

**ZLC ARTCC (Salt Lake)
Standard Operating Procedures
Position Requirements
Version: 1.45**

Position requirements are necessary for two reasons:

1. To ensure an "in training" controller does not overextend their ability.
2. To provide a positive experience to the virtual pilot.

You can utilize the following table and the current ZLC ARTCC roster to identify the positions that you are qualified to control. There are no exceptions.

Rating	Salt Lake (SLC) Class B				Class C/D		
	DEL	GND	TWR	APP/DEP	DEL	GND	TWR
Student (S1)							
Student (S3)							
Controller (C1)							

Type of Cert	FC	FC	FC	FC	C		

Rating	Salt Lake (SLC)	Class C/D	NON	Salt Lake (SLC)
	TRACON	TRACON	TWR	CENTER
Student (S1)				
Student (S3)				
Controller (C1)				

Type of Cert	FC	C	C	FC

Rating Restrictions

	Approved to staff position(s) without restriction as long as all requirements for this position have been met and certified prior to signing on.
	Restricted – Must have Instructor, ATM, DATM online & prior to OTS. Upon certification can control without restriction.
	Not authorized to control under any circumstance. Rating does not allow this position to be controlled by you

For the first few sessions in each specific position, you are required to work with either a mentor or instructor assigned by our training department. This also assumes pertinent sections of the SOP and LOA's are reviewed prior to controlling any aircraft. Controllers who fit in this category are considered to be "**in training**" for the particular position listed and must request assistance from our training staff for "best" controlling techniques, suggestions, etc. Also, controllers will be required to perform both a written and a practical or "Over-The-Shoulder" (OTS) exam at this particular position to be certified or in order to be promoted to the next controller rating.

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Types of Certification

Each position requires a “certification” to be held by each controller in order to control at that position. The certifications are as follows:

Certification	Status	Required Approvals
NC	Not Certified	Approval of ATM/DATM or TA to staff position or certified lower levels. Instructor/Mentor required on line with you during this time
FC	Facility Certified	Approved to staff this specific position at this specific facility without restriction
C	Certified	Approved to staff position without restriction

Requirements

1. No controller shall sign on to any position within ZLC ARTCC without having met all of the criteria that is outlined in the General Requirements and Currency Experience sections of this SOP.
2. Controllers, as listed on the ZLC ARTCC roster, must have the certification and currency requirements for the position they wish to control.
3. Controllers, as listed on the ZLC ARTCC roster, that are inactive or on a LOA (Leave of Absence) may not control at any position regardless of their previous rating or certification.
4. Visiting and transfer controllers must meet all of the criteria outlined in the Visiting/Transfer Controller Policy.

Clearance Delivery

1. Any ZLC member that holds the rating of Student (S1) at KSLC only.
2. Must be certified DEL/GND/TWR at KSLC before controlling at any Class C/D facilities.
3. Any Visiting or Transfer Controller that holds the rating of Student (S1) and completes a OTS at the DEL position to be controlled

Ground

1. Any ZLC member that holds the rating of Student (S1) at KSLC only.
2. Must be certified DEL/GND/TWR at KSLC before controlling at any Class C/D facility.
3. Any Visiting or Transfer Controller that holds the rating of Student (S1) and completes a OTS at the GND position to be controlled

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Tower

1. Any ZLC member that holds the rating of Student (S1) at KSLC only.
2. Must be certified DEL/GND/TWR at KSLC before controlling at any Class C/D facility.
3. Any Visiting or Transfer Controller that holds the rating of Student (S1) and completes a OTS at the TWR position to be controlled

TRACON

1. Any ZLC member that holds the rating of Senior Student (S3) at KSLC only.
2. Must be certified DEL/GND/TWR and TRACON at KSLC before controlling at any Class C/D TRACON facility.
3. Any Visiting or Transfer Controller that holds the rating of Senior Student (S3) and completes a OTS at the TRACON position to be controlled

CENTER

1. Any ZLC member that holds the rating of Controller (C1) and above.
2. Must be certified DEL/GND/TWR and TRACON at KSLC before controlling at any Class C/D TRACON facility.
3. Any Visiting or Transfer Controller that holds the rating of Controller (C1) and above and completes a OTS at the TWR, TRACON and CTR position to be controlled in all Class of airspace at ZLC ARTCC.

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