



VIRTUAL AIR TRAFFIC SIMULATION NETWORK
NORTH AMERICA REGION - USA DIVISION
vZKC – KANSAS CITY ARTCC

ZKC ORDER
02.100

Effective Date:
January 1, 2019

SUBJECT: Training

This order establishes and directs the vZKC training program and defines the standards, requirements and individual participating in the training program.

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Date: 08/29/18

Distribution: vZKC

Initiated By: WTM

RECORD OF CHANGES

| CHANGE TO BASIC | SUPPLEMENTS | | | EFFECTIVE DATE | OPTIONAL |
|-----------------------|-------------|--|--|-------------------|----------|
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Table of Contents

| | |
|--|-----------|
| RECORD OF CHANGES | 2 |
| Table of Contents | 3 |
| Chapter 1. General | 6 |
| Section 1. Introduction | 6 |
| 1-1-1. PURPOSE OF THIS ORDER | 6 |
| 1-1-2. AUDIENCE | 6 |
| 1-1-3. CANCELLATION | 6 |
| 1-1-4. EXPLANATION OF CHANGES | 6 |
| 1-1-5. EFFECTIVE DATES AND REVIEW | 6 |
| Section 2. Order Use..... | 7 |
| 1-2-1. MANAGEMENT | 7 |
| 1-2-2. ANNOTATIONS..... | 7 |
| 1-2-3. WORD MEANINGS | 7 |
| 1-2-4. ABBREVIATIONS AND REFERENCES | 7 |
| Chapter 2. Administration | 9 |
| Section 1. Training Roles and Responsibilities | 9 |
| 2-1-1. TRAINING ADMINISTRATOR | 9 |
| 2-1-2. INSTRUCTOR | 9 |
| 2-1-3. PRIMARY INSTRUCTOR | 9 |
| 2-1-4. MENTOR | 10 |
| 2-1-5. STUDENT..... | 10 |
| Section 2. Evaluation Forms | 11 |
| 2-2-1. POLICY..... | 11 |
| 2-2-2. APPLICATION | 11 |
| Section 3. Master Task Certification Record | 11 |
| 2-3-1. POLICY..... | 11 |
| 2-3-2. APPLICATION | 11 |
| Chapter 3. Training | 12 |
| Section 1. Procedures..... | 12 |
| 3-1-1. TRAINING FACILITIES..... | 12 |
| Section 2. Curriculum..... | 13 |
| 3-2-1. TRAINING INITIALIZATION | 13 |
| 3-2-2. SKILL CHECK | 13 |

| | | |
|----------------------|-----------------------------------|-----------|
| 3-2-3. | GRP COMPENTCY CHECKS | 13 |
| 3-2-4. | SESSIONS | 13 |
| 3-2-5. | EXAMS | 14 |
| Section 3. | Training Sessions..... | 15 |
| 3-3-1. | SCHEDULING | 15 |
| 3-3-2. | CANCELLATION | 15 |
| 3-3-3. | TARDINESS | 15 |
| 3-3-4. | ABSENCE..... | 15 |
| 3-3-5. | PREPARATION | 16 |
| Chapter 4. | Career Progression | 17 |
| Section 1. | Certification and Promotion | 17 |
| 4-1-1. | APPROVAL | 17 |
| 4-1-2. | SCOPE | 17 |
| 4-1-3. | PROCESS | 17 |
| 4-1-4. | REQUIREMENTS | 17 |
| 4-1-5. | Solo Certification..... | 18 |
| Appendix..... | | 19 |
| A-1. | S1 Training Course Summary..... | 19 |
| A-2. | S2 Training Course Summary..... | 20 |
| A-3. | S3 Training Course Summary..... | 21 |
| A-4. | C1 Training Course Summary | 22 |

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Chapter 1. General

Section 1. Introduction

1-1-1. PURPOSE OF THIS ORDER

This order establishes and directs the vZKC training program and defines the standards, requirements and regulations to which all participants must adhere. It prescribes vZKC training procedures and policy for use by any individual participating in the training program.

1-1-2. AUDIENCE

This order applies to any/all participants in the vZKC training program, including the Training Administrator, instructors, mentors and students, as well as any individual operating under the scope of the training program. Although all participants in the program are subject to this order, only the Training Administrator, instructors and mentors of vZKC **must** be familiar with the provisions of this order.

