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Enrollment Services and Vetting Programs (ESVP)

Vetting Programs Division

Vetting Programs Branch

# Flight Training Security Program (FTSP)

## Provider Application Guide

**Month 2021**



# Application for Training

- **Applicants** must provide the following using the AFSP **online portal** for each training event:
  - ❑ *Basic Information*
    - name, gender, height, weight, DOB
  - ❑ *Other Names*
    - alias type: birth, Americanized, maiden, geographic, variations
  - ❑ *Citizenship Types* (current, dual, historical)
  - ❑ *Document Information* (current & all previous)
    - unexpired passport and visa, all airman certificate & type rating, permanent resident card, **border crossing card, employment authorization card, all airman certificates & type ratings, US driver's license**
  - ❑ *Address Information* (current, historical at least 5 years)
  - ❑ *Employment History* (current)
  - ❑ *Dates and location for training*
- Fingerprints required for training application approval
- Applicant must **start** training within 180 days from date request is accepted by provider
- Applicant must **complete** training within 365 days of date training request is approved

# Categories of Training

- **Category 1:** for applicant not eligible for expedited processing for flight training in the operation of aircraft with MTOW of 12,500 pounds or more
- **Category 2:** for applicant eligible for expedited processing for flight training in the operation of aircraft with MTOW of 12,500 pounds or more
- **Category 3:** for applicant applying for flight training in the operation of aircraft with MTOW of 12,500 pounds or less
- **Category 4:** for applicant requesting for recurrent training
  - Flight schools are required to submit similar training and identifying information for applicant in Category 4, but are not required to submit the applicant's fingerprints.



# Provider Login Page

The screenshot shows the homepage of the Alien Flight Student Program (AFSP) website. The browser address bar displays <https://www.flightschoolcandidates.gov/home>. The page header includes the Transportation Security Administration logo and the text "Transportation Security Administration" and "Alien Flight Student Program (AFSP) Department of Homeland Security". A navigation menu contains links for Home, Regulatory, Legal Notices, FAQs, Application Guide, Links, and Contact AFSP. A "Log In" button and a "Register Options" dropdown menu are visible in the top right. The "Register Options" dropdown is open, showing "Registration Portals" and "Provider Portal", with the "Provider Portal" link circled in red. A "What's New" section is also present. On the left, a blue box contains a welcome message and information about the AFSP's mission and the online portal. On the right, a red box contains a "Notice(s)" section with two updates: "Email Updates in Progress" and "System Updates".

Transportation Security Administration

Alien Flight Student Program (AFSP)  
Department of Homeland Security

Log In

Register Options

Registration Portals

Provider Portal

What's New

**Welcome to the TSA Alien Flight Student Program (AFSP) online portal.**

AFSP's mission is to ensure that individuals participating in flight training do not pose a threat to aviation or national security. Under U.S. law, U.S. flight training providers are prohibited from training any flight training candidates or students unless they have submitted certain information to TSA, and TSA has determined that the individual does not pose a threat to aviation or national security.

Flight training candidates use this online portal to apply for a security threat assessment. A determination of eligibility from the security threat assessment allows a candidate to participate in flight training with an FAA-regulated flight training provider. Candidates must complete the AFSP application before they may begin flight training.

**Notice(s)**

**Email Updates in Progress**

2021-Oct-28, 11:34:28

**The Program is Updating Emails**

Over the next few months users may see slight differences being introduced into the emails.

**System Updates**

2021-Oct-28, 11:34:44

**Upgrade and Refresh Your View of the AFSP Online Portal**

AFSP continues to implement upgrades to the system. Scheduled system down times are: Wednesday evenings from 7 pm to 9 pm Eastern Time.

If you are a regular user of the AFSP online portal, please refresh your page views every Thursday morning by simultaneously hitting "Ctrl+F5" on your keyboard. This will ensure you are able to view the latest updates to the interface.

