

ATC TRAINING POLICY

MAY 2026

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CONTENTS

- 1. PURPOSE AND SCOPE 4**
 - 1.1. Purpose 4
 - 1.2. Implementation 4
 - 1.3. Record of amendments 4
- 2. TRAINING DEPARTMENT 5**
- 3. PREREQUISITES 5**
- 4. TRAINING AIRPORTS 5**
- 5. PROCESS 6**
 - 5.1. OBS to S1 6
 - 5.2. S1 to S2 6
 - 5.2.1. Pre-training 6
 - 5.2.2. Active training 6
 - 5.2.3. Solo endorsement 6
 - 5.2.4. CPT 7
 - 5.3. S2 to S3 7
 - 5.3.1. Requirements 7
 - 5.3.2. Active training 7
 - 5.3.3. Solo endorsement 7
 - 5.3.4. CPT 8
 - 5.4. S3 to C1 8
 - 5.4.1. Requirements 8
 - 5.4.2. Training sectors 8
 - 5.4.3. Active training 8
 - 5.4.4. Solo endorsement 9
 - 5.4.5. CPT 9
 - 5.5. I1 and C3 9
- 6. FAST TRACKS 10**
 - 6.1. Real world fast tracks 10
 - 6.2. IVAO fast tracks 10
- 7. TIER 1 11**
 - 7.1. Endorsement prerequisites 11
 - 7.1.1. LIMC_X_GND/DEL 11
 - 7.1.2. LIMC_X_TWR 11
 - 7.1.3. L IMM_X_APP 11
 - 7.1.4. LIRF_X_GND/DEL 11
 - 7.1.5. LIRF_X_TWR 12
 - 7.1.6. LIRR_X_APP 12
 - 7.1.7. Tier 1 requirements 12
- 8. WAITING LISTS 13**
- 9. UNDERPERFORMING TRAINEES 13**
- 10. ACTIVITY, CURRENCY AND COMPETENCY REQUIREMENTS . 13**

1. PURPOSE AND SCOPE

1.1. Purpose

The purpose of this document is to define the rules and procedures to be followed by controllers of VATITA, members of the training department or any person wishing to pursue ATC training.

1.2. Implementation

This regulation will come into force on the 16th June 2025 at 00h01 UTC.

This document is compliant with and supplements the VATEUD Training Policy and the VATSIM Global Competency and Proficiency Framework (GCAP).

1.3. Record of amendments

VERSION	CHANGES	EFFECTIVE DATE
1.0	Creation of document	June 16th 2025
1.1	Added LIRF Tier 1	August 3rd 2025
1.2	Added LIMJ at training airports	May 3rd 2026

2. TRAINING DEPARTMENT

The ATC Training Department consists of the following roles, according to the VATITA Constitution:

ATC Training Director:

- Oversees and coordinates the operations of the ATC Training Department
- Appointed by the Director in accordance with the executive staff

Deputy ATC Training Director:

- Assists the ATC Training Director in departmental duties
- Appointed by the ATC Training Director in accordance with the executive staff

Mentors (Assistants to the ATC Training Director):

- Responsible for the training of the students
- Appointed by the ATC Training Director

Examiners:

- Authorized to conduct CPTs (controller practical tests)
- Appointed by the ATC Training Director
- Must be explicitly approved for each specific rating they examine and may only assess candidates for ratings equal to or below their own

3. PREREQUISITES

- Have a valid VATSIM account.
- Be in the VATITA discord server.
- Be able to converse, coordinate and provide service in English.
- Have actively controlled for at least 6 hours within the last 30 days. This condition shall be maintained before and during training (except for members with OBS rating). Stats checks are performed the first day of every month.
- Be available for at least 2 hours per week to permit sufficient and effective training.
- Have a high level of commitment and self-study.
- Experience on the network as a pilot is recommended and will facilitate the training process greatly.

4. TRAINING AIRPORTS

These designated airports serve as approved locations for S2 and S3 training, solo endorsement issuance and CPT examinations.

The current approved airports are: LIML *S2 only*, LIMF, LIMJ, LICC, LIEO, LIRN, LIPZ, LIPE.

5. PROCESS

All training requests must be submitted via the VATITA training center, except fast-track requests (refer to “Fast tracks” on page 10).

5.1. OBS to S1

The process to obtain the S1 rating is outlined in the training manual at point [3.1 “How training works”](#).

5.2. S1 to S2

5.2.1. Pre-training

- The candidate is required to have 50 hours of controlling on the network with the S1 rating before submitting the request.
- The candidate is expected to study the self learning material provided in the training manual. Once he/she feels ready, the VATITA S2 exam shall be requested (Pre-training state).
- If the candidate passes: placed in queue waiting for a mentor to become available (Pre-training complete state).
- If the candidate fails: placed on cooldown for 14 days after which, the exam can be retaken.
- If the candidate fails twice: placed on cooldown for 3 months

5.2.2. Active training

Once a mentor is assigned and the practical training begins the state is updated to “Active training” on the training center.

The candidate will schedule multiple sweatbox or online training sessions with the mentor where the core of aerodrome controlling and airport specific operating procedure are covered.

