

**Dear Prospective Student:**

Thank you for your inquiry regarding Sheffield School of Aeronautics' **Aircraft Dispatcher** program. Our FAA-approved course is 200+ hours in duration. Classes are scheduled from 8:00 am until 5:00 pm, Monday through Friday. Occasionally, we extend the day for lectures, workshops, tutoring, or computer lab work. The duration of the in-classroom course is 3 weeks, with the FAA practical examination administered following successful completion of the course. The regular total cost of the Aircraft Dispatcher 3-week course is \$4,800. This includes \$2,800 for Phase 2 course tuition, required supplies, but not the ADX exam fee of \$175.00, in addition to a non-refundable registration and phase 1 fee of \$2,000. The FAA practical exam fee is included at a cost of \$0.00 (\$500 if a retake). (Note: Prices are subject to change and discounts are available). Additionally, there is a \$300 I-20 form/SEVIS electronic processing fee applicable to international students. This will cover the cost of preparing documents for immigration and student visa, as well as express shipping of the documents, and is due with the Enrollment Agreement mentioned below. (There are reduced fees for other courses offered by Sheffield.) The course links can be easily found at [www.sheffield.com](http://www.sheffield.com).

Since our school has been in existence for nearly 76 years, we have graduates working for virtually every major domestic and international air carrier in the world. Many regional/commuter airlines contact us when they need qualified dispatchers. Occasionally, the initial contact results in a personal visit to our facility where our graduates are interviewed. Because of our reputation in the aviation industry, we are recommended by such companies as **Southwest Airlines, American Airlines, US Air Force, Delta, American, United, Virgin Australia, China Southern, China Eastern/Shanghai, SilkWay, KLM Royal Dutch Airlines, Federal Express, UPS, EasyJet, DHL, Thomas Cook, Cayman Airways, Gulf Air, Atlantic Southeast, Comair, Air Jamaica, American Trans Air, and U.S. Airways** for Aircraft Dispatcher training. In fact, there are many companies which have told us they prefer Sheffield graduates as dispatchers while other airlines try to hire Sheffield graduates exclusively. The airlines need prepared graduates who have been exposed to not only a wealth of material, but also a multitude of complex real-life scenarios. They have no time or desire to retrain new hires. History has proven that Sheffield School of Aeronautics not only prepares the student to earn the Aircraft Dispatcher Certificate, but also prepares the graduate for airline initial training, basic indoctrination, and transition training. Our testimonials, including some from the FAA, verify these facts. Unless you are already positive of the best school for your needs, we highly recommend that you research all schools thoroughly before signing any enrollment agreements or sending money. If you are debating where to attend school, we recommend that you contact any acquaintances, friends, airlines, and school graduates to assist you in your decision-making. Sheffield actually recommends that you contact graduates of other schools as well as ours. We've had many students enroll with us who were referred to us by a disenchanted graduate of another school.

If you wish to enroll after studying our school catalog ([www.sheffield.com/online-catalog](http://www.sheffield.com/online-catalog)), please complete the Application for Admission and return it with the applicable non-refundable Application Fee. Once we receive the application and fee, an Enrollment Agreement will be prepared and forwarded to you. Our class rooms are limited to 25 students and we fill the classes based on the first 25 Enrollment Agreements received, not the initial applications. We realize that this is a very important career decision for you and we encourage you to ask questions and get the facts before choosing a school.

Thank you again for your interest in Sheffield School. We look forward to hearing from you soon.

Sincerely,

Eric Morris  
President  
Sheffield School of Aeronautics (est. 1948)

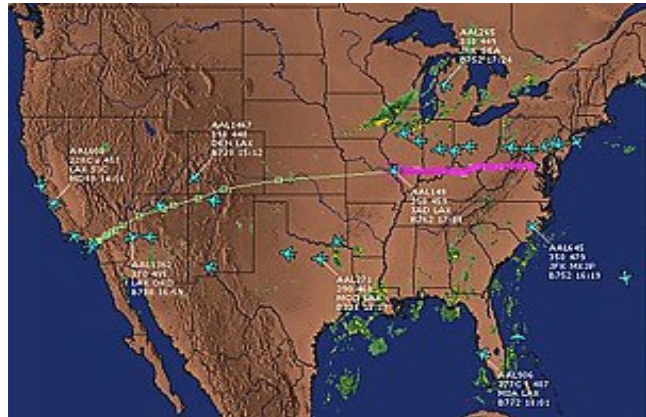
**REALTIME COMPUTER EXPERIENCE  
with  
AIRCRAFT SITUATION DISPLAY (ASD)**

