



Division Training Policy

02 August 2025

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1 Purpose and scope

1.1 Purpose

This policy shall clarify and specify global VATSIM policies for ATC training within VATEUD - aiming for similar and high quality standards VATEUD-wide while keeping waiting time for all trainees as low as possible.

1.2 Scope

This policy comes into force at 0001 UTC on 01 March 2024.

1.3 Records of Amendments

Date	Revision Number	Changes/affected sections
15 Jan 2024	1.0	Initial public release
13 Apr 2025	1.0.1	Added 3.12
02 Aug 2025	1.1	Added 2.21 and 3.2.5, added clarifications in 5.5, added process to stop tier 1 training for trainees with insufficient progress to 3.8.5

2 Definitions

1. GCAP: Global Controller Administration Policy
2. All definitions from global VATSIM policies (e.g. GCAP) apply.
3. (Controller) ratings: OBS, S1, S2, S3, C1, C3, I1, I3
4. Trainee: Any VATSIM member who applied for VATSIM ATC training (any rating) or is subject to training (any rating). A member who has completed a rating or endorsement but does not apply or no longer wishes to apply for the next rating or endorsement is not considered to be a trainee.
5. VATEUD ATD: VATEUD ATC Training Department. It oversees and coordinates ATC training division-wide. It consists of the VATEUD ATD lead, the VATEUD ATD Regional Managers, and the VATEUD examiners.

6. VATEUD ATD lead: VATEUD ATD Director and Deputy Director. The tasks of the Deputy Director are defined by the Director.
7. VATEUD ATD Regional Managers: Assistants to the VATEUD ATD lead. The tasks of ATD Regional Managers are defined by the VATEUD ATD lead.
8. VATEUD examiners: Examiners who can examine CPTs VATEUD-wide.
9. vACC: A subdivision within VATEUD. In this policy "vACC" is also sometimes used as a synonym for the responsible vACC body. E.g. "a vACC may require ..." means that the appropriate vACC staff members may set in place a certain requirement.
10. vACC ATD: vACC ATC Training Department. It consists of the vACC ATD lead and all vACC ATD managers/examiners/mentors.
11. vACC ATD lead: vACC ATD Director and Deputy Director. The tasks of the Deputy Director are defined by the Director. At least one vACC ATD lead member must hold a minimum rating of C1. Exceptions may be approved by the VATEUD ATD lead.
12. vACC examiners: Examiners who can examine CPTs in a vACC. They are appointed by the vACC ATD lead. Any vACC examiner must have been a vACC mentor before with reasonable mentoring experience for the ratings which they can examine. Any vACC examiner must hold a minimum rating of S3.
13. vACC ATD managers: Assistants to the vACC ATD lead. Their tasks are defined by the vACC ATD lead. They are appointed by the vACC ATD lead. Not all vACCs may have vACC ATD managers.
14. vACC mentors: vACC ATD members who may train trainees. vACC mentors are the backbone of the training system. They are appointed by the vACC ATD lead. This may be delegated to vACC ATD managers. Any vACC mentor must hold a minimum rating of S2. The mentor must hold the rating or endorsement for which they train a trainee (this does not hold for the C3 rating preparation).
15. Lesson: A theoretical session of a mentor with at least one trainee.

16. Training session: A practical training session of a mentor with one trainee. This may be online on the network or on a simulator server like "sweatbox". Multiple trainees may observe a training.
17. OTS: Over the shoulder session. This means a training session in which a mentor assesses specific competencies to decide if the trainee is ready for the next training steps. An OTS can be thought of as an "informal, mini practical test".
18. CPT: Controller Practical Test. A practical exam. If it is passed, a new VATSIM controller rating will be granted to the examinee.
19. Unrestricted airports: Airports which do not have designated tier 1 or tier 2 positions.
20. Controlling privilege: Anything which enables a VATSIM member to staff an ATC position. This includes a vACC roster entry, a tier 1 endorsement, a tier 2 endorsement, a special center endorsement or a solo endorsement.
21. Theory-only roster: To be used by a vACC with divisional and regional approval only. S1 students on the theory-only roster are restricted to a defined subset of the vACC's unrestricted GND and TWR positions.

