

# Amateur Radio Volunteer Examiners

The Basics of What They Do and How They Do It

Presented by:  
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ARRL VE & W5YI VE

16 February 2008

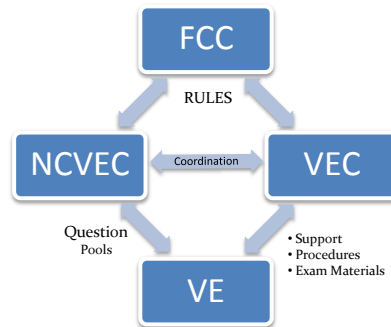
UPDATED! --Includes content updates for new ARRL VE Manual, Ninth Edition

## Credits and References

- Title 47 CFR Part 97
  - [http://www.access.gpo.gov/nara/cfr/waisidx\\_02/47cfr97\\_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/47cfr97_02.html)
- ARRLWeb: Part 97
  - <http://www.arrl.org/FandES/field/regulations/news/part97/>
- National Conference of Volunteer Examiner Coordinators (NCVEC)
  - <http://www.ncvec.org>
- ARRL-Volunteer Examiner Coordinator (VEC)
  - <http://www.arrl.org/arrlvec/>
- ARRL VE Manual, Ninth Edition, released Feb 2008
  - <http://www.arrl.org/arrlvec/vemanual/>

## Background Information

- Relevant FCC Rules
- NCVEC
- VECs
- ARRL VEC Accreditation
- VE Qualification for Accreditation
- ARRL VEC Accreditation Steps
- What happens next?
- “Instant Accreditation”
- ARRL VE Credentials
- Maintaining VE Accreditation
- VE Upgrade



Q4

## Relevant FCC Rules

### 47 CFR Part 97 Subpart F -- Qualifying Examinations Systems

- 97.501 Qualifying for an amateur operator license
- 97.503 Element standards
- 97.505 Element credit
- 97.507 Preparing an examination
- 97.509 Administering VE requirements
- 97.511 Examinee conduct
- 97.513 VE session manager requirements
- 97.519 Coordinating examination sessions
- 97.521 VEC qualifications
- 97.523 Question pools
- 97.525 Accrediting V.E.s
- 97.527 Reimbursement for expenses.

## National Conference of Volunteer Examiner Coordinators (NCVEC)

- A private not-for-profit voluntary association.
- Membership comprised of the various FCC certified Volunteer Examiner Coordinators (VECs).
- Facilitates the intercommunications between the FCC and each VEC.
- All VECs must cooperate in maintaining one question pool for each written examination element. (§97.523 Question pools)

Q4

## Volunteer Examiner Coordinator

- A Volunteer Examiner Coordinator (VEC) is:
  - An organization that has entered into an agreement with Federal Communications Commission (FCC).
- The purpose of a VEC is:
  - To coordinate the efforts of Volunteer Examiners (VE) in preparing and administering examinations for Amateur Radio licenses.

Q3

## Volunteer Examiner Coordinators

- FCC Certified VEC List - <http://www.ncvec.org/page.php?id=318>
- Examples
  - ARRL <http://www.arrl.org/arrlvec/>
  - W5YI <http://www.w5yi.org/page.php?id=19>
- Slightly different forms
- Slightly different support processes for V.E.s
- This presentation will emphasize processes appropriate to ARRL-VEC.

## VE Qualification for Accreditation

Required V.E. Accreditation	License Status	Age	Element 2	Element 3	Element 4
<b>Amateur Extra</b>	Valid & Never Suspended or Revoked	>=18 Years of Age	<b>X</b>	<b>X</b>	<b>X</b>
<b>Advanced</b>	Valid & Never Suspended or Revoked	>=18 Years of Age	<b>X</b>	<b>X</b>	
<b>General</b>	Valid & Never Suspended or Revoked	>=18 Years of Age	<b>X</b>		

- Must be Accredited by a VEC
- May be Accredited by more than VEC

Q5, Q6, Q7

## ARRL VEC Accreditation Steps

- Download & Study the VE Manual
  - <http://www.arrl.org/arrlvec/vemmanual/index.html>
- Complete an open book review
- Complete the application form
- Make a copy of your Amateur Radio License
- Mail or fax them into ARRL
  - ARRL VEC, 225 Main St, Newington CT 06111 USA
  - Fax: 860-594-0339
  
- IT IS FREE!

## What happens next?

- Once accredited, the VE will receive in the mail:
  - A colorful laminated VE Badge and a badge clip to wear at test sessions
  
  - A wall certificate suitable for framing.

