The Pilot Club Pilot Training Policy

Change 2.2

Effective: March 25, 2025

Chapter 1. General

1-1-1. Purpose: This order provides procedural guidance for The Pilot Club training department and its students.

1-1-2. Audience: This policy applies to all TPC students and instructors.

1-1-3. Effective Date: This policy is effective: **2/19/24.** This policy encompasses change 2 of the pilot training policy.

1-1-4. Inquiries: Questions should be directed to the VP of Pilot Training: vppt@thepilotclub.org

1-1-5. Definitions:

- **Student(s):** Any person who is in the process of training.
- **Flight Instructor(s):** The Pilot Club staff members who conduct training
- **Flight Examiner(s):** The Pilot Club staff members who conduct VATSIM pilot checkrides.
- **ATO CFI:** Chief Flight Instructor responsible for the administration of the TPC Training Department.
- **Picktime:** The software used to schedule training sessions.
- **Moodle:** The software used to host the TPC Flight School.
- **Scheduled Session:** A session booked through picktime.
- **Spontaneous Session:** A session requested through the #training-request channel.
- **P Ratings:** Pilot Ratings associated with the VATSIM network

1-1-6. Resources:

- TPC Flight School: The Pilot Club Flight School
- Training Scheduler: PickTime Scheduler[1]
- AIM: faa.gov/air_traffic/publications/atpubs/aim_html
- FAR: faa.gov/regulations_policies/faa_regulations
- Vatsim Member Certification Standards: PPL(P1) MCS, IR(P2) MCS, CMEL(P3) MCS, ATPL(P4) MCS

[1] *Not available unless the required prerequisites are met.*

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Chapter 2: Training Policy

2-1-1. Overview
Please reference the Training Policy as published below before starting your pilot training at TPC.

2-1-2. Scheduling Training
After a student has completed the ground school for the corresponding course and passed their written exam, the student may then schedule their training sessions. This can be achieved via two ways:

1. **PickTime:** An online software used to schedule training sessions in the future.
2. **#Training-Request:** A channel in the TPC discord reserved for *TPC Flight School* students designed to offer impromptu training sessions when availability in PickTime does not work for the student's schedule.

2-1-3. Scheduling Rules:
A student may only schedule **one** session at a time on PickTime. This is to ensure all students get a fair amount of training. If a student has a session scheduled through PickTime, the student may also post a request in the *#Training-Request* channel via the TPC Discord Server.

1. **#Training-Request:** Rules & Requirements:
    - This channel is for Flight School students and should be used for course-related sessions only, such as the PPL course.
    - Students must be active in discord during a training request.

    Note. The TPC Pilot Training Department may delete a training request with or without cause.

2-1-4. How Training is Accomplished
Training is conducted over voice through a training classroom. There are four training VCs:
1. Training Lobby
2. Classroom 1
3. Classroom 2
4. Checkride

Students should be ready 5 minutes prior to the session start time. The following actions may be taken if a student or instructor is late:

- **Student:**
  10 Minutes Late - No-Show is recorded
- **Instructor:**

20 Minutes Late - No-Show is recorded:

- *Please notify the TPC Director of Pilot Training via email at dpt@thepilotclub.org to report an instructor no-show.*

Once ready for the session, the student should join the *Training Lobby* VC and wait for the instructor to move the member into an available classroom.

Cancelation Policy: Cancelation of a session must be done at least **6** hours before the session time. Students should make all efforts to cancel at least **24** hours in advance.

2-1-5. Individual Pilot Competency Training (IPCT)

In an effort to maintain pilot competency and mitigate known issues throughout TPC Flying Events, a member may be recommended for Individual Pilot Competency Training (IPCT).

