



KUWAIT & IRAQ
SUBDIVISION

Kuwait & Iraq vACC

ATC Training Policy

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1. Control Pages

1.1. Document Identification

Document Identification	
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1.2. Revision Records

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2026/01	16 Jun 2026	Initial Release	John Yang

Note: Any information not included in this policy shall be covered by the relevant master MENA divisional policy – if there is a discrepancy between them the MENA policy shall prevail.

2. Document Information

2.1. Scope

This document describes the ATC training process for transferring, visiting, and resident controllers within the Kuwait & Iraq vACC. It outlines the different stages of training that controllers must follow through the VATSIM rating system.

The MENA Divisional Director, Divisional ATC Training Director, Kuwait & Iraq vACC Director, Kuwait and Iraq vACC ATC Training Director, or Vice President - Europe, Middle East, Africa reserve the right to deviate from the policies outlined in this document where deemed necessary.

2.2. Limitation of Liability

This document has been prepared for use on the VATSIM network and for simulation purposes only. The Kuwait & Iraq vACC alongside this document's authors cannot be held liable for any misuse of this document in the real-world.

3. Definitions and Acronyms

Member	An individual registered on the VATSIM network.
Resident	An individual who is assigned to the Kuwait & Iraq vACC.
Visitor	An individual from another Subdivision or division.
vACC	Virtual Area Control Center, otherwise known as a Subdivision.
Mentor	A controller authorised by a Subdivision to provide training to students.
Examiner	A controller authorised by a

	Subdivision to conduct an exam.
EuroScope	The controller client for the Kuwait & Iraq vACC.
TrackAudio	The audio client for the Kuwait & Iraq vACC.
vATIS	The ATIS client for the Kuwait & Iraq vACC.
GCAP	VATSIM Global Controller Administration Policy.
Endorsement	The approval to operate a Controllable Position with a Designated Status; which requires additional competencies or knowledge above that of an ATC rating.
Active training	An individual looking to be trained for a new rating and/or endorsement.
Rating	The rating associated with an individual's account. These include ATC ratings; but may also be the ratings defined in GCAP Appendix B.
Student	An individual undergoing training for a rating update and/or an endorsement.
Trainee	An individual undergoing training for a rating update and/or an endorsement.
(VP) EMEA	(The Vice President of) Europe, Middle East, and Africa.
VATMENA	VATSIM Middle East & North Africa Division.
CPT	Controller Practical Exam

4. Training requirements

4.1. Membership status

To participate in the training program, a member must meet the following requirements:

- Hold a residential Membership status within the Kuwait & Iraq vACC.
- If from another within VATMENA Subdivision; hold a minimum of an S2 rating.
- If from a division out with VATMENA; hold a minimum of an S3 rating.

4.1.1. Prior to starting active training, trainees shall have all the prerequisites listed in the [Controller Guidance, Prerequisites page](#).

5. Training Structure

5.1. Position Designations

All positions within the Kuwait & Iraq vACC are either 'Unrestricted' or hold a type of 'Designated Status' as defined below.

5.1.1. Training Airports and Positions

In addition to section 4.1 and alongside the VATMENA ATC Training Policy 3.1, training airports and positions serve as a training ground for all rating progression. These positions are defined below.

5.1.1.1. Baghdad FIR Training Airports and Positions

Rating	Designated Position(s)
S1	ORBI_GND, ORMM_GND
S2	ORBI_TWR, ORMM_TWR
S3	ALI_APP, BGD_APP
C1	ORBB_*_CTR

Top-down coverage of positions can be found in the [docs website](#).

5.1.1.2. Kuwait FIR Training Airports and Positions

Rating	Designated Position(s)
S1	OKKK_DEL, OKKK*_GND
S2	OKKK*_TWR
S3	OKKK*_APP
C1	OKAC_CTR

6. Training Structure

6.1. Designated Status

A Designated Status is a permanent attribution which does not vary depending on time or traffic levels. Positions which hold a Designated Status, if applicable, are defined in this chapter alongside the [VATSIM Designated Positions Overview](#).

6.2. Tier 1 positions

Tier 1 positions refer to positions at major airports that handle a significant volume of air traffic and/or involve complex operational procedures which require a higher level of controller proficiency.

6.2.1. Tier 1 positions delegation

At the time of writing, there are no Tier 1 positions within the Kuwait & Iraq vACC.