3 ATC Training structure

3.1 Training airports

1. Definition: Airports at which S2 and/or S3 training can take place.
2. Solo endorsements can only be issued and CPTs only be held at training airports.
3. Training airports must provide sufficient average traffic levels and procedural complexity to prepare trainees to staff any unrestricted position (which they could staff with the rating they are granted after a passed CPT) within the vACC.

4. Any training airport must be approved and can be withdrawn by the VATEUD ATD lead. The withdrawal of a training airport shall only happen on request of the vACC ATD lead or if the training airport no longer fulfils the requirements stated in this policy.
5. All trainees must have the chance to be trained on unrestricted airports up to the S3 rating.
6. All vACCs must have at least as many unrestricted training airports as tier 1 or tier 2 training airports.
7. The trainee may choose at which airport they are trained. A vACC ATD may force a trainee to be trained at an unrestricted airport but a trainee must not be forced to be trained at a tier 1 or tier 2 airport.
8. Training at unrestricted airports should be quicker compared to training at a tier 1 or tier 2 airport as familiarization with tier 1 or tier 2 procedures may need additional training effort. Trainees who have difficulties achieving the required standards must always be trained at unrestricted airports.
9. All controllers who were trained at an unrestricted airport may apply for all tier 1 or tier 2 endorsements within their vACC if their rating is sufficient for the endorsement. 3.8 and 3.9 apply.
10. If a vACC is able to train at least 50% of their trainees at an unrestricted airport without increasing waiting time for trainees, they are encouraged to do so.

3.2 OBS to S1

1. The trainee starts with an OBS rating.
2. The trainee shall be trained as quickly and as efficiently as possible to be able to staff unrestricted airport GND positions. Ideally, this should not need more than an e-learning course, and two training sessions and/or lessons with a mentor (with the OBS rating these sessions need to be on a simulation server such as VATSIM sweatbox).

3. The S1 rating will be granted when the S1 theory exam provided by VATEUD has been passed. A trainee must take the exam on their own. The exam must be requested by the vACC ATD.
4. The trainee shall be added to the vACC's controller roster once the S1 theory exam was passed. With the S1 rating the trainee is allowed to staff any unrestricted airport GND position in the vACC as long as the trainee is listed in the vACC's controller roster.
5. With divisional and regional approval a vACC may use a theory-only roster. Any S1 rated student who completed a defined set of computer based training (CBT) courses and/or theory group lessons will be added to this theory-only roster. The vACC defines together with the division which subset of unrestricted GND and TWR positions S1 students on the theory-only roster could staff. The vACC may expect a trainee to control up to 20 hours on this set of positions before they may request to receive additional training to be added to the full vACC's controller roster. This additional training should not be more than on average 2 practical training sessions.
6. A vACC may extend point 4. to a set of TWR positions at unrestricted airports. In this case the vACC must ensure basic concepts of TWR controlling are taught before issuing the S1 rating. The vACC must publish a list of these airports on their website. A vACC must inform the VATEUD ATD lead about any changes to this list. The VATEUD ATD lead may deny such changes or instruct amendments to the list.

3.3 S1 to S2

1. Trainees may be required by the vACC ATD to control up to 50 hours on the network before continuing with this training step. The trainee is also required to have actively controlled in the weeks leading up to the start of their S2 training. Where possible this activity should include GND or TWR positions on their TWR training airport.
2. A vACC may require a trainee to participate in additional training sessions on unrestricted GND or TWR positions before S2 training starts. This should not

be used where possible.

3. S2 training can only be held at a training airport.
4. The trainee will be trained up to a level at which familiarization with the specific station is the primary concern. Once this level is achieved, a solo endorsement for the GND and TWR position will be issued if this is required in order for the trainee to be able to control the position. Where required this solo endorsement may be combined with a tier 1 or tier 2 endorsement. It is not possible to have a solo endorsement which is active for more than one airport at the same time.
5. Any solo endorsement must not be issued for more than 30 days. After these 30 days it expires and needs to be renewed.
6. Further training sessions should be held during the active solo endorsement to closely monitor the trainee's progress.
7. The theoretical S2 exam provided by VATEUD must be passed before the CPT is held. A trainee must take the exam on their own. The exam must be requested by the vACC ATD.
8. A CPT must be held within the first 60 days of a solo endorsement. The last 30 possible days of a solo endorsement shall be held as a reserve to be used only in extraordinary circumstances.
9. The CPT must examine GND and TWR competencies.
10. The S2 rating is issued after a passed S2 CPT.

