Denver ARTCC

Effective Date:
01 FEB 2025

Subject: Mentor Induction Process

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.

Please note, this order is intended for use on the VATSIM network and only applies in a virtual environment simulated on the VATSIM network. It is not applicable for live operations in the National Airspace System.

Casey Phillips
Training Administrator
Denver ARTCC

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 Tier 1 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. The Training Staff role on Scheddy.
4. Mentor access on the ZDV Website.
5. Access to the ZDV Training Staff Google Drive

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

1. Observe at least 2 sessions of different type (e.g. Unrestricted Ground and Tier 2/1 ground)
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.

These tasks must be completed within 45 days of being assigned as a mentor. Failure to comply will result in the revocation of mentor status Upon completion of these tasks, a person may be awarded the privileges previously listed in this document. A newly inducted mentor will have lesson availability as assigned by the TA.

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 Scheddy.

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