



MOORE NORMAN
TECHNOLOGY CENTER

Aviation Maintenance Technology

Information Booklet



All items on the application checklist should be submitted prior to noon on December 15 for the February start date and noon on June 15 for the August start date.

Apply online at mnc.axstudent.com/#/categories

Moore Norman Technology Center

Aviation Maintenance Technology Information Booklet

Refer to the website at
<https://www.mntc.edu/long-term-programs/aerospace-aviation/aviation-maintenance-technician>
for application deadlines

All items on the application checklist on pg. 6-7
must be submitted to a
Career Advisor prior to:

- **December 15th at noon for February start**
- **June 15th at noon for August start**

***If that day falls on the weekend, all documents must
be submitted by the following Monday at noon.***

Applicants will be notified of acceptance or alternate list placement within 30 days of document submission deadline.

Apply online at mntc.axstudent.com/#/categories

Dear Prospective Student:

Thank you for your interest in the Moore Norman Technology Center (MNTC) Aviation Maintenance Technology (AMT) program. We want you to be a member of the second largest industry, soon to be the leading industry, in Oklahoma. This AMT Program will set you up for success in a rewarding lifelong career.

This booklet of information is intended to provide general information about our program, as well as guide you through the application and selection processes. Although there is a great deal of information, we hope it is presented in an easy to follow format.

Aviation mechanics are in very high demand. Aviation Maintenance Technology can be a rewarding career choice with opportunities for advancement and additional education. We believe our program at MNTC is one of the best in the state, with a dedicated faculty and excellent facilities.

As you consider one of the most important decisions of your life, we hope you will find MNTC's Aviation Maintenance Technology program to be the next step for you. Please feel free to contact Student Services at customer.inquiry@mntc.edu if you have any questions or would like additional information.

The MNTC Aviation Maintenance Technology (AMT) program starts a new group of students each August and February. You will be notified at least a month before the start date.

Sincerely,



Justin Benard
AMTS Coordinator/Instructor



Lee Dow
Aerospace Program Director

Thinking about a Career in Aviation Maintenance Technology?

What is Aviation Maintenance Technology?

At any given moment, about 61,000 people are airborne over the United States. The people who make certain airplanes air-worthy are aviation maintenance mechanics. These FAA-certified mechanics keep U.S.-registered aircraft operating safely and efficiently. Aviation mechanics diagnose, adjust, repair, and overhaul aircraft engines and assemblies, such as hydraulic and pneumatic systems. They may work for airlines, maintenance and repair organizations, general aviation companies, military bases, or commercial/corporate aviation.

Mechanics who possess diagnostic and problem-solving skills and mechanical aptitude can take advantage of excellent employment opportunities in the aviation industry. Learn the hands-on procedures to inspect and perform maintenance, preventive maintenance, and alteration of aircraft and aircraft systems. You'll graduate with the skills and knowledge required to pass the Airframe Mechanic and the Powerplant Mechanic exams administered by the FAA.

The MNTC Aviation Maintenance Technology Program

The Moore Norman Technology Center AMT Program will provide students with the knowledge and training required to be certified aircraft mechanics. The program consists of two pathways, an Airframe pathway and a Powerplant pathway. Each pathway begins with General Aviation curriculum, which prepares the student for passing the FAA General Written Exam. Passing the exam is a prerequisite to pursuing an Airframe, Powerplant, or A&P rating.

The Airframe and Powerplant pathways are each 1309 hours or about 12-months. Students interested in an A&P will receive advanced standing for the General Aviation curriculum portion when they enroll for the second program. The entire program is 1960 hours or 18-months. The recommended enrollment pathway after successful completion of the General curriculum is to start with Airframe and then matriculate into Powerplant.

The program is open to post-secondary students at least 18 years of age at the time the program starts. Students must have a HS diploma or HS equivalency. Other expectations:

- Students should have intermediate computer skills.
- Students should know that the work performed directly affects human life.
- Students must be able to pass a drug test and have a current Driver's License.
- This is a full-time program with 7 hours of instruction four days a week
- Attendance is extremely important, and there is an attendance policy.
- All curriculum must be completed. Successful completion of coursework requires a minimum of 70% on theory, projects, and final exams

MNTC highly recommends that students obtain both their Airframe and Powerplant Certificates. This will open many more career opportunities and set you up for an extremely rewarding and successful future. Employers are constantly recruiting future employees that have both an A&P certificate; having both opens up more options with your dream employer.

