CAA examinations schedule and to the fact that:

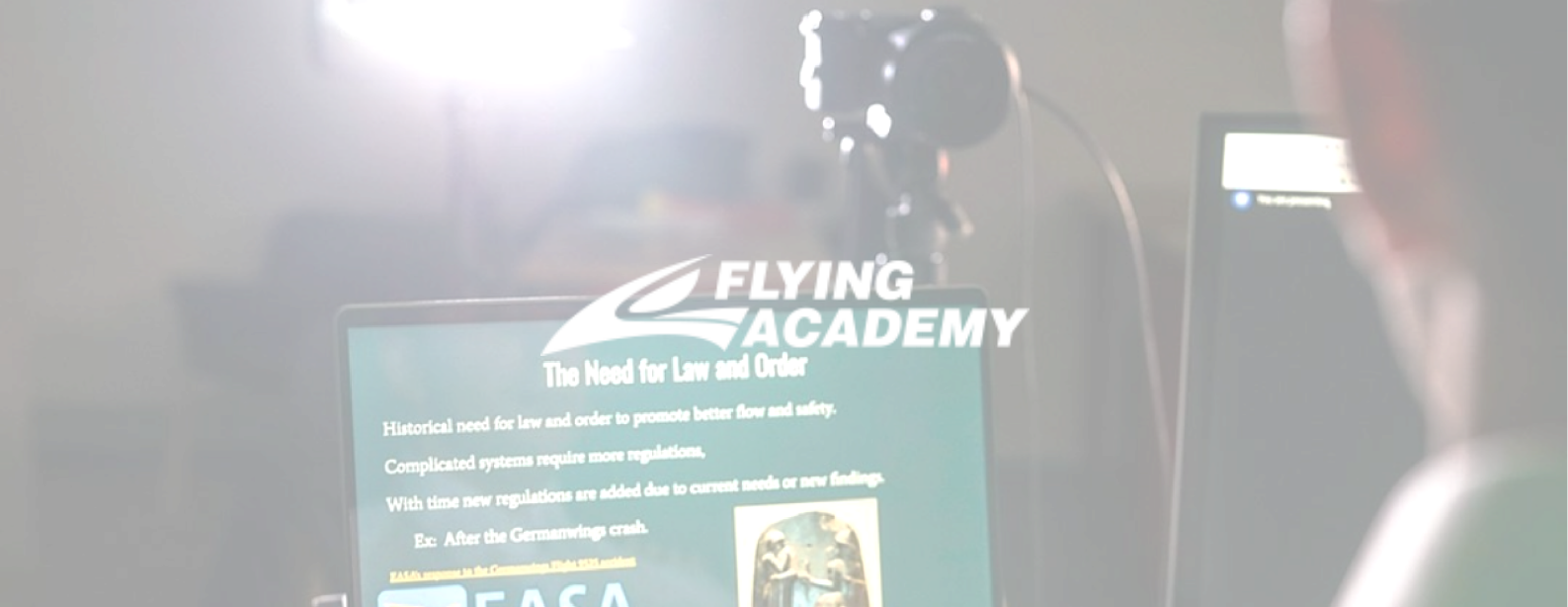
1. You can use **6 blocks within 18 months**, which is the maximum time.
2. Maximum period - 18 months - is calculated from the day of your first exam at the CAA.
3. One block means all the published examination dates in one certain month, from which you can use all of them (8 days each month).
4. You cannot repeat one subject more than three times (means 4 tries total for each subject).

To schedule yourself for the exams

Contact us at cs@flyingacademy.com to inform us about the subjects you have completed. We will issue the certificate and inform the CAA so that they can open the booking portal for you or add the subjects you have completed.

ATTENTION - if you wish to complete your exams elsewhere than Czech CAA, please inform us about it every time you request a certificate!

1. Please note it takes a couple of business days for the CAA to enable the subjects in the booking portal.
2. Choose the desired dates and times from the CAA examinations schedule.



3. Once you have your certificate and access, please book yourself for the exams in the portal. Bear in mind, you can cancel your planned exam maximum 7 days in advance. In case you do not cancel on time and do not show up for the exam, it will be considered as failed. The only exception is a notice from a doctor.

Examination regulations

- Be on time (if you arrive late, you cannot take part in the exam)!
- Any kind of cheating leads to failing the exams and a ban for at least 12 months.
- **PLEASE RESPECT THAT ALL THE COMMUNICATION WITH CAA HAS TO BE DONE VIA FLYING ACADEMY TEAM, SO ALL THE PROCEDURES WILL BE FOLLOWED.**

What to take with you for the exams

1. Original ground school certificate from school,
2. your ID or passport,
3. In case your authority is the Czech CAA - 5000,- CZK in cash (examination fee) – this fee is paid just once before your 1st exam,
4. allowed aids: writing accessories, navigation triangle, flight computer and compasses, all the other equipment will be provided by CAA (using anything else is considered cheating and will lead to failing the exam).