



# VE Seminar

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# The Test Session



# Day of the Test

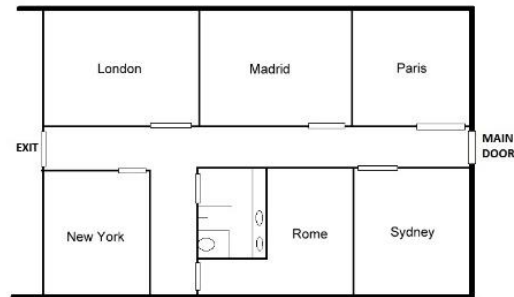


- Arrive early
- Allow time to set up room (20 min?)
- Make sure you have change and receipt capability
- Make sure you have all of the forms and exam materials with you
- Remember: VE team members should display their credentials



# Set Up Room

- Administering VEs MUST be in same room as examinees
- Any last minute noise issues?
- Where do candidates go to wait while their tests are being graded?
- Consider number of people per table
- Placement of each grading team's table, testing supplies and runner's table



# The VE Team

- “Administering” VEs are those VEs who sign the forms
- Who can administer which elements?
  - General VEs – Element 2 (Technician)
  - Extra VEs – All elements



# Roles From ARRL VEC Perspective



- VE Team Liaison
  - Also called FCC Session Manager
  - Receives exam materials from the ARRL and is responsible for their security
    - Must be eligible to be an Administering VE for an element to receive the materials for that element (Q15)
  - Reports exam results to ARRL and returns all materials
- VE Team Contact Person
  - Acts as contact person to the public
  - Does not need to be a VE or hold a license (Q16)
  - Often does registration and provides opening instructions

# Roles Within VE Team



- Graders (our term)
  - Grade tests and are Administering VEs
  - Generally sign 605s and CSCEs
- Runners (our term)
  - Control flow of paperwork between examinees and graders
  - Notifies candidates of exam results
  - Handles paperwork for follow-on test takers
  - Can use non-VEs for part of this role
- Reader
- Quality Control
  - Reviews completed paperwork for missing/incorrect information

# Register All VEs on Session Report

- All VEs and both ham and non-ham helpers must register

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**PARTICIPATING VE's LIST:** In order to correctly credit each participating VE with having served at this test session, please **PRINT CLEARLY** below information for **ALL VEs** who have participated in this test session:

Name	call	class	Name	call	class
1. Liaison: _____			5. _____		
2. _____			6. _____		
3. _____			7. _____		
4. _____			8. _____		

# More room on the back . . .

Back of Form:

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**Please list any additional VEs below who have participated in this test session:**

Name	call	class	Name	call	class
1. _____			5. _____		
2. _____			6. _____		
3. _____			7. _____		
4. _____			8. _____		

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**Please list any NON-VEs helpers who have participated in this session:**

_____	_____
_____	_____
_____	_____

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# Registration of Candidates

- Basic Registration
  - Candidate Roster completed
  - Proof of Identification – Enter name from ID on Roster
  - Proof of current license if upgrading
  - Collection of fees
- For large groups you can have multiple simultaneous registrations taking place
- Different processes used by different teams
  - Registration table on entry
  - Registration done after candidates are seated
  - Roster completed from 605



# Candidate Roster



**ARRL  
VEC**

## AMERICAN RADIO RELAY LEAGUE / VEC CANDIDATE ROSTER

TEST SITE (city, state or country): \_\_\_\_\_ SESSION DATE: \_\_\_\_\_

APPLICANT NAME (please print)	FEE PAID  ✓	CALL SIGN (if any)	LICENSE CLASS BEFORE SESSION (if any)	ELEMENT(S) TAKEN / CREDIT GIVEN (write in applicable letter(s)) P = PASS F = FAIL C = CSCE credit (earned within 365 days) CT = Element 3 credit for pre-03/21/1987 Techns CL = Expired General, Advanced or Extra License credit			LICENSE EARNED at this exam session  (TECH, GENERAL, EXTRA or NONE)
				TECHNICIAN ELEMENT 2	GENERAL ELEMENT 3	EXTRA ELEMENT 4	
1. _____							
2. _____							
3. Mike Baxter	✓	KA0XTT	TECH ✓				

# Requirements for Identification

- Legal photo ID must be presented
  - Driver's license (with photo)
  - Passport
- Alternative identification includes two of the following:
  - Social Security Card
  - Birth Certificate (must have seal)
  - Library card
  - Utility bill, bank statement or business correspondence with the person's name
  - Postmarked envelope with name and address matching 605 form
  - For minors a school ID, report card, work permit or a legal guardian's photo ID
- VE team must be convinced that the person taking the test is the person named on the 605 form



# Proof of License



- Request candidate to bring copy of license that you keep (or provide a valid CSCE from a previous exam session)
- If time allows or as part of pre-registration process you can check the FCC database
- A CSCE is good for 365 days (Q35)
- If proof of license not available (Q34) then complete:
  - Credit only CSCE for candidate
  - Credit and earned CSCE to be sent to ARRL to be processed after they verify license



# Our First Quiz



Tom shows up to take Element 3 for his General license. He presents his CSCE as proof of having passed his Technician exam last week. You notice that the CSCE has only two signatures.

What do you do? Discuss and decide quickly because your registration line is getting longer while you figure this out.





# The Magic Answer



- Allow the candidate to move forward as if his Technician license was valid
- Write up and sign two CSCEs
  - One for the candidate that shows the elements he passed at this session but does not show any license awarded. Forward yellow and pink copies to ARRL.
  - One with all copies (including white) that is forwarded to the ARRL showing elements passed and license awarded.
- ARRL confirms Technician license was awarded and sends candidate the second CSCE



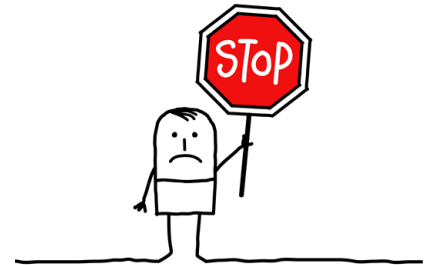
## Fees



- Test fee is posted on VEC website – currently \$15 (Q18) and cannot be varied (Q2)
- No additional fee for entry to test site may be charged – such as conference entry fees ... (Q20)
- Amount retained by VE team must only be used to defray costs related to examination (Q1)

# Before You Pass Out Test Booklets

- Welcome and introduce the VE team (everyone)
- Address leaving room during exam
- Address process while exam is being graded
- Taking a second exam?
- Scratch paper
- Test booklets are reused – **Don't write in them!**
- Other materials not allowed
- Completion of forms
  - Answer Sheet
  - 605 completion
  - CSCE
- Identify special needs (readers)
- Calculators



# Calculators

- The ARRL website states: (Q36)

“ A calculator with the memory erased and formulas cleared is allowed. You may not bring any written notes or calculations into the exam session. Slide rules and logarithmic tables are acceptable, as long as they're free of notes and formulas. Cell phone must be silenced or turned off during the exam session and the phones' calculator function may not be used. In addition, iPhones, iPads, Androids, smartphones, Blackberry devices and all similar electronic devices with a calculator capability, may NOT be used. ”



# Pop Quiz



Don is going for a “hat trick” (trying to pass all 3 elements in the same session). He asks to start with the Extra exam to get the hardest test out of the way first.

