

VATSIM

Scandinavia

Training

Policies

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Transfer

Introduction

The global [VATSIM Transfer and Visiting Controllers Policy \(TVCP\)](#) defines global requirements and rules for controllers who would like to transfer or visit another Region, Division, and Subdivision. Any controller at VATSIM may transfer to a new Region, Division, and Subdivision provided certain requirements are fulfilled.

The VATSIM Scandinavia **Transfer Policy** is based on the **TVCP** to ensure compliance with the global VATSIM policies. This policy establishes requirements, procedures and rules for controllers that would like to **permanently** transfer from another Region, Division, and Subdivision to one of VATSIM Scandinavia's FIR:

1. **Helsinki FIR** (Finland)
2. **Sweden FIR** (Sweden)
3. **Copenhagen FIR** (Denmark)
4. **Polaris FIR** (Norway)
5. **Reykjavik FIR** (Iceland)

Note: The five FIRs within VATSIM Scandinavia are considered to be different subdivisions with respect to training.

Thus, the **Transfer Policy** also covers internal transfers within VATSIM Scandinavia.

Controllers in queue for training, active and inactive controllers are assigned to a home Region, Division, Subdivision, and FIR. Pilots and observers will be assigned a home Region, Division, Subdivision, and FIR if they apply for training.

Requirements

A VATSIM controller who would like to transfer to in VATSIM Scandinavia must fulfil the following requirements:

1. **Rating**

a. **Time**

At least 90 days has passed since a new rating was awarded.

b. **Experience**

Have provided at least 50 hours of active ATC after passing the check for their current rating in their home Region, Division, and Subdivision.

2. **Current**

Be considered a current ATC in their home Region, Division, and Subdivision.

3. **Active**

The controller fulfill VATSIM Scandinavia's requirement of having provided at least 5 hours ATC during the last 6 months to be considered an active controller.

4. **Behaviour**

The controller is in good standing with VATSIM. No history of disciplinary issues within the last 12 months.

5. **Other Training**

Is not waiting for or has ongoing training in another Region, Division, Subdivision, and FIR.

6. **Previous transfer**

At least 90 days has passed since:

a. **Completing** any previous transfer

b. **Failed** to complete any transfer and having been returned to their home allocation

Procedure

A controller that would like to transfer to one of the FIRs in VATSIM Scandinavia should proceed according to the following procedure:

1. Requirements

The controller should make sure **all** the requirements are fulfilled.

2. Application

The controller apply for transfer:

- a. If the controller's home Region, Division, Subdivision is **outside** VATSIM Scandinavia the controller apply for transfer via [VATEUD](#) webpage.
- b. If the controller already is assigned to one of the **VATSIM Scandinavia FIRs** the controller should send an email to VATSIM Scandinavia Training Director (*training-director@vatsim-scandinavia.org*) and request transfer.

3. Select VATSIM Scandinavia FIR

Once the application for transfer has been approved the transfer period begin and the controller should send an email to VATSIM Scandinavia Training Director (*training-director@vatsim-scandinavia.org*) and select one (1) of the five FIRs:

- **Helsinki FIR** (Finland)
- **Sweden FIR** (Sweden)
- **Copenhagen FIR** (Denmark)
- **Polaris FIR** (Norway)
- **Reykjavik FIR** (Iceland)

as new home Region, Division, Subdivision, and FIR.

4. Transfer Training Plan

The Training Director and the Training Lead collaborate to create an individual practical transfer training plan for the controller based on previous rating and experience.

5. Theoretical and Practical Training

During the practical training the controller may be granted to temporarily individually control certain positions to gain experience applying local procedures. The temporary controlling permissions can be removed at any time.

Example)

A transferring controller with S3 rating that has completed transfer training at a Tower position may be temporarily allowed to provide ATC at that Tower

position independently. Thereafter, the training may proceed at an Approach position.

Practical online training would realistically always be needed and is highly encouraged, though it cannot be enforced and be mandatory according to the current TVCP except for familiarisation sessions at Enroute positions.

It is technically possible for the transferring controller to immediately request a *Competency Check* without any training, but it is not recommended since it will most probably result in a failed check and rejection of the transfer.

6. Enroute Positions

For C1 practical transfer training, familiarization training is required for each new Enroute position that is controlled during normal traffic levels. The controller is required to provide ATC independently at each new Enroute position for at least **10 hours** before proceeding with further training on additional Enroute positions.

