



**Professional  
Flight  
Training**



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TRAINING COURSE INFORMATION  
CE-500 Initial Type Rating  
AND  
CE-500 Single Pilot Exemption Initial/Recurrent

Dear Applicant,

Thank you for interest in working with Professional Flight Training. Listed below is important information regarding your CE-500 Initial Type Rating and Single Pilot Exemption to be conducted in your aircraft.

Tuition Overview

CE- 500 Initial Type Rating	\$4,900
CE-500 Single Pilot Exemption Initial/Recurrent	\$5,000

2<sup>nd</sup> course eligible for 10% off discount if conducted at the same time

*\*A non-refundable retainer of \$2,000 per course is required to complete enrollment process and assign enrollment date. Tuition balance is due one week prior to start date.*

Additional Fees

DPE Checkride Fee	\$2,500
Mentoring/ Pilot Services daily rate (if needed)	\$1,000

*\*Instructor & FAA DPE Examiner Travel Expenses when applicable will be added to the invoice and submitted to applicant for approval. Travel expenses must be paid in full prior to confirm scheduling.*

Attached you will find:

## Enrollment Process

- Training Course Application (PDF Fillable)
- Required Document Checklist

Please complete Training Course Application and along with applicable items in Required Document Checklist via Email, Fax, or US Postal Service.

In order to complete enrollment process and schedule training, Training Course Application and Required Documents must be received

## Condition and Limitations

1. This exemption applies to pilots operating Cessna Citation model 500, 550, S550, 552, and 560 airplanes who have successfully completed PFT approved single-pilot authorization course and complied with all of the terms of this exemption.
2. This exemption is effective for the conduct of the required training and checking only if PFT's single-pilot training program receives and maintains approval from the FAA's General Aviation and Commercial Division, AFS-800, 800 Independence Avenue, SW, Washington, D.C. 20591. This training program can be submitted via e-mail at 9-AFS-800-Correspondence@faa.gov. For questions concerning training program approval contact the General Aviation and Commercial Division, AFS-800, at (202) 267-1100.
3. The single-pilot operations described in this exemption may only be conducted under part 91.
4. PFT must verify before starting the single pilot training program that the candidate has the following prerequisite minimum experience requirements.
  - a. Holds an airline transport pilot (ATP) certificate with a CE-500 type rating or a commercial pilot certificate (CPL) with an airplane instrument rating and CE-500 type rating before accomplishing PFT's CE-500 single-pilot curriculum; and
  - b. Has logged at least 1,000 hours of total pilot flight time, including at least 50 hours of night flight time; 75 hours of instrument flight time, 40 hours of which are in actual instrument meteorological conditions; and 500 hours as pilot-in command (PIC), second-in-command (SIC), or both, in turbine-powered airplanes.
5. Each pilot conducting single-pilot operations under the terms of this exemption must—
  - a. Successfully complete PFT's CE-500 single-pilot training program before conducting such operations;
  - b. Not perform any circling instrument approaches to minimums of less than 200 feet and 1 mile above the published minimums until after completing 100 hours of single-pilot flight experience in CE-500 series airplanes;
  - c. Not perform any straight-in instrument approaches to minimums of less than 100 feet and one-half statute mile visibility above the published minimums until after completing 100 hours of single-pilot flight experience in CE-500 series airplanes;
  - d. Use a boom microphone; and
  - e. Use a fully functioning autopilot that is controllable about three axes and capable of approach coupling.
6. The CE-500 single-pilot Initial/Recurrent authorization and authorization renewal training program must include—

- a. Ground instruction appropriate to the CE-500 series airplane given by an instructor employed by PFT. (designated in accordance with PFT approved procedures) that covers at least the following aeronautical knowledge areas:
    - i. Safe and efficient operation of airplanes;
    - ii. Weight and balance computations;
    - iii. Use of performance charts;
    - iv. Significance and effects of exceeding airplane performance limitations;
    - v. Principles and functions of airplane systems;
    - vi. Maneuvers, procedures, and emergency operations; and
    - vii. Night and high-altitude operations.
  - b. Flight instruction appropriate to the CE-500 series airplane given by an instructor employed by PFT (designated in accordance with PFT's approved procedures) that covers at least the following areas of operation:
    - i. Preflight preparation;
    - ii. Preflight inspection and procedures;
    - iii. Taxiing;
    - iv. Normal and crosswind takeoffs and departures;
    - v. In-flight maneuvers including configuration changes, approaches to stalls, and steep turns;
    - vi. Simulated powerplant failure (actual powerplant failure if accomplished in a full flight simulator);
    - vii. Instrument procedures;
    - viii. Precision and nonprecision approaches;
    - ix. Missed approaches;
    - x. Landings and approaches to landings;
    - xi. Normal and crosswind landings;
    - xii. Landing with a simulated powerplant failure (actual powerplant failure if accomplished in a full flight simulator);
    - xiii. Normal and abnormal procedures;
    - xiv. Emergency procedures; and
    - xv. Post-flight procedures.
7. The instruction required in Condition and Limitation No. 6(b) may be completed in an approved full flight simulator, qualified as—
- a. A Level A or B full flight simulator, provided the applicant satisfactorily accomplishes as part of the training program the following in-flight maneuvers and procedures as sole manipulator of the controls in a CE-500 series airplane:
    - i. Exterior preflight inspection;
    - ii. Taxiing;
    - iii. Normal and crosswind takeoffs (minimum of three);
    - iv. Normal and crosswind approaches and landings (minimum of three);
    - v. Landing from a precision approach;
    - vi. Missed approach;
    - vii. Approach and landing with a simulated powerplant failure;
    - viii. Normal approach and landing;
    - ix. Landing from a circling approach; and
    - x. Landing from a no flap or nonstandard flap approach.
  - b. A Level C or D full flight simulator provided the applicant has performed at least three takeoffs and three landings to a full stop as the sole manipulator of the flight controls in the CE-500 series airplane within the preceding 90 days.
8. An applicant seeking to obtain or renew a single-pilot authorization under this exemption must—
- a. Satisfactorily complete PFT's single-pilot training program;