5.2.3. Solo endorsement

Upon demonstrating satisfactory knowledge and skills, candidates will be granted access to the VATEUD S2 examination. Successful completion of this examination qualifies the candidate to receive a solo endorsement, which will be formally issued by the ATC Training Director.

The solo endorsement permit the candidates to actively control the tower position at their assigned training airport on the network, subject to the conditions below:

- A solo endorsement lasts a maximum of 30 days.
- After the first 30 days, the candidate must be able to hold a CPT attempt.
- In case of CPT failure, a second solo endorsement is issued, after which another CPT attempt is made.
- A third solo endorsement will be issued only in extraordinary circumstances.
- If a CPT is not passed after 90 solo days, the training will be paused for 1 year.
- If commitment is not shown and the solo is not being used, it shall be withdrawn.

5.2.4. CPT

Upon receiving their first solo endorsement, the mentor and the candidate must coordinate with both the Training Director and Events Coordinator to schedule their Controller Practical Test (CPT).

The preferred timeframe for the CPT is near or shortly after the 30-day mark following endorsement issuance.

The CPT will assess both GND and TWR competencies. If the CPT is successful, the S2 rating is issued.

5.3. S2 to S3

5.3.1. Requirements

- The candidate has 50 hours of controlling on the network with the S2 rating before submitting the request.
- At least 3 months have passed since the S2 CPT.
- The candidate may be required to participate in additional training sessions on TWR positions to acquire sufficient knowledge to begin S3 training.

5.3.2. Active training

Once a mentor is assigned and the practical training begins the state is updated to “Active training” on the training center.

The candidate will schedule multiple sweatbox or online training sessions with the mentor where the core of approach controlling and airspace specific operating procedures are covered.

5.3.3. Solo endorsement

Upon demonstrating satisfactory knowledge and skills, candidates will be granted access to the VATEUD S3 examination. Successful completion of this examination qualifies the candidate to receive a solo endorsement, which will be formally issued by the ATC Training Director.

The solo endorsement permits candidates to actively control the approach position at their assigned training position on the network, according to the conditions below:

- A solo endorsement lasts a maximum of 30 days and can be renewed twice for a total of 90 days.
- After the second solo endorsement the candidate must be able to hold a CPT attempt.
- In case of failure, a third solo endorsement is issued, after which another CPT attempt is made.
- If a CPT is not passed after 90 solo days, the training will be paused for 1 year.
- If commitment is not shown and the solo is not being used, it shall be withdrawn.

5.3.4. CPT

The mentor and the candidate must coordinate with both the Training Director and Events Coordinator to schedule their Controller Practical Test (CPT). The preferred timeframe for the CPT is shortly after 40 days of solo endorsement.

The CPT will assess both APP and top-down competencies. If the CPT is successful, the S3 rating is issued.

5.4. S3 to C1

5.4.1. Requirements

- The candidate has 50 hours of controlling on the network with the S3 rating on approach positions before submitting the request.
- The candidate has experience controlling positions within the training sector.
- The candidate has an active Tier 1 endorsement for covered top-down positions (in case of training on L IMM or L IRR GROUP A).
- The candidate has reasonable experience controlling in events and/or busy traffic situations
- Self study of:
 - Sector SOP
 - Underlying stations SOP
 - LoAs
- The candidate may be required to participate in additional training sessions on APP positions to acquire sufficient knowledge to begin C1 training.

5.4.2. Training sectors

C1 trainings are held on the following sectors:

- L IMM
- L IPP
- L IRR GROUP A
- L IRR GROUP B

5.4.3. Active training

Once a mentor is assigned and the practical training begins, the state is updated to “Active training” on the training center.

The candidate will schedule multiple sweatbox and online training sessions with the mentor where the core of enroute controlling and airspace specific operating procedures are covered.

5.4.4. Solo endorsement

Upon demonstrating satisfactory knowledge and skills, candidates will be granted access to the VATEUD C1 examination. Successful completion of this examination qualifies the candidate to receive a solo endorsement, which will be formally issued by the ATC Training Director.

The solo endorsement permits candidates to actively control their assigned training position on the network, according to the conditions below:

- A solo endorsement lasts a maximum of 30 days and can be renewed twice for a total of 90 days.
- After the second solo endorsement the candidate must be able to hold a CPT attempt.
- In case of failure, a third solo endorsement is issued, after which another CPT attempt is made.
- If a CPT is not passed after 90 solo days, the training will be paused for 1 year.
- If commitment is not shown and the solo is not being used, it shall be withdrawn.

5.4.5. CPT

The mentor and the candidate must coordinate with both the Training Director and Events Coordinator to schedule their Controller Practical Test (CPT). The preferred timeframe for the CPT is shortly after 40 days of solo endorsement.

The CPT will assess both CTR and top-down competencies. If the CPT is successful, the C1 rating is issued.

5.5. I1 and C3

Conditions for these ratings are described in the VATEUD Training Policy

6. FAST TRACKS

A rating fast track is available for real world ATCOs, airline pilots and IVAO controllers with ratings APC and higher.

