

**TRAINING  
ORDER**VIRTUAL AIR TRAFFIC SIMULATION NETWORK  
ATLANTA CENTERvZTL 3120.4F  
w/ Change 3**SUBJ:** Training Progression Flow**Chapter 1: General Information**

1. **Purpose:** This order provides procedural guidance and clarification for the virtual Atlanta Air Route Traffic Control Center Training Flow program.
2. **Audience:** This order applies to all home and visiting controllers of the Atlanta Center, a sub-division of VATUSA.
3. **Effective Date:** This order is effective December 1st, 2022, and cancels any previous ZTL orders pertaining to training.
4. **Where Can I Find This Order?** This order can be found at <https://www.ztlartcc.org/controllers/files/>.
5. **Administrative Information:** Direct questions to the Training Administrator in writing at [ta@ztlartcc.org](mailto:ta@ztlartcc.org).
6. **Definitions:**
  - a. Student(s) - Any person that is seeking training **or** who has not received full certification.
  - b. Trainer(s) - Any person that is a member of the ZTL Training Department as an Instructor or Mentor. A list of Instructors and Mentors is available at [ztlartcc.org/controllers/staff](https://www.ztlartcc.org/controllers/staff).
  - c. Scheduled Session - A session wherein the time and date is mutually agreed upon at least 6 hours prior to the set start time. Any training booked through Setmore is considered a scheduled session.
  - d. Impromptu Session - Training provided on short-notice based on real-time trainer/student availability. This is normally arranged via Discord and trainer/student presence in TeamSpeak.

**Table of Contents:**

<b>Chapter 1: General Information</b>	<b>1</b>
<b>Chapter 2: General Training Policies</b>	<b>4</b>
<b>Chapter 3: Introduction to the Training Flow Structure</b>	<b>8</b>
<b>Chapter 4: Training Flow Structure for Home (ZTL) Controllers</b>	<b>11</b>
Observer (OBS) → Student 1 (S1) Rating:	11
1. DEL0 - S1T0 - O	11
2. DEL1 - S1T1	11
3. DEL2 - S1P1	12
4. DEL3 - S1T2	12
5. DEL4 - S1P2 - S	12
6. GND1 - S1T3 - S	13
7. GND2 - S1M1 - O	13
Student 1 (S1) → Student 2 (S2) Rating:	14
1. TWR1 - S2T1	14
2. TWR2 - S2T2	14
3. TWR3 - S2T3	14
4. TWR4 - S2P1 - S	14
5. TWR5 - S2T4	15
6. TWR6 - S2T5 - S	15
7. TWR7 - S2T6	15
8. TWR8 - S2P2	15
9. TWR9 - S2M1 - S	15
Student 2 (S2) → Senior Student (S3) Rating:	16
1. APP1 - S3T1 - S	16
2. APP2 - S3T2 - S	16
3. APP3 - S3P1 - S	16
4. APP4 - S3T3 - S	16
5. APP5 - S3T4 - S	17
6. APP6 - S3T5 - S	17
7. APP7 - S3M1 - S	17
8. APP8 - S3T6	17
9. APP9 - S3P1	17
10. APP10 - S3P2	17
11. APP11 - S3P3	18
12. APP12 - S3M2 - S	18
Senior Student (S3) → Controller 1 (C1) Rating:	19
1. CTR0 - C1T0 - O	19
2. CTR1 - C1T1 - S	19
3. CTR2 - C1T2 - O	19
4. CTR3 - C1T3 - S	19

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5. CTR4 - C1P1 - S	19
6. CTR5 - C1M1 - S	20
7. CTR6 - C1T4 - S	20
8. CTR7 - C1M2 - O	20
9. CTR8 - C1M3 - S	20
<b>Chapter 5: Training Flow Structure for ATL/A80 Certification</b>	<b>21</b>
Visitors/Transfer controllers that hold a Controller 1/3 and/or Instructor 1/3 rating:	21
1. ZTL1 - M1M1 - S	21
Controllers holding an S2 rating (or higher)	21
Controllers holding an S3 rating (or higher)	23
<b>Appendix A:</b>	<b>27</b>
Record of Changes:	27
<b>Appendix B:</b>	<b>27</b>
Program Trial Authorizations (as of 6/1/22):	27

## Chapter 2: General Training Policies

Note - Trainer policies and requirements are maintained in the ZTL Facility Administrative Policy.