1-1-3. CANCELLATION

This is the first version of this order; no previous version to supersede.

1-1-4. EXPLANATION OF CHANGES

No changes currently in effect to this order.

1-1-5. EFFECTIVE DATES AND REVIEW

This order is effective 8/28/18 until further notice. The ATM- or his/her designee- should initiate periodic reviews of this order, at least annually.

Section 2. Order Use

1-2-1. MANAGEMENT

The ATM- or his/her designee- is the manager of this order. All changes and revisions are initiated, handled, and approved through the ATM/designee.

1-2-2. ANNOTATIONS

Revised, new, or reprinted pages will be marked as follows:

1. The change number and the effective date are printed on each revised or additional page.
2. A reprinted page not requiring a change is reprinted in its original form with original effective date.
3. Bold vertical lines in the margin of the text mark the location of substantive changes; e.g., when material affecting the performance of duty is added, revised, or deleted.
4. Statements of fact of a prefatory or explanatory nature relating to directive material are set forth as notes.

1-2-3. WORD MEANINGS

As used in this order:

1. *Must*, or an action verb in the imperative sense, means mandatory.
2. *Should* means recommended
3. *May* and *need* not mean optional
4. *Will* indicates futurity

1-2-4. ABBREVIATIONS AND REFERENCES

This order uses abbreviations and refers to words/phrases as defined in TBL 1-2-1 below:

TBL 1-2-1

Abbreviations and Word References

| ABBR / REFERENCE | DESCRIPTION |
|------------------|--|
| ATM | AIR TRAFFIC MANAGER |
| DATM | DEPUTY AIR TRAFFIC MANAGER |
| TA | TRAINING ADMINISTRATOR |
| EC | EVENTS COORDINATOR |
| FE | FACILITY ENGINEER |
| QA | quality assurance (program) |
| IAW | in accordance with |
| MTCR | Master Task Certification Record |
| the program | the training program established in this program |

| | |
|----------------|--|
| training staff | mentors and instructors as defined in this order |
| the website | http://www.kcartcc.com and any/all associated features/programs |
| Solo Cert | Short for Solo Certification |

Chapter 2. Administration

Section 1. Training Roles and Responsibilities

2-1-1. TRAINING ADMINISTRATOR

- a. The primary role of the Training Administrator is to **enable the training program** by assisting instructors/mentors and ensuring a constant, steady and aggressive training schedule in accordance with/adherence to (and enforcement of) this order.
- b. IAW this order (unless otherwise indicated), the TA is responsible for the following:
 1. **recommending** training staff appointments
 2. **managing** training staff
 3. **conducting** briefings with training staff regarding changes to this order and ensuring understanding and adherence
 4. **assigning** students' primary instructors
 5. **conducting** QA checks on training/mentor sessions
 6. **monitoring** students' progress by periodically reviewing each student's evaluations
 7. **conducting** monthly record reviews on all members
 8. **managing** student promotions and certifications

2-1-2. INSTRUCTOR

- a. The primary role of the instructor is to **execute the training program** by ensuring his/her availability for a minimum of one hour per calendar week to train students via either live, *Sweatbox*, or classroom training.
- b. The one-hour requirement may be spread over two 30-minute sessions, or one 1-hour session, and is not included in monthly controller proficiency.
- c. IAW this order (unless otherwise indicated), the instructor is responsible for the following:
 1. **training/instructing** students
 2. **managing and updating** students' Master Task Certification Record (MTCR) to accurately reflect students' progress [AS REPRESENTED ON THE WEBSITE]
 3. **completing** training evaluations on each training session conducted
 4. **recommending** practical exams
 5. **conducting** QA checks on training/mentor sessions

2-1-3. PRIMARY INSTRUCTOR

- a. The Instructor may also be assigned by the Training Administrator as a Primary Instructor for a student. Primary Instructors are assigned to act as their students' key point-of-contact for everything training-related. This allows the student to better focus on his/her training by minimizing "overhead". Additionally, the Primary Instructor **reinforces the training program** by providing better training accountability for each student.

