

**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 (where certificate will be mailed) \_\_\_\_\_  
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-10-08-2023**

**Email as an attachment to Sharon VanDyken, Director of Advising at [sharon.vandyken@wmich.edu](mailto:sharon.vandyken@wmich.edu) or via Fax (269) 964-6473. 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 Technical Operations \_\_\_\_\_ (completion date & initials)  
Aviation Management and Operations \_\_\_\_\_ (completion date & initials)

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

**Advising sends worksheet** to Chief Flight Instructor.

**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.

**Administrative Assistant provides:**

Completed certificate with raised seal from worksheet information  (mark X)  
Route completed certificate for signature  (mark X)  
Mail signed certificate to applicant  (mark X)