## “Instant Accreditation”

- “Instant Accreditation” may be used during an ARRL Exam Session if:
  - Already a VE accredited by another VEC
  - Have participated in at least one exam session.
- “Instant Accreditation” may be obtained by:
  - Completing the ARRL VE Application
  - Attaching a copy of Amateur Radio license
  - Attaching a copy of current accreditation credentials from the other VEC.

Q8

## ARRL VE Credentials

- Until license expires.
- Valid at any ARRL VEC Exam Session
- Does not convey the right to participate as an examiner at an exam session. The VE Team decides who will serve as a VE at the exam session.

Q9

## Maintaining Accreditation

- Term of Accreditation
  - Until your FCC license expires.
- ARRL accreditation renewal is automatic
  - Must maintain a current address, contact phone number and/or email address on file at the VEC office.

Q9

## VE Upgrade

- General Class VE or Advanced Class VE
  - You may serve as an Extra Class VE only after the upgrade appears in the FCC Database.
- How?
  - Bring your current Credentials
  - Bring your Proof of Upgrade
- Submit information to ARRL-VEC ASAP
  - Update records
  - Obtain updated Credentials.

Q28

# The Exam Session

Start to Finish

## One VE Team ... Many Roles

- **VE Team Contact Person**
- **Accredited VE -- Team Liaison/Session Manager**
- **Minimum of 3 Accredited V.E.s**

Q10



## One VE Team ... Many Roles

- **VE Team Contact Person**
  - Doesn't have to be accredited or licensed.
  - Local contact person for public, ham and non-ham.
  - May be fulfilled by one of the V.E.s

Q16

## One VE Team ... Many Roles

- **Accredited VE -- Team Liaison/Session Manager**
  - Receives all the confidential test materials for a particular exam session.
  - Held directly responsible for the security of the test materials during the time that they are in his or her possession.
  - Must meet criteria for license class

## One VE Team ... Many Roles

### Criteria to serve as VE Team Liaison/Session Mgr.

Required V.E. Accreditation	Element 2	Element 3	Element 4
Amateur Extra	X	X	X
Advanced	X	X	
General	X		

Q15

## One VE Team ... Many Roles

- **Minimum of 3 Accredited V.E.s**

### Criteria to administer and grade an Exam Element

Required V.E. Accreditation	Element 2	Element 3	Element 4
Amateur Extra	X	X	X
Advanced	X	X	
General	X		

Q10, Q14

## Securing a Test Site

- When and Where is decided by the VE Team
- Define Date and Time
- Space size and arrangement
- Number of Candidates
- Cost?
- Big hurdle, if none available.
  - Can use home or garage!
- Liability insurance coverage that may be a consideration.
  - If not sponsored by an organization that has coverage.

Q17

## Registration Plan

- VE Team decides upfront how to handle registrations.
  - Open to Walk-ins
    - V.E.s have plenty of time – Exams are not time limited!
    - Test Site is not restricted
  - Pre-registration Only
    - Test Site space is limited
    - VE Team can set a deadline and limit on candidates served.
  - Closed
    - May be used when setup specifically for a class
    - VE time and Test Site space are limited and Candidates already fill space available.

## Session Length & Timeframe

- Many factors affecting
- The average ARRL/VEC session tests 10 people and lasts about 3-1/2 hours.
- Range from
  - A couple of hours to
  - Multiple sittings over a couple of days.

Q21

## Publicize

- Public Notice no longer required by FCC.
- ARRL/VEC policy - proper local exposure
- Easily accomplished via:
  - Local radio nets
  - Web Sites
  - Newsletters
  - Newspaper
  - Television
- Listed on the searchable ARRL On-line Database when you notify ARRL-VEC.

Q19

## Forms and Materials

- Test Session Registration/  
Request For Test Materials
- Exams
- Answer Sheets
- Grading Templates
- NCVEC Form 605
- Certificate of Successful Completion of Examination (CSCE)
- Candidate Roster
- Test Session Report

## Test Session Registration/ Request For Test Materials

- VE Team Session Manager fills this out and sends it in to VEC.
- Used to order the necessary forms for the session.
- Used to register and publicize with ARRL.
- Inventory the package of material when received and prior to exam day.