7. Timeframe

Theory tests and practical training according to the individual practical transfer training plan should be completed within 90 days, otherwise the transfer will be rejected.

8. New Region, Division, Subdivision and FIR

Once the theoretical and practical training has been successfully completed the controller's home Region, Division, Subdivision and FIR is officially changed.

- a. If the controller made an internal transfer from one FIR to another FIR within VATSIM Scandinavia and fulfill the requirements for Visiting controller, the controller will remain a Visiting Controller in the previous FIR.

9. Positions

The controller is granted approval to control **unrestricted** positions.

10. Further Training

After having completed at least **10 hours** of independent ATC, the controller may apply for further rating and endorsement training (Tier 1 and Tier 2) by registering a Training Request in Control Center (CC). The Training Request will put in the normal queue for regular home controllers.

Rules

1. Rating

The transferring controller:

- a. retain the controller rating (S1, S2, S3, C1 or C3)
- b. is downgraded from any Instructor rating (I1 or I3) to the highest controller rating the controller had before being awarded the instructor rating.

Visiting External Controllers

Introduction

The global [VATSIM Transfer and Visiting Controllers Policy \(TVCP\)](#) defines global requirements and rules for controllers who would like to transfer or visit another Region, Division, and Subdivision.

The VATSIM Scandinavia **Visiting Controller Policy for External Controllers** is based on the **TVCP** to ensure compliance with the global VATSIM policies. This policy applies to external controllers from another Region, Division, and Subdivision outside VATSIM Scandinavia who would like to become a Visiting Controller in one of VATSIM Scandinavia's FIR:

1. **Helsinki FIR** (Finland)
2. **Sweden FIR** (Sweden)
3. **Copenhagen FIR** (Denmark)
4. **Polaris FIR** (Norway)
5. **Reykjavik FIR** (Iceland)

Note: The five FIRs within VATSIM Scandinavia are considered to be different subdivisions with respect to training.

Requirements and procedures for VATSIM Scandinavia Home Controllers who would like to control within another FIR in VATSIM Scandinavia are defined in the VATSIM Scandinavia *Visiting Controller Policy for Home Controllers*.

Definition

A **Visiting Controller** is a controller who is granted permission to provide ATC in an other Region, Division, Subdivision, and FIR, while still remaining assigned to

their home Region, Division, Subdivision, and FIR.

Requirements

A VATSIM controller who would like to become a Visiting Controller in VATSIM Scandinavia must fulfil the following requirements:

1. **Rating**

Hold a S3 rating or higher.

2. **Experience**

Have provided at least 50 hours of active ATC after passing the check for their current rating in their home Region, Division, and Subdivision.

3. **Current**

Be considered a current ATC in their home Region, Division, and Subdivision.

4. **Active**

The Controller fulfill VATSIM Scandinavia's requirement of having provided at least 5 hours ATC during the last 6 months to be considered an active controller.

5. **Behaviour**

The controller is in good standing with VATSIM. No disciplinary issues within the last 12 months.

6. **Other Training**

Is not waiting for or has ongoing training in another Region, Division, Subdivision, and FIR.

7. **Previous Visiting**

More than 12 months has passed since any previous Visiting Controller rights were gained in another Region, Division, Subdivision, and FIR.

Procedure

1. Application

A controller from a Region, Division, and Subdivision outside VATSIM Scandinavia who would like to become a Visiting Controller in one of VATSIM Scandinavia's FIR should submit a request to [VATEUD](#).

2. Information

The application must contain the following information in the "*Reason for visiting request*" field:

- a. Application text detailing motivation and ability to provide good service to pilots after training.
- b. Home Region, Division, Subdivision, and FIR (vACC)
- c. Contact details of their home vACC Director and Training Director
- d. Selection of **one** (1) of the five FIRs Helsinki, Sweden, Copenhagen, Polaris, or Reykjavik to visit

Incomplete requests will be rejected. Make sure to provide the **all** details listed above.

3. Approval

The VATSIM Scandinavia Director is responsible for:

- a. Verifying that controllers applying to become Visiting Controllers fulfil all requirements
- b. Checking references from the controller's home vACC Director or Training Director
- c. Approving that the controller is accepted to register a training request for training to become a Visiting Controller

The VATSIM Scandinavia Director may delegate tasks (a) and (b) listed above to the VATSIM Scandinavia Training Director.

