

# The Community College of Baltimore County

## AVIATION MANAGEMENT DEPARTMENT

### AIR TRAFFIC CONTROL

### COLLEGIATE TRAINING INITIATIVE (CTI)

### HANDBOOK



- AT-CTI Overview
- Air Traffic Controller Hiring & Career Progression
- CTI Process
- Student Responsibilities

Version 4.0 7/2015



**CCBC**

**The Community College of Baltimore County**

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For information on Air Traffic Controller career progression, working conditions, and salaries, please visit the *Aviation Careers* page found on the CCBC Aviation Studies home page.

[Students are also encouraged to review the CCBC Aviation Program Information Packet](#)



### HISTORICAL BACKGROUND

The Air Traffic Collegiate Training Initiative program was started in 1990 as a means to partner with selected aviation colleges to provide a qualified pool of applicants for hiring into the Federal Aviation Administration (FAA) air traffic controller workforce. Since this program was initiated, the majority of air traffic controller hiring has come from this partnership.

As the hiring of air traffic controllers is forecast to increase dramatically over the next decade, these colleges will continue to serve as one of the primary hiring sources for FAA Air Traffic Control Specialists.

### FAA ELIGIBILITY FOR EMPLOYMENT

To be hired as an ***Air Traffic Control Specialist (ATCS)***, you must meet the following eligibility requirements prior to employment:

**1. Age** - All new-hire ATCS must be less than 31 years of age prior to accepting employment with the FAA. Why so young? It typically takes 2-4 years to be trained as a fully certified ATCS. The mandatory retirement age is 56 years old.

Since it typically takes 6 months to a year after graduation for the FAA to complete the hiring process, we recommend that students start this program no later than the age of 28 years old.

**2. Medical Qualification** - You must be able to pass an FAA Class II medical examination. This includes 20/20 visual acuity either uncorrected or corrected (glasses or contacts), normal color vision and hearing with no speech impediments. There is also a psychological component and drug testing.

**3. Security Background Check** - You will be required to pass a security background check which consists of a review of your driving record, credit reports, employment history (past and present) and criminal record.

**4. US Citizenship** - You must be a US citizen to be hired as an ATCS.

**5. English Language Skills** - You must be able to read, write, clearly speak, and understand the English language.

### THE ATC HIRING PROCESS

The following steps outline the most recent hiring sequence for training and FAA employment:

**CCBC CTI program** - Over a period of 24 months, you will complete coursework and rigorous simulator training in aviation fundamentals, meteorology, flight operations, and air traffic control. The curriculum and course progression are provided in this publication.

**FAA Hiring Announcement** - The FAA will announce that online applications will be accepted for a specified period of time through USA-JOBS.gov. This typically happens 1-2 times per year.

**Air Traffic Selection And Training (AT-SAT) test** - Those selected will be given the opportunity to take the AT-SAT test. This is an examination to determine your aptitude for the skills necessary to be an ATCS.

**Administrative Hiring Requirements** - Those selected after taking the AT-SAT will undergo a physical examination, background security check, and psychological evaluation.

**FAA ATC Academy Training** - Upon successful completion of the background check and medical evaluations, you will be sent to the FAA Air Traffic Control Training Academy located at the Michael Monroney Aeronautical Center in Oklahoma City, OK for initial qualification training. This training takes 8-12 weeks, depending on the type of air traffic control facility in which you will be employed. After you complete this training, you will proceed to your assigned facility for more specific training.

**Developmental Facility Training** - When you finish your qualification training at the ATC Academy, you will proceed to your assigned facility to complete your training. Depending on your facility, this may take 1-3 years before you are a fully certified ATCS.



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## ATCS COMPENSATION

Although ATCS compensation ranges from \$ 80,000 - \$ 130,000 annually, you will not be paid this salary until you complete your training and are a fully certified ATCS. ATCS salaries increase as you progress through your training. When you start your employment as a trainee at the FAA ATC Academy, you will be paid at the rate of approximately \$ 35,000 per year. When you complete the FAA ATC Academy training, your salary will increase incrementally as you complete successive stages of training at your assigned facility.

Other factors that affect ATCS pay are the size of your assigned facility, your position, years of service and shift differential pay.

For more information on ATCS career progression, please see the *Careers in Aviation* page.

