VIRTUAL ATLANTA ARTCC

3120.4J

FACILITY TRAINING POLICY

May 5, 2025

RECORD OF CHANGES

VERSION	DATE	AUTHORIZED BY	DESCRIPTION
3120.4A	2/2018	JQ	Original Document
3120.4B	6/2019	JQ	Edit to align with JO 3120.4A
3120.4C	8/2019	MB	Training Flow Changes
3120.4D	1/2020	PS	Training Flow Changes
3120.4E	6/2021	DD	Formatting Change
3120.4F	10/2021	KK	Formatting Change Training Flow Changes
3120.4F Chg 1	3/2022	KK	Flow Changes
3120.4F Chg 2	6/2022	KK	Flow Adjustments
3120.4F Chg 3	12/2022	KK	Flow Changes
3120.4G	2/2024	NF	Formatting Change Training Flow Change GCAP Compliance Corrections
3120.4H	7/2024	NF	Consolidation Formatting Changes Training Flow Change
3120.4I	10/2024	OK	Formatting Changes Training Flow Changes
3120.4J	5/2025	OK	Formatting Changes New Mentor Guidance Added Training Flow Adjustments

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Chapter 1: General

1-1-1. Purpose

This order provides procedural guidance and clarification for the virtual Atlanta Air Route Traffic Control Center Training Flow program.

1-1-2. Audience

This Order applies to all controllers who provide air traffic control services at a ZTL-designated facility.

1-1-3. Location of Order

This Order is available for public viewing in the ZTL files library located at

https://www.ztlartcc.org/controllers/files.

1-1-4. Cancellation

This Order cancels the previous ZTL 3120.4I dated October 15, 2024.

1-1-5. Effective Date

This Order is effective as of May 5, 2025

1-1-6. Definitions

    a. Student(s) - Any person (home or visiting controller) that is seeking training or who has not received certifications on all positions.
    b. Trainer(s) - Mentors and instructors authorized to teach on the specific topic(s) or lesson.
    c. Training Staff - Mentors and instructors. See vZTL Facility Administrative Policy Chapter 2 Section 6.

Chapter 2: General Training Policies

Section 1: Training Sessions

2-1-1. How To Request Training

There are two methods that students may exercise to request training.

a. **Method 1 - Online Scheduling:** Using the "Schedule a Training Session" link on the ZTL website allows students to schedule training sessions in advance. Students may request training through the online system by completing the following steps:
   i.   Signing onto the ZTL ARTCC website at ztlartcc.org.
   ii. Accessing the controller dashboard (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 online session scheduled concurrently.== Sessions scheduled through Method 2 - Ad Hoc Training do not count towards the one-session limit.
   v.   ZTL reserves the right to restrict online booking with or without cause.

b. **Method 2 - Ad Hoc Training:** Ad Hoc Training sessions allow students to post training availability for a specified time. Trainers can also post availability offering training in this channel. Ad Hoc Training is scheduled through the appropriate channel in the ZTL TeamSpeak.
   i.   Student requests made in this channel must be able to be acted upon within the near future (start time must be 'present - 6 hours').
   ii. Any person who makes a request here ***must be present in Teamspeak***, even if it is in the away channel.
   iii. Do not tag, nor attempt to tag, any members of staff.
   iv. Do not solicit training through any channel of communication.
   v.   ZTL does not guarantee that requests made here will be picked up.
   vi. ZTL reserves the right to remove or limit access to view or post in this channel with or without cause.

2-1-2. Special Considerations

Special Considerations for changes to the above methods will be made on a case-by-case basis only after a request by the student has been made in writing via email to the Training Administrator (TA) at ta@ztlartcc.org.

2-1-3. Improper Methods of Training Requests

The two methods described in 2-1-1 are the only ways students shall request training. Students shall not solicit training in the ZTL TeamSpeak or by directly messaging a trainer on any platform including but not limited to:

- Discord (including via private message)
- Controller Client
- Pilot Client

2-1-4. Violations

Repeated violations of the training policies may result in a temporary suspension of the student's ability to request and/or receive training.

2-1-5. Training No-Shows

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 5 minutes after the session is scheduled to begin.
   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 shall notify the TA, in writing, at ta@ztlartcc.org, no later than 24 hours after the occurrence.
   c. Students who are considered a "no show" will have their training session canceled and the failure to appear documented.