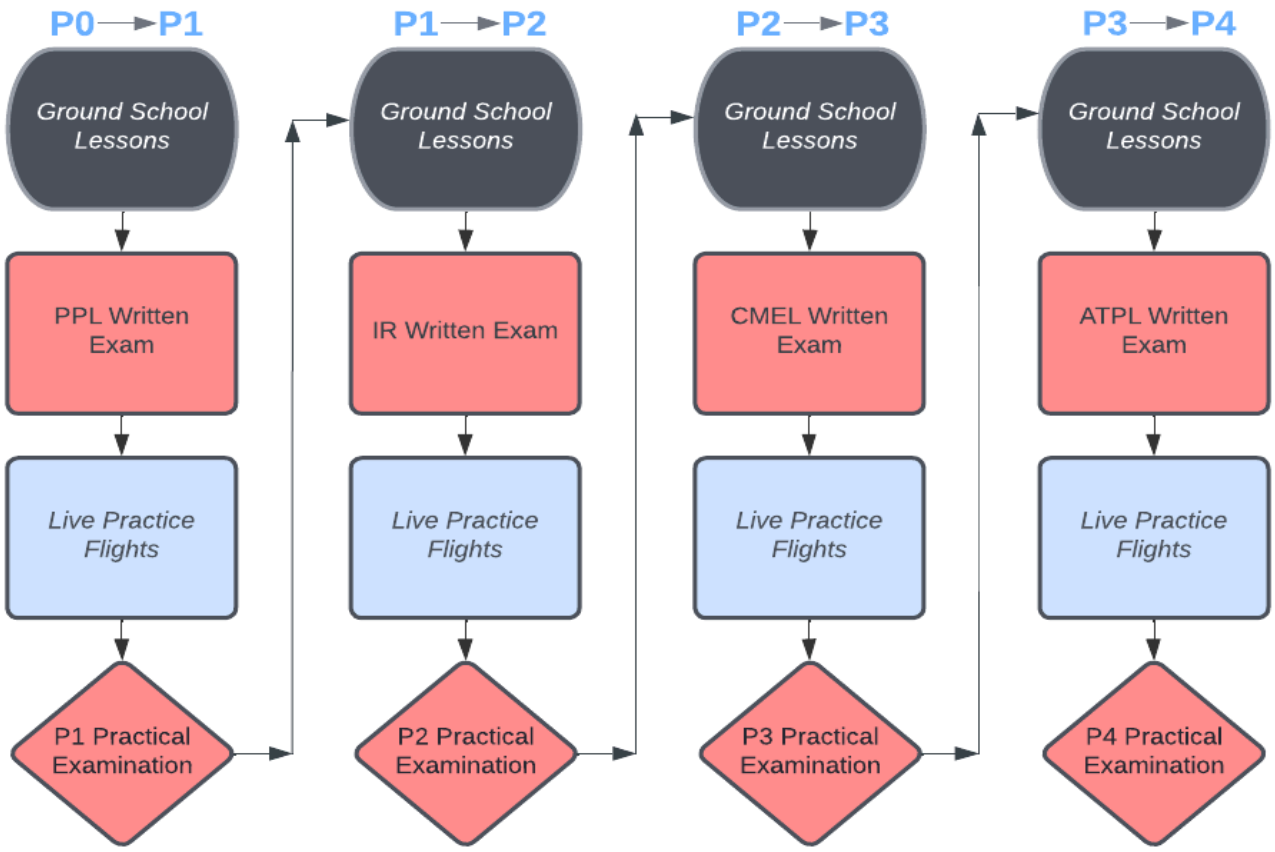
Any of the following behaviors consistently exhibited during TPC Flying Events may result in an IPCT recommendation, including but not limited to

1. An excessive lack of knowledge of the ATC environment.
2. Inability to operate selected aircraft.
3. Unprofessional behavior towards pilots or controllers.
4. Inability to follow ATC instructions.
5. Belligerence or aggression.[2]

A member will be notified via email and/or Discord by the VP of Pilot Training (VPPT) or Director of Pilot Training (DPT) if they have received an IPCT recommendation with specific training steps.

[2] Please note: depending on the significance, this may be brought to an administrative level.

Chapter 3: Training Flow Chart



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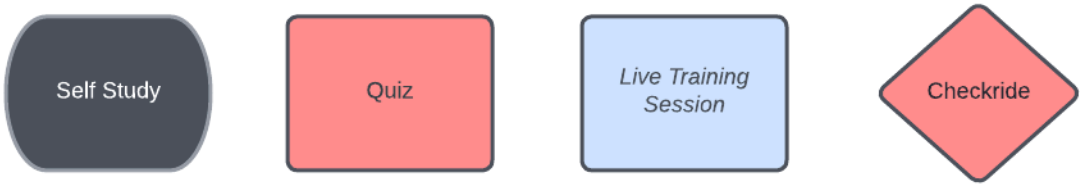

Chapter 4: Training Flow

4-1-1. Overview
This chapter covers the TPC training flow for VATSIM pilot rating promotions

4-1-2. Training Information

- Ground school lessons are self-paced so that the student may study at his or her pace.

