



ARRL VEC, 225 Main Street, Newington, CT 06111
Phone: 1-860-594-0300
web: arrrl.org/volunteer-examiners

To: Prospective General, Advanced or Extra Class ARRL Volunteer Examiners

Thank you for your interest in becoming an ARRL Volunteer Examiner (VE). Once you become an ARRL VEC accredited VE, you will join the ranks of more than 30,000 VEs who are able to administer examinations coordinated by our VEC.

To get you started, please view, or download our ARRL VEC Volunteer Examiner Manual located in Adobe PDF format on the ARRL Web at <http://www.arrrl.org/ve-manual>. The information contained in “Chapter 2 – Becoming a Volunteer Examiner” of the VE manual explains the VE accreditation process.

Complete the enclosed VE Application Form and Open-Book Review. The VE Application Form and Open-Book Review is also located in the manual. If you have already participated in another VEC program, and if you are current and active in that program, you are not required to take the Open Book Review. Simply fill out the VE Application and include a photocopy of your current VE accreditation from the other VEC program.

Once you have read the on-line manual and have completed the required application document(s), please fax, mail/courier or email us an Adobe PDF file or scanned JPEG image to:

ARRL VEC
225 Main St
Newington CT 06111 USA

Fax: 1-860-594-0339
Email: vec@arrrl.org
For ARRL VEs Toll Free: 1-800-927-7583

By taking these steps, you will be on your way to becoming an ARRL VE.

Should you have any questions about our VEC program, please feel free to contact us toll free at **1-800-9-ARRL-VE** (1-800-927-7583) or email us at vec@arrrl.org. Once we have received your VE Application and your successful Open-Book Review (if required), your new VE credentials, ARRL VE Badge and Certificate, will arrive in a couple of weeks. Best of luck!

73,

Maria Somma, AB1FM
Manager, ARRL VEC



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VOLUNTEER EXAMINER APPLICATION FORM

PLEASE Type or Print Clearly in Ink

(check one)

- ☐ General
☐ Advanced
☐ Extra

Call Sign: _____

License Expiration Date: _____

Name: _____
(First, Middle Initial, Last)

Mailing Address (street or POB): _____

City: _____ State: _____ ZIP: _____ Country: _____

Phone: (____) _____ Email Address: _____

Has your FCC license ever been suspended or revoked? ☐ YES ☐ NO

Have you ever been disaccredited by another VEC? ☐ YES ☐ NO

If yes, which VEC(s) and when? _____

For Instant Accreditation, have you participated as a VE in another VEC program

and is your accreditation in that program current? ☐ YES ☐ NO

If yes, which VEC coordinated the test session? (enter VEC name here) _____

You MUST attach a copy of your credentials from that VEC to this form as proof.

CERTIFICATION

By signing the ARRL VE Application Form, I certify that to the best of my knowledge
that the above information AND the following statements are true:

- 1) I am at least 18 years of age.
- 2) I agree to comply with the FCC Part 97 Amateur Radio Service Rules, especially Subpart F (§97.509).
- 3) I agree to comply with examination procedures established by the ARRL as Volunteer Examiner Coordinator.
- 4) I understand that the ARRL as my coordinating VEC, or I as an accredited ARRL VE, may terminate this relationship at any time, with or without any reason or cause.
- 5) I understand that violation of the FCC Rules or willful noncompliance with the VEC will result in the loss of my VE accreditation and could result in loss of my Amateur Radio operator or station licenses, or both.
- 6) I understand that, even though I may be accredited as a VE, if I am not able or competent to perform certain VE functions required for any particular examination, I should not administer that examination (§97.525).

Signature Required*

Call Sign

Date

*By typing your name above, you are signing this form electronically. Understand that your electronic signature is legally binding, as if you had physically signed the document by hand.

ARRL VEC Open-Book Review



ARRL VEC Office -- Accreditations
225 Main Street
Newington, CT 06111
Email: VEC@arrl.org / Fax: 860-594-0339

You, as a prospective ARRL VEC Volunteer Examiner, are expected to read and thoroughly understand the *ARRL VEC Volunteer Examiner Manual*, on which this review is based. Complete this Open-Book Review as soon as possible and return it to the ARRL VEC for processing. We strongly recommend that you keep a copy of your completed review for your records.

This review is not a test. It is simply a review that covers the material in the *ARRL VEC Volunteer Examiner Manual*. Nevertheless, it is an important part of the accreditation process, the concept of which is not shared by other VECs. Your having successfully completed this Open-Book Review certifies to us and the FCC that your training in the ARRL VEC program is concluded and that you are prepared to serve as a Volunteer Examiner with the thousands of others who share your enthusiasm. Remember, though, that you may not serve as an ARRL VEC accredited Volunteer Examiner until we have reviewed your application (and its attachments) and formally approve your accreditation. Our approval is reported to you when you receive your ARRL VEC accreditation credentials in the mail or by email.

Please allow three weeks for the ARRL VEC staff to grade your Open-Book Review and process your VE credentials.

When completing this Open-Book Review, you may work alone or with others in researching the answers to the questions. However, please remember that all ARRL VEC accredited Volunteer Examiners will be individually responsible for understanding and abiding by the regulations and procedures as presented in this edition. To ensure this, each of you must return an individually completed review. Good luck, and thanks for working with the ARRL VEC.

