

ZLC ARTCC (Salt Lake)
Standard Operating Procedures
Promotions & Ratings
Version: 1.45

The ZLC ARTCC (Salt Lake) has adopted the following policy in regards to promotions and is in conjunction with VATSIM regulations and is tailored for ZLC ARTCC (Salt Lake) specific operations. These guidelines have been created to establish set criteria for promotion, in the interest of equality. Rules outlined in this section apply to all controllers assigned to ZLC ARTCC (Salt Lake) that seek promotions and ratings.

Promotion Eligibility

A controller must demonstrate competence in their current position and show a willingness to be a 'positive' part of the team here and support the current leadership. Promotions and testing at ZLC ARTCC (Salt Lake) are not given just because of time in service, but rather according to various criteria:

- a). contributions during residency at ZLC ARTCC (Salt Lake)
- b). minimum time controlling over an extended period of time
- c). successful completion of both written and practical OTS test

Minimum qualifications must be met in order for a promotion in each of these categories. In addition, working well with other controllers and the overall ability to "see" beyond the scope means much more than any other aspect. The minimum guidelines for promotion within ZLC ARTCC (Salt Lake) are:

Table 1- Position Requirements			
Rating	Min. Residency at ZLC ARTCC	Min. Time Controlling at Position	Required Tests
Student (S1)	30 Days	10 hours	Written/Practical
Sr. Student (S3)	30 Days	10 hours	Written/Practical
Controller (C1)	60 days	20 hours	Written/Practical
Sr Controller (C3)*	90 days	200 hours**	Written/Practical

**The VATUSA Global Rating Policy, #07/05 ref page 2

After referencing this chart and you feel you are eligible and ready for promotion, complete the [Promotion Request](http://www.zlcartcc.org) web form located on our website: www.zlcartcc.org

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Practical Test (OTS)

Practical Test -- also known as "**Over-The-Shoulder**" or "**OTS**" -- are the final, essential step that must be completed prior to any promotion at ZLC ARTCC (Salt Lake). OTS is the virtual controller's equivalent of a "check-ride". To provide students and ZLC Instructors with the most valuable and positive testing environment possible, ZLC has established the following policies for conducting OTS exams:

1. In order to provide a useful testing environment, OTS should be scheduled in advance between the student and the ZLC Training Administrator (TA).
2. OTS can only be conducted by the ZLC Training Administrator(TA) or a ZLC Staff Instructor. **ZLC Mentors may not conduct an OTS.**
3. During an OTS, the ZLC Instructor and student involved in the OTS shall have a "sterile environment", free from outside distraction or interruption except for operationally-critical communications from other active controllers or ZLC management. This includes, but is not limited to Intercom/Override channels or ZLC TeamSpeak group chats.

ZLC controllers and staff members who are not actively controlling or involved in the administering of the OTS are welcome to operate aircraft within the facilities and/or airspace where the OTS is being conducted during the test. However, as a professional courtesy to fellow controllers, any ZLC controller or staff member who chooses to operate an aircraft within an OTS shall conduct themselves in a professional, realistic manner; shall abide by all ATC instructions; and shall obey the VATSIM Code of Conduct. Failure to do so by any ZLC controller or staff member shall result in appropriate disciplinary action.

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