What do you do?




# Our Advice



1. Try to dissuade him. If he doesn't pass all three his situation could become complicated and make getting the license grant difficult . . . but if he persists, allow him to continue
2. Prepare his CSCE showing those elements passed but you can only award a license for the lowest element(s) passed.
  - For example, if he passes elements 2 and 4 but does not pass element 3 then his CSCE awards him a Technician license but indicates elements 2 and 4 were passed

# Answer Sheets



- Ink versus pencil
- Fill out answers correctly (shade versus circle)
- Various ways of changing answers
- Template design MUST be filled out correctly
- When picking up completed answer sheet 
  - Check that ALL questions are answered (35 or 50)
  - Check that ALL answers are clearly marked and it is obvious what answer is intended

# NCVEC Form 605

- Used by an examinee to apply for a license (Q13)
- Cannot be used to request a vanity call sign (Q31)
- Not the same as FCC Form 605
  - Use this for renewal or address change sent directly to FCC (Q23)
  - Do not send NCVEC Form 605 directly to FCC (Q27)


# NCVEC Form 605

## NCVEC QUICK-FORM 605 APPLICATION FOR AMATEUR OPERATOR/PRIMARY STATION LICENSE

SECTION 1 - TO BE COMPLETED BY APPLICANT				
PRINT LAST NAME	SUFFIX (Jr., Sr.)	FIRST NAME	INITIAL	STATION CALL SIGN (IF ANY)
MAILING ADDRESS (Number and Street or P.O. Box)				SOCIAL SECURITY NUMBER (SSN) or (FRN) FCC FEDERAL REGISTRATION NUMBER
CITY	STATE CODE	ZIP CODE (5 or 9 Numbers)		E-MAIL ADDRESS (OPTIONAL)
DAYTIME TELEPHONE NUMBER (Include Area Code) OPTIONAL		FAX NUMBER (Include Area Code) OPTIONAL		ENTITY NAME (IF CLUB, MILITARY RECREATION, RACES)
Type of Applicant: <input type="checkbox"/> Individual <input type="checkbox"/> Amateur Club <input type="checkbox"/> Military Recreation <input type="checkbox"/> RACES (Modify Only)				CLUB, MILITARY RECREATION, OR RACES CALL SIGN
I HEREBY APPLY FOR (Make an X in the appropriate box(es))				SIGNATURE OF RESPONSIBLE CLUB OFFICIAL (not trustee)
<input checked="" type="checkbox"/> EXAMINATION for a new license grant				<input type="checkbox"/> CHANGE my mailing address to above address
<input checked="" type="checkbox"/> EXAMINATION for upgrade of my license class				<input type="checkbox"/> CHANGE my station call sign systematically
<input type="checkbox"/> CHANGE my name on my license to my new name				Applicant's Initials: _____
Former Name: _____ (Last name) (Suffix) (First name) (MI)				<input type="checkbox"/> RENEWAL of my license grant.
Do you have another license application on file with the FCC which has not been acted upon?		PURPOSE OF OTHER APPLICATION		PENDING FILE NUMBER (FOR VEC USE ONLY)
<b>I certify that:</b> <ul style="list-style-type: none"><li>• I waive any claim to the use of any particular frequency regardless of prior use by license or otherwise;</li><li>• All statements and attachments are true, complete and correct to the best of my knowledge and belief and are made in good faith;</li><li>• I am not a representative of a foreign government;</li><li>• I am not subject to a denial of Federal benefits pursuant to Section 5301 of the Anti-Drug Abuse Act of 1988, 21 U.S.C. § 862;</li><li>• The construction of my station will NOT be an action which is likely to have a significant environmental effect (See 47 CFR Sections 1.1301-1.1319 and Section 97.13(c)).</li></ul>				
<input checked="" type="checkbox"/> I have read and WILL COMPLY with Section 97.13(c) of the Commission's Rules regarding RADIOFREQUENCY (RF) RADIATION SAFETY and the amateur service section of OST/OET Bulletin Number 65.				
Signature of applicant (Do not print, type, or stamp. Must match applicant's name above.) (Clubs: 2 different individuals must sign)				
<b>X</b> _____ Date Signed: _____				

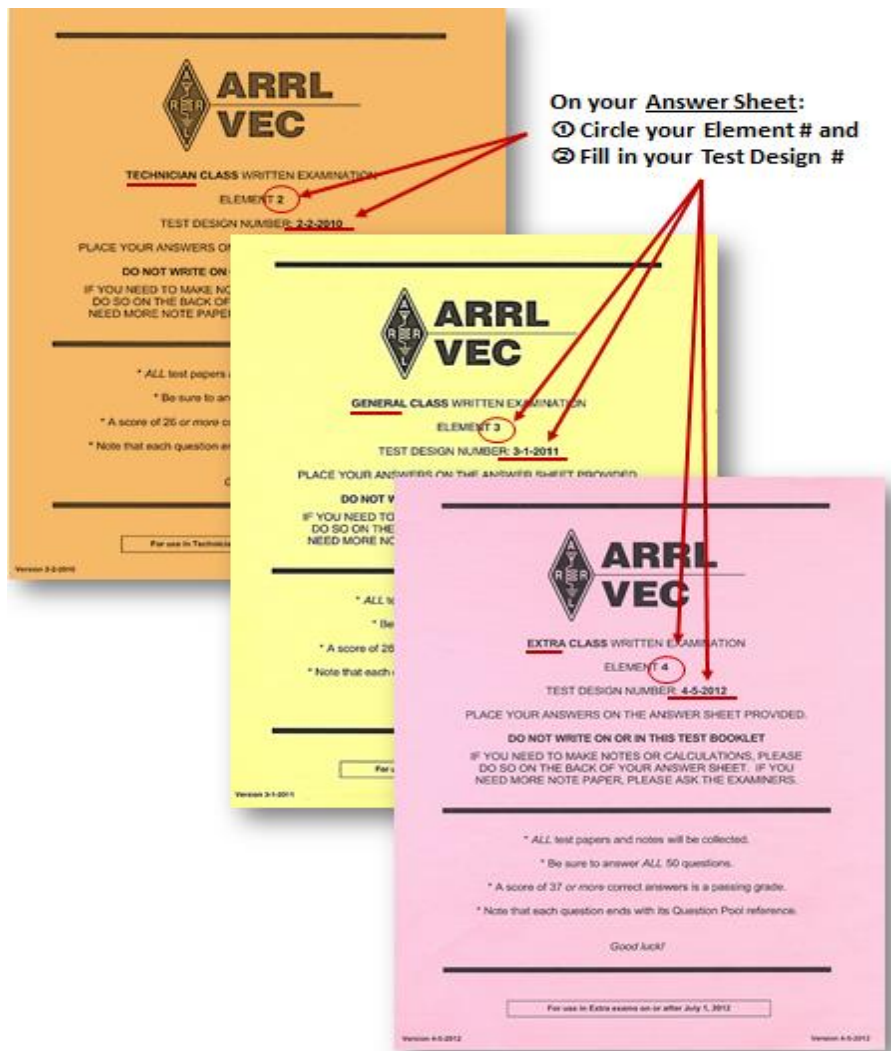
# CSCE

- Complete at registration or later?