3.4 S2 to S3

1. Trainees may be required by the vACC ATD to control up to 50 hours on TWR positions after the TWR CPT before continuing with this training step. The trainee is also required to have actively controlled in the weeks leading up to the start of their S3 training. Where possible this activity should include TWR positions covered by their APP training airport.

2. A vACC may require a trainee to participate in additional training sessions on TWR positions before S3 training starts. This should not be used where possible.
3. S3 training can only be held at a training airport.
4. The trainee will be trained up to a level at which familiarization with the specific station is the primary concern. Once this level is achieved, a solo endorsement for the APP position will be issued. Where required this solo endorsement may be combined with a tier 1 or tier 2 endorsement. It is not possible to have a solo endorsement which is active for more than one airport at the same time.
5. Any solo endorsement must not be issued for more than 30 days. After these 30 days it expires and needs to be renewed.
6. Further training sessions should be held during the active solo endorsement to closely monitor the trainee's progress.
7. The theoretical S3 exam provided by VATEUD must be passed before the CPT is held. A trainee must take the exam on their own. The exam must be requested by the vACC ATD.
8. A CPT must be held within the first 60 days of a solo endorsement. The last 30 possible days of a solo endorsement shall be held as a reserve to be used only in extraordinary circumstances.
9. The S3 rating is issued after a passed S3 CPT.

3.5 S3 to C1

1. Trainees may be required by the vACC ATD to control up to 50 hours on APP positions after the APP CPT before continuing with this training step. The trainee is also required to have actively controlled in the weeks leading up to the start of their C1 training. Where possible this activity should include APP positions covered by their CTR training sector.
2. A vACC may approve any CTR sector as a CTR training sector. The trainee may choose a training sector amongst those offered by the vACC, but they may

need to hold tier 1 or tier 2 endorsements of airports which are covered top-down by the training sector. The CTR training sector must provide sufficient traffic complexity to prepare a trainee to cover airports top-down and to frequently train all common separation techniques.

3. A vACC may require a trainee to participate in additional training sessions on APP positions before C1 training starts. This should not be used where possible.
4. The trainee will be trained up to a level at which familiarization with the specific CTR training sector is the primary concern. Once this level is achieved, a solo endorsement for the CTR sector will be issued.
5. Any solo endorsement must not be issued for more than 30 days. After these 30 days it expires and needs to be renewed.
6. Further training sessions should be held during the active solo endorsement to closely monitor the trainee's progress.
7. The theoretical C1 exam provided by VATEUD must be passed before the CPT is held. A trainee must take the exam on their own. The exam must be requested by the vACC ATD.
8. A CPT must be held within the first 60 days of a solo endorsement. The last 30 possible days of a solo endorsement shall be held as a reserve to be used only in extraordinary circumstances.
9. The C1 rating is issued after a passed C1 CPT.

3.6 Waiting lists

1. All vACCs need to have waiting lists for trainees who wish to start training for a controller rating or an endorsement.
2. CPT preparation trainings during active solo endorsements should be prioritized over all other training types.
3. Any training with a trainee who has already had another training session within the same training stage (e.g. 3.3) should be prioritized over requests by other trainees to start a new training stage.

4. The waiting list must be processed in order of waiting time, from longest to shortest. Small deviations from this order due to mentor availability, trainee availability, or other short term operational reasons are acceptable but should not contradict the general idea of processing the list in the described order.
5. Trainees who do not respond to training offers by ATD members for four weeks may be removed from the waiting list.
6. Trainees who have moved to the front of the waiting list but do not meet the requirements to start training as described in 3.3.1., 3.4.1., or 3.5.1., may be put on standby until they meet the requirements.
7. VACCs may send monthly check emails to trainees on waiting lists. Trainees may be removed from waiting lists if they fail to respond to such emails within 2 weeks. VACCs must make their trainees aware that they must expect such check emails. If trainees return from their inactivity shortly after they have been removed from the waiting list, vACCs can but do not have to put these trainees back into the waiting list position where they have been before they were removed.
8. Any trainee, who holds the S1 rating or any higher rating but is removed from the vACC controller roster, can be removed from all waiting lists.
9. Trainees actively supporting the VATSIM community in a staff position or controlling very actively on the network may be slightly prioritized over trainees who do not do so. However, this prioritization is up to the vACC ATD leads and shall be used with great caution. Especially for the training stage 3.2 trainees who are inactive must have realistic chances to start training, too.

