

Denver ARTCC

Mentor Selection and Induction Guidance

Purpose: This document serves as guidance for prospective mentors within the ZDV ARTCC. These guidelines serve as a supplement to the regulations laid forth within the ZDV ARTCC Facility Administrative Policy.

Eligibility: Any person wishing to act as a mentor within ZDV must:

1. Be an active member of the network in good standing.
2. Hold an S2 rating (or higher) with Major certifications prior to taking the position.
3. Be able to work in a team environment.
4. Have excellent written and oral communication skills.

Interested candidates should reach out to the Training Administrator in writing at ta@zdvartcc.org.

Privileges: Persons acting as a mentor within ZDV are typically awarded access to the following:

1. Facility Information on VATUSA.
2. The Training Staff role within the ZDV Discord server.
3. A provider account on Picktime.
4. Mentor access on the ZDV Website.
5. ZDV Training Google Drive

Induction Flow: Persons who express interest in becoming a mentor will typically be expected to complete the following items in the order listed prior to certification:

1. Observe at least 2 sessions of different type (e.g. Minor Tower & Major Tower)
2. Act as a "Remote Pilot Operator" for at least 2 sessions, regardless of session type.
 - a. A "Remote Pilot Operator" (RPO) is a person whose primary function consists of issuing commands to simulated pilots.
3. Administer at least 1 theory session under the supervision of a fully qualified Mentor.
 - a. Note - A fully qualified mentor, for this provision, is defined as any mentor that holds all available minor and major certifications applicable for their rating.
4. Administer at least 1 monitoring session on the live network.
5. Without the assistance of others, demonstrate to the Training Administrator the ability to provide instruction to students when given a particular lesson plan.

Upon completion of these tasks, a person may be awarded the privileges previously listed in this document. A newly inducted mentor will typically be assigned additional restrictions, such as:

1. Inability to instruct students with regards to ZDV major facilities (DEN).

Currency:

1. Members of the training staff are expected to complete the minimum number of sessions as outlined in the ZDV ARTCC Training Policy, unless otherwise waived.
2. Unless a written waiver is provided, currency must be obtained through publishing availability on Picktime.

Questions: All questions should be directed to ta@zdvartcc.org.