A request for fast track does not mean that the rating is immediately assigned; the candidate will still have to undergo familiarisation training.

To request fast track, members meeting the requirements shall send an email to training@vatita.net or open a ticket via the Discord ticket system.

6.1. Real world fast tracks

- Frozen ATPL, ATPL, MPL -> S2
- Real-world ATCO -> S2 or S3

6.2. IVAO fast tracks

- APC -> S2
- ACC and above -> S3

7. TIER 1

Tier 1 positions require specific additional training and experience. They may not be opened without having undergone the training provided by the Training Department.

- Any home and visiting controller meeting the requirements for the specific position may submit the request via the training center
- If a trainee fails to meet the standards defined by the Training Director in no less than 4 training sessions, one additional training session with a vACC examiner shall be scheduled. If the trainee still fails to meet the minimum standards, the endorsement training can be stopped. A trainee may reapply for the tier 1 airport endorsement training 6 months after the previous attempt has failed

The following positions hold the Tier 1 status:

- LIMC_X_GND/DEL
- LIMC_X_TWR
- LImm_X_APP
- LIRF_X_GND/DEL
- LIRF_X_TWR
- LIRR_X_APP

7.1. Endorsement prerequisites

7.1.1. LIMC_X_GND/DEL

- The candidate has held the S1 rating or higher for at least 2 months.
- The candidate has controlled ground positions for at least 30 hours.
- The candidate is familiar with all the aspects of the LIMC SOPs.

7.1.2. LIMC_X_TWR

- The candidate holds the LIMC_X_GND/DEL Tier 1 endorsement.
- The candidate has held the S2 rating or higher for at least 2 months
- The candidate has controlled tower positions for at least 30 hours
- The candidate is familiar with all the aspects of the LIMC SOPs.

7.1.3. LImm_X_APP

- The candidate holds the LIMC_X_TWR and LIMC_X_GND/DEL Tier 1 endorsement.
- The candidate has held the S3 rating or higher for at least 3 months.
- The candidate has controlled approach positions for at least 50 hours.
- The candidate is familiar with all the aspects of the LImm ACC SOP and of the underlying stations.

7.1.4. LIRF_X_GND/DEL

- The candidate has held the S1 rating or higher for at least 2 months.
- The candidate has controlled ground positions for at least 30 hours.
- The candidate is familiar with all the aspects of the LIRF SOPs.

7.1.5. LIRF_X_TWR

- The candidate holds the LIRF_X_GND/DEL Tier 1 endorsement.
- The candidate has held the S2 rating or higher for at least 2 months
- The candidate has controlled tower positions for at least 30 hours
- The candidate is familiar with all the aspects of the LIRF SOPs.

7.1.6. LIRR_X_APP

- The candidate has held the S3 rating or higher for at least 2 months.
- The candidate has controlled approach positions for at least 30 hours and LIRF positions for at least 10 hours.
- The candidate is familiar with all the aspects of the LIRR ACC SOP and of the underlying stations.

7.1.7. Tier 1 requirements

If the following conditions are not met, the Tier 1 endorsement for the relevant position is revoked:

- Minimum 5 hours of control on Tier 1 positions (or covering Tier 1 positions top down) in the last 6 months.
- Maintaining the standard described in the SOP and defined by the ATD.
- Keeping up to date with SOP changes.

8. WAITING LISTS

- The waiting list for every training level is processed in order of waiting time, from longest to shortest. Candidates actively supporting the VATSIM community in a staff position or controlling actively on the network may be prioritized over candidates who do not do so.
- CPT preparation trainings during active solo endorsements are prioritized over other training types.
- Trainings for candidates already in the Active training state are prioritized over those who are still in the queue.
- Trainees who do not respond to training offers by mentors for four weeks are removed from the queue.

9. UNDERPERFORMING TRAINEES

- After three sessions the mentor decides if the student is underperforming according to the definition in the VATEUD DTP. If that is the case, this is noted in the control center.
- If, after two additional sessions with a vACC examiner, the student is still underperforming VATEUD will be informed and the training can be closed for up to 6 months.

10. ACTIVITY, CURRENCY AND COMPETENCY REQUIREMENTS

- It is mandatory to be knowledgeable as to the contents of the SOP before establishing any connection to the network
- A controller is required to control no less than 5 hours in any 6-month rolling period. Failure to adhere to this minimum requirement will result in the controller losing his/her roster privileges and thus the privilege to control in the vACC. To regain roster privileges, the controller shall send an e-mail to training@vatita.net or open a ticket via the Discord ticket system
- Controllers must ensure they always have the latest AIRAC installed. AIRAC updates are announced in the Discord and published at <https://files.aero-nav.com/LIXX>
- Controllers must always connect to the relevant Discord coordination channel while on the network, or be available to receive coordinations via VCCS
- Where a controller is consistently below the required standard as defined within this document, GCAP and Division Training Policy to the point that it disrupts others, the vACC may petition their Division to place restrictions on this controller until the problem is resolved. The requested restrictions could include the removal of endorsement(s) and the removal of eligibility to receive training for a higher ATC rating. 9.5(b) & 9.5(c) of GCAP will be complied with at all times.