Front

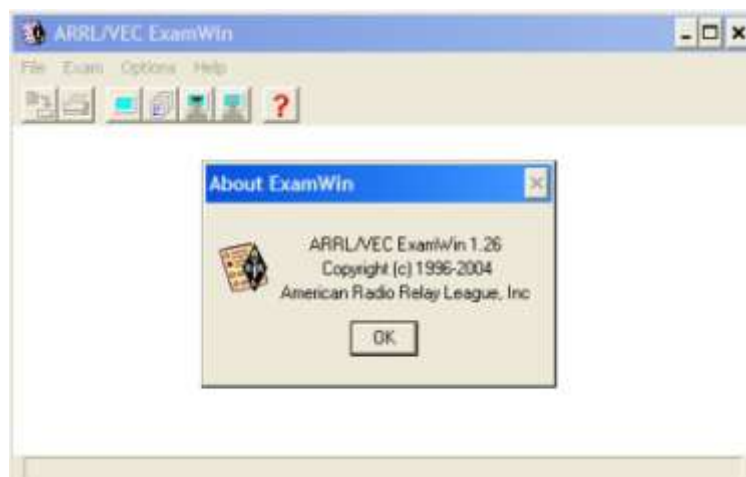
Back

Identify the proposed VE Team here: →

## Field Stocking

- Option open to active VE Teams to receive and retain quantities of test materials
- VE Team Liaison responsible for security of material
- Qualification
  - Conducted at least 4 ARRL-VEC test sessions
  - Registered at least 4 future test sessions
- Provides flexibility to conduct “on-the-spot” testing with short notice.

## Another Option for Exams



## Conducting the Exam Session

- VE Team Exam Day Preparation
- Register the Candidates
- Collect Test Fee
- Candidate -- Section 1 of NCVEC Form 605
- Administer Exams
- Grade Exams
- Complete the CSCEs

## VE Team Exam Day Preparation

- V.E.s arrive early
- V.E.s organize to operate efficiently
- Ensure adequate number V.E.s
- Check VE Credentials
- Materials (Pens, Pencils, etc.) and Forms?
- Room setup
- Table and chair placement
- Segregation of V.E.s from Examinees for grading

## Register the Candidates

- Welcome visitors & introduce VE team members
- Check Identification of Candidates
  - Legal photo ID like Driver's License
  - If not, two substantial forms of ID are required.
- Collect and check NCVEC Form 605 for completeness and accuracy against ID
- Collect Exam Fee of \$14 from each candidate

Q18

## V.E.s & Relatives

- A husband and wife who are accredited V.E.s may serve on the same V.E. team for an exam session.
- V.E.s who are related to a candidate, e.g. husband/wife, may not administer elements at the same session.

Q12



# Candidate Roster – Pre-exam

ARRL VEC		AMERICAN RADIO RELAY LEAGUE / VEC		CANDIDATE ROSTER							
TEST SITE (city, state or country):		OSWALEY HILLS, FLORIDA		SESSION DATE: JUNE 17, 2008							
SPONSORING ORGANIZATION NAME (optional - if none, write none):		FLORIDA RIGGS AMERICAN RADIO CLUB									
APPLICANT'S NAME (please print)	FEE PAID (y/n)	CALLER (if any)	LICENSE class before session (if any)	ELEMENTS/TASKS/TEST (check in appropriate column):				LICENSE - new (check qualified for all this test session - 1/1/10)			
1. ANDREW T. HINSHAW	✓	K4XYZ	P			CT		G			
2. GEORGE L. JALSON	✓	W4TQA	P			C		G			
3. WILLIAM J. SHRETT	✓	-	-	C	P			T			
4. JANICE E. HEFON	✓	-	-		P			T			
5. TRAVIS L. MC ADAMS	✓	KM4AGC	T	P				-			
6. RICHARD E. MC ADAMS	✓	W3A2E	G				P	E			
7. EDWARD P. HUGHES	✓	N3QAA	T	CN		P		G			
8. EDWARD P. HUGHES, JR	✓	-	-	P	P	P		G			
9. MICHAEL K. HUGHES	✓	-	-	CT	P	CT		G			
10. CLARENCE NICKERSON	✓	W4GYY	A				C	E			
11. DAVID D. PRINGLE	✓	K4XUK	A				P	E			
12. FREDERICK H. SAWYER	✓	K4AAYG	N		P	E	P	T			
13. MARK T. KEENS	✓	-	-	CN	P	P		G			
14. JASON M. STEWART	✓	-	-	P	F	P		-			
				2	1	6	1	4	1	2	1

Legend - (check applicable fees in column VE, teams. A failing result - not required by VEC)  
 Page 1 of 1. Number of applicants listed on this page 14. Passed/Failed  
 Copy 1 - White - VEC's Permanent Roster. VE Team (only) is to make entries on this page. Copy 2 - Yellow - VE Team carbon - VE Team keeps for team records.  
 arrl-vec / summer 2008

Q22

## ARRL VEC Test Fees

- The ARRL VEC Test Fee for 2008 will remain at \$14.00.
  - A VE team can not vary the fee that is charged.
- This fee is charged once, no matter whether taking any one, two, or all three test elements, one time.
  - Elements do not have to be taken in any particular order.
- Retests of an element failed at the same test session will require payment of an additional test fee.