- b. The Primary Instructor has all the responsibilities of a regular instructor, but has expanded authorization/responsibility with his/her assigned students' training and career progression which include:
1. **conducting** initial skill checks
 2. **receiving & concurring/disagreeing** with practical exam recommendations
 3. **recommending** student promotions

2-1-4. MENTOR

- a. The primary role of the mentor is to **augment the training program** by ensuring his/her availability for a minimum of one hour per calendar week to train students via either live, *Sweatbox*, or classroom training.
- b. The one-hour requirement may be spread over two 30-minute sessions, or one 1-hour session, and is not included in monthly controller proficiency.
- c. The difference between the instructor and mentor is primarily the method of training involved. The mentor has less of a "training" role and acts more like an "advisor" to the student. Mentors also have less administrative responsibilities than instructors, allowing them to focus on providing needed training sessions.
- d. IAW this order (unless otherwise indicated), the Mentor is responsible for the following:
1. **training/mentoring** students
 2. **completing** training evaluations on each training session conducted

2-1-5. STUDENT

- a. The primary role of the student is to **participate in the training program** by ensuring he/she devotes time to study and sign up for training sessions.
- b. It is the student's responsibility to initiate all training, not the training staff's.
- c. Soliciting training via various forms of media is prohibited and will be reported to and logged by the TA.
- d. Students are responsible for attending scheduled training sessions **on time** and cancelling prior to **24 hours** from the session. [FURTHER GUIDANCE IN THIS ORDER].

Section 2. Evaluation Forms

2-2-1. POLICY

Training staff (specifically the administering staff member) must complete an automated training session evaluation report through the website. This ensures documentation of students' training progress and heightens training staff awareness on each student's progress (current focuses, strengths and weaknesses), which helps make each subsequent training session more efficient.

2-2-2. APPLICATION

vZKC uses a web-based system to electronically complete, store and recall training evaluation forms. This system is available on the website to each member of the training staff. In the event of a website failure or maintenance where the training evaluation feature is unavailable, training staff are report student progress and session evaluations to the TA.

Section 3. Master Task Certification Record

2-3-1. POLICY

vZKC maintains a "*Master Task Certification Record*" (MTCR) on each student/controller ("member") assigned to the ARTCC. This record is a "running record" ... it is constantly updated to reflect the most-current status of a vZKC member regarding his/her competencies, abilities, certifications and endorsements by documenting which tasks he/she is certified on. This is another tool to ensure the highest level of awareness of a member's situation. It is intended to minimize training delays and maximize the efficiency of the overall training program.

2-3-2. APPLICATION

vZKC uses a web-based system to electronically view and update the MTCR. This system is available on the website to each member of the training staff. In the event of a website failure or maintenance where the MTCR is unavailable, training staff are still responsible to ensure the accuracy of members' MTCR as soon as the system is restored.

Chapter 3. Training

Section 1. Procedures

3-1-1. TRAINING FACILITIES

- a. St. Louis-Lambert International Airport (KSTL) is designated as the Kansas City ARTCC training facility and must be used for live, *Sweatbox*, and classroom non-major training.
- b. Joplin Regional Airport (KJLN) will be used IAW S2 TCO attached to this document.

NOTE: No other facility may be used for training, unless the Instructor or Mentor has been given permission by the Training Administrator.

Section 2. Curriculum

3-2-1. TRAINING INITIALIZATION

Upon assignment to the vZKC – Kansas City ARTCC, each new or transferring student/controller must contact the TA prior to receiving any training. The TA will enter the user into the training program and assign a Primary Instructor. After being entered into the training program, the TA will provide the individual with an electronic briefing which quickly explains the training process and provides further instructions for obtaining training. Failure to contact the TA for this process will result in denied training.

3-2-2. SKILL CHECK

- a. The purpose of the skill check is to gauge the current ability and knowledge of a student/controller. This tool is designed to give perspective to the entire training staff on the individual needs of the student/controller, and not intended to be used for certification.
- b. Skill checks must be conducted on *Sweatbox* where traffic can be adjusted to the needs of the student/controller and administered by the Primary Instructor.

3-2-3. GRP COMPETENCY CHECKS

Upon transfer, or approval of a visiting request, all controllers will be required to complete a GRP Competency check IAW VATSIM GRP Appendix A and USADP-001.

a. Transfers

1. If the transferring controller is deemed GRP competent, he/she will be certified on all minor positions granted by their rating and the GRP. The controller will still be subject to training on all local Standard Operating Procedures, as proscribed in Section H2 of USADP-001.
2. If the transferring controller is not deemed GRP competent, he/she will be subject to recurrent training until the controller is compliant with all the competencies defined in VATSIM GRP Appendix A for their specific rating.

b. Visitors

1. If the visiting controller is deemed GRP competent, he/she will be certified on all minor positions granted by their rating and the GRP. The controller will still be subject to training on all local Standard Operating Procedures, as proscribed in Section G3 of USADP-001.
2. If the visiting controller is not deemed GRP competent, the check will be documented, and the Training Director and Home ARTCC staff will be notified.