1. **How To Request Training:** There are two methods that students may exercise to request training.
  - a. **Method 1 - Setmore:** Setmore allows students to schedule training sessions in advance. Students may request training through setmore by completing the following steps:
    - i. Signing onto the ZTL ARTCC website at [ztlartcc.org](http://ztlartcc.org).
    - ii. Access the controller dashboard ([ztlartcc.org/dashboard](http://ztlartcc.org/dashboard)).
    - iii. Opening the “training” dropdown, on the left side of the dashboard.
    - iv. Clicking “Schedule a Training Session”, and following the steps located in the pop-up. Sessions may be booked up to 2 weeks in advance, but not less than 24 hours without trainer approval. **Students may not have more than one setmore session booked.** Sessions scheduled through “impromptu training” (Method 2) do not count towards the one session limit.
  - b. **Method 2 - Impromptu Training:** Impromptu Training allows students/trainers with variable schedules to schedule training with little or no notice. Impromptu Training is scheduled through the appropriate channels in the ZTL discord.  
*NOTE - Access to the ZTL discord is typically restricted to ZTL home and visitor controllers. The discord invite is available in the welcome message on the ZTL TeamSpeak.*
  - c. **Persons** with special needs / volatile schedules that are otherwise unable to schedule training through Setmore/Impromptu training should request admission to the ZTL Mentor/Instructor Assignment Program via email at [ta@ztlartcc.org](mailto:ta@ztlartcc.org). Availability is not guaranteed. Additional information is available [here](#).
  - d. **Improper Methods:** Students shall not ask for training in the ZTL TeamSpeak or by directly messaging a trainer on any platform. The above two methods are the only ways that a student shall request training. Repeated violation of this clause may result in a temporary suspension of the student’s ability to request and/or receive training.
2. **How Training is Conducted:** All training sessions are primarily conducted over voice in the ZTL TeamSpeak server. Discord may be used to supplement the voice sessions with powerpoints, screen sharing, and other auditory/visual aids. Students are expected to arrive prepared to learn the subject they requested training on. Students are requested to arrive at least five minutes prior to the session start time.
  - a. **TeamSpeak Training Channels:** Training channels should be used exclusively for training. If a person wishes to observe a training session, they shall ask the trainer for permission before entering or being moved into that channel.
  - b. **Observing a Training Session:** In compliance with the above point (a), a person who is allowed to observe a session shall not be an active participant in the training session and only speak in the channel when invited to do so by the trainer.

3. **Session Cancellation Policies:** Students must make all efforts to cancel sessions greater than 24 hours prior to the time that the session is scheduled for. Additionally:
  - a. A student is considered a “no show” if they fail to appear after a period of time set at the discretion of their trainer. This time must be no earlier than 5 minutes after the session is scheduled to begin.  
*Note - Students that are considered a “no show” will have their training session canceled and the failure to appear documented.*
  - b. A trainer is considered a “no show” if they fail to appear within 20 minutes of the scheduled training time. Should a trainer no show, the affected student may file a complaint with the training administrator, in writing, at [ta@ztlartcc.org](mailto:ta@ztlartcc.org), no later than 24 hours after the occurrence.
  - c. Preparation is key for all training sessions. Students that appear to be unprepared for training will have the session terminated early, and will be directed to the appropriate resources.
  
4. **Session Scheduling Penalties:** Habitual offenders of ZTL scheduling policies may be restricted from scheduling training. A habitual offender is defined as a person who violates posting policies (discord) or cancellation policies (setmore) at least two times.
  - a. Students who are restricted from scheduling training on setmore will **typically** be notified via email of the cause for the restriction and the suspension termination date.
  - b. Students that fail to abide by the discord posting policy may have their access removed without notice.
  
5. **Monitoring Policies:** Live network monitoring is a crucial component to ensuring students are prepared for certification.
  - a. In accordance with VATUSA 3120.4 (Division Training Policy) 1-5 Monitoring, Trainers may not conduct “Down-Up” monitoring (work a position lower than a student being monitored on position).
  - b. Unless otherwise authorized (by this document or the Training Administrator), live network monitoring is a prerequisite for all major position certification issuance. Sweatbox may only be used in lieu of monitoring if live network traffic levels are not sufficient for certification.
  - c. Unless otherwise authorized by the Training Administrator, an instructor/mentor may not certify a student on a major position and/or rating upgrade that requires monitoring if they conducted more than 70% of that student’s training on the position(s).
  
6. **Major Airspace:** For visitors from (sub)divisions with major designated airspace, ZTL will not assign major endorsements for Hartsfield-Jackson Atlanta International Airport if the major endorsements are not held at the student’s home facility. **ZTL does not provide major endorsements for persons who only hold the S1 rating** without approval by the ZTL Training Administrator.

*Example 1 - A S2 visitor from ZNY that holds at least one major ground certification but no major tower certifications will only be eligible to receive ATL ground certifications. The visitor must obtain one major tower certification at ZNY prior to receiving ATL tower certifications.*

*Example 2 - A S1 home or visiting controller may not request ATL ground training without approval from the ZTL Training Administrator. Approval from the Training Administrator is unlikely, therefore, S1s should obtain their S2 prior to requesting training.*

- 7. Solo-Certifications:** Solo certifications are a crucial component to successful training. Students working a position with only a solo certification must follow all VATSIM mandated policies with respect to solo certifications, as well as the following restrictions, unless otherwise noted.

*Note - For the purposes of this section, the definition of solo certification includes "Temporary Certifications" issued to S1 students working Local Control positions.*

- a. Students working Atlanta Center may not work in support of Tier 1 events declared OPLEVEL3 or higher by the virtual Air Traffic Control System Command Center.
  - b. Students may not use their solo-cert to work vZTL sponsored events without approval by the Events Coordinator and Training Administrator.
  - c. Mentors may not conduct monitoring sessions while operating under a solo-certification.
- 8. Program Trial Authorizations:** In the interest of innovating with training procedures, the ZTL Training Administrator may, with the approval of the VATUSA Training Services department (as necessary), enact temporary Program Trial Authorizations (PTA). A list of active Program Trial Authorizations are available on request from [ta@ztlartcc.org](mailto:ta@ztlartcc.org).

**9. Training Flow Compliance:**

- a. Deviations from established airports/sweatbox scenarios are permissible so long as the substituted airfield and/or sweatbox scenario is approved, in writing, by the Training Administrator. Additionally, training staff may insert additional sessions to ensure student understanding of a subject matter. These additional sessions must not be used to deviate from the order that subjects are introduced, rather, they should be used to augment student understanding on subjects in which that a student is found to be non-proficient.