Q2, Q18

## Hamfests & Exams

- The FCC and ARRL/VEC requires that exam candidates cannot be charged a registration fee or any other kind of entrance fee to a hamfest, if they come only for the exam.
- The normal Test Fee applies, in any case.

Q20

## NCVEC Form 605

- Candidate fills in Section 1
  - Name, Address, SSAN or FRN
  - Callsign (if applicable)
  - Telephone and Email
- Used for new license applications and upgrades, license renewals and address, name and systematic call sign changes. NOT VANITY
- ARRL Members can submit license modifications and license renewals on NCVEC Form 605 to ARRL-VEC.
- Used by VECs only. This form cannot be submitted to FCC.

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

**SECTION 1 - TO BE COMPLETED BY APPLICANT**

Name: **Murphy** Andrew  
 Address: **2212 MILAN ST**  
 City/State/Zip: **FL 34461**  
 Telephone: **352-133-4567**  
 Email: **andymurphy@earthlink.net**

License Class:  Technician  General  Amateur Extra

Examination:  EXAMINATION for a new license class  EXAMINATION for testing written to obtain address  EXAMINATION for upgrade of my license class  CHANGE my address call sign systematic  CHANGE my name on my license for my new name  APPLICANT'S SIGNATURE: **AMF**  RENEWAL of my license grade

Further Name: \_\_\_\_\_ Date: \_\_\_\_\_

**K. Graham of Murphy** Date Issued: **JUNE 17, 2008**

**SECTION 2 - TO BE COMPLETED BY ALL ADMINISTRATING VECs**

Applicant is qualified for amateur license class:  YES  NO

AND NEW LICENSE OR UPGRADE WILL BE ISSUED: **6/17/2008**

TECHNICIAN: Element 2 **Becky H. H. F.**

GENERAL: Element 1, 2 and 3 **D-04**

AMATEUR EXTRA: Element 1, 2, 3 and 4

LISTED BY: **Charles Smith** **KE5FF** **Charles Smith** **6/17/2008**  
**James W. McCallan** **W4QNV** **James W. McCallan** **6/17/2008**  
**Bill Holden** **W4GZZ** **Bill Holden** **6/17/2008**

Q13, Q27, Q31

## FCC Form 605

- Not used in an VEC administered exam session
- Currently the only form accepted by the FCC for amateur license renewal or address change requests filed directly with FCC by mail or on-line.
- Can be used to request a Vanity Call Sign
- FCC Forms may be privately reproduced as long as copies are exact duplicates of the FCC Form, including paper size.

Q23, Q24, Q31

## Terms, Renewals, & Expiration Dates

- Effective June 8, 1994, only new licenses or renewals will receive a fresh 10-year license term.
- All others (upgrades, address/name/call sign changes, etc.) will retain the original license expiration date.
- The FCC requires that renewals be submitted no sooner than 90 days before the license is to expire.

Q32, Q33

## Conducting the Exam Session

- VE Team defines the rules to ensure integrity of the exam session.
- “Each examinee must comply with the instructions given by the administering VEs.” (Reference: 47 CFR Part 97.511 Examinee Conduct)

### Example Rules to Communicate:

- ✓ Restroom timing
- ✓ Approaching the V.E.s / VE pick up of exam when complete
- ✓ Talking Limitations / Questions during the test
- ✓ No writing in Exam Booklets – Fill-in answer on Answer Sheet
- ✓ No Cheating / No Materials on the table
- ✓ No programmable calculators or otherwise must be cleared
- ✓ No Noise generators, i.e. watches, pagers, cell phones
- ✓ Etc.

Q36

## Calculators

- Most calculators, including some programmable calculators, are acceptable.
- The candidate must, at the VEs' request, demonstrate that all of the calculator's memories have been cleared.
- The VE team has the right to refuse a candidate the use of a calculator if the team isn't convinced that the calculator's memories have been cleared.

Q36

## Exams

## Morse Code

- Element 1 is no longer administered or required for any license in the Amateur Radio Service.

## Question Pools & Credit Requirements

The Question Pools may be downloaded from the NCVEC website at <http://www.ncvec.org>

	Valid Until	# of Questions in Pool	# of Questions in Exam	Passing Score Required
Element 2	June 30, 2010	392	35	26 out of 35
Element 3	June 30, 2011	484	35	26 out of 35
Element 4	* June 30, 2008	741	50	37 out of 50
* New Element 4 Pool released. Effective July 1, 2008 until June 30, 2012				

## Providing the Exam

- Match Test Element to desire of the Candidate
- Pass out exam, note paper, and answer sheet
- When examinee is done, a VE should collect the Exam, Answer Sheet, and any note paper.  
(It's nice to have an additional VE to do this leg work.)

