



NOTICE

VATUSA ORDER
JO – 3120.311 CHANGE 1

EFFECTIVE DATE: February 1, 2017

SUBJECT: Procedures for Selection, Submission, Appointment of Instructors and Currency

1. Purpose of This Order.

This order prescribes procedures for the selection, submission, and appointment of VATUSA Facility Air Traffic Instructors (I1 rating).

2. Audience.

This order applies to all VATUSA staff members and all VATUSA facilities.

3. Where Can I Find This Order?

This order is available on the VATUSA website. A copy of this document should be retained at each facility.

4. Cancellation.

This order cancels JO-3120.311 dated August 11, 2014

5. Explanation of Policy Changes.

This order has been created to allow for a standardized method of selecting new VATUSA Air Traffic Instructors. This new policy provides for training, testing and re-certification of newly appointed I1 Instructors.

a. General.

1. All new Instructor candidates shall be approved by the Training Director.
2. Any controllers holding an Instructor rating at the time of this document release will not be subject to the new selection, submission, and appointment process.
3. If the rating is removed for any reason and the instructor is recommended for a new I1 rating, the controller will be required to certify for the Instructor rating.
4. Instructors who become inactive (6 months) in the capacity as an Instructor will be allowed to re-certify and retain their rating before having their rating removed.
5. Inactive Instructors will be notified via email by either the VATUSA Training Director or their Training Administrator that they have 30 days to re-certify.
6. It shall be the responsibility of the Instructor to provide any records that shows their training activity before the 30 days expire or they will be required to re-certify.
7. All Instructors serve at the discretion of the VATUSA Division Training Director and will be required to perform 1 hour of VATUSA Division business at the discretion of the Division Training Director. This will be communicated either via email or forum post.
8. All appointments are at the discretion of the Training Director.

b. Selection Requirements.

1. All Instructor candidates shall be required to have a Controller 1 rating for at least 90 days prior to submission.
2. Instructor candidates must be a member of their home ARTCC for a period of 90 days and serve as a mentor for 60 days to learn the airspace before consideration for I1 Status.
3. All Instructor Candidates must have a clean record to be considered.
4. The Training Director may waive any or all of these requirements at his/her discretion.

c. Submission Requirements

1. The Training Administrator of the respective ARTCC will be responsible to insure that Selection

Requirements 1 thru 3 are met prior to notifying the Training Director.

2. The Training Administrator of the respective ARTCC will notify the Training Director of his recommendation providing the Instructor Candidates VATSIM CID, Email address and their mentoring history; furthermore it is the responsibility of the ARTCC Training Administrator to insure that any mentor is listed as a mentor on the VATUSA website.
3. The Training Director will not accept candidate recommendations from the Air Traffic Manager unless the Training Administrator position is vacant.
4. The Training Director will review the information submitted and will verify that the Instructor Candidate meets all requirements.
5. After reviewing all information, the Training Director will notify the candidate and provide instructions.
6. In the event that the Training Director does not approve the candidate recommendation, the Training Director will notify the Training Administrator to provide an explanation.

d. Certification Process

1. The Training Director will assign the VATUSA Examination to the Instructor Candidate
2. The Training Director will notify the Instructor Candidate that the examination has been assigned and provide Instructions
3. The Instructor Candidate is required to view the training material (CBT's) located on the VATUSA Website before taking the examination
4. The Instructor Candidate must score 85% to successfully pass the examination
5. Once the Training Director has received the automated notification of the Instructor Candidates' results, he will contact the Instructor Candidate
6. The Training Director may at their discretion send the Instructor Candidate a questionnaire or request a meeting either before assigning the examination or before upgrading the endorsement.

e. Maintaining Currency/Re-Certification

1. Instructors will be required to be active as an Instructor
2. The new certification is valid for 6 months from the time of endorsement. Validity is extended for 6 months for activity as an Instructor.
3. It is the responsibility of the Instructor and/or ARTCC Training Administrator to submit any records that shows an Instructors activity.
4. The Training Director will conduct random audits of ARTCC Instructors to determine if Instructors are active within their role.
5. The Training Director will utilize any means to gain information and metrics to help determine Instructor Activity to include requesting Instructor Activity Reports from the ARTCC Training Administrator
6. Any Instructor who is deemed inactive will be required to re-certify within 30 days of notification or submit any records that shows their activity as an Instructor.
7. Any Instructor who knows that they are inactive may request to re-certify to maintain their rating so long as they are a member of an Instructional Staff.
8. Training Administrators who know that an Instructor is not active are encouraged to notify the Training Director to set up re-certification
9. The Training Director will re-assign the Instructor examination for re certification.
10. Any misconduct on behalf of the Instructor is grounds for immediate termination as an Instructor and/or re certification.