



**Aviation Technician Education Council**

2090 Wexford Court  
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Telephone (717) 540-7121

MARCH 1994

RE: UPDATE  
TO: All Members  
FROM: Charles White, President

**CONFERENCE**

Last chance to register for the ATEC Conference in Boston, April 20-22. Hotel registrations must be made by March 30. A conference brochure is enclosed.

**AVIONICS EDUCATION ASSOCIATION**

ATEC President, Charles White, met with the Executive Board of the Avionics Education Association in Pittsburgh. They discussed various issues that affect both organizations. Further discussions focused on the need for both groups to keep each informed of activities and initiatives that effect aviation technical education especially the Job Task Analysis Committee that ATEC will head.

**INSTRUCTOR QUALIFICATIONS AND CERTIFICATION**

In response to proposed action by the ARAC Part 65 Working Group on AMT instructor qualifications and certification, the following statement was made to the Working Group:

"As President of the Aviation Technician Education Council, I am responsible for representing the best interests of our member institutions. As an aviation maintenance technician and educator, I am very aware of the importance of insuring that only those best qualified are allowed to prepare the future aviation maintenance professionals who are so important to the future of our industry.

But just as each of your organizations, whether an air carrier, repair station, or FBO are similar to others within your field, you each have a unique set of 'rules, guidelines, procedures' that you must work within. So does each and every FAR 147 AMT program. Additionally we must meet rules set by accrediting bodies (other than the FAA), state, and federal agencies such as; the Department of Education, Labor, and Veterans Affairs, and let's not forget the Department of Justice (Fair Hiring Laws, etc.).

My point is that, you are correct in assuming that the special skills needed by an aviation maintenance educator need to be quantified and recognized. But it must be the people with the best and most complete understanding of aviation maintenance education who should do this.

ATEC, through its Government Relations Committee, is in the process of studying this issue. The committee has developed a survey which will gather important background data. If it is then determined that there is a need (and I personally believe there is) the committee will develop a proposed set of guidelines detailing the specific competencies and skills necessary to be and remain an aviation maintenance educator. ATEC will submit these to the Administrator for action." (See results of the survey.)

### **AMT CERTIFICATION**

There is a growing interest in setting a national standard for people teaching in FAA approved AMT programs. The recently released report by the Blue Ribbon Panel Studying the Pilot and Technician Shortage recommended that the FAA develop a rating and corresponding standards for AMT program instructors. Additionally, there have been proposals within the ARAC Part 65 Working Group to develop standards for AMT instructors.

The ATEC Officers and Board of Directors wanted to best represent the interests of the membership. To this end, the Government Relations Committee gathered data on the qualifications of faculty teaching in FAR 147 AMT programs.

The committee developed a survey to gather data from the membership.

At the April conference, the information from the survey and a proposal for AMT certification will be presented to the membership for review and comment.

### **MILITARY TRAINING CROSSWALK DOCUMENTS**

The Military Training Evaluation Manuals for the Navy, Marines and the Air Force are on schedule for hard copy available in April 94. The materials is available on computer disc and will be sent to all ATEC members.

### **ATEC INSTRUCTOR OF THE YEAR**

We are pleased to announce that Darrell Downing of Parks College in St. Louis has been named Outstanding Instructor of the Year. Mr. Downing will receive his award at the annual conference in Boston.

### **ARAC**

The ARAC Air Carrier/General Aviation Maintenance Committee met at the Air Transportation Association of America offices in Washington, DC at 1 PM on October 18, 1993. Items of interest to ATEC are as follows:

1. Mr. Chris A. Christie, Office of Rulemaking, FAA, presented a briefing on ARAC. Mr. Christie restated the FAA's support of the ARAC process and indicated that the FAA plans to use ARAC for most of its rulemaking. He was aware of delays that had occurred as a result of FAA review of some NPRM proposals and pledged the full support of his office in order to use the ARAC process as intended by the congressional mandate.

The Weight and Balance Working Group forwarded their draft Advisory Circular to the FAA over a year ago and it has not been returned to the Working Group for review.

## 2. Working Group Reports

The International Airworthiness Communications Working Group draft NPRM that addresses procedures for sharing Service Difficulty Reports and Maintenance Alerts among Part 121 operators has been submitted to FAA for economic and legal review.

The Maintenance Recordkeeping Working Group draft NPRM is being revised as per FAA legal review.

