PSC Travel and Training FAQ

1. **How do I sign up for Professional Standards Committee training?** Each Facility Representative is responsible for selecting individual facility committee members. Once selected, they send their choice to the National Committee at PS@natca.net along with their selectees contact information and they will then be scheduled for an upcoming class. Their ATM will be notified of their selection and the travel information will be sent out.

2. **Can anyone be a PSC member?** No. You must be a NATCA member in good standing designated by the Principle Facility Representative.

3. **How can I find out upcoming training dates and locations?** Any currently scheduled classes are listed under the PSC member training tab. **How is the class location determined?** We select each location based on the list of individuals that need to be trained. The location is determined with the goal of training the maximum amount of students at the least cost. The classes are taught at an FAA facility so *bring your FAA identification*.

4. **How long is the training?** The training is 3 full days with a travel day on each end. (Total of 5 days)

5. **Who pays for the training?** The FAA funds the training.

6. **Will I have to take leave?** No. The training is duty time and travel time as appropriate in the FAA Travel Policy and the NATCA/FAA CBA.

7. **I have been selected as a PSC member at my facility. Can I begin performing Professional Standards duties before I take the class?** No. You must have attended the 3-day training class to perform any Professional Standards duties.

8. **What if I can't attend the training?** Please notify us at ps@natca.net as soon as possible so that we can look at arranging a different training spot for you. It also helps us in back filling your spot potentially with someone who is in a later class.

9. **Do I have to book my own travel?** Your facility will help with these details. The hotel is selected and typically reserved for you in advance. This helps with accommodating multiple riders to and from class. Please make your travel arrangements as soon as possible. This helps reduce costs and provide you with many more travel options.

10. **Do I get a rental car?** Not every attendee will get a car. Those that are authorized a vehicle will be notified and expected to assist in transporting to and from class. If you are authorized a car and do not wish to drive, please notify us so that we can assign it to someone else.

11. **What time does class start?** Class begins typically at 8:00am unless otherwise notified.

12. **How long is class each day?** Each of the 3 class days is a full workday. We do not get out early on the last day. Please make your travel arrangements accordingly.

13. **Are there any requirements prior to attending the class?** Yes. We ask that each student complete the following:
Accountability Board Training for FAA Managers (FAA30201251)
Understanding Your EEO Rights & Responsibilities Video (FAA30200753)
Equal Employment Opportunity: Sexual Harassment (FAA01200409)

This training should be completed on duty time at your facility. Your ATM will be notified of this requirement as well. Please notify us at ps@natca.net if you are having trouble securing time to complete this training.

14. What should I bring to class?

   a. Bring your FAA ID
   b. Please bring a pen or pencil. All other classroom supplies are provided.
   c. Please bring your smartphone to class. Part of the process of working through Professional Standards issues is filing the NATCA Field Report when complete. Both Android and Apple phones work great for this.

15. Is there a dress code? The dress code is casual and in accordance with Article 69 of the Collective Bargaining Agreement (CBA). We ask you to remember that you are representing the NATCA Professional Standards Program and dress accordingly.

16. Can I take a tour of the facility were the training is located? Yes. We often arrange a tour for those who express an interest. We will discuss the details of the tour at each location.