

# Training Procedures

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## 1. Overview

New controllers are required to request a training in order to be allowed to practice at an assigned training airport. Once training is requested a an Instructor will be assigned which will guide the student through the entire training process. Aa mentioned we expect students to self-study in order to be best rprepared for each scheduled training session, we do not offer full lectures on each topic as this is simple not feasible, instead we try to point out mistakes or demonstrate where improvements can be made

## 2. Controller Ratings

IVAO offers 6 different **ATC** ratings which are utilized by the North America division as follows:

Current Rating		Certified for	Highest Position for Training	Target Rating		Description
AS1		Observer	Ground	AS2		Not allowed to control except when in training.
AS2		DEL/GND	Tower	AS3		Allowed to control assigned DEL/GND position.

Current Rating		Certified for	Highest Position for Training	Target Rating		Description
AS3		DEL/GND	Tower	ADC		Allowed to control any DEL/GND/TWR position. <sup>1</sup>
ADC		DEL/GND/TWR	Approach	APC		Allowed to control any DEL/GND/TWR position.
APC		DEL/GND/TWR /APP	Center	ACC		Allowed to control any DEL/GND/TWR /APP/CTR position. <sup>2</sup>

Note 1: Some complex airports require ADC rating and are exempt from this rule.

Note 2: Enroute positions only require APC rating.

You can view all Facility Rating Requirements [here](#)

## 3. Training Flow Chart

Work In Progress ☐

## 4. ATC Rating Progression

- AS1 to AS2
- AS2 to AS3
- AS3 to ADC
- ADC to APC
- APC to ACC

1. Trainees will be trained as outlined in the [training syllabus](#) stage 3
2. Trainee completes total of 200 hours as controller.
3. Trainee successfully completes the ACC theoretical exam.
4. Trainee successfully completes the ACC practical exam.

# 5. Training Requests

All training shall be requested on the main IVAO website [here](#)

All training is conducted over voice in the division discord server.

## Cancellations

- If necessary, students may cancel their training session by means of direct communication with the Instructor
- Students may not cancel a session within 1 hour of the session start time.
- If a session is canceled by the training staff, the Instructor who canceled the session will make an effort to schedule a make-up session within a timely manner.

## Failure to Show

- Students must report to the training session within 10 minutes of the session start time.
- Students who fail to attend will have a “no-show” training record filed.
- If a student fails to show to 3 sessions, without valid cause, they may receive a warning at the discretion of the Training Coordinator
- Additionally, three consecutive failures to shows are subject to disciplinary action at the discretion of the Training Coordinator.

## Spontaneous Training

- Allows students and training staff with variable schedules to find training on short notice.
- Spontaneous training is scheduled through the appropriate channel on discord.

## Remedial Training

- Remedial training is mandatory training that covers areas of observed deficiencies as noted by any Training Staff member regarding a controller who is already certified for a position(s).
- If a controller is directed to remedial training, they must contact the TC to schedule remedial training
- The TC is responsible for administering/conducting all remedial training.
- The TC may delegate this responsibility to other training staff.

## Unproductive Sessions

- If a student comes unprepared for a session or a student is under-performing, the training staff member conducting the session may deem the session as unproductive and cancel the session.
- If more than one unproductive sessions are filed, the student may receive a warning at the discretion of the TC, and an individualized training may be developed to outline improvements to the student's behavior, training, or lack of preparedness at the discretion of the TC and TAC.

## 6. Practical Exams

- A practical exam is designed to evaluate the student's ability to work a position without any assistance.
- To request a practical exam the student must obtain at least one "recommendation" by his/her assigned instructor.
- A practical exam will be proctored by a division training advisor who will then be the designated examiner.
- A score and summary of the exam will then be submitted by the examiner to a Senior Training Advisor for final evaluation.
- If passed, the new rating will be assigned.
- If failed, the student may request a new practical exam.

## AS1/AS2

Lesson	Content
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Intro to IVAO	R&R, Divisional Structure, Training overview, Aurora Setup
Airspace	Classes of Airspace, Requirements, Special Use Airspaces
Weather	Decoding METARs & TAFs, Runway Configurations, TAs and TLs
Communications	Phonetic Alphabet, Number Groupings and Special Callsigns, Aircraft Categories
Routing	Equipment Suffixes, NAVAIDs/Fixes, Departure Procedures
Clearance Delivery	CRAFT acronym, RVSM airspace, Altitude for direction of flight
IFR Clearances	use of CRAFT, Local Procedures, Amendments, FRCs
VFR	Traffic Pattern, VFR Departures, VFR Flight Following, Class B application
Ground Control	Movement vs Non-movement, ASDE-X, Taxi instruction, hold short of, intersection departure, taxi-to-parking
Helicopter ground movement	Hover taxi, Air taxi
Ground Sequencing	Follow, Give-way, departure sequences
Transmissions	Radio Etiquette, Silent Acknowledgment, readback and hearback, transfer of communication
Coordination	Intersection departure, runway crossings, position briefings