Please provide your full name and call...(name): _____ (call sign) _____

1. When may all or a portion of the test fees collected by a VE team be used to offset expenses not related to examinations (such as instruction or club expenses)? _____
2. By how much can a VEC or a VE team vary the test fee that it charges each candidate to offset expenses incurred in coordinating sessions during the calendar year? _____
3. Which FCC bureau administers the VE Program? _____
4. What is the test fee charged to each candidate who takes examination elements for Technician or higher class licenses, including upgrades, at an ARRL VEC coordinated session during this calendar year? _____
5. How old must an amateur be to be eligible for VE accreditation? _____
6. May an amateur be accredited by a VEC if his/her license was ever suspended or revoked? ☐ YES ☐ NO
7. May a VE be accredited concurrently by more than one VEC? ☐ YES ☐ NO
8. How long is the term of accreditation for ARRL VEC Volunteer Examiners? _____

9. What is the name of the ARRL VEC program feature where an ARRL VEC VE team (with the appropriate documentation provided) can accept the services of a VE who is accredited with a different VEC?

10. What is the minimum number of VEs needed to conduct a VEC coordinated test session? _____
11. Who must grade the examinations of each examinee? _____
12. May VEs who are related, e.g., husband/wife, administer elements at the same session? ☐ YES ☐ NO
May they administer exams to their relatives? ☐ YES ☐ NO
13. On the NCVEC 605 form, in addition to name and address, what other items are required by the FCC on the application?

14. Which element(s) can be administered by a General class VE? _____
Which element(s) can be administered by an Advanced class VE? _____
15. In the ARRL VEC program may a VE Team Liaison (or VE Session Manager) who holds a General or Advanced class license receive test papers for Elements 2, 3, and 4? ☐ YES ☐ NO
16. Which license class, if any, must the VE Team Contact Person hold? _____
17. Who decides when and where a test session will be held? _____
18. Who is responsible for maintaining question pools from which all written element exams must be designed and assembled?

19. Under what circumstances may a VE team conduct a test session without having publicly announced it in advance?

20. If exams are administered at a convention or hamfest, under what conditions may an examinee be required to pay to gain access to the test session site/room? _____
21. How long does an average ARRL VEC test session last? _____
22. What VEC form should be used for recording each examinee's progress and pass/fail results for a test session?

23. When an applicant answers "yes" to the FCC basic qualification question (felony question), where and to whom do they submit (email) their exhibit/explanation? _____
24. If an unlicensed applicant passes Elements 2 and 3 at an ARRL VEC coordinated session, what new license class (earned) should be indicated on the CSCE and on the Form 605? _____
25. If an unlicensed applicant passes Elements 2, 3, and 4 at an ARRL VEC coordinated session, what new license class (earned) should be indicated on the CSCE and Form 605? _____

26. May VEs read the exam questions to visually impaired candidates? ☐ YES ☐ NO
May a non-VE read exam questions (administer the exam) to their relative? ☐ YES ☐ NO
27. May VE Teams who are not officially field stocked by ARRL VEC retain test booklets or exam materials after the conclusion of the test session? ☐ YES ☐ NO
28. Can a VE, who has recently upgraded, serve as a VE exercising the privileges of the new higher class license before the newly upgraded license grant appears in the FCC's Amateur Service license database? ☐ YES ☐ NO
29. In the ARRL VEC program, after a test session is conducted, can the VE team submit all applications and all examination documents (this includes any test documents passed or failed), through a session documents uploads webpage for quicker service? ☐ YES ☐ NO
30. For in-person sessions, that have been uploaded via the session documents upload webpage, must a note be included in the mailed package indicating the session was electronically filed? ☐ YES ☐ NO
31. May an applicant who is applying for an upgrade at a test session also request a vanity call using that same upgrade application (NCVEC Form 605)? ☐ YES ☐ NO
32. When an applicant answers "yes" to the FCC basic qualification question (felony question), within how many days must they submit (email) their exhibit/explanation to the FCC? _____
33. Under current FCC Rules/procedures, can an amateur license be renewed before 90 days? ☐ YES ☐ NO
34. Do FCC rules allow partial credit for expired General, Advanced, and Extra class licenses? ☐ YES ☐ NO
35. For how long is credit, as shown on a CSCE, valid? _____
36. May the VE Team deny an applicant the use of a calculator? If so, when? _____

37. What must a Technician class amateur, who passed the technician exam before 3/21/1987, do to receive credit for Element 3, towards a General class or higher upgrade? _____
38. Should elements that an applicant successfully completed at an earlier (different test date/location) test session also be indicated on a CSCE issued at your session today (current day) or at the next test session (future date) where the applicant successfully completes an additional element? ☐ YES ☐ NO
39. To whom are the three copies of the ARRL VEC CSCE to be distributed? _____

40. According to ARRL VEC policy, how soon should a VE team submit exam session documents for successful candidates to the coordinating VEC after the test session has been conducted? _____

This concludes your review. Be sure to save a copy of your completed VE application and open-book review before email, mailing, or faxing to ARRL VEC.