



TRAINING POLICY – 3150.10

10/1/2018

1 – PURPOSE

The purpose of this document is to outline the standards of the ZAU training program. All training staff members are required to follow each policy without deviation. Any deviations from this policy may result in ARTCC discipline, and possibly, termination from the training department.

1.1 – DISTRIBUTION

This Document shall be distributed to all members of ZAU ARTCC.

1.2 – CANCELLATION

This document cancels any previous documentation that shared information this document covers. Cancellation of this document will be at the authority of the ZAU ATM, DATM, TA and the VATUSA Training Director. Revisions to this policy can and will be made when appropriate.

1.3 – SIGNATURES

Signed,

Matthew Campbell  
Air Traffic Manager  
Chicago ARTCC

Chris Hadden  
Training Administrator  
Chicago ARTCC

Brandon Barrett  
Training Director  
VATUSA

# REVISION LOG

DATE	REVISION	EDITOR
9/22/18	INITIAL WRITE	CHRIS HADDEN
10/1/18	RELEASE	CHRIS HADDEN
10/24/18	TRAINING SESSIONS	CHRIS HADDEN

## TRAINING DEPARTMENT MEMBERS

**Training Administrator** – Responsible for the daily operations of the Chicago training department. Hires/appoints Mentors and Instructors to assist with training. Maintains, updates and manages the training program, lessons, sweatbox scenarios, and exam rubrics. Ensures training staff conduct their duties in compliance with any local and regional policies. Finalizes rating and endorsement changes.

**Instructor** – Reports to the TA, engages in conducting final rating/endorsement certifications. Ensures students learn and progress in compliance with VATSIM GRP and local facility policies. Actively commits to training students. Assigns exams to students when required by local/regional policy. Holds an I1 rating.

**Mentor**- Reports to the TA, prepares and teaches students for their next rating and endorsement. Refers controllers who have met the competencies for the rating/endorsement they are obtaining to the facility's instructors for final validation. Must conduct their training operations in accordance with local facility policy. May only train up the ratings below that of which the mentor holds. Must be at least an S2 holding major endorsements up to their rating.

All training staff members shall be given a personal facility email address for use within the facility. This will be provided for all new and existing members to the training department. If a member has been terminated, that member may lose access to their email.

## 3 – TRAINING SESSIONS

### REQUESTING TRAINING, NO SHOWS

#### *3.1 - Instructors/Mentors:*

- All requests for training shall go through the ZAU website.
- Mentors/Instructors are required to publish their availability for students to choose based on their availability.
  - Staff are required to post at least ten (10) hours of training per month.
  - Staff shall have at least two (2) training sessions per month at a minimum duration of 60 minutes. (1 Hour)
    - If unable to meet this requirement, that member shall contact the Training Administrator with an explanation.
  - It is recommended that staff book availability days in advance to allow time for students to match their schedules.
- If the mentor/instructor wishes to continue the session past the scheduled block, they may do so in coordination with the student. However, this is not permitted if another session is planned after the occurring session.

#### *3.2 - Students*

- Students shall book sessions with Instructors and Mentors via the ZAU Website > Student Name > Training > Mentor availability. Students must be logged into the ZAU website to access this function.
  - Students are only permitted to request training for their current and next rating.
  - It is suggested that students complete training for their next or current rating before requesting training on a Designated airfield.
  - Students are not required to obtain training for designated airfields within ZAU to receive training on their next rating. However, the Controller (C1) rating cannot be obtained without completion of training on ZAU designated airspace.
- Students may not excessively solicit training from training staff.
- Students shall give themselves enough time between scheduling new sessions, to study the material taught previously, before moving forward.
- OBS rated controllers must schedule and complete at least one, one (1) hour training session per month to remain active. (*ZAU General Policy – 7000.5E*)

### 3.3 - No Show

- Both parties must show up to the scheduled training session at least five (5) to ten (10) minutes early.
- If one party cannot make the scheduled session, they are required to cancel the session as soon as possible.
  - A reason must be provided upon cancellation.
- In the event that a student does not show up without prior notice, Mentors and Instructors must complete a training note regardless, stating that the student did not show up, and sent to the Training Administrator.
  - In the event that a training staff member does not show up to a scheduled training session without prior notice, the student must contact the Training Administrator regarding the matter.

## 4 – HOME/VISITING CONTROLLERS

### GRANTED RIGHTS, FAST TRACK

#### 4.1 - Home/Visiting Controllers

- Once accepted into ZAU as a home or visiting controller, that member is permitted to control any position up to their rating within ZAU, excluding ZAU designated airspace; KORD/CHI\_CTR. (In accordance with VATSIM GRP 5.4, and 5.5)

#### 4.2 - Visiting Controllers

- Visiting controllers shall only request training for major/designated airspace endorsements, but may not go beyond that of their current rating.

- Visiting controllers shall schedule training with a Mentor/Instructor first to learn a major position. Then schedule a training session with an Instructor to be checked out on that major position.
- A competency check will be conducted during a visiting controller's checkout.

