

ZNY Intro-to-TRACON (ITT) Training Syllabus

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1. Purpose

This document outlines the ZNY ARTCC's ITT training program and is designed to guide students from preparing for their first session through receiving their VATSIM S3 rating. Every lesson, outlined in Sections 2 and 3, includes required pre-reading, completion standards, and assigned reading for the following training session. The completion standards indicate the level of performance expected during each session, though members of training staff may deviate from them when it benefits the student. Similarly, the listed reading is a minimum expectation, and training staff members may assign additional material as needed.

Students own their training and are expected to arrive at each ITT session understanding what is required of them. Use of this document and completion of its required reading is expected, and failure to adequately prepare may have consequences. Finally, feedback on the ITT program, positive or negative, is always welcome. Sharing observations with members of training staff or through a website ticket helps us improve the program for future students.

2. Student ITT Eligibility & Required ITT1 Homework

Before beginning ITT training, students must complete the VATUSA S3 course and pass the ZNY S3 exam. Students are also expected to familiarize themselves with the following material and sections of the 7110.65 prior to their first training session:

Introductory ITT CBTs

1. N90 ITT Introduction Part 1: Radar Identification, Handoffs, and Point Outs
2. N90 ITT Introduction Part 2: Islip Area Flow Guide

7110.65 Pre-Reading Material

1. Radar Identification & Transfer of Control

- a. [5-1-9](#) (Radar Service Termination)
- b. [5-2-15 to 18](#) (Mode C Readout Validation)
- c. [5-3](#) (Radar Identification)
- d. [5-5-7](#) (Passing or Diverging)

2. Separation

- a. [4-5](#) (Altitude Assignment and Verification)
- b. [5-5-4](#) (Minima Including Wake Turbulence Application)
- c. [5-5](#) (Radar Separation)
- d. [7-2](#) (Visual Separation)
- e. [7-6](#) (Basic Radar Service to VFR Aircraft)
- f. [7-8](#) (Class C Service - Terminal)
- g. [7-9](#) (Class B Service Area - Terminal)

3. Vectoring ([5-6](#))

4. Speed Adjustment ([5-7](#))

- a. [5-7-3](#) (Speed Assignments)
- b. [14 CFR 91.117](#) (Aircraft Speed Restrictions in Class C and D Airspace)

5. Coordination

- a. [2-1-14](#) (Coordinate Use of Airspace)
- b. [2-1-15](#) (Control Transfer)

6. Traffic Advisories & Safety Alerts

- a. [2-1-6](#) (Safety Alerts)

- b. [2-1-21](#) (Traffic Advisories)
- c. [2-1-28](#) (TCAS Resolution Advisories)
- d. [5-1-4](#) (Merging Target Procedures)

ZNY Islip Area SOPs & CRC Documentation

- 1. [ISP SOP](#), with emphasis on the Airspace Delegation, Departure/Approach Guides and Neighboring Facilities (under Video Maps), Departure/Approach Chart, and LOA tabs under the TRACON section
- 2. Minor Facility SOPs ([BDR](#), [HVN](#), [FOK](#), [OXC](#), and [JPX](#))
- 3. [ZNY - ZBW LOA](#) (pages 6, 12 - 14)
- 4. [CRC STARS Documentation](#)

3. ITT Training Outline

ITT1: Separation, Vectoring, and Speed Control

1. Prerequisites

- a. See Section 3 - Student ITT Eligibility & Required Pre-Reading with emphasis on:
 - i. **Radar Identification & Transfer of Control**
 - 1. [5-5-7](#) (Passing or Diverging)
 - ii. **Separation**
 - 1. [5-5](#) (Radar Separation)
 - 2. [7-2](#) (Visual Separation)
 - iii. **Vectoring** ([5-6](#))
 - iv. **Speed Adjustment**
 - 1. [5-7-3](#) (Speed Assignments)
 - v. **Coordination**
 - 1. [2-1-15](#) (Control Transfer)
 - vi. **Traffic Advisories & Safety Alerts**
 - 1. [2-1-21](#) (Traffic Advisories)
 - 2. [5-1-4](#) (Merging Target Procedures)

2. Completion Standards

- a. Show understanding of knowledge gaps from ZNY S3 exam
- b. Explain requirements for basic radar separation, all variations of IFR/VFR separation in Class B/C/D airspace, visual separation, passing/diverging, wake turbulence separation requirements, and positive separation
- c. Identify speed limits below 10,000' and relevant to Class B, C, and D airspace
- d. Maintain legal separation requirements
- e. Use correct phraseology following 7110.65 standards

3. Required Homework for ITT2

- a. Approach Clearance Procedures ([4-8](#))
- b. Radar Arrivals ([5-9](#))
 - i. [Approach Gate](#)
 - ii. [Precision](#) and [Non-Precision](#) Approaches
- c. Visual Approaches ([7-4](#))
- d. Islip Area Instrument Approach Procedures (e.g. ISP ILS 24 and 6, HVN RNAV 2, etc.)
- e. Review FAA Low and High Altitude Enroute Charts
- f. Review FAA Sectional and TAC Charts
- g. Review [FAA Chart Users's Guide](#)