3-2-4. SESSIONS

- a. **Training sessions** are the most common type of session conducted at vZKC, where an instructor or mentor will meet with the student either on the live VATSIM network, *Sweatbox*, or for “classroom” instruction. Scheduling is initiated by the student and covered in further detail in chapter 3.

- b. **Target sessions** are similar to training sessions, except scheduling is initiated by the training staff. It is a tool available to training staff to target a particular task item with a student who requires additional training on that item. It provides a “short-cut” by skipping a signup process and should not be used regularly.
- c. **Community sessions** are a tool to discuss/train on one or more specified topics to a group of people. They are instructional in nature and administered only by an instructor. Because of the open attendance, the instructor cannot focus on one student’s needs... and therefore cannot open or close any student’s task items associated with the session. It is intended strictly as a learning tool where anyone can attend and- hopefully- learn.

3-2-5. EXAMS

- a. **Written exams** are assigned by and at the discretion of the student’s instructor. Written exams are detailed below:
 1. **General ATC**
 - i. Available: **after first Basic ATC lesson**: proscribed in the training syllabus attached to this order.
 - ii. ZKC members: **required** for OBS
 2. **ZKC – Ground Written**
 - i. Available: **after sweatbox S1 training completed**
 - ii. vZKC members: **required** for OBS
 3. **ZKC – Local Written**
 - i. Available: **after sweatbox S2 training completed**
 - ii. vZKC members: **required** for S1 members training for S2
 4. **ZKC - Radar - PreSolo**
 - i. Available: **at midpoint of S3 training**
 - ii. vZKC members: **required** for S2 members training for S3
 5. **ZKC - Radar**
 - i. Available: **after S3 training completed, before OTS**
 - ii. vZKC members: **required** for S2 members training for S3
 6. **ZKC - Kansas City Center**
 - i. Available: **after majority of C1 training completed**: TA’s discretion
 - ii. vZKC members: **required** for C1
- b. **Practical exams** are assigned by the TA at the request of the student’s Primary Instructor. Practical exams are the over-the-shoulder portion of the certification process, where the student is strictly monitored for compliance with FAA orders, VATSIM competencies, and ZKC orders/SOPs. In the interest of QA, practical exams should not be administered by the student’s Primary Instructor.

Section 3. Training Sessions

3-3-1. SCHEDULING

Training sessions will be scheduled using the Training Schedule feature of the website. In the event of website failure- **and only in this event**- students should email the training staff directly. Students should never request training through Teamspeak or other media forms.

3-3-2. CANCELLATION

- a. Due to vZKC's student-to-instructor ratio and limited availability of training sessions, students (as well as training staff) must make every attempt to attend sessions for which they signed up for.
- b. Both student and instructor/mentor must submit cancellations prior to 24 hours from the session. Students who cancel within 24 hours from the scheduled session will be considered *absent* unless a valid reason has been received and determined by the TA. (See 3-3-4)

3-3-3. TARDINESS

- a. Due to the large amount of preparation and material to be covered in each training session, it is **important for students and training staff to show up on time!** Students who do not show within 15 minutes of the start time will be considered *absent* and the session will be terminated. (See 3-3-4)
- b. Training staff who are continuously tardy will be subject to administrative actions which may include written/verbal warning or removal from training staff (subject TA's discretion).
- c. To avoid tardiness, students are encouraged to show on TeamSpeak 10 minutes prior to the scheduled session time, although this is not mandatory.

3-3-4. ABSENCE

Because of the high demand for training and the limited number of instructors/mentors, *absences* are not tolerated at Kansas City ARTCC! When there is a no-show, that time could have been spent training one of many devoted students, and it's not acceptable.

