CAT 4 TSA Process for Recurrent Training

Create or Access your existing TSA Account

by going to www.flightschoolcandidates.gov



Update Personal Information and Upload your Documents

in 'Part: 1--Candidate Information'



Select your Training Provider in the 'Recurrent Training Folder'



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.



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.



Have your TSA Account Reviewed

for accuracy by emailing your
User ID and Password to FlightSafety's TSA
Assist Team:
tsa.assist@flightsafety.com



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.



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)



Receive Final Approval

TSA will email you permission to initiate flight training.
(this step typically occurs 10 business days

this step typically occurs 10 business days after Documents Accepted Status)