American Radio Relay League VEC Certificate of Successful Completion of Examination		 <b>ARRL</b> The national association for AMATEUR RADIO		NOTE TO VE TEAM: COMPLETELY CROSS OUT ALL BOXES BELOW THAT DO NOT APPLY TO THIS CANDIDATE.
<b>Test Site</b> (City/State): _____ <b>Test Date:</b> _____				The applicant named herein has presented as proof for the exam element credit indicated below. Pre 32187 Technicians Element 3 credit
<b>CREDIT FOR ELEMENTS PASSED VALID FOR 365 DAYS</b> You have passed the written element(s) indicated at right. You will be given credit for the appropriate examination element(s), for up to 365 days from the date shown at the top of this certificate.				<b>EXAM ELEMENTS EARNED</b> Passed written Element 2 Passed written Element 3 Passed written Element 4
<b>LICENSE UPGRADE NOTICE</b> If you also hold a valid FCC-issued Amateur radio license grant, this Certificate validates temporary operation with the <u>operating privileges</u> of your new operator class (see Section 97.9[b] of the FCC's Rules) until you are granted the license for your new operator class, or for a period of 365 days from the test date stated above on this certificate, whichever comes first.				<b>NEW LICENSE CLASS EARNED</b> TECHNICIAN GENERAL EXTRA NONE
<b>LICENSE STATUS INQUIRIES</b> You can find out if a new license or upgrade has been "granted" by the FCC. For on-line inquiries see the FCC Web at <a href="http://wireless.fcc.gov/uls/">http://wireless.fcc.gov/uls/</a> ("Click on Search Licenses" button), or see the ARRL Web at <a href="http://www.arrl.org/fcc/search">http://www.arrl.org/fcc/search</a> ; or by calling FCC toll free at 888-225-5322; or by calling the ARRL at 1-860-594-0300 during business hours. Allow 15 days from the test date before calling.				
<b>THIS CERTIFICATE IS NOT A LICENSE, PERMIT, OR ANY OTHER KIND OF OPERATING AUTHORITY IN AND OF ITSELF. THE ELEMENT            CREDITS AND/OR OPERATING PRIVILEGES THAT MAY BE INDICATED IN THE LICENSE UPGRADE NOTICE ARE VALID FOR 365 DAYS            FROM THE TEST DATE. THE HOLDER NAMED HEREON MUST ALSO HAVE BEEN GRANTED AN AMATEUR RADIO LICENSE ISSUED BY            THE FCC TO OPERATE ON THE AIR.</b>				
<b>Candidate's Signature</b> _____ <b>Call Sign</b> _____ (If none, write none)		<b>VE #1</b> _____ Signature _____ Call Sign _____		
<b>Candidate's Name</b> _____		<b>VE #2</b> _____ Signature _____ Call Sign _____		
<b>Address</b> _____		<b>VE #3</b> _____ Signature _____ Call Sign _____		
<b>City</b> _____ <b>State</b> _____ <b>ZIP</b> _____		COPIES: WHITE-Candidate, YELLOW-VE Team, PINK-ARRL/VEC MVE 3/2010		

OK . . .

Now pass out  
test booklets





You are about to start a test session for a group of Boy Scouts and you realize that you may be short-handed. A parent of one of the Scouts offers to help. What do you say?



# Pop Quiz

You could really use another Extra class VE.  
Joe, an Extra class VE, is involved in a project going on in another room. He offers to come in to quickly grade just the few Element 3 and 4 exams and then return to his project.  
What do you say?



# The 'key' to successful grading



SAMPLE



## KEY FOR TEMPLATES

valid on or after  
JULY 1, 2014

TECHNICIAN		GENERAL		EXTRA	
Booklet Design	Template #	Booklet Design	Template #	Booklet Design	Template #
2-1-2014	3-2	3-1-2011	3-2	4-1-2012	1-4
2-2-2014	2-1	3-2-2011	5-1	4-2-2012	4-4
2-3-2014	5-3	3-3-2011	8-2	4-3-2012	3-1
2-4-2014	8-1	3-4-2011	1-2	4-4-2012	8-4
2-5-2014	3-1	3-5-2011	4-1	4-5-2012	2-2

**INSTRUCTIONS:** The blue plastic overlay grading template should be placed within the rectangular box on the candidate's written element examination answer sheet with the proper template design number (#-#) situated in the upper left corner of the box. Position the four (4) darkened circles on the answer sheet so that they correspond to the four alignment holes on the overlay. Please be aware that although steps were taken to ensure accurate alignment of the overlays with the answer sheets, *some skewing may have occurred during the manufacturing*. Please position the template, making any necessary adjustments, for accurate grading.

**IMPORTANT:** Do not toss out the Grading Templates, ever! The blue plastic overlay grading templates used to grade the exams at test sessions should never be thrown away or destroyed when new exam versions are introduced. We specifically designed the plastic templates so that they will always be useful, no matter what exams are created. The **Key for Templates** is what will be replaced (paper instructions – explaining how to line up the template and which template corresponds with which exam design version for proper grading). This KEY will be changed or updated to let you know how to match up the templates with any new exams that are issued.




## BE SURE TO KEEP IN A SECURE PLACE

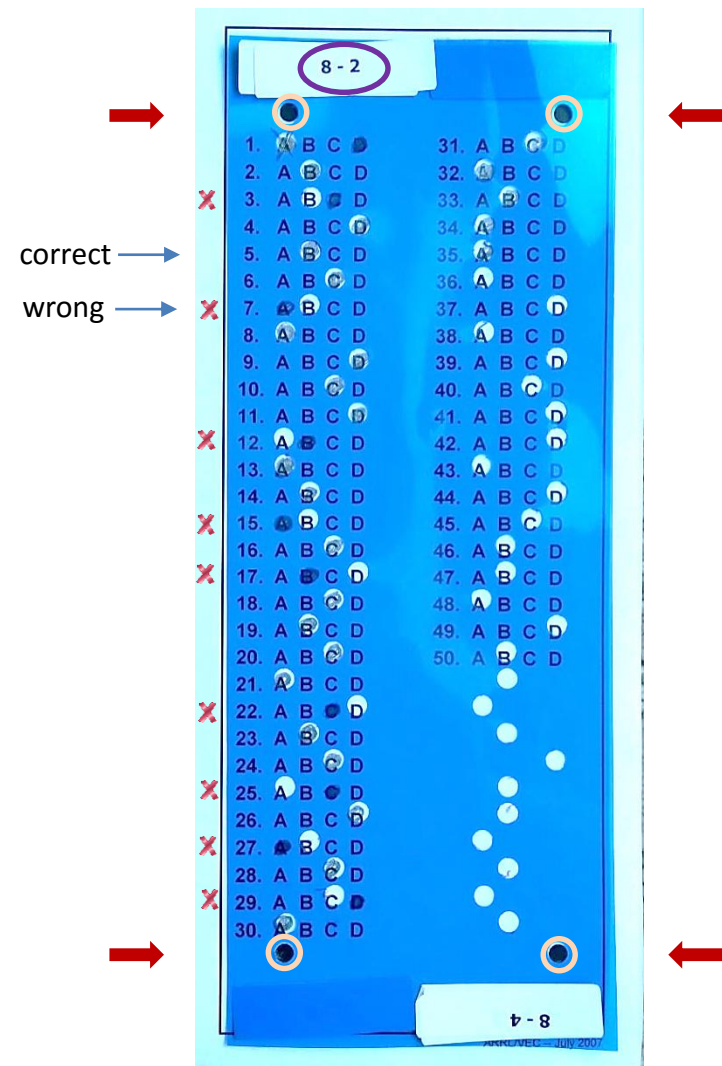
Templates will never become invalid. — Do **NOT** throw away any blue plastic templates.