4. Training

The Training Director and the Training Lead in the visiting FIR are responsible for creating a familiarization training plan and making sure training to normal expected minimum standards are completed before any visiting rights are granted.

5. Genuine Interest

The controller should initially be provided familiarization training at an unrestricted Tower position. Once the controller has demonstrated genuine

interest in participating in controlling in the VATSIM Scandinavia community, the training will continue. Demonstrating genuine interest could for example be shown by consistently and regularly providing individual ATC for a reasonable time.

6. **Tier 1 and Tier 2 Training**

The controller may request Tier 1 and Tier 2 training after having provided at least 10 hours of individual ATC at unrestricted positions in the visiting FIR.

Rules

1. **Eligibility**

It is possible for controllers in any VATSIM Region, Division, and Subdivision to apply for training to control unrestricted, Tier 1 and Tier 2 positions in one of the FIRs in VATSIM Scandinavia as Visiting Controllers provided the requirements above are fulfilled.

2. **Previous VATSIM Scandinavia Home Controller**

A controller that has transferred out of VATSIM Scandinavia may become a Visiting Controller in VATSIM Scandinavia in the FIR they left without any additional training, if the application to become a Visiting Controller is received within 3 months of leaving VATSIM Scandinavia.

3. **Priority**

Training home controllers for higher ratings, endorsements, and familiarization training in another FIR is prioritized over training controllers who would like to become Visiting Controllers in VATSIM Scandinavia. A very rough estimate of waiting times for ATC training for home controllers is approximately 8 to 15 months. Though it is not impossible to become a Visiting Controller, the waiting times might be long.

4. **ATC Standards**

Visiting Controllers should provide ATC to at least the same minimum required standards as regular home controllers.

5. **Behaviour**

The Visiting Controller should understand and comply with the contents of the VATSIM Scandinavia's Constitution.

6. Active ATC

The Visiting Controller should provide at least 5 hours of ATC in VATSIM Scandinavia each rolling 6-month period to remain active ATC. If the Visiting Controller does not fulfil the activity requirement, the Visiting Controller is considered inactive.

7. Fresh Training

An inactive Visiting Controller may apply for refresh training to become active ATC if the following requirements are fulfilled:

- a. The controller makes the request for refresh training within 6 months after becoming inactive
- b. It is the first time the Visiting Controller has become inactive in VATSIM Scandinavia
- c. The controller is considered current in their home Regional, Division, and Subdivision

8. Refresh Training Standards

An inactive Visiting Controller that fulfils the requirements for refresh training should be trained in the same way as regular home controllers in VATSIM Scandinavia.

9. Underperformance

If the Visiting Controller is found to be providing ATC below the expected minimum required standards:

- a. The Training Lead or the FIR Director should coordinate with the Training Director to issue a formal warning. The warning should clearly specify concrete evidence of under performance and a statement of what corrective actions the Visiting Controller would need to take to reach an acceptable level of ATC.
- b. The Visiting Controller should immediately implement corrective actions.
- c. If the Visiting Controller continues to underperform after 14 days, the Training Director should apply to VATEUD for removal of the controller's visiting rights in VATSIM Scandinavia.

10. Removal of Visiting Controller Privileges

A Visiting Controller is removed as a Visiting Controller in VATSIM Scandinavia if any of the following conditions occur:

- a. The Visiting Controller has become inactive a second time within 2 years of having performed refresh training.

- b. The Visiting Controller has been inactive for more than 6 months and has not by own initiative explicitly in written form requested refresh training.
- c. The Visiting Controller is underperforming, attempts to solve the problem has not been successful, and VATEUD has approved removal.
- d. Disciplinary action has been taken against the Visiting Controller in their home Region, Division, and Subdivision and removal has been approved by the EMEA Region Vice President.

11. Returning Visiting Controller

A controller who has been removed as a Visiting Controller in VATSIM Scandinavia is required to re-apply to become a Visiting Controller.

12. Rating Training

Visiting Controllers should be trained for higher ratings in their home Region, Division, and Subdivision. Thus, VATSIM Scandinavia does not provide ATC training for higher ratings for Visiting Controllers.

13. VATSIM Scandinavia Staff Positions

Visiting Controllers cannot hold staff positions at VATSIM Scandinavia.

