



# Aviate Program Guide

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## Chapter 1: Introduction to Aviate<sup>SM</sup>

### A. Aviate<sup>SM</sup> Background

Aviate<sup>SM</sup> is United Airlines, Inc.'s pilot career development program offering both aspiring flight students and commercial pilots a defined career path to United as a First Officer. United's goal is to attract outstanding people who want to join the very best team of pilots in the aviation industry. United understands that, in order to do this, Aviate must be flexible enough to accommodate individuals at every stage of their training and development.

Through its network of participating universities, professional flight training organizations, Part 135 operators, and United Express carriers, United is able to offer Candidates<sup>1</sup> multiple points of entry into Aviate. Candidates who apply and are selected to join Aviate will benefit from a career path that is tailored to their current experience level, enabling them to build flight hours and develop as leaders in preparation for a potential position with United as a First Officer.

United's success depends upon its ability to attract and retain talented pilots to operate its aircraft and ensure that its passengers are delivered safely and reliably to the destinations served by United and United Express. At the same time, United understands that the costs associated with becoming a pilot are significant. Aviate is designed to ease some of the uncertainty faced by flight students and aspiring airline pilots by providing a path to potential employment with United, and clear direction on the qualifications and milestones that must be achieved in order to advance down this path.

### B. Joining Aviate

Flight students and commercial pilots who wish to apply to Aviate have multiple available entry points into the program. Each entry point has specific eligibility criteria, characteristics, and requirements that are determined primarily by the Candidate's experience level and current certifications. As a result, not all entry points are available to, or appropriate for, all Candidates. Therefore, it is important that Candidates understand which is best for their respective career progression.

1. University Entry Point. Candidates who hold a Private Pilot Certificate and are currently pursuing, or have obtained, a bachelor's degree from a participating four-year university that will make, or makes, such Candidates eligible for an R-ATP certificate are eligible to apply to Aviate through the University Entry Point.

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<sup>1</sup> For purposes of this Program Guide, "Candidate" means an individual that has submitted an application and is in the screening or selection process for Aviate.



2. Professional Flight Training Entry Point. Candidates who hold a Private Pilot Certificate and are currently pursuing, or have obtained, their commercial pilot certification and ratings at, or from, a participating professional flight training organization, including, but not limited to, the United Aviate Academy (United's wholly-owned flight school), are eligible to apply to Aviate through the Professional Flight Training Entry Point.
3. Experience-Build Entry Point. Candidates who are building hours towards an ATP or R-ATP by serving as a CFI at a participating university, participating professional flight training organization, or serving as a commercial pilot at a participating Part 135 operator are eligible to apply to Aviate through the Experience-Build Entry Point.
4. UAX Entry Point. Candidates who are currently employed, or have a verifiable employment start date within 180 days, as a pilot at a participating United Express carrier are eligible to join Aviate through the UAX Entry Point.
5. United Aviate Family Programs Entry Point. Candidates who have one of the following connections with United may be eligible to apply to Aviate through one of the United Aviate Family Programs ("**Family Programs**"): (a) an active or furloughed United employee; (b) a dependent of an active, furloughed, or retired United employee; or (c) a former United Flight Operations Professional Pilot Intern that successfully completed such internship with United. Candidates who have one of the above connections with United should review the information at <https://unitedaviate.com/aviate-program-career-paths/united-employee-dependent-intern> for more details.

Detailed information regarding the University Entry Point, the Professional Flight Training Entry Point, the Experience-Build Entry Point, and the UAX Entry Point, including information regarding eligibility criteria and transition requirements can be found in the following chapters of this Program Guide. A list of participating universities, professional flight training organizations, Part 135 operators, United Express carriers, and Family Programs can be found on the Aviate website located at [unitedaviate.com](https://unitedaviate.com). United makes changes to the network of participating institutions that are within the Aviate ecosystem over time, so check the Aviate website for the latest information to confirm your university, professional flight training organization, Part 135 operator, or United Express carrier's participation.

### **C. Qualifying for a First Officer Position at United Through Aviate**

Once in Aviate, Participants<sup>2</sup> are expected to pursue any certifications and ratings necessary to serve as a professional pilot, accrue the hours necessary to obtain an ATP or R-ATP, and ultimately obtain employment (1) as a pilot with a participating United Express carrier, (2) as a pilot with a participating Part 135 operator, or (3) with United in a Fleet Technical Instructor ("**FTI**")

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<sup>2</sup> For purposes of this Program Guide, "Participant" means an individual that has been accepted into and joined Aviate by signing the Aviate Participant Agreement.



role. Each of these employment paths will enable Participants to transition to United through Aviate. Detailed information regarding requirements for transitioning to United can be found in Chapter 5 of this Program Guide.

#### **D. Other Aviate Benefits**

As part of Aviate, Participants may also be eligible to receive additional privileges offered by United. The availability of these privileges and any conditions that must be complied with by the Participant in order to receive, utilize, and retain these privileges will be subject to United's separate policies pertaining to such privileges. Information about such additional privileges may be found at [unitedaviate.com](http://unitedaviate.com).

UNLESS OTHERWISE SPECIFIED HEREIN, ANY PRIVILEGES CONFERRED UPON A PARTICIPANT BY UNITED IN CONNECTION WITH SUCH PARTICIPANT'S STATUS WITHIN AVIATE SHALL BE ENTIRELY AT UNITED'S DISCRETION, AND MAY BE WITHDRAWN AT ANY TIME.



## Chapter 2: Aviate Eligibility Requirements

To be eligible to participate in Aviate, all Candidates must satisfy the general Aviate requirements, as well as the specific requirements applicable to the Candidate's entry point into Aviate.

### A. General Requirements

Candidates must satisfy all of the following requirements in order to be eligible to apply to Aviate through any entry point:

1. hold a Private Pilot Certificate;
2. hold a valid FAA medical certificate that was originally issued as a first or second class medical certificate;
3. be at least 18 years of age
4. have a high school diploma or GED equivalent; and
5. not have exceeded the maximum number of Attempts (as defined in Chapter 3) to apply to Aviate, a prior pilot carrier path program (each, a "**CPP**"), or United as set forth in Chapter 3.