SAMPLE

(ARRL VEC Template Key 07/2014)

# Using a template

1. From the “Key” sheet, select the right template 
2. Align the template on the answer sheet form using the four alignment holes 
3. Mark wrong answers with an “”, then count them . . .



# Grading process



**ARRL  
VEC**

## WRITTEN ELEMENT EXAMINATION ANSWER SHEET

**THIS BOX IS FOR VE USE ONLY**

Number

Correct: 32

Passed ☒

Failed ☐

VE Initials:

#1 gfw

#2 PAW

#3 DS

## CANDIDATE INFORMATION

*Please provide all information requested.  
Print clearly and legibly. Failure to do so may  
delay the processing of your application.*

Circle Element Number: 2 3 4

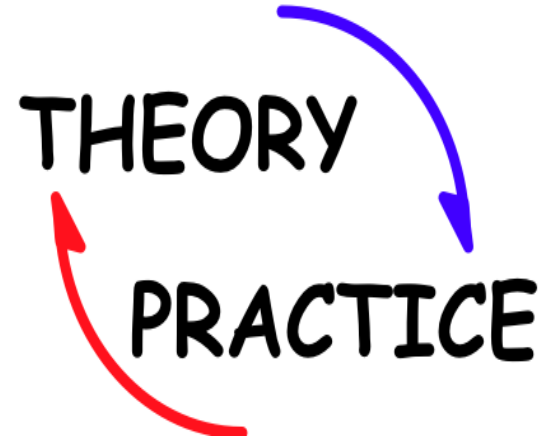
Test Design or Serial #  
From Test Booklet TEMP 3-1

**"X" or BLACKEN the correct letter.**

- |  |  |
|--|--|
| 1. A B <input checked="" type="radio"/> C D  | 31. A <input checked="" type="radio"/> B C D |
| 2. A B <input checked="" type="radio"/> C D  | 32. <input checked="" type="radio"/> A B C D |
| 3. A <input checked="" type="radio"/> B C D  | 33. A B <input checked="" type="radio"/> C D |
| 4. A <input checked="" type="radio"/> B C D  | 34. A <input checked="" type="radio"/> B C D |
| 5. A B <input checked="" type="radio"/> C D  | 35. A B C <input checked="" type="radio"/> D |
| 6. A <input checked="" type="radio"/> B C D  | 36. A B C D                                  |
| 7. A <input checked="" type="radio"/> B C D  | 37. A B C D                                  |
| 8. A B <input checked="" type="radio"/> C D  | 38. A B C D                                  |
| 9. A B C <input checked="" type="radio"/> D  | 39. A B C D                                  |
| 10. <input checked="" type="radio"/> A B C D | 40. A B C D                                  |
| 11. A B C <input checked="" type="radio"/> D | 41. A B C D                                  |
| 12. A B C <input checked="" type="radio"/> D | 42. A B C D                                  |
| 13. A B C D                                  | 43. A B C D                                  |

# Let's Practice!

- Break into 3 person teams
- Using the “Key for Templates” and the grading template, grade the 3 answer sheets in your package



***Only grade! Do not fill-in any of the other paperwork.***

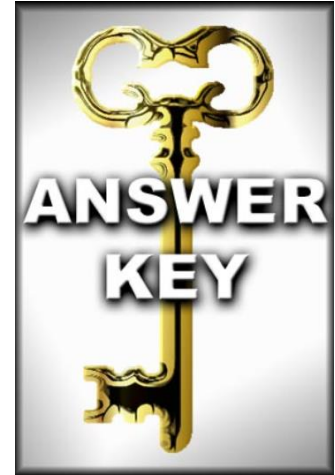
# Let's Review!

- What were the scores?
  - William (any problems?)
  - Cindy
  - Samuel
- Did you find anything wrong?
- Any questions???

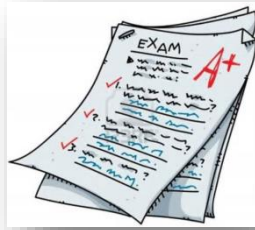


# If different . . .

- Use this as your final grading:
  - William had 25 right – Failure
  - Cindy had 26 right – Pass
  - Samuel had 47 right – Pass



# Taking a Second Test



- **PASS:** Taking a second element – keep going until you fail (or complete Extra) with same \$15 exam fee
- **FAIL:** Retest
  - Official ARRL guideline: Sign the examinee back in the session Roster as a new candidate, collect another \$15, give them a different exam for same element
  - Common alternative . . . .
  - Whatever you do, it must be consistently and fairly applied to all candidates
- Either way, do not complete CSCE or 605 until candidate is done



# Finalizing the Candidate's Paperwork

- Complete 605
- If passed at least one element, complete CSCE
  - Only indicate those elements actually completed at your session; not any previous or future ones (Q38)



# Completed 605

Signature of applicant (Do not print, type, or stamp. Must match applicant's name above.) (Clubs: 2 different individuals must sign)

**X** Signature Date Signed: 3-28-15

## SECTION 2 - TO BE COMPLETED BY ALL ADMINISTERING VEs

Applicant is qualified for operator license class:

- ☐ NO NEW LICENSE OR UPGRADE WAS EARNED
- ☐ TECHNICIAN Element 2
- ☒ GENERAL Elements 2 and 3
- ☐ AMATEUR EXTRA Elements 2, 3 and 4

DATE OF EXAMINATION SESSION <u>3/28/2015</u>
EXAMINATION SESSION LOCATION <u>Sammamish WA</u>
VEC ORGANIZATION <u>ARL-VEC</u>
VEC RECEIPT DATE


I CERTIFY THAT I HAVE COMPLIED WITH THE ADMINISTERING VE REQUIREMENTS IN PART 97 OF THE COMMISSION'S RULES AND WITH THE INSTRUCTIONS PROVIDED BY THE COORDINATING VEC AND THE FCC.

1st VEs NAME (Print First, MI, Last, Suffix) <u>DONALD S SATLER</u>	VEs STATION CALL SIGN <u>W4XXX</u>	VE SIGNATURE (Must match name) <span style="border: 1px solid black; padding: 2px;">Signature</span>	DATE SIGNED <u>3/28/2015</u>
2nd VEs NAME (Print First, MI, Last, Suffix) <u>David J. Wright</u>	VEs STATION CALL SIGN <u>KD7FT</u>	VE SIGNATURE (Must match name) <span style="border: 1px solid black; padding: 2px;">Signature</span>	DATE SIGNED <u>3/28/2015</u>
3rd VEs NAME (Print First, MI, Last, Suffix) <u>PAUL NICHOLSON</u>	VEs STATION CALL SIGN <u>AF7HL</u>	VE SIGNATURE (Must match name) <span style="border: 1px solid black; padding: 2px;">Signature</span>	DATE SIGNED <u>3/28/2015</u>


DO NOT SEND THIS FORM TO FCC - THIS IS NOT AN FCC FORM.  
IF THIS FORM IS SENT TO FCC, FCC WILL RETURN IT TO YOU WITHOUT ACTION.