2-1-6. Recurrent Training

ZTL provides additional training for controllers already certified for a position at the controllers request. This is done with the following considerations:
   a. ZTL may provide special recurrent training sessions prior to major events or for any controller who wants to refresh their knowledge, skills and improve their proficiency.
   b. Recurrent training is not a prerequisite for event sign-ups, or for the purpose of receiving a position for an event. However, it is a resource all controllers are strongly encouraged to utilize. Recurrent training sessions will be offered in the format of regular scheduled training sessions, where controllers may sign-up via provided links on the ARTCC website. Recurrent training sessions will follow the structure of lessons published in ZTL's training order. Controllers' performance in these sessions shall be evaluated using the criteria set forth in these lessons.
        i. Recurrent training sessions are not solely evaluations; the instructor shall provide feedback and guidance to correct any deficiencies observed during the session(s).
   c. The evaluation of a controller's performance in recurrent training sessions will not be punitive. The instructor may only recommend additional training if, in their assessment, it would benefit the controller. They may not remove any certification(s) or recommend removal of any certification(s) based on the result of a recurrent training session.

2-1-7. 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 (5) minutes prior to the session start time and wait in the ZTL TeamSpeak for further instructions from their trainer.

    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 student and the trainer conducting the session for permission before entering or being moved into that channel.

    b. **Observing a Training Session:** Any person who is permitted to observe a session shall not be an active participant in the training session and should only speak in the channel when invited to do so by the trainer.

2-1-8. Monitoring Policies

Live network monitoring is a crucial component to ensuring students are prepared for certification.

    a. Trainers may not conduct "Down-Up" monitoring (control a position lower than a student being monitored on position. ex. CLT GND when the student is on CLT TWR).

    b. Unless otherwise authorized (by this document or the TA), live network monitoring is a prerequisite for all Tier 1 position certification issuance.

    c. Unless otherwise authorized by the TA, an instructor/mentor may not certify a student on a Tier 1 position and/or rating upgrade that requires monitoring if they conducted more than 70% of that student's training on the position(s).

    d. Students may only be monitored during an event advertised on the ZTL website with the approval of the EC and the TA. If either is unavailable, seek approval from the ATM.

2-1-9. Solo Endorsement

Solo endorsements (or "solo-cert") are a crucial component to successful training. Students controlling a position with only a solo endorsement must follow all VATSIM mandated policies with respect to solo certifications, as well as the following restrictions unless otherwise noted.

    a. Students controlling 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 control events advertised on the ZTL website without approval by the EC and TA.

    c. Mentors may not conduct monitoring sessions while operating under a solo cert.

    d. Students are allowed up to one 45-day solo endorsement for only a single position per rating.

2-1-10. Training Flow

    a. The training flow a set of lessons which must be completed in order, before certification/rating changes may occur.

    b. Lessons are divided into five types:

        i. Sweatbox - This is a session wherein the primary activities involve the trainer and/or student demonstrating concepts previously learned (either from self-study

or previous sessions). These are demonstrated by the completion of approved sweatbox scenarios.

    ii.   Skill Check - The session will begin with a review of previously covered theory. The theory items at this point are mandatory knowledge points. Except in those cases where progression through the training flow will hinder the student's overall success, sessions should not be marked incomplete due to a failure of topics. The instructor must review items that need review with the student prior to continuing the session.

    iii.   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.

    iv.   Combined - This session may be combined with the session directly after it, **at the trainer's discretion.** (ex. CC1 - C may be combined only with CC2.)

    v.   Optional - Optional sessions are placed after a session, where a student may be able to hit all standards of completion. This session type is highly recommended and may be assigned to a student at a trainer's discretion.

  c. Lessons are not considered complete unless all listed objectives are completed satisfactorily at the trainer's discretion.

2-1-11. Training Flow Compliance

  a. Deviations from established airports or sweatbox scenarios must be approved by the TA.

  b. Training staff reserve the right to require 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.

  c. Students who are eligible to receive multiple types of training (e.g. ATL Clearance/Ground/Tower AND S3 Approach) must not concurrently pursue the different training flows.

  d. 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 TA before the continuation of the student's training.

  e. ZTL reviews all training records to ensure compliance with all ZTL, VATUSA, and VATSIM policies. If deemed by the TA, and with concurrence of the ATM, students training may be suspended. The reasons may include, but are not limited to: Repeated no-shows, constant session unpreparedness, or behavioral misconduct.