*Example - An instructor wishes to use a Birmingham Approach sweatbox file to elaborate on final sequencing techniques for S3T6. If approved by the Training Administrator, S3T6 may be marked as completed at BHM while using this file, rather than the established CLT file. If this is not approved, S3T6 may not be marked as complete using this file.*

- b. Students who are eligible to receive multiple types of training (e.g. Major Clearance/Ground/Tower AND Minor Approach) must not concurrently pursue the different training flows.

- c. Upon the third (and subsequent) failure of a student to complete the objectives listed in a particular scenario/lesson, training staff must consult with the ZTL Training Administrator prior to the continuation of the student's training.

*Example - John Doe has continuously failed to satisfactorily meet all objectives listed for S2T3. Prior to beginning the fourth/fifth/sixth attempt at S2T3, the training staff member must consult with the ZTL Training Administrator for potential necessary adjustments or other special instructions for the administration of the session.*

#### **10. Certification of Transferring/Visiting Controllers:**

- a. Persons transferring to ZTL following an extended absence from controlling within the VATSIM United States of America division typically will have no certifications upon acceptance and may be required to complete VATUSA Academy courses corresponding to their current rating.
- b. Persons transferring to and/or visiting ZTL from within VATUSA (excluding ZAE) will typically retain minor certifications in accordance with their rating. Student 1 visitor/transfers may be required to undergo a competency check prior to receiving certifications.
- c. Persons transferring or visiting from outside of VATUSA may be required to undergo a practical controller competency check in accordance with the VATSIM Global Ratings Policy to ensure compliance with FAA procedures and phraseology.
- d. Exceptions to these guidelines are at the discretion of the Atlanta ARTCC Senior Staff (TA/DATM/ATM). ZTL reserves the right to require a practical examination (GRP competency check) prior to certifying transferring / visiting controllers on position(s).

**11. Transfers with External Experience:** Persons who wish to transfer in ratings not held on the VATSIM network should email a written request to [ta@ztlartcc.org](mailto:ta@ztlartcc.org). The request should, at a minimum, include experience held and ratings requested. The ZTL Training Department will attempt to validate and issue certifications with minimal delay.

*Note - For the purposes of this section, "issue certifications with minimal delay" typically involves excusing theory sessions. Failure of practical problems may result in the revocation of exemptions issued under this section.*

**12. Mentor Selection Guidance:** Persons interested in joining the ZTL Training Department as instructional staff should make themselves familiar with the content listed in the [Mentor Selection and Induction Guidance](#).

### Chapter 3: Introduction to the Training Flow Structure

1. Sessions can be identified through the following format: ZZZZ - YYXX - W
  - a. ZZZZ - The specific position & this session's position in the overall sequence. (e.g TWR1)
  - b. YY - The rating that this session is teaching about (e.g S2).  
*Note - For major airspace, ATCT lessons are marked with "M2" and A80 lessons are marked as M3.*
  - c. XX - The type of session, and the particular occurrence (e.g T3)

For a list of session types, refer to the following table:

Letter	Meaning
T	Theory
P	Practical (Sweatbox)
M	Monitoring (Live network)

- d. W - This appears when one of the following is true:

Letter	Meaning
O	Optional
S	Standalone

☆ Standalone sessions cannot be combined with any other session.

2. An example session identifier is as follows:

DEL4 - S1P3 - O

This is the fourth scheduled session in the training progression for Clearance Delivery. This is designed to teach observers concepts related to the S1 rating, and is a practical session - i.e. it occurs on Sweatbox. It is the third practical session, and this session is optional.