NCVEC FORM 605 - February 2007  
FOR VEC/VEC USE ONLY - Page 1

# Completed CSCE

 <b>ARRL</b> The national association for <b>AMATEUR RADIO</b>	<b>NOTE TO VE TEAM:</b> <b>COMPLETELY CROSS</b> <b>OUT ALL BOXES BELOW</b> <b>THAT DO NOT APPLY TO</b> <b>THIS CANDIDATE.</b>
dit for the appropriate his certificate.	The applicant named herein has presented valid proof for the exam element credit indicated below. Pre 3/21/87 Technicians Element 3 credit
ficate validates temporary 97.9[b] of the FCC's Rules) 365 days from the test date	<b>EXAM ELEMENTS EARNED</b> Passed written Element 2 Passed written Element 3 Passed written Element 4
or on-line inquiries see the or see the ARRL Web at by calling the ARRL before calling.	<b>NEW LICENSE CLASS EARNED</b> TECHNICIAN GENERAL EXTRA NONE
<b>OPERATING AUTHORITY IN AND OF ITSELF. THE ELEMENT LICENSE UPGRADE NOTICE ARE VALID FOR 365 DAYS IN GRANTED AN AMATEUR RADIO LICENSE ISSUED BY</b>	

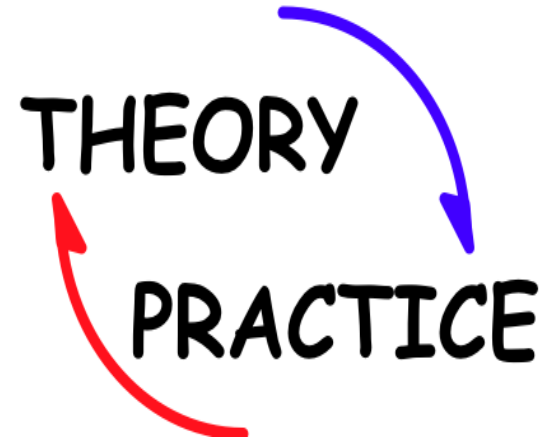
← (Q25)

 <b>ARRL</b> The national association for <b>AMATEUR RADIO</b>	<b>NOTE TO VE TEAM:</b> <b>COMPLETELY CROSS</b> <b>OUT ALL BOXES BELOW</b> <b>THAT DO NOT APPLY TO</b> <b>THIS CANDIDATE.</b>
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<b>OPERATING AUTHORITY IN AND OF ITSELF. THE ELEMENT HE LICENSE UPGRADE NOTICE ARE VALID FOR 365 DAYS</b>	

(Q26) →

# Let's Practice!

- Break into same 3 person teams
- Complete the CSCEs and 605s, as appropriate, for each of the three candidates



***Complete only the CSCE's and 605's***

# Let's Review!

- How did you do?
- Did you double check the 605's when signing them?
- Any suggestions?
- Any errors?



For those  
passing  
Element 4  
e.g. Samuel



## NCVEC QUICK-FORM 605 APPLICATION FOR AMATEUR OPERATOR/PRIMARY STATION LICENSE

SECTION 1 - TO BE COMPLETED BY APPLICANT				
PRINT LAST NAME	SUFFIX (Jr., Sr.)	FIRST NAME	INITIAL	STATION CALL SIGN (IF ANY)
MAILING ADDRESS (Number and Street or P.O. Box)				SOCIAL SECURITY NUMBER (SSN) or (FRN) FCC FEDERAL REGISTRATION NUMBER
CITY	STATE CODE	ZIP CODE (5 or 9 Numbers)		E-MAIL ADDRESS (OPTIONAL)
DAYTIME TELEPHONE NUMBER (Include Area Code) OPTIONAL		FAX NUMBER (Include Area Code) OPTIONAL		ENTITY NAME (IF CLUB, MILITARY RECREATION, RACES)
Type of Applicant: <input type="checkbox"/> Individual <input type="checkbox"/> Amateur Club <input type="checkbox"/> Military Recreation <input type="checkbox"/> RACES (Modify Only)				CLUB, MILITARY RECREATION, OR RACES CALL SIGN
I HEREBY APPLY FOR (Make an X in the appropriate box(es))				SIGNATURE OF RESPONSIBLE CLUB OFFICIAL (not trustee)
<input type="checkbox"/> EXAMINATION for a new license grant				<input type="checkbox"/> CHANGE my mailing address to above address
<input type="checkbox"/> EXAMINATION for upgrade of my license class				<input type="checkbox"/> CHANGE my station call sign systematically
<input type="checkbox"/> CHANGE my name on my license to my new name				Applicant's Initials: _____
Former Name: _____ (Last name) (Suffix) (First name) (MI)				<input type="checkbox"/> RENEWAL of my license grant.
Do you have another license application on file with the FCC which has not been acted upon?		PURPOSE OF OTHER APPLICATION		PENDING FILE NUMBER (FOR VEC USE ONLY)
<b>I certify that:</b> <ul style="list-style-type: none"><li>• I waive any claim to the use of any particular frequency regardless of prior use by license or otherwise;</li><li>• All statements and attachments are true, complete and correct to the best of my knowledge and belief and are made in good faith;</li><li>• I am not a representative of a foreign government;</li><li>• I am not subject to a denial of Federal benefits pursuant to Section 5301 of the Anti-Drug Abuse Act of 1988, 21 U.S.C. § 862;</li><li>• The construction of my station will NOT be an action which is likely to have a significant environmental effect (See 47 CFR Sections 1.1301-1.1319 and Section 97.13(a));</li><li>• I have read and WILL COMPLY with Section 97.13(c) of the Commission's Rules regarding RADIOFREQUENCY (RF) RADIATION SAFETY and the amateur service section of OST/OET Bulletin Number 65.</li></ul>				
Signature of applicant (Do not print, type, or stamp. Must match applicant's name above.) (Clubs: 2 different individuals must sign)				
<b>X</b> _____ Date Signed: _____				

# More Paperwork Issues

- If you run out of forms, what do you do?
  - Everything but CSCEs are on ARRL web site
  - CSCEs are multi-part forms – you **\*MUST\*** make sure that you have enough prior to the session
- Should you sign blank CSCEs and then let candidates fill them in?
- Trust within the VE team
  - Difference between “grading” VEs and “administrating” VEs



# Quality Control



- Review paperwork before candidates leave
  - Much easier to fix problems
  - Failures as well as passes
  - Common errors can easily happen because of rush
    - Missing SSN/FRN numbers
    - Pass/fail not being marked on Answer Sheet (or missing initials)
    - Missing signatures and initials from VEs
  - Double check all CSCEs and 605s signatures prior to VEs leaving the session
    - Ensure that all 3 administering VEs have signed