2-1-13. Session Designations

M	Monitoring Session	C	Combined Session
S	Skill Check Session	O	Optional Session

Section 2: Other

2-2-1. Tier 1 Training

Students (including visitors) must have 50 controlling hours at their current rating to be eligible for Tier 1 ATL ATCT and A80 Training. <mark>ZTL does not provide ATL ATCT endorsements for people who only hold the S1 rating</mark> without TA approval.

2-2-2. Certification of Transferring/Visiting Controllers

a. Persons transferring to or wishing to visit ZTL should reference the relevant VATUSA policy and review the vZTL Facility Administrative Policy.
b. Transferring and Visiting controllers are required to complete the relevant training for CLT ATCT, ATL ATCT, A80, and ZTL.

2-2-3. Transfers with External Experience

Members who have prior experience outside of VATSIM, including but not limited to: FAA, FCT, DoD, or similar, should email a written request to ta@ztlartcc.org. The request should, at a minimum, include experience held and ratings requested. The TA will make final determination on the certifications to be issued or the training flow to be followed.

2-2-4. Program Trial Authorizations

In the interest of innovating with training procedures, the ZTL TA 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 upon request from ta@ztlartcc.org.

2-2-5. Previously Certified Controllers

Controllers previously endorsed for Tier 1 and/or Tier 2 designated facilities that do not currently hold said endorsements may request expedited certification flow in writing with the TA, or designee, by email to training@ztlartcc.org. The TA will make final determination on the flow to be followed.

2-2-6. Mentor Selection Guidance

Purpose: This section guides prospective mentors within the ZTL ARTCC. These guidelines serve as a supplement to the regulations laid forth within the ZTL ARTCC Facility Administrative Policy.

Eligibility: Any person wishing to act as a mentor within ZTL must:
1. Be an active member of the network in good standing.
2. Hold an S2 rating (or higher) before taking the position.
   a. **ZTL prefers that candidates hold all S2 Tier 1 certs (CLT & ATL).**
3. Be able to work in a team environment.
4. Have excellent written and oral communication skills.
5. **Have not had any recent unprofessional activity or network suspensions.**

     a. NOTE: Recency is defined at the discretion of the Training Administrator

Interested candidates should reach out to the Training Administrator in writing at ta@ztlartcc.org.

Privileges: Persons acting as a mentor within ZTL are typically awarded access to the following:
1. Facility Information on VATUSA.
2. The Training Staff role within the ZTL Teamspeak & Discord server.
3. A provider account on ZTL's scheduling system.
4. Mentor access on the ZTL Website.
5. ZTL training files and full lesson plans.

Induction Flow: Persons who express interest in becoming a mentor will typically be expected to complete the following items in the order listed before certification:
1. Observe at least 2 sessions of different type (e.g. Unrestricted Tower & Tier 1 (CLT) Tower).
2. Act as a "Remote Pilot Operator" for at least 2 sessions, one must be on unrestricted tower.
   a. A "Remote Pilot Operator" (RPO) is a person whose primary function consists of issuing commands to simulated pilots. (Cannot be a DEL session.)
3. Administer at least 1 session as both trainer and RPO. The session must be under the supervision of any person as designated by the TA.
4. Without the assistance of others, demonstrate to the Training Administrator and/or TA designee, the ability to provide instruction to students when given a particular lesson plan.

Upon completion of these tasks, a person may be awarded the privileges previously listed in this document. A newly inducted mentor will typically be assigned additional restrictions, such as:
1. Inability to instruct students on ATL facilities.
2. ***S2's**: Only mentors who are S3+ can endorse students for the S1 rating.*

Currency:
1. Members of the training staff are expected to complete a minimum of three (3) sessions per month as outlined in the ZTL ARTCC Facility Administrative Policy, unless otherwise waived.
2. Unless a written waiver is provided, currency must be obtained through publishing consistent availability on ZTL's scheduling system.

Removal: ZTL reserves the right to suspend a Mentor's induction process at any time, with or without cause.
1. Training staff members who utilize elevated access for purposes outside of their duties are subject to loss of privileges and/or further disciplinary actions established by the TA or their designee.

