18 Steps for FAA Hiring and Training of Air Traffic Controllers via AT-CTI

The Air Traffic - Collegiate Training Initiative (AT-CTI) Hiring and Training Path to FAA ATC Employment is lengthy and complex. *Asterisked items indicate actions directly between the FAA and the Student.*

1. Enroll in an FAA designated AT-CTI School Air Traffic Control Program (GRCC is an FAA AT-CTI school)

2. Successfully Complete the FAA AT-CTI Program (NOTE: CTI students can create an FAA on-line Job Application profile after the FAA receives the formal enrollment in the CTI program which occurs at or near February 1st, July 1st and October 1st of each year)

3. Complete the on-line Job Application for the FAA ATC Job (select the states you want to work in)

4. Begin the JOB SEARCH – Decide where you want to work, then make contacts within the FAA to get a job there

5. Receive a ‘Yes’ Recommendation from the FAA AT-CTI School Designated Representative. A YES recommendation indicates the AT-CTI student has sufficient knowledge and ability to good chance of successfully completing the FAA ATC Academy, and a decent shot at becoming a fully certified Air Traffic Controller at an FAA ATC Facility.

6. *Pass the AT-SAT Examination* (AT-SAT - Air Traffic – Skills and Aptitudes Test) Minimum passing score is 70. However to have a better chance of getting hired, students need a score **85% or higher to earn “Well Qualified”.*** – THE FAA TESTING CONTRACTOR WILL COORDINATE THE AT-SAT TEST. FAA ATC HR personnel provide a list of students eligible to test. The FAA Testing Contractor contact the CTI student directly to schedule the AT-SAT. AT-SAT testing normally occurs in Fall and Spring of each year, usually close to the time each student will complete the AT-CTI program. The students get AT-SAT results within a few days after completing the AT-SAT test.

7. *Receive an ACCESS CODE that allows the student to SUBMIT the CTI On-line ATC job application form to the FAA HR Office. FAA HR uses an online application process. Get familiar with the FAA web application form asap.

8. Be selected from the pool of hire-eligible applicants (includes CTI students applying for FAA ATC work jobs). An FAA ATC Hiring panel will convene to review eligible candidates to meet specific facility needs. Students select by state. Facility managers in those states select from the applicant pool state-specific pool. Knowing which facilities are hiring is critical to making good choices about what to ask for. Students must contact specific facilities to learn which are hiring. There is no easy way to learn this critical information.

9. *Interview with an FAA representative* (Usually will be from facility where CTI student has applied for work)

10. *Receive a Temporary Offer of Employment (TOE) pending completion of the FAA HR Hiring process*

11. *Complete the FAA Medical Examination*
   a. Pass the FAA Medical Examination which includes **A. Physical, B. Drug/Alcohol Screen C. Psychological Screen** (Physical requirement is very similar to Class 2 Flight Medical Certification)

12. Pass the Background Investigation (All Controllers hold a government SECRET Security Clearance)

13. *Receive a Class Start Date at the FAA ATC Academy at Oklahoma City*

14. *Complete the TOE contract with the FAA to train at the FAA ATC Academy*

15. *Successfully complete the FAA ATC Academy training program*

16. *Complete Permanent Offer of Employment (POE) contract as a Developmental Controller (DC) at a specific ATC Facility.* The POE includes a contingency clause that if the DC fails to become Fully Certified within a specific period of time, the FAA can separate the DC (reject) from FAA employment for lack of training progress.

17. *Go to that FAA Facility to begin On-the-job Training (OJT) as a Developmental Air Traffic Controller*

18. *Complete ATC OJT successfully and become a Certified Professional Air Traffic Controller*