**Current Status of Security Threat Assessment/Training Request Processing**



# Requesting AFSP Provider ID



Transportation Security Administration

**Alien Flight Student Program (AFSP)**  
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.



# FSDO Request Confirmation



Transportation Security Administration

## Alien Flight Student Program (AFSP)

Department of Homeland Security

As Admin 

[Pending Flight Training Provider Accounts](#) [Your Providers](#) [View TSA Email](#) [Help](#)

### Pending Provider Accounts for San Francisco IFO

Request Date	Flight Training Provider Business Name	Provider Certification	Provider's AFSP Administrator
+ 2017-08-18	Evan Air	Individual Cfi	Evan Hunt

Showing 1 - 1 of 1 items < 1 > 10 / page



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# Flight Training Provider Activities within AFSP



# Initial AFSP Sign-in/Home Page



Transportation Security Administration

**Alien Flight Student Program (AFSP)**  
Department of Homeland Security

As Admin 

[Home](#) [Flight Training Provider](#) [Training Requests](#) [Search Pay.gov Payments](#) [Endorsements](#) [View TSA Emails](#) [Help](#)

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*Actions available for McNeill Plane Training (VA)*

Completion Status 	Photo Upload 	Re-Validate Training Request 	Validate Training Request 	Pay with Pay.gov 	Create Recurrent Training Event 
3	3	-	-	1	<a href="#">Create</a>

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*Actions available for Air McNeill (VA)*

Completion Status 	Photo Upload 	Re-Validate Training Request 	Validate Training Request 	Pay with Pay.gov 	Create Recurrent Training Event 
-	-	-	-	-	<a href="#">Create</a>





U.S. Department of Homeland Security  
**Transportation Security Administration**  
6595 Springfield Center Drive  
Springfield, Virginia 20598

# Provider: Training Requests

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

## Search Training Requests

Candidate's Name:  Candidate's AFSP User ID:  Flight Training Provider's Candidate ID:  Flight Training Provider:

Training Request #:  Est. Start Date:  Act. Start Date:   Photo Upload:  Needed  Completed

TR Status:  Est. End Date:  Act. End Date:   Completion Status Required:  Needed  Completed

Training Type:  Expiration Status:  Active  Expired  Validation Required:  Needed  Completed

Re-validation Required:  Needed  Completed

## Training Requests

TR No.	Cat.	School	Student Name	Student Id	Status	Est. Start	Est. End	Act. Start	Act. End	Actions
1213110	4	McNeill Plane Training	Bruce Lee McNeill		Provider Approved-Paid	2021-11-26	2021-11-30	-	-	
1213101	1	McNeill Plane Training	Bruce Lee McNeill		Documentation Accepted	2021-11-18	2021-11-29	-	-	
1213100	3	McNeill Plane Training	Bruce Lee McNeill		Documentation Accepted	2021-11-21	2021-11-25	-	-	
1213099	2	McNeill Plane Training	Cindy Louhoo McNeill		Training Request Cancelled	2021-11-23	2021-11-29	-	-	
1213098	1	McNeill Plane Training	Cindy Louhoo McNeill		Provider Rejected	2021-11-14	2021-11-18	-	-	





# Provider: Payments

[< Cancel](#)

## Alien Pilot Fee HCP

Please review the payment information. Required fields are marked with an \*

Agency Tracking ID  
AFP1168515B

Payment Amount  
\$70.00

Payment Method  
Plastic Card

Cardholder Name  
Your Name

Card Type  
VISA

Card Number  
\*\*\*\*\*1111

Cardholder Billing Address  
123 Main St.

Billing Address 2

City  
City

Country  
United States

State/Province  
OK

ZIP/Postal Code  
55555

\* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

[Continue](#) [Previous](#) [Cancel](#)

WARNING WARNING WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems which run on it are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

Note: This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling.



# Provider: DOD Endorsements

This tab only appears for providers who have received DOD Endorsements. The majority of providers will not have an Endorsements tab.



