

ZLC ARTCC (Salt Lake)
Standard Operating Procedures
Training Policy
Version: 1.45

Our training program at ZLC ARTCC (Salt Lake) is run by our Training Department. The training procedures for ZLC ARTCC (Salt Lake) can be found in the Training Manual. You must contact the Training Administrator (TA) in writing to begin your training program no later than 30 days after you join ZLC ARTCC (Salt Lake). Use the training request form found on our website to request training.

Once the Training Administrator (TA) receives your request for training, he will assign an instructor/mentor to work you through our program. The ZLC ARTCC (Salt Lake) training program is set up with a group of stages for you to follow.

As a controller in training:

1. You must have a good understanding of basics of the Air Traffic Control procedures by:
 - a. Study the basic training materials located at: ww.vatusa.net/training/reference.html
 - b. Study the 7110.65S located at:
www.faa.gov/airports_airtraffic/air_traffic/publications/at_orders/media/ATC.pdf

You should use the FAA JO 7110.65S as a reference guide on Air Traffic Control procedures during your studies.

2. You will need to take the VATUSA Student (S1) exam and pass it with a grade above 80%. This exam will be scheduled by the Training Department.
3. We would suggest that you observe and listen to other experienced controllers here at ZLC ARTCC (Salt Lake) by logging on as an observer. This will allow you to become familiar with ATC phraseology and our local procedures.
4. Read and learn the ZLC ARTCC (Salt Lake) Policies and Procedures found in this Standard Operating Procedures (SOP) manual.
5. Review the ZLC ARTCC (Salt Lake) Positions Requirements found in section ZLC-102-Positions Requirements of the ZLC ARTCC (Salt Lake) Standard Operating Procedures (SOP) manual.
6. You must complete this process within the first 30 days of you joining ZLC ARTCC (Salt Lake) and as outlined in section ZLC-105-Currency Removal Policy.
7. It is your responsibility to schedule your training sessions with your assigned ZLC ARTCC (Salt Lake) Instructors/Mentor.
8. Practice on any position for which you are qualified. Refer to the ZLC ARTCC (Salt Lake) roster or section ZLC-102-Position Requirements to determine if you are qualified for the position. If you have any questions, ask your instructor/mentor or the Training Administrator (TA).

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