

# A&P Application Process

## Airmen follow guidance in AF COOL Handbook



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1. All Airmen must have their FAA “Authorization to Test” and completed the three FAA examinations before contacting Embry Riddle Aeronautical University (ERAU) for an unpaid itemized invoice. Invoice is needed for AF COOL Application Process
  - a. Approved Certificates
    - i. FAA Certificate of Eligibility and a FAA Form 8610-2 or
    - ii. Properly signed Certificate of Eligibility (CG-G-EAE-4)

**Note: FAA Authorization: An interview/authorization to test from the FAA is NO LONGER REQUIRED for members with a properly signed Certificate of Eligibility (CG-G-EAE-4). The member is authorized to take the written and oral/practical exams for the ratings identified on the certificate.**

2. For the A&P Course, the “FAA Authorization to Test Form 8610-2” or Certificate of Eligibility (CG-G-EAE-4) also allows Airmen to take the three FAA exams at the education center.
  - a. Airframe
  - b. Power-Plant
  - c. General
3. After contacting ERAU, the school will provide the member with the unpaid invoice for AF COOL submission.

## **AF COOL Degree Plan / Funding Request Submission A&P Prep Course:**

Airmen submit AF COOL not later than 30 days and not earlier than 60 days prior to the anticipated exam or training start date. A funding request has not been submitted to the CPO until it has been approved by the member’s supervisor.

1. Airman reviews <https://afvec.us.af.mil/afvec/af-cool/how-to-apply> prior to applying for funding.
2. Airmen researches available certifications on <https://afvec.us.af.mil/afvec/af-cool/search>, select an approved AF COOL certification (A&P), and then submit the AF COOL goal for approval by the supervisor.
3. Airman selects the desired training vendor (ERAU) and uploads the itemized unpaid invoice from ERAU and Authorization to Test.
4. AF COOL required documents before AF COOL will fund application.
  - a. Invoice from Vendor (ERAU)
  - b. FAA Authorization to Test
5. AF COOL Funding Application
  - a. Member can apply for A&P Prep Course after goal approval.

## **A&P Application Process**

- b. The Prep Course and Oral & Practical Exam AF COOL documents must be separate AF COOL enrollments.
6. Member's supervisor reviews and signs the funding request(s), if approved by the supervisor the request will go to the AF COOL CPO for review and processing (normally two weeks). If the supervisor rejects the funding request, it is automatically canceled.