## AS3/ADC

Lesson	Content
Basic VFR Operations	Parts of a Traffic Pattern, Entry Instructions, Parts of the Option Clearance, Airspace Transition
VFR Sequencing	Pattern Entry Instructions/Fundamentals, Traffic Advisories/Follow, Use of 270/360 Turns, S-Turns, Visual Holding
Separation	Same Runway Separation, Wake Turbulence Separation
Departure Fundamentals	Take-Off Clearance Foundation, Intersection Take-Off Clearance, Line Up and Wait, VFR Departure Take-Off Clearance, Helicopter Departure Instructions, Heading Instructions, Spacing Concepts (meeting MIT, building spacing, etc.)
Arrival Fundamentals	Landing Clearance, Crossing Runways, Go-Arounds, Change-to-Runway, Arriving Traffic/In-Trail Advisories, Option and "Unable" Clearance(s), Helicopter Arrival Instructions

Lesson	Content
Airspace	Local Jurisdiction, Radar Tower Fundamentals, Class B Clearances
Departure Fundamentals	Radar Identification and VFR Handoffs, <a href="#">RNAV-Off-The-Ground Fixes</a> , SID Headings
Arrival Fundamentals	Receiving Radar Handoffs, Missed Approach Procedures, Coordination/Releases with Departure Control

## APC/ACC

Lesson	Content
Radar Targets	Primary vs Secondary
Primary Radar Identification	Right/Left Turns, Position Reports, “Departure” Method
Secondary Radar Identification	IDENT, Change Squawk Code, Squawk Standby/Normal
Radar Contact/Loss	Position Confirmation, Mode C Altitude Validation, Radar Termination
Transfer of Control	Handoffs
Separation	Radar Site Separation, Adjacent Airspace/Edge of Scope Separation, IFR Vertical Separation Minima, VFR Separation in B/C, Positive Separation/Control, Radar Wake Turbulence, Radar Traffic Advisories, Visual Separation, Merging Target Procedures
Weather	Altimeter Issuance, PIREP Dissemination and Solicitation
VFR Radar Services	VFR Flight Following, VFR-on-Top, Popup IFR
Methods of Vectoring	Direction of Turn/Magnetic Heading Method, Number of Degrees Turn Method, No-Gyro Vectors, Specifying Reason for Vectors
Altitude Assignment	Climbs/Descends/Maintain, Crossing Restrictions, Pilot Discretion Climb/Descents, Climb Via/Descend Via
Speed Adjustments	Reduce/Increase, Maintain/Maintain Knots or Greater/Do Not Exceed, Maximum Forward/Slowest Practical, Speed Confirmation, Reduce then Descend or Descend then Reduce, Crossing Restrictions
Charts	Reading/Detecting Differences in SIDs, Detecting Difference in Conventional/RNAV, Detecting and Analyzing Crossing Restrictions STARs, Analyze Approach Plates, Precision vs Non-Precision Approaches

Lesson	Content
Approach Clearances	Visual Approaches, Instrument Approaches, Procedure Turns/Straight-In Approaches, Practice Approaches, Circling Approach/Side-Step Clearances, Contact Approaches, Cruise Clearances, Cancellation of Approach Clearance
Holds	Issuance and EFCTs, Published/Unpublished, Cancellation
Uncontrolled Field Operations	One-in/One-out Rule and Protecting Airspace, Departure Releases, Handling of Arrivals, IFR Cancellation Handling
Sequencing	Speed Control, "C to A" Sequencing Methods
Safety Alerts	Traffic Alerts, Low Altitude Alerts
Coordination	APREQs, Pointouts, Rolling Calls, IFR Releases, Missed Approach Procedures
Departure Operations	Departure Gates, Climb via SID, Handling RNAV Departures, Handling Arrivals via RNAV STARs, Radar Vectors
Arrival Operations	Merging Streams, Speed Control and Building Spacing, Visual Approach Ceiling Minima, Stagger Approaches and Minima, Simultaneous Dual/Triple Runway Operations, Stagger Approaches and Minima

## Enroute (CTR)

Lesson	Content
Airspace	Class A Airspace Boundaries, RVSM Airspace Boundaries
Altitude Assignments	Class A Lateral Separation Minima, Above Class A Lateral Separation Minima, Super Wake Turbulence Separation below FL240, Descend Via Clearances, Crossing Restrictions
Speed Adjustments	Mach Transition Flight Level, Applying Mach Number Adjustments
Local Methods and Procedures	Area Definitions and Jurisdiction, Adjacent Facility Crossing Restrictions, Adjacent Facility Routing Compliance, Adjacent Facility Airspace Jurisdiction

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