

ZNY Training Staff Policy

Requirements for Training Staff Onboarding & Progression

Effective: 5/13/26 • Revision: 1.0

1. Purpose and Scope

This policy outlines the requirements for appointment to the ZNY training staff and pathways for staff progression. It supplements the ZNY-1000 General Policy (ZNY GP), the VATUSA General Division and Training policies, and the VATSIM GCAP. Where any provision conflicts with a higher-level policy, the higher-level policy governs.

2. Definitions

1. **Mentor-in-Training (MIT)** — A training staff member who has not yet been signed off to teach TWR at their home Tier 1 facility.
2. **Mentor (MTR)** — A training staff member who has been signed off to teach TWR at their home Tier 1 facility.
3. **Probationary Instructor** — A training staff member previously serving as a Mentor who has been appointed a Probationary Instructor as outlined in VATUSA DP002C.
4. **Instructor (INS)** — A training staff member authorized to conduct VATUSA S2, S3, and C1 rating examinations unsupervised in addition to conducting authorized facility and non-facility training session types.
5. **FC (Facility Coordinator)** — As defined in ZNY GP section 5.2.2.
6. **TA/ATA** — Training Administrator and Assistant Training Administrator. Any action this policy assigns to the TA may be delegated to and performed by the ATA as needed.

3. Eligibility

Mentor. A candidate must:

1. Be an active ZNY home controller in good standing.
2. Hold an S3 rating for at least 30 days prior to appointment.
3. Be certified up to departure at their home Tier 1 facility.
4. Have excellent written and verbal communication skills.
5. Have had no recent unprofessional activity or significant disciplinary record.
6. Have availability to conduct training sessions and a high degree of energy and commitment appropriate to the position.
7. Be recommended by the FC of their home Tier 1 facility.

Instructor. A candidate must:

1. Be a home controller at ZNY at the time of nomination.
2. Hold a Controller 1 (C1) rating for at least 30 days before nomination.
3. Hold all controlling endorsements in the ZNY ARTCC.
4. Have previously served as a full Mentor at ZNY in good standing.
5. Have strong knowledge of the U.S. and VATSIM ATC systems, and FAA Order 7110.65.
6. Have no significant disciplinary record, no history of unprofessional behavior, no recent network suspensions, and be in good standing on the VATSIM network.
7. Be recommended by the TA and appointed by the VATUSA Deputy Director – Training Services.

Recency of unprofessional behavior is defined at the TA's discretion for Mentor candidates and at the VATUSA Deputy Director – Training Services' discretion for Instructor candidates in consultation with the TA.

4. Application and Appointment

Members interested in joining the ZNY training staff should complete the [ZNY training staff questionnaire](#) and inform the FC of their home Tier 1 facility of their interest. After the form is completed, the relevant FC and TA/ATA will discuss the member's candidacy. If the FC and TA/ATA agree the member is a good candidate, the TA/ATA formally onboards the member as a Mentor-in-Training and releases them to the FC of their home Tier 1 facility to begin onboarding under section 6. Candidates not selected will be notified by their FC or the TA/ATA.

The TA recommends Instructor candidates to VATUSA and are subject to formal appointment by the VATUSA Deputy Director – Training Services.

5. Authority and Oversight

1. **FCs** define facility-specific onboarding requirements and oversee MIT progression at their facility. FCs are expected to advance MITs at a reasonable pace.
2. **TA/ATA** own session types not tied to a Tier 1 facility, such as ITL and ITT excluding ZNY/ZWY, and may authorize exceptions to this policy at their discretion.

6. Onboarding and Progression

A new training staff member is appointed as a Mentor-in-Training (MIT) for their home Tier 1 facility. A new member may not be appointed as an MIT for any facility other than their home facility except when authorized by the TA/ATA. The appointment of MITs is proposed by the candidate's home facility FC and approved by the TA/ATA.

For each new facility session type, the training staff member progresses through three phases:

1. **Observation** — The training staff member shadows at least one training session conducted by an authorized member of the training staff.
2. **Supervised Teaching** — The training staff member conducts several sessions under direct observation by the FC, their designee, or the TA/ATA as needed.
3. **Solo Teaching Endorsement** — On sign-off, the training staff member is authorized to teach that session type without supervision, and the corresponding mentor certification is awarded.