# Answer Sheets

- Candidate fills-in this information
  - Element #
  - Test Design Number
  - Callsign, if applicable
  - SSAN or FRN
  - Mailing Address
  - Test Site
  - Date of Test
  - Signature

ARRL VEC  
AMATEUR RADIO EXAMINATION  
ANSWER SHEET

(This box for QP use only) VE class: \_\_\_\_\_  
 Name: # 1 \_\_\_\_\_  
 Class: # 2 \_\_\_\_\_  
 Passed  Failed

Please provide all information requested. Failure to do so may delay the processing of your application.

Class Form Number: 1 2 3 4  
 Test Design or Serial # From Test Station: \_\_\_\_\_  
 Test Site (City, State): \_\_\_\_\_  
 Date of Test (Month, Day, Year): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Test Site City, State: \_\_\_\_\_  
 Date of Test: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Ex Part	Class	Questions	Min. Right	Max. Points
1	CB	30	7	7
2	Technician	35	8	4
3	General	35	8	8
4	Extra	35	11	11

# Grading Templates

- Pre-developed overlays.
- V.E.s should double-check to ensure correct for exam being graded.

ARRL VEC  
AMATEUR RADIO EXAMINATION  
ANSWER SHEET

(This box for QP use only) VE class: \_\_\_\_\_  
 Name: # 1 \_\_\_\_\_  
 Class: # 2 \_\_\_\_\_  
 Passed  Failed

Please provide all information requested. Failure to do so may delay the processing of your application.

Class Form Number: 1 2 3 4  
 Test Design or Serial # From Test Station: \_\_\_\_\_  
 Test Site (City, State): \_\_\_\_\_  
 Date of Test (Month, Day, Year): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Test Site City, State: \_\_\_\_\_  
 Date of Test: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Ex Part	Class	Questions	Min. Right	Max. Points
1	CB	30	7	7
2	Technician	35	8	4
3	General	35	8	8
4	Extra	35	11	11

# Grading the Exam

- All 3 V.E.s will individually grade the exam.
- All 3 V.E.s must agree.

Q11

## Score

- All 3 V.E.s will initial
- Mark the score on the answer sheet.
- Check Pass or Fail
- Reference for Pass/Fail Criteria

**ARRL VEC**  
**AMATEUR RADIO EXAMINATION ANSWER SHEET**

(This form for QP use only) V.E. Initial: \_\_\_\_\_

Name: \_\_\_\_\_  
 Class: \_\_\_\_\_  
 Score: \_\_\_\_\_

Passed  Failed

Please provide all information requested. Failure to do so may delay the processing of your application.

Class	Test	Min.	Max.
Class Element Number	1	2	4

Test Design or Serial # \_\_\_\_\_  
 Exam Time/Date: \_\_\_\_\_  
 Test Name (Print Clearly): \_\_\_\_\_  
 Call Sign (with/without Class (I name with class)) \_\_\_\_\_  
 Special Reporting Number (734) \_\_\_\_\_  
 ARRL or License ID Number: \_\_\_\_\_  
 Complete Missing Business (Class or First Class Box #): \_\_\_\_\_  
 City, State and Zip (Print): \_\_\_\_\_  
 Phone (City): \_\_\_\_\_  
 Test Site City, State: \_\_\_\_\_  
 Site of Test: \_\_\_\_\_

Ex. Pass	Class	Questions	Min. Right	Max. Wrong
1	Class	35	7	2
2	Technician	35	4	4
3	General	35	8	4
4	Extra	35	11	4



## Notification

- Notify Candidate of Pass or Fail
- Notify Candidate of Score, e.g., 26/35
- Offer candidate the next element exam
- At the option of V.E.s, offer a second version of element exam if examinee failed an exam.

## Amateur Radio License & Credit Requirement

License Class	Element 2	Element 3	Element 4
Technician	X		
General	X	X	
Amateur Extra	X	X	X

Q25, Q26

# “Grandfather” & Element Credit

- At a test session, the VEs will review all credit documents presented by applicants.

- Licenses
- CSCEs
- Etc.



- Criteria in 47 CFR Part §97.505, Element credit.
- Pre-3/21/1987 Technician-class amateur may receive an automatic upgrade by completing a NCVEC Form 605 at a VE Session and paying the \$14.00 fee.