3.7 Unrestricted positions

1. Any position which is not designated as tier 1, tier 2, or super center is considered to be an unrestricted position.
2. All full vACC members who are listed in the vACC's controller roster are allowed to control on unrestricted positions if they hold the required controller rating. Point 4. specifies this for VATSIM Scandinavia.

3. VACCs may limit a visiting controller's controlling privileges of unrestricted positions. Possible limitations are all stations up to and including TWR (S2 equivalent) or all stations up to and including APP (S3 equivalent). If this is used, the visiting controller will need to be checked by the visited vACC before they may control APP or CTR positions. This check shall be similar to the initial check which was performed in order to accept the visiting controller. Point 4. specifies this for VATSIM Scandinavia.
4. The vACC Scandinavia member countries (Denmark, Finland, Iceland, Norway, Sweden) are considered to be separate subdivisions in this policy and as such are allowed to have separate controller rosters. Given the size of VATSIM Scandinavia, the number of trainees, and the difference in procedures between the countries, VATEUD respects the specific circumstances and separate organizational structures in vACC Scandinavia and thus agrees to this interpretation of subdivisions. In all other vACCs VATEUD sees vACCs as subdivisions and thus only one controller roster per vACC is possible.
5. If all positions of an airport are unrestricted, the airport is considered to be an unrestricted airport.
6. Unrestricted airports shall have short and easy-to-understand SOP documents which focus on the most relevant procedures. It is possible to also publish a detailed SOP version for such airports, but this detailed version is for information purposes only and does not replace the official SOP which defines the procedures VATSIM controllers need to apply. If an airport has restricted and unrestricted positions, the vACC shall try to keep procedures as easy as possible for the unrestricted positions.
7. All controllers are required to study the SOP of an airport before they log in as a controller on this airport. This also holds for unrestricted positions. While vACCs cannot restrict unrestricted positions in any way, they are allowed to create short e-learning courses which must be passed by a controller who wishes to open the station. These courses must not take longer than 10 minutes from start until full completion of the course, present the most relevant procedures for the airport and replace the unguided reading of the SOP. Passing up to 2 such

courses may be required to staff a position (e.g. TWR and APP). The courses may finish with a very basic and short knowledge check about the content of the course. It must be possible to retake such courses immediately after a failed attempt. Any documentation of these courses must be fully automated as the trainee must not be expected to proactively inform the vACC ATD about completion of such courses. The trainee may staff the airport immediately after having completed such course successfully or after having read and understood the airport SOP if no e-learning course exists. A controller is considered to violate currency requirements if they have not completed the required e-learning course or read the SOP before staffing a position. The vACC ATD may thus apply GCAP paragraph 9.4(c)(iii) two months after the position was staffed the first time. If procedures change significantly, trainees may be required to retake such e-learning courses or read the SOP again before staffing positions on affected airports. 9.4(c)(iii) may be applied.

8. Severe shortcomings in service quality or severe lack of SOP knowledge may result in actions according to section 5.

3.8 Tier 1 endorsements

1. Any tier 1 designation refers to a specific set of ATC stations which must be provided with the application for such designation. It is not possible to extend a tier 1 designation to additional stations or airspaces without division approval. vACCs may split or rearrange already approved designated tier 1 stations or airspaces without division approval.
2. All vACC members and visiting controllers must have the chance to take part in any vACC's tier 1 endorsement program. Full vACC members may be prioritized over visiting controllers, but this must not mean that it is effectively impossible for visiting controllers to gain the tier 1 airport endorsement.
3. Gaining a tier 1 endorsement for each of the following station groups shall not need more than on average 3 sessions with a mentor and self-study methods if the trainee already holds the controller rating qualifying them to staff any unrestricted position of this station group: GND, TWR, APP, CTR. DEL stations

should be either excluded from tier 1 endorsement requirements or covered by the GND sector group program. The GND and TWR station groups may be combined. If the trainee does not already hold the required controller rating for the station group, 3.3 or 3.4 applies.

