**CAT 4 TSA Process for Recurrent Training**

1. **Create or Access your existing TSA Account**
   - by going to www.flightschoolcandidates.gov

2. **Update Personal Information and Upload your Documents**
   - in 'Part: 1--Candidate Information'

3. **Select your Training Provider**
   - in the 'Recurrent Training Folder'

4. **Pay the $70.00 TSA Fee**
   - Once the application review is complete, contact the FlightSafety Location where you are scheduled to train. FlightSafety will then process your CAT 4 Request with TSA.

5. **Receive Confirmation that your Application is in Process**
   - from TSA (afsp.help@dhs.gov). This email will include the 6 digit Training Request Number. Your TSA account will also show this request number on your home page. Be sure that this email address is not stopped by the spam filter of your IP.

6. **Receive Updates on the Status of your Application**
   - TSA will email you with status updates. Check your email frequently and make any needed corrections or clarifications as requested by TSA.

7. **Documents Accepted Status**
   - an email is sent from TSA once they are satisfied with your documentation and application.
   - (this step typically occurs 10 business days after the 6 digit Training Request Number is assigned)

8. **Have your TSA Account Reviewed**
   - for accuracy by emailing your User ID and Password to FlightSafety's TSA Assist Team:
   - tsa.assist@flightsafety.com

9. **Receive Final Approval**
   - TSA will email you permission to initiate flight training.
   - (this step typically occurs 10 business days after Documents Accepted Status)