1. PURPOSE

This summary outlines the ZLA Training Program in order to provide helpful information to our students. This document does not override any existing policies, but merely provides information and policy clarification in a helpful format to guide students as they progress in ZLA.

2. ROLES AND RESPONSIBILITIES

The Office of Primary Responsibility for this Summary is the ZLA Training Department Staff. This Summary was originally drafted by Mike Cassel, ZLA Training Administrator, on December 18, 2008, and amended February 5th, 2024 by Matthew Kramer, Nick Christopher, Sam Carman, Tom Solon, and the contemporary training staff. This Summary shall be maintained, revised, updated or canceled by the ZLA Training Staff or any organization that supersedes, replaces or assumes the Training Administrator's responsibilities. Any suggestions for modification/amendment to this Summary should be sent to the ZLA Senior Staff for review.

3. DISTRIBUTION

This summary is intended for students to be able to quickly understand the ZLA Training Program. A quick reference workflow is provided in Section 12: Concise Summary.

4. BACKGROUND

The ZLA Training Department realizes that controlling is an inherently new subject for nearly everyone joining our ARTCC. We also know that our training procedures, although necessary, are not the easiest to understand. It is the hope of the Training Department that the following summary helps to provide an easier way to understand the program.

5. VERSION

List of Changes

Version	Date	Explanation of Changes
6.00	7APR21	Training Summary Overhaul. Knowledge Topics introduced, concise summary added, student and instructor expectations clarified.
7.00	1AUG22	Expectations section updated to align with new training paradigm.
8.00	5FEB24	Realigned for compliance with GCAP. Changes to nomenclature.
8.10	24FEB24	Clarified OTS requirements; added solo guidance

6. TRAINING PROGRESSION

The ZLA Training Program is broken down into several different topic areas. Controllers must demonstrate satisfactory mastery of each topic laid out in the associated Training Syllabus in order to certify on that topic's positions, and must certify on the prior knowledge topic before proceeding to the next. These topics serve as a broad overview of the training department's structure and goals. The ZLA STM and Training Syllabi provide more detail. The contents of this section are laid out in the order of progression.

1. **Ground Control 1:** Clearance Delivery and Ground Fundamentals
   a. Prerequisites
      i. Complete the VATUSA S1 Training Academy & Basic Exam
      ii. Complete ZLA SOP Familiarity Course
      iii. Be on the ZLA roster and receive operating initials
   b. Minimum of one training session on Lindbergh Ground
   c. Completion Standard
      i. All topics in the appropriate training syllabus have been trained to proficiency
   d. Completion awards:
      i. The S1 controller rating
      ii. Tier 1 Endorsement for San Diego Ground
      iii. Tier 2 Endorsements for the Complex Procedures and Military categories at the S1 level, unlocking all Tier 2 Ground positions.
2. **Local Control 1:** Basic TMU Training and Local Control Fundamentals
   a. Prerequisites
      i. Meet the requirements of section 6.1 of this Manual
      ii. Complete the VATUSA S2 Training Academy & Tower Exam
      iii. Complete the ZLA Tower Written Exam
   b. Minimum of one session on San Diego Tower
   c. Completion Standard
      i. All topics in the appropriate training syllabus have been trained to proficiency
   d. Completion Awards:
      i. The S2 Controller Rating
      ii. Tier 1 Endorsement for San Diego Tower
      iii. Tier 2 Endorsements for the Complex Procedures and Military categories at the S2 level, unlocking all Tier 2 Tower positions
3. **Local Control 2:** Advanced TMU Training and Flow/Metering
   a. Prerequisites
      i. Meet the requirements of section 6.2 of this Manual
   b. Minimum of one session on Los Angeles Tower
   c. Instructor discretion to authorize SMT on Los Angeles Tower (Solo)
   d. Completion Standard
      i. All topics in the appropriate training syllabus have been trained to proficiency
      ii. Pass the Los Angeles Tower Over the Shoulder Examination (OTS)
   e. Completion Awards:
      i. Tier 1 Endorsements for Los Angeles Tower & Las Vegas Tower