## DESCRIPTION & ELIGIBILITY

The CCBC Air Traffic Controller CTI program is an Associate of Applied Science (AAS) degree program designed for students enrolled in full-time status only. Students will start in the Fall or Spring semester and will progress through their training in 24 months (4 semesters) as a cohort. To be eligible for this program you must:

1. be under the age of 28 years old;
2. You must be a US citizen;
3. Pass an FAA Class II medical certificate provided by an Aviation Medical Examiner (AME); For a list of [www.faa.gov/licenses\\_certificates/medical\\_certification/get/](http://www.faa.gov/licenses_certificates/medical_certification/get/)
4. be enrolled as a full-time student and plan to complete the program in 4 semesters.

Note: This is a rigorous program and not compatible with students that are working full-time or that have other obligations that will distract them from their studies and training.

5. be able to read, write, clearly speak, and understand the English language.

### APPLICATION

Applicants must complete the **CCBC Application for Admission**. Please allow 2 weeks for processing and notification of acceptance into the Aviation Program.

Prior to the start of the first semester, CTI students are strongly encouraged to take an FAA Class II (pilot) medical examination as stated above in the **eligibility** section. You will **not** have to provide a copy of the medical certificate. An FAA Class II (Pilot) Medical Certificate can only be provided by an FAA Aviation Medical Examiner (AME);

For a list of AMEs in your area, please go to:

[www.faa.gov/licenses\\_certificates/medical\\_certification/get/](http://www.faa.gov/licenses_certificates/medical_certification/get/)

### SELECTIVE ADMISSION

Students in their first semester are accepted **provisionally** into the CTI Program. They will be fully accepted after

1. Pass AVMT 101, AVMT 141 and AVMT 143 with a grade of "B" or higher in each course;
2. Exhibit maturity and professionalism in their manner of dress, appearance, attendance, conduct and



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TUITION COSTS

Total Tuition costs depend on your residency status:

Maryland residents can expect to pay \$ 14,000 to complete the program\*.

Out of state residents can expect to pay \$ 26,000 to complete the program\*.

\*Note: Fall 2014 costs. Lab fees included; Lodging and meals not included.

COURSES WITH LAB FEES

Students should be advised that the following courses have associated lab fees to offset the cost of simulator facilities, flight training and lab assistants.

AVMT 143	VFR Flight Operations	\$ 2,700.00
AVMT 243	IFR Flight Operations	\$ 1,700.00
AVMT 227	Air Traffic Control Operations II	\$ 925.00

STUDENT PROGRESS & EXPECTATIONS

CTI students will be expected to show satisfactory progress while enrolled in the program. Failure to meet these expectations will result in expulsion from the CTI Program.

1. Students must maintain a 3.0 overall GPA and passing grades of "B" or higher in required aviation (AVMT) courses.
2. Class attendance is mandatory for CTI Students.
3. CTI students will be expected to demonstrate maturity and professionalism in their manner of dress, appearance, conduct and behavior.
4. Be drug-free and drink responsibly.
5. Students must complete this program in four (4) consecutive semesters or less;

CREDIT FOR CTO CERTIFICATES AND MILITARY ATC EXPERIENCE

CCBC will grant credit to Non-Federal Contract Tower employees and military Air Traffic Controllers based on their specialization and experience. See the Aviation Program Director for details.

**AIR TRAFFIC CONTROL - COLLEGIATE TRAINING INITIATIVE (CTI)**

The Air Traffic Control - CTI degree is specifically designed to prepare students for employment as Air Traffic Control Specialists working in airport control towers, Terminal Radar Approach Control (TRACON) facilities, and Air Route Traffic Control Centers (ARTCC). Most of these positions are with the Federal Government, and individuals will be required to pass an FAA Class II medical evaluation.

This is an FAA Collegiate Training Initiative (CTI) program. Successful graduates will be placed in the direct-hire pool of applicants for employment in the FAA Air Traffic Controller workforce. Space in this program is limited and a selective admissions policy applies.