### B. Entry Point-Specific Requirements

In addition to the general requirements set forth above, Candidates for Aviate must meet the following entry point-specific requirements:

1. University Entry Point. Candidates applying to Aviate through the University Entry Point must:
  - a. be either (i) a current student at a participating university, pursuing an aviation degree that will result in eligibility for an R-ATP certificate and having completed at least two semesters of coursework (three semesters if on a trimester schedule), or (ii) a graduate of a participating university, holding an aviation degree that makes such graduate eligible for an R-ATP certificate<sup>4</sup>;
  - b. in the case of current students, be in good standing with their participating university;

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<sup>4</sup> Participants who are pursuing or graduated from a university program with a degree that currently provides R-ATP eligibility, regardless of program status with the FAA at time of attendance, shall be considered eligible under this section.

- c. have no documented violations of their applicable university's student code of conduct (or equivalent policy), or have been the subject of any disciplinary actions; and
- d. have no more than three Primary Training Failures.<sup>5</sup>

2. Professional Flight Training Entry Point. Candidates applying through the Professional Flight Training Entry Point must:

- a. be receiving flight training at a participating professional flight training organization, or have earned a commercial pilot certificate with an instrument rating from a participating professional flight training organization;
- b. in the case of current students, be in good standing with their participating professional flight training organization;
- c. have no documented violations of their applicable professional flight training organization's student code of conduct (or equivalent policy), or have been the subject of any disciplinary actions; and
- d. have no more than three Primary Training Failures.

3. Experience-Build Entry Point. Candidates applying through the Experience-Build Entry Point must:

- a. be either: (i) currently employed as a CFI at a participating university or participating professional flight training organization or as a commercial pilot at a participating Part 135 operator; or (ii) have accepted an employment offer as a CFI at a participating university or participating professional flight training organization or as a commercial pilot at a participating Part 135 operator with a verifiable employment start date that is no later than 180 days after the date of applying to Aviate (*i.e.*, the date a Candidate submits their application);
- b. be in good standing with their participating university or participating professional flight training organization or participating Part 135 operator, as applicable; and
- c. have met acceptable performance standards, as determined by United in its sole discretion, which may include consideration of a Candidate's training, dependability, and disciplinary records.

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<sup>5</sup> For purposes of this Program Guide, a "Primary Training Failure" is defined as a failure of any check ride conducted under Part 61 or Part 141 operations by, or on behalf of, the FAA that, if successful, would result in the issuance of a private, instrument, commercial, multi engine or CFI certificate/ratings.



4. UAX Entry Point. Candidates applying<sup>6</sup> through the UAX Entry Point must:
  - a. be currently employed as a pilot at a participating United Express carrier or have a verifiable employment start date within 180 days of the date of applying to the Aviate program
  - b. be in good standing with the participating United Express carrier; and
  - c. have met acceptable performance standards as determined by United in its sole discretion, which may include consideration of a Candidate's training, dependability, and disciplinary records<sup>7</sup>.

d. Any Participant that joins Aviate through the UAX Entry Point must transition to United through the United Express Carrier Transition Point (see Section B of Chapter 5) or the Legacy United Express Carrier Transition Point (see Section C of Chapter 5), and such Participants will not be eligible to transition to United through any other Transition Point.
5. United Aviate Family Programs Entry Point. Candidates who have one of the following connections with United: (i) an active or furloughed United employee; (ii) a dependent of an active, furloughed, or retired United employee; or (iii) a former United Flight Operations Professional Pilot Intern that successfully completed such internship with United may be eligible to apply through one of the Family Programs:
  - a. United Aviate Employee Program: <https://ft.ual.com/Employee-Services/CareerOpportunities/availableOpportunities/united-aviate-employee-program>;
  - b. United Aviate Dependent Program: <https://ft.ual.com/employee-services/careeropportunities/availableopportunities/united-aviate-employee-program/dependent>; or
  - c. United Aviate Intern Program: <https://unitedaviate.com/aviate-program-career-paths/united-employee-dependent-intern>.

More information on the Family Programs that are available to current, furloughed, and retired employees can be found on United's internal portal: Flying Together.

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<sup>6</sup> Candidates applying to an Aviate-participating UAX carrier with 500+ hours of flight experience, as defined by FAR 121.436 (commonly referred to as Direct-Entry or Near-Entry Captains), at time of application to the carrier can opt in to Aviate without doing an interview.

<sup>7</sup> United will consider a Candidate's entire flight experience, including, but not limited to, primary flight training issues and/or training failures in the Part 135 or Part 121 training environment(s), extended training footprint during initial operating experience (IOE), etc. when determining which Candidates to interview.



For questions regarding the eligibility criteria set forth in this Chapter 2, please contact Aviate's pilot hiring support at [aviate@united.com](mailto:aviate@united.com).



## Chapter 3: Application Process

### A. All Aviate Entry Points

1. Application. Candidates who desire to join Aviate are required to submit an application to Aviate by visiting <https://pilothing.united.com/s/aviate>. Candidates may apply to Aviate at any time, provided they meet the eligibility requirements set forth in Chapter 2, subject to the rules for multiple applications set forth in this Chapter 3. United will also provide any additional information regarding the remainder of the application process.

Note: Candidates can only have one (1) application on file with United Airlines for a pilot position at a time. Candidates who have an application on file for the Aviate program who have not been accepted that wish to apply to the 1) United Military Pilot Program (UMPP) or 2) directly to United Airlines as a First Officer will be required to withdraw or convert their Aviate application first.

2. Initial Screening. Following submission of an application, United will conduct an initial screening of the application. This initial screening will be solely focused on the merits of the application and will not involve any direct contact with the Candidates themselves. Candidates that do not pass the initial screening will be notified by email.

United will prioritize which Candidates receive an invite to interview based on a number of factors, including but not limited to, a Candidate's total flight time, highest certificate or rating held, number of Primary Training Failures, date of application submission, and other factors as determined by United. Please note, Aviate is a competitive and selective program. A Candidate is not guaranteed an interview and United in its sole discretion will determine which Candidates receive an invite to interview.