Visiting Home Controllers

Introduction

The five FIRs within VATSIM Scandinavia are considered to be five different Subdivisions with respect to training. Thus, if a VATSIM Scandinavia Home Controller assigned to one FIR (**home FIR**) would like to control positions in another FIR (**visiting FIR**) the controller needs to apply to become a Visiting Controller.

Definition

A **Visiting Controller** is a controller who is granted permission to provide ATC in an other Region, Division, Subdivision, and FIR, while still remaining assigned to their home Region, Division, Subdivision, and FIR.

The VATSIM Scandinavia **Visiting Controller Policy for Home Controllers** is based on the global [VATSIM Transfer and Visiting Controllers Policy \(TVCP\)](#), however, with some adaptations, since controllers will be both a Home Controller and a Visiting Controller at the same time within VATSM Scandinavia.

Requirements

A VATSIM Scandinavia Home Controller who would like to provide ATC in another FIR in VATSIM Scandinavia must fulfil the following requirements:

1. **Rating**

Hold a S3 rating or higher.

2. **Experience**

Have provided at least 50 hours of active ATC after passing the check for their current rating.

3. **Active**

Be active ATC in VATSIM Scandinavia

4. **Behaviour**

The controller is in good standing with VATSIM, VATSIM Scandinavia communities, and the Training Department. No disciplinary issues within the last 12 months.

5. **Other Training**

Not have any other training request registered in Control Center (CC), nor be waiting for training or have ongoing training in another Region, Division, Subdivision, and FIR.

6. **Previous Visiting**

More than 12 months has passed since any previous Visiting Controller rights were gained in another Region, Division, Subdivision, and FIR.

Procedure

1. **Requirements**

The Home Controller should make sure all requirements are met.

2. **Training Request**

The Home Controller should register a familiarization training request in CC for training in the desired FIR, or send an email to the Training Director (*training-director@vatsim-scandinavia.org*)

3. **Familiarisation Training**

The Training Director and the Training Lead in the visiting FIR are responsible for creating a familiarisation training plan and making sure training to normal expected minimum standards are completed before any visiting rights are granted.

4. **Unrestricted Positions**

The controller should first be provided familiarization training at unrestricted positions.

5. Tier 1 and Tier 2 Training

The controller may request Tier 1 and Tier 2 training after having provided at least 10 hours of individual ATC at unrestricted positions in the visiting FIR.

Rules

1. Eligibility

It is possible for Home Controllers in any FIR in VATSIM Scandinavia to apply for training to control unrestricted, Tier 1 and Tier 2 positions in another FIR in VATSIM Scandinavia as a Visiting Controller, provided the requirements above are fulfilled.

2. Priority

A VATSIM Scandinavia Home Controller who would like to control in another FIR within VATSIM Scandinavia will receive the same priority as a regular Home FIR controller for training at unrestricted positions and for Tier 1 and Tier 2 positions.

3. ATC Standards

Visiting Controllers should provide ATC to at least the same minimum required standards as regular Home FIR controllers.

4. Active ATC

The controller should provide active ATC for at least 10 hours each rolling 12-month period in:

- a. the home FIR **and**
- b. the visiting FIR

5. Underperformance

If the Visiting Controller is found to be providing ATC below the expected minimum required standards:

- a. The Training Lead or the FIR Director should coordinate with the Training Director to issue a formal warning. The warning should clearly specify concrete evidence of under performance and a statement of what corrective actions the Visiting Controller would need to take to reach an acceptable level of ATC.
- b. The Visiting Controller should immediately implement corrective actions.

6. Removal of Visiting Controller Privileges

A Home Controller's visiting privileges in another FIR in VATSIM Scandinavia are removed if any of the following conditions occur:

- a. The controller does not meet the activity requirements.
- b. The controller underperforms as ATC, a written warning about underperformance has been issued, 14 days has passed and the controller is still underperforming.

7. Rating Training

Visiting Controllers should be trained for higher ratings in their Home FIR. The Visiting FIR in VATSIM Scandinavia does not provide ATC training for higher ratings for Visiting Controllers.

Transition Real Life ATCO and IVAO

Introduction

Students with extensive prior Air Traffic Control (**ATC**) experience who hold an ATC rating as a:

1. Real-life Air Traffic Control Officer (**ATCO**), or
2. International Virtual Aviation Organisation (**IVAO**) network controller

may apply for Transition Training at VATSIM Scandinavia.