The Part 65 Working group reported Phase I NPRM complete and will be sent to ARAC for review and approval. Phase II meetings are being held with March 94 as date for completion of a draft NPRM.

## 3. New Working Groups

A new Working Group to review Major/Minor Repairs was formed with Mr. Frank Jauregui of North West Airlines as chairman.

A new Parts Approval Action Team Working Group was formed with Mr. Howard Aylesworth as chairman.

## PART 65

A meeting of the ARAC Electronics Subcommittee and the AEA subgroup was held on December 16, 1993. This meeting was held to attempt to resolve the disagreements between the two groups in regards to the requirements for the certification of electronics technicians.

The group as a whole agreed to the following concepts:

The title Avionics would no longer be used because of the difficulty in defining the parameters of the technician's responsibilities. In order to provide the latitude and flexibility required by all sectors of the industry, it was agreed that this rating would be titled Aviation Electronics Specialist.

The rating will be an addition to the present Repairman Certificate, considered as an advanced status. This rating will carry additional privileges and it would require additional training compared to the present repairman certificate.

This certificate cannot be used outside of an Approved Maintenance Organization (AMO), but, it will have portability privileges so that the technician can move from one AMO to another without losing the certificate.

The Aviation Electronics Specialist will have the privilege of approving and returning to service those components or portions of the aircraft on which the work was performed.

The FAA will not be involved in the certifying process except to issue the certificate based on the recommendation of an Industry Advisory Committee. The education program that has to be completed in order to qualify for this certificate must meet the requirements of this Committee.

A school that conducts a training program for this certificate must have an Industry Advisory Committee at the local level that would oversee and guide the school with its program.

The curriculum subjects that must be taught will be set forth with teaching levels that parallel the PART 147 teaching level definitions.

The training program must have a minimum of 1500 contact hours. This minimum was established with harmonization in mind. The Canadians and Europeans already exceed this training requirement and they are considering increasing the amount of hours in their requirements.

An Industry Advisory Committee must be established that would serve as an "accepting or accrediting agency". The makeup of that committee will be determined at a later date. This group would be the monitoring group that would recommend to the FAA acceptance of a school or its graduates.

The ATA Maintenance Training Panel is formulating a proposal for submission to the ARAC PART 65 Working Group. This panel has been directed to set forth the training requirements that go beyond the PART 147 curriculum. The subjects covered will be those that will permit an individual to qualify for the proposed AMTX (Advanced AMT) Rating that is being considered as a new certification. The training will be directed toward the maintenance of air carrier airplanes and will require the addition of training time to the PART 147 1900 hour requirement.

The panel has set forth a mission statement:

To train Aircraft Maintenance Technicians (AMTX) who will be qualified to maintain aircraft typically operated in commercial applications. The AMTX will have the knowledge and ability to evaluate the operational integrity of aircraft and their systems.

The AMTX proposal provides a means for meeting the requirements of the Approved Maintenance Organization's (AMO) Operations Specification in the following areas:

- \*Return to service authority
- \*Understanding of 121, 125 and 135 maintenance operations to include programs, inspections, and publications
- \*Higher level of knowledge, skills, and abilities in areas such as:
  - (1) Advanced Electronics
  - (2) Composite Repairs
  - (3) Sheet metal and structural repairs
  - (4) Manuals
  - (5) Powerplant Systems
  - (6) Aviation and environmental safety

### **SCHOOL SELF TESTING AUTHORITY**

An ATEC proposal to allow AMT certification by schools is being developed and forwarded to the FAA. The proposal suggests that there be no single system, but rather each individual school, if they choose, should be allowed to apply for a self examination exemption using their own unique system.

**NOMINATIONS FOR THE ATEC BOARD**

The slate of nominations is attached. This is not a ballot. It is an announcement in accordance with ATEC Bylaws. The actual voting will take place at the conference in Boston.

**NATIONAL STANDARDS**

ATEC will be sending a proposal directly to the FAA administrator regarding the need for a national standards setting and monitoring group for recurrent training, curriculum, AMT instructor certification and recertification. ATEC, through Ivan Livi, will spearhead this effort without other organizational connections.

**STUDENT QUALITY SURVEY**

There have been some concerns expressed by the FAA and the aviation industry regarding the quality of the technicians graduating from PART 147 schools.

In order to partly understand the problem, a student quality survey was mailed to all ATEC schools (146) to assess the perceived quality of the students with regard to changes in pre-testing, entrance requirements and remedial programs.