3. Definition of Sessions:

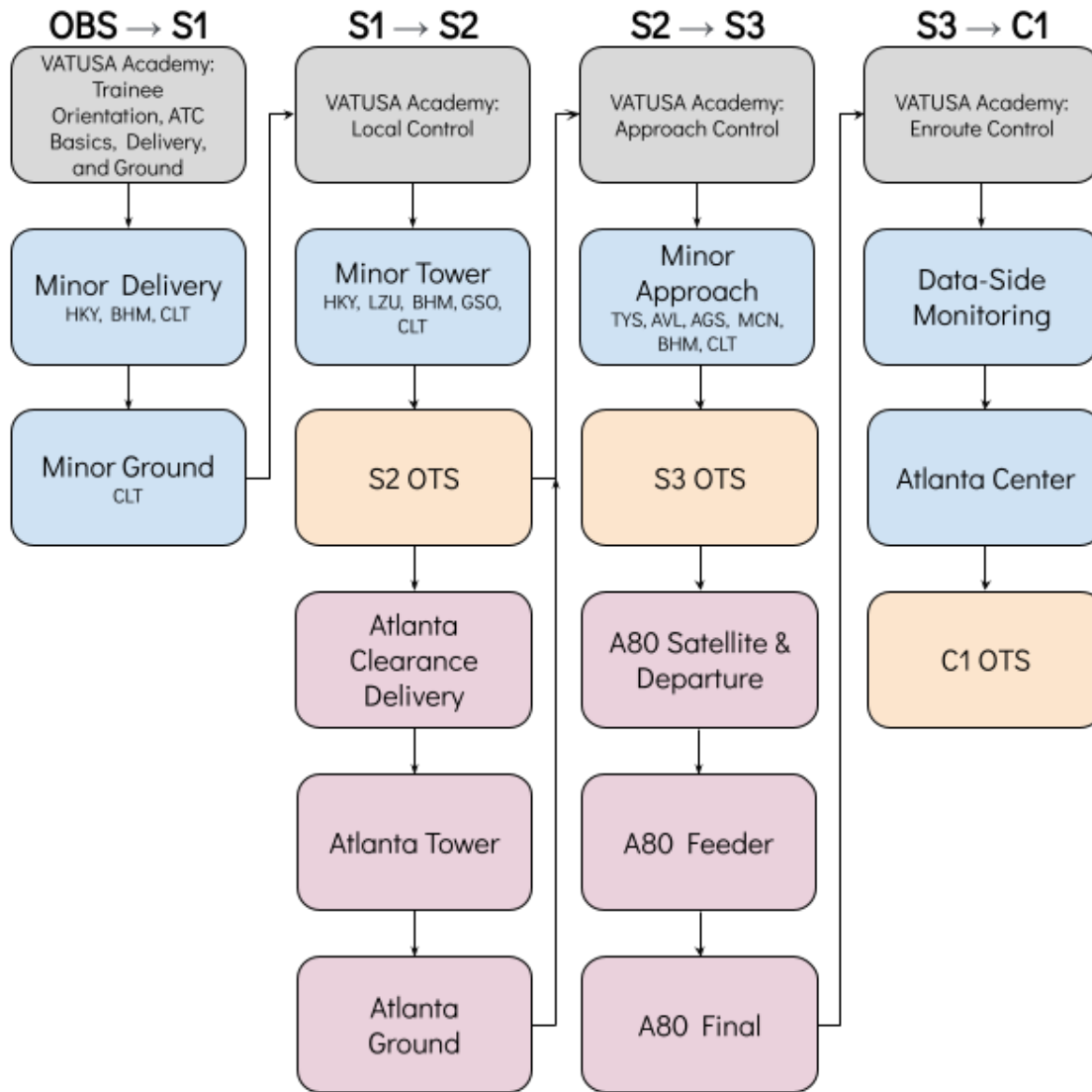
- a. Theory - This is a session wherein the primary activities involve the trainer demonstrating concepts previously learned (either from self-study or previous sessions). Concepts may be demonstrated through a variety of methods, but typically are covered through sweatbox.
- b. Practical - This is a session wherein the primary activities involve the student actively practicing previously learned theory in a controlled environment (typically Sweatbox). These scenarios are *typically* PASS/FAIL.
- c. Monitoring - This is a session where the student is observed on the network by a trainer. The trainer is primarily responsible for the safe, orderly, and expeditious flow of traffic, and the student will complete delegated control functions, up to and including, the entire control position itself. If traffic levels are not high enough to warrant certification, sweatbox may be used in lieu of live network monitoring.



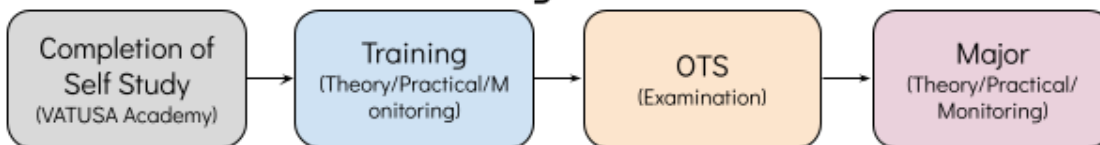
Sessions are not considered complete unless all listed objectives are satisfactorily completed. Satisfactory completion is at the consideration of the trainer conducting the session.

\*This is for reference only. Refer to the training flow, listed in Chapters 4 and 5 of this document, for more information.