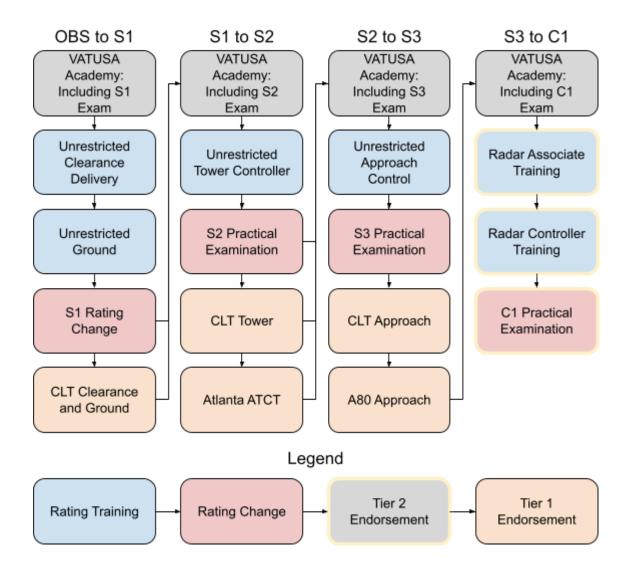**Questions:** All questions should be directed to ta@ztlartcc.org.

Chapter 3: Training Flow Overview

The flow chart below is for reference only. Refer to Chapters 4, 5, and 6 for detailed training flow requirements.

Note - Visitors/transfers are required to complete the relevant Tier 1 and/or Tier 2 training applicable for their rating should they choose to do so in accordance with VATUSA DP001.

3-1-1. Flow Chart

Chapter 4: Rating Training

Note - This chapter only covers the training flow structure regarding rating upgrades. For Tier 1 and Tier 2 endorsements, see Chapter 5.

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

Note - Prior to beginning the first lesson, students are expected to complete the applicable VATUSA Academy Course(s).

Section 1: Observer (OBS) to Developing Controller (S1)

4-1-1. Delivery 1 (DEL1)

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

Facility: N/A

Concepts Introduced:
1. National Airspace System
2. Weather
3. Radio Telephony
4. Duty & Priority of ATC
    a. Safe and expeditious flow of traffic
    b. Role of a clearance delivery controller
5. Position Relief Briefings
6. VATSIM Network Structure
7. VATSIM/VATUSA/ZTL ARTCC Policies
8. Setting up CRC and vATIS

4-1-2. Delivery 2 (DEL2)

Facility: TCL

Concepts Reviewed:
1. National Airspace System
2. Weather
    a. METARs
    b. TAFs
3. Radio Telephony
4. Position Relief Briefings

Concepts Introduced:
1. Flight data
    a. Proper altitude for direction of flight
    b. Parts of a flight plan
    c. Reduced Vertical Separation Minima (RVSM)

   d.   Equipment suffix
2.   IFR/VFR Flight Plans
3.   Identifying different Special Use Areas
4.   Issuing clearances with prescribed phraseology & listening for proper readback

4-1-3. Delivery 3 (DEL3)

Facility: BHM
Concepts Reviewed:
1.   IFR Flight Plans
     a.   Parts of a flight plan
     b.   RVSM Airspace
     c.   Equipment Suffix
2.   VFR Flight Plans
3.   Weather
     a.   METARs
     b.   TAFs
4.   National Airspace System
     a.   Entry Requirements
     b.   Mode C Veil

Concepts Introduced
1.   Issuing Reroutes
2.   Full Route Clearances
3.   SOP/LOA Compliance

4-1-4. Ground 1 (GND1 - S)

Facility: BHM
Concepts Reviewed:
1.   Radio Telephony
2.   Weather
     a.   METARs
     b.   TAFs

Concepts Introduced:
1.   Ground Concepts
     a.   Taxi instructions
     b.   Coordination
     c.   Transfer of communications
     d.   Abnormalities
2.   Differences between movement and non-movement areas
3.   Aircraft categories and classes

Additional Information:
1.   Upon successful completion of this lesson, and with Instructor concurrence, the S1 rating shall be issued along with unrestricted clearance delivery and ground certifications.

Section 2: Developing Controller (S1) to Aerodrome Controller (S2)

4-2-1. Tower 1 (TWR1)

Prerequisites:
1. Students must have the S1 rating.
2. Completed the VATUSA S2 Rating (TWR) Controller Exam with a passing score.