The total number of institutions responding was 67 out of 146 for a 46% return rate. Percentages below may not equal 100% due to rounding.

Types of Institutions Responding

High Schools	1%
Public Vo-Techs	38%
Community Colleges	28%
Four Year College/University	19%
Proprietary Technical School	12%

Pre-Testing of Students

67% of the responding institutions reported pre-testing students. 33% did not pre-test. The reason most often given for not pre-testing students was that they were open enrollment institutions.

<u>Type of Pre-Test</u>	<u>Change in Scores Over the Last 5 Years</u>		
	(Pre-Test Scores Increased)	(Pre-Test Scores Decreased)	(Pre-Test Scores Remained the Same)
Math	16%	47%	36%
Reading	14%	36%	50%
Writing	11%	33%	56%
English	12%	32%	56%

Student Entrance Requirements

79% of the responding institutions required some form of entrance requirement. 21% had no entrance requirements.

The largest group of institutions with entrance requirements (70%) required a high school diploma with no minimum GPA. The remainder of the institutions with entrance requirements required a minimum high school GPA (13%), a high school class rank above a certain number (4%), specific SAT or ACT scores and other requirements(13%).

Student Remediation

85% of the institutions offered remediation to students. 15% reported no formal remediation program.

<u>Type of Remediation</u>	<u>Change in the Amount of Remediation Compared to 5 Years Ago</u>		
	<u>More Remediation</u>	<u>Less Remediation</u>	<u>Same</u>
Math	71%	0%	19%
Reading	59%	2%	39%
Writing	51%	0%	49%
English	54%	2%	44%

The previous information will be forwarded to the FAA and industry groups. Thank you for your help with this survey.

**SAMPLE BALLOT**  
(Actual ballots will be available at the conference)  
**ATEC 1994 ELECTION BALLOT**

**PRESIDENT** (select one)

Charles White \_\_\_\_\_  
Robert C. Byrd National Aerospace  
Education Center, Fairmont State College

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**VICE PRESIDENT** (select one)

James M. Dehlin \_\_\_\_\_  
Northern Michigan University

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**SECRETARY-TREASURER** (select one)

Michael J. Kroes \_\_\_\_\_  
Purdue University

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**BOARD OF DIRECTORS - INSTITUTIONAL MEMBERS** (select four)

David E. Anderson \_\_\_\_\_  
Lewis A. Wilson Technological Center

Terryl Kelley \_\_\_\_\_  
Kansas State University - Salina

Russell McFarland \_\_\_\_\_  
Miami Valley Career Technology Center

Chris Olson \_\_\_\_\_  
Indian Hills Community College

Robert Takacs \_\_\_\_\_  
Kings River Community College

William G. Vette \_\_\_\_\_  
American Trans Air Aviation Training Academy

Rick Weidig \_\_\_\_\_  
Vincennes University

**ASSOCIATE MEMBERS** (select two)

Jim Diffley \_\_\_\_\_  
Delta Airlines

Jim Lukins \_\_\_\_\_  
Boeing Commercial Airplane Company



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MAY 1994

RE: UPDATE  
TO: All ATEC Members  
FROM: Charles White

**ATEC CONFERENCE**

Over one hundred participants and twenty exhibitors met in Boston April 20-24, 1994 to network and hear the latest on new aviation technology and instructional methods.

Next year ATEC will meet in Las Vegas. Watch your mail for the dates.

**MEMBERSHIP**

ATEC membership ended the year at 149 institutional and 22 associate members.

Your ATEC invoice for 1994-95 is enclosed. Also, be sure to complete the enclosed directory form for your school. This information will be included in the 1995 ATEC directory which goes to students, guidance counselors and job training agencies nationwide.

**NEW ATEC BOARD AND COMMITTEES**

Attached is a copy of the new ATEC Board of Directors roster. Also included is a list of ATEC committees.

**FAA REGULATORY INITIATIVES (PART 65 AND JOINT PROJECTS)**

The following are the current regulatory initiatives being developed by the FAA in cooperation with other aviation groups.

1. ATEC/FAA - Self testing for 147 testing - A Pilot program for selected schools by exemption with a Rule being added to PART 65.
2. ARAC/FAA - AMT-X (advanced) training - The discussion is focused on who will provide the training and what the curriculum will look like.
3. ARAC/ATA/FAA/ATEC - AMT-X curriculum development - ARAC working group is spearheading this initiative.
4. FAA - 147 testing by computer will be a reality in two years. No more written tests by 1996 according to the FAA.



