



MOORE NORMAN
TECHNOLOGY CENTER

Aviation Maintenance Technology

Information Booklet
2023-2024



All items on the application checklist should be submitted prior to 12 p.m. (noon) on June 2

Apply online at mnc.edu/apply

Updated 04/20/23

Moore Norman Technology Center

Aviation Maintenance Technology Information Booklet

**Application Period:
Opens January 17, 2023**

Apply online by: extended to May 1, 2023

Meet with a Career Advisor by: May 19, 2023

Schedule testing by: May 26, 2023

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

12:00 P.M. (noon) on June 2, 2023.

*Click here to Apply Online
Projected start date August 2023
(subject to delay pending FAA approval)*

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.

If accepted to the MNTC's Aviation Maintenance Technology (AMT) program, we anticipate classes starting by early August of 2023 pending FAA approval.

Sincerely,

Justin Benard
AMTS Coordinator/Instructor

A handwritten signature in black ink, appearing to read 'Justin Benard', written in a cursive style.

Lee Dow
Aerospace Program Director

A handwritten signature in black ink, appearing to read 'Lee Dow', written in a cursive style.

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. NOTE: The first enrollment group will start with Airframe. Subsequent enrollment groups may start with Airframe or Powerplant after completion of the General curriculum.

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 [MNTC Aerospace & Aviation page](#) for the most current information regarding costs for the AMT program.

2023-2024 MNTC Aviation Maintenance Technology Program Application Checklist

*All items on this application checklist should be submitted prior to **12:00 P.M. (noon) on June 2, 2023.** 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 #6 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/scores 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 District Office.](#)

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

_____ 5. Take the Interest Inventory and print results

Go to [OK Career Guide](#) and create an account.* Select “adult technology center student” as your account type, and then select MNTC as the school. Take the interest inventory.

**Creating an OK Career Guide account as an MNTC student does not indicate acceptance to any MNTC career program.*

_____ 6. Complete Routine Tasks and Federal Regulations documents for Aviation Maintenance Mechanics on pages 9 and 10 of this information booklet.

_____ 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 five 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. (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.

_____ 9. Submit all required documentation to your Career Advisor by noon, June 2, 2023

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

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.

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 _____