Transportation Security Administration

**Alien Flight Student Program (AFSP)**  
Department of Homeland Security

As Admin 

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

Search by Trainee, Provider or ID   **DOD Endorsements**

Endorsement ID	Endorsee Name	Flight Training Provider	Estimated Training Start Date	Estimated Training End Date	Date Created	Training Event Status
8332986	Novak Djokovic	McNeill Plane Training	2021-09-18	2021-09-25	2021-09-09	Cancelled
8332982	Kristen Press	McNeill Plane Training	2021-08-02	2021-08-06	2021-07-23	Active
8332973	Jane Rizzoli	McNeill Plane Training	2021-04-10	2021-04-17	2021-03-24	Active
8332972	Jack Reacher	Air McNeill	2021-04-04	2021-04-09	2021-03-15	Cancelled
8332971	Philip Marlowe	McNeill Plane Training	2021-03-27	2021-04-03	2021-03-15	Active
8332966	Maura Isles	McNeill Plane Training	2021-02-22	2021-02-26	2021-01-29	Cancelled
8332965	Jane Rizzoli	McNeill Plane Training	2021-02-15	2021-02-19	2021-01-29	Active
8332956	Brandy McNarsee	McNeill Plane Training	2020-12-03	2020-12-16	2020-11-18	Active



1-8 of 8 items



# Provider: Help

**Transportation Security Administration**  
U.S. Department of Homeland Security

**Alien Flight Student Program (AFSP)**  
Department of Homeland Security

Log In  
Register

Home Regulatory Legal Notices FAQs Application Guide Links Contact AFSP

**What's New**

**Welcome to the TSA Alien Flight Student Program (AFSP) online portal.**

AFSP's mission is to ensure that individuals participating in flight training do not pose a threat to aviation or national security. Under U.S. law, U.S. flight training providers are prohibited from training any flight training candidates or students unless they have submitted certain information to TSA, and TSA has determined that the individual does not pose a threat to aviation or national security.

Flight training candidates use this online portal to apply for a security threat assessment. A determination of eligibility from the security threat assessment allows a candidate to participate in flight training with an FAA-regulated flight training provider. Candidates must complete the AFSP application before they may begin flight training.

**Notice(s)**

**Voicemail Outage**  
2021-Dec-15, 15:31:30

The Voicemail system is currently unavailable.

- Return to service is pending

Please send all inquiries to [AFSP.Help@tsa.dhs.gov](mailto:AFSP.Help@tsa.dhs.gov). AFSP will post an updated message once the voicemail has been restored.

**Email Updates in Progress**  
2021-Dec-15, 15:31:05

The Program is Updating Emails

Over the next few months users may see slight differences being introduced into the emails.

**System Updates**  
2021-Dec-15, 15:30:58



# Provider Actions: Validate TR

Provider with a TR just submitted to validate, click on the 1

staging.flightschoolcandidates.gov/provider

ops WebTA VPB Main FTSP Staging/analyst PRA Folder Outreach Tracking -... | Readin

Transportation Security Administration **Alien Flight Student Program (AFSP)** Department of Homeland Security As Admin

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

Actions available for FlyCarolina Rock Hill (SC)

Completion Status ⓘ	Photo Upload ⓘ	Re-Validate Training Request ⓘ	Validate Training Request ⓘ	Pay with Pay.gov ⓘ	Create Recurrent Training Event ⓘ
-	-	-	<b>1</b>	-	<input type="button" value="Create"/>



# Provider Actions Needed

## Managing Information:

- Provider Information
- Training locations
- Admin/Agent user accounts
- Multi-user accounts

The screenshot shows the AFSP web interface for the Transportation Security Administration. The header includes the TSA logo, the text "Transportation Security Administration", "Alien Flight Student Program (AFSP)", and "Department of Homeland Security". A user profile in the top right shows "As Admin" with a profile picture. The navigation menu includes: Home, Flight Training Provider (selected), Training Requests, Search Pay.gov Payments, Endorsements, View TSA Emails, and Help.