3. The "Leadership Inventory" and "Becoming United" Assessments. Candidates who pass the initial screening will be invited *via* email to take the "Leadership Inventory" and "Becoming United" assessments. These will be completed remotely, online.

The "Leadership Inventory" is a computer-based, pre-hire assessment to help determine a Candidate's suitability for eventual employment with United. "Becoming United" is a pre-hire assessment used to determine a Candidate's fit with United's values, service culture, and the core4 qualities: Safe, Caring, Dependable, and Efficient.

4. Panel Interview and Technical Assessment. Candidates who complete the "Leadership Inventory" and "Becoming United" assessments will be invited *via* email to interview with United either remotely or at United's Flight Training Center in Denver, Colorado (or other location specified by United), except as otherwise provided below in



this section. Candidates must complete the interview within 180 days after receiving the initial invitation to interview with United. Candidates may receive multiple invitations to interview, subject to the limitations set forth in this Chapter 3; however, the 180-day deadline for completing the interview begins once the first invitation is received.

For Candidates interviewing in person, United will provide round-trip, positive space travel for the Candidates to United's Flight Training Center in Denver, Colorado (or any other location specified by United). Candidates will be responsible for all other travel expenses, including lodging and meals.

Each Candidate's interview will consist of a panel interview and a technical assessment. The panel interview consists of behavior-based questions and a technical assessment is used to determine whether the Candidate has the foundational knowledge required to be successful as a pilot at United. The technical assessment is calibrated for the Candidate's entry point and expected level of knowledge.

Candidates who do not complete their panel interview within 180 days after the date of receiving United's initial invitation to interview will be removed from the selection process. Such Candidates will be required to provide their rationale *via* [aviate@united.com](mailto:aviate@united.com) for not having completed an interview within such time period, and request approval to reinstate eligibility.

Candidates who apply to the United Aviate Academy and who do not hold a Private Pilot Certificate prior to enrollment will participate in a panel interview, which consists of behavior-based questions, during the United Aviate Academy admissions process. The technical assessment will consist of the United Aviate Academy leadership team monitoring a Candidate's performance during such Candidate's training at the United Aviate Academy. Candidates who earn their Private Pilot Certificate at the United Aviate Academy will be submitted to United's Acceptance Board of Review in accordance with Section A.5 of this Chapter 3.

5. Acceptance Board of Review. Once a Candidate completes the panel interview and online assessments discussed above, the Candidate's entire application portfolio will be submitted to United's Acceptance Board of Review for the final decision. In the case of Candidates who earn their Private Pilot Certificate while at the United Aviate Academy, the portfolio will include a performance evaluation from the United Aviate Academy leadership team. If the United Acceptance Board of Review approves the Candidate, United will extend an offer to join Aviate to the Candidate by phone or email.

## **B. Consent to Records Release**

By submitting an application, each Candidate consents to (i) United's receipt of and access to any of the Candidate's records that may be necessary or appropriate to verify such Candidate's



enrollment or employment status, or training, dependability, and discipline at the applicable participating university, professional flight training organization, Part 135 operator, or United Express carrier, (ii) the disclosure of such information by such participating institution(s), and (iii) United's disclosure of the Candidate's name, email, address, and other personally identifiable information to such participating institution(s) in connection with the verification of such Candidate's information. Upon United's request, Candidates will be required to sign the release described below.

### **C. Participation Agreement and Verification of Eligibility**

1. The Participant Agreement and Required Records. Once a Candidate has received an offer from United to join Aviate, then, if such Candidate wishes to proceed to enrollment, such Candidate will be required to execute an Aviate Participant Agreement, which may include execution of a records release, as described below.

2. Verification of Initial Eligibility to Join Aviate. Candidates who apply to Aviate through the University Entry Point or the Professional Flight Training Entry Point will be required to submit any additional documentation that is necessary to verify such Candidates' enrollment status at their respective participating university or professional flight training organization, as applicable. United will inform Candidates of the verification procedure and documentation that will be required.

Candidates who apply to Aviate through the Experience-Build Entry Point or the UAX Entry Point will be required to sign a release permitting the applicable participating university, professional flight training organization, Part 135 operator, or United Express carrier to provide United: (a) the respective Candidate's training, dependability and disciplinary records; and (b) verification of such Candidate's employment through their participating university's, professional flight training organization's, Part 135 operator's, or United Express carrier's human resources or operations department, as applicable. United will inform Candidates of the verification procedure and documentation that will be required.

If a Candidate does not provide documentation or verification satisfactory to United, as determined by United in its sole discretion, such Candidate may be denied admission to or be removed from Aviate.

*\*\*\*See Chapter 4 for additional details pertaining to additional documentation that may be required as Participants progress through Aviate.*

### **D. Candidates Who Do Not Receive an Offer to Join Aviate**

If at any point in the above process, a Candidate does not meet United's selection criteria or fails to follow United's application guidelines, United will notify such Candidate by email of their removal from the Aviate selection process.



Removal from the selection process for failure to meet United's screening criteria or follow the application process requirements will not be considered an unsuccessful Attempt for purposes of this [Chapter 3](#).

#### **E. Candidates Who Decline an Offer to Join Aviate**

Candidates who receive but decline an offer to join Aviate<sup>8</sup> (either expressly or by failure to accept such offer and comply with the acceptance conditions set forth herein) will not be eligible to join Aviate in the future. This rule applies regardless of the Candidate's entry point (e.g., if a Candidate is accepted into the Experience-Build Entry Point and declines the offer, such Candidate will not be eligible to apply to Aviate through the UAX Entry Point).

