

Aircraft Dispatcher Course (3 Weeks Residency/120 clock hours)

Due to the volume of requests for a quality, accelerated course, we've decided to offer a quality, comprehensive, 3-week course at a reasonable cost.

In the past, we've frowned upon minimal length courses and granting course credit for certain aviation experience, regardless of what regulations allow. Our 71-year reputation for graduating the most qualified individuals must never be compromised. However, we feel that this comprehensive program, along with our excellent instruction will allow us to maintain our reputation. By restructuring our previous 3-week program to include on-line study modules that you complete before you arrive, we have maximized the amount of critical, hands-on practice that you will receive during your time in attendance at Sheffield School.

Our objective is not to simply get you "test-prepped", but to prepare you for airline initial training, basic indoctrination, and OJT.

2019 Course Schedule
January 21 - February 8
March 11 - March 29
April 29 - May 17
June 17 - July 5
August 26 - September 13
October 28 - November 15

- **Duration** = 3 Weeks, after successful completion of self-paced on-line modules.
- **Phase I Tuition** = \$1,500.00 (non-refundable, includes 2 months on-line access.)
- **Phase II Tuition** = \$2,700.00; due 30 days prior to residency start date.
- **Overdue assignments:** will not be acceptable. Read online Matrix for specific rules.
- **Total course cost = \$4,200.00 USD - (*ask about discounts!*)**
- **I-20 processing fee** (\$200 non-refundable) for International applicants only (I-20 form/SEVIS electronic processing, and shipping and handling [FedEx charges] included.)
- **Practical Exam fee** = \$0.00. Retake fee \$400, if required.
- **FAA Practical Exams** usually administered 1-5 days following the last day of class, depending on class size. Please consider this when making travel/housing arrangements.
- **Housing** = We recommend the Staybridge Suites. Local rental houses may be available as well. Please see our web site for more information. Student housing may be available on a stand-by basis.
- **Prerequisites (at least 2 of the 3 below)**
 1. FAA ADX (Aircraft Dispatcher) Knowledge Test passed before starting Phase II.
 2. Phase I on-line modules must be passed prior to starting Phase II.
 3. Verification (letters, records, etc.) of experience must be received by school prior to enrollment. [Based on FAR Part 65.57 and/or 65.61(d) - see FAR Part 65 attachment below for details.]
- **Class size** = Limited to approximately 25 students, but will typically range from 10-20.

Subpart C (excerpt) - Aircraft Dispatchers *(only for those applying Prerequisite #3 above)*

Sec. 65.57 Experience or training requirements.

An applicant for an aircraft dispatcher certificate must present documentary evidence satisfactory to the Administrator that he or she has the experience prescribed in paragraph (a) of this section or has accomplished the training described in paragraph (b) of this section as follows:

(a) A total of at least 2 years experience in the 3 years before the date of application, in any one or in any combination of the following areas:

- (1) In military aircraft operations as a--
 - (i) Pilot;
 - (ii) Flight navigator; or
 - (iii) Meteorologist.

- (2) In aircraft operations conducted under part 121 of this chapter as--
 - (i) An assistant in dispatching air carrier aircraft, under the direct supervision of a dispatcher certificated under this subpart;
 - (ii) A pilot;
 - (iii) A flight engineer; or
 - (iv) A meteorologist.

- (3) In aircraft operations as--
 - (i) An Air Traffic Controller; or
 - (ii) A Flight Service Specialist.

- (4) In aircraft operations, performing other duties that the Administrator finds provide equivalent experience.

(b) A statement of graduation issued or revalidated in accordance with Sec. 65.70(b) of this part, showing that the person has successfully completed an approved aircraft dispatcher course.

Sec. 65.61 Aircraft dispatcher certification courses: Content and minimum hours.

(d) For the purpose of completing an approved course, a student may substitute previous experience or training for a portion of the minimum 200 hours of training. The course operator determines the number of hours of credit based on an evaluation of the experience or training to determine if it is comparable to portions of the approved course curriculum. The credit allowed, including the total hours and the basis for it, must be placed in the student's record required by Sec. 65.70(a) of this part.