5. ARAC/FAA - ARS-A Specialist Training - (Curriculum, standards, etc.)
6. FAA/ARAC - Recurrent AMT training - PART 65 Phase I will propose ongoing training for mechanics to maintain their AMT certificate.
7. FAA National Examiner Advisory Board
8. FAA - PART 65 Job Task Analysis by Northwestern University - Phase I is complete. A visiting committee will evaluate before Phase II starts. ATEC will be involved in Phase II.
9. FAA/Industry - National Coalition for Aviation Technical Standards - A 2 phase program with an initial study for concept, then an initial pilot project if the study indicates a need. ATEC will be involved.
10. FAA/Transport Canada - Harmonization of U.S./Canadian AMT schools - The FAA is required to explore harmonization of PART 65.
11. FAR/JAR - Harmonization of Regulations - The JAR 65/FAR 65 harmonization will be explored.
12. FAA/ARAC - PART 65/147 Review Phase III - Broad conceptual review of all training/certification of airmen issues. Follows Phase II, Part 65. ATEC will be involved.
13. FAA - Organizational DME's - Evaluation of DME's linked to 147 schools vs. the current system. ATEC will be involved.
14. FAA/ARAC/PART 65/ATEC - Certification of AMT instructors - ATEC is taking the lead in developing certification standards with member input.

### **MILITARY AVIATION TRAINING EVALUATION GUIDELINES**

The Marine, Navy and Air Force Guidelines have been completed. These manuals will provide schools with guidance on how to award academic credit for military aviation training.

The Guidelines are available from IAP (1-800-443-9250).

**ATEC EXECUTIVE BOARD OF DIRECTORS  
1994-1995**

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**Aviation Technician Education Council**

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**OCTOBER 1994**

**SUBJECT: UPDATE**  
**TO: All ATEC Members**  
**FROM: Charles White, President**

**PAMA-ATEC FOUNDATION**

ATEC and PAMA have joined forces to explore the development of a national non-profit foundation for research and development (R&D) in aviation maintenance. The foundation could also be a central point for AMT educational scholarships and ongoing training.

Currently, maintenance managers in all industry categories are being surveyed to assess their interest and support.

**USCG/EPA GRANT**

ATEC has been asked to participate in a grant with the US Coast Guard and EPA on New Methods of stripping thinned skinned aircraft structures. ATEC would be the "conduit" for the dissemination of the new approved techniques. The ATEC Board has given the go ahead on this project.

**ATEC DIRECTORY**

If you have not done so, please complete your school's directory listing (blue sheet) for the 1995 ATEC Directory and return it to ATEC, 2090 Wexford Court, Harrisburg, PA 17112. If we do not receive it by **DECEMBER 5TH**, we will print your school's 1994 information.

**ATEC EDUCATOR OF THE YEAR AWARD**

Contact the ATEC office if you have not received your application for Educator of the Year. The completed nomination form is due in the ATEC office by **DECEMBER 5TH**.

The winner will be honored with a free trip to ATEC's Las Vegas Conference, April 19-22, 1995, as well as some scholarship grants.

**ATEC '95**

The brochure and agenda for the annual ATEC Conference is enclosed.

Mark your calendar for April 19-22, 1995 in Las Vegas, secure your hotel room, your flight and mail your registration fee as soon as possible.

A new feature at this year's conference is a Call for Papers on Friday, April 21st. Information is enclosed.

## **ATEC MEMBERSHIP**

1994-95 membership as of September 30, 1994 stands at 122 institutional, 10 individual, 17 associate and 11 life members. This is up slightly from membership totals at this time last year.

## **FAR PART 65 & 66**

The Phase I, FAR Part 65 NPRM was published in the Federal Register on August 17, 1994 and sent to all members. It provided a 60-day comment period. Phase I revisions include:

1. Establishment of a separate Subpart 66 for Aviation Maintenance Personnel.
2. Removes gender specific terms.
3. Redesignation of the term "Mechanic" to "Aviation Maintenance Technician".
4. Redesignation of the term "repairman" to "Aviation Repair Specialist".
5. Allows replacement of lost or destroyed certificates by facsimile.
6. Requires demonstration of English language proficiency and removal of exception criteria for applicants employed outside the United States who are not proficient in the English language.
7. Establishes a requirement for Aviation Maintenance Technicians to pass a Written Test on all applicable provisions of Chapter 14.
8. Specification of experience requirements in hours.
9. Use of Equipment Specific Training to qualify for certificate privileges.
10. Use of Instructional Time by Aviation Maintenance Instructors to satisfy currency requirements.
11. Establishment of Training Requirements for Certificated Aviation Maintenance.
12. Extends Inspection Authorization renewal to 24 months.
13. Expands Inspectional Authorization renewal options.