Here are some things you may want to investigate while making your decision. According to the Bureau of Labor Statistics for aviation mechanics:

Job Outlook. Employment of aviation mechanics is projected to grow 10-15 percent from 2020 to 2030, faster than the average for all occupations. In Oklahoma, it is projected that there will be 12,700 annual job openings.

The demand for mechanics is fueled by technological advances and the retirements of existing mechanics.

Aviation mechanics held approximately 130,100 positions in 2020. The largest employers of aviation technicians and mechanics were as follows:

Support activities for air transportation	29%
Scheduled air transportation	20%
Aerospace product and parts manufacturing	13%
Federal government, excluding postal service	12%
Nonscheduled air transportation	5%

Oklahoma currently has 109 general aviation and commercial airports, dozens of aerospace companies, and three military bases that support military aviation.

Work Skills Aviation maintenance mechanics require knowledge of machines and tools, including their design, uses, repair, and maintenance. Technicians need control precision, finger dexterity, problem sensitivity, and the ability to organize things or actions in a certain order or pattern. Workers need to be able to read and understand information and ideas presented in writing.

Work Schedules. Most mechanics work full time. Some may work evenings, weekends, or overnight because they work in facilities that are always open.

Job Prospects. Certified A&P mechanics are expected to have the best job opportunities. Being rated (certified) in more than one specialty leads to greater job opportunities.

Data obtained from DOL [Bureau of Labor Statistics](#) and [Oklahoma Aeronautics Commission](#).

Important Program Information

Schedule

Classes meet from 8:15 a.m.- 4:15 p.m. for a 7-hour day of instruction four days a week. Most weeks, class will be held Monday through Thursday. If a holiday falls on a Monday, instruction will be held Tuesday through Friday for that week.

Fridays are typically designated as remedial or makeup days for students who missed a project/exam, need to re-take the project/exam, or need additional help with curriculum.

Attendance

Moore Norman Technology Center is committed to providing the best training for students to prepare them for the workplace, and therefore places a strong value on attendance. Absences are not permitted on the first day of a course. Late arrivals and early departures are counted as tardies. Three tardies equals one absence. Students who arrive an hour or more late or leave an hour or more early will be counted as absent for the day. Student are allowed 8 absences per section (General, Airframe and Powerplant). Snow days will be made up on Fridays at instructor's discretion.

All material missed in a unit of instruction must be made up on the following scheduled make-up date(s). All program (General, Airframe, Powerplant) make-up time must be completed before advancing to the next program. Students may not make up time in advance of anticipating missing class.

Make-up time is the responsibility of the student and must be scheduled with the instructor. If you miss scheduled make-up time, you may be placed on academic probation. Students who miss a scheduled make-up day will be counted as an additional absence towards the allowed 8 absences. Make-up time does not eliminate an absence. Make-up time is used to ensure that students are adequately prepared to be successful on the FAA Exams and in the Aviation Industry.

Students may be withdrawn from the program due to attendance or a lack of progress, i.e. failing grades, incompletes, etc. This is at the discretion of the Instructor and/or AMTS Director.

Program Expenses

Please visit the [MNTC Aerospace & Aviation page \(https://www.mntc.edu/long-term-programs/aerospace-aviation/aviation-maintenance-technician\)](https://www.mntc.edu/long-term-programs/aerospace-aviation/aviation-maintenance-technician) for the most current information regarding costs for the AMT program.

2024-2025 MNTC Aviation Maintenance Technology Program Application Checklist

All items on this application checklist should be submitted prior to noon on December 15 for February start date or noon on June 15 for August start date. If that date falls on the weekend, all documents should be submitted by the following Monday at noon. Don't wait until the last minute as there can be delays in receiving transcripts and/or test scores.

