

Middle Tennessee State University
Collegiate Training Initiative
Student Handbook



Edition A

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**Welcome to
Middle Tennessee State University
and the
Collegiate Training Initiative!**

Dear Applicant,

Thank you for your interest in the CTI program at MTSU. We are one of many CTI schools throughout the country that are participating in the Federal Aviation Administration's program designed to prepare young men and women like yourself to attend 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 CTI program you must complete the courses necessary to receive a Bachelor's degree in any of the five Bachelor's concentrations: Airport Administration, Flight Dispatch and Scheduling, Maintenance Management, Professional Pilot, Technology, or a Master's degree in Aerospace Education or Administration.

Please fill out and return the enclosed application and citizenship form with the necessary materials. The CTI office is not responsible for and can not 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 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 CTI office at the number below. We look forward to seeing you at MTSU!

Gail Zlotky
615-898-2290
gzlotky@mtsu.edu

About the 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 degrees or one of the two graduate degrees. The Air Traffic Control Program will offer instruction in: aviation weather, radar environment, air traffic control regulations, ATC training using MTSU's RADAR simulators, and practice controlling airplanes in a lab. There are optional tours throughout the year of Nashville (BNA) tower and Memphis (ZME) and Atlanta (ZTL) Air Route Traffic Control Centers.

Students with no prior college experience should begin course work in the fall semester. However, new and transfer students may begin taking 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 a Collegiate Training Initiative (CTI) program, one of thirty-one 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*
- *31-year-old maximum age restriction for students anticipating employment in terminal or enroute options.*

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 use the Transfer Equivalency information page located at:
<http://www.mtsu.edu/~admissn/team.htm>

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 ATC Student Responsibilities](#) document.

MTSU ATC Student Responsibilities

TERMS:

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

ATC: Air Traffic Control

CTI: Collegiate Training Initiative; program of study leading to employment at ATC facilities.

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

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

DESCRIPTION OF CTI PROGRAM:

The Middle Tennessee State University (MTSU) ATC program is one of fourteen CTI institutions in the United States. See

http://www.faa.gov/jobs/job_opportunities/airtraffic_controllers for a complete description of this initiative. The FAA established CTI schools as a pathway to an ATC career. CTI students receive preferential hiring along with those that have previous military ATC experience. The CTI schools have courses leading to varying ATC certifications in different types of ATC towers and centers in the US. Any of MTSU's Aerospace degrees, coupled with the CTI classes, qualifies students to be employed in Air Traffic Control Towers (Terminals) and Centers.

FAA AGE RESTRICTIONS:

The FAA states that individuals must not have reached his/her 31st birthday before the date of initial appointment. MTSU recommends that prospective students do not attempt to enter the CTI program unless completion of the program can be attained by the age of 30, ***as you must be employed by the age of 31.***

MTSU AEROSPACE DEGREES:

MTSU offers 5 undergraduate degrees: Administration, Flight Scheduling and Dispatch, Maintenance Management, Professional Pilot, and Technology and 2 graduate degrees in Aerospace Education or Administration. All degrees are either Bachelor's or Master's of Science and are accredited by the Aviation Accreditation Board International and the Southern Association of Colleges and Schools. Every MTSU CTI student must choose a degree and then work the CTI classes into the degree in place of electives. Most CTI students choose the Flight Scheduling and Dispatch or Aerospace Administration concentrations.

REQUIRED CLASSES FOR CTI PROGRAM

MTSU is a participant in the FAA's Collegiate Training Initiative (CTI). The Air Traffic Control program at Middle Tennessee State University prepares students for employment in air traffic control careers.