Q37

# Certificate of Successful Completion of Examination (CSCE)

- Conveys credit to the holder for successfully completed elements for a specific exam session.
- Individuals should retain all individual CSCEs.
- Credit, as shown on a CSCE, is valid for upgrade purposes for 365 days.
- Validation of a new license-class earned, if applicable.
- One copy retained by: Successful Candidate, VE Team, & VEC

American Radio Relay League/VEC <b>VEC: CERTIFICATE OF SUCCESSFUL COMPLETION OF EXAMINATION</b>			This document is valid for 365 days from the date shown at the top of this certificate. If you wish to upgrade your license class again while a newly-upgraded license application is pending with the FCC, you must pay the upgrade fee shown on the application.
Test Site Location: <u>BEVERLY HILLS, FL</u>	Test Date: <u>2/16/08 17:3000</u>		
<b>CREDIT FOR ELEMENTS PASSED</b> You have passed the telegraphic and/or written element(s) indicated at right. You will be given credit for the applicable examination element(s) for up to 365 days from the date shown at the top of this certificate, if you wish to upgrade your license class again while a newly-upgraded license application is pending with the FCC.			
<b>LICENSE UPGRADE NOTICE</b> If you have passed a valid FCC-issued Amateur radio license exam, this Certificate confers temporary credit with the operating privileges of your new license class (see Section 97.203 of the FCC's Rules) for you and your family members for a period of 365 days from the test date stated above on this certificate, whichever comes first. Note: If you hold a current FCC-issued Technician class license, you are not eligible to receive credit for this exam. This document is not valid for upgrade purposes.			
<b>LICENSE STATUS NOTICE</b> You can find out if a new license or upgrade has been granted by the FCC. For online inquiries use the FCC Web site (http://www.fcc.gov/eetools/cce/cce.html) or use the ARRL, VEC or RACAL (www.vecc.org) Renewal App or by calling FCC toll free at 888-325-5322, or by calling the ARRL at 1-800-694-0300 during business hours. About 15 days from the test date (unless noted).			
<b>THIS CERTIFICATE IS NOT A LICENSE. DESIST ON ANY OTHER KIND OF SPEAKING AUTHORITY IN AND OF ITSELF. THE ELEMENT CREDITS AND/OR OPERATING PRIVILEGES THAT MAY BE AWARDED IN THIS 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 BY THE FCC OR OPERATE ON THE AIR.</b>			
Candidate's Signature: <u>Andrew T. Murphy</u>	Candidate's Name: <u>ANDREW T. MURPHY</u> Call Sign: <u>K4272</u>	VE #1: <u>Charles J. KENNEDY</u>	VEC #1: <u>James H. Mendenhall, W4EHW</u> VEC #2: <u>Bill Holden, W4BZT</u>
Address: <u>2312 MAIN ST</u> City: <u>LEONATO</u> State: <u>FL</u> Zip: <u>32461</u>	Date: <u>2/16/08</u>	VEC #3: <u>Bill Holden, W4BZT</u>	

Q34, Q35, Q38, Q39

## CSCE

- Completed by a VE.
  - Session Credit
  - Test Site & Date
  - Name & Address
  - Callsign, if applicable
- Certified by  
All 3 V.E.s
- Signed by the Successful Examinee

ARRL  
American Radio Relay League  
1430 North 17th Street  
Alexandria, VA 22304-1500  
Tel: 703/275-7300  
Fax: 703/275-7301  
www.arrl.org

**ARRL**  
**CERTIFICATE OF SUCCESSFUL COMPLETION OF EXAMINATION**

Test Site (City/State): SEVERLY HILLS, FL Test Date: JUNE 17, 2004

**CREDIT FOR ELEMENTS PASSED**  
You have passed the following element(s) and/or written element(s) indicated at right. You will be given credit for the appropriate examination element(s) for up to 90 days from the date shown at the top of this certificate, if you wish to upgrade your license class again while a newly-upgraded license application is pending with the FCC.

**LICENSE UPGRADE NOTICE**  
If you also hold a valid FCC-issued Amateur radio license grant, this Certificate validates temporary operation with the operating privileges of your new operator class (see Section 97.5(b) of the FCC's Rules) until you are granted an license for your new operator class, in for a period of 90 days from the test date stated above on this certificate, whichever comes first. Note: If you hold a current FCC-issued (codeless) Technician class operator license, and if this certificate indicates Element 1 credit, this certificate automatically permits you HF operating privileges as specified in Section 97.301(a) of the FCC rules. This document must be kept indefinitely with your Technician class operator license in order to use these privileges.

