



## **vZOB Cleveland ARTCC Training Outline**

*Revised to comply with VATUSIM GRP v2.0*

This document outlines the steps that students and visitors must take in the training process.

### **Contents**

- 1-0) General Information
- 1-1) S-1: Clearance Delivery/Ground Operations
- 1-2) S-2: Local Control/Tower Operations
- 1-3) S-3: TRACON Operations
- 1-4) Detroit Metropolitan ATCT and D21 TRACON
- 1-5) C-1: Enroute/Center Operations

### **1-0) General Information**

1-0-1) All members and visitors of the vZOB ARTCC are required to progress through the vZOB training program as outlined in this document.

1-0-2) Visitors with higher ratings, such as S-3, C-1, and C-3 at the discretion of vZOB training staff may be permitted to begin training at the level of their rating.

1-0-3) During each training lesson, you will take what you have read and reference the 7110.65, the FAA order on Air Traffic Control. It may be useful for you to reference the 7110.65 on your own as well beforehand, to help speed up the training process.

1-0-4) The training officer you work with will record in our database the lessons you have completed with them. This way, you are free to ask any training officer to assist you, and the successive officer can continue where the last one left off.

1-0-5) The “office hours” of each training officer are available in the vZOB forums <http://www.zobartcc.org/smf/index.php?board=9.0>. To request training, students are to find the training officer with a schedule that meets their needs and contact them via email. Training officer emails are available on the Training Department page of our website. <http://zobartcc.org/training/>

-If Training Officers are unresponsive, e-mail the Training Administrator [ta@zobartcc.org](mailto:ta@zobartcc.org), the Air Traffic Manager [atm@zobartcc.org](mailto:atm@zobartcc.org), or the Deputy Air Traffic Manager [datm@zobartcc.org](mailto:datm@zobartcc.org).

## 1-1) S-1: Clearance Delivery/Ground Operations

1-1-1) Training for the S-1 rating and vZOB Ground (GND) certification begins in the air traffic control towers at the Cleveland Hopkins (KCLE), Pittsburgh International (KPIT), and Rochester International (KROC) airports, specifically the positions of Clearance Delivery (DEL) and Ground (GND).

1-1-2) There are two VATUSA study guides to read through for DEL/GND training, as well as the 7110.65 section on phraseology. Students may read through each of these at their own pace.

-Basic Air Traffic Control: [http://www.vatusa.net/training/tiki-index.php?page=Basic ATC](http://www.vatusa.net/training/tiki-index.php?page=Basic%20ATC)

-Clearance Delivery/Ground [http://www.vatusa.net/training/tiki-index.php?page=S1 Training](http://www.vatusa.net/training/tiki-index.php?page=S1%20Training)

1-1-3) The local Standard Operating Procedures (SOP's) may be found at the vZOB website. <http://zobartcc.org/sop/>

1-1-4) vZOB has a training video for instruction on setting up the radar client (VRC). Students can find this and a welcome video at [www.zobartcc.org/videos](http://www.zobartcc.org/videos).

1-1-5) After students have completed the appropriate readings and the video for VRC setup, they may contact the training staff as prescribed in section 1-0-5, and meet with them to review and go over any questions that the student may have. At this time students will complete their first session on Sweatbox server (The Sweatbox server is a simulated air traffic environment that allows students to practice and learn.).

-Sweatbox sessions for DEL/GND will cover different types of clearances and the phraseology for them. Ground operations will also be covered and the phraseology that comes with each type of operation. Students may schedule as many sessions as necessary to become proficient.

1-1-6) When the training officer finds that the student is competent under the VATSIM Global Ratings Policy, the student will be assigned the VATUSA S-1 exam. Upon successful completion of the written exam, the student will be awarded the S-1 rating and issued a vZOB GND (Ground) certification.

1-1-7) Once the student holds the S-1 rating and the vZOB GND certification, they may operate the **DEL or GND** positions at all vZOB control towers **except** Detroit Metropolitan (KDTW).

-Once the student obtains their DEL/GND certification, they should begin to review material for the S-2/Tower level certification procedures.