4. Trainees need to show that they can control any station of the relevant tier 1 station group up to the minimum standards defined by the vACC ATD. These minimum standards shall consist of the relevant local procedures and the ability to correctly handle the amount of traffic which is expected on an average evening with common support stations being staffed (e.g. on an average evening an APP controller can expect that the TWR station is staffed).
5. A tier 1 endorsement shall be granted immediately after the last tier 1 training session if this training session was successful. Should a trainee fail to meet the minimum standards defined by the vACC ATD in no less than 4 training sessions or fail to make sufficient progress in no less than 2 session, one additional training session with a vACC examiner shall be scheduled. If the trainee still fails to meet the minimum standards (in the case of at least 4 sessions so far) or the examiner agrees with the assessment that progress made so far makes it very unlikely that the tier 1 training will be completed in acceptable time (in the case of less than 4 sessions held so far), the endorsement training can be stopped. A trainee may reapply for the tier 1 airport endorsement training 6 months after the previous attempt has failed. A vACC may shorten this period. If it is clear that no progress has been made within 6 months, the vACC ATD should reach out to the VATEUD ATD to find a solution. The VATEUD ATD is allowed to extend the period in which the trainee is not allowed to reapply for the tier 1 endorsement.
6. Activity requirements from section 4 can be applied to tier 1 endorsements as long as these are clearly listed on the vACC website.
7. Tier 1 endorsements may be revoked if activity or currency requirements are not met or if the respective controller is removed from a vACC's controller roster.
8. 4.5. applies.

3.9 Tier 2 endorsements

1. Any tier 2 designation refers to a specific set of ATC stations which must be provided with the application for such designation. It is not possible to extend a tier 2 designation to additional stations without division approval. VACCs may split or rearrange already approved designated tier 2 stations or airspaces without division approval.
2. Where possible multiple airports should be grouped into one tier 2 endorsement.
3. Tier 2 training programs within VATEUD may include self-study methods and not more than one training session or lesson with a mentor if the trainee already holds the controller rating qualifying them to staff any unrestricted position of the position in question. If the trainee does not already hold the required controller rating for the position, 3.3 or 3.4 applies.
4. Training programs for procedural tier 2 TWR or APP positions may need on average up to 3 training sessions with a mentor.
5. All vACC members and visiting controllers must have the chance to take part in any vACC's tier 2 endorsement program.
6. There must not be activity requirements for tier 2 endorsements. Tier 2 endorsements may be revoked if currency or competency requirements are not met or if the respective controller is removed from a vACC's controller roster.
7. 4.5. applies.

3.10 Super center endorsements

1. Any super center training program within VATEUD must be approved by the VATEUD ATD lead.

3.11 Traffic Flow Positions

1. Any vACC may set up traffic flow positions as described in GCAP. The vACC must publish when these positions can be staffed.

2. The vACC must publish a standardized way how controllers can get the endorsement to staff the traffic flow position.
3. The endorsement to control a traffic flow position may be included in certain tier 1 endorsements and/or controller ratings.
4. A vACC may require controllers to hold specific tier 1 endorsements and/or controller ratings as prerequisites to get the endorsement to staff a traffic flow position. It is not allowed to define additional prerequisites.
5. A vACC may roster traffic flow positions for events.

3.12 Booking conflicts at online training sessions or CPTs

1. Online training sessions of a trainee with a mentor or CPTs have priority over any other station booking. This does not only include the exact training or CPT station but also any station which the trainee or examinee is supposed to cover (e.g. a TWR training session may also involve top-down service for GND and DEL stations in which case these must not be staffed during the training session).
2. To have priority over other bookings any training session needs to be booked at least 24 hours before the scheduled start of the session. CPTs always have priority over any booking regardless of when they were scheduled. If possible CPTs shall be booked more than 24 hours before the scheduled start of the exam.
3. Any ATCo who booked a station which needs to be released for a training session or exam should be informed as soon as the session is scheduled.
4. All ATCos are obligated to release their bookings for ATC stations within VA-TEUD for training sessions and CPTs as outlined above.