### vZTL ARTCC Training Flow Overview Home Controllers

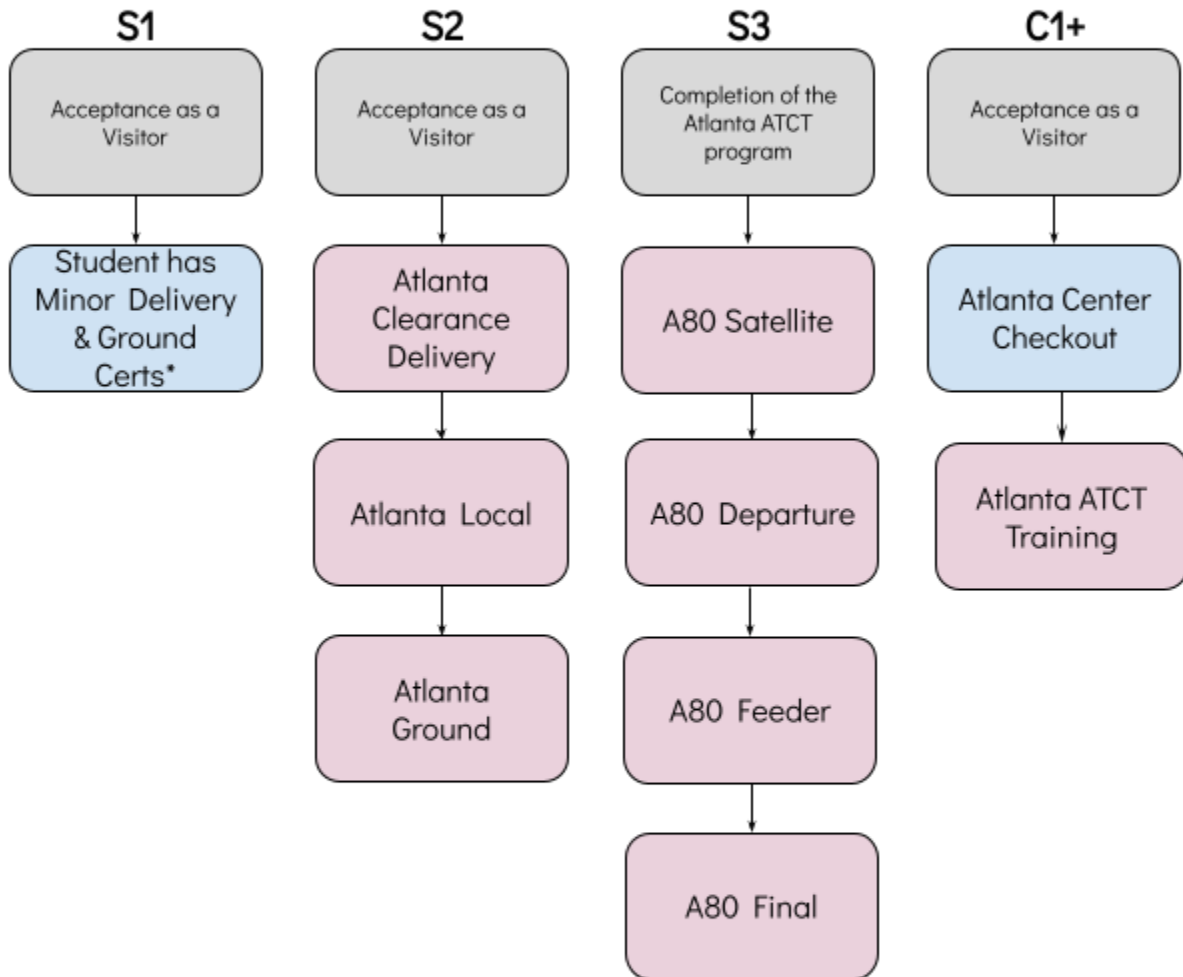


**Legend:**

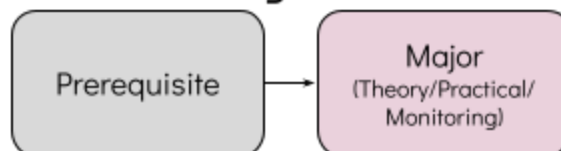


\*This is for reference only. Refer to the training flow listed in Chapter 5 of this document for more information, specifications, and restrictions.

### vZTL ARTCC Training Flow Overview Visiting Controllers



**Legend:**



## Chapter 4: Training Flow Structure for Home (ZTL) Controllers

*Note - This chapter only covers the training flow structure in regards to rating upgrades. For major airspace (ATL/A80), see chapter 5. Major training is only a prerequisite for C1 training.*

Observer (OBS) → Student 1 (S1) Rating:

*Note - Unless otherwise noted, a prerequisite to begin a session is the successful completion of the previously prescribed session.*

### 1. [DELO - S1T0 - O](#)

#### Prerequisites:

1. Hold an observer rating with the ZTL ARTCC.
2. Completed the ATC Basics/Ground/Delivery Academy course

#### Airports:

1. Trainer discretion

#### Concepts Introduced:

1. Airspace
2. Weather
3. Communications
4. VATSIM Network Structure

### 2. [DEL1 - S1T1](#)

#### Prerequisites:

1. Completion of Course 2 (Clearance Delivery) on academy.vatusa.net.

#### Airports:

1. HKY

#### Concepts Reviewed:

1. Communications
2. IFR Clearance Issuance
  - a. CRAFT
  - b. SID differentiation
  - c. Altitude Assignment rules, including RVSM rules, but not lowest usable flight level
3. VFR Instruction Issuance
4. Airspace Classification
5. Weather

#### Concepts Introduced:

1. Equipment Suffixes
2. Full Route Clearances
3. Route Validation

3. [DEL2 - S1P1](#)Prerequisites:

1. This session may be combined with S1T1.

Airports:

1. BHM

Concepts Reviewed:

1. Communications
2. IFR Clearance Issuance
3. VFR Instruction Issuance
4. SOP/LOA Compliance (as required)

4. [DEL3 - S1T2](#)Prerequisites:

1. Completion of S1T1 (not required if this is being combined with S1T1).
2. Completion of S1P1 (not required if this is being combined with S1P1).

Airports:

1. CLT

Concepts Reviewed:

1. Communications
2. IFR Clearance Issuance
3. VFR Instruction Issuance
4. Full Route Clearances
5. Equipment Suffixes

Concepts Introduced:

1. Traffic Management Initiatives
2. Routing Requirements
  - a. CDM/CDR Routes (.prd command in VRC)
3. Standard Operating Procedure requirements
4. Amending previously issued IFR Clearances
5. ATIS publication

5. [DEL4 - S1P2 - S](#)Airports:

1. CLT

Practical Assessment:

1. Student should complete the sweatbox with minimal guidance. Error tolerance is at the discretion of the trainer.

Completion:

1. Successful completion of this session will result in the issuance of the S1 rating and minor clearance delivery certifications.

6. [GND1 - S1T3 - S](#)

Airports:

1. CLT

Concepts Reviewed:

1. Communications

Concepts Introduced:

1. Runway Crossings / Coordination
2. Intersection Departures
3. Runway Use Program (CLT)

Additional Information:

1. Repeat S1T3 as needed. Completion results in minor ground certification.

7. [GND2 - S1M1 - O](#)

Airports:

1. CLT

## Student 1 (S1) → Student 2 (S2) Rating:

*Note - Unless otherwise noted, a prerequisite to begin a session is the successful completion of the previously prescribed session.*

1. [TWR1 - S2T1](#)Prerequisites:

1. Student must have the S1 rating and minor ground certifications.
2. Student must have completed the Local Control course on the VATUSA Academy.