#### **F. Applying to Aviate if the Candidate Has Previously Applied**

A Candidate will only be permitted two Attempts (as defined below) to join United as a pilot, whether through Aviate, United Military Pilot Program ("UMPP"), any other CPP, and/or United's traditional pilot hiring process, subject to the following:

1. Candidates<sup>9</sup> who have previously Attempted to join Aviate through the University Entry Point, Professional Flight Training Entry Point, Experience-Build Entry Point, United Aviate Family Programs Entry Point, or UMPP<sup>10</sup>, but were unsuccessful in their first Attempt remain eligible to:
  - a. apply to Aviate for their second Attempt through any Entry Point, provided that such Candidates wait at least 12 calendar months after their first failed Attempt; or
  - b. apply to United through United's traditional pilot hiring process, provided that such Candidates wait at least 12 calendar months after their first failed Attempt.
2. Candidates<sup>11</sup> who have previously Attempted to join Aviate through the UAX Entry Point, CPP, UMPP<sup>12</sup>, any other CPP, or United through United's traditional pilot hiring process but were unsuccessful in their first Attempt are not eligible to apply to Aviate but

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<sup>8</sup> Candidates who do not execute their Aviate Participant Agreement (APA) within 90 days of receiving an offer to join Aviate will be considered declined.

<sup>9</sup> This [Section F.1](#) applies to Candidates who had not completed their initial operating experience (IOE) at a Part 121 carrier prior to Attempting to join Aviate and completed a Technical Readiness Review (TRR) during their interview process but were unsuccessful in their first Attempt.

<sup>10</sup> Candidates who applied to UMPP ranked O-3 or lower.

<sup>11</sup> This [Section F.2](#) applies to Candidates who had completed their initial operating experience (IOE) at a Part 121 carrier prior to Attempting to join Aviate and completed a Technical Skills Assessment (TSA) during their interview process but were unsuccessful in their first Attempt.

<sup>12</sup> Candidates who applied to UMPP ranked O-4 or higher.



remain eligible to apply to United through United's traditional pilot hiring process, provided that such Candidates wait at least 12 calendar months after their first failed Attempt.

**Attempt** or **Attempted** means completing an interview, or scheduling an interview but failing to appear for such interview, for Aviate, any prior CPP, or United through United's traditional pilot hiring process. Completing the "Leadership Inventory" alone will not be considered an Attempt.

#### **G. Applying Through the United Traditional Pilot Hiring Process as an Aviate Participant**

Participants in Aviate will not be considered for United's traditional First Officer hiring process. Participants who wish to apply via the traditional process should follow the instructions to withdraw from the Program found in Chapter 5.

Furthermore, the career path to a First Officer role at United for pilots currently flying for an Aviate-participating UAX carrier is *via* the Aviate program.

## Chapter 4: Aviate Compliance

### A. General Performance Standards

Participants of Aviate are expected to maintain high standards of performance while in the program. Performance measurements will be based on a Participant's five years of service immediately prior to transitioning to United, or such shorter period of service as United may determine in its sole discretion, and will be inclusive of the following six general criteria:

1. Training. Participants are expected to maintain an acceptable training level with no more than one failure of any Certificated Regulatory Check Ride<sup>13</sup>. However, without limiting the discretion of the Transition Board of Review (see Chapter 5), training failures incurred during captain upgrade training will not count toward a Participant's quantity of Certificated Regulatory Check Ride failures. United will make the final determination whether a Participant's training history is satisfactory to United.
2. Discipline. Participants are expected to maintain a disciplinary record acceptable to United. United will evaluate each Participant's disciplinary actions while at a participating university, professional flight training organization, Part 135 operator, and/or United Express carrier and determine, in its sole discretion, how such actions may or may not affect such Participant's standing in Aviate.
3. Dependability. Participants are expected to maintain the same dependability standards as United's own pilots, meaning no documented and unexcused occurrences of any of the following, unless such occurrences are considered Approved Leave<sup>14</sup>:
  - a. sick call over a company-recognized holiday;
  - b. failure to operate an assigned flight or event without notice;
  - c. notification of sick leave less than two hours prior to a scheduled event;
  - d. sick call impacting an assigned training event;
  - e. failure of the Participant to be contactable when required;

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<sup>13</sup> For purposes of this Program Guide, a "Certificated Regulatory Check Ride" is defined as any check ride conducted under Part 121 or Part 135 operations by, or on behalf of, the FAA.

<sup>14</sup> For purposes of this Section A, "Approved Leave" shall mean leaves of absence covered by the Family and Medical Leave Act (FMLA) or other legally protected leaves of absence.



- f. sick call prior to, or following, a scheduled vacation; and
  - g. greater than four absences in a rolling 12-month period.<sup>15</sup>
4. Active Pursuit of Requirements. Participants are expected at all times to actively pursue the achievement of the requirements necessary to transition to United as set forth in Chapter 5, except in the case of Approved Leave. A Participant's failure to do so may impact their ability to remain within Aviate.
5. Regular Reporting. Participants are expected to provide updated records as required by United.
6. Coaching & Development Program. Participants are expected to participate in the Aviate coaching and development program as required by United.

Upon acceptance into Aviate, Participants will be provided a mechanism for submitting to United mitigating inputs or details for any actions taken by a participating university, professional flight training organization, Part 135 operator, and/or United Express carrier relating to the foregoing criteria.

## **B. University Entry Point and Professional Flight Training Entry Point Performance Standards**

In addition to the general performance requirements set forth in this Chapter 4, Participants who joined Aviate through the University Entry Point or Professional Flight Training Entry Point are expected to complete the following requirements:

- 1. obtain a commercial pilot certificate with an instrument rating from a participating university or professional flight training organization;
- 2. remain in good standing with their participating university or professional flight training organization, as applicable; and
- 3. have no documented violations of their applicable university or professional flight training organization's student code of conduct (or equivalent policy) or have been the subject of any disciplinary actions.

After the requirements set forth in this Section B are satisfied, Participants may obtain flight experience at the place of their choosing, however, Participants are ultimately expected to pursue

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<sup>15</sup> For purposes of this Section A, if a Participant is absent from an assigned flight with multiple legs, the entire assigned flight will count as one absence, instead of an absence per leg of the assigned flight.



employment with (a) a participating United Express carrier or (b) a participating Part 135 operator in order to meet the requirements outlined in [Chapter 5](#) to transition to United as a First Officer.

### **C. Ongoing Records Reporting Requirements**

Participants will be required to provide any records requested by United, including any documentation necessary to verify their employment status, training, performance, dependability, and discipline at their participating institution(s).

