



Recurrent TSA Procedure: Category 4 Approval

Step 1:

Create or Access your existing TSA account – by going to www.flightschoolcandidates.gov

Step 2:

Update Personal Information and Upload your documents

Step 3:

Select your Training Provider (Bell Murray Aerospace) in the recurrent training folder.

Step 4:

Pay the \$70.00 TSA Fee. Contact BMA of your training request. BMA will then process your CAT 4 Request with TSA.

Step 5:

Receive Confirmation that your Application is in Process from TSA (asfp.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 you IP.

Step 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 clarification as requested by TSA.

Step 7:

Documents Accepted Status an email is sent from TSA once they are satisfied with your documentation and application. (usually 10 business days after your 6-digit Training Request number is assigned)

Step 8:

Receive Final Approval. TSA will email you permission to initiate sim training.