## **PART 65 PHASE II**

The Phase II NPRM drafts are in progress with completion scheduled by February 1995. Phase II includes the establishment of the Aviation Maintenance Technician - Transport Certificate and Aviation Maintenance Instructor Experience Requirements. The major discussion items are:

### **AVIATION REPAIR SPECIALIST**

The ARS levels of classification proposed are: ARS-I, a mobile, portable, standards based specialist; ARS-II, a limited, fixed, nonportable, shop or primary specialist (paralleling the present repairman); ARS-III, experimental aircraft builder. An expanded definition of each classification will be included in the preamble of the NPRM.

### **ARS FOR AVIONICS**

The Association for Avionics Education, presented a revised proposal for Avionics Standards for Education and Training. The Avionics specialty issue will be covered in the preamble and will address the ARS-I certification. The appendix A, B and C dealing with definitions, teaching levels, subject materials, etc. were deleted.

### **AEROSPACE TRAINING STANDARDS**

There are several groups that are working on training standards for composites and structural repair. The SAE has proposed that it be the agency to establish these standards.

### AVIATION MAINTENANCE INSTRUCTOR RATING

The Working Group reviewed the comments and input received by Charles White, ATEC President. Since the information was not compiled into an ATEC position paper, the group requested that ATEC consider compiling a position paper based on the comments. This is to be submitted no later than November 1, 1994 in order to be considered by the Working Group.

### RECIPROCITY OF AMT QUALIFICATIONS WITH CANADA

Canada is willing, and currently has the ability, to enter into an agreement to accept US training as equivalent to the Canadian System. A simple letter of agreement between the FAA and Transport Canada is all that is needed to get this process underway. Information relative to this issue will be placed in the preamble of the NPRM.

### ATA MAINTENANCE TRAINING PANEL CURRICULUM FOR THE AMT-T

The ATA Panel completed the task of gathering and organizing the information supplied by ATA carrier members to Dick Yeatter, Chairman. The subjects, teaching hours, objectives, and suggested teaching methods were compiled into a proposal for submission to the Working Group.

The major concern was the assignment of specific hours to each subject. The concern was that those numbers would become part of the rule and, then, be too restrictive.

The topic of an "overseer" for the AMT-T was discussed. It was agreed that it would be necessary to have a "keeper of the flame" and that the ATA Maintenance Training Committee might be the group to do this. Dick Yeatter will take up this subject at the October ATA meeting.

### GRANDFATHERING OF SINGLE RATINGS

Certificate holders of an A or P will retain the certificate only as a limited AMT.

### CONSIDERATION OF A "SUPER IA"

There is strong motivation on the part of the FAA to head in the direction of a "Super IA" who would be able to approve data and then sign off conformity. The "Super IA" would be representing Flight Standards for approving data, drawings, and certification data.

### ONE-PART TRAINING GUIDE

There is consideration for a new part (PART 148) that would show the training requirements for all categories. This would eliminate confusion between operating rules.

### ATEC RESPONDS TO PART 65-66

Based on the input received from member schools, the Board sent the following comments to the FAA regarding PART 65-66 Phase I.



The Aviation Technician Education Council (ATEC) represents over 150 FAA certified aviation maintenance technician training programs. The following comments are the official positions of ATEC related to the NPRM on the revisions of the certification requirements for mechanics and repairmen.

1. 66.83(c)  
The exclusion of the recurrency requirement for AMT's that are not being compensated indicate that when exercising the privileges of their certificate they need not be as proficient as when exercising privileges for compensation. ATEC believes that all aviation maintenance technicians must perform to the highest standard and competency at all times when exercising the privileges of their certificate.

ATEC recommends that 66.83(c) be deleted from the proposed rule.

2. 66.83(d)(3)  
ATEC disagrees with this proposed rule. All AMT's must be current with modern aircraft technology and maintenance procedures. It is the function of the AMT instructor to impart this knowledge to future AMT's. By excluding the AMT instructor from the recurrent training requirement you may be excluding new technology and procedures from the AMT curriculum.

ATEC strongly recommends that 66.83(d)(3) be deleted.

