

Cleveland ARTCC Training Policy



**Revision 3
March 23, 2019**

RECORD OF CHANGES

CHANGE	DATE	AUTHORIZED BY	DESCRIPTION
CHG1	2/8/2018	AA	Updated to new format; major revision of training flow and general policies.
CHG2	6/18/2018	AA	Updated visiting and transferring training procedures; removed training staff responsibilities; simplified initial observer training; fixed broken links; fixed typos.
CHG3	3/23/2019	KW	Updated initial training section; added training field; removed GRP checklist; adjusted solo certifications;



VIRTUAL AIR TRAFFIC SIMULATION NETWORK
VATUSA DIVISION - CLEVELAND ARTCC

SUBJ: Cleveland ARTCC Training Policy

This order prescribes instructions, standards and guidance for the training administration. All persons involved in air traffic technical training are required to be familiar with and comply with this order. This document also outlines the general training procedures at the virtual Cleveland ARTCC. It explains exam policies, requesting training, training progression flow and much more.

This document is only to be used in a simulated environment. This document shall not be referenced or utilized in live operations in the National Airspace System (NAS). The Cleveland ARTCC, VATUSA, and VATSIM do not take any responsibility for uses of this order outside of the simulation environment.

/Kyle Williams/

Training Administrator
VATSIM Cleveland ARTCC

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CHAPTER 1. GENERAL

FOR FLIGHT SIMULATION USE ONLY

1-1. Purpose

This document describes the Cleveland ARTCC training procedures and guidelines.

1-2. Audience

This order applies to all controllers who provide air traffic control services at any ZOB designated facility.

1-3. Where To Find This Order

This order is available on the ZOB website, under the Controllers section.

1-4. What This Order Cancels

The Cleveland ARTCC Training Policy dated June 18, 2018 is hereby cancelled.

1-5. Explanation of Changes

The significant changes to this order are identified in the Record of Changes page(s).

CHAPTER 2. TRAINING STRUCTURE

2-1. Controller Client

- a. While doing any kind of training (sweatbox or live on the network), it's requested to use VRC. All training staff are familiar with this controller client and will be able to help if needed.

2-2. Sweatbox Server

- a. All initial delivery/ground training is done on the sweatbox server, a separate server from the live VATSIM network. Mentors and Instructors are able to add, delete and manipulate aircraft on the sweatbox server.
- b. For a student to be able to access the sweatbox, they need to create a myservers.txt file and put it in the correct location. To do this, close VRC and create a text file (.txt extension) using notepad or another notepad program, called myservers.txt. In that, put the following:

Sweatbox.vatsim.net SWEATBOX

Save the file, and place it in C://Users/<YOUR USERNAME>/Documents/VRC.
When you open VRC, you should now see "SWEATBOX" as a server to connect to.

2-5. Written Exams

- a. All ZOB exams are done through VATUSA and will manually be assigned to a student by an instructor when appropriate. To access an exam, go to "My VATUSA" (in the upper right) and click "Exam Center." On the left, click "View My Assignments." You will be able to take the exams there.
- b. All ZOB exams are multiple choice and open book, meaning students are allowed to have any resource open next to them while making the exam. The exams are either 20 or 25 questions, and all require 80% or higher to pass. If you score less than 80%, the exam will be reissued after 3 day. Students who fail their exam three times, have to contact the Training Administrator before attempting to make the exam again.
- c. After taking and passing an exam, you will have the opportunity to discuss the questions you got wrong on with a mentor or instructor, during your next training session.

2-6. Over The Shoulder Exams (OTS)

- a. Over The Shoulder Exams (OTS) are practical exams designed to evaluate the student's ability to work a position. An OTS will be held for an S2, S3 and C1 rating and must be held by an Instructor. S2 and S3 OTSs are generally done on the sweatbox, while C1 OTSs are held on the network (live).
- b. Each student must satisfactorily meet the VATSIM Global Rating Policy (GRP) requirements as published for the rating they are seeking to pass their exam. If failing an OTS, the student will receive further guidance from the instructor holding the OTS. This can include specific topics which the student will need to cover again.

2-7. Training Fields

- a. The designated training airport for vZOB is Cleveland Hopkins International Airport (KCLE).

i. Training at other fields will be allowed, if requested by student, but must be approved by the Training Administrator.

2-8. Initial Training

- a. After an initial training session with an Instructor or mentor, an observer controller shall be endorsed by a ZOB Instructor as a Controller Trainee (S1).
 - i. Mentors must inform Training Administrator, or an Instructor to promote an OBS to a S1
- b. This introductory rating comes with no competencies, and allows a student to be trained in Cleveland Hopkins Tower Cab (ATCT) as followed:
 - i. Instructors will endorse S1 students to work DEL, GND, and TWR, as their training progresses, and they become competent in each position.