Airports:

1. HKY

Concepts Covered:

1. Introduction to Local Control (7110.65 Chapter 3)
2. Weather
3. The Traffic Pattern
4. Clearance Issuance
5. Same Runway Separation

2. [TWR2 - S2T2](#)Airports:

1. LZU

Concepts Introduced:

1. Use of Tower Radar Displays

3. [TWR3 - S2T3](#)Airports:

1. LZU

Concepts Introduced:

1. Coordination
2. IFR Operations

4. [TWR4 - S2P1 - S](#)Airports:

1. LZU

Concepts Reviewed:

1. Weather
2. Traffic Pattern
3. Clearance Issuance
4. Same Runway Separation
5. Use of Tower Radar Displays
6. Coordination
7. IFR Operations

Certifications:

1. Students may be issued temporary certifications on HKY, LZU, FTY, and/or JQF Local Control positions. Expiration date and other conditions must be noted in training tickets.

5. [TWR5 - S2T4](#)Airports:

1. BHM

Concepts Introduced:

1. Basic Radar Services
2. Class C Operations
3. LAHSO

6. [TWR6 - S2T5 - S](#)Airports:

1. GSO

Concepts Introduced:

1. Line Up And Wait

Certifications:

1. Students may be issued temporary certifications on BHM, CHA, GSP, and/or GSO Local Control positions. Expiration date and other conditions must be noted in training tickets.

7. [TWR7 - S2T6](#)Airports:

1. CLT

Concepts Covered:

1. Introduction to Class B Tower
  - a. Noise Abatement
2. Charlotte Airport Operations

8. [TWR8 - S2P2](#)Airports:

1. CLT

Concepts Reviewed:

1. Combination of all previous skills.

9. [TWR9 - S2M1 - S](#)Airports:

1. CLT

Completion:

1. Upon successful completion of monitoring, a temporary certification will be issued in accordance with VATSIM's Global Ratings Policy. Additionally, an OTS recommendation may be issued. The student should continue booking monitoring sessions, *especially if an OTS recommendation has yet to be issued.*

Student 2 (S2) → Senior Student (S3) Rating:

*Note - Unless otherwise noted, a prerequisite to begin a session is the successful completion of the previously prescribed session.*

1. [APP1 - S3T1 - S](#)

Prerequisites:

1. Student must have the S2 rating.
2. Student must have completed the S3 course in the VATUSA academy.

Airports:

1. TYS

Concepts Covered:

1. Radar Identification
  - a. Methods of Identifying Aircraft
  - b. Transferring Radar Identification
2. Traffic Advisories
3. Safety Alerts

2. [APP2 - S3T2 - S](#)

Airports:

1. TYS

Concepts Covered:

1. Separation
  - a. IFR minima (incl. Passing / Diverging)
  - b. VFR Minima (Class C/B)
  - c. Wake Turbulence
  - d. Visual
  - e. Airspace
  - f. Altitudes
2. Vectors
  - a. Identify & Issue vectors with prescribed phraseology
  - b. Issuing reasons for vectors
  - c. Minimum Altitudes (MVA, MEA)
3. Speed

3. [APP3 - S3P1 - S](#)

Airports:

1. AVL

Concepts Reviewed:

1. S3T1 & S3T2

4. [APP4 - S3T3 - S](#)

Airports:

1. AGS

Concepts Covered:

1. Chart Reading
2. Phraseology / Procedures (Instrument Approaches)
  - a. Precision vs Non-Precision Approaches



- 
- b. PTACs
  - c. Final Approach Fixes, Missed Approach Points, and Final Approach Gates
  - d. Maximum Intercept Angles
  - e. Identifying airports on low IFR sectionals
  - f. Sidesteps, Circling Approaches, and Approach Minima
5. [APP5 - S3T4 - S](#)
    - Airports:
      1. TYS
    - Concepts Covered:
      1. Uncontrolled Field Operations
      2. VFR
  6. [APP6 - S3T5 - S](#)
    - Airports:
      1. MCN
    - Concepts Reviewed:
      1. Uncontrolled Field Operations
      2. VFR
  7. [APP7 - S3M1 - S](#)
    - Airports:
      1. BHM
    - Concepts Covered:
      1. Putting it all together.
  8. [APP8 - S3T6](#)
    - Prerequisite:
      1. Successful completion of S3T5.  
*Note - This session may occur prior to the completion of S3M1.*
    - Airports:
      1. CLT
    - Concepts Covered:
      1. C to A final sequencing
      2. Approaches to Multiple Runways
  9. [APP9 - S3P1](#)
    - Airports:
      1. CLT
    - Concepts Covered:
      1. Introduction to Charlotte Approach
      2. Class B procedures (incl. IFR/VFR minima, advising IFR aircraft when they leave the Class B, etc.)
  10. [APP10 - S3P2](#)
    - Airports:
      1. CLT
    - Concepts Covered:

1. Departure / Satellite Radar

11. [APP11 - S3P3](#)

Airports:

1. CLT

Concepts Covered:

1. Arrival Radar
2. Final Radar

12. [APP12 - S3M2 - S](#)

Prerequisites:

1. Successful completion of S3M1

*Note - S3M2 may be conducted prior to the completion of S3P3 and S3P4. However, S3M2 may not be marked as complete without the completion of S3P3 and S3P4.*

Airports:

1. CLT

Concepts Covered:

1. Upon successful completion of monitoring, a solo-certification will be issued in accordance with VATSIM's Global Ratings Policy. Additionally, an OTS recommendation may be issued. The student should continue booking monitoring sessions, *especially if an OTS recommendation has yet to be issued.*

Senior Student (S3) → Controller 1 (C1) Rating:

*Note - Trainers / Students may find benefit in minor deviations to this flow when live network traffic conditions permit for useful training. These deviations may not be used to substitute training sessions prescribed in this flow without Training Administrator approval.*

1. CTR0 - C1T0 - O

Concepts Covered:

1. Scope Setup

2. [CTR1 - C1T1 - S](#)

Prerequisites:

1. Student's [scope must be set up](#) prior to session start (vERAM / VRC & AFV)

Sectors:

1. Atlanta Center Combined (Data-Side controlling)

Concepts Covered:

1. Separation Minima & Tactics
2. Altitude Change issuance
3. Crossing Restrictions
4. Basic Descent Math

Upon Completion:

1. The student is authorized to work the radar associate position with approved members of ZTL without instructional oversight. Additional information and restrictions are available [here](#).

