

Minnesota State University, Mankato,  
Memorial Library, Southern Minnesota Historical Center.  
Civilian Pilot Training Program. Collection, 1939 - 1944  
SMHC Manuscript Collection 246

**Civilian Pilot Training Program. Collection, 1939-1944. SMHC Manuscript Collection 246. 2 Archival boxes, 2 cubic feet.**

**ABSTRACT:**

The Civilian Pilot Training Program collection consists of materials from the Civilian Pilot Training Program, which was a division of the Civil Aeronautics Administration, that was called the War Training Service during World War II. Included in the collection are course syllabi from the ground school portion of the training held at Mankato State Teachers College, lodging, board and transportation forms from the cadets, enrollment forms, and other miscellaneous materials related to the program. Part of this collection is restricted for research purposes until 2025.

**HISTORICAL NOTE:**

The Civil Aeronautics Administration (CAA) was created by President Franklin D. Roosevelt in 1939 to help expand programs that taught pilots to fly planes. The main purpose of the program was to provide the nation with more aviators. From there, the CAA created the Civilian Pilot Training Program (CPTP) which taught civilians how to be pilots. This program became known as the War Training Service (WTS) between 1941 and 1944. During this time period, pilots were required to sign a contract that they would join the military upon completion of the program. Under specific regulations from the government, colleges and air fields worked together to train future pilots. There were many schools across the United States that offered this program. The government would reimburse the colleges and flight schools for 72 hours of ground school and 35-50 hours of flight training, both with instructors and solo flights. The Mankato State Teachers College courses ran from 1939-1944.

**SCOPE AND CONTENT:**

The Civilian Pilot Training Program collection consists of materials from the Civilian Pilot Training Program, which was a division of the Civil Aeronautics Administration, that was called the War Training Service during World War II. Included in the collection are course syllabi from the ground school portion of the training held at Mankato State Teachers College, lodging, board and transportation forms from the cadets, enrollment forms, and other miscellaneous materials related to the program. Part of this collection is restricted for research purposes until 2025.

This collection is divided into two series, restricted and general materials.

**General Records:** This series contains information about the ground school program the cadets attended in correlation with the flight training and receipts that the school submitted to the Civil Aeronautics Administration to be reimbursed for the ground school. All the materials in this series are available for research purposes.

**Restricted Materials:** This series contain student grades and application materials. The application went from simple application to the program, called Individual Student Applications, to Declaration by Trainee forms. This happened in correlation with the program helping with the war efforts, and the students had to declare they would enter the

army or navy upon completion of the program. There is also Advisory Board reports, which give information about discontinuation actions the Civil Aeronautics Administration took against different cadets in the program. This series is currently restricted for research purposes until 2025, and any access to this series is at the archivist discretion.

**RESTRICTIONS:**

There are some restrictions on use of this collection for research purposes. The researcher assumes full responsibility for observing all copyright, property and libel laws as they apply.

**COLLECTION CITATION:**

This collection should be cited as:

Civilian Pilot Training Program. Collection, 1939-1944. SMHC Manuscript Collection 246, Southern Minnesota Historical Center, Memorial Library, Minnesota State University, Mankato.

**ACQUISITION:**

Mankato State Teachers College donated these materials to the Archives.

**PROCESSED BY:**

Heather Harren processed this collection in May 2011.

**RELATED MATERIALS:**

Birch, Jane Gardner. *The Flew Proud: The Small Town and Airport Training of Cadets and Civilians During World War II*. Nappanee, IN: Evangel Press, 2007.

Pisano, Dominick A. *To Fill the Skies With Pilots: The Civilian Pilot Training Program, 1939-1946*. Urbana: University of Illinois Press, 1993.

Civilian Pilot Training Program Files, 1940-1965, bulk 1940-1943, UA 17/5, Milne Special Collections and Archives, University of New Hampshire Library, Durham, NH, USA.

Minnesota Department of Aeronautics. "Flying School and Aviation Education Program Files, 1941-1974." Minnesota Historical Society.

Minnesota Department of Aeronautics. "WPA Airport Projects Files, [1926]-1945." Minnesota Historical Society.