As a student at Sheffield School, you will receive hands-on computer training. You will learn to request computer flight plans and weather information, NOTAMS, etc. using the Jetplan, Universal Weather, and Navtech systems. You will also be exposed to Sabre's Flight Explorer ASD software.

As a student at Sheffield School, you will have access to more aircraft dispatcher tools than other schools have available. No other school can match this actual hands-on training.

Since a large percentage of airlines use these (or very similar) systems, this hands-on experience gives our graduates a great advantage on their job applications and résumés.

As a student at Sheffield School, you will be provided access to a list of approximately 150 airline names and addresses to which you may forward your résumés and cover letters. Another option is for Sheffield to upload your cover letter/résumé into one of our password-protected pages that only airlines can access.



ASD screenshot

Our [method of operation](#) and [ADX Test Prep Study Guide](#) can help explain why we take this unique approach.

***The School that sets the Aircraft Dispatcher training standards***

***A Rich History of Firsts...***

- The World's First Aircraft Dispatch School (est. 1948)
- First CAA-approved Dispatch School in the World
- First FAA-approved Dispatch School in the World
- First School Authorized to Issue Visas to Foreign Students
- First School Contracted for Training by the CAA, ICAO, and FAA
- First Training Program for Reciprocating/Turbojet/Turboprop Aircraft
- First School to have FAA Designated Examiners on Staff
- First use of Computerized Flight Planning and Meteorology in-house
- First School contracted by a foreign carrier to conduct Initial Dispatch Training
- First School contracted by a Fortune 500 company to conduct Initial Dispatch Training
- First School contracted by a major air carrier to conduct Initial Dispatch Training
- First School to Introduce ETOPS Training
- First School to Introduce Advanced International Flight Planning
- First School to Introduce EWINS Qualification Dispatcher Weather Training
- First introduction of Navtech's Runway Analysis
- First use of Aircraft Situation Display for Dispatch Training
- First School to provide on-site certified training to U.S. Air Force
- First School to provide free online FAA test preparation
- First School to provide a free iPhone/iPad/ application
- First AD School to provide an ADX iPhone/iPad/iPod touch/Android Test Prep application
- ***First AD School to utilize multiple aircraft for comparative flight plan analysis***

**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 76-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.*

2024 Course Schedule
January 22 - February 9
March 11 - March 29
April 29 - May 17
June 17 - July 5
July 29 - August 16
September 16 - October 4
November 4 - November 22

\* EXTRA DAY(S) REQUIRED FOR PRACTICAL EXAMINATIONS.

- **Duration** = 3 Weeks, after successful completion of self-paced on-line modules.
- **Phase I Tuition** = \$2,000.00 (non-refundable, includes 2 months on-line access.)
- **Phase II Tuition** = \$2,800.00; due 30 days prior to residency start date.
- **Overdue assignments:** will not be acceptable. Read online Matrix for specific rules.
- **Total course cost = \$4,800.00 USD - (*ask about discounts!*)**
- **I-20 processing fee** (\$300 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 \$500, if required.
- **FAA Practical Exams** are usually administered 1-5 days following the last day of class, depending on class size. Please consider this when making travel/housing arrangements.
- **Housing** = The school can provide hotel and "BnB" recommendations, but it is the student's responsibility to make all housing arrangements. For various housing options visit <http://www.sheffield.com/student-housing> or email admissions@sheffield.com.
- **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.

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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 \$175.00 fee, but it must be taken and passed before the class starts. 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 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 76 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 75-year reputation for producing the most highly qualified aircraft dispatcher graduates in the airline industry.

### **Housing:**

School can provide hotel and "BnB" recommendations, but it is up to the student to make housing arrangements.

For various housing options visit <http://www.sheffield.com/student-housing>.