Note: Transition Training at VATSIM Scandinavia is referred to as *Fast-Track* in VATSIM and VATEUD documentation. However, the term *Fast-Track* is misleading, as it creates the impression of skipping the training queue, which is generally not the case.

Definition

Transition Training means the training will be individually adapted, performed at an accelerated pace, and the student does not need to complete a formal Controller Practical Test (**CPT**).

The VATSIM Scandinavia Transition Training procedures are based on the [VATEUD ATD Fast Track procedures](#).

Requirements

To be accepted for Transition Training, candidates must fulfil at least one of the following requirements:

Background	Current rating	Transition to VATSIM rating
Real-life ATCO	ADV, ADI	S2
	APP, APS, ACP, ACS	S3
IVAO controller	APC	S2
	ACC	S3

Real-life ATCO

A real-life ATCO holding an ADV or ADI rating is eligible for Transition Training up to S2 rating on VATSIM. Note that the real-life ATCO's rating must be valid, or have been valid within the last 3 years.

IVAO controller

Transition Training from an IVAO rating is permitted to the corresponding VATSIM rating one step below. For example, if an IVAO controller holds an APC (approach positions on IVAO), Transition Training to VATSIM rating S2 (tower positions on VATSIM) is possible. The IVAO controller must have provided at least 5 hours of online ATC within the last 3 years.

Training Request

Candidates meeting the requirements who wish to request Transition Training should contact the VATSIM Scandinavia **Training Director** by email (*training-director@vatsim-scandinavia.org*).

Real-life ATCO

The ATCO should include a high resolution copy of their real-life ATC license and certificates.

IVAO controller

The IVAO controller should include a screenshot clearly showing:

- Name
- Rank
- Controller hours
- Date of last controlling session

Candidates should select one (1) country Finland, Sweden, Denmark, Norway, or Iceland, where they would like to train.

Transition Training Procedure

Since the knowledge, skills, and background of students accepted into the Transition Training program may vary widely, there is no standardized one-size-fits-all training procedure. Instead, the Training Lead and the Training Director create an individual Transition Training plan based on the student's background. The individual plan should generally be based on one of the following templates.

Direct Transition Training

Direct Transition Training is applicable if the real-life ATCO has a rating and endorsement for a particular unit and would like to provide ATC on VATSIM only at the corresponding position(s) up to S3 level, possibly including Tier 1 endorsements.

If for example an ATCO has real-life license to provide ATC at GG APP and TWR and would like to control Göteborg Approach and Landvetter Tower on VATSIM, the following Direct Transition Training plan would be used as basis for the individual Transition Training plan. It is not mandatory, but highly encouraged to start practical training with Direct Transition Training students with higher priority, since they would be able to provide valuable information with respect to real-life local operational procedures at positions we simulate at VATSIM Scandinavia.

VATEUD Core Test Fast-Track Theory Exam

When the student's application for Transition Training has been verified and accepted by the VATSIM Scandinavia Training Director and the VATEUD Training Department, the student is given access to the VATEUD Core Test Fast-Track theory exam.

Practical Training

The Training Lead request rating upgrade when the student has passed the VATEU Core Test Exam. When a mentor is available, the mentor provide 1 to 2 practical training sessions at the specific position(s) focussing on VATSIM software, environr and community.

Obviously, the student is expected to perform exceptionally well with respect to controlling skills and applying local operating procedures considering the professio background and training.

- **Training Completion**

Once the student has become familiar with the VATSIM environment and after completing the final session, the student may staff the specific position(s) on VATS

Conditional Transition Training

Conditional Transition Training is applicable for real-life ATCO who hold an ATC license at a different unit from the position(s) they would like to control at VATSIM Scandinavia, and for controllers with IVAO rating APC or higher.

Note: The local operating procedures, such as phraseology, controlling software, and environment at VATSIM Scandinavia might be much more different from the real-life procedures in other countries and regions than you might expect.

Thus, a stepwise training approach should be applied. If the student does not perform at the expected level at any step of the Conditional Transition Training, the Training Lead and the Training Director may jointly decide to abort the Conditional Transition Training and transfer the student to the standard training queue and program.