Facility: TCL

Concepts Introduced:
1. Introduction to Local Control
2. Local Control Instructions
    a. Traffic pattern legs
    b. Pattern entry requirements
    c. The option
    d. Issuing takeoff and landing clearances with prescribed phraseology
    e. Go-arounds
3. Take-off clearances
    a. Intersection departure
    b. Cancellation of take-off clearance
4. Same Runway Separation (SRS)
5. Plain Speech Traffic Advisories

4-2-2. Tower 2 (TWR2)

Facility: LZU

Concepts Introduced:
1. Sequencing techniques
2. Runway Selection
3. Transitioning airspace
4. Use of Tower Radar Displays
5. Radar Traffic Advisories

4-2-3. Tower 3 (TWR3)

Facility: LZU

Concepts Introduced:
1. IFR operations
    a. Releases
    b. IFR vs VFR prioritization
2. Coordination
3. Transfer of Communications
4. Wake Turbulence Separation
5. Intersection departures

4-2-4. Tower 4 (TWR4 - S)

Facility: LZU
Concepts Introduced:
1. Same Runway Separation (SRS)

4-2-5. Tower 5 (TWR5)

Facility: GSO
Concepts Introduced:
1. Rolling Calls
2. Line Up and Wait (LUAW)
3. Flight Following
4. Circle to Land

4-2-6. Tower 6 (TWR6)

Facility: BHM
Concepts Introduced:
1. Land And Hold Short Operations (LAHSO)
2. Change runway
3. Intersecting Runways

4-2-7. Tower 7 - (TWR7- M)

Facility: BHM
Concepts Reviewed:
1. All S1 and S2 Concepts

Additional Information:
i. Upon successful completion of this lesson, a Solo Endorsement for BHM TWR will be issued in accordance with VATUSA's DP002 and VATSIM's Global Controller Administration Policy. Additionally, an OTS recommendation may be issued. The student should continue booking sessions, especially if an OTS recommendation has yet to be issued. The solo cert will be valid for a maximum of 45 days and will not be extendable except with TA and VATUSA approval.

Section 3: Aerodrome Controller (S2) to Terminal Controller (S3)

4-3-1. Approach 1 (APP1)

Prerequisites:
1. Students must have the S2 rating.
2. Completed the VATUSA S3 Rating (APP) Controller Exam with a passing score.

Facility: TYS

Concepts Introduced:
1. Intro to Terminal Radar Control
2. Radar Identification
   a. Methods of Radar Identification
   b. Transferring Radar Identification
3. Radar Termination
4. Handoffs
5. Terminal Radar Control
   a. Altimeter Issuance
   b. Vectoring
6. Traffic advisories & safety alerts
   a. Merging Target Procedures
7. Minimum Vectoring Altitude (MVA)

4-3-2. Approach 2 (APP2)

Facility: TYS

Concepts Introduced:
1. Separation
   a. IFR/VFR separation minima & passing/diverging
   b. Visual
   c. Positive separation
2. Mode C validation
3. Pointouts
4. Flight Following
5. APREQs

4-3-3. Approach 3 (APP3)

Facility: AGS

Concepts Introduced:
1. Chart Reading
   a. IFR sectional
   b. Approach plates
   c. SIDs/STARs
2. Approaches
   a. Types of approaches
   b. Precision vs non-precision approaches

      c.   Approach clearances (PTACs)

      d.   Speed and altitude adjustments

3. Approach Rules

      a.   FAF, MAP, Final Approach Gate

      b.   Maximum intercept angles

4-3-4. Approach 4 (APP4 - S)

Facility: TYS

Concepts Introduced:

1. Terminal Radar Control

      a.   Uncontrolled field operations

      b.   Pop-up IFR

      c.   Releases

      d.   Handling arrivals

      e.   Altitude and speed adjustment

4-3-5. Approach 5 (APP5)

Facility: GSO

Concepts Introduced:

1. STARs
2. Holds
3. Practice Approaches
4. Approaches to multiple runways
5. Sequencing

      a.   Wake turbulence

6. Climb-out Procedures
7. Side Step

4-3-6. Approach 6 (APP6 - S)

Facility: BHM

Concepts Introduced:

1. Approaches to Intersecting Runways
2. Pre-arranged Coordination
3. Putting it all Together

4-3-7. Approach 7 - (APP7 - M)

Facility: BHM

Concepts Reviewed:

1. All S3 topics

Additional Information:

i.   Upon successful completion of this lesson, a Solo Endorsement for BHM APP will be issued in accordance with VATUSA's DP002 and VATSIM's Global

Controller Administration Policy. Additionally, an OTS recommendation may be issued. The student should continue booking sessions, especially if an OTS recommendation has yet to be issued. The solo cert will be valid for a maximum of 45 days and will not be extendable except with TA and VATUSA approval.