3. [CTR2 - C1T2 - O](#)

Sectors:

1. ZTL-28 (High Rock)

Concepts Covered:

1. MIT Building
2. Speed Issuance

4. [CTR3 - C1T3 - S](#)

Sectors:

1. ZTL-22 (Macon) and ZTL-27 (Hampton)

Concepts Covered:

1. MIT Building
2. Hazardous Weather Issuance
3. Course Deviations
4. LOA Compliance
5. Holding

Certifications:

1. A solo certification will be issued for ZTL Ultra-Low Positions.

5. [CTR4 - C1P1 - S](#)

Sectors:

1. ZTL-01 (Rome), ZTL-04 (West Departure), ZTL-05 (Dalas)

Concepts Covered:

1. Crossing Restrictions
2. LOA Compliance

Certifications:

1. A solo certification will be issued for ZTL Ultra-Low Sectors.

6. [CTR5 - C1M1 - S](#)

Sectors:

1. ZTL Low Sectors

Certifications:

1. A solo certification will be issued for ZTL Low Sectors.

7. [CTR6 - C1T4 - S](#)

Sectors:

1. ZTL-20 (Dublin) and ZTL-19 (Sinca)

Concepts Covered:

1. Merging STARs & Arrival Sequencing
2. Holding

8. [CTR7 - C1M2 - O](#)

Sectors:

1. ZTL High Sectors

9. [CTR8 - C1M3 - S](#)

Sectors:

1. ZTL Combined

Upon Successful Completion:

1. Student's solo-certification will be expanded to include Atlanta Center combined. Student should continue to schedule monitoring sessions until the Controller 1 certification is successfully attained.

## Chapter 5: Training Flow Structure for ATL/A80 Certification

*Note - This chapter only covers the training flow structure for major airspace certification for both ZTL Home and Visiting Controllers.*

Visitors/Transfer controllers that hold a Controller 1/3 and/or Instructor 1/3 rating:

### 1. [ZTL1 - M1M1 - S](#)

*Note - Visitors/Transfer controllers that hold a C1 or higher receive certification on center first - prior to major airspace training. Controllers that wish to pursue major clearance certifications prior to center certifications must make their intentions clear when booking the session. More information and associated restrictions are available in the "Certification" section of this session.*

Prerequisites:

1. Student must review the ZTL/Minor Field Letter of Agreement prior to session start time.

Sectors:

1. ZTL Combined

Concepts Covered:

1. ZTL SOP

Certification:

1. Upon completion of this session, the student is considered Atlanta Center certified. **This certification does not include major airspace (ATL/A80).** Controllers who hold the ZTL certification **but do not hold A80 certifications** may only control when A80 is covered by a different, fully certified, controller.

Controllers holding an S2 rating (or higher):

*Note - Unless otherwise noted, a prerequisite to begin a session is the successful completion of the previously prescribed session.*

### 1. ATL1 - M2T1

Prerequisite:

1. Successful completion of Atlanta ATCT SOP/LOA Exam on academy.vatusa.net.

Position:

1. Clearance Delivery (Combined)

Concepts Covered:

1. Standard Departure Split
2. Cross Complex Departures
3. Coded Departure Routes
4. ATL1, WIGLE3, ZELAN4 SIDs
5. Initial Altitude Assignment
6. Departure Frequency Assignment
7. Information Display System

Certification:

1. This session may result in certification.

## 2. ATL2 - M2T2

Position:

1. Local 4 & Local 5

Concepts Covered:

1. Arrival procedures

Certification:

1. This does not result in certification

## 3. ATL3 - M2T3

Position:

1. Local 3 & Local 4

Concepts Covered:

1. Combined arrival and departure procedures

Certification:

1. This does not result in certification

## 4. ATL4 - M2T4

Position:

1. Ground (Combined)

Concepts Covered:

1. Runway Assignments
2. Sequencing
3. Aircraft APREQs & appropriate holding areas
4. Standard Taxi Routes
5. Changing Departure Runways
6. Ground Meter position
7. LA/LB/LC & 9L @ M2
8. Taxiway V operations

Certification:

1. This does not result in certification.

## 5. ATL5 - M2P1

Positions:

1. Ground North, Both Operations
2. Ground Center, Both Operations

Concepts Covered:

1. M2T4

Certification:

1. This does not result in certification.

## 6. ATL6 - M2P2 - S

Positions:

1. LC-1/LC-2/GC-N

Concepts Covered:

1. All previously covered topics.

Certification:

1. This does not result in certification.

## 7. ATL7 - M2M1 - O

Position:

1. Ground (combined)

Certification:

1. Upon successful completion of live monitoring, the student may be certified on Major Clearance (if not already certified) and Major Ground.
2. This session may be combined with M2M2.

