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ARRL/ VEC Open-Book Review



ARRL/ VEC Office -- Accreditations  
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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 (see address above) for processing. Before completing the review, either tear out these pages from the manual, photocopy them or print them. We strongly recommend that you keep a photocopy 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's 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.  
*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. Who is responsible for maintaining question pools from which all written element exams must be designed and assembled? \_\_\_\_\_
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. 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? \_\_\_\_\_
9. How long is the term of accreditation for ARRL/VEC Volunteer Examiners? \_\_\_\_\_



Cancelling a Session

The earlier you tell the ARRL/VEC that your session is cancelled, the earlier the staff can remove the registration from the Web and unreservedly bring. No formal written cancellation is needed. This reduces the number of telephone calls the staff will get, and saves the expense of shipping test materials. If you are cancelling a session, be sure to hold one in the future, for the ARRL/VEC knows this as well.

Where to Hold the Session

Once your team has decided that there's sufficient need to hold a test session, a test site has to be selected and secured. The key to obtaining a location to hold your test session is to make the arrangements in advance. Several locations to meet needs are usually available, at no charge to the team.

An important question when scheduling a test site is how long to reserve it. The size of the session your team will be running will usually give you the answer. The average ARRL/VEC session tests 10 people and lasts about 3-12 hours. There have been few than typical size sessions where the candidates whizzed through the exams and everyone was gone within a couple of hours. Then there are the big ones—usually at larger handouts or at conventions—that span two or three days.

If your team plans to administer exams to a larger number of candidates (such as 25 to 50), it may be advisable to split the session into two (or even three) sittings. You are not required to operate larger sessions that two or more sittings, as long as the VEs present can handle the workload. The important rule of candidates to examine is offset somewhat by having as staff each sitting with a minimum complement of three VEs, though the decision of how many sittings to use is left to the VE Team.

Most teams that schedule two sitting sessions stagger the sittings so that one is held in the morning and one in the afternoon. Popular times are 9 AM and 1 PM. This way, the same VEs are usually available for both sessions, which is particularly useful when your VE Team is small.

Suitable Test Sites

Most teams have at least one location where exams can be held without the VE Team having to pay rent. Examples include local schools (in classrooms of gymnasiums, churches, community centers, for instance, corporate and hospital meeting rooms, municipal offices, office building cafeterias, and sometimes banks, mail sorting rooms, utility company lounges and libraries. Many towns have other public buildings available for use at no cost. Contact the local town or city government for opportunities. Try the local Red Cross building and find out when they hold weekend CPR courses. Frequently, Red Cross personnel will let you use another room on the same day, because their building will be open anyway. The same goes for the YMCA or YWCA.

Try fraternal organizations, such as the Elks, Lions, Moose, VFW and American Legion. These groups often have excellent meeting halls they may allow you to use. Business organizations must pay for the upkeep of their buildings, they may ask a modest rental fee. Perhaps one of your club members is also a member of one of these organizations who may be able to arrange for the use of the facility at no charge when large-scale sessions are not volunteers providing a public service to your community, and that the ARRL/VEC is a not-for-profit organization.

Problems with Securing a Test Site

Many VE Teams are not sponsored by amateur radio clubs. If your team is one, you may find an ideal location for holding a test session, but its run by a group that will not allow you to use the site. The person with whom you discuss the arrangements may not be familiar with Amateur Radio.

If this happens, try to get the local radio club to act as sponsor even if none of the club's members will be participating with or testing at the session. In each case, and frequently helps to have some "official" name to lend credibility. Moreover, once the club has itself involved indirectly, its officers and members may decide to get into the act, too.

Another problem you may encounter after locating a great site is that, though the person you talk to would like to give you permission to use the place, he/she simply does not have the authority to offer to use. Speak to the next higher person on the administrative ladder, and you give permission or refuse all possibilities.





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When Will the Test Results be Sent to FCC?

The VE Team must prepare and mail all session paperwork to the coordinating VEC. The ARRL/VEC cannot send your test session data to the FCC until it has fully “coordinated” your test session, which includes formal review of your handcopy test session results, including original Forms 605 and related test documents and signatures.

Upon receipt at the VEC office, staff begins processing session results (in order of receipt at the ARRL/VEC). In accordance with FCC rules, the VEC staff must verify all session documentation: all 605 forms and CSCTs must have the candidate’s signature and 3 VE signatures. CSCTs used for written exam element credit must be validated as being passed within the previous 365 days and the test documents must be confirmed as being passed. Finally, the session data and information from the 605 forms can then be keyed and submitted to the FCC.

Normally it takes a minute to keyboard each successful Form 605. In other words, if you have ten applicants, it takes the ARRL/VEC just ten minutes to keyboard them. The license data should appear in the FCC database at [windows.fcc.gov/csl/index.htm?cd=home](http://windows.fcc.gov/csl/index.htm?cd=home) within a few hours and a new license copy will arrive in the mail in 7 to 10 days.