**LCSH SUBJECT HEADINGS:**

United States -- Civil Aeronautics Authority. -- Civilian Pilot Training Program.  
World War II, 1939-1945.  
Mankato State Teachers College.

| <b>SMHC Manuscript Collection 246</b>  | <b>Box</b> | <b>Folder</b> |
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| <b>Unrestricted Materials</b>  |            |               |
| Accidents Reported to the Civil Aeronautics Board from all Training Schools, 1943-1944   | 1          | 22            |
| Blank Forms, undated   | 1          | 15            |
| Correspondence, 1943-1944  | 1          | 14            |
| General Servicing and Operation of Aircraft Test, undated (2 copies)   | 1          | 16            |
| Ground School Curriculum Syllabus from Maryland for all Schools, June 1943   | 1          | 9             |
| Ground School Curriculum, Elementary and Intermediate Navy Class, July 1943  | 1          | 11            |
| Ground School Curriculum, Elementary and Secondary Classes, April 1943   | 1          | 4             |
| Ground School Curriculum, Elementary Navigation, undated   | 1          | 19            |
| Ground School Curriculum, Elementary Navy Class, April 1943  | 1          | 5             |
| Ground School Curriculum, Elementary Navy Class, June 1943   | 1          | 8             |
| Ground School Curriculum, Intermediate Class, January 1943   | 1          | 3             |
| Ground School Curriculum, Intermediate Navigation, undated   | 1          | 18            |
| Ground School Curriculum, Intermediate Navy Class, July 1943   | 1          | 12            |
| Ground School Curriculum, Intermediate Navy Class, June 1943   | 1          | 7             |
| Ground School Curriculum, Intermediate Navy Class, October 1943  | 1          | 13            |
| Ground School Curriculum, March 1942   | 1          | 2             |
| Ground School Curriculum, Navigation Materials, undated  | 1          | 17            |
| Ground School Instructor's Manual, May 1943  | 1          | 6             |
| History and Development of the Civilian Pilot Training Program – War Training Service Program at Mankato State Teachers College, Roster by Class, 1939-1944 (3 copies) | 1          | 1             |
| Lodging, Board and Transportation Receipts for 43C Elementary Course, January 1943   | 1          | 34            |
| Lodging, Board and Transportation Receipts for 43C Secondary Course, January 1943  | 1          | 35            |
| Lodging, Board and Transportation Receipts for 43E Elementary Course, February and March 1943  | 1          | 36            |
| Lodging, Board and Transportation Receipts for 43E Secondary Course, February and March 1943   | 1          | 37            |
| Lodging, Board and Transportation Receipts for 43F Elementary Course, March and April 1943   | 1          | 38            |
| Lodging, Board and Transportation Receipts for 43G Elementary Course, April and May 1943   | 1          | 39            |
| Lodging, Board and Transportation Receipts for 43G Secondary Course, April and May 1943  | 1          | 40            |
| Lodging, Board and Transportation Receipts for 43H Elementary Course, May and June 1943  | 1          | 41            |
| Lodging, Board and Transportation Receipts for 43I Elementary  | 1          | 43            |

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| Lodging, Board and Transportation Receipts for 43J Intermediate Course, July 1943                    | 1 | 44 |
| Lodging, Board and Transportation Receipts for 44A Elementary Course, August and September 1943      | 1 | 47 |
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| Lodging, Board and Transportation Receipts for 44B Elementary Course, September 1943                 | 1 | 48 |
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| Lodging, Board and Transportation Receipts for 44C Elementary Course, October 1943                   | 1 | 53 |
| Lodging, Board and Transportation Receipts for 44C Intermediate Course, October 1943                 | 1 | 51 |
| Lodging, Board and Transportation Receipts for 44D Elementary Course, October and November 1943      | 1 | 54 |
| Lodging, Board and Transportation Receipts for 44D Intermediate Course, October 1943                 | 1 | 52 |
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| Lodging, Board and Transportation Receipts for 44N Intermediate Course, July 1944                  | 1 | 72 |
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| Summary of Medical Expenses, July-September 1943   | 1 | 31 |
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| Grades for 44G Intermediate Course, January 1944   | 2 | 29 |
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