

**Western Michigan University – College of Aviation**  
**Worksheet for Certification of Graduates**  
**For an ATP certificate with Reduced Aeronautical Experience**

**THIS SECTION COMPLETED BY APPLICANT (Type or Print):**

Name (exactly as listed on pilot certificate) \_\_\_\_\_  
WIN # \_\_\_\_\_  
Pilot Certificate # \_\_\_\_\_  
Phone number \_\_\_\_\_  
Email address (use WMU if current student) \_\_\_\_\_  
Mailing address 1 \_\_\_\_\_  
Mailing address 2 \_\_\_\_\_  
Mailing City, State, Zip \_\_\_\_\_  
Date submitted (mm/dd/year): \_\_\_\_\_

**Save and Print a copy for your records. Filename: lastname-firstname-date. Ex: doe-john-10-08-2013**

**Email as an attachment to** Sharon VanDyken, Director of Advising at [sharon.vandyken@wmich.edu](mailto:sharon.vandyken@wmich.edu) or via Fax at (269) 387-0355. **Print a copy for your records.**

**THIS SECTION COMPLETED BY WMU- AVIATION ADVISING:**

Degree Program from which graduated and date of graduation (select one):

Aviation Flight Science \_\_\_\_\_ (completion date & initials)  
Aviation Maintenance Technology \_\_\_\_\_ (completion date & initials)  
Aviation Management and Operations \_\_\_\_\_ (completion date & initials)  
Aviation Science and Administration \_\_\_\_\_ (completion date & initials)

Total Credit Hours of FAA Approved Aviation Related Courses  30-59  60+ ( \_\_\_\_\_ initials)

**Advising sends worksheet** to Tom McLaughlin, Co-Chief Flight Instructor, via email at [thomas.mclaughlin@wmich.edu](mailto:thomas.mclaughlin@wmich.edu) or via Fax at (269) 964-4364.

**THIS SECTION COMPLETED BY THE CHIEF FLIGHT INSTRUCTOR:**

The applicant obtained the Commercial Pilot Airplane and the Instrument Airplane Rating through Western Michigan University's Part 141- approved curriculum.

Yes \_\_\_\_\_ (verification date & initials)  
No \_\_\_\_\_ (verification date & initials)

60 or more approved credit hours then 1,000 hours flight time required  (mark X) Sec. 61.160(b)  
30-59 approved credit hours then 1,250 hours flight time required  (mark X) Sec. 61.160(d)

**Chief Flight Instructor sends worksheet** to Kim Courter, Administrative Assistant, via email at [kimberly.courter@wmich.edu](mailto:kimberly.courter@wmich.edu) or via Fax at (269) 964-6473.

**Administrative Assistant provides:**

Completed certificate with raised seal from worksheet information  (mark X)  
Route completed certificate and worksheet to dean for signature  (mark X)  
Mail signed certificate to applicant  (mark X)  
Return worksheet to Chief Flight Instructor  (mark X)