- After a student has completed a course, they will be assigned a written exam. The written exam is a 30-40-question exam that must be completed in 1.5 hours or less. The student will get **three** attempts at the quiz to achieve an **80% or greater**. *If a student fails all allowed attempts, they must email the DPT to unlock another attempt.*

- Upon completion of the written exam, the student should navigate to the “Live Practice Flights" category at the bottom of the course. There the student will find lesson plans and completion standards for the corresponding practice flight. The student may then schedule a practice flight. After the student has completed a practice flight, the instructor responsible for administering the session will mark the session as “competent” or “not yet competent” and submit feedback as necessary. If the student passes the flight, the student will move on to their next practice flight. If the student fails, they will have to retake the practice flight and are encouraged to look at the feedback from the instructor.

- Upon completion of the final practice flight, the instructor will determine if the student is ready for his or her practical examination (checkride). The instructor will then recommend the student for their checkride by submitting a “checkride recommendation.” This recommendation is valid for **30** days and may be extended up to **60** days with approval from the VPPT or DPT.
  It is encouraged to still book practice flights prior to your scheduled checkide.

Section 2: Training Syllabus

4-2-1. TPC Training Airport
The Pilot Club is partnered with the vZME ARTCC and utilizes the **Memphis-International Airport (KMEM)** for training flights, including a designated practice area specified in the TPC-ZME Letter of Agreement (LOA)

4-2-2. Training Callsigns

Some practice flights will require students to be connected to the VATSIM network. Students **must** use an approved TPC Training Flight callsign while the lesson is being conducted.

a. TPC Training Flight Callsigns:
   - **TPC201**
   - **TPC202**
   - **TPC203**
   - **TPC204**

4-2-3. Pilot Rating

No Pilot Rating (P0) → Private Pilot Rating (P1)

1. **Course Information**
   a. **Software requirements for this course**
      i. Discord & a stable internet connection
      ii. An approved flight simulator (FSX, P3D, X-Plane, MSFS2020)
   b. **Approved Resources**
      i. Cessna 172 Steam Gauge
         1. C172 POH: C172 POH
         2. C172 Checklist: C172 Checklist
      ii. **Cessna G1000**
         1. C172 G1000 POH: C172 G1000 POH
         2. C172 G1000 Checklist: C172 G1000 Checklist
      iii. Cessna 152
         1. C152 POH: C152 POH
         2. C152 Checklist: C152 Checklist
      iv. FlightInsight's Blank Cross Country Nav Log: vats.im/navlog
   c. Flight Insight (Partner)
      i. Flight Insight students who have completed the PPL Ground School are exempt from the TPC Ground School and Exams.

ii. Use the following link to access the course and register: PPL (P1) | Flight Insight Students

4-2-4. Training Aircraft

C152, C172 Skyhawk steam gauge/G1000.

Note: If you may wish to utilize an aircraft not specified above, please request so by emailing the TPC DPT at dpt@thepilotclub.org.

4-2-5. PPL Practice Flight Lesson Plans

Click on the blue hyperlinks to view the Practice Flight Lesson Plans.

1. V-OFT: Onboarding & Flight Theory

   Prerequisites:
   1. Completion of the PPL (P1) Ground School
   2. PPL (P1) Written Exam Pass

   Airport:
   1. TPC Training Airport

   Overview:
   1. This flight lesson is an introductory session with the focus on familiarizing the student with the operations of the TPC Flight School and the introduction to VFR flight.

2. V-TGL: Takeoff, Landings & Go-Arounds

   Prerequisites:
   1. Completion of the PPL (P1) Ground School.
   2. PPL (P1) Written Exam Pass.
   3. Pass on V-OFT.

   Airport:
   1. TPC Training Airport

   Overview:
   1. This lesson will consist of the student practicing and understanding the basics of takeoffs, landings, go-arounds, and the VFR traffic pattern.

3. V-PFM: Performance Maneuvers

   Prerequisites:
   1. Completion of the PPL (P1) Ground School
   2. PPL (P1) Written Exam Pass
   3. Pass on V-TGL

Airport:
1. TPC Training Airport

Overview:
1. This lesson will consist of the student practicing and understanding basic performance maneuvers.