Upon joining Aviate, Participants will be given access to the [My Aviate](#) mobile application, or such other application or mechanism designated by United, where Participants are required to log their flight hours, including any applicable flight hour credits (see [Chapter 5](#)), on no less than a monthly basis. Participants are also required to update all profile sections (i.e., current address, current employer, etc.) within 30 days of any relevant change.

Participants who do not provide updated information in the [My Aviate](#) mobile application, or such other application or mechanism designated by United, as applicable, will not be considered to be in active pursuit of the Aviate requirements, as required in this [Chapter 4](#), and may be removed from Aviate as determined by United in its sole discretion.

### **D. Progression Reporting**

Participants will be required to sign a release every time they change universities, flight schools, and/or employers within the Aviate program (e.g., when a Participant who joined on the Experience-Build Entry Point and was employed as a CFI for a professional flight training organization transitions to a United Express carrier, such Participant will be required to sign a release permitting such United Express carrier to release the Participant's information to United); *provided, however*, Participants who are attending a participating university and joined Aviate through the University Entry Point or the Experience-Build Entry Point, may not be required to sign a release until such Participants transition from their participating university to a participating professional flight training organization, Part 135 operator, or United Express carrier.



## Chapter 5: Transitioning to United

Participants can transition to United as a First Officer from a position at a United Express carrier, a Part 135 operator or from within United as a FTI (each, a “**Transition Point**”). The requirements for each Transition Point are set forth below.

### A. General Transition Requirements

Participants transitioning to United through the “United Express Carrier Transition Point” (see Section B of this Chapter 5), “Legacy United Express Carrier Transition Point” (see Section C of this Chapter 5), or “Part 135 Operator Transition Point” (see Section D of this Chapter 5) must satisfy all of the following requirements in order to be eligible to transition to United as a First Officer. Participants transitioning to United through the FTI program should refer to the FTI program guide for all transition requirements:

1. Participants must **Actively Perform Services**<sup>16</sup> as a Captain<sup>17</sup> with the United Express carrier or Part 135 Operator for 100 hours of flight time within the 12 months immediately prior to applying for transition to United.
2. Participants must be in compliance with all performance standards set forth in Chapter 4.
3. Participant must meet all other United pilot hiring requirements as stated at the United pilot career website located at <https://careers.united.com/us/en/first-officer>.

If a Participant has met the minimum requirements to transition from a United Express carrier or Part 135 operator to United, as set forth in this Chapter 5, the Participant must provide notice and submit all supporting documentation to United within 60 months of meeting the minimum requirements. Participants are required to remain in pilot positions at a United Express carrier or Part 135 operator, as applicable, during this time unless otherwise approved by United and the participating United Express carrier or Part 135 operator, as applicable.

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<sup>16</sup> For purposes of this Program Guide, “Actively Perform Services” shall mean that the Participant, during the relevant period, continuously maintains: (1) an appropriate class FAA medical certificate; (2) qualification as a First Officer and/or Captain on a type of aircraft operated by the Participant’s United Express carrier or Part 135 operator, as applicable; and (3) landing currency in the aircraft to which they are assigned by the United Express carrier or Part 135 operator, as applicable (simulator currency does not meet this requirement).

<sup>17</sup> Participants who transition under Section B in this Chapter 5 can count time flown as a First Officer towards this requirement.



## B. United Express Carrier Transition Point Requirements

In addition to the general requirements set forth in Section A of this Chapter 5, Participants who are employed as pilots with a participating United Express carrier are eligible to transition to United as a First Officer if they meet the following requirements:

1. Participants must fly a minimum of 1,600 flight hours<sup>18</sup> as a Captain with a United Express carrier after joining Aviate and all such flight hours must be logged on or after March 1, 2023. If a Participant is downgraded from Captain to First Officer due to displacements caused by a reduction in flight operations, and such Participant has completed their initial operating experience (IOE) as a Captain, then flight hours flown as First Officer following such downgrade will be applied to this minimum flight hours requirement.

Certain Participants may be eligible for the following flight hour credits, which may be applied towards this minimum flight hours requirement:

- a. Participants who (i) joined Aviate through the University Entry Point, Professional Flight Training Entry Point, Experience-Build Entry Point, or United Aviate Family Programs Entry Point and (ii) are in compliance with all performance standards set forth in Chapter 4 will receive a 400-flight hour credit towards the minimum flight hours requirement.
- b. Participants who are qualified to operate as a Captain and who serve in an instructor role are eligible for the following flight hour credits:
  - i. a 50% flight hour credit for each hour of non-simulator ground instruction provided by such Participant up to a maximum credit of (A) 600 flight hours for Participants that receive the 400-flight hour credit described in Section B.1.a above or (B) 800 flight hours for Participants that do not receive the 400-flight hour credit described in Section B.1.a above; and
  - ii. a 100% flight hour credit for each hour of service as a Line Check Pilot ("LCP") or simulator flight instruction provided by such Participant.
- c. Participants who are qualified to operate as a Captain and who do not bid or hold a line schedule due to holding (i) a full-time management position with a United Express carrier or (ii) a full-time leadership position in a pilot union will receive 70 flight hour credits for each calendar month, in addition to actual flight hours flown, during which such Participant holds such management position with

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<sup>18</sup> All references to "minimum flight hours" in this Chapter 5 exclude simulator time while a Participant is receiving training.



a United Express carrier or leadership position in a pilot union, as applicable. Partial calendar months will be pro-rated based on the number days such Participant holds such position within such calendar month.

d. Flight hours accrued by Participants during Active Duty Military Service<sup>19</sup> may be applied toward their minimum flight hours requirement for so long as: (i) the flight hours were accrued during the Participant's enrollment in Aviate; (ii) the flight hours were accrued on a fixed-wing aircraft or rotorcraft; and (iii) the flight hours the Participant desires to apply towards the applicable minimum flight hours requirement do not exceed (A) 600 flight hours for Participants that receive the 400-flight hour credit described in Section B.1.a above or (B) 800 flight hours for Participants that do not receive the 400-flight hour credit described in Section B.1.a above.

