

**ZLC ARTCC (Salt Lake)**  
**Standard Operating Procedures**  
**Mentor Program**  
**Version: 1.45**

In an effort to assist the transition of new, transferring or newly-promoted controllers at ZLC ARTCC (Salt Lake), our training staff has implemented the following Mentor program.

New or transferring controllers, after completing the training request form on the website, will be assigned a mentor or instructor by the Training Department to provide position training and coaching. Additionally, our mentors will help controllers in their preparation for promotion to additional positions.

Controllers wishing to become Mentors are in good standing with ZLC ARTCC (Salt Lake) and hold a controller rating of Senior Student (S3) or above. They must be willing to devote the time needed to teach and show exemplary air traffic control skills.

Those controllers who are deemed eligible by the Training Department to participate as a Mentor will be invited to an interview with the Training Department Administrator (TA). If qualified, the Training Department Administrator (TA) will forward the Mentor request and their recommendations to the ATM/DATM for consideration and final approval.

If selected as a Mentor, you would be expected to:

1. Be online regularly.
2. Follow the VATSIM/VATUSA Code of Conduct and the policies and procedures as set forth at ZLC ARTCC found in the ZLC ARTCC (Salt Lake) Standard Operations Procedure (SOP) manual.
3. Provide one-on-one evaluation and instruction to your controller students assigned to you by the Training Department.
4. Provide mentor sessions at least 4 times per month.
5. Provide weekly, a written feedback on your student's progress to the Training Department Administrator (TA) and the ATM and DATM.

If you would like to become a Mentor, please submit your request in writing to the Training Department Administrator (TA).

For current approved Mentors at ZLC ARTCC, see the staff roster on the website by following this link:

<http://www.zlcartcc.org/staff.htm>

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