**LICENSE STATUS INQUIRIES**  
You can find out if a new license or upgrade has been "granted" by the FCC. For online inquiries see the FCC Web at <http://www.fcc.gov/electronic/LicenseSearch>, or see the ARRL Web at <http://www.arrl.org/test>. Alternatively, or by calling FCC toll free at 888-235-4322, or by calling the ARRL at 1-800-694-0300 during business hours. Allow 10 days from the test date before calling.

**THIS CERTIFICATE IS NOT A LICENSE. PENALTIES ON ANY OTHER KIND OF OPERATING AUTHORITY IN HAND OF OTHERS. THE ELEMENT CREDITS AND/OR OPERATING PRIVILEGES THAT MAY BE INDICATED IN THIS LICENSE UPGRADE NOTICE ARE VALID FOR 90 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.**

Candidate's signature: Andrew T. Murphy  
Candidate's name: ANDREW T. MURPHY Callsign: K2X12  
Address: 2717 MAIN ST  
LEONTO State: FL Zip: 32461

VE #1: Charles Smith K2NUP  
VE #2: James H. McCallister W4BKA  
VE #3: Bill Ballou W4B72

- ✓Review all of the examinee's paperwork to ensure all entries are complete.
- ✓The examinee is free to go with copy of CSCE in hand, if applicable.

## Record the Exam Session Results

- Certify Section 2 of the NVEC Form 605
- Candidate Roster
- Test Session Report
- Wrap up
- Mail Results to the VEC

# NCVEC Form 605

- Section 2 – Completed by V.E.s
- Certified by the same 3 V.E.s that graded the exams and certified CSCE.
  - No License Earned
  - License Earned
  - Name, Callsign, Signature, Date
  - Date, Exam Site, VEC

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

**SECTION 1 - TO BE COMPLETED BY APPLICANT**

Name: **Murphy, Andrew** Age: **T** License No: **K4XYZ**  
 Address: **2212 MAIN ST** City: **LELAND** State: **FL** Zip: **33441** Phone: **123-456-789**  
 Email: **andymurph@xyz.net**

EXAMINATION for a new license grant  
 EXAMINATION for upgrade of license class  
 EXAMINATION for upgrade of license class  
 CHANGE my name on my license for the new name  
 EXAMINATION for a new license grant  
 CHANGE my mailing address to above address  
 CHANGE my address on my license for the new name  
 Applicant's Address: **QZFM**  
 FEDERAL of my license grant

**SECTION 2 - TO BE COMPLETED BY ALL ADMINISTRATING VECs**

Report to applicant for separate license class:  
 NO NEW LICENSE OR UPGRADE HAS EXPIRED  
 TECHNICALS: Section 2  
 GENERAL: Formulas: 1, 2, 3, 4, 5  
 AMATEUR BUCKS: Formulas: 1, 2, 3, 4, 5

DATE: **June 17, 2008**

Signature: **Charles Smith** Date: **6/17/08**  
**James M. McAllen** Date: **6/17/08**  
**Will Valdez** Date: **6/17/08**

# Candidate Roster – Elements Taken/Credit

ARRL VEC AMERICAN RADIO RELAY LEAGUE / VEC CANDIDATE ROSTER

TEST SITE (city, state or country): **OSWALEY HILLS, FLORIDA** SESSION DATE: **JUNE 17, 2008**

SPONSORING ORGANIZATION NAME (optional - if none, write none): **FLORIDA RADIO AMATEUR ASSOCIATION**

APPLICANT'S NAME (please print)	FEE PAID (y/n)	CALLER (if any)	LICENSE GRANT (if any)	ELEMENTS TAKEN (mark in appropriate column) - P=PASS, F=FAIL, E=EXEMPT (must include entry for all Basic CE-4, 1, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100)				LICENSED (www.arrl.org)
				1	2	3	4	
1. ANDREW T. MURPHY	✓		P					G
2. GEORGE L. TALKSON	✓	W4TKR	P					G
3. WILLIAM J. SHIRT	✓	-	-	C	P			T
4. JANICE F. HEERN	✓	-	-		P			T
5. DONALD L. MCASAMS	✓	KM4AGL	T	P				-
6. RICHARD E. MCASAMS	✓	W3RZE	G				P	E
7. EDWARD P. HUGHES	✓	N3QQA	T	CN		P		G
8. EDWARD P. HUGHES, JR	✓	-	-	P	P	P		G
9. MICHAEL K. HUGHES	✓	-	-	CT	P	CT		G
10. CLARENCE NICKERSON	✓	W4GYY	A				C	E
11. DAVID R. PRINGLE	✓	K4XUK	A				P	E
12. FREDERICK H. SAWYER	✓	K4A1G	N		P	P	P	T
13. MARK T. KEENS	✓	-	-	CN	P	P		G
14. JASON M. STEWART	✓	-	-	P	F	P		-

Options - Check address (yes) if agent VEC issues in helping results can be supplied by VEC: **2, 1, 6, 1, 4, 1, 2, 1**

Page 1 of 1 - Number of applicants listed on this page 14 Passed/Failed

Copy 1 - White - VEC's Permanent Record - VE Team (only) to be made entries on this page. Copy 2 - Yellow - VE Team carbon - VE Team keeps for exam records.