4. V-NCC: Navigation & Cross Country

Prerequisites:
1. Completion of the PPL (P1) Ground School
2. PPL (P1) Written Exam Pass
3. Pass on V-PFM

Airport:
1. TPC Training Airport

Overview:
1. This lesson will consist of the student practicing and understanding skills associated with navigation systems and radar services.

5. V-PEP: Practical Examination Prep

Prerequisites:
1. Completion of the PPL (P1) Ground School
2. PPL (P1) Written Exam Pass
3. Pass on V-NCC

Airport:
1. TPC Training Airport

Overview:
1. This lesson will consist of the student practicing and understanding the standards needed to pass a P1 Practical Examination.

6. V-PPE: P1 Practical Examination

Prerequisites:
1. Completion of the PPL (P1) Ground School
2. PPL (P1) Written Exam Pass
3. Pass on V-NCC
4. Checkride recommendation

Airport:
1. Airports will be chosen by the Designated Pilot Examiner.

Overview:
1. P1 Practical examination.

Personal Equipment:
1. ATO required test monitoring software installed

2. Completed required Flight Planning/Flight Log (printed or electronic)
3. Stable and working simulator settings to conduct practical examination in
4. Approved stable and working simulator aircraft to conduct the practical examination in
5. Approved flight planning for assigned cross country and given weather conditions by the examiner or examining authority
6. ATO Approved aeronautical charts to be used to complete the check-ride.

4-3-1. Pilot Rating

Private Pilot Rating (P1) → Instrument Rating (P2)

1. **Course Information**
    a. **Software requirements for this course**
        i. Discord & a stable internet connection
        ii. An approved flight simulator (FSX, P3D, X-Plane, MSFS2020)
    b. **Approved Resources**
        i. **Cessna 172 Steam Gauge**
            1. C172 POH: C172 POH
            2. C172 Checklist: C172 Checklist
        ii. **Cessna G1000**
            1. C172 G1000 POH: C172 G1000 POH
            2. C172 G1000 Checklist: C172 G1000 Checklist
        iii. **Cessna 152**
            1. C152 POH: C152 POH
            2. C152 Checklist: C152 Checklist
        iv. FlightInsight's Blank Cross Country Nav Log: vats.im/navlog
    c. Flight Insight (Partner)
        i. Flight Insight students who have completed the IR Ground School are exempt from the TPC Ground School and Exams.

4-3-2. Training Aircraft

C152, C172 Skyhawk steam gauge/G1000.

4-3-3. IR Practice Flight Lesson Plans

Click on the blue hyperlinks to view the Practice Flight Lesson Plans.

1. I-IFT: Instrument Flight Theory

   Prerequisites:
   1. Completion of the IR (P2) Ground School
   2. IR (P2) Written Exam Pass

   Airport:
   1. TPC Training Airport

   Overview:
   1. This flight lesson is an introductory session with the focus on familiarizing the student with the introduction to IFR flight.

2. I-AHP: ATC & Holding Procedures

   Prerequisites:
   1. Completion of the IR (P2) Ground School
   2. Pass on previous lesson

   Airport:
   1. TPC Training Airport

   Overview:
   1. This lesson will consist of the student practicing and understanding the basics instrument flight, holding entries and procedures, and ATC communication.

3. I-NVG: Navigation Systems

   Prerequisites:
   1. Completion of the IR (P2) Ground School
   2. Pass on previous lesson

   Airport:
   1. TPC Training Airport

   Overview:
   1. This lesson will consist of the student practicing and understanding Navigation Systems and Departure, En Route, and Arrival Operations.

4. I-IAP: Instrument Approach Procedures

   Prerequisites:
   1. Completion of the IR (P2) Ground School
   2. Pass on previous lesson

   Airport:
   1. TPC Training Airport

Overview:

1. This lesson will consist of the student practicing and understanding Instrument approach procedures.

5. I-PEP: Practical Exam Preparation

Prerequisites:

1. Completion of the IR (P2) Ground School
2. Pass on previous lesson

Airport:

1. TPC Training Airport

Overview:

1. This lesson will consist of the student practicing and understanding the standards needed to pass a P2 Practical Examination.

6. P2E: IR (P2) Practical Examination

Prerequisites:

1. Completion of the IR (P2) Ground School
2. Pass on previous lesson

Airport:

1. Airports will be chosen by the Designated Pilot Examiner

Overview:

1. P2 Practical examination

Personal Equipment:

1. ATO required test monitoring software installed
2. Completed required Flight Planning/Flight Log (printed or electronic)
3. Stable and working simulator settings to conduct practical examination in
4. Approved stable and working simulator aircraft to conduct the practical examination in
5. Approved flight planning for assigned cross country and given weather conditions by the examiner or examining authority
6. ATO Approved aeronautical charts to be used to complete the check-ride.