Section 4: Terminal Controller (S3) to Enroute Controller (C1)

4-4-1. Center 1 (CTR1)

Prerequisites:
1. Students must have the S3 rating.
2. Completed the VATUSA C1 Rating (CTR) Controller Exam with a passing score.
3. All Tier 1 Approach Endorsements.
4. CRC ERAM must be set up.
    a. Students are advised to seek others' input before their first session when setting up the scope.
5. Home controllers shall have at least 30 hours controlling on A80 before starting their first center session.

Facility: ZTL - Atlanta Center Combined Data-Side (D-side)

Concepts Introduced:
1. Introduction to En-Route
    a. Role of an en-route controller
    b. Separation in the en-route environment
    c. Positive control
2. Altitude Changes
    a. Basic decent math
3. Role of the D-Side controller

Additional Information:
1. Upon completion of this lesson, students may continue to perform FD/D-Side functions under limited supervision from fully certified trainers. Students may not perform these functions during ZTL-sponsored or supported events without prior approval of the TA and EC.

4-4-2. Center 2 (CTR2)

Facility: ZTL-28 (High Rock)

Concepts Introduced:
1. MIT Building
2. Speed Issuance
3. Transfer of communications

4-4-3. Center 3 (CTR3)

Facility: ZTL-22 (Macon)

Concepts Introduced:
1. MIT building
2. Hazardous weather information
3. Deviations
4. Holding
5. LOA compliance
6. Crossing traffic

4-4-4. Center 4 (CTR4)

Facility: ZTL-05 (Dalas), ZTL-01 (Rome), ZTL-04 (West Departure)
Concepts Introduced:
1. Crossing restrictions
2. LOA/SOP compliance
3. Basic non-radar

4-4-5. Center 5 - (CTR5 - M)

Facility: ZTL - Atlanta Center Low Sectors
Concepts Reviewed:
1. All Previous Concepts

Additional Information:
1. Upon successful completion of this lesson, the student shall be issued a solo endorsement for ATL CTR. NOTE: The student will only be eligible to work the ZTL - Low sectors. The solo cert duration shall be 30 days at maximum, and may only be extended once the student passes CTR7.

4-4-6. Center 6 (CTR6 - S)

Facility: ZTL-20 (Dublin), ZTL-19 (Sinca)
Concepts Introduced:
1. Merging arrivals
2. LOA compliance

4-4-7. Center 7 - (CTR7 - M)

Facility: ZTL - Atlanta Center Combined
Concepts Reviewed:
1. All C1 Concepts.

Additional Information:
1. Upon successful completion of this lesson, a Solo Endorsement for ATL CTR will be issued in accordance with VATUSA's DP002 and VATSIM's Global Controller Administration Policy. Additionally, an OTS recommendation may be issued. The student should continue booking sessions, especially if an OTS recommendation has yet to be issued. The solo cert will be valid for a maximum of 45 days and will not be extendable except with TA and VATUSA approval.

Chapter 5: Tier 1 and 2 Training

Section 1: CLT Tower Cab

Note - Prior to beginning CLT Tower Cab training, students must hold the S1 rating.

5-1-1. CLT Clearance Delivery (CC1 - C)

Prerequisites:
1. Students must have the S1 rating.

Facility: CLT

Concepts Introduced:
1. CLT SOP (DEL)
    a. Responsibilities
    b. Different SIDs at CLT
    c. Initial altitudes
    d. Call For Release (CFR)
2. Using TDLS
3. Using the PRD command
4. Introduction to Class B operations

5-1-2. CLT Ground (CC2 - S)

Prerequisites:
1. Students must have the S1 rating.

Facility: CLT

Concepts Introduced:
1. CLT SOP (GND)
    a. Responsibilities
    b. Runway use plan
    c. Ground split
2. ASDE-X Operations

Additional Information:
1. Completion of this session will result in a Tier 1 cert for CLT Delivery and Ground.

5-1-3. CLT Local 1 (CC3 - C)

Prerequisites:
1. Students must have the S2 rating.

Facility: CLT

Concepts Introduced:
1. Responsibilities
2. CLT SOP (TWR)
    a. Departure headings
    b. Go-around procedures
    c. LUAW

3. ASDE-X Operations
4. Class B operations

5-1-4. CLT Local 2 (CC4)

Facility: CLT
Concepts Introduced:
1. CLT Split and CIC Functions

5-1-5. CLT Tower Cab (CC5 - S)

Facility: CLT
Concepts Reviewed:
1. All Previous CLT Cab Concepts
Additional Information:
1. Completion of this session may result in a full Tier 1 cert for CLT ATCT.