Any Participants that intend to utilize flight hour credits, in accordance with this Section B, in order to satisfy their minimum transition requirements to United must advise the Aviate program administrator at their participating United Express carrier and provide all necessary documentation and records to enable such Aviate program administrator to verify such Participant's eligibility for the requested flight hour credits.

### **C. Legacy United Express Carrier Transition Point Requirements**

In addition to the general requirements set forth in Section A of this Chapter 5, Participants who are employed as pilots with a participating United Express carrier (or a formerly participating United Express carrier in accordance with the terms of Section G of this Chapter 5), with an employment start date at such United Express carrier on or before February 28, 2023, are eligible to transition to United as a First Officer if they meet the requirements of this Section C.<sup>20</sup>

Participants who were accepted in Aviate prior to March 1, 2023, and who had a verifiable employment start date with a participating United Express carrier on or before June 30, 2023, will be allowed to transition under the requirements in this Section C.

Participants who are eligible to transition under this Legacy United Express Carrier Transition Point received, prior to March 1, 2023 (or will receive shortly after such date), an estimated transition timeframe ("Transition Timeframe(s)") from United. Transition Timeframes are a projection of when such Participants will complete all requirements to transition to United.

To transition to United as a First Officer, Participants must meet the following requirements:

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<sup>19</sup> For purposes of this Program Guide, "Active Duty Military Service" shall mean full-time duty status in the active uniformed service of the United States, including while on military leave or during mobilization.

<sup>20</sup> Participants that are eligible to transition pursuant to the requirements of Section B of this Chapter 5 may elect to do so and are not required to comply with the transition requirements of this Section C.

1. Participants must meet one of the requirements set forth below:
  - a. Participant has a bachelor's degree; or
  - b. Participant has flown a minimum of 1,000 flight hours while serving as a Captain with a United Express carrier (such flight hours may be included in the minimum flight hours set forth in Section C.2 below).
  
2. Participants must fly a minimum of 2,000 flight hours with a United Express carrier after joining Aviate, except as set forth below:
  - a. Participants who serve as a Captain will only be required to fly a minimum of 1,500 total flight hours with the applicable United Express carrier. If a Participant is downgraded to First Officer, such Participant's required minimum flight hours will remain at 1,500, provided, that (i) such downgrade was due to displacements caused by a reduction in flight operations and (ii) such Participant has completed their initial operating experience (IOE) as a Captain.

Notwithstanding the foregoing, Participants who had less than 2,000 flight hours with a United Express carrier as of March 1, 2023, are required to serve as a Captain for a minimum of 500 flight hours. However, Participants who received a Transition Timeframe with a 3-month window starting on or before February 2024 are exempt from this 500 minimum flight hours requirement as Captain.
  - b. Participants who are qualified to operate as a Captain and who serve in a non-flying instructor role are eligible for the following flight hour credits:
    - i. a 50% flight hour credit for each hour of non-simulator ground instruction provided by such Participant up to a maximum of 750 flight hour credits; and
    - ii. a 100% flight hour credit for each hour of service as a LCP or simulator flight instruction provided by such Participant.
  - c. Participants who are qualified to operate as a Captain and who do not bid or hold a line schedule due to holding (i) a fulltime management position with a United Express carrier or (ii) a full-time leadership position in a pilot union will receive 70 flight hour credits for each calendar month, in addition to actual flight hours flown, during which such Participant holds such management position with a United Express carrier or leadership position in a pilot union, as applicable. Partial calendar months will be pro-rated based on the number days such Participant holds such position within such calendar month.

- d. Flight Hours accrued by Participants during Active Duty Military Service may be applied towards the minimum flight hours requirement for so long as: (i) the flight hours were accrued prior to or during the Participant's enrollment in Aviate; (ii) the Participant was employed by the participating United Express carrier to which the flight hours requirement relates during such Active Duty Military Service; (iii) the flight hours were accrued on a fixed-wing aircraft or rotorcraft; and (iv) the flight hours the Participant desires to apply towards the applicable minimum flight hours requirement do not exceed 750 flight hours.

Any Participants that intend to utilize flight hour credits, in accordance with this Section C.2, in order to satisfy their minimum transition requirements to United must advise the Aviate program administrator at their participating United Express carrier and provide all necessary documentation and records to enable such Aviate program administrator to verify such Participant's eligibility for the requested flight hour credits.

3. Participants must Actively Perform Services as a First Officer and/or Captain with the Participant's United Express carrier for at least 24 calendar months total after the Participant's date of hire.

- a. Notwithstanding the foregoing, if a Participant has been performing regularly scheduled duties with a participating United Express carrier prior to acceptance into Aviate, then the Participant can retroactively count their service with the participating United Express carrier towards the satisfaction of the minimum time of service requirement set forth in Section C.3 above.
- b. A Participant's Active Duty Military Service time may be applied towards the minimum time of service requirement set forth in Section C.3 above for so long as: (i) the Active Duty Military Service time was accrued prior to or during the Participant's enrollment in Aviate; (ii) the Participant was employed by the participating United Express carrier to which the time of service requirements relate during such Active Duty Military Service; (iii) the flight hours were accrued on a fixed-wing aircraft or rotorcraft; and (iv) the Active Duty Military Service time the Participant desires to apply towards the applicable time of service requirement does not exceed 50% of such time of service requirement.