- a. Students who receive an *absent* on their record ("Absent Student") may be subject to certain delays in future training. vZKC management strives to provide quality training **to those students who demonstrate the dedication and desire to actively pursue training.**
- b. Absent students have demonstrated a lack of dedication, and may receive further training:
 - if there are no other students in queue for each training session

- c. The staff member administering the training session may opt to use this policy to "bump" absent students or may choose to confirm them at his/her discretion. However—if there are no students in queue, the absent student MUST be confirmed for the session.

3-3-5. PREPARATION

Students are required to have Instructor assigned reading completed prior to their next session. Failure to do so may cause a delay in student and training program progression.

Chapter 4. Career Progression

Section 1. Certification and Promotion

4-1-1. APPROVAL

- a. The TA is the approving official for rating promotions S1 through C1.
- b. Promotions above the C1 rating are initiated and coordinated by the TA, governed by VATSIM “*Global Rating Policy*” and handled by VATUSA.

4-1-2. SCOPE

Promotions are only processed with controllers assigned to the Kansas City ARTCC. vZKC is not responsible (nor authorized) to handle rating promotions of visiting controllers IAW VATSIM policy.

4-1-3. PROCESS

- a. Although all instructors have access to the VATUSA *promote* feature, vZKC **requires** promotion requests for S1 – C1 be submitted to the TA by the student’s Primary Instructor.
- b. Requests must be electronically submitted through the website’s Training Panel. In the event of website failure, promotion requests may be submitted to the TA via email.
- c. This is another QA measure which ensures the training staff member with the **most amount of insight and knowledge** of the student is the one who verifies the student is ready for the promotion and increased responsibility. Other benefits include:
 - higher TA awareness of the current training situation of the entire ARTCC
 - TA’s hands-on insight to the individual student’s progress
 - the streamlining that occurs when all promotions are conducted at the TA level

4-1-4. REQUIREMENTS

All rating promotions are subject to the following requirements:

1. **S1 – Ground Controller:** Promotion to S1 allows a student to perform as a Ground Controller at any facility in vZKC **not designated major**.
 - i. Must Pass ZKC – General ATC Written Exam with a score of 80% or greater.
 - ii. Must pass ZKC – Ground Written Exam with a score of 80% or greater.
 - iii. Must pass VATUSA Basic ATC/S1 Written Exam with a score of 80% or greater.
 - iv. Must pass a Ground Control Practical Exam.
2. **S2 – Tower Controller:** Promotion to S2 allows a student to perform as a Tower/Local Controller at any facility in vZKC **not designated major**.

- i. Must obtain S1 rating and all major S1 endorsements in vZKC.
 - ii. Must pass ZKC – Local Control Written Exam with a score of 80% or greater.
 - iii. Must pass VATUSA S2 Written Exam with a score of 80% or greater.
 - iv. Must pass a Local Control Practical Exam.
3. **S3 – TMA Controller:** Promotion to S3 allows a student to perform as an Approach/Departure Controller at any facility in vZKC **not designated major**.
- i. Must obtain S2 rating and all major S2 endorsements in vZKC.
 - ii. Must pass ZKC-Radar Solo Exam with a score of 80% or greater.
 - iii. Must pass ZKC –Radar Written Exam with a score of 80% or greater.
 - iv. Must pass VATUSA S3 Written Exam with a score of 80% or greater.
 - v. Must pass a TMA Controller Practical Exam.
4. **C1 – Enroute Controller:** Promotion to C1 allows a controller to perform as an Enroute/Center Controller at vZKC.
- i. Must obtain S3 rating and all major S3 endorsements in vZKC.
 - ii. Must pass ZKC – Kansas City Center Written Exam with a score of 80% or greater.
 - iii. Must pass VATUSA C1 Written Exam with a score of 80% or greater.
 - iv. Must pass an Enroute Controller Practical Exam.

4-1-5. Solo Certification

All information regarding the approval and operating under a solo certification is prescribed in this section.

The goal of the solo cert is for students to practice their skills in a live network environment.

- 1. **S2 on St. Louis Approach**
 - a. The student must be satisfactory on all topics proscribed for S3s in the ZKC Training Syllabus.
 - b. The student must pass the ZKC Radar Solo-Cert written examination with a score of 80% or higher.
- 2. **S3 on Kansas City Center**
 - a. The student must be satisfactory on all topics proscribed for C1s in the ZKC Training Syllabus.

NOTE: All Solo Certs are at the discretion of the Training Administrator.