4-4-1. Pilot Rating

Instrument Rating (P2) → Commercial Multi-Engine Rating (P3)

1. **Course Information**
    a. **Software requirements for this course**
        i. Discord & a stable internet connection
        ii. An approved flight simulator (FSX, P3D, X-Plane, MSFS2020)

b. **Approved Resources**
   i. **Diamond DA-42**
      1. DA-42 POH
      2. DA-42 Checklist
   ii. **Diamond DA-62**
      1. DA-62 AFM
      2. DA-62 Checklist

4-4-2. Training Aircraft
Diamond DA-42, DA-62

Note: If you wish to utilize an aircraft not specified above, please request so by emailing the TPC DPT at dpt@thepilotclub.org.

4-4-3. CMEL Practice Flight Lesson Plans
Click on the blue hyperlinks to view the Practice Flight Lesson Plans.

1. C-CFT: Multi-Engine Flight Theory

   Prerequisites:
   1. Completion of the CMEL (P3) Ground School
   2. CMEl (P3) Written Exam Pass

   Airport:
   1. TPC Training Airport

   Overview:
   1. This flight lesson is an introductory session with the focus on familiarizing the student with the introduction to Multi-Engine flight.

2. C-TLG: Takeoffs, Landings & Go-Arounds Multi-Engine

   Prerequisites:
   1. Completion of the CMEL (P3) Ground School
   2. Pass on previous lesson

   Airport:
   1. TPC Training Airport

   Overview:
   1. This lesson will consist of the student practicing and understanding the basics of takeoffs, landings, and go-arounds in a Multi-Engine aircraft.

3. C-EFM: Engine Failure & Emergency Procedures During Takeoff & Landing

Prerequisites:
1. Completion of the CMEL (P3) Ground School
2. Pass on previous lesson

Airport:
1. TPC Training Airport

Overview:
1. This lesson will consist of the student practicing and understanding Emergancy operations in a multi engine aircraft.

4. C-SEO: Single-Engine Operations and Maneuvers

Prerequisites:
1. Completion of the CMEL (P3) Ground School
2. Pass on previous lesson

Airport:
1. TPC Training Airport

Overview:
1. This lesson will consist of the student practicing single engine operations in a multi-engine aircraft.

5. C:PEP: Practical Examination Prep

Prerequisites:
1. Completion of the CMEL (P3) Ground School
2. Pass on previous lesson

Airport:
1. TPC Training Airport

Overview:
1. This lesson will consist of the student practicing and understanding the standards needed to pass a P3 Practical Examination.

6. P3E: CMEL (P3) Practical Examination

Prerequisites:
1. Completion of the CMEL (P3) Ground School
2. Pass on previous lesson

Airport:
1. Airports will be chosen by the Designated Pilot Examiner

Overview:
1. P3 Practical examination

Personal Equipment:
1. ATO required test monitoring software installed

2. Completed required Flight Planning/Flight Log (printed or electronic)
3. Stable and working simulator settings to conduct practical examination in
4. Approved stable and working simulator aircraft to conduct the practical examination in
5. Approved flight planning for assigned cross country and given weather conditions by the examiner or examining authority
6. ATO Approved aeronautical charts to be used to complete the check-ride.

4-5-1. Pilot Rating

Commercial Multi-Engine Rating (P3) → Airline Transport Pilot Rating (P4)

4-5-2. Training Aircraft

N/A

4-5-3. ATPL Practice Flight Lesson Plans

1. *Course Unavailable**

Chapter 5: Training Team

5-1-1. Training Management Position Descriptions

VP of Pilot Training (VPPT) | ATO CFI - Elliot Jordan ✉
The VPPT is Responsible for the strategic oversight of the VATSIM ATO and FAA Part 61 Ground School. Ensuring the safe, sound, and efficient operation of the organization, its staff, its students, and its records.

Director of Pilot Training (DPT) | ATO D-CFI - Tyler Sefferino ✉
The DPT works closely with the VPPT and is responsible for the day-to-day oversight of the ATO, assisting the training staff, and ensuring a sound operation.