#### **D. Part 135 Operator Transition Point Requirements**

In addition to the general requirements set forth in Section A of this Chapter 5, Participants who are employed as pilots at a participating Part 135 operator are eligible to transition to United as a First Officer if they meet the following requirements:



1. Participants must fly a minimum of 1,200 flight hours as a Captain with a participating Part 135 operator after joining Aviate, provided that certain Participants may be eligible for the following flight hour credits, which may be applied towards this minimum flight hours requirement:

- a. Participants who are qualified to operate as a Captain and who serve in a non-flying instructor role are eligible for the following flight hour credits:
  - i. a 50% flight hour credit for each hour of non-simulator ground instruction provided by such Participant up to a maximum of 600 flight hour credits; and
  - ii. a 100% flight hour credit for each hour of service as a LCP or simulator flight instruction provided by such Participant.
- b. Participants who are qualified to operate as a Captain and who do not bid or hold a line schedule due to holding (i) a full-time management position with a participating Part 135 operator or (ii) a full-time leadership position in a pilot union will receive 70 flight hour credits for each calendar month, in addition to actual flight hours flown, during which such Participant holds such management position with a Part 135 operator or leadership position in a pilot union, as applicable. Partial calendar months will be pro-rated based on the number days such Participant holds such position within such calendar month.
- c. Flight hours accrued by Participants during Active Duty Military Service may be applied toward the minimum flight hours requirement for so long as: (i) the flight hours were accrued during the Participant's enrollment in Aviate; (ii) the flight hours were accrued on a fixed-wing aircraft or rotorcraft; and (iii) the flight hours the Participant desires to apply towards the applicable minimum flight hours requirement do not exceed 600 flight hours.

Any Participants that intend to utilize flight hour credits, in accordance with this [Section D](#), in order to satisfy their minimum transition requirements to United are required to advise the Aviate program administrator at their participating Part 135 operator and provide all necessary documentation and records to enable such Aviate program administrator to verify such Participant's eligibility for the requested flight hour credits.

#### **E. Fleet Technical Instructors Transition Point Requirements**

Participants who are employed as a FTI are eligible to transition to United as a First Officer if they meet all of the FTI transition requirements set forth in the [Aviate FTI Program Guide](#).



Note: this Transition Point has been closed. The foregoing applies only to those enrolled in this Transition Point as of September 15, 2023.

## **F. Transitioning to United as a First Officer**

Participants that comply with the ongoing reporting requirements as set forth in Section C of Chapter 4, and meet all other requirements as set for in this Chapter 5, are required to self-verify they are eligible to transition in the 'Your flight plan' section of My Aviate. Once self-verified, United will begin a verification process.

Notwithstanding the foregoing, Participants transitioning under the Legacy United Express Carrier Transition Point set forth in Section C of this Chapter 5 will be able to self-verify 10 weeks prior to the start of their Transition Timeframe. Participants who meet transition requirements prior to this date will be reviewed and go through our standard process. In some instances participants may transition prior to their Transition Timeframe and if so will be notified accordingly.

Once all transition criteria have been verified, a summary of the Participant's flight hours and all Records Submission Sheets ("**RSS**")<sup>21</sup> received while in Aviate will be reviewed by United's Transition Board of Review. If United's Transition Board of Review determines the Participant has completed all transition criteria, has maintained the standards as set forth in Chapter 4, and meets all other requirements and standards set forth in this Chapter 5, as determined by the Transition Board of Review in their sole discretion, then the Participant will be approved for transition to United as a First Officer. United's Aviate administrator will then coordinate with the Participant for placement in a United First Officer training course.

United intends to prioritize the hiring of Participants for United First Officer positions over non-Aviate candidates. Once a Participant notifies United of their completion of all transition requirements in this Chapter 5 and submits all applicable records and documentation to United, then (assuming that such Participant is approved for transition to United by the Transition Board of Review) United shall assign such Participant a United First Officer training course start date that is no later than 4 months following the submission of all relevant documentation and records by the Participant. However, a Participant transitioning via the Legacy United Express Transition Point will receive a training course start date that is no later than the later of (i) 4 months from the start of such Participant's Transition Timeframe, provided that such Participant is eligible to transition and has submitted all applicable records and documentation to United before the start of such Transition Timeframe and (ii) 4 months following the submission of all relevant documents and records by the Participant.

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<sup>21</sup> For purposes of this Program Guide, "Records Submission Sheet" means the standardized document to be completed by Participants instructing at a participating university, or by the applicable participating institution's program administrator for Participants training, instructing, or piloting at a participating professional flight training organization, Part 135 operator, or United Express carrier, as applicable, which reflects the Participant's performance and verification of records at the participating institution.



Participants who have been assigned a start date at United as a First Officer cannot voluntarily terminate their employment with their United Express carrier, Part 135 operator, or United (in their capacity as a FTI), as applicable, any sooner than two weeks prior to such start date at United. Aviate Participants who have been assigned a United start date and resign from or are terminated for cause by such participating United Express carrier, Part 135 operator or United, as applicable, prior to such two-week period will not be eligible to transition to United *via* Aviate.

### **G. United Express Discontinuation**

If a participating United Express carrier ends its flight operations, then any Participants who are currently employed by that United Express carrier and have not met the minimum transition requirements set forth in this [Chapter 5](#) will be required to transition their employment to another participating United Express carrier in order to remain in Aviate.

Notwithstanding anything to the contrary in this [Chapter 5](#), if a participating United Express carrier leaves Aviate (*i.e.*, is still flying as a United Express carrier, but is no longer participating in Aviate) or begins to provide scheduled air transportation services solely to another airline (*i.e.*, stops flying for United altogether), then any Participants who are then-employed by such United Express carrier may continue their employment with such United Express carrier and, upon satisfaction of all transition requirements, will still be eligible to transition to United, despite no longer performing regularly scheduled duties flying for a participating United Express carrier, following such United Express carrier's withdrawal from Aviate.

### **H. Part 135 Discontinuation**

Notwithstanding anything to the contrary in this [Chapter 5](#), if a participating Part 135 operator leaves Aviate, then any Participants who are currently employed by that Part 135 operator may continue their employment with such Part 135 operator and, upon satisfaction of all transition requirements, will still be eligible to transition to United, despite no longer performing regularly scheduled duties flying for a participating Part 135 operator, following such Part 135 operator's withdrawal from Aviate.

### **I. Applying to United via the traditional path if a Participant withdraws from Aviate.**

Participants who have withdrawn from Aviate may apply *via* the traditional hiring path after a 12-month wait. Participants must request to withdraw from the Aviate program from the 'Contact us & support' page within their My Aviate profile. The 12-month wait begins after the withdraw request is approved by the United Transition Board of Review.



