

**VATSIM NETWORK  
UNITED STATES DIVISION  
HONOLULU CF**

**SUBJ: Student Solo Certification Policy and Procedure** \_\_\_\_\_

This order prescribes the policy and procedure for instructors and students with regards to HCF Student Solo Certification. This order sets forth the procedures for the certification of student controllers by an instructor to control live traffic on the VATSIM network at the Maui ATCT and/or HCF Center prior to receiving the rating for which the student is being certified to work solo on as well as the policy for students controlling at the Maui ATCT and/or HCF Center under the policy and procedure of this order.

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## 1. DEFINITIONS

- 1.1. **Student.** For the purpose of this document, "student" refers to a controller who holds HCF roster status and holds at least an S1 rating, but not higher than an S3 rating.
- 1.2. **Instructor.** For the purpose of this document, "instructor" refers to a controller who has been designated by HCF and approved by VATUSA to instruct and who holds at least an I1 or I3 rating or a controller who has been designated by HCF as a mentor.
- 1.3. **ATCT.** Air Traffic Control Tower. For the purpose of this document, "ATCT" refers to the terminal facility which provides air traffic services. It refers to both the Tower and Approach Control facility.
- 1.4. **Event.** For the purposes of this document, "event" refers to an activity sanctioned by HCF, VATUSA, VATSIM or any other division therein that is advertised as an event and attempts to increase arriving, departing, or transiting traffic to, from, or within an airspace. Does not include events sanctioned by virtual airlines, unless it is a jointly sanctioned event between a virtual airline and HCF, VATUSA, VATSIM or any other division therein.
- 1.5. **Training Administrator.** For the purposes of this document, "training administrator" refers to the person officially designated as Training Administrator by VATUSA and HCF. If no training administrator is appointed, the person officially designated by VATUSA as the Air Traffic Manager, or the person officially designated by HCF as the Deputy Air Traffic Manager, or the most senior instructor-rated controller of HCF who maintains controller currency, in that order.
- 1.6. **CTR.** "CTR" refers to HCF Center (HNL\_CTR).

## 2. STUDENT ELIGIBILITY

- 2.1. In order for a student to be eligible for a **Solo Certification (SC)**, he or she must:
  - 2.1.1. Hold at least an S1 rating but not higher than an S3 rating.
  - 2.1.2. Have received the applicable training referenced in Chapter 6 of this Order.
  - 2.1.3. Be in good standing with VATSIM, VATUSA, and HCF have no history of disciplinary action by VATSIM, VATUSA, or HCF.

## 3. STUDENT PRIVILEGES

- 3.1. Upon the issuance of a SC, the student may:
  - 3.1.1. Absent of the supervision of an instructor, control the positions at the Maui ATCT and/or CTR up to and including those positions which require one rating higher than the student currently holds, as specified in the endorsement.

#### **4. STUDENT RESPONSIBILITY**

- 4.1. While exercising the privileges of a SC, the student shall:
  - 4.1.1. Adhere to VATSIM, VATUSA, and ZME policy which includes, but is not limited to:
    - 4.1.1.1. VATSIM Code of Conduct (CoC)
    - 4.1.1.2. VATSIM Global Ratings Policy
    - 4.1.1.3. VATSIM ATIS Information Policy
    - 4.1.1.4. VATUSA General Division Policy
    - 4.1.1.5. HCF Standard Operation Procedures
  - 4.1.2. Comply with all restrictions listed within the SC, including the date at which the SC expires. Upon the expiry of the SC, the student is responsible for refraining from exercising the privileges of the SC.

#### **5. STUDENT LIMITATIONS**

- 5.1. Upon issuance of a SC, the student may not:
  - 5.1.1. Exercise the privileges of a SC during an event occurring within the ATCT area of jurisdiction.
  - 5.1.2. Control outside the bounds of the restrictions listed within the SC.

#### **6. ISSUING AN ENDORSEMENT**

- 6.1. An instructor may issue a controller who holds at least an S1 rating but not higher than an S3 rating a SC provided that:
  - 6.1.1. The instructor deems the student proficient to control the positions he or she may control under the rating in which the student will be exercising the privileges of under normal, non-event level traffic periods and the following is met:
    - 6.1.1.1. For students that hold an S1 rating:
      - 6.1.1.1.1. The student has received instruction on all items listed in the HCF Training Syllabus under the "S2" section.
      - 6.1.1.1.2. The student has completed and received a passing grade on the VATUSA S2 Rating Controller Exam.
      - 6.1.1.1.3. The student is holds the HCF Major S1 Endorsement (HNL\_GND).
    - 6.1.1.2. For students that hold an S2 rating:
      - 6.1.1.2.1. The student has received instruction on all items listed in the HCF Training Syllabus under the "S3" section.

- 6.1.1.2.2. The student has completed and received a passing grade on the VATUSA S3 Rating Controller Exam.
- 6.1.1.2.3. The student is holds the HCF Major S2 Endorsement (HNL\_TWR).
- 6.1.1.3. For students that hold an S3 rating:
  - 6.1.1.3.1. The student has received instruction on all items listed in the HCF Training Syllabus under the "C1" section.
  - 6.1.1.3.2. The student has completed and received a passing grade on the VATUSA C1 Rating Controller Exam.
  - 6.1.1.3.3. The student is holds the HCF Major S3 Endorsement (HNL\_APP).
- 6.1.2. SCs will expire thirty (30) days after the date of issuance as indicated by the date in which the training evaluation described in 7-1-1 was posted. Subsequent SCs may be issued to the student provided that:
  - 6.1.2.1. The student receives training and the instructor has verified the student is proficient as described in Chapter 6 of this Order.

## 7. PROCEDURE

- 7.1. Upon issuing a SC to a student, the instructor shall do the following:
  - 7.1.1. Enter the endorsement in the student's training evaluation using the following guidelines:
    - 7.1.1.1. The endorsement shall be in the following form and utilize the following English:

"I have verified <controller first and last name> has met the requirements of HCF Solo Cert 1.0 and hereby endorse <controller first name> to exercise the privileges of an <S2/S3/C1> rating at the <Maui ATCT/HCF Center> as outlined in HCF Solo Cert 1.0 with the following additional restrictions <restrictions> (as applicable):"
    - 7.1.1.2. The instructor shall enter a Solo Validation for the student in the VATUSA Solo Validations Actions page with the correct expiry date. If the student is being endorsed to exercise S2 privileges, enter "OGG\_TWR" in the position field. If the student is being endorsed to exercise S3 privileges, enter "OGG\_APP" in the position field. If the student is being endorsed to exercise C1 privileges, enter "HNL\_CTR" in the position field.

- 7.1.1.3. Instructors that do not have access to the VATUSA system as described in 7.1.1.2 of this Order shall make a request to the Training Administrator to carry out the requirement outlined in said section immediately upon publishing the training evaluation which contains the SC.
- 7.1.1.4. The instructor shall edit the HCF website roster to show the student's solo certification.

## **8. AMENDMENT AND REVOCATION**

- 8.1. Instructors may revoke and/or amend a SC at any time as they see necessary on a case-by-case basis, provided that:
  - 8.1.1. The revocation and/or amendment to the SC is documented in the student's training evaluation in accordance with 7.1.1 thru 7.1.1.2 of this Order.
  - 8.1.2. The student's VATUSA records are updated to reflect the revocation and/or amendment of the SC in accordance with 7.1.1.3 of this Order.
  - 8.1.3. The student's solo certification is removed or amended, as necessary, on the HCF website roster in accordance with 7.1.1.4 or this Order.