4 Activity requirements

1. VACC ATDs may put in place activity requirements for visiting controllers, home controllers, and tier 1 endorsements. No activity requirement can be stricter than

5 hours of controlling in each rolling 6 months timeframe. VACCs are encouraged to choose low activity requirements.

2. Activity requirements for visiting controllers must not exceed activity requirements for home controllers.
3. Not meeting activity requirements leads to removal of the corresponding controlling privileges. The controller needs to be informed about the privileges which are removed.
4. Removing controlling privileges because of section 4 is considered to be an administrative action only. The vACC ATD does not need to inform the VATEUD ATD about such action.
5. If controlling privileges were removed for activity or currency reasons, regaining them should be an efficient process for all controllers.
 - 5.1. A theory exam by the vACC may be required. At least an oral theoretical examination shall be held before any practical session. If this oral exam is failed, the practical session cannot take place. Not more than one practical sessions can be required to regain a specific controlling privilege. Thus there can be one session for the general controller roster and one more session for each endorsement.
 - 5.2. If the performance of the trainee is too bad in the practical session, the related controlling privilege shall still be issued but a follow-up-session can be made mandatory. If the unacceptable competency standard persists, 5.5. shall be applied.

5 Currency and Competency requirements

1. It is important to distinguish between shortcomings in currency or in general controlling competency.
2. Controllers who fail to meet the currency requirements defined in GCAP shall be removed from a vACC's controller roster. The process defined in GCAP must be followed. This includes but is not limited to a warning to the controller

who must have a fair chance to regain their currency before they are removed from the controller roster. In addition, the VATEUD ATD must be informed in written form about any removal of controlling privileges related to currency requirements. This shall include a short summary of the case including the date at which the controller was warned and the date at which the controlling privileges were removed.

3. Endorsements can be removed with the currency requirements procedure outlined above. The removal of an endorsement does not need to be connected to the full removal of a controller from a vACC's controller roster.
4. 4.5. applies.
5. Controllers who fail to remain competent as per GCAP standards can be warned by the vACC ATD lead. At least two training sessions shall be scheduled to resolve the situation. The controller is required to collaborate with the vACC ATD (otherwise the vACC ATD lead should involve the VATEUD ATD lead). The last of such training sessions must be held with a vACC examiner. If competency standards as per GCAP still are not met, the vACC ATD lead shall inform the VATEUD ATD lead in written form about the situation and recommend to the VATEUD ATD lead which actions shall be taken - this may include the removal of endorsements or other restrictions on positions to be staffed by the controller. The vACC ATD lead shall include in their message to the VATEUD ATD lead
 - a) a summary how GCAP standards are not met (especially why other VATSIM members are impacted by this)
 - b) email or chat correspondence with the controller failing to remain competent including the official warning, the offers for mandatory training, and where relevant training protocols
 - c) feedback received by the vACC ATD lead regarding the controlling failing to remain competent.

The VATEUD ATD lead will involve the VATEMEA Region Vice President in such cases and inform the vACC ATD lead about actions to be taken.

6. Regaining controlling privileges which were removed as described in point 5. may require a theory exam and practical training sessions. The vACC ATD and

the controller should agree on a training plan to train the controller up to the minimum acceptable standards for their lost controlling privileges in order for them to be reissued. If no agreement can be reached, the VATEUD ATD shall be involved. Once the controller meets the competency standards as per GCAP, the vACC shall reissue the controlling privileges and inform the VATEUD ATD lead about doing so. If multiple privileges were removed, these may be reissued step by step.

6 Underperforming trainees

1. Definition: A trainee who performs significantly worse than the average trainee. It is not realistic to train them up to the lowest acceptable standards without spending significantly more mentoring effort than the average effort per trainee. Thus the training of other trainees suffers significantly if the training of this trainee is continued.
2. Section 6 may not be applied for trainees who are trained at tier 1 or tier 2 airports for the S2 or S3 CPT. If a trainee struggles on a tier 1 or tier 2 airport, they should always be transferred to an unrestricted airport.
3. After three training sessions in a specific stage of training, a mentor may inform the vACC ATD lead that the trainee's performance is consistently and significantly below average.
4. If the vACC ATD lead agrees, they must inform the trainee that they are considered to be potentially underperforming. The trainee will then have no less than two additional trainings with approved vACC examiners to attempt to resolve the situation.
5. If the vACC examiners conclude that substantial progress was made, regular training with this trainee will continue. If the vACC examiners conclude that the performance still is significantly below the minimum expected performance of a trainee at this stage and that successfully completing the training stage is unlikely, the examiner will inform the vACC ATD lead and the trainee that the

trainee is underperforming. The vACC ATD lead needs to provide the VATEUD ATD with a short summary of the case.