- b. Satisfactorily complete the program's required qualification module, consisting of a stand-alone proficiency check in either a CE-500 series airplane, an appropriately qualified and approved full flight simulator, or a combination thereof;
  - c. Satisfactorily complete this proficiency check—
    - i. Within 10 days of completing the training program; and
    - ii. For those applicants obtaining an initial authorization, the check must be under the supervision of an appropriately rated FAA Aviation Safety Inspector, Designated Pilot Examiner (DPE), or Training Center Evaluator (TCE) who is qualified and authorized to conduct either §61.58 proficiency checks or type rating practical tests in CE-500 series full flight simulators or airplanes, as appropriate; and
    - iii. For those applicants renewing an authorization, the check must be under the supervision of an appropriately rated FAA inspector, DPE, TCE, or Pilot Proficiency Examiner (PPE) who is qualified and authorized to conduct either § 61.58 proficiency checks or type rating practical tests in CE-500 series full flight simulators or airplanes, as appropriate.
  - d. Satisfactorily complete all tasks listed in the Airline Transport Pilot and Aircraft Type Rating Practical Test Standards, or applicable Airman Certification Standards (ACS), that are required for an initial CE-500 type rating; except as provided in Condition and Limitation No. 10; and
  - e. Satisfactorily perform all maneuvers and procedures as a single pilot during the entire proficiency check. Training to proficiency during the check is not permitted, and failure of any maneuver shall result in failure of the proficiency check.
9. The circling approach requirement must be accomplished in an airplane or in a full flight simulator that is qualified for the circling approach task.
10. Until the circling approach task has been satisfactorily demonstrated to an FAA inspector or FAA-designated examiner in an airplane or full flight simulator that is qualified and approved for the circling approach task—
- a. The applicant's records will be annotated with the statement, "Demonstration of circling approach was not accomplished;" and
  - b. A person who has received the single pilot authorization must not perform circling approaches as the PIC when weather conditions are less than the weather minimums for basic visual flight rules.
11. A person who previously has received a single-pilot authorization in a Cessna Citation model 500, 550, S550, 552, or 560 airplane must complete PFT's single-pilot differences training course to obtain a single-pilot authorization for a different Cessna Citation model.
12. All flight training conducted in accordance with this exemption conducted in a CE-500 series airplane must be given by a flight instructor employed by PFT who also meets the requirements of Condition and Limitation Nos. 4(a), 4(b), and 5(a) of this exemption.
13. A person seeking to obtain a single-pilot authorization must satisfactorily complete all ground and flight training through PFT's FAA-approved single-pilot training program. When using a full flight simulator, a person seeking a single pilot authorization must also receive training on the differences between the Cessna Citation model represented by the simulator used for training and checking, and the Cessna Citation model for which single pilot authorization is sought.
14. PFT must provide the FAA General Aviation and Commercial Division of the FAA with a copy of the most current course curriculum used to satisfy the exemption training requirements. This must include listing the prerequisites for training specified for pilot certificates, ratings, and previous experience as described in this exemption.