# Notification

- Good role for Runner with ham experience
- You can provide final score but not information about individual questions
- For those who pass:
  - Rules around getting on the air.
  - How do I find my call sign? **Remind candidate that there is no paper license issued anymore. They must verify their own ULS name and address.**
  - “Now that you passed” handout, ARRL membership, scouting patches, other materials
  - Encourage future participation in Ham Radio
- For those who don't pass
  - Study suggestions for trying again
  - Avoid “Angel of Death” scenario
  - Special topic - Return of 605



# Postmortem

- Review what went well and what didn't (preferably with the whole team)
- Adjust your process as needed



# Behind the Scenes



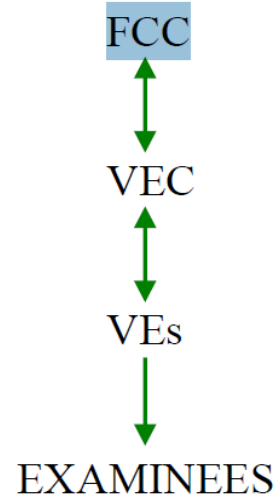
# Who is Involved in Licensing?

- FCC
- Volunteer Examiner Coordinator (VEC) – The ARRL is one of 14
- Volunteer Examiner Teams



Since  
Sept 2, 1984

The VEC serves as the interface between the FCC and the VEs, who administer the exams to the candidates. VEs serve under the umbrella of the VEC, while the VEC supports the VEs and provides data to the FCC for issuance of licenses and resolution of regulatory issues.



# FCC Role

- FCC handles domestic wireless telecommunications and policies
- FCC licenses amateur radio operators under its Wireless Telecommunications Bureau (Q3)
- Works with 14 VECs
- Can require tests be re-administered





# VEC Role

- VECs enter into agreements with the FCC to coordinate the efforts of Volunteer Examiners to administer license exams
- VEC collects exam information, verifies for correctness and forwards results to FCC
- Works with other VECs to maintain a pool of questions for the exams (Q4)

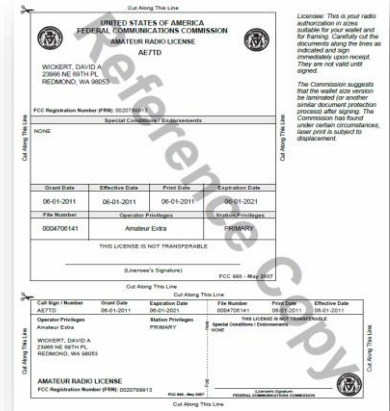


# Requirements to Be a VE

- Be accredited by one or more VECs (Q7)
- ARRL accreditation is through:
  - Submission of open book test; or
  - Request for Instant VE accreditation if qualified under another VEC (Q8)
- Must be at least 18 years of age (Q5)
- Must not have had their amateur license ever revoked or suspended (Q6)
- Accreditation
  - Good until FCC license expires (Q9)
  - VEs who upgrade can serve at the upgraded level once their upgrade appears in the FCC database (Q28)

# Licenses That the FCC Grants

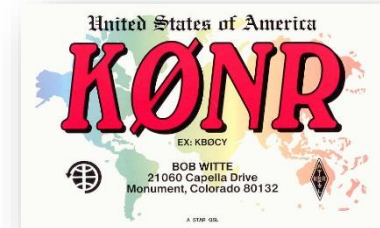
- Current licenses that can be issued:
  - Technician (Element 2)
  - General (Element 3)
  - Amateur Extra (Element 4)
- Other licenses
  - Advanced
  - Technician license issued prior to 3/21/1987
- Expired licenses
- Conditional licenses



This is a sample of an FCC Amateur Radio License form. It includes fields for the licensee's name, address, and contact information. The form also contains a table for the license's validity, showing the grant date, effective date, and expiration date. The licensee's name is WICKERT, DAVID A, and the license number is 0004700141. The license is for the Amateur Extra class. The form is dated FCC 605 - May 2011.

Grant Date	Effective Date	First Expiration	Expiration Date
06-01-2011	06-01-2011	06-01-2011	06-01-2021

Licensee: This is your radio authorization to use the radio frequencies allocated for amateur radio. It is not valid until signed. The Commission suggests that the radio user obtain an identical or similar document protection process after signing. The Commission has found under certain circumstances, user print is subject to duplication.



# License Renewals

**IMPORTANT NOTICE**

- Licenses are issued for 10 years
- Licenses may not be renewed earlier than 90 days before expiration (Q33)
- Upgrades do not normally extend term of license, except if license expires within 90 days and an upgrade, address change or systematic call sign change is requested (Q32)
- For any license that has expired within the 2 year grace period, contact ARRL or FCC for renewal

# Element Credits



- Users get 'credit' for exams that they have already taken.
- Element credit is based on one of the following:
  1. Technician licenses issued BEFORE 3/21/1987
  2. Expired licenses
- Proof for credit
  - Examples are copies of the physical license, CSCEs, old call book listings, or the QRZ.com 1993 call sign database.  
See: <http://www.arrl.org/exam-element-credit>
  - It is not the job of the VE team to research the claim; it is the candidate's responsibility to prove the claim

# Element Credits



**ELEMENT CREDIT TABLE**

	<u>Element Credit Given</u>	<u>Exam to Pass</u>	<u>License Earned</u>
No license, or expired Novice, or current Novice or expired Technician issued 3/21/1987 or later	None	Element 2	Technician
Expired Technician issued BEFORE 3/21/1987 or expired General or expired Advanced	Element 3	Element 2	General
Expired Extra	Elements 3 and 4	Element 2	Extra
<u>Current</u> Technician issued BEFORE 3/21/1987, or with an expired General or Advanced	Elements 2 and 3	None	General
<u>Current</u> Technician with expired Extra	Elements 2, 3 and 4	None	Extra
<u>Current</u> Technician issued 3/21/1987 or later	Element 2	Element 3	General
<u>Current</u> General or current Advanced	Elements 2 and 3	Element 4	Extra



# Pop Quiz

John has an expired Extra license and wants to rejoin ham radio.

What does he have to do to get his old Extra license back?



# Another Question

Ron got his Technician license back in 2009. He just let it slip in passing that he used to get on HF back in the 90's when he had a General that he let expire.

How does he get his General license?

# . . . And a 3<sup>rd</sup> Question

Bill has a pre-1987 Technician license. He wishes to upgrade to Extra.

How does he do this?





Don has his Class-A license from South Africa and wants exam credit. After all, isn't that what CEPT is for?

Does he get his credit?

# Quizzes, Quizzes and more Quizzes!

William has his commercial license (aka GROL) and wants exam credit.

Do you give him credit? And if so, what element does he get credit for?



Enough of that . . .



Let's Move On

# Preparing to Hold a Testing Session






# Pick a Date, Time and Place

- VE team decides where and when an exam will be held (Q17)
- Do you have enough time to receive materials?
- Allow enough time
  - ARRL VEC suggests 3 ½ hours (Q21)
  - When do you complete the exam packet for shipping to the ARRL VEC? (Adds about ½ hour depending on # of candidates)



# Gather Your VE Team


- How many VEs do you need?
  - Minimum number required is 3 (Q10)
  - Our experience:
    - 5 is minimum for up to 10-12 examinees
    - Add 3-4 for each additional 10 examinees
- Do all of your VEs have current credentials? 






