Muscle Shoals Amateur Radio Club (MSARC)

So, you want to be an ARRL VE?
What is an ARRL VE?

Volunteer Examiner (VEs) are individuals accredited by a Volunteer Examiner Coordinator (VEC), and are the people who actually administer the exams. Examination sessions must be coordinated by a VEC, but are conducted in the field by VEs.
Why be an ARRL VE?

- You help the amateur radio hobby grow by helping others to earn their license
- You help your club grow by becoming more involved in the community
- It is fun! OK, maybe a bit stressful, but not that bad.
Who can be an ARRL VE?

• Valid General, Advanced, or Extra Amateur license
• General can only give test for Technician
• Advanced may give test for Technician and General
• Extra may give test for Technician, General, and Extra
• Never have had your license revoked
• Must be 18 years of age
How do I become an ARRL VE?

- Complete application
- Photocopy (or other validation) of your current amateur license
- If you are currently a VE with another VEC, submit a copy of your current VE credentials (Instant Accreditation)
- If you are a new VE complete the OPEN BOOK test and include it with your application
- Wait 3-4 weeks for approval
A Test?!?!?

Å The answers to all the questions can be found in the ARRL/VEC VE Manual
Å OPEN BOOK!!!
Å Can be done as a group, but you are still responsible to know the information in the ARRL/VEC VE Manual yourself!
So, let’s do this as a group. OK?

We will go over some information that should help you complete the exam. Have your exam handy, we might have the answers.

If you have questions as we go along, ASK!
Your VE Application

First section:
- Pretty self explanatory, your information

Second section:
- Instant Accreditation
- A copy of your VE credentials are REQUIRED.

Third section:
- Certification, signature, call sign, and date
Open-Book Review

Å 1) VEs may retain a portion of the test fees they collect to directly reimburse themselves for out of pocket expenses directly related to the exam session. (p.11, p.61)

Å 2) If a VEC decides to collect a test fee for any exams during the calendar year, it must collect the same amount from every candidate it test during that year. (p.11)
3) The FCC Wireless Telecommunications Bureau (WTB) handles all domestic wireless telecommunications programs and policies. (p.10)

4) The National Conference of VECs (NCVEC) Question Pool Committee (QPC) maintains the sets of questions for the exams. (p.12)

5) A VE must be at least 18 years of age. (p.13)

6) A VE may never have had their amateur station or operating licenses suspended or revoked. (p.13)
Å 7) Examiners may be accredited by more than one VEC. (p.13)
Å 8) ARRL/VEC VE team can accept the services of a VE who is accredited with a different VEC through the "Instant VE Accreditation" program. (p.14)
Å 9) A VE's accreditation will be good until their FCC license expires. (p.14)
Å 10) There must be a minimum of 3 VEs to conduct a VEC coordinated test session. (p.23)
Å 11) Each VE must grade, or agree to the grade given, each examinee on each element taken. (p.54)

Å 12) VEs and Relatives:
   - VEs who are related may serve on the same team. (p.23)
   - BUT, VEs may NOT administer exams to their relatives. (p.23)

Å 13) The NCVEC 605 is used by all VECs for new license or upgrade applications. (p.37)
Å14) A General class VE may only administer Element 2 (Technician). An Advanced class VE may administer Elements 2 and 3 (Technician and General). (p.10, p.17)

Å15) The VE Team Liaison must be an Extra class VE if the team administers Elements 2, 3, and 4. (p.24)

Å16) Anyone, accredited or not, or even licensed or not, is eligible to serve as the Contact Person for the team. (p.25)
17) The VE Team decides when and where to hold test sessions. (p.26)
18) The test fee for all elements given by an ARRL/VEC team is $15.00. (p.11)
19) Advance public announcement is not required by FCC. (p.30)
20) Exam candidates cannot be charged a hamfest (or other convention) fee if they are coming just for the exam. Candidates will be liable for parking, tolls, and other fees getting to and from the site. (p.27)
21) The average ARRL/VEC session test 10 people and lasts about 3½ hours. (p.33)

22) The Candidate Roster VEC form is used for recording each examinee’s progress and pass/fail for a test session. (p.44)

23) The FCC 605 is the only form accepted directly by the FCC for amateur license renewal or address changes and is filed by mail or online. (p.37)
Å 24) The Form 605 may be duplicated if duplicates are exact, to include same paper size. (p.39)

Å 25/26) Because a candidate can upgrade one license class at any given session, only one license class (the highest) should be indicated on the upgrade CSCE, regardless how many classes he/she oversteps; such as Novice to Extra class. (p.58)
27) The FCC will only accept the FCC 605 for address changes. (p.37)

28) A General class VE may not begin serving as an Extra class VE until the license appears in the FCC database. (p.16)

29) In the ARRL/VEC program, all documents (including the NCVEC 605) must be sent within 10 days to the ARRL/VEC. (p.63)
30) A VE Team that is not officially field stocked by the ARRL/VEC must return ALL used and un-used materials (including test booklets and other exam material) to the ARRL/VEC. (p.62)

31) There is no area on the NCVEC for an applicant to request a Vanity call sign. (p.79)

32) The VE credentials will be good until your FCC license expires. (p.14)

33) An amateur license can be renewed no sooner than 90 days before expiration. (p.41)
34) In the ARRL/VEC program, a CSCE (Certificate of Successful Completion of Examination) is issued to applicants who completes one or more elements, but who cannot document successful completion of lower elements. (p.48)

35) Credit listed on a CSCE is valid for 365 days. (p.48, p.67)

36) The VE Team has the right to refuse a candidate the use of a calculator if the team isn’t convinced the calculator’s memories have been cleared. (p.52-53)
37) A Technician class amateur, who passed the technician exam BEFORE 3/21/1987 must provide a valid form of examination credit to receive credit for Element 3 toward a General class of higher upgrade. Although no test will be taken, the candidate will pay the test session fee, complete a NCVEC 605, and receive a new CSCE showing a new General license. (Instant Upgrade CSCEs)
Å 38) The CSCE only lists the elements that are passed at the current test session.  
(p.57)
Å 39) On the CSCE, the white copy goes to the candidate, the pink copy goes to the ARRL/VEC, and the yellow copy is retained by the VE Team.  
(p.58)
Å 40) ARRL/VEC requires teams to report test sessions by the 10\(^{th}\) day (10 days) after the test session.  
(p.63)
That’s It!

Â If you have been following along and completing your Open-Book Review, you should be done!

Â As a VE Team, we will review our club’s procedures before each session.
Questions?
Comments?
Complaints?