This program, consisting of nine Aerospace classes, can be added to each of the five undergraduate degrees or one of the two graduate degrees. Those classes are:

AERO 1010.. Intro to Aerospace
AERO 1020.. Theory of Flight
AERO 1230.. Aviation Laws and Regulations
AERO 2010.. Aviation Weather
AERO 2220/2230 Navigation/Private Pilot
AERO 3510.. IFR for Non-Pilots
AERO 3230.. Crew Resource Management
AERO 4530.. Air Traffic Control
AERO 4560.. Advanced Air Traffic Control

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 Conditional Admission in the AT-CTI program:

- Must meet Middle Tennessee State University entry requirements;
- Must submit AT-CTI application*, citizenship form*, copy of MTSU letter of acceptance, recent photo, and transcripts from any colleges/universities attended to the AT-CTI office upon enrolling in the university;
- Must have completed or be able to complete AERO 1010, 1020, 1230, and 2010 before applying for candidacy in the AT-CTI program and an aerospace GPA of 3.0.
*forms available at <http://aerospace.web.mtsu.edu/programs.htm>

Students applying for Candidacy in the AT-CTI program:

- Must be a student in good standing with the University
- Must have the following items on file in the AT-CTI office: CTI application*, Citizenship form*, Candidacy form*, Information release form*, recent photo and transcripts from any colleges or universities attended. The packet must be submitted to the Aerospace CTI office by the dates below.
*forms available at <http://aerospace.web.mtsu.edu/programs.htm>
- Summer and Fall applicant files must be complete by the first Monday in April.
- Spring applicant files must be complete by the first Monday in November.
- Must have completed AERO 1010, 1020, 1230, and 2010 with an AERO GPA of at least 3.0 and a cumulative GPA of at least 2.75 by the end of the semester during which the application is made. Please contact the AT-CTI office if you wish to transfer credit for these courses.
- Must have scored at least 75% on the MTSU CTI entrance exam (see pg. 6).

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. (*Any international student may begin taking ATC classes before citizenship has been obtained; however, MTSU cannot enter the student officially into the CTI program or send information to the FAA until 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 national list containing information from all CTI schools. **The student's projected graduation date is one item on these documents that is very important.** The FAA is reviewing 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 test (see "Aptitude Testing" below). All students are responsible for any personal changes (i.e. change of home address, email, phone number, etc...), and must be updated with the CTI-Human Resource Specialist:

Amy Tracy
amy.tracy@faa.gov
(405) 954-5702

****Please note the best way to get in contact with Ms. Tracy is through email.**

If your graduation date has changed, please notify the AT-CTI Coordinator immediately, as this affects the date of your AT-SAT exam.

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 coordinator and the recommendation review panel. These reports will document the student's attendance, habits, personality, manners, attitude and participation.

SUGGESTED TIMELINE:

Any student interested in the AT-CTI program must submit the AT-CTI application and citizenship form along with a copy of MTSU's letter of acceptance prior to starting the ATC classes.

The student should have chosen a degree program at this point. The first four AT-CTI classes should be completed as soon as possible so that the student can submit the candidacy and information release form and take the entrance exam. Because the entrance exam is administered after registration students should schedule classes with the intent of continuing the AT-CTI program.

After the entrance exam the student's progress will be reviewed by the AT-CTI program coordinator. A recommendation will be given as to whether or not the student should continue in the AT-CTI program. Students will be notified about the results. Those that passed will have his/her information sent to the FAA to be included in the national AT-CTI database. During the next year undergraduate students will need to file an upper division form along with the intent to graduate form. These should be completed during meetings with your advisor.

Based on the student's graduation date he/she will be scheduled to take the AT-SAT approximately one year before graduation. Upon passing the AT-SAT the FAA will send students more information regarding geographic preferences and other information about employment with the federal government. Students must give a copy of the score report to the AT-CTI office.

At this point students should concentrate on fulfilling all the requirements for graduation and recommendation. During the students' last semester a request for recommendation must be filed in the AT-CTI office and the entire file will be reviewed by the AT-CTI Coordinator after graduation. A recommendation for hire or release will then be sent to the FAA and a certificate will be issued. Keep in touch with the AT-CTI office and let us know when you are called and where you are sent.