> **Asst. Director of Pilot Training (ADPT) - Kevin Claus** ✉
> The Assistant Director of Pilot Training works closely with the DPT and is responsible for assisting in operations, developing lesson plans, and management of the training department.

Director of Training Operations - Michael DeCarlo ✉
The DTO works closely with the VPPT and is responsible for the operations of the training department and training events team.

Training Operations Coordinator (TOC) - Devin Torres ✉
The TOC reports to the DTO and is responsible for the coordination of Training Events, workshops, masterclasses, and other duties relevant to the TPC Flight School.

Training Staff Roster:
Training Staff Roster

The Pilot Club Org Chart:
TPC Org Chart

5-1-2. Training Staff Applications

To apply to become a member of the TPC Training Team, applicants must meet the following qualifications prior to applying.

1. **Requirements:**
    - Holds a VATSIM P1 rating or higher[3]
    - Must exercise excellent oral and written communication skills (including the ability to speak fluent English).
    - Has a good standard of aviation knowledge and a passion for teaching and developing VATSIM pilots.
    - Must be able to work in a team environment.
    - Must stay in communication with the TPC DPT and DDPT.
    - Be an active member of the TPC for a minimum of 14 days.

2. **Benefits**
   A TPC Flight Instructor will be rewarded the following after being fully *certified*[4]

    - Training Team, Flight Instructor, & Staff role..
    - Access to the flight school site as an instructor.
    - Picture and name on the TPC Staff Page.
    - Ability to join Training Classrooms.
    - Ability to move members.

3. **How to apply**
    - Interested applicants should apply using the application found on the home page of the flight school website or by utilizing the following link Join The Training Team

Questions regarding the application process or general inquiries can be directed to the VPPT at vppt@thepilotclub.org.

[3] *Unless waived by the VPPT or DPT.*
[4] *Trainee flight instructors will not be subject to certain roles/permissions until being certified.*

5-1-3. Flight Instructor Training Flow

The following flow will be used to train students for the TPC Flight Instructor position.

1. Interested candidates should submit a training staff application. After the application is reviewed, candidates must complete the VATSIM Part 1 flight instructor ground course.
    a. *FAA-certified flight instructors are exempt from the ground school requirement.*

2. Candidates will then undergo an onboarding process to familiarize the Trainee Flight Instructor (TFI) with The Pilot Club's training procedures and policies.

3. The Trainee Flight Instructor (TFI) will undergo the following Practical Training Guide:

Stage 1: Trainee Flight Instructor

1. Observe *at least* 1 (one) training session from each rating being taught (I.e. if the student has a P2 rating, he/she will have to observe at least 1 P1 & P2 training session) under the administration of a TPC Flight Instructor (FI).

2. Administer *at least* 1 Onboarding & Flight Theory lesson AND *at least* 1 practical lesson under the guidance of an Authorized Instructor.[5]

3. Undergo an evaluation by the TPC Director of Pilot Training.

Stage 2: Assistant Flight Instructor

4. Conduct training sessions regularly under occasional supervision until 20 hours (approx. 12-16 sessions) of instructing have been met. During this probationary period, the TFI will use this time to get comfortable instructing on their own, and training comments will be monitored to provide the TFI with feedback.

Stage 3: Flight Instructor

5. After satisfactory performance during the probationary period, the TFI will be signed off by the DPT and referred to be fully certified.

[5] An Authorized Instructor is a senior instructor who has been approved by the VPPT or DPT to oversee and teach Trainee Flight Instructors.

Appendix A

Record of Changes

Date	Alteration	Editor Name
5/3/2022	Original Document	E. Jordan & A. Veall
6/17/2022	Instructor & Examiner Alteration	E. Jordan
9/6/2022	G1000 Support	E. Jordan
9/9/2022	Training Staff Applications	E. Jordan
10/20/2022	Appearance Changes / Minor Corrections	E. Jordan
4/1/2023	Change 2 Of Training Flow	E. Jordan
7/26/2023	Introduction of the IPCT	E.Jordan
9/23/2023	Flight Insight PPL Course Partnership	E.Jordan
2/8/2024	Flight Instructor P5 and P2 Instrument Rating Addition	E.Jordan
12/30/2024	Training Airport Changed to KMEM	E.Jordan
3/25/2025	CMEL (P3) Course Addition	E.Jordan

Document Prepared By

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VP of Pilot Training
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