## **Chapter 6: Program Disclaimers**

A PARTICIPANT'S CONTINUATION IN, AND ADVANCEMENT THROUGH, AVIATE IS CONTINGENT UPON STRICT ADHERENCE TO THE OBLIGATIONS AND REQUIREMENTS SET FORTH IN THIS PROGRAM GUIDE. FAILURE TO ADHERE TO ANY SUCH OBLIGATIONS AND REQUIREMENTS MAY RESULT IN IMMEDIATE REMOVAL FROM AVIATE. FURTHER, UNITED RESERVES THE RIGHT TO REMOVE A PARTICIPANT FROM AVIATE AT ANY TIME, WITH OR WITHOUT CAUSE.

IN CONNECTION WITH AN INDIVIDUAL'S APPLICATION TO, PARTICIPATION IN, AND TRANSITIONING THROUGH AVIATE, UNITED MAY REQUIRE ADDITIONAL REQUIREMENTS AS NECESSITATED BY LAW, REGULATION, COURT ORDER, OR ANY GOVERNMENTAL OR QUASI-GOVERNMENTAL ENTITY OR AGENCY FOR PARTICIPANTS WHO ARE NOT EXPRESSLY LISTED IN THIS PROGRAM GUIDE. THE FAILURE TO ADHERE TO, OR COMPLETE, ANY SUCH REQUIREMENTS MAY RESULT IN IMMEDIATE REMOVAL FROM AVIATE.

ACCEPTANCE INTO AVIATE IS NOT A GUARANTEE OF EMPLOYMENT WITH UNITED OR ANY UNITED EXPRESS CARRIER. FURTHER, UNITED DISCLAIMS ANY RIGHT OR ABILITY TO INFLUENCE THE EMPLOYMENT DECISIONS OF ANY PARTICIPATING UNIVERSITY, PROFESSIONAL FLIGHT TRAINING ORGANIZATION, PART 135 OPERATOR, UNITED EXPRESS CARRIER, OR ANY OTHER OPERATOR OF AN AIR SERVICE WHO BECOMES AFFILIATED WITH AVIATE. ANY OFFER OF EMPLOYMENT RECEIVED FROM ANY SUCH PARTICIPATING UNIVERSITY, PROFESSIONAL FLIGHT TRAINING ORGANIZATION, PART 135 OPERATOR, UNITED EXPRESS CARRIER, OR ANY OTHER OPERATOR OF AN AIR SERVICE WHO BECOMES AFFILIATED WITH AVIATE SHALL BE MADE ENTIRELY INDEPENDENT OF A PARTICIPANT'S STATUS WITHIN AVIATE. FURTHER, UNITED SHALL NOT BE RESPONSIBLE FOR ANY SALARIES, WAGES, BONUSES, OTHER COMPENSATION OR PAYMENTS, OVERTIME, OR OTHER BENEFITS DUE TO A PARTICIPANT AS A RESULT OF SUCH PARTICIPANT'S EMPLOYMENT WITH A PARTICIPATING UNIVERSITY, PROFESSIONAL FLIGHT TRAINING ORGANIZATION, PART 135 OPERATOR, UNITED EXPRESS CARRIER, OR ANY OTHER OPERATOR OF AN AIR SERVICE WHO BECOMES AFFILIATED WITH AVIATE.

TO THE EXTENT THERE IS A CONFLICT BETWEEN THE TERMS OF THIS PROGRAM GUIDE AND THE TERMS OF ANY OTHER POLICIES, MANUALS, DOCUMENTS OR MATERIALS (INCLUDING ANY ONLINE MATERIALS) MADE AVAILABLE TO CANDIDATES, PARTICIPANTS, OR ANY OTHER INDIVIDUALS IN CONNECTION WITH AVIATE, THE TERMS OF THIS PROGRAM GUIDE SHALL CONTROL, EXCEPT WHERE UNITED ISSUES ANY TEMPORARY POLICY TO SUPPLEMENT THIS PROGRAM GUIDE THAT EXPRESSLY REFERS TO THIS PROGRAM GUIDE AND STATES SUCH TEMPORARY POLICY IS



INTENDED TO CONTROL. IN SUCH CASE, SUCH TEMPORARY POLICY SHALL CONTROL SOLELY FOR THE DURATION OF THAT POLICY AND SOLELY TO THE EXTENT OF ITS SUBJECT MATTER. ANY OTHER TERMS AND CONDITIONS, POLICIES, MANUALS, DOCUMENTS OR OTHER MATERIALS (INCLUDING ANY ONLINE MATERIALS), SHALL IN NO WAY SUPERSEDE, SUPPLEMENT OR MODIFY THE OBLIGATIONS AND REQUIREMENTS SET FORTH IN THIS PROGRAM GUIDE.

UNITED, IN ITS SOLE DISCRETION, RESERVES THE RIGHT TO MODIFY, SUSPEND OR TERMINATE THIS PROGRAM GUIDE AT ANY TIME, WITHOUT NOTICE TO OR CONSENT OF, ANY CANDIDATE, PARTICIPANT, OR ANY OTHER INDIVIDUAL. FURTHER, UNITED RESERVES THE RIGHT TO WAIVE OR SUSPEND ANY OF THE REQUIREMENTS SET FORTH IN THIS PROGRAM GUIDE FOR ONE OR MORE PARTICIPANTS, AT ANY TIME AND IN ITS SOLE DISCRETION.

AVIATE IS NOT EXCLUSIVE AND UNITED RESERVES THE RIGHT TO MODIFY, DEVELOP, PARTICIPATE IN AND PROMOTE SIMILAR PILOT RECRUITMENT PROGRAMS.

INDIVIDUALS APPLYING TO OR PARTICIPATING IN AVIATE WILL SUBMIT VARIOUS INFORMATION TO UNITED DURING THEIR APPLICATION TO OR PARTICIPATION IN AVIATE. UNITED'S COLLECTION, USE, AND DISCLOSURE OF ANY SUCH INFORMATION WILL BE IN ACCORDANCE WITH ITS PRIVACY POLICY LOCATED AT [HTTPS://UNITEDAVIATE.COM/PRIVACY-POLICY](https://unitedaviate.com/privacy-policy).