**Air Traffic Control - Collegiate Training Initiative (CTI) Curriculum:**

Credits:

**General Education Requirements:**

CMNS 101	Fundamentals of Communication	3
ENGL 101	College Composition I	3
ERSC 131	Meteorology	4

General Education Electives (see online college catalog for approved A.A.S. degree courses):

Information Technology	3
Social & Behavioral Sciences	3
Mathematics	3-4

**Program Requirements:**

AVMT 101	Aviation History & Development	3
AVMT 141	Private Pilot Ground School	3
* AVMT 143	VFR Flight Operations	2
AVMT 211	Air Transportation	3
AVMT 216	Aviation Safety	3
AVMT 221	The Air Traffic Control System	3
AVMT 226	Air Traffic Control Operations I	3
* AVMT 227	Air Traffic Control Operations II	3
AVMT 228	Air Traffic Control Operations III	3
AVMT 229	Air Traffic Control Operations IV	3
AVMT 230	Air Traffic Control Operations V	3
AVMT 241	Instrument Pilot Ground School	4
* AVMT 243	IFR Flight Operations	1
AVMT 251	Airport Management	3
AVMT 256	Airline Management	3
ENGL 102	College Composition II <b>OR</b>	3
ENGL/MGNT 239	Business Communications	

**Required for A.A.S. Degree: 68-69**

\* Courses with additional lab fees - see *Courses with Lab Fees* , page 5.





## CTI COURSE SEQUENCE SCHEDULE

Required course sequence for CTI students who start in the fall or spring semesters to ensure completion in minimum time.  
Students transferring from other colleges and universities may deviate from this sequence.

### TRACK A FALL SEMESTER START

Semester I - Fall (Sep - Dec) - 17 credits	
AVMT 101	Aviation History & Development
AVMT 141	Private Pilot Ground School
* AVMT 143	VFR Flight Operations
ENGL 101	College Composition I
GEN ED - ELECTIVE	MATH - Mathematics
GEN ED - ELECTIVE	Information Technology
Short Term I - Winter (Jan) - 3 credits	
CMNS 101	Fundamentals of Communication
Semester II - Spring (Feb - May) - 15 credits	
AVMT 221	The Air Traffic Control System
AVMT 226	Air Traffic Control Operations I
AVMT 241	Instrument Pilot Ground School
AVMT 243	IFR Flight Operations
* ERSC 131	Meteorology
Short Term II - Summer (Jun - Aug) - 3 credits	
AVMT 211	Air Transportation
Semester III - Fall (Sep - Dec) - 15 credits	
AVMT 216	Aviation Safety
* AVMT 227	Air Traffic Control Operations II
AVMT 251	Airport Management
GEN ED - ELECTIVE	Social & Behavioral Sciences
PROGRAM ELECTIVE	ENGL 102 - College Composition II <b>or</b> ENGL/MGNT 239 - Business Communications
Short Term III - Winter (Jan) - 0 credits	
AS NEEDED	
Semester IV - Spring (Feb - May) - 12 credits	
AVMT 228	Air Traffic Control Operations III
AVMT 229	Air Traffic Control Operations IV
AVMT 230	Air Traffic Control Operations V
AVMT 256	Airline Management
GEN ED - ELECTIVE	Social & Behavioral Sciences OR Arts & Humanities

### TRACK B SPRING SEMESTER START

Semester I - Spring (Feb - May) - 17 credits	
AVMT 101	Aviation History & Development
AVMT 141	Private Pilot Ground School
* AVMT 143	VFR Flight Operations
ENGL 101	College Composition I
GEN ED - ELECTIVE	MATH - Mathematics
GEN ED - ELECTIVE	Information Technology
Short Term I - Summer (Jun - Aug) - 3 credits	
AVMT 211	Air Transportation
Semester II - Fall (Sep - Dec) - 15 credits	
AVMT 221	The Air Traffic Control System
AVMT 226	Air Traffic Control Operations I
AVMT 241	Instrument Pilot Ground School
* AVMT 243	IFR Flight Operations
ERSC 131	Meteorology
Short Term II - Winter (Jan) - 3 credits	
CMNS 101	Fundamentals of Communication
Semester III - Spring (Feb - May) - 15 credits	
AVMT 216	Aviation Safety
* AVMT 227	Air Traffic Control Operations II
AVMT 251	Airport Management
GEN ED - ELECTIVE	Social & Behavioral Sciences
PROGRAM ELECTIVE	ENGL 102 - College Composition II <b>or</b> ENGL/MGNT 239 - Business Communications
Short Term III - Summer (Jun - Aug) - 0 credits	
AS NEEDED	
Semester IV - Fall (Sep - Dec) - 12 credits	
AVMT 228	Air Traffic Control Operations III
AVMT 229	Air Traffic Control Operations IV
AVMT 230	Air Traffic Control Operations V
AVMT 256	Airline Management
GEN ED - ELECTIVE	Social & Behavioral Sciences OR Arts & Humanities

\* **Courses with additional lab fees - see *Courses with Lab Fees* , page 5.**