If you have any questions, please do not hesitate to contact us. More details on following pages.

Sincerely,



Eric W. Morris
President & Director of Training
Sheffield School of Aeronautics (est. 1948)

To earn the Aircraft Dispatcher Certificate an applicant must:

- Pass (70%) the FAA Aircraft Dispatcher (ADX) Knowledge Test
- Pass (~70%) an FAA-approved course with instructor signoff or meet equivalent experience requirements.
- Pass both phases of the FAA Practical Exam: (I) Flight Plan examination & (II) oral examination.

The **FAA Aircraft Dispatcher Knowledge Test** is normally taken and passed prior to the 3-week course. We recommend self-studying and practicing our online tests as soon as possible. We recommend that you purchase the ATP test prep book from Gleim (1-800-87-GLEIM) or the Sheffield ADX Test Prep App. Sheffield School is an authorized PSI/CATS computer-testing center, so if you are an international student who cannot take the test in your country, you can take the test at Sheffield for a \$150.00 fee, but it must be taken and passed within the first 3 days of the class. You will receive your FAA test results immediately upon completing the exam no matter where you take the exam. You must bring the original, stamped and embossed FAA ADX Airman Report to us on the first day of class.

To successfully pass our **FAA-approved course**, the student must attain a cumulative course score of approximately 70% or more upon completion of the Sheffield final examination, receive the instructor signoff, and pass the FAA ADX Knowledge exam (prerequisite). Our students are issued at least 3-5 Sheffield exams during the 3-week period. This is really what helps to separate us from other schools; we are able to instruct, review, practice, and test our students until we are satisfied that they will be the most successful, confident, and safest dispatchers in the industry. Our success rate is very high and our reputation for producing truly qualified graduates is unparalleled. Our objective is to get every student through our comprehensive course, but it is only accomplished through determination, motivation, self-confidence, and many hours of studying. Free tutoring is always available following class. Airlines tell us directly how much they respect our techniques; they prefer hiring our *qualified* graduates over those who have been handed a ticket without earning the license.

The **FAA Practical Exam** is administered following successful completion of the course.

Note: The FAA Practical exams begin as soon as classes end. Be sure to plan on an additional 3-5 days (dependent on class size) in Ft. Lauderdale after the posted class ending date when making travel plans.

Incidentally, if you will be at least age 21 years of age before the course, you are eligible to enroll. Following graduation, and before age 23, you will be issued a Letter of Aeronautical Competency by the FAA, indicating that you have completed all of the requirements for the certificate. Then, upon reaching age 23, the FAA Aircraft Dispatcher certificate will be issued. During that time you may work as an assistant dispatcher or flight follower under the supervision of a certified dispatcher.



In addition to our school-produced manuals, we utilize U.S. Government Publications, as well as industry-used Charts and Approach Plates, and other educational media in the course, including video supplements to classroom lectures.

Sheffield School was established nearly 71 years ago. We conduct, or have conducted, training for such airlines around the world as **U.S. Air Force, Delta Air Lines, China Southern, China Eastern/Shanghai Airlines, Virgin Australia, KLM Royal Dutch Airlines, TWA, Viasa, Saudi Arabian Airlines, Cayman Airways, Comair, Aero Loyd, Hapag-Loyd, Crossair, Spirit Airlines, and many others. We have also provided training to major U.S. corporations, such as Federal Express, UPS, Ford Motor Company, General Motors, Mobil Oil, Aramco, United Technologies, etc.**

We also conduct training for the **Federal Aviation Administration, the International Civil Aviation Organization (ICAO), Transport Canada,** and other governments. The course is approved for veterans training (U.S. students).

Although we cannot make promises relative to job placement, our placement record is unsurpassed due to our 71-year reputation for producing the most highly qualified aircraft dispatcher graduates in the airline industry.

Housing:

Our school offers housing options within walking distance (5-20 minutes) from the school; however, they fill quickly and are usually reserved for 5-week students. There may be housing spots open for 3-week students, but we suggest making arrangements early. The rental fees are \$50 per night. The housing is completely furnished and is shared with other students. For more detailed information please call or visit our web site:

www.sheffield.com/student-housing