

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 course is 5 weeks, with the FAA practical examination administered following successful completion of the course. The regular cost of the Aircraft Dispatcher 5-week course is \$5,500. This includes \$4,800 for course tuition, required supplies, and a 1-time ADX exam fee of \$0.00, in addition to a non-refundable registration fee of \$700. The FAA practical exam fee is also included at a cost of \$0.00 (\$500 if a retake). (Note: Prices are subject to change and discounts may be 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.

Since **our school has been in existence for 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), 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

As a full-time student at Sheffield, you will take your FAA Aircraft Dispatcher Knowledge Test (ADX) on our "PSI" Computerized Testing System. Your test results are available immediately. Normally, there is a \$175 charge for this test; however, we provide this service to our students at no additional cost for the initial take. You will also be able to study for this test and utilize practice tests from any Mac or Android device you bring to class, by accessing our web site's FAA Knowledge test prep web pages (<http://www.sheffield.com/adx-test>). If you have Internet access at home, you can even begin studying for the test before your arrival. Contact us for password access.

We recommend studying for the ADX test at least 30 days before your first day of the 5-week class.

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 Certification – 5-week Course

Details at: <http://www.sheffield.com/course/aircraft-dispatcher-course-5-week-course>

2024 Course Schedule
January 8 - February 9
February 26 – March 29
April 15 - May 17
June 3 – July 5
July 15 – August 16
September 2 – October 4
October 21 – November 22

* EXTRA DAY(S) REQUIRED FOR PRACTICAL EXAMINATIONS.

Note: We have not canceled or changed a full-time Aircraft Dispatcher class date in over 53 years!

Cost 2024 Tuition Deposits and Fees

Registration/App. Fee	\$700 (non-refundable)
Processing Fee*	\$300 (non-refundable)*
Tuition Deposit	\$1,000
Tuition	\$4,800 (includes deposit)
Total:	\$5,500 (domestic students) – \$5,800 (int'l students)

(discounts at <http://www.sheffield.com/courses/discounts>)

Practical Exam fee = The FAA practical exam fee is \$0.00 (\$500, if a retake).

*International applicants only (I-20 form processing/SEVIS electronic processing, and shipping and handling [FedEx charges] included)



Airport Runway & Approach Lighting

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 (ADX) Test** is normally administered during the first 3 weeks of the 5-week course; however, we highly recommend that students pass this test as soon as possible during the course, or even before they begin the course if they have some experience and can master the questions on their own (95% of students take the test during the course). We recommend self-studying and practicing our online tests as soon as you enroll. Most ADX workshops are now accessed online with detailed step-by-step instructions – you should access these online lessons once you enroll and before you attend our class. Visit <http://www.sheffield.com/adx-test>, once you have applied and received a password.

Sheffield School is an authorized PSI computer-testing center, so you will receive your FAA test results immediately upon completing the exam. Most students take the ADX knowledge exam while they are attending our school, but studying anything earlier can save you time later.

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. Our students are issued at least 6-8 Sheffield exams during the 5-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, who remain in the industry, 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 76 years ago. We conduct, or have conducted, training for such airlines around the world as **Southwest Airlines, American Airlines, 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 Lloyd, Hapag-Lloyd, 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 76-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>.

THE AIRCRAFT DISPATCHER

The FAA-licensed Aircraft Dispatcher can be described as "the Captain on the ground." The job of aircraft dispatcher is one of the most responsible and best paying jobs at an airline. While the Captain is responsible for his/her one particular flight, the dispatcher is responsible for many flights in the air at the same time. The age requirement, 23, is the same for the dispatcher as it is for the applicant for the Airline Transport Pilot Rating. The FAA knowledge examinations are almost identical for the dispatcher license and airline transport pilot rating. The aircraft dispatcher is equally responsible for the flight with the captain, and both the captain and the dispatcher are required to sign the Dispatch Release before the flight can legally operate.

The dispatcher is responsible for planning the flight, taking into consideration the weather, any maintenance problems on the aircraft, navigational facilities at the appropriate airports, NOTAMS (notices to airmen), alternate airports, etc. and to exercise flight following while the flight is in progress. The dispatcher maintains communication with his/her flights and is responsible for notifying the captain of any significant changes that would affect the safety of the flight. It is the responsibility of the dispatcher to delay or cancel a flight when necessary and make any other operational decisions necessary to ensure the safety of the flight.

*Most airlines will have a centrally located dispatch office that controls all the flights of that particular airline. As an example, **United Airlines'** dispatch office is in Chicago, **Delta AirLines' Operational Control Center** is located in Atlanta, **U.S. Airways'** is located in Pittsburgh, **American's** is in Dallas, **Spirit Airlines'** is in South Florida, **Comair's** in Cincinnati, **Endeavor Airlines** is in Minneapolis, etc.*



**Delta Air Lines' World Headquarters
Atlanta, Georgia**

Before the airline industry was deregulated in 1978, there were approximately 33 airlines in the U.S. Since 1978 the number of airlines more than doubled, and currently this number has decreased somewhat. Before deregulation the major airlines generally started the dispatcher at a salary of approximately \$1,700/1,800 per month and the top of the pay scale at the majors was over \$60,000 in most cases, and it generally took 7 to 8 years to reach the top of the scale. Since deregulation the pay scale has varied greatly with starting salaries initially ranging from around \$25,000 per year, and ranging up to over \$90,000 annually at the majors after 7 or 8 years seniority. Nowadays, we advise our students to conservatively assume the entry-level starting pay terms of about \$40,000 to \$45,000 per year and that will cover 80-85% of the initial starting pay offers. The top pay at several larger airlines, after adequate experience, is now over \$90,000 - \$100,000 per year.

The dispatch department has historically been one of the best places in the airlines for promotions. The department has operational control over the operations of the airline. Consequently, you are generally in close contact with the senior officers of the company and they get to know the dispatchers personally. When promotions become available, the dispatcher is in a good position for advancement. The dispatch department is also an excellent job for a person who has, or is working on, his/her pilot ratings, with the idea of becoming an airline pilot for the same reason - the high visibility in the company. The aircraft dispatcher has always been a very important individual within the operational control of an airline, and will certainly continue to be a well-respected, significant individual in the future.