Prerequisite:

- ◆ HS diploma or high school equivalency certificate

Application Checklist:

_____ 1. Watch Aviation informational video at mntc.edu.

At the end of the video, you received information on how to access this information booklet. You are responsible for understanding the requirements for applying to the Aviation Maintenance Technology program. If you have any questions, contact customer service at (405) 801-5000 or email customer.inquiry@mntc.edu or contact your career advisor.

_____ 2. Submit Application

Submit an application form online at www.mntc.edu/apply.

_____ 3. Meet with a Career Advisor

You will be contacted after completing your online application to schedule an appointment with your Career Advisor. Please be sure to regularly check your email. A few past applicants have reported emails from MNTC in their junk/spam folders, so please check your email filters. It is also highly recommended you set up voicemail on your phone if you have not yet done so.

Bring items from #4, #5, and #7 on this checklist to your appointment.

_____ 4. Submit official high school transcripts or high school equivalency certificate

If your high school diploma is from another country, you must get verification of U.S. equivalency from either the Oklahoma Department of Education or World Education Services (WES) www.wes.org before being considered for admission.

NOTICE: Students whose first language is not English are required to take the TOEFL test and obtain passing scores:

Paper based test: 530 or above

Computer based test: 197 or above

Go to www.ets.org/toefl to find out more information on the TOEFL.

If you have questions about the FAA English Language Standard for an FAA Certificate issued under 14 CFR Parts 61, 63, 65 and 107, reference FAA Advisory Circular Number 60-28B or contact our local Flight Standards Office at https://www.faa.gov/about/office_org/field_offices/fsdo/okc.

MNTC is not authorized to accept international students (Visa classification F-1 or M-1) to the AMT program.

_____ 5. Complete Routine Tasks and Federal Regulations documents for Aviation Maintenance Mechanics on pages 9 and 10 of this information booklet.

_____ 6. Take MNTC Aviation Math Assessment

ALL applicants must take MNTC's Aviation Math assessment. Your Career Advisor will refer you for this assessment during your interview. Applicants may take the Next Gen Accuplacer and the Aviation Math test twice for no charge within a six-month period at one of our Assessment Centers. You will receive instructions during your Career Advisor appointment. If you take the Next Gen Accuplacer remotely online with Examity, there will be a fee for each testing section. If you are accepted into MNTC's Aviation program AND score between 40 and 65 percent on the Aviation Math test, you will be required to take a two-day refresher math course before starting the General Aviation courses. If you score 66 percent and above, it is highly recommended that you also take two-day refresher math course.

_____ 7. Take the ACT/SAT or Next Gen Accuplacer

A pre-entrance examination is needed to assess skills. Students who have taken the ACT or SAT within the past two years may substitute ACT or SAT scores for the pre-entrance examination. The school uses the Next Gen Accuplacer to assess skills. Applicants may test twice within a six-month period at the MNTC Assessment Center. You will receive instructions during your Career Advisor appointment. Students must meet program selection standards established by Moore Norman Technology Center.

_____ 8. For bonus points, you may submit:

- College transcript showing an aviation or engineering course completed with a C or better
- Proof of relevant certification. Ex. ASE, NIMS Measurement, Materials, Safety, NDI, NDT, etc.
- Proof of work experience in the aviation industry. Ex. Military, Airport, etc.

_____ 9. (Optional) Advanced Credit or Transfer Credit

Prospective students requesting admission with advanced standing are required to interview with AMT staff. Credit will be granted solely at the discretion of Moore Norman Technology Center with the approval of an AMT instructor and the AMT Program Director. Students from aviation maintenance schools outside of the United States are not eligible for advanced standing credit per FAA regulations. Specifically, students seeking advanced standing are required to demonstrate their skill level based on:

- An FAA Airframe or Powerplant certificate; or
- An official transcript from a certificated Title 14 CFR Part 147 school; or
- Documents indicating previously related training and work experience in the United States. In this case, the student shall also successfully complete the appropriate end of course test over each subject for which credit is sought.

If you feel you qualify for Advanced or Transfer Credit, contact the AMT office at (405) 801-5600.

_____ 10. Submit all required documentation to your Career Advisor by noon, December 15 for February start date or June 15 for August start date.

Be sure to keep a complete copy of all records and documents you submit.

Applicants will be notified within 30 days of the deadline. If accepted, you will be notified of the start date and the deadline for payment of tuition and fees.