4. **Terminal Control 1:** Radar Fundamentals
   a. Prerequisites
      i. Meet the requirements of section 6.3 of this Manual
      ii. Complete the VATUSA S3 Training Academy & DEP/APP Exam
      iii. Complete the ZLA Approach Written Exam
   b. Minimum of one session on SCT Area 5 (San Diego)
   c. Instructor discretion to authorize Self Monitored Training on Area 5 (Solo)
   d. Completion Standard
      i. All topics in the appropriate training syllabus have been trained to proficiency
   e. Completion Awards:
      i. The S3 Controller Rating
      ii. Tier 1 Endorsement for SCT Area 5 (San Diego)
      iii. Tier 2 Endorsements for the Complex Procedures and Military categories at the S3 level, unlocking all Tier 2 APP positions
5. **Terminal Control 2:** Finals and Sequencing
   a. Prerequisites
      i. Meet the requirements of section 6.4 of this Manual
   b. Minimum one session on L30, Las Vegas Approach
   c. Completion Standard
      i. All topics in the appropriate training syllabus have been trained to proficiency
   d. Completion Awards:
      i. Tier 1 Endorsement for L30 TRACON
      ii. Tier 1 Endorsement for SCT Area 6 (LAX DEP) including Area 2 SMT Exemption: reference Position Restrictions Policy 9.b
6. **Terminal Control 3:** Combined Radar Fundamentals and Strategies
   a. Prerequisites
      i. Meet the requirements of section 6.5 of this Manual
   b. Minimum two sessions on Consolidated SOCAL Approach
   c. Mandatory Self Monitored Training (Solo)
   d. Completion standard:
      i. All topics in the appropriate training syllabus have been trained to proficiency
      ii. Pass SCT Over the Shoulder Examination (OTS)
   e. Completion Awards:
      i. SCT Consolidated TRACON Tier 1 Endorsement
7. **Enroute Control 1:** En Route Control Fundamentals
   a. Prerequisites
      i. Meet the requirements of section 6.6 of this Manual
      ii. Complete the VATUSA C1 Training Academy & CTR Exam
      iii. Complete the ZLA Center Written Exam
   b. Minimum of two session on LA Center
   c. Instructor discretion to authorize Self Monitored Training on LA Center (Solo)
   d. Completion Standard
      i. All topics in the appropriate training syllabus have been trained to proficiency
      ii. Pass the Los Angeles Center Over the Shoulder Examination (OTS)
   e. Completion Awards:
      i. The C1 Controller Rating
      ii. All Tier 2 Endorsements at the C1 level
8. **Enroute Control 2:** Advanced Topics (Optional)
   a. Prerequisites

i. Meet the requirements of section 6.7 of this Manual
   b. The purpose of this training is to learn more extensive techniques and procedures for enroute controllers. Focus Areas include:
      i. Advanced Traffic Management Initiatives and Flow Control
      ii. Advanced spacing / metering techniques

7. SOLO ISSUANCE

Training staff utilize Self Monitored Training (SMT), also known as a "solo," to allow students time to practice on the live network on positions they are not yet fully certified for. Best practice for issuing solo time to a student is to issue the solo when the student has received an OTS Recommendation or equivalent, allowing the student to continue to work the position and stay familiar while the OTS is scheduled. Training staff will only issue solos to students they are confident can handle most any 'curve ball' the network may throw, typical traffic levels, and the overall workload of the position. Solos allow students to experience the live network and encounter situations a more sterile teaching environment may not provide. Solos are not themselves a teaching tool.

8. VISITOR AND TRANSFER CONTROLLER INTEGRATION

Visiting and transfer controllers share a common onboarding curriculum with differences tailored to a controller's individual experience and desires. The training staff will work with such controllers to define a clear path towards achieving Tier 1 and Tier 2 endorsements at ZLA. However, it is the responsibility of a visiting controller's home facility to provide training towards a controller rating and ensure an existing controller rating's standards are met. To the extent possible, visiting and transfer controllers will be placed into the same endorsement pathway as home controllers. The Senior Staff may define bespoke pathways to optimize training time for both the transfer/visiting controller and the training staff.

1. Visitor and Transfer Onboarding
   a. Visiting and Transfer controllers must complete the ZLA SOP Familiarity Course *prior* to joining the ZLA Roster.
   b. Once the transfer or visitor application is accepted, Operating Initials (OIs) will be assigned. Visiting and transfer controllers may then control any unrestricted position consistent with their VATSIM controller rating.
2. Choose a training track.
   After onboarding and receiving OI's, the visitor or transfer controller should email the Assistant Training Administrator with their requested training track. Some controllers prefer to start with a higher trafficked airport such as LAX, while others prefer to start in the radar environment; the tracks outlined herein are designed to accommodate an onboarding controller's preferences.
   a. Tower Track
      i. Training begins at LC2 (6.3 above): Los Angeles Tower. Successful completion of this training unlocks the Tier 1 Tower Endorsements for LAX and LAS, and Tier 2 tower endorsements for both categories. Reference the Position Restrictions Policy for details.
      ii. This track prohibits the controller from working any Tier 2 or Tier 1 approach airspace until the completion of separate training and achievement of applicable endorsements.
      iii. The next training course is for TC1 (6.4 above): SCT Area 5