5-1-6. CLT Tower Cab (CC6 - O)

Facility: CLT ATCT Monitoring
Concepts Reviewed:
1. All Previous CLT Cab Concepts
Additional Information:
2. Completion of this session will result in a full Tier 1 cert for CLT ATCT.

Section 2: CLT TRACON

Note - Prior to beginning CLT TRACON training, students must hold the S3 rating and CLT Tower Cab Tier 1 Endorsements.

5-2-1. CLT Satellite and Departure Radar (CT1)

Prerequisites:
1. Controller must hold the S3 rating.
2. Controller must hold Tier 1 endorsements through CLT Tower cab.

Facility: CLT - SAT / DR
Concepts Introduced:
1. CLT SOP (SAT / DR)
2. CLT / ZTL LOA

5-2-2. CLT Arrival Radar (CT2)

Facility: CLT - AR
Concepts Introduced:
1. CLT SOP (AR)
2. CLT Flow Control and Feeding the Final

5-2-3. CLT Final Radar (CT3)

Facility: CLT - FR
Concepts Introduced:
1. CLT SOP (FR)
2. C-to-A
3. Simultaneous Parallel Approaches
4. Capture Points
5. Go-Arounds

5-2-4. CLT TRACON Combined (CT4)

Facility: CLT - AR
Concepts Reviewed:
1. All CLT TRACON Concepts

Additional Information:
1. Completion of this session may result in a full Tier 1 cert for CLT TRACON only.
2. This session is to be run by the "Visiting C1 ZTL/CLT Fast Track Program" students.

5-2-5. CLT TRACON (CT5 - O)

Facility: CLT - Combined Monitoring
Concepts Reviewed:
1. All CLT TRACON Concepts

Additional Information:
1. Completion of this session will result in a full Tier 1 cert for CLT TRACON only.

Section 3: Atlanta ATCT

Note - Prior to beginning ATL ATCT training, students must hold the S2 rating and CLT Tower Cab Tier 1 Endorsements. Students must also successfully complete the Atlanta ATCT SOP/LOA Exam on the VATUSA Academy.

5-3-1. Atlanta Clearance Delivery (ATL1)

Prerequisites:
1. Controller must hold the S2 rating.
2. Controller must have at least 50 hours on the S2 rating.
3. Controller must hold Tier 1 endorsements through CLT Tower cab.

Facility: ATL - CD

Concepts Introduced:
1. Departure Split
2. Cross Complex Departures
3. Coded Departure Routes
4. ATL2, WIGLE3, ZELAN4 SIDs
5. Initial Altitude Assignment
6. Departure Frequency Assignment
7. Information Display System

Additional Information:
1. Upon completion of this lesson, the student is considered Tier 1 certified for ATL DEL.

5-3-2. Atlanta Local 4 and 5 (ATL2)

Facility: ATL - Local 4+5

Concepts Introduced:
1. Arrival Procedures and Best Practices

5-3-3. Atlanta Local 3 and 4 (ATL3)

Facility: ATL - Local 3+4

Concepts Introduced:
1. Combined Arrival and Departure Procedures

5-3-4. Atlanta Ground (ATL4 - C)

Facility: ATL - Ground North

Concepts Introduced:
1. Runway Assignments
2. Sequencing
3. Aircraft APREQs & appropriate holding areas
4. Standard Taxi Routes
5. Changing Departure runways
6. Ground Meter Position

       7. Taxiway V

5-3-5. Atlanta Ground (ATL5)

Facility: ATL - Ground Center
Concepts Introduced:
1. Runway Assignments
2. Sequencing
3. Aircraft APREQs & appropriate holding areas
4. Standard Taxi Routes
5. LA/LB/LC & 9L @ M2 operations

5-3-6. Atlanta ATCT (ATL6 - S)

Facility: ATL Local 1 / 2 + Ground North
Concepts Introduced:
1. Runway Assignments
2. Sequencing
3. Aircraft APREQs & appropriate holding areas
4. Standard Taxi Routes

5-3-7. Atlanta ATCT - (ATL7 - M)

Facility: ATL - Combined
Concepts Introduced:
1. Runway Assignments
2. Sequencing
3. Aircraft APREQs & appropriate holding areas
4. Standard Taxi Routes

Section 4: Atlanta Large-TRACON (A80)

Note - Prior to beginning A80 training, students must hold the S3 rating as well as CLT TRACON and ATL ATCT Tier 1 Endorsements. Students must also successfully complete the relevant A80 Exam(s) on the VATUSA Academy.