POST ACCEPTANCE

Apply for Financial Aid, if needed

NOTE: Federal Financial Aid is not available for the AMT Program at this time. It is pending FAA program approval. Contact the Financial Aid office, 405.801.5046, for updates after May.

Federal Financial Aid is available to adult students attending a 600+ hour program at MNTC. The programs eligible to participate in Student Financial Aid (SFA) funds are approved and accredited by the Oklahoma Department of Career and Technology Education (ODCTE).

The following are the financial aid programs available at MNTC if a student qualifies:

- Oklahoma Tuition Aid Grant Program (a state/ federally funded program): This program is administrated by the Oklahoma State Regents for Higher Education. The OTAG program is funded with both state and federal LEAP (Leveraging Educational Assistance Partnership) funds. An applicant is considered for this program if the FAFSA form was completed and requested documents by MNTC is returned to the school by June 30, 2022 or earlier.
- Federal Pell Grant (Pell) Program: This is a need-based program, and eligibility is pre- determined by the Department of Education.
- Federal Supplement Educational Opportunity Grant (FSEOG) Program: This program is offered to students based on need. To qualify for FSEOG, the Expected Family Contribution (EFC) must be zero. The funds will be awarded to the students who have completed their application and been accepted until funds are exhausted. The amount for the award year can be up to \$500.

Other Financial Assistance

Other federal/state funding agencies have assisted MNTC students in the past and will continue to assist for the current school year. To find out more about the agencies and available assistance, contact a Career Advisor 405.801.5000 or the Financial Aid Coordinator at 405.801.5046.

- Vocational Rehabilitation Services
- Bureau of Indian Affairs (BIA)
- Veteran Administration Benefits
- Workforce Investment Board

How to Apply for Financial Aid Programs (SFA)

To apply for the Pell, FSEOG and OTAG, applicants must complete the Free Application for Federal Student Aid form called the FAFSA. NOTE: Students must apply for all other assistance or scholarship program(s) through the required agency or organization offering the funds.

The FAFSA may be submitted in the following ways:

- By mailing the paper FAFSA to the Federal Processor (The FAFSA form is available by calling 1-800-4-FED-AID and requesting a paper application be mailed to you, or by printing a PDF version available at fafsa.gov).
- Through the Internet by using FAFSA on the web at: fafsa.gov

In order for MNTC to receive a student's FAFSA information, our school code must be reported on the FAFSA. Our school code for the FAFSA is 012272.

Mathematics - Study Guide

AM.I.H.K1 Areas of various geometrical shapes.

AM.I.H.K2 Volumes of various geometrical shapes.

AM.I.H.K3 Definitions, descriptions, and use of geometrical terms, including but not limited to any of the following: polygon, pi, diameter, radius, and hypotenuse.

AM.I.H.K4 Ratio problems, including examples of where or how they may be used in relation to aircraft maintenance or system(s) operation.

AM.I.H.K5 Proportion and percentage problems, including examples of where or how they may be used in relation to aircraft maintenance or system(s) operation.

AM.I.H.K6 Algebraic operations, including examples of where or how they may be used in relation to aircraft maintenance.

AM.I.H.K7 Conditions or areas in which metric conversion may be necessary.

AM.I.H.K8 Scientific (exponential) notation, decimal notation, fractional notation, binary notation, and conversion between these various forms of numeric notation.

AM.I.H.K9 Rounding numbers.

AM.I.H.K10 Powers and special powers.

AM.I.H.K11 Measurement systems.

AM.I.H.K12 Use of positive and negative integers in mathematical operations.

AM.I.H.K13 Basic mathematic functions (addition, subtraction, multiplication, division).

AM.I.H.R1 Precedence of operations when solving an algebraic equation.

AM.I.H.R2 Use of both positive and negative integers in mathematical operations.

AM.I.H.R3 Rounding off calculations.

AM.I.H.S1 Determine the square root of given numbers.

AM.I.H.S2 Compute the volume of a cylinder.

AM.I.H.S3 Compute the area of a wing.

AM.I.H.S4 Calculate the volume of a shape, such as a baggage compartment or fuel tank.