# Requirements for the Room

- Is space big enough?

Administering VEs must be in the same room as examinees 

- Tables
  - Need 1-2 tables per grading team
  - Need “Runners” table to hold test supplies, paperwork in process, etc.
  - Space for QA
  - How many test takers per table?
- Noise issues
  - Is space conducive to test taking?
  - Is there another space for people to wait while their test is graded?
  - Can notification be done with some amount of privacy?

# Register Your Session With VEC

- Register through the ARRL website:  
<http://www.arrl.org/register-an-amateur-radio-license-exam-session>
  - Are walk-ins allowed?
  - Date, time, location, sponsor, contact ....
  - Need test materials?
- How materials are supplied?
  - Field stocked versus not
    - If not field stocked then exam materials must be returned to ARRL at end of session as part of the test package (Q30)
  - Which forms can be duplicated (Q24)?
    - Everything but CSCE 
    - Hint: make sure your duplicated answer sheets work with your answer templates (size issue)



# Walk-ins Versus No walk-ins?


Allow walk-ins	Don't allow walk-in
Don't discourage anyone from taking the test	Last minute test takers will not come
May have space issues or team can be overwhelmed by numbers	Know in advance how many people will be attending
Last minute candidates can come	You will have contact info after the exam to email their call signs and invite for club membership
	Can research licensing issues in advance
	Contact with test takers makes sure all arrive with correct information
	Can have correct materials on hand



# Publicize Your Session

- Public notice is no longer required by the FCC
- The ARRL/VEC policy is that every test session is to receive the proper local exposure, in addition to your registration of the session with the VEC.
- Identify your target audience and reach out to them:
  - Verbal announcements at meetings and training classes
  - Emails and newsletters
  - Other hams that might have contact because of volunteer activities

# When Reaching Out to Candidates (Hints and Tricks)

- Be responsive to requests for registration – respond quickly
- Our team does not allow walk-ins. We tell them why, i.e. “We ask candidates to pre-register for our exam sessions only because we have a limit of 15 candidates because of physical space.”
- Don’t send BCC emails
  - Always send individual emails addressed directly to the candidate
  - Customize them to the candidate so it sounds like a 1:1 cont
- Welcome candidates to other activities besides the exam session, e.g. club meetings and other events
- Try to get an Elmer relationship established early 

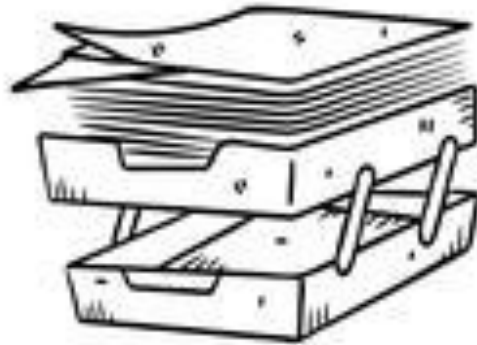


# More . . .



- Set the candidate's expectations:
  - The exams are closed book, untimed and multiple-choice.
  - They need to bring: (1) a photo ID and the \$15 exam fee, and (2) if upgrading, also a photo copy of their current license that they can "leave behind"
  - Give them the physical address of the exam site
  - Remind them that sessions start 'promptly'.
  - Calculators are OK, but they must be arithmetic and no Smartphones.
- Five days prior to session, send a reminder email to candidates
  - "I hope your studying has been going well . . ."
  - Restate same items as above . . .

# Submitting the Session Paperwork




# Checklist

1. One more QA pass
2. Complete the Candidate Roster
3. Complete the Session Report &  
gather \$\$\$ for ARRL VEC (a check)
4. Assemble packet for shipment to ARRL



# Complete the Candidate Roster

		AMERICAN RADIO RELAY LEAGUE / VEC CANDIDATE ROSTER		1 of 2			
TEST SITE (city, state or country): <u>DUVALL, WA</u>		SESSION DATE: <u>4/4/2015</u>					
APPLICANT NAME  (please print)	FEE PAID  ✓	CALL SIGN  (if any)	LICENSE CLASS BEFORE SESSION  (if any)	ELEMENT(S) TAKEN / CREDIT GIVEN [write in applicable letter(s)] P = PASS F = FAIL C = CSCE credit (earned within 365 days) CT = Element 3 credit for pre-03/21/1987 Technician CL = Expired General, Advanced or Extra License credit			LICENSE EARNED at this exam session  (TECH, GENERAL, EXTRA or NONE)
				TECHNICIAN ELEMENT 2	GENERAL ELEMENT 3	EXTRA ELEMENT 4	
1. <u>Shallan, Scott</u>	✓			F			NONE
2. <u>Beane, John</u>	✓		TECH		P		GEN
3. <u>Boyd, Eric</u>	✓			P	F		TECH
4. <u>Boyd, Andrew</u>	✓			P			TECH
5. <u>Boyd, Phil</u>	✓			P	P		GEN
6. <u>Lehman, Brian</u>	✓			P			TECH
7. <u>Boyd, John</u>	✓			P			TECH
8. <u>Boyd, Andrew</u>	✓			P			TECH
9. <u>Boyd, John</u>	✓		TECH		P	F	GEN
10. <u>Boyd, John</u>	✓			P	P	P	EXTRA

WHITE ROSTER – Send to ARRL VEC for Permanent File. Only the VE Team is to make entries on this page. FOLLOW ROSTER-- VE Team copy MUST be retained in Team records.

# Complete the Session Report

**ARRL VEC** ARRL / VEC  
**TEST SESSION REPORT**

---

TEST SITE: DUVALL, WA TEST DATE: 4/4/2015

---

Exam Elements	2	3	4	Total
Passed	9	5	2	16
Failed	1	3	1	5
Total	10	8	3	21

New License Class Earned	Technician	General	Extra	Total
	7	3	2	12
Candidates who did not earn an upgrade or an initial license at this session				1
Total Candidates Served by this Session				13

===== TEST FEE SUMMARY =====

Total candidates served at this test session (all candidates pay a test fee -- this fee is set by the ARRL/VEC for each calendar year (per FCC Rules))	13	Total Served	Enter applicable test fee for the calendar year $13 \times \$35 = \$195$
Amount of expense reimbursement retained by the VE team (as necessary and prudent up to \$7 per candidate)	13	(up to \$7)	$13 \times \$7 = \$91$
Amount of Test Fees forwarded to the ARRL/VEC (total test fees collected minus fees directly retained by team for expense reimbursement)			\$104

[See example on back for how to complete the test fee summary.]

Other Fees Collected: (i.e.: renewals, address changes, ARRL membership. A portion of these fees may NOT be retained for reimbursement.)	\$
--	----

---

**PARTICIPATING VE's LIST:** In order to correctly credit each participating VE with having served at this test session, please **PRINT CLEARLY** below information for **ALL** VEs who have participated in this test session:

Name	call	class	Name	call	class
1. Liaison: DAVID A. WICKERT	AE1TD	EX	5. Jane Wickert	NT3CW	G
2. Ben H. H. H.	K7ADD	Gen	6. GERALD J. KONOSKE	NATZ-EXTRA	
3. FREDERICK B. B.	K7TUB	EL	7.		
4. Dan P. H. H.	KAZGR	EX	8.		