Appendix

A-1. S1 Training Course Summary



VATSIM - Virtual Air Traffic Simulation Network
<http://vatsim.net>
 VATUSA - United States Division
<http://vatusa.net>

S1 Training Course Summary Sheet

| Unit | Lesson | Lesson Information | Type | Time | ✓ |
|------|------------------------------|--|------|------|---|
| 1 | Basic ATC PowerPoint/Welcome | Quick Intro to ZKC and VATSIM ATC | G | 1.0 | |
| 2 | General ATC Exam | VATSIM General ATC Exam | W | 0.5 | |
| 3 | IFR Clearances | SID types, direct, reroutes, IAFDOF, scratchpads | S | 1.0 | |
| 4 | VFR Clearances | Pattern, leaving the Bravo, flight following | S | 1.0 | |
| 5 | Ground | ASDE-X, taxi, sequencing, relocation, coordination | S | 1.0 | |
| 6 | Sweatbox Practice | Practice new skills on Sweatbox at STL | S | 1.0 | |
| 7 | ZKC Ground Written Test | ZKC Ground Exam | W | 0.5 | |
| 8 | S1 Ground Exam | Sweatbox session on STL ground to test your skills | S | 1.0 | |
| 9 | MCI Ground Major Checkout | Checkout on MCI Ground | S | 1.0 | |
| | | | | 8.0 | |

Notes

Lessons may be combined. Written exams must be completed before next lesson unless approved by an instructor. Key: G=Ground Lesson, S=Sweatbox Lesson, W=Written Exam, L=Live Network Lesson, O=OTS Exam. The time depicted is the minimum time you need to spend on each lesson; you will more than likely need more time than depicted.

A-2. S2 Training Course Summary



VATSIM - Virtual Air Traffic Simulation Network
<http://vatsim.net>
VATUSA - United States Division
<http://vatusa.net>

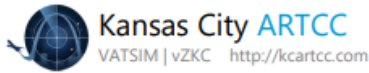
S2 Training Course Summary Sheet

| Unit | Lesson | Lesson Information | Type | Time | ✓ |
|------|----------------------------------|--|------|------|---|
| 1 | Tower Theory | Tower requirements, duties, and PowerPoint | G | 1.0 | |
| 2 | Basic STL Departures/Arrivals | Takeoff and landing clearance practice | S | 1.0 | |
| 3 | Tower Separation Theory | Separation (SRS, wake, radar visual) | G | 1.0 | |
| 4 | STL Departures/Arrivals Practice | Takeoff and landing clearance practice | S | 1.0 | |
| 5 | Non-Radar Tower | VFR pattern, non-ASDE operations at JLN | S | 0.5 | |
| 6 | Joplin Tower | VFR pattern, transitions, IFR releases/arrivals | S | 1.0 | |
| 9 | TUL Tower | Helicopter operations, IFR arrivals with pattern | S | 1.0 | |
| 10 | STL Tower Additional Skills | Radar, VFR in surface area, departure fan | S | 1.0 | |
| 11 | STL Progress Check | Evaluation of student on tower | S | 1.0 | |
| 12 | STL Practice | Continued practice on STL Tower | S | 1.0 | |
| 12 | S2 Pre-OTS | Review and assessment of skills before OTS | S | 1.5 | |
| 7 | VATUSA S2 Exam | VATUSA S2 Written Examination | W | 0.5 | |
| 11 | ZKC Tower Exam | ZKC Tower Written Exam | W | 0.5 | |
| 13 | S2 OTS | OTS with an instructor on live network | O | 2.0 | |
| 14 | MCI Major Tower Checkout | MCI major tower checkout | S | 1.0 | |
| | | | | 15.0 | |

Notes

Lessons may be combined. Written exams must be completed before next lesson unless approved by an instructor. Key: G=Ground Lesson, S=Sweatbox Lesson, W=Written Exam, L=Live Network Lesson, O=OTS Exam. The time depicted is the minimum time you need to spend on each lesson; you will more than likely need more time than depicted.