Up-To-Date FCC Call Sign Information

Try connecting to the following call sign servers:

**FCC:** [windows.fcc.gov/csl/index.htm?cd=home](http://windows.fcc.gov/csl/index.htm?cd=home) (search, license)

**ARRL:** [www.arrl.org/fcc/callbook.php3](http://www.arrl.org/fcc/callbook.php3)

**QRZ:** [www.qrz.com](http://www.qrz.com)

**UAER:** [callsigns.uaer.christianhays.com/](http://callsigns.uaer.christianhays.com/)

You’re Done, It!

Congratulations! You have served your candidate well, and you have served Amateur Radio well by maintaining its longstanding tradition of integrity in licensing examination and administration. Now, it’s time to start planning your next session!



Manager - NA4MManager Notes ARRL VE Accreditation Material Open Book Review and Exam This document contains the following information which has been extracted from the ARRL VE manual: 1. ARRL/VEC Letter of Transmittal 2. ARRL VE Application 3. ARRL VE Open Book Examination 4. ARRL VE Open Book Examination with answers The complete VE manual can be found at Class of License Technician General Advanced Extra Exams which can be administered None Technician only Technician and General Technician, General and Extra The Amateur Radio Clubs of Sun City Center, Florida, SCCARC and KPARC, are proud of our VE program and encourage all those of General and higher class of license to become certified as an ARRL VE. Currently certified VEs should read the letter of transmittal and review the open book examination and answers. No resubmission is required. Dick Marshall K1KTK VE Team Leader Letter of Transmittal TO: All Prospective and Currently Accredited ARRL Volunteer Examiners RE: ARRL 8th Edition VE Manual This new 8th Edition ARRL VE Manual is for your use beginning April 15, 2000 and into the future. An expiration date has not been specified because most of the information contained in this manual will be valid for the next several years. Periodic updates to this manual will be distributed as needed in direct mailings or through the VE Express Newsletter. If you are a currently-accredited ARRL VE, skip over the following Prospective VE Section and move on to the “highlights” section and beyond. As a currently-accredited ARRL VE, you are not required to recomplete the VE application or Open Book Review, however you may wish to refresh your memory by retaking the review (at your option). If you have not updated your VE address, work and home telephone numbers or email address with us recently, please consider this as a friendly reminder to do so. Call us at 800-927-7583. Prospective VEs - Start Here... Following this page is our Volunteer Examiner Application Form and Open-Book Review. Please follow the instructions specified on the review and complete and return the Open-Book Review and the VE Application Form to the ARRL VEC when finished. VEs accredited with a different VEC - Start Here... If you are currently accredited with—and have participated in—another VEC program, you are not required to take the Open-Book Review (you may simply attach a copy of your other VEC credentials and a copy of your current amateur license to the application form). In most cases, your accreditation will be processed and sent back to you in three weeks, or sooner! Before you complete the necessary form(s), photocopy them or carefully cut them out of the manual. When completed, forward them to us for processing. Binding these forms into the manual has saved the program thousands of dollars. For those of you applying for accreditation, the VE Manual is yours to keep for future reference; no charge! If you choose not to apply for accreditation with the ARRL/VEC, please return this manual to us so that we may pass it along to another interested amateur (or you may retain it for a \$10 fee). If you know of another amateur in your area who is interested in the ARRL VE program, please feel free to pass it along to him/her. The following is a summary of highlights in this new edition printing. Effective April 15, 2000: FCC license restructuring has reduced from six to three the number of FCC license classes available to future amateurs seeking new licenses—and has reduced the testing requirements to three written tests (exam Elements 2, 3 and 4) and one 5 WPM Morse code test (exam Element 1). The three license classes become (codeless) Technician, General and Extra class. Current Novice and Advanced class licenses will continue to be renewed indefinitely by FCC. Technician Plus licensees will be renewed as “Technician” licensees, but they will retain their Novice/Tech HF subband operating privileges. Advanced class VEs can now administer exams through the General class license level (Elements 1, 2 and 3). The 2006 ARRL/VEC test fee is \$14.00 per candidate