ENTRANCE EXAM:

Part of the application process includes an entrance exam. This exam will test applicants on material covered in AERO 1010, 1020, 1230, and 2010. Applicants must score at least 75% to enroll in the CTI program. The exam will be administered on the Friday after final exams of the spring and fall semesters to all new applicants.

EXIT EXAM:

At the end of the Advanced Air Traffic Control Class (AERO 4560) 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. Students must pass this test with a grade of 80% or higher; there is no retake.

APTITUDE TESTING:

AT-CTI students will be required to take an FAA authorized pre-employment (aptitude) exam. Recently, the FAA implemented a new 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. See www.faa.gov/careers/employment/at-cti.htm for further explanation.

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. It is a timed exam administered by the FAA. 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. The test provider will contact you directly about the date, time, and location of your AT-SAT testing.

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 Coordinator.

INTERNSHIPS:

MTSU works with the Nashville Tower and Chattanooga Tower to offer an internship program to one or two students a semester. These students must be in his/her final year at MTSU. If a student would like to do an internship at another facility, please see the AT-CTI Coordinator.

MIDDLE TENNESSEE AIR TRAFFIC CONTROL (MTATC) CLUB:

The Middle Tennessee Air Traffic Control Club 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 club meets regularly throughout the semester, works on various projects, have fundraisers, and takes trips to facilities in our region. The club is open to anyone who wants to join and requires a small fee for membership.

RECOMMENDATION PROCEDURES AND REQUIREMENTS:

After every university convocation a panel of three Aerospace professors chaired by the MTSU AT-CTI coordinator 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
- 2.75 Cumulative GPA on all college coursework
- 3.0 GPA Core Cumulative Aerospace GPA
- No grade lower than a “C” on a AT-CTI class
- 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.

GETTING HIRED:

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

After graduation MTSU will send the student’s hiring recommendation to FAA headquarters. This recommendation consists of name, social security number, date of graduation, and GPA. A letter of recommendation or concerns may now be sent to the Human Resource Office to be included in your FAA folder. 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 the FAA has received your graduation recommendation, the student has a two-year window in which to be employed. Waivers are available, through the FAA, if the waiting period exceeds the two year limit. Once you have graduated and have completed the CTI program, you must apply online by using the ASAP. It can be accessed at:

<https://jobs02.faa.gov/asap/>

You must create a user account on the ASAP web-site, which can be done at any time, to prepare for submitting future applications. Your AT-SAT results, as well as any other FAA exam results will be posted on your profile. Aviation Careers sends an email with Job Code/Announcement Guidance to each graduate that has been recommended, and passed the AT-SAT exam prior to each open CTI announcement. CTI graduates must then apply online to this announcement to be considered for hire.

CTI graduates selected for hire do have the right to decline unlimited jobs offers. However, once hired through the CTI program, they cannot be re-hired if they are terminated or resign.

The hiring process can take months to complete. Once selected for hire, applicants must pass an interview, Security/Medical clearance, ect. Once these are complete, they will be given a firm job offer and class date to the academy in Oklahoma city.

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

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 Coordinator. Please keep in mind that this is not the official medial 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.

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 twelve 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.

If selected for hire from a CTI position, graduates do NOT have to attend the "Basics" course at the academy. This decreases their time at the academy by approximately four weeks.

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 lenses 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

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.