The main content area is divided into several sections for "McNeill Plane Training":

- McNeill Plane Training's School Info:** A summary card with a "McNeill Plane Training" button.
- FAA Certificate State Type:** A table with details:
 

FAA Certificate State Type	52346876028 Virginia Part 141	Admin Name Admin Phone Admin E-mail	Bruce McNeill 7032817733 mcneillplane@testy.com
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- McNeill Plane Training's Training Locations:** A summary card with a "Manage Locations..." button.
- McNeill Plane Training's User Accounts:** A summary card with a "Create New Agent Account..." button.
- McNeill Plane Training's Multi-User Accounts:** A table with a search bar and a "Search" button. The table has columns: Role, Name, User ID, Email, Phone, Status, and School.
 

Role	Name	User ID	Email	Phone	Status	School
PROVIDER AGENT	Bruce McAgent	hmcag	mcagent@testy.com	70328145678	Active	McNairy High Elvare

# Provider Actions Needed

- Completion status
- Re-Validation
- Validation
- Upload a photo
- Payment

The screenshot displays the Alien Flight Student Program (AFSP) web interface. The header includes the Transportation Security Administration logo, the program name, and the user role 'As Admin'. The navigation menu contains links for Home, Flight Training Provider, Training Requests, Search Pay.gov Payments, Endorsements, View TSA Emails, and Help. The main content area shows three provider profiles, each with a table of actions and their counts.

Actions available for McNover's Flyover (VA)					
Completion Status	Photo Upload	Re-Validate Training Request	Validate Training Request	Pay with Pay.gov	Create Recurrent Training Event
1	1	-	-	-	<a href="#">Create</a>

  

Actions available for hokie flying club (VA)					
Completion Status	Photo Upload	Re-Validate Training Request	Validate Training Request	Pay with Pay.gov	Create Recurrent Training Event
1	1	-	-	1	<a href="#">Create</a>

  

Actions available for McNeill Plane Training (VA)					
Completion Status	Photo Upload	Re-Validate Training Request	Validate Training Request	Pay with Pay.gov	Create Recurrent Training Event
3	3	-	-	1	<a href="#">Create</a>

# Paperwork Reduction Act

## Paperwork Reduction Act Statement

### For Providers :

The public reporting burden to complete this information collection is estimated at 5 minutes per response or 60 minutes per response for large providers, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collected information. TSA may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number and expiration date. The OMB control number assigned to this collection is 1652-0021, EXP. 07/31/2022.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

Transportation Security Administration - TSA-11

Attention: PRA 1652-0021 - Flight Training for Aliens and Other Designated Individuals; Security Awareness Training for Flight School Employees

6595 Springfield Center Drive, Springfield, VA 20598-6011



# Privacy Act and Assertion of Data

## AUTHORITY

6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-52, August 3, 2007); and Executive Order 9397, as amended.

## Purpose

The Department of Homeland Security (DHS) will use the biographic information to conduct a security threat assessment. Your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into US-VISIT Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA records to ensure the validity of the information.

## Routine Uses

In addition to those disclosures generally permitted under 5 U.S.C. 522a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. 522a(b)(3) including with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket

## Information Verification

1. Section 1001 of Title 18 of the U.S. Code provides that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 or 5 years in prison or both. By submitting this training request form, I am certifying that the information provided in each and every electronic entry on this training request form is true and complete to the best of my knowledge and ability.
2. I further certify that I am the individual whose name is on this training request form being submitted. I understand that this is a legally binding document, that my agreement (by clicking the box marked "I Agree" below the declaration against perjury which follows this paragraph) constitutes an electronic signature, and that any false, misleading, or incomplete statements by me in response to any part of this submission constitutes a violation of federal law and may lead to criminal prosecution or other legal action.

\* I understand and agree to:

 [Applicable Notices](#)