A-3. S3 Training Course Summary



VATSIM - Virtual Air Traffic Simulation Network
<http://vatsim.net>
VATUSA - United States Division
<http://vatusa.net>

S3 Training Course Summary Sheet

| Unit | Lesson | Lesson Information | Type | Time | ✓ |
|------|-----------------------------------|---|------|------|---|
| 1 | Radar Introduction | Radar basics, separation, and identification | G | 1.0 | |
| 2 | FAA Chart Publications | Review approach plates, SIDs, and STARs | G | 1.0 | |
| 3 | Vector Game | Practice vectoring on Sweatbox | S | 0.5 | |
| 4 | STL Visual Approach Practice | Practice vectoring for visual approaches at STL | S | 1.0 | |
| 5 | STL ILS Approach Practice | Practice vectoring for ILS approaches at STL | S | 1.0 | |
| 6 | STL Arrival Practice | Combined visual and ILS vectoring practice | S | 1.0 | |
| 7 | Instrument Approach Theory | MVA, approach type, satellite fields, phraseology | G | 1.0 | |
| 8 | Coordination Theory | APREQs, point-outs, handoffs, information | G | 1.0 | |
| 10 | T75 Satellite Arrivals | Transition aircraft from STARs to approaches | S | 1.0 | |
| 11 | Bravo VFR With Flight Following | Practice handling VFR aircraft in Bravo | S | 1.0 | |
| 12 | Handling Missed Approaches | Handling missed and practice approaches | S | 1.0 | |
| 13 | STL Solo Cert Exam | STL Solo Cert Written Exam | W | 0.5 | |
| 13 | Progress Check | Check progress on T75 on sweatbox | S | 1.5 | |
| 14 | Holds, VFR-On-Top, Non-Gyro | Introduce holds, VFR-On-Top, and Non-Gyro | S | 1.0 | |
| 15 | Satellite Arrivals And Departures | Practice satellite arrivals and departures | S | 1.0 | |
| 16 | Theory Review | Review previously covered theory items | G | 1.0 | |
| 18 | Final Sweatbox Session | Run T75 on Sweatbox | S | 1.0 | |
| 19 | Live Monitored Session | Run T75 on the live network | L | 1.5 | |
| 9 | VATUSA S3 Exam | VATUSA S3 Written Exam | W | 0.5 | |
| 17 | ZKC S3 Exam | ZKC S3 Written Exam | W | 0.5 | |
| 20 | S3 OTS | S3 OTS on T75 | O | 2.0 | |
| 21 | MCI TRACON Major Checkout | Checkout on MCI TRACON | S | 1.0 | |
| | | | | 23.0 | |

Notes

Lessons may be combined. Written exams must be completed before next lesson unless approved by an instructor. Key: G=Ground Lesson, S=Sweatbox Lesson, W=Written Exam, L=Live Network Lesson, O=OTS Exam. The time depicted is the minimum time you need to spend on each lesson; you will more than likely need more time than depicted.

A-4. C1 Training Course Summary



VATSIM - Virtual Air Traffic Simulation Network
<http://vatsim.net>
 VATUSA - United States Division
<http://vatusa.net>

C1 Training Course Summary Sheet

| Unit | Lesson | Lesson Information | Type | Time | ✓ |
|------|----------------------------------|---|------|------|---|
| 1 | Enroute Theory | IFR Releases, Point-Outs, APREQs, etc. | G | 1.0 | |
| 2 | Enroute Airspace Familiarization | Review ZKC airspace, LOAs, SOPs, RVSM, etc. | G | 1.0 | |
| 3 | Live Network Introduction | Live network practice and sequencing | L | 1.5 | |
| 4 | Flight Plans, Non-Radar, Charts | Flight plans, equipment codes, non-radar, charts | G | 1.0 | |
| 5 | Military Operations | MOAs, restricted airspace, MARSAs, IR/AR, blocks | G | 1.0 | |
| 6 | Weather Theory | PIREPs, AIRMETs, SIGMETs, Reroutes | G | 1.0 | |
| 7 | Instrument Approach Theory | MVA, approach type, satellite fields, phraseology | G | 1.0 | |
| 8 | Progress Check | Live network session to check student competency | L | 1.5 | |
| 9 | Live Network Progress Check | Evaluate student's progress on center | L | 1.5 | |
| 10 | Pre-OTS | Pre-OTS Live Session | L | 1.5 | |
| 11 | ZKC C1 Exam | ZKC C1 Written Exam | W | 0.5 | |
| 12 | VATUSA C1 Exam | VATUSA C1 Written Exam | W | 0.5 | |
| 13 | C1 OTS | C1 OTS on live network | O | 2.0 | |
| | | | | 15.0 | |

Notes

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