15. A single-pilot authorization will be valid for 12 calendar months. A person who renews a single-pilot authorization in the calendar month before or after the calendar month in which it is due is considered to have renewed the single-pilot authorization when due.
16. Successful completion of the proficiency check used in the single-pilot initial authorization and authorization renewal training program identified in Condition and Limitation No. 8 satisfies the requirements of the PIC proficiency checks required by § 61.58(a)(1) and (2).
17. Each CE-500 series airplane operated under this exemption must have the following equipment installed and operational:
  - a. An autopilot with approach coupling capability;
  - b. A flight director system;
  - c. A boom microphone; and
  - d. A transponder “ident” switch on the pilot’s control wheel.
18. PFT must provide a copy of this exemption to each person who is authorized to operate under this exemption. Each person who successfully completes the training and proficiency check identified in Condition and Limitation No. 8 must have their pilot logbook endorsed by the PFT instructor administering the training, using the following endorsement:

—I certify that (first name, MI, last name) has successfully completed the CE-500 single pilot training curriculum on [DATE] as identified in Exemption No. xxxxx, as amended. CFI Name/number/expiration date.
19. PFT may not transfer this exemption when or if ownership or lease of the airplane is relinquished.
20. Each person must carry a copy of this exemption and a record from PFT documenting successful completion of its training and checking requirements aboard the airplane when operating under the terms of the exemption.
21. Upon request, PFT must provide any representative of the FAA Administrator with an analysis of training and checking operations conducted under this exemption to include program failure rates, extra training time required, accident and incident data, and any known problem areas.
22. PFT must maintain records and make them available, when requested, to any representative of the FAA Administrator. These records must include all information required by §142.73(a), 142.73(c)(1), 142.73(e), and—
  - a. The dates of training enrollment and completion for each trainee who enrolls in PFT CE-500 single-pilot training program;
  - b. The name and number of additional training hours needed by those trainees who require more flight training than prescribed in the FAA-approved training program to pass the initial authorization or authorization renewal;
  - c. The name of each trainee who failed to satisfactorily complete PFT’s CE-500 single-pilot training program (or withdrew from the program) and the reasons for the failure or withdrawal; and
  - d. The name, certificate number, and address of each person who is authorized to operate under this exemption.
23. No person may provide training nor may any person receive training while passengers are aboard any aircraft operating for the purpose of meeting the training or checking requirements of this exemption.
24. This exemption is valid only for aircraft configured for operation by a single pilot seated in the left pilot seat. The privileges of this exemption are prohibited for any aircraft with the landing gear lever positioned anywhere to the right of the center of the aircraft.
25. The approved training program authorized by this exemption may not be conducted under any business name other than PFT.
26. This exemption is not valid for operations outside the United States, except when the operator receives authorization from the appropriate civil aviation authority of the

sovereign nation in which the operator intends to operate. PFT must explain this obligation to any pilot who completes its approved single-pilot authorization course. A copy of this exemption must be provided to the sovereign nation upon request.

27. The FAA reserves the right to withdraw this exemption at any time if any representative of the FAA Administrator determines that PFT has failed to comply with the conditions and limitations described within this grant of exemption.

#### Payment Options

1. Make check payable to: Professional Flight Training Inc.
2. Mailing Address: 19 Airport Road  
Scotia, NY 12302
3. Deposit Tuition by wire transfer to:

1st National Bank of Scotia  
201 Mohawk Avenue  
Scotia, NY 12302  
(518) 370-7265

Professional Flight Training, Inc.  
Business Checking Account Number: 0155604709  
Routing Number: 021310711

4. Credit Card (5% processing fee applies)

#### Start Date

Once Training Course Application, all applicable required documents and appropriate Tuition deposits has been received, we will send you a start date confirmation along with study material for you to study prior to start of class. On class start date please bring all study material, proper identification, and balance of course tuition payment.

#### DPE Checkride Reservation Date & Fee

Once the enrollment process is completed, FFC will contact your assigned DPE and schedule the Flight Exam appointment for applicant. Please note Course Tuition Fee does not include exam fee. Please bring a check payable to the assigned DPE on flight exam date.

#### Aircraft Insurance Information

**\*\*Only applicable when training in customer's aircraft\*\***

Please contact your insurance provider and advise them Professional Flight Training will be conducting your training.

Have your insurance provider issue and email us a letter of subrogation, listing Professional Flight Training as approved Flight Training Center and additional insured during the time of training.

See sample Subrogation Letter below.

*Professional Flight Training, is a Approved Flight Training Center and its officers, agents, and employees are included as Additional Insureds and provided with a Hold Harmless and Waiver of Subrogation as respects to Physical Damage Coverage, but only as respects the operations of the Named Insured and only as respects flight training.*

#### Course Outline

The Initial Type Rating Course consists of completion of two segments prior to taking the Type Rating Flight Exam with your assigned DPE.

1- Ground Segment 24 credits

The ground segment consists of multiple study modules.

Applicants must complete all course modules in order to earn required course credits. Credits may be earned by completing course modules via home study with instructor support.

Final credits must be earned during classroom training.

2- Flight Segment 10 credits

The flight segment consists of completion of three flight lesson plans.

Each lesson plan earns applicant 3 credits, with remaining credit earned via oral examination in preparation for the Type Rating oral and flight exam.

Course Completion 5-7 days

#### Training Locations

We look forward to working with you.

Director of Training