→ Important: See Reverse side of this form for additional information.  
Copies: Green forward to VEC.....Yellow retained by VE Team

# Complete the Session Report (back)

Please notify me if the VEC has any application questions using the following method:

☒ Email (to my email address) dwick@erichormann.com

☐ Phone (to my daytime phone) 425-892-9721

☒ By mail (PO box or street address) 23966 NE 62nd Pl, Redmond, WA 98053

## Test Fee Summary Example (assumes 12 examinees)

Total candidates served at this test session (all candidates pay a test fee - the fee is set by the ARRL VEC fee for that calendar year)	Total Served 12	Enter applicable Test Fee (for year 2009) X \$ <u>15.00</u> =	\$ 180.00
Amount of expense reimbursement retained by the VE team (as necessary; up to \$7 per candidate)	12	(up to \$7) X \$ <u>4.75</u> =	\$ 57.00
Amount of Test Fees forwarded to the ARRL/VEC			\$ 123.00

Please list any additional VEs below who have participated in this test session:

Name	call	class	Name	call	class
1. _____			5. _____		
2. _____			6. _____		
3. _____			7. _____		
4. _____			8. _____		

Please list any NON-VEs helpers who have participated in this session:

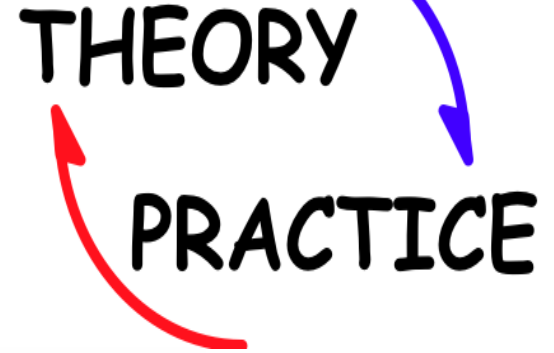
Lauren Flowers

Session Evaluation - Please indicate below any irregularities, problems, comments, requests or suggested improvements you have:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Let's Practice! (one last time 😊 )

- Break into the same 3 person teams
- Complete the final paperwork to be shipped to the ARRL VEC
  - Finish the Candidate Roster
  - Finish the Session Report



# Packet to ARRL

- Assemble packet for shipment to ARRL
- Material to be retained
- To copy or not to copy????



## Organizing Your Session Package for Return to the ARRL VEC

Feel Free to use the following Check List to ensure that all required test session documents are enclosed in the package you are forwarding to the ARRL VEC.

To greatly assist us, your package contents/documentation should be arranged as follows:

- ☐ 1. on the very top ..... **Test Session Report** [green sheet to ARRL VEC  
yellow sheet must be retained by the VE team.]
- ☐ 2. below test report ..... Correspondence, Special Requests,  
New/Additional Supplies Order
- ☐ 3. below correspondence ..... Checks and/or Fees [made payable to ARRL VEC.]
- ☐ 4. below checks/fees ..... **Candidate Roster** [white sheet to ARRL VEC,  
yellow sheet must be retained by the VE team.]
- ☐ 5. below candidate roster ..... Each Candidate arranged in *Candidate Roster Order*  
then the Individual Candidates Information in the  
Following Order:
  - ☐ a. Pink Carbon copy of the CSCE [if earned]  
[when separating the carbon copies of the CSCE, the first sheet (white) is given to  
the candidate, the second sheet (pink) must be sent to ARRL VEC and the third  
sheet (yellow) is to be retained by the VE team.]
  - ☐ b. Followed by the **NCVEC Form 605** [form must include candidate's  
Social Security Number or Federal Registration Number (FRN).]
  - ☐ c. Then any License copy or any CSCE copy(ies) from previous test sessions
  - ☐ d. Then Exam Papers in ascending element order
- ☐ 6. below candidate's info ..... **Unused Materials**, including: Examination Booklets,  
Examination Answer Keys, CSCE's, 605's, Test Reports,  
Exam Answer Sheets, Blue Overlay Templates, etc.

*Please do not use Staples on any documents. Paper clips may be used.*

Send your session package to: ARRL VEC, 225 Main St, Newington CT 06111

This *Check List* is optional—but we believe it will be helpful to you and your VE Team in preparing and sending your completed test session package to the ARRL/VEC. If you have any questions, call us at 1-800-927-7583 or email to [vec@arrl.org](mailto:vec@arrl.org). We thank you for your interest in the ARRL/VEC and for your interest in serving your local community. We hope your session was a success!

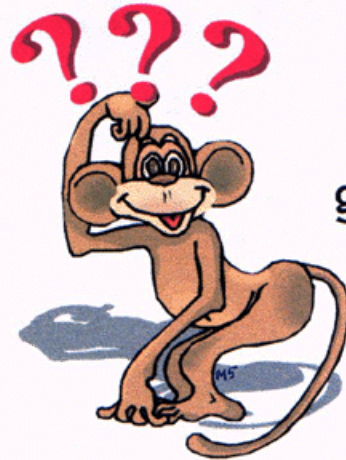
***If you have not done so recently, please complete the survey on the back of this form.***

# Two weeks later . . .



- Set your candidate's expectations that mailing and processing varies between 5 days and 2 weeks.
- The ARRL VEC really does not want to start the investigative process until 2 weeks have passed.
- Be prepared: You will make mistakes. The ARRL VEC will make mistakes. Packets get lost. Requests can be miscoded and fail in the posting to the FCC.
- Team Liaison's job is to verify that new call signs and upgrades have been issued
  - ULS is updated daily (Monday-Saturday)
  - Resources: <http://www.fcc.gov/ULS> (search by name); <http://www.ae7q.com/> by-day postings.
  - Notify candidates for whom you have email addresses (another opportunity to offer Elmer services)
- Candidate's job is to verify the spelling of their name and address in the ULS. This is important because there is no actual paper license sent to the candidate anymore.

# Questions????



Questions  
are  
guaranteed in  
life;  
Answers  
aren't.



# Call to Action !



Follow these three simple steps to become an ARRL Volunteer Examiner:

1. Review the Volunteer Examiner Manual, paying special attention to Chapter 2: Becoming a Volunteer Examiner.
2. Complete and sign the VE Application form and open-book review (40 question review); a copy is pages 19-22 in the VE Manual
3. Please fax, mail or email forms (Adobe PDF file or scanned JPEG image showing your real signature) to the ARRL VEC →

To:  
ARRL VEC  
225 Main St  
Newington, CT 06111  
  
Fax: 860-594-0339  
Email: [vec@arrl.org](mailto:vec@arrl.org)

Once accredited, you will receive in the mail a colorful, laminated VE badge, and badge clip to wear at exam sessions and a certificate suitable for framing. Please allow 3-4 weeks for the ARRL VE badge and certificate to arrive.



**Thank You** *Mahalo*  
*Tack* **Kiitos**  
*Grazie* **Thanks**  
*Takk* **Gracias**  
**Merci**

We hope you  
enjoyed the class  
as much as we did  
putting it together!

See you in  
an Exam Session!