Q22

# Test Session Report

- The **Test Session Report** form is a summary of the overall story of what went on at the session.
  - Exam Summary
  - Test Fee Summary
  - List of Participating V.E.s
- The summary serves as a tally sheet for elements passed compared to elements administered, and the Forms 605 submitted for processing.
- This information is also referred to the FCC for its use.

**ARRL VEC APRIL VEC TEST SESSION REPORT**

Test Site: SEVERA HALL, FL Test Date: APRIL 15, 2008

Element	1	2	3	4	Total
Passed	2	4	2	3	11
Failed	1	1	1	1	4
Total	3	5	3	4	15

New License Class Earned	Technician	General	Extra	Total
	3	6	3	12

Candidates who did not test or upgrade or an individual of this session	Total
	7

Total candidates served by this session	Total
	14

**Test Fee Summary**

Total candidates served at this test session (do not include those who did not test or upgrade)	ARRL VEC fee for each candidate (per FCC Form)	Total fee
14	\$8.45	\$117.10

Amount of fee for licenses administered by the VEC (see necessary information on FCC Form)	Total
	\$63.70

Amount of fee for licenses to the ARRL VEC (see necessary information on FCC Form)	Total
	\$63.70

Participating V.E.'s (Use ARRL Form 605 for additional information):

Name	Call	Test	Pass
Steve DeLoach	W4LWJ		
James McCallister	W4KXW		
Bill Walker	W4KXW		
Bruce Walker	W4KXW		
Andy DeLoach	W4KXW		

Important: See Reverse side of this form for additional information.  
 Copies: (3) in VEC, (1) in VE Team

## Retaining a Portion of the Test Fee

- VEC may have specific rules to follow.
- Records of expenses and reimbursements must be retained for 3 years.
- V.E.s have out-of-pocket expenses:
  - Phone calls, Postage, Photocopying, Stationery (pens, pencils, erasers, paper, staples/stapler, etc), Room/site rental, Publicity/advertising, Mileage, Necessary computer software/hardware, Basic refreshments for the attendees of the session (not simply refreshments for the VEs only)

### Necessary and Prudent

- All of these expenses--as long as they were necessary and prudent may be directly reimbursed to the VE Team.

## Wrap-up

- Collect all forms and materials
- Unless the team is field stocked, all used and unused test materials are to be returned to the VEC, including all leftover photocopied test booklets.

Q30

## Wrap-up

- Collect all forms and materials per VEC instructions
- Mail it in ASAP to the VEC but not later than 10 days after exam session.
- About 5 calendar days later, begin checking FCC database, QRZ, or other on-line license search tool to verify examinees receive upgrades or new call signs.
- Follow-up on any loose ends.
- Collect Lessons Learned for next session.

Q29, Q40

## What's in it for you ...

- Public Service (& a warm fuzzy feeling)
- Recognition by ARRL on VE Session Count Page.  
<http://www.arrl.org/arrlvec/veparti.php?state=OH>

– Examples:

Call	Count	Call	Count
AA8BN	168	K8SM	6
WD8E	46	N8LJF	5
W8NM	23	KA8PCP	4
N8KBR	16	KC8YLD	4
NR8U	11	KC8MIS	4
AB8LW	7	W8TJT	3
N8WL	6	KD8BUF	3
		KD8BUD	2



Coshocton
Knox
Licking
Muskingum

(as of 14 Jan 08)

- ARRL VE Patches are available to V.E.s ONLY!

## What are the obligations of the VE?

- When you serve ...
  - Serve with integrity.
  - Work as a team member with a team of fellow V.E.s.
  - Ensure compliance with the FCC rules and VEC procedures.
- Not necessarily obligated to serve on a regular basis.

## Do you want to know more?

- Yes!
  - We can help!
  
- We can help you, help:
  - Your fellow hams
  - Folks aspiring to become hams for the hobby and fun.
  - Folks aspiring to serve in a role as an emergency communicator.

## Q & A