3. ATEC also suggests that future NPRM's have a 90-day comment period to allow interested parties additional time to review the proposed rule.

### **ATEC TAPES**

ATEC has over 100 training tape titles (with descriptions) from Boeing and United Airlines. If you would like a copy of the tape listing, contact ATEC Fax (717) 540-7121 or 2090 Wexford Court, Harrisburg, PA 17112.

### **COMPUTER BASED TESTING IS ALMOST HERE**

According to FAA Advisory Circular #6023 of June 17, 1994, schools should be aware that as of June 1995 written A&P tests will no longer be accepted by the FAA. All testing will have to be done via computer.

In our continuing effort to provide added value to the ATEC membership, your association has entered into an agreement with Sylvan KEE Systems, Inc. (SKS) to make FAA computer based aviation maintenance and FCC tests available in your school.

ATEC recognized the needs in our schools for a reliable, cost effective on-campus computer based testing system and believe we have found the answer in our agreement with SKS. This agreement will provide member schools with the following benefits:

- \* On-campus testing at times of the schools' choosing
- \* Immediate score reports

- \* Technical support via an 800 number
- \* Low cost based on the number of exams given
- \* School provided hardware to ensure the lowest cost

In addition to FAA and FCC tests, SKS is the computer based test provider of choice for the Educational Testing Service (ETS) deliverer of 9,000,000 tests per year (e.g. the SAT's, GRE, nurse licensure tests, National Teacher's Examination, etc.). It is a quality organization who we believe will provide the highest level of service possible to the membership.

As part of your association's agreement with SKS they will pay ATEC a modest fee of \$1.00 per test. In that manner, you will be availing yourself of the best FAA test delivery system available while providing a funding source for your association.

If you are interested in this system for your school, please call Shaun Doherty of SKS at 800-627-4276 or 410-880-8751. He knows this program well and is very familiar with the needs of the AMT school.

### **REGIONAL ATEC CHAPTERS**

There are three active chapters, Great Lakes, Western and Southwestern. The roles, procedures and responsibilities of the regional chapters need to be clarified. A letter will be sent to the three chapters discussing the need to funnel all chapter positions on issues to the national office. The Board representatives from the three chapters were asked to develop a set of guidelines for the relationship between the chapters and the national.

# CALL FOR PAPERS

34th Annual Conference of the  
Aviation Technician Education Council  
Las Vegas, Nevada  
April 19, 20 and 21, 1995

## CONFERENCE TOPICS

The Aviation Technician Education Council invites aviation maintenance technicians and aviation maintenance technician educators to present new ideas and concepts to it's membership and guests at the annual conference in Las Vegas, Nevada. Topics of interest would include, but are not limited to:

- ◆ Innovative Instructional Methods
- ◆ Successful Delivery Techniques
- ◆ Computer Based Training
- ◆ CBT Evaluation
- ◆ Distance Education Issues
- ◆ Training Equipment
- ◆ Evaluation Methods
- ◆ Advanced AMT Curriculum Issues

Acceptable presentations will be fifteen minutes in length.

## CONFERENCE FEES

The normal fee of \$175 will be reduced to \$95 for presentors who wish to attend the conference. This fee will include two breakfasts and lunches and a dinner banquet.

## ABSTRACT

If you are interested in presenting please submit an abstract for consideration. Single page abstracts should be submitted by December 31, 1994. All authors should furnish their name, paper title, educational institution or employer, address, phone and fax number. Please indicate the expected length of your presentation.

## SUBMISSION

Abstracts should be sent to:

John D. Cotter  
Department of Aviation Technologies  
Southern Illinois University  
Southern Illinois Airport  
Carbondale, Illinois 62901-6816

or faxed to (618) 453 5191

Questions about the conference and presentation forum should be directed to John Cotter at (618) 536 3371, ext. 229, Monday through Friday afternoons CST.

## PAPER FORMAT

A copy of your paper, prepared by ATEC, will be provided to all conference attendees. The final draft of your paper must be submitted on eight and one half by eleven inch sheets. Maintain a one inch left margin and three quarter inch margin on the top, right side and bottom. A title page should include the title of the paper, the authors name(s), and institution or employer. As photocopies are a poor source, original illustrations, pictures and artwork should be provided for duplication. These will be returned to the author following duplication. All duplication will be black and white.

## IMPORTANT DATES

Abstract Due Date:	January 31, 1994
Acceptance Date:	February 31, 1994
Paper Due Date:	April 1, 1994