DRONE REGISTRATION, PILOT CERTIFICATION AND FLIGHT PLANS

Please follow these steps prior to operating a Drone at Cornell University:

Drone Registration:

1. Contact the Office of Risk Management and Insurance regarding ownership of the drone.
2. Register your drone with the FAA using this link: https://registermyuas.faa.gov/
3. Make sure your drone is properly insured. One option is to insure the drone under the University's All Risk Insurance Program. If you choose this option, please submit a detailed description of the drone to RMI, including the FAA registration number, owner's contact information, model, manufacturer, size, weight, additional attached equipment, etc… RMI will add the drone as property covered under the All Risk Program.
4. If you will be operating the drone on Cornell's Ithaca Campus, or within 5 miles of an airport in the United States, please submit a Waiver/Airspace Authorization form to the FAA. Here is the link to the waiver: https://www.faa.gov/uas/request_waiver/

This completes the registration process. Next, please ensure the drone operator is properly certified and that you have submitted a flight plan to RMI.

Pilot Certification: RMI requires all drone operators to be a certified Remote Pilot in Command (RPIC) with a small Unmanned Aircraft System (sUAS) rating. Operators can earn certification in two ways:

1. Part 61 pilot certificate holders successfully complete the FAA's online training course and earn the sUAS rating. Here is a link to the course: https://www.faasafety.gov/
2. All other applicants must complete the ALC-451: Part 107 Small Unmanned Aircraft Systems (sUAS) training course (https://www.faasafety.gov/) and pass the initial FAA Unmanned Aircraft General (UAG) Knowledge Test at a Knowledge Testing Center (KTC). If you pass the test, The FAA will email you instructions on how to complete the certification process. You will also receive a temporary sUAS certificate. The temporary certificate allows you to operate the drone while waiting for the permanent license.

Flight plans: Submit a detailed flight plan to RMI prior to operating UAS on, or above, University property using this form: uas-request-form . RMI will respond to your request ASAP.

You are all set! Please see the University's Drone Guidelines for additional information: http://www.risk.cornell.edu/travel-vehicles/drones-guidelines/

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