#### 4.3 - Fast Track

- This may only be done with permission from the Training Administrator.
- Training must be completed by a ZAU Instructor.
- Members requesting the fast track program must be at least an S3.
- All CBTs/Exams shall be completed prior to beginning the fast track program. These CBTs/exams will be assigned to the respective controller once permitted on the fast track program by the Training Administrator.
- Fast track candidates must come prepared to each session.
- All sessions are treated as a checkout, and the student is required to self-study all relevant material prior to each session.
- Training requests shall be made sequentially; ORD\_TWR, CHI\_APP, CHI\_CTR.

## 5 – SOLO CERTIFICATIONS/ENDORSEMENTS

### ASSIGNING A SOLO

- ZAU Mentors/Instructors may only assign solo certifications to students on major positions/designated airspace. (ORD, C90, etc.)
  - The only exception to this is S3 training.
- Before a solo certification can be issued, the recipient must have completed all prior knowledge training, and examinations.
- Solo certifications are only valid for thirty (30) days.
  - A student may only have three separate extensions to their solo.
  - If a student reaches the maximum solo endorsement rate, the student may not be assigned another solo, and instead must complete remedial training with training staff.
- Instructors shall post the solo certification on the VATUSA solo certification page once issued.
  - Mentors shall submit their solo endorsements to the Training Administrator to post on VATUSA.
    - Visiting controller's solo endorsements will not be posted on VATUSA. But instead within local facility records.

## 6 – TRAINING PROGRESSION

### S1 – C1 TRAINING PROGRESSION

#### 6.1 - S1 Rating

1. Students will be evaluated on Midway (MDW) Ground on sweatbox.

2. Students who demonstrate the required competencies outlined in the VATSIM GRP will be promoted to the S1 rating and permitted to control any clearance delivery or ground control position. Excluding Chicago O'Hare. (ORD)

#### *6.2 - O'Hare Ground Endorsement*

1. Students who demonstrate proficiency in O'Hare Tower procedures will be issued a temporary O'Hare ground solo certification and permitted to control O'Hare ground without mentor/instructor supervision.
2. Students will be evaluated on O'Hare ground (ORD) on Sweatbox or on the live network, traffic permitting.
3. Students who demonstrate proficiency with O'Hare ground procedures will be issued the Major ground endorsement and permitted to control any clearance delivery or ground position in Chicago O'Hare.

#### *6.3 - S2 Rating*

1. Students will be evaluated on Midway tower (MDW) on sweatbox or on the live network traffic permitting.
2. Students who demonstrate the required competencies outlined in the VATSIM GRP will be assigned the VATUSA S2 Rating exam.
3. Upon successful completion of the VATUSA S2 Rating Examination, students will be promoted to the S2 rating and permitted to control any local (tower) position within ZAU. Excluding Chicago O'Hare (ORD).

#### *6.4 - O'Hare Tower Endorsement*

1. Students will be evaluated on O'Hare Tower on the Sweatbox or the live network.
2. Students who demonstrate proficiency in O'Hare Tower procedures will be issued a temporary O'Hare Local solo certification and permitted to control O'Hare tower without mentor/instructor supervision.
3. Students who demonstrate complete knowledge of O'Hare Tower procedures will be issued the ORD Local Endorsement and permitted to control any local (tower) position within ORD.

#### *6.5 - S3 Rating*

1. Students will be evaluated on Milwaukee Approach (MKE) on the Sweatbox or the live network.
2. Students who demonstrate the required competencies outlined in the VATSIM Global Ratings Policy will be assigned the VATUSA S3 Rating Examination.
3. Upon successful completion of the VATUSA S3 Rating Examination, students will be promoted to the S3 rating and permitted to control any terminal (approach/departure) position, excluding C90/Chicago Approach, within ZAU.

#### *6.6 - Chicago TRACON (C90) Endorsement*

1. Students who demonstrate proficiency in Chicago Approach procedures will be issued a temporary Chicago TRACON solo certification and permitted to control Chicago Approach without mentor/instructor supervision.
2. Students will be evaluated on Chicago Approach on the Sweatbox or the live network.
3. Students who demonstrate complete knowledge of Chicago TRACON procedures will be issued the Chicago TRACON Endorsement and permitted to control any terminal (approach/departure) position within ZAU.

#### *6.7 - Chicago Center Endorsement*

1. Students who demonstrate proficiency in Chicago Center procedures will be issued a temporary Chicago Center solo certification and permitted to control a single Chicago Center sector without mentor/instructor supervision.
2. Students will be evaluated on Chicago Center on the Sweatbox or the live network.
3. Students who demonstrate complete knowledge of Chicago Center procedures will be assigned the VATUSA C1 Rating Examination.
4. Upon successful completion of the VATUSA C1 Rating Examination, students will be promoted to the C1 rating, issued the Chicago Center Endorsement and permitted to control any en-route (center) position within ZAU.