## **1-2) S-2: Local Control/Tower Operations**

1-2-1) Training for the S-2 rating and vZOB Local Control (ATCT) certification begins at the Cleveland Hopkins (KCLE), Pittsburgh International (KPIT), and Rochester International (KROC) airports.

1-2-2) Read the VATUSA Tower study guides: [http://www.vatusa.net/training/tiki-index.php?page=S2\\_Training](http://www.vatusa.net/training/tiki-index.php?page=S2_Training)

1-2-3) Read through the facility's SOPs on Tower/Local Control Operations and Quick Reference Cards, as they apply: <http://www.zobartcc.org/sop/>

1-2-4) Once the student has a minimum of 10 hours of time controlling DEL/GND positions on the VATSIM network and has completed the appropriate readings, the student may request training as prescribed by section 1-0-5, and begin the Tower/Local Control lessons/sweatbox sessions.

-Students may schedule as many lessons/sweatbox sessions as necessary to become proficient.

1-2-5) Once a training officer determines the student to be proficient, the required two (2) hours of On the Job Training (OJT) with a training officer on the VATSIM network as XXX\_TWR may be scheduled.

1-2-5) Upon successful completion of the OJT, the training officer will assign the VATUSA S-2 and the vZOB local procedures written exams.

1-2-6) Upon successful completion of the written exams, the S-2 practical exam on the sweatbox server may be scheduled.

-During the practical exam the student will be required to demonstrate all required proficiencies under the VATSIM Global Rating Policy.

1-2-7) Upon successful completion of the practical exam, the student will be awarded the S-2 rating and the vZOB ATCT certification. This allows the student to operate ATCT positions at all vZOB control towers **except** Detroit Metropolitan (KDTW).

-Once a student has their S-2 rating and vZOB ATCT certification, they should begin to review material for the S-3/TRACON level certification procedures.

-S-2 rated students holding vZOB ATCT certification may elect to obtain training and certification at the Detroit Metropolitan (KDTW) ATCT prior to proceeding with S-3/TRACON training.

### **1-3) S-3: TRACON**

1-3-1) Training for the S-3 rating and vZOB TRACON certification begins at the Cleveland Hopkins (KCLE), Pittsburgh International (KPIT), and Rochester International (KROC) airports.

1-3-2) Read the VATUSA Approach study guides: [http://www.vatusa.net/training/tiki-index.php?page=Updated\\_S3\\_Training](http://www.vatusa.net/training/tiki-index.php?page=Updated_S3_Training)

1-3-3) Read through the facility's SOPs on Approach, Departure, and Satellite control, as they apply: <http://www.zobartcc.org/sop/>

1-3-4) Once the student has completed the appropriate readings, they may request training as prescribed by section 1-0-5, and go through our Radar Training lessons.

- All lessons will include practice on either the Sweatbox server or the VATSIM network.

-All practice on the VATSIM network must be under the direct supervision of a training officer.

-Students may schedule as many sessions as necessary to become proficient.

1-3-5) Once the student has completed the radar lessons, has obtained the VATUSA required minimum of 30 days time as S-2, has a minimum of 20 hours controlling ACTC positions on the VATSIM network, and is found to have the required proficiency for the S-3 rating under the VATSIM Global Ratings Policy, the training officer will assign the VATUSA S-3 and vZOB local procedure written exams.

1-3-6) Upon successful completion of the written exams, the training officer will then recommend the student for promotion to S-3 and TRACON certification to the training administrator. The training administrator will ensure that all requirements for the S-3 rating have been met under VATSIM, VATUSA, and vZOB policies.

1-3-6) Upon approval from the training administrator, the student may schedule the network and sweatbox practical exams.

-The network practical exam will consist of 2 hours on the VATSIM network. Network practical exams must be announced at least 3 days in advance. This is to allow time to announce the exam in the forums to request that additional ATC and pilots participate.