AM.I.H.S5 Convert between fractional and decimal numbers.

AM.I.H.S6 Compare two numerical values using ratios.

AM.1.H.S7 Compute compression ratio.

AM.I.H.S8 Compute the torque value when converting from inch-pounds to foot-pounds or from foot-pounds to inch-pounds

Additional AMT Math Prep Resources

- <https://www.accuplacerpracticetest.com/>



- <https://chat.openai.com/auth/login>



- <https://www.khanacademy.org>



- <https://www.mometrix.com/academy/accuplacer-math-practice-test/>



- <https://www.youtube.com/watch?v=NI<JNthIDTTk> Accuplacer Math Crash Course - Day 1 (Part 1) - The BEST Accuplacer Math Test Prep! - YouTube



AMT MATH TEST SCORE RUBRIC

35	correct 100%	17	correct 49%
34	correct 97%	16	correct 46%
33	correct 94%	15	correct 43%
32	correct 91%	14	correct 40%
31	correct 89%	13	correct 37%
30	correct 86%	12	correct 34%
29	correct 83%	11	correct 31%
28	correct 80%	10	correct 29%
27	correct 77%	9	correct 26%
26	correct 74%	8	correct 23%
25	correct 71%	7	correct 20%
24	correct 69%	6	correct 17%
23	correct 66%	5	correct 14%
22	correct 63%	4	correct 11%
21	correct 60%	3	correct 9%
20	correct 57%	2	correct 6%
19	correct 54%	1	correct 3%
18	correct 51%	0	correct 0%

Routine Tasks for Aviation Maintenance Mechanics

As an A&P Certificated Mechanic, you will be tasked with performing routine tasks that may be difficult and uncomfortable. The following are not disqualifiers for the AMT program, but these are used to inform you of the routine tasks given to A&P mechanics. These are some examples but are not limited to:

- Lift more than 50 pounds routinely
- Push and pull routinely
- Bend and stoop routinely
- Distinguish audible sounds
- Work standing on their feet 80% of the time
- Work overhead routinely
- Communicate effectively with pilots/supervisors/flight crews/mechanics
- Organize and accurately perform the individual steps in an aircraft maintenance procedure in the proper sequence
- Work in areas that are not well illuminated
- Work in outdoor weather conditions year-round
- Chemical exposure
- Loud noises

_____ I have read the routine tasks for aviation maintenance mechanics. By signing, I indicate that I understand what may be asked of me.

Signature _____

Date _____

FAA Federal Regulations

While a previous alcohol or drug conviction does not prohibit your admission to MNTC, there are federal regulations that may affect your ability to sit for an FAA certification exam and be employed.

***Please read and initial your understanding of the federal regulations that will affect aviation maintenance mechanics and students in an AMT program. Sign your full name where indicated.**

§ 63.12 Offenses involving alcohol or drugs.

- _____ (a) A conviction for the violation of any Federal or state statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances is grounds for -
 - _____ (1) Denial of an application for any certificate or rating issued under this part for a period of up to 1 year after the date of final conviction; or
 - _____ (2) Suspension or revocation of any certificate or rating issued under this part.
- _____ (b) The commission of an act prohibited by § 91.17(a) or § 91.19(a) of this chapter is grounds for -
 - _____ (1) Denial of an application for a certificate or rating issued under this part for a period of up to 1 year after the date of that act; or
 - _____ (2) Suspension or revocation of any certificate or rating issued under this part.

§ 63.12a Refusal to submit to an alcohol test or to furnish test results.

- _____ A refusal to submit to a test to indicate the percentage by weight of alcohol in the blood, when requested by a law enforcement officer in accordance with § 91.11(c) of this chapter, or a refusal to furnish or authorize the release of the test results when requested by the Administrator in accordance with § 91.17 (c) or (d) of this chapter, is grounds for -
 - _____ (a) Denial of an application for any certificate or rating issued under this part for a period of up to 1 year after the date of that refusal; or
 - _____ (b) Suspension or revocation of any certificate or rating issued under this part.
- _____ Must be able to provide proof of Social Security card or Employment Authorization Document. This is required to be able to sit for your FAA Exam(s).

Signature _____

Date _____