

# Federal Aviation Agency



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AC NO: AC 147.5-1

SCHOOLS AND OTHER  
CERTIFICATED AGENCIES

EFFECTIVE :

1/9/64

**SUBJECT :** APPLICATION PROCEDURES FOR MECHANIC SCHOOL CERTIFICATE  
ISSUANCE

1. PURPOSE. This advisory circular provides information regarding submission of an application for the issuance of a mechanic school certificate.
2. REFERENCES. Section 147.5 of the Federal Aviation Regulations sets forth the requirement for, and contents of, an application for mechanic school certificate issuance.
3. DISTRIBUTION. This circular will be distributed to all persons who have been placed on the mailing list to receive changes to Part 147 of the FAR. Additional copies may be obtained free of charge by directing requests for AC No. 147.5-1 to:

Federal Aviation Agency  
Distribution Unit, HQ-438  
Washington, D.C. 20553

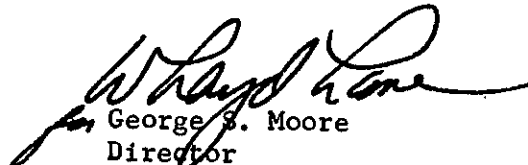
4. SUBMISSION OF APPLICATION FILE. All application files for mechanic school certificate issuance will be submitted to the FAA General Aviation District Office or Air Carrier District Office having jurisdiction over the area in which the school is located.
5. PREAPPLICATION ASSISTANCE. FAA personnel of the office of jurisdiction will offer guidance and help to a school preparing for certification. The requirements for certification, regarding equipment, facilities, etc., will be discussed as needed. This procedure will tend to minimize delays due to misunderstanding or improper interpretation of Part 147 of the FAR.
6. OCCASIONS FOR, AND CONTENT OF, CERTIFICATE APPLICATION FILE. The occasions for the submission of application files for a mechanic school certificate are as follows: (1) original certification, (2) addition of a rating, (3) amendment of certificate after change of location, (4) deletion of a rating, (5) issuance of a duplicate certificate to replace a

lost, mutilated, or otherwise destroyed certificate, and (6) issuance to reflect a change of school name only or to show a new address (not a change of actual location).

- a. Applicants involved with 1, 2, and 3 above should submit an original and two copies of Application for Mechanic School Certificate and Ratings, FAA Form 614 (Revised 9-63, Bureau of Budget Approved 04-R108.1), and an original and one copy of the documents set forth in section 147.5(a)(1) through (4).

The final certification procedure for 1, 2, and 3 above will involve formal school inspection and a detailed review of the documents submitted with the application.

- b. Applicants involved with 4, 5, and 6 above should submit only an original and two copies of the FAA Form 614. The requirement for submission of the supporting documents is not applicable as the certificate issuance in these cases is a mere formality or the deletion of a rating, neither of which involves a detailed determination of compliance with Part 147 of the FAR. A careful review of the FAA Form 614 should be made to insure that the applicable contents of the application coincide with the FAA Form 614 from previous certificate issuance that is on file in the FAA jurisdictional district office.

  
George S. Moore  
Director  
Flight Standards Service