## 8. ATL8 - M2M2 - S

Position:

1. Tower

Concepts Covered:

1. A combination of all previously covered concepts

Certification:

1. Upon successful completion of this session, student should be considered certified for Delivery, Ground, and Local positions within the Atlanta Airport Traffic Control Tower.
2. If the student has not completed M2M1 live network monitoring, those session(s) must be combined with this session for certification.

Controllers holding an S3 rating (or higher):

*Note - Unless otherwise noted, a prerequisite to begin a session is the successful completion of the previously prescribed session.*

## 1. A801 - M3P1 - S

Prerequisite:

1. Completion of A80 Satellite Radar exam on VATUSA Academy.

Position:

1. Satellite Radar (SAT)

Concepts Covered:

1. ATL Airport Turn-Arounds
2. Class B airspace
3. Class D airspace
  - a. A80 - SAT ATCT LOA
4. Corridor Operations
  - a. Aircraft Landing ATL
  - b. Headings within Corridor
  - c. Convective Weather
5. Transfer of Control to other sectors
6. IFR Separation for VFR Practice Approaches
7. MVA
8. ODO Operations
9. Problem Areas
10. ZTL/A80 LOA & Coordination

Certification:

1. This session may result in full SAT certification, at the discretion of the ZTL Training Administrator. Controller may only log onto the network when another, fully certified controller, is online and covering A80 functions not operated by this controller (i.e. DR, TAR, AR).

## 2. A802 - M3P2

Prerequisite:

1. Completion of A80 Departure Radar exam on VATUSA Academy.

Position:

1. Departure Radar (DR)

Concepts Covered:

1. Departure Gates / Airspace Splits
2. Noise Abatement Procedures
3. Pre-Arranged Coordination Areas
4. Wake Turbulence
5. RNAV Procedures
6. Satellite Departure Procedures
7. Speed Control
8. Hazardous Weather / Thunderstorm Operations
9. TMU Departure Restrictions
10. Unusual Situations
  - a. Aircraft returning to ATL
  - b. Class B overflights

Certification:

1. This session may result in DR certification, at the discretion of the ZTL Training Administrator, pursuant to the restrictions listed in M3P1.

## 3. A803 - M3M1 - O

Position:

1. Departure Radar (DR)

Concepts Covered:

1. See M3P2

Certification:

1. This session is not required for full DR certification.
2. ZTL Training Administrator approval is required *for certification*.

## 4. A804 - M3T1 - S

Prerequisite:

1. Completion of A80 Terminal Arrival Radar exam on VATUSA Academy.

Position:

1. Terminal Arrival Radar (TAR)

Concepts Covered:

1. ATL Airport Turn Arouds
2. Class B Requirements
3. Pre-Arranged Coordination Areas



4. Wake Turbulence
  5. SOP Potential Problem Areas
  6. Hazardous Weather / Thunderstorm Operations
  7. Planning for Airport Shutdowns
  8. Transfer of Control between TARs
  9. Optimized Profile Descents (ODPs)
  10. Phraseology to Cancel/Re-Issue
  11. Best Practices
5. A805 - M3P3
- Position:
1. Terminal Arrival Radar (TAR)
- Concepts Covered:
1. M3T1
6. A806 - M3P4
- Position:
1. Terminal Arrival Radar (TAR)
- Concepts Covered:
1. M3T1
7. A807 - M3T3 - O
- Position:
1. Arrival Radar (AR)
- Concepts Covered:
1. C to A final sequencing
8. A808 - M3T4 - S
- Prerequisite:
1. Completion of A80 Arrival Radar exam on VATUSA Academy.
- Position:
1. Arrival Radar (AR)
- Concepts Covered:
1. Wake Turbulence
  2. ATL Airport Turn Arouds
  3. Blunders on the Finals
  4. Go Arouds
  5. Class B Requirements
  6. Opposite Direction Operations (ODO)
  7. Outboard Runway/Approach Requirements/Separation
  8. Pre-Arranged Coordination Areas
  9. Runway Changes within the Final Boxes
  10. Scratchpad Entries
  11. Transfer of Control / Communication Points
  12. Hazardous Weather / Thunderstorm Plans
  13. Wake Remnant/Overtake Situations
  14. Potential Problem Areas
9. A809 - M3P5

Position:

1. Arrival Radar (AR)

Concepts Covered:

1. M3T4

## 10. A8010 - M3P6 - S

Position:

1. Combined Terminal Arrival Radar (TAR) and Arrival Radar (AR)

Concepts Covered:

1. M3T4

## 11. A8011 - M3M2 - S

Position:

1. Departure/Satellite Radar (If required)
2. Terminal Arrival Radar (TAR)
3. Arrival Radar (AR)

*Note - These positions may be split for certification purposes. Certification based on split positions requires Training Administrator approval.*

*Example - If a student is only monitored on TAR, the TA must sign off on a partial certification for TAR. If a student works the entirety of A80 combined, TA approval is not required for certification.*

Concepts Covered:

1. M3T4

Certification:

1. Successful completion of this session results in full A80 certification.

## Appendix A:

### Record of Changes:

Date	Revision	Editor/Version
2/10/18	Original Document	JQ/A
6/20/19	Edit to align with JO 3120.4A	JQ/B
August 2019	Training Flow Changes	MB/C
January 2020	Training Flow Changes	PS/D
6/17/21	Formatting Change	DD/E
10/01/21	Formatting Change Training Flow Changes	KK/F
03/01/22	Flow Changes	KK/F Chg 1
06/01/22	Flow Adjustments	KK/F Chg 2
12/01/22	Flow Changes	KK/F Chg 3

## Appendix B:

### Program Trial Authorizations (as of 6/1/22):

1. None