Authority for each phase depends on the session type: for Tier 1 facility session types, the relevant FC conducts or delegates supervision and signs off; for session types not tied to a Tier 1 facility, the TA/ATA conducts or delegates supervision and signs off. The progression through session types for new MITs is as follows:

1. **Exam Reviews** — Immediately on appointment, an MIT may grade student exams and conduct S1 and Facility-Specific Exam Reviews for their home Tier 1 facility. The three-phase process in this section does not apply to exam reviews.
2. **DEL/GND** — The MIT completes the three onboarding phases described above for DEL/GND at their home facility. Once signed off, the MIT may conduct DEL/GND sessions unsupervised but remains an MIT until TWR sign-off.
3. **TWR and Mentor Promotion** — MITs complete the three phases for TWR at their home Tier 1 facility. On TWR sign-off, the MIT is promoted to full Mentor (MTR) and may conduct home Tier 1 facility TWR and S2 Exam Review sessions.
4. **DEP and APP** — Full Mentors may add DEP and APP authorizations at facilities with those positions. Tier 1 facility DEP and APP are separate session types and are added separately, each through the three-phase process.

5. **Additional Facilities** — Mentors are encouraged to complete authorization through APP at their home Tier 1 facility before requesting to teach at another facility; earlier requests may be approved by the TA/ATA on a case-by-case basis. The three-phase process applies for each session type at the new facility. Requests to teach at Tier 2 and non-facility specific training session types should be directed to the ATA.
6. **ITL and ITT** — Full Mentors may request to pursue authorization to teach ITL at any time. Requests to teach ITT require ITL authorization and sign-off to teach APP at a Mentor's home Tier 1 facility.
7. **Center** — Full C1-rated Mentors may request authorization to teach Center via the ZNY/ZWY FC. Center is a single session type broken into five distinct areas.
8. **Probationary Instructor** — A full Mentor recommended by the TA and appointed to be an Instructor by VATUSA is first issued the I1 rating as a Probationary Instructor for a 45-day period. During this period, the Probationary Instructor must submit at least three training records as the primary teacher, solicit at least three Probationary Instructor Review Forms from their students, and conduct a supervised S2, S3, or C1 rating examination. S1 rating examinations may be conducted unsupervised; all other rating examinations must be supervised by a non-probationary Instructor.
9. **Instructor** — At the end of the probationary period, VATUSA reviews the submitted documentation and, with concurrence of the TA, grants full Instructor status. On release, the member transitions from Mentor to Instructor and may conduct S2, S3, and C1 rating examinations without supervision.

7. Continuing Requirements

1. **Currency** — Training staff members must conduct at least two (2) training sessions per month. Controlling time and time spent receiving training does not count toward this teaching currency requirement. In addition, members of training staff are expected to maintain their own controlling currency; conducting training sessions does not satisfy the ARTCC's minimum controlling activity requirements.
2. **Policy Familiarity** — Remain current on ZNY, VATUSA, and VATSIM policies and on SOPs for every facility members are authorized to teach. After material policy or SOP changes, the TA or FC may require re-familiarization before resuming affected sessions.
3. **Independence** — Do not control an adjacent or underlying position while monitoring a student on the live network.
4. **Training Notes** — Submit session evaluations through the ZNY website no later than three days after completion with sufficient detail to provide students with constructive feedback on observed deficiencies.

8. Removal and Suspension

Mentors may be appointed or removed at the discretion of the TA. Instructors serve at the discretion of the TA and VATUSA. Individual session-type authorizations may be suspended by the TA, or by the FC with TA concurrence, for failure to meet currency, significant policy or SOP changes, performance concerns, lack of integrity or professionalism, or extended inactivity.

Appendix A – Authorization Summary

Facility session-type authorizations (DEL/GND, TWR, DEP, APP) are granted on a per-facility basis. All milestones follow the three stage onboarding process described in section 6.

Milestone	Authorized Session Types (Cumulative)
Appointed as MIT	Conduct S1 and facility-specific exam reviews and grade exams.
MIT DEL/GND Sign-Off	Teach DEL/GND at MIT's home Tier 1 facility.
MTR TWR Sign-Off	Teach TWR MTR's home Tier 1 facility; promoted to full Mentor.
ITL Sign-Off	May request to teach ITL following full MTR promotion.
DEP Sign-Off	May request to teach DEP at MTR's home Tier 1 facility.
APP Sign-Off	May request to teach APP at MTR's home Tier 1 facility.
ITT Sign-Off	May request to teach ITT (requires prior ITL sign-off and home-facility APP sign-off).
Center Sign-Off	May request to teach Center; requires C1 certification.
Appointed Probationary Instructor	May teach facility-specific session types previously authorized and conduct S2, S3, and C1 rating exams under full I1 supervision.
Appointed Full Instructor	May teach facility-specific session types previously authorized and conduct S2, S3, and C1 rating exams unsupervised.