6. The vACC ATD lead will decide how long training for the trainee is paused. This must not be longer than 6 months. After that time frame the trainee may apply again for the training stage. There is no need to prioritize the trainee in the waiting list, but there must not be any disadvantage, either. The trainee will need to start the training stage from the beginning.

7 CPTs

7.1 General rules

1. Any CPT shall examine whether the examinee is able to handle a normal amount of traffic safely and efficiently.
2. In case a vACC does not find enough examiners for their CPT, they shall request a VATEUD examiner. In this case the vACC shall always try to find an assisting vACC mentor or examiner who supports the VATEUD examiner with local expertise.
3. Any examiner should objectively examine the performance of the trainee in the exam. Previous experience with the trainee shall not be taken into account. If the vACC believes an objective examination cannot be ensured for a specific trainee, a VATEUD examiner shall be requested. In this case the vACC shall always try to find an assisting vACC mentor or examiner who supports the VATEUD examiner with local expertise.
4. 7 may be specified in more detail in an additional policy by the vACC ATD lead within the boundaries set in this policy and the VATEUD CPT guidelines.

7.2 S2 and S3 CPTs

1. At least one approved vACC examiner needs to examine the CPT. If possible at least one additional mentor should support the exam as an assisting examiner. One of the examiners should have local expertise at the exam airport. If only one

examiner is an approved vACC examiner, only the vACC examiner will decide about the outcome of the CPT. However, the assisting examiner shall be heard and an unanimous decision should be aimed for.

2. The VATEUD CPT guidelines and this policy need to be followed. Any CPT not following these is not valid and needs to be retaken.
3. The decision of the examiners is final. The examiners may discuss the outcome internally. They must come to a decision within one hour and inform the examinee immediately thereafter.
4. If the outcome of the CPT depends on a single situation which is unclear to the examiners, they may write down a summary of the situation and provide the vACC ATD lead with the summary and the log file of the exam. The vACC ATD lead will then decide over the result of the exam.
5. Points 3. and 4. may be overruled by 2. The vACC ATD lead and/or the VATEUD ATD lead may take this decision.

7.3 C1 CPTs

1. 7.2 applies with the following adjustment: At least two approved vACC examiners need to examine the CPT. They need to come to an unanimous decision. If one of the vACC examiners is replaced by a VATEUD examiner, 12. 4. applies.

7.4 C3 CPTs

The VATEUD C3 policy applies.

8 C3 rating

The VATEUD C3 policy applies.

9 I1 and I3 rating

1. The I1 rating may be issued to senior vACC ATD members. This always includes the vACC ATD lead but may be extended to vACC ATD managers or other important, senior, and very active mentors. The minimum permanent rating for an I1 rating upgrade is C1.
2. The I1 rating may be requested by the vACC ATD lead or the vACC Director. The request shall be sent to the VATEUD ATD lead (or a Regional Manager) via email. The request shall include a brief explanation why the member should be considered for an I1 rating.
3. The I1 rating shall be revoked if point 1. is no longer fulfilled by the I1 rating holder.
4. The VATEUD ATD lead (or a Regional Manager) approves or denies the I1 rating request.
5. The number of I1 rated vACC ATD members should be a reasonably low percentage of the total vACC ATD members.
6. The I3 rating shall be issued to VATEUD ATD members after an active contribution to the department for no less than 6 months. During these months the VATEUD ATD member shall hold an I1 rating if the permanent rating is C1 or higher. The minimum permanent rating for an I3 rating is C1. The VATEUD ATD Director will process the rating upgrade.
7. The I3 rating shall be revoked if the I3 rating holder leaves the VATEUD ATD.

10 Fast Track procedures

The VATEUD Fast Track Procedures apply.

11 VATEUD ATD structure

1. The VATEUD ATD is lead by the VATEUD ATD Director. The VATEUD ATD Director is responsible to the VATEUD board and can remove anyone from the

VATEUD ATD after having discussed this with the VATEUD Director.