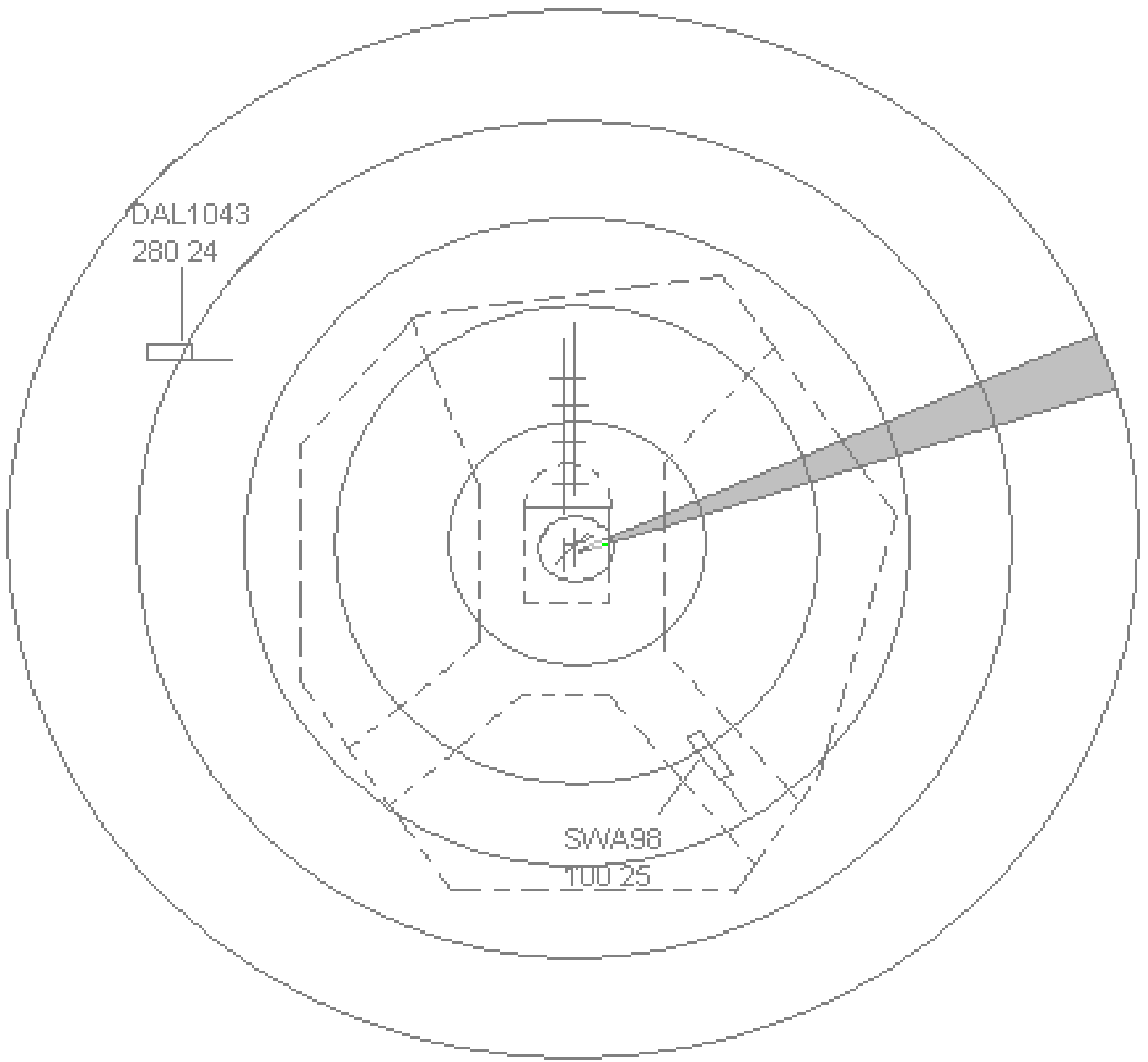
Forms 1-4, and 8 can be found on the following website:

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

Form 5 must be obtained from the MTSU Health Services, and Forms 6 must be obtained in the Aerospace Office in BAS S211. Form 7 can be found on the following website:

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

<u>FORM</u>	<u>TURNE</u>	<u>DATE</u>
1. CTI Enrollment App.; Form 1000 (Fresh-Soph):	___	_____
2. App. for Candidacy; Form 1001	___	_____
3. Citizenship ID (Fresh-Soph):	___	_____
4. Personal Info. Release; Form 1002(Fresh-Soph):	___	_____
5. Medical Form (Fresh-Soph):	___	_____
6. Upper Division (Junior):	___	_____
7. Intent to Graduate (Junior):	___	_____
8. AT-CTI Recom. Request; Form 1006 (Senior):	___	_____



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