5-4-1. A80 Satellite Radar - SAT (A801)

Facility: A80 - SAT
Prerequisites:
1. Controller must be fully certified for ATL ATCT.
2. Controller must hold Tier 1 endorsements through CLT ATCT (Tower and TRACON).
3. Controller must have at least 50 hours on the S3 rating.
4. Completion of A80 Satellite Radar Exam on VATUSA Academy.

Concepts Introduced:
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
5. Convective Weather
6. Transfer of Control to other sectors
7. IFR Separation for VFR Practice Approaches
8. MVA
9. ODO Operations
10. Problem Areas
11. ZTL/A80 LOA & Coordination

Additional Information:
i. This session may result in full SAT Tier 1 Endorsement, at the discretion of the trainer. The 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).

5-4-2. A80 Departure Radar - DR (A802)

Facility: A80 - DR
Prerequisites:
i. Completion of A80 Departure Radar Exam on VATUSA Academy.

Concepts Introduced:
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

Additional Information:
i. This session may result in full DR Tier 1 Endorsement, at the discretion of the trainer. The 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. TAR, AR).

5-4-3. A80 Terminal Arrival Radar - TAR 1 (A803)

Facility: A80 - TAR
Prerequisites:
1. Completion of A80 Terminal Arrival Radar Exam on VATUSA Academy.

Concepts Introduced:
1. ATL Airport Turn Arounds
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 (OPDs)
10. Phraseology to Cancel/Re-Issue
11. Best Practices

5-4-4. A80 Terminal Arrival Radar - TAR 2 (A804)

Facility: ATL - A80 TAR
Concepts Reviewed:
i. All previous concepts.

5-4-5. A80 Arrival Radar - AR 1 (A805)

Facility: A80 - AR
Prerequisites:
1. Completion of A80 Final Radar Exam on VATUSA Academy.

Concepts Introduced:

1. Wake Turbulence
2. ATL Airport Turn Arounds
3. Blunders on the Finals
4. Go Arounds
5. Class B Requirements
6. Outboard Runway/Approach Requirements/Separation
7. Pre-Arranged Coordination Areas
8. Runway Changes within the Final Boxes
9. Scratchpad Entries
10. Transfer of Control / Communication Points
11. Wake Remnant/Overtake Situations
12. Potential Problem Areas

5-4-6. A80 Arrival Radar - AR 2 (A806)

Facility: A80 - AR
Concepts Reviewed:
1. All previous concepts.

5-4-7. A80 TAR and AR Combined (A807 - S)

Facility: A80 - TAR / AR
Concepts Introduced:
1. Best Practices for combined A80 operations.

5-4-8. A80 Combined - (A808 - M)

Facility: A80 - Combined
Concepts Reviewed:
1. All previous concepts.
Additional Information:
1. This session may result in full A80 Tier 1 Endorsement, at the discretion of the trainer.

Section 5: Visiting C1 ZTL/CLT Fast Track Program

*Note - This Program is available to any C1+ rating who hold full Tier 2 center certs at their home ARTCC. After successful completion of the "Visiting C1 Fast Track Program" on the VATUSA Academy, schedule a CT4 session, and once passed, you may begin center training. They may now book an Atlanta Center session. Monitoring will only be conducted with a **fully certified A80 controller below."***

5-5-1. **Atlanta Center (ZTL1 - M)**

Facility: ZTL - Live network monitoring combined minus A80
Prerequisites:
1. Student visitors must hold at least the C1 rating.
2. Students must first complete the "Visiting C1 Fast Track Program" on the VATUSA Academy.
3. Students must pass CT4 before starting.
   a. This session will include both Tower and TRACON theory.
4. Students must review the ZTL/Minor Field Letter of Agreement and ZTL SOP before the session start time.

Concepts Reviewed:
1. ZTL SOP/LOA items
1. A80 operations from the center perspective

Additional Information:
1. Upon successful completion of this lesson, the student is considered Atlanta Center certified (Tier 2). **This certification does not include Tier 1 airspace of ATL and/or A80**. Controllers who hold the ZTL certification **but do not hold A80 certifications** may only control when a different, **fully certified** controller covers A80.