2. The VATEUD ATD Director can appoint a VATEUD ATD Deputy Director to support the VATEUD ATD Director's work. The VATEUD ATD Director can delegate any task but the VATEUD board membership to the VATEUD ATD Deputy Director.
3. VATEUD ATD Director and VATEUD ATD Deputy Director together form the VATEUD ATD lead.
4. The VATEUD ATD lead can always act as VATEUD examiners.
5. The VATEUD ATD lead is supported by VATEUD ATD Regional Managers. VATEUD ATD Regional Managers are appointed by the VATEUD ATD Director. The VATEUD ATD lead defines the tasks of the VATEUD ATD Regional Managers. VATEUD ATD regional managers report to the VATEUD ATD Director.
6. VATEUD examiners are appointed by the VATEUD ATD Director. They examine CPTs VATEUD-wide. The VATEUD ATD lead and/or the head of the examination team decide about the maximum rating a VATEUD examiner can examine CPTs for.
7. The VATEUD ATD Director may appoint a head of the examination team to head the VATEUD examiners. Appointing VATEUD examiners may be delegated to the head of the examination team. The head of the examination team will also have the role of a VATEUD ATD Regional Manager.

12 VATEUD ATD entitlements

1. The VATEUD ATD lead may remove anyone's examiner status division-wide. If this is applied against a vACC examiner the VATEUD ATD lead shall discuss this with the vACC ATD lead.
2. VATEUD examiners may observe any CPT VATEUD-wide. If the VATEUD examiner asks for it, the local examiners shall explain their decisions to the division examiner. As a CPT observer the VATEUD examiner must not influence decisions of the local examiners.

3. With VATEUD ATD lead approval VATEUD examiners may examine any CPT or perform any vACC examiner or mentor duty VATEUD-wide.
4. If VATEUD examiners examine together with local examiners, only the VATEUD examiners decide about the outcome. However, the local examiner shall be heard and an unanimous decision should be aimed for.
5. If ATC training or examination standards of a vACC are found to potentially deviate from standards set by this policy, a global VATSIM policy, and/or VATEUD ATD lead instructions, the VATEUD ATD shall discuss this with the vACC ATD lead. The vACC ATD lead is obligated to collaborate with the VATEUD ATD in finding a solution. If no solution is found in reasonable time, the VATEUD ATD lead together with the VATEUD Division Director shall take further action to make sure all training within VATEUD complies with VATSIM and VATEUD standards. If necessary, the VATEMEA Regional Vice President may be involved.

13 vACC administrative obligations

1. VACCs are required to follow this and any other relevant policy. Any vACC procedure or rule which violates this or any other VATSIM policy is invalid. If anything policy-related is not clear to a vACC, the vACC is required to seek for clarification as quickly as possible. Clarification on this policy is provided by the VATEUD ATD.
2. The vACC ATD lead is responsible for any vACC ATC training activity in their vACC. They are obligated to ensure compliance with any relevant policy as well as professional and fair treatment of all trainees. If they find out about any VATSIM related misbehaviour of their ATC training staff or trainees, they are required to resolve this as quickly as possible and escalate any situation to the VATEUD ATD or VATEUD Director where division guidance is needed.
3. A vACC needs to inform the VATEUD ATD lead (or a Regional Manager) of any changes in the vACC ATD lead.
4. If the vACC ATD receives an information request by the VATEUD ATD, or

subject access request, the vACC ATD lead shall provide this information as quickly as possible.

5. The vACC ATD lead shall inform the VATEUD ATD lead (or a Regional Manager) if a vACC's I1 rating holder no longer fulfils the I1 rating requirements.
6. VACCs need to provide a list of their tier 1 and tier 2 positions and VATEUD approved training airports. These lists must be available to all VATSIM members.
7. VACCs need to keep their controller roster, staff rosters, tier 1, tier 2, and solo endorsement lists up to date. These lists must be made available to all VATSIM members.
8. If VATEUD provides rosters described in 6. and/or 7. on their own website, 6. and/or 7. applies to the VATEUD website. This means vACCs need to ensure that the VATEUD websites is up to date. If VATEUD provides such lists on their own website, the VATEUD representation of these lists is valid and overrules local lists in case these do not match.