2-9. Major Endorsement

- a. Detroit Metropolitan (KDTW) is our busiest airport and is designated as a Major airport under the VATSIM Global Ratings Policy. The Detroit TRACON (D21) is designed as a Major airspace. To qualify for a Major Position, a controller must undergo specialized training and receive a major endorsement. After gaining enough experience at the minor facilities, schedule training with any qualified mentor or instructor to begin major endorsement training.
- b. A written exam, along with a practical checkout is required to get certified for any major position. This checkout will be held by a mentor or instructor and will take place on the VATSIM network or sweatbox as dictated by the current traffic levels.
- c. An S1 student, after obtaining his major endorsement for Metro Tower, will be automatically S2 certified.

2-10. Monitor Requirements

- a. A qualified mentor or instructor can monitor a student live on the VATSIM network. This means that the student can control a position yet not certified for, under supervision of a training staff member. When being monitored on the network, a controller should use an "S" in the middle of their callsign to identify (i.e. CLE_S_APP). The "S" is not required if a controller is certified for the position they are controlling (this does NOT include a solo cert).
- b. All monitor session are required to be logged in the student's training file.

2-11. Solo Certifications

- a. In accordance with the VATSIM Global Rating Policy, solo certifications will be issued to students training for a S3 or C1 rating. Only an Instructor may issue a student a solo certification, after the student shows basic competency. When received, S3 trainees will be restricted to Cleveland TRACON only. C1 trainees will be allowed to control the ZOB Low East center sector. Every student with a Solo Certification must be listed on the ZOB website roster and VATUSA website.

- b. Solo Certifications allow students to hone in on skills they are learning by controlling on the network by themselves, on a smaller airspace. The major restriction is that these positions may not be worked during ZOB events or as otherwise restricted by the ZOB TA, ATM or DATM. Solo certs are valid for 30 days, although an extra 30 days may be added by the Training Administrator. A Solo Cert can only be renewed for a total period up to 90 days.
- c. Students operating with a solo certification must use a "S" in their callsign (i.e. CLE_S_APP), the same as being monitored. Students must also include the following in their controller information if they are operating under a solo cert:

Solo Certification for [POSITION] valid until [DATE]. Visit www.vatusa.net/info/solo

2-12. Remedial Training

- a. Remedial training is mandatory training that covers areas of observed deficiencies as noted by any ZOB Training Staff member, in regards to a controller who is already certified for a position(s).
- b. If a controller is directed to remedial training, he or she must contact the Training Administrator to schedule remedial training.
- c. The Training Administrator, in cooperation with the VATUSA Training Director (VATUSA3), are responsible for conducting all remedial training. However, the Training Administrator may delegate this responsibility to other training staff.

2-13. Training Requests

- a. All training shall be requested on the ZOB Setmore:
<https://clevelandcenter.setmore.com/>
- b. There you will need to select the session that you are training for, and then select the Mentor/Instructor followed by the date/time. You may schedule anything later than 24 hours and less than 14 days in advance. Mentors/Instructors are required to edit their availability for you during this period so that unless something happens, the session will occur as scheduled. If you need to cancel the training session, cancel directly on Setmore or by emailing your mentor/instructor. Furthermore, a student may only have one active training session scheduled on Setmore. Scheduling multiple training sessions will result in cancellation.
- c. Of course you can also ask a mentor or instructor on Discord if they're available for a training session. However, keep in mind that all staff members are volunteers and may not be available at the time.
- d. If you're concerned about the training being delayed for a significant time, send an email to the Training Administrator on ta@clevelandcenter.org

CHAPTER 4. TRANSFERS AND VISITORS

4-1. Transferring Controllers

- a. Transferring controllers often bring a wealth knowledge and experience to ZOB. The student is at least expected to hold the VATSIM Global Rating Policy competencies, associated with his or her listed rating. For example, if a member transfers in with a S2 rating, he or she is expected to hold the competencies associated with S2 per the GRP. If not, the student will be required to undergo remedial training (see section 2-12).
- b. At the discretion of the ATM, DATM or TA, transferring controllers may be required to undergo a GRP competency check for their current rating, prior to receiving any minor certification. This competency check may include an exam and/or a checkout with a training staff member at Cleveland-Hopkins Intl (KCLE).
- c. For certification at Detroit Metropolitan positions and Cleveland Center, the transferring controller must complete major training, as specified in Chapter 3.
- d. Once the student is certified up to the current rating and has retained all previous competencies, the training will continue according to Chapter 3.

4-2. Visiting Controllers

- a. Visiting controllers often bring a wealth knowledge and experience to ZOB. The student is at least expected to hold the VATSIM Global Rating Policy competencies, associated with his or her listed rating. For example, if a member visits with a S2 rating, he or she is expected to hold the competencies associated with S2 per the GRP. If not, the student will be referred back to their home ARTCC/FIR/etc.
- b. At the discretion of the ATM, DATM or TA, visiting controllers may be required to undergo a GRP competency check for their current rating, prior to receiving any minor certification. This competency check may include an exam and/or a checkout with a training staff member at Cleveland-Hopkins Intl (KCLE).
- c. For certification at Detroit Metropolitan positions and Cleveland Center, the transferring controller must complete major training, as specified in Chapter 3.