ITT2: Approach Clearances and Sequencing

1. Prerequisites

- a. Completion of ITT1
- 2. Completion Standards**
 - a. Complete two different sequence challenges with no losses of separation, legal approach clearances, and understanding of key concepts (e.g., approach gate and vectoring to final)
 - b. Show understanding of key speed control concepts (e.g., slowing back to front)
 - c. Adhere to lateral and vertical airspace boundaries at all times unless otherwise coordinated
- 3. Required Homework for ITT3**
 - a. Radar Departures ([5-8](#))
 - b. Mode C Readout Validation ([5-2-15 to 18](#))
 - c. [ISP SOP](#), with emphasis on the Airspace Delegation, Departure Guide and Neighboring Facilities (under Video Maps), Departure Chart, and LOA tabs under the TRACON section
 - d. [ZNY - ZBW LOA](#) (pages 6, 12 - 14)

ITT3: Departures

- 1. Prerequisites**
 - a. Completion of ITT2
- 2. Completion Standards**
 - a. Students must be able to show knowledge of lateral and vertical airspace boundaries, consistently radar identify aircraft, validate altitude readouts, and provide appropriate headings and altitudes for departures based on filed routes
- 3. Required Homework for ITT4**
 - a. VFR Release of IFR Departure ([4-3-9](#))
 - b. Basic Radar Service to VFR Aircraft ([7-6](#))
 - c. Satellite Islip Area Instrument Approach Procedures (e.g. HVN, BDR, and FOK)
 - d. [ISP SOP](#) and Minor Facility SOPs ([BDR](#), [HVN](#), [FOK](#), [OXC](#), and [JPX](#)), with emphasis on Departure and Arrival Charts
 - e. Common [PRD](#) Routing for Islip Area
 - i. Examples: ISP - HPN, ISP - PVD, ISP - HFD, etc.
 - f. Islip Area Low Altitude and TEC Routes

ITT4: Satellite Operations and Overflights

- 1. Prerequisites**
 - a. Completion of ITT3
- 2. Completion Standards**
 - a. Students must be able to work departures and provide legal approach clearances for satellite airports without any losses of separation and within airspace boundaries
 - b. Students must also be able to effectively accommodate flight following requests, including being able to identify the next appropriate controller upon such aircraft leaving the airspace
- 3. Required Homework for ITT5**
 - a. Departure Release, Hold for Release, Release Times, Departure Restrictions, and Clearance Void Times ([4-3-4](#))
 - b. Holding Aircraft ([4-6](#))
 - c. Practice Instrument Approaches ([4-8-11](#))
 - d. Low Approach and Touch-and-Go ([4-8-12](#))

ITT5: Uncontrolled Field Operations, Pop-Up IFR, and Holding

- 1. Prerequisites**

- a. Completion of ITT4
- 2. Completion Standards**
 - a. Students must be able to work one departure and one arrival while adhering to the one-in/one-out rule
 - b. Students must be able to provide both unpublished and published holding instructions
 - c. Students must be able to manage and provide a correct pop-up IFR clearance
- 3. Solo Certification & Next Steps**
 - a. Upon successful completion of ITT5, students are awarded the SOLO TRACON certification for a non-renewable 45-day period; students are encouraged to book an S3 Rating Examination after adequate time working live on the network

ITT6: S3 Rating Examination

- 1. Prerequisites**
 - a. Completion of ITT1 - 5
 - b. Adequate time spent working ISP_3H_APP on the network
- 2. Sweatbox Completion Criteria**
 - a. Students that complete both the theory discussion and practical sweatbox file with minimal errors may be awarded their VATSIM S3 rating

Appendix A — ITT Training Program Summary

Milestone	Training Expectations
Pre-ITT	Students review the ITT syllabus and have access to the two introductory ITT CBTs
ITT1: Vectoring & Speed Control	Student learns and is able to practically show effective vectoring and speed control
ITT2: Sequencing & Approach Clearances	Student learns and is able to practically show how to effectively sequence and provide approach clearances
ITT3: Departures	Student learns and is able to practically show how to work departure operations out of Islip
ITT4: Satellite Ops. & VFR Requests	Student learns and is able to practically show how to work satellite traffic including miscellaneous VFR traffic
ITT5: Uncontrolled Ops., Pop-Up IFR, and Holding	Student learns and is able to practically show how to work traffic at uncontrolled fields, provide pop-up IFR clearances, and issue correct holding instructions with minimal level of additional traffic (e.g., JFK overflights and ISP departures)
SOLO TRACON Certification	Student is awarded their SOLO cert after successful completion of ITT5 for 45-days
S3 Rating Exam	S3 competency check for ITT students run by an Instructor