- **Self-Study**

When the student's application for Transition Training has been verified and accep by the Training Director and the VATEUD Training Department, the student is given access to pre-training material. The student is expected to prepare and commit to studies.

Simulator Training

Once a mentor is available 1 to 2 Sweatbox sessions are performed. The student is expected to:

- have exceptionally good theoretical background knowledge
- have acquired knowledge of local operating procedures and understanding of basic functionality of VATSIM controller software from self-studies
- quickly understand, implement, and remember feedback from the mentor

● **S1 Rating**

The Training Lead assigns the VATEUD S1 Core test to the student and requests S1 rating upgrade once the student has passed the test.

● **Tower Online Training**

The student has 1 to 2 sessions online a tower position together with the mentor. The student is expected to correctly apply local operating procedures, standard phraseology, and quickly adapt to the VATSIM environment. If the mentor is in doubt regarding the student's progress and performance, the mentor should immediately discuss next steps with the Training Lead.

● **S2 Rating**

If the student follows the Conditional Transition Training up to S2 level, the student is assigned the VATEUD Core Fast Track theory exam (S2 level) and is upgraded to S2 once passed the theory test. Thereafter, the training is completed.

● **Consolidation**

If the student follow Conditional Transition Training up to S3 level, the student is assigned the VATEUD S2 Core test. Once the test is passed, the student is upgraded to S2. The Training Lead may require the student to control on their own at a tower position for up to 50 hours during a 3-month period before the training continues.

● **Practical Approach Control Training**

The student has 1 to 2 practical sessions together with the mentor. The session(s) could be performed in Sweatbox and/or online at the mentor's discretion. The student is expected to have extraordinary good vectoring skills and be able to correctly apply local operating procedures. If the mentor is in doubt regarding the student's progress and performance, the mentor should discuss next steps with the Training Lead.

S3 Rating

If the mentor and the Training Lead find that the student's performance is satisfactory, the student is assigned the VATEUD Core Fast-Track theory exam (S3 level). Once the test is passed, the student is upgraded to S3. Thereafter, the training is completed.

Rules for Transition Training

1. Training Queue

Transition Training requests are placed in the normal training queue with the same priority as regular home VATSIM Scandinavia students. Real-life ATCO with ATC license at a unit in the **same** country where they would like to provide ATC on VATSIM may be prioritized after approval by the Training Director.

2. Underperformance

The student will be removed from the Transition Training program if any of the following conditions occur:

- **Theory**

Severe and significant theoretical knowledge gaps are identified.

- **Skills**

ATC skills fall far below expectations for the student's stated background.

- **Progress**

Progress fails to meet the expectations while following accelerated training pace.

That is, the Training Director may at any point remove the student from the Transition Training program, if the student does not perform at the expected level and place the student in the standard training queue and programs.

Remarks

The Transition Training program is exclusively aimed at students that already have professional or extensive ATC experience. Thus, the following is outside the scope of

Transition Training:

1. **Additional Training Sessions**

If the student needs more than 2 training sessions during initial Sweatbox training, S2, or S3 training, the student should be transferred to a corresponding standard training program.

2. **Controller Practical Test (CPT) or Validation Sessions**

If the mentor and the Training Lead would like to have a second opinion a second mentor should be invited as observer during one of the training sessions to provide a broader perspective of the student's performance.

3. **Tier 1 and Tier 2 Endorsement Training**

Tier 1 and Tier 2 Endorsement training should be conducted within the standard training programs, except if the real-life ATCO has professional license to control the corresponding position.

4. **Area Control Surveillance (C1 rating)**

Area Control on VATSIM is during normal conditions usually very different from real-life in some aspects:

- **Complexity**

Area Control positions on VATSIM are procedurally highly complex, since top-down coverage for approach and tower positions below might be included.

- **Coverage**

VATSIM area control position may bandbox a large number of real-life sectors.

- **Traffic Flow**

Traffic flows might unexpectedly increase to very high levels, since Traffic Flow Management might be limited at times.

Thus, C1 training should be performed within the standard training programs.

5. **Real-life pilots**

The Transition Training program is aimed at students with extensive previous ATC experience, thus pilots with for example PPL, ATPL, or MPL are not eligible.

Other positions and higher rating training

If the student wishes to control other positions or train for a higher rating, the student should register a standard Training Request in the training administration program Control Center(**CC**).