1-3-7) Upon successful completion of the practical exams the student will be awarded the S-3 rating and vZOB TRACON certification. This allows the student to operate ATCT and TRACON positions at all vZOB facilities **except** the Detroit Metropolitan (KDTW) ATCT or the Detroit (D21) TRACON.

-Once the student has their S-3 rating and vZOB TRACON certification, they should begin to review material for the vZOB Detroit (D21) TRACON certification.

-The vZOB D21 TRACON certification is required before proceeding with C-1/Enroute training.

#### **1-4) Detroit Metropolitan (KDTW) ATCT and Detroit (D21) TRACON Certification**

1-4-1) Read through the facility's SOPs on Delivery, Ground Control, and Local Control for ATCT certification. Read through the facility's SOPs on Approach, Departure, and Satellite control for TRACON certification: <http://www.zobartcc.org/sop/>

1-4-2) Once the student has completed the appropriate readings, they may request training as prescribed by section 1-0-5, and go through our DTW ATCT and/or D21 TRACON training lessons.

- All lessons will include practice on either the Sweatbox server or the VATSIM network.

-All practice on the VATSIM network must be under the direct supervision of a training officer.

-Students may schedule as many sessions as necessary to become proficient.

1-4-3) Once the training officer determines the student to be proficient for the certification being sought, the training officer will assign the appropriate vZOB local procedures written exam(s).

1-4-4) Upon successful completion of the written exam(s), the practical exam may be scheduled.

- During the practical exam the student will be required to demonstrate all required proficiencies under the VATSIM Global Rating Policy for the certification being sought.

1-4-5) Upon successful completion of the practical exam, the student will be awarded the appropriate DTW ATCT and/or D21 TRACON certification.

-Once the S-3 rated student has their D21 TRACON certification, they should begin to review material for the C-1 rating and vZOB Full Performance Level (FPL) certification.

## 1-5) C-1:Enroute/Center Training

1-5-1) Read the VATUSA Enroute study guides: [http://www.vatusa.net/training/tiki-index.php?page=welcome to the vatusa training resource center](http://www.vatusa.net/training/tiki-index.php?page=welcome%20to%20the%20vatusa%20training%20resource%20center)

1-5-2) Read through vZOB SOPs on Enroute/Center as they apply:  
<http://www.zobartcc.org/sop/>

1-5-3) Once the student has certification at the D21 TRACON, has a minimum of 30 hours of time controlling TRACON radar positions (10 of which must be controlling D21 radar positions) on the VATSIM network, and has completed the appropriate readings, they may request training as prescribed by section 1-0-5, and begin C-1/Enroute/Center training.

- All lessons will include practice on either the Sweatbox server or the VATSIM network.

-All practice on the VATSIM network must be under the direct supervision of a training officer.

-Students may schedule as many lessons/sweatbox sessions as necessary to become proficient.

1-5-4) Once the student has obtained the VATUSA required minimum of 30 days time as S-3, meets the required time controlling radar positions, and found to have the required proficiency for the C-1 rating, the training officer will then assign the VATUSA C-1 and vZOB procedures written exams.

1-5-5) Upon successful completion of the written exams, the training officer will then recommend the student to the training administrator for promotion to C-1 and vZOB Full Performance Level certification. The training administrator will ensure that all requirements for the C-1 rating have been met under VATSIM, VATUSA, and vZOB policies.

1-5-6) Upon approval from the training administrator, the student may schedule the network practical exam.

-The network practical exam will consist of 2 hours on the VATSIM network.

- During the practical exam the student will be required to demonstrate all required proficiencies under the VATSIM Global Rating Policy for the C-1 rating and vZOB Full Performance Level Certification.

-Network practical exams must be announced at least 3 days in advance. This is to allow time to announce the exam in the forums to request that additional ATC and pilots participate.

1-5-7) Upon successful completion of the practical exam the student will be awarded the C-1 rating and vZOB Full Performance Level certification.

-C-1 rated controllers with vZOB Full Performance Level certification may operate any position in vZOB airspace.

For questions or concerns, please email the vZOB Training Administrator at:  
[ta@zobartcc.org](mailto:ta@zobartcc.org)