renewal (not per element) – the fee applies to all exam elements as the previous free exam-element policy has been lifted (5 WPM tests are no longer free). Chapter 3. The FCC's new Form 605 (and NCVEC Form 605 used only for transactions handled by a VEC) both took effect in August 1999--Chapter 5. Effective June 8, 1994, only new licenses or renewals will receive fresh ten-year license terms. All exams (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. On-line electronic renewals are possible at no more than 90 days before the license expires or date or up to two years after the FCC URL is –first choice –“REGISTER, TIN/Call Sign” then choose “FILE, US Filing” in order to use the FCC’s on-line system). Password issues can be resolved by calling FCC Tech Support weekdays at 202-414-1250. A section on testing of the physically disabled includes FCC requirements for accommodating handicapped applicants. Chapter 7. ARRL/VEC Services. Throughout this manual our services are explained in detail, including the ARRL/VEC’s Help Desk (202-675-5833). The ARRL/VEC’s help desk is available 24 hours a day for information. VE testing and examinations are available at no charge for ARRL/VEC members. Instant Accreditation for VECs who are accredited by another VEC, and have participated in their programs; computer software for creating written or Morse code exams, fill-in-the-blank Morse code format; postage-paid mailing services for delivery of test session packages to the ARRL/VEC and many other services and features. Sample forms currently being used by the ARRL/VEC – Chapter 4 (see also Appendix A). Any footnotes are found at the end of each chapter. If you have any questions, please give us a call at the ARRL/VEC at 800-927-7583, or Email to [email protected] 73, Maria A. Somma, AB1FM Manager, ARRL VEC ARRL VEC VOLUNTEER EXAMINER APPLICATION FORM Please type or print clearly in ink (check one) a General or Advanced Call sign: \_\_\_\_\_ a) Extra What is your FCC-license expiration date? \_\_\_\_\_ Name: \_\_\_\_\_ b) Yes c) No Do you have a call sign change (or Vanity call sign) pending with the FCC? \_\_\_\_\_ d) Yes e) No Do you have any Form 605 application pending with the FCC? \_\_\_\_\_ f) Yes g) No Who can we contact to reach you, if you have been discredited by another VEC? \_\_\_\_\_ h) Yes i) No If yes, which VEC(s) and State: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Day phone: ( ) \_\_\_\_\_ Night phone: ( ) \_\_\_\_\_ Email address: \_\_\_\_\_ Has your FCC license ever been suspended or revoked? \_\_\_\_\_ j) Yes k) No Have you ever been discredited by another VEC? \_\_\_\_\_ l) Yes m) No If yes, which VEC(s) and State: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Do you have a call sign change (or Vanity call sign) pending with the FCC? \_\_\_\_\_ n) Yes o) No Do you have any Form 605 application pending with the FCC? \_\_\_\_\_ p) Yes q) No Who can we contact to reach you, if you have been discredited by another VEC? \_\_\_\_\_ r) Yes s) No If yes, which VEC(s) and State: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Do you have a call sign change (or Vanity call sign) pending with the FCC? \_\_\_\_\_ t) Yes u) No Do you have any Form 605 application pending with the FCC? \_\_\_\_\_ v) Yes w) No Who can we contact to reach you, if you have been discredited by another VEC? \_\_\_\_\_ x) Yes y) No If yes, which VEC(s) and State: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Do you have a call sign change (or Vanity call sign) pending with the FCC? \_\_\_\_\_ z) Yes aa) No Do you have any Form 605 application pending with the FCC? \_\_\_\_\_ ab) Yes ac) No Who can we contact to reach you, if you have been discredited by another VEC? \_\_\_\_\_ ad) Yes ae) No If yes, which VEC(s) and State: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Do you have a call sign change (or Vanity call sign) pending with the FCC? \_\_\_\_\_ af) Yes ag) No Do you have any Form 605 application pending with the FCC? \_\_\_\_\_ ah) Yes ai) No Who can we contact to reach you, if you have been discredited by another VEC? \_\_\_\_\_ aj) Yes ak) No If yes, which VEC(s) and State: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Do you have a call sign change (or Vanity call sign) pending with the FCC? \_\_\_\_\_ al) Yes am) No Do you have any Form 605 application pending with the FCC? \_\_\_\_\_ an) Yes ao) No Who can we contact to reach you, if you have been discredited by another VEC? \_\_\_\_\_ ap) Yes aq) No If yes, which VEC(s) and State: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Do you have a call sign change (or Vanity call sign) pending with the FCC? \_\_\_\_\_ ar) Yes as) No Do you have any Form 605 application pending with the FCC? \_\_\_\_\_ at) Yes au) No Who can we contact to reach you, if you have been discredited by another VEC? \_\_\_\_\_ av) Yes aw) No If yes, which VEC(s) and State: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_ Do you have a call sign change (or Vanity call sign) pending with the FCC? \_\_\_\_\_ ax) Yes ay) No Do you have any Form 605 application pending with the FCC? \_\_\_\_\_ az) Yes ba) No Do you have any Form 605 application pending with the FCC? \_\_\_\_\_ bb) Yes bc) No Do you have any Form 605 application pending with the FCC? \_\_\_\_\_ bd) Yes be) No Do you have any Form 605 application pending with the FCC? \_\_\_\_\_

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