6.3. Tier 2 positions

Tier 2 positions refer to positions that feature atypical procedures which may feature deviations from commonly seen SOPs which require a higher level of proficiency.

6.3.1. At the time of writing, there are no Tier 2 positions within the Kuwait & Iraq vACC.

7. Training Program

7.1. Requesting Training

To participate in the training process, a member should ensure that they meet the minimum requirements. Then, a member should submit a training request through the VATMENA HQ. Once a training request is submitted, the member will be placed on the waiting list, which operates on a first-come, first-served basis; refer to section 5 of the [VATMENA ATC Training Policy](#). All students should ensure that they have the required software listed in the [Controller Guidance, Prerequisites page](#).

7.2. Remaining on a waiting list

Once a training plan is accepted, students are expected to:

- Frequently update their availability slots;
- Remain a Kuwait & Iraq vACC home member;
- Study training material, known as a “self-study” phase

7.3. Attending training sessions

When a session is picked up by a mentor, the student will be notified by means of Discord private message. Students are expected to meet in the ‘Training Lobby’ at least 5 minutes prior to the scheduled session time and be fully prepared.

7.4. Attempting the Divisional exam

Once a student and/or a student's mentor deems a student to be confident on their knowledge at their level shall attempt the relevant Divisional exam on the VATMENA HQ.

Passing this exam is mandatory prior to submitting a rating upgrade request.

7.5. Solo Endorsements

Solo endorsements are issued to provide trainees the opportunity to gain practical experience by controlling independently on the live VATSIM network. These are granted only when the trainee has shown sufficient readiness, ensuring that local procedures and standards are upheld. Endorsements are limited to a designated position, and its sub-splits.

7.5.1. Requesting a Solo Endorsement

Following a satisfactory performance in practical training sessions, the mentor shall submit a letter of recommendation to Kuwait & Iraq vACC's ATC Training Director/Deputy ATC Training Director. Upon successful review, the subdivisions ATC Training Department shall forward the request to the VATMENA ATC Training Department for further evaluation. If approved, the divisional ATC Training Department shall issue the endorsement.

7.5.2. Conditions of a Solo Endorsement

- Valid only for the specific position at the designated training airport;
- The trainee shall comply with all local procedures, policies, and any instructions issued by ATC training staff;
- The endorsement is temporary; a solo endorsement shall only be approved for a maximum of 45 days at any given period;
- Trainees may be monitored, and the endorsement can be revoked at any time by the ATC training department;
- A solo endorsement has a maximum duration of 90 days per rating and is valid for one year before it can be reset

7.6. Controller Practical Test (CPT)

7.6.1. Pre-CPT

Prior to a formal CPT request, a student shall undergo a Pre-CPT evaluation conducted by a local instructor, or a different mentor from within the subdivision. The following describes the Pre-CPT:

- It shall closely replicate the conditions of the actual CPT;
- It shall assess the student's ability to manage traffic independently, apply local procedures accurately, perform confidently under realistic CPT conditions, apply top-down coverage of at least 1 position below their training position (e.g. a TWR trainee shall cover GND);
- A Pre-CPT shall occur prior to the initial solo endorsement expiry date. It is recommended to be scheduled on day 21 of the solo endorsement;
- Passing the Pre-CPT is mandatory prior to a formal CPT request

7.6.2. Scheduling a Pre-CPT

A CPT request shall be submitted at least 7 days prior to the proposed date to the divisional ATC Training Department to allow adequate time for examiner coordination.

7.6.3. Examiner Requirements (S3 and above)

- Exams for ratings S3 and above require both a divisional examiner and a local examiner. Both examiners shall be from different subdivisions to ensure impartiality.
- If the subdivision has more than 1 qualified local examiner, preference shall be given to an examiner who has not mentored the student.

8. Mentors

The Kuwait & Iraq vACC keeps an updated list of approved mentors on the VATMENA HQ.

Mentors shall only instruct students working towards a rating/endorsement that is one rating below the mentor's own rating.

When conducting a session on the VATSIM network, mentors shall append an "M" to their regular callsign, followed by their facility. (e.g. OKKK_1M_TWR).

9. Fast Track Policy

Members should refer to the [VATMENA Fast Track Policy \(VATMENA_POL_FTP\)](#) for more information.

9.1. Rating conversions from other networks and/or real-world aviation licenses.

Members looking to convert ratings/licenses from other networks and/or real-world authorities shall refer to [VATMENA Fast Track Policy \(VATMENA_POL_FTP\)](#) for more information.