b. Approach Track
　　　　　　i. Training begins at TC1 (6.4 above): SCT Area 5. Successful completion of this training unlocks the Area 5 Tier 1 endorsement, along with a SAN Tower Tier 1 endorsement top-down, and all Tier 2 approach endorsements top-down.
　　　　　　ii. Note: this training does not grant Tier 1 Tower endorsements for LAX or LAS.
　　　　　　iii. The next training course is LC2 (6.3 above): Los Angeles Tower
　　　　c. After completion of sections 8.2a, or 8.2b, the controller joins the home controller training progression at the associated step above in Section 6.

9. RETURNING CONTROLLERS

Controllers returning to the facility after having been removed from the roster for inactivity will work with the training department to become refamiliarized with the procedures of the facility.

1. Returning controllers must complete the ZLA SOP Familiarity Course *prior* to rejoining the ZLA Roster.
2. Once a returning controller is on the roster, they must email the TA and ATA to coordinate a familiarity training session and define an individualized return pathway to earn endorsements.
3. A returning controller does <u>not</u> automatically return with any previously held endorsement.

10. EXPECTATIONS

Students shall arrive to sessions on time and prepared with their radar client or controlling software set up properly. Students shall dedicate time to self-study and come to sessions having familiarized themselves with all appropriate training materials, SOPs, and topic knowledge. Students who fail to arrive at sessions prepared should expect to have their session canceled.

Training is generally conducted on a "longest time since last certification" basis and prioritizes GC1 candidates. Mentors and Instructors will make their best attempt to work with the same student through the duration of a position certification. In the event the training staff member is unable to do so, the student will retain their prior position in the training queue.

Students not currently working with a Mentor or Instructor shall use the "Request Session" function of the ZLA website to indicate available times an instructor or mentor can offer the student a session. Sessions are typically 90 minutes in length. Students shall only indicate availability for times they can make available. Repeated unexcused cancellations or declining of session offers shall result in disciplinary action. Training requests in the form of emails, private messages, Discord messages, or any method other than use of the training calendar are classified as training solicitation and will not be tolerated. This keeps the training process fair for all students.

● Students should be in the ZLA Discord server at least 5 minutes prior to the scheduled start time of their session
● If a student is more than 15 minutes late for their session without informing a training staff member, then the student will be considered a no-show

Typically training staff aim to offer sessions a minimum of 24 hours in advance. Sessions offered less than 24 hours in advance are not counted "against" any individual and shall not be used as examples of training system abuse if declined or canceled.

Sessions confirmed for the live network are automatically added to the controller sign up section of the facility's homepage. It is assumed a training session requires all available positions top-down, e.g. SCT_APP will assume positions all the way down to LAX_DEL. The instructor or mentor running the session may permit lower lever services be staffed by additional controllers at their discretion.

Sweatbox and associated software is for training staff use only. Training staff may opt to use it for training sessions, though use of the live network is preferred. Unless approved by the ATM, DATM, TA, or Staff Instructor, only instructors and mentors may operate sweatbox and associated software.

11. OTS

The exam shall consist of an uninterrupted 90 minutes of controlling without any operational errors and is expanded upon in the relevant syllabus. Candidates must work the entirety of the airspace top-down by themselves for the entire session. For the SOCAL Combined and LA Center OTS exams, after 45 minutes the instructor may elect to allow a lower-level controller to alleviate buildup of traffic that the candidate has already demonstrated proficiency in working. For example, having LA Tower come online as the number of pending clearances grows but where the candidate has already shown they are able to provide clearances in a timely manner.

12. CONCISE SUMMARY

Controllers should refer to the Position Restrictions Policy and General Requirements Policy for additional details. The below is a condensed list of the training order. The training staff has discretion and leeway to adjust some aspects of training to better fit individual student needs, and thus this list represents a typical progression.

1. To achieve S1
   a. **GC1**: SAN_GND
2. To achieve S2
   a. **LC1**: SAN_TWR
3. To achieve S2 Major Endorsement
   a. **LC2**: LAX_TWR OTS
      i. Solo Optional
4. To achieve S3
   a. **TC1**: SAN_APP
      i. Solo Optional
   b. **TC2**: LAS_APP
   c. **TC3**: SCT_APP OTS
      i. Mandatory Solo
5. To achieve C1
   a. **EC1**: LAX_CTR OTS
      i. Solo Optional