



# Federal Aviation Administration

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## Memorandum

Date: July 12, 2017

To: All Regional Offices and Field Offices

From: Timothy W. Shaver, Manager, Aircraft Maintenance Division, AFS-300

Subject: Title 14 Code of Federal Regulations (14 CFR) Section 147.31 - Allowable  
Absence Policy Clarification

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M350-8000.1-F-1707-0537

This memo revises and replaces the memo M350-8000.1-F-1411-0160, dated November 6, 2014 (attached), which responded to questions posed by AGL-200. Recent class discussions at Oklahoma City in FAA course 2100113 and requests for interpretation, indicate this policy should be clarified.

**ISSUE:** The minimum number of hours that a student at an Aviation Maintenance Technician School (AMTS) is required to attend in order to graduate from a specific curriculum.

**RESPONSE:** An AMTS has an obligation to offer a specific number of hours for a curriculum that they agreed to at certification, according to 14 CFR section 147.21(b). In the case of the General Curriculum, it is a minimum of 400 hours. Each AMTS must also have an allowable hours of absence, defined in accordance with section 147.31(e). Additionally, the AMTS must make the missed material available to the student. The making up of the missed material, not missed time, for the hours of absence allowed (per the AMTS approved procedures) is considered meeting the curriculum requirements (including hours). Individual AMTS' will have different hours offered by their curriculum. The variability of allowed absence hours makes it nearly impossible to determine a fixed minimum number of hours that must be followed by all schools.

The AMTS approved curriculum hours must be taken into account along with the school's allowable absence time, if necessary. To cite an example, if the school has an approved General Curriculum of 420 hours and an allowable absence of 5%, a student could miss up to 21 hours of class but must make up the missed material for this allowed absence. Using this same example, if a student should have less than 399 hours of attendance they must make up the missed material as mentioned before plus the missed time up to the 399 hour point. The school's operations manual should address how they would ensure the student makes up that time and material. If there are extenuating circumstances that caused the student's absence such as a death in the family or illness, the AMTS could request relief from their FAA Principal Inspector. The

Inspector could grant the request in accordance with their best judgment or seek additional guidance from AFS-300.

We appreciate the opportunity to assist you. If you have any additional questions regarding this memorandum, please contact the Aircraft Maintenance Division, AFS-300, at (202) 267-1675.

Attachment