

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 <http://www.arrl.org/arrlvec/vematerial/index.html>

<u>Class of License</u>	<u>Exams which can be administered</u>
Technician	None
General	Technician only
Advanced	Technician and General
Extra	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 per sitting (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 NCVET 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 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. On-line electronic renewals are possible at no more than 90 days before the license expire date or up to two years after (the FCC URL is <http://www.fcc.gov/wtb/uls> --first choose "REGISTER, TIN/Call Sign" then choose "FILE, ULS 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 toll free VE Hotline -- 800-9-ARRL-VEC (800-927-7583) -- which can be found atop every even-numbered page; electronic access to the VEC and to VE information; VE team reimbursements of up to \$4 for out-of-pocket expenses; Instant Accreditation for VEs who are accredited by another VEC--and have participated in their program; 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 vec@arrl.org.

73,

Maria A. Somma, AB1FM
Manager, ARRL VEC

ARRL VEC VOLUNTEER EXAMINER APPLICATION FORM

Please type or print clearly in ink



(check one)
 General
 Advanced
Call sign: _____ Extra What is your FCC-license expiration date? _____

Name: _____
(first, _____ MI, _____ last)

Mailing address (street or POB): _____

City: _____ State: _____ Zip: _____ Country: _____

Day phone: (____) _____ Night phone: (____) _____ Email address: _____

Has your FCC license ever been suspended or revoked?oYES oNO

Have you ever been discredited by another VEC?oYES oNO

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

Do you have a call sign change (or Vanity call sign) pending with the FCC? .oYES oNO

Do you have any Form 605 application pending with the FCC?oYES oNO

Who can we contact to reach you, if you cannot be reached? _____
(name) (phone)

Please provide a mailing address where UPS, daytime courier or mail delivery is reliably possible to you:

(name) (street address)

(city) (state) (zip) (country)

For instant accreditation, have you participated as a VE in another VEC program and is your accreditation in that program current?.....oYES oNO

If yes, when was the last test date at which you participated as an administering VE? (enter date) ___/___/___

And which VEC coordinated that test session? (enter VEC name here) _____

(YOU MUST now attach a copy of your credentials from that VEC to this form).

CERTIFICATION

By signing this 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 Rules-(see 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[a][3]).

(signature) (call sign) (date)

Look over your form for completeness, make sure it is signed and then send it to the ARRL/VEC, 225 Main Street, Newington CT 06111 USA (or fax: 860-594-0339). If *instant accreditation* is sought, you MUST indicate the most recent test date at which you served as an administering VE and attach a copy of your other VEC credentials to this application. Else, your application *must include your completed open-book review*.

Open-Book Review – 8th Edition

ARRL/VEC Office -- Accreditations
225 Main Street
Newington, CT 06111
Fax: 860-594-0339

You, as a prospective ARRL/VEC Volunteer Examiner, are expected to read and thoroughly understand the ARRL/VEC's *VE 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 grading. Before completing the review, either tear out these pages from the manual or photocopy 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 *VE Manual*, 8th edition. 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 and who has participated as a VE during at least one test session with that VEC?

9. How long is the term of accreditation for ARRL/VEC Volunteer Examiners? _____
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, eg husband/wife, administer elements at the same session? YES NO
13. What license application form is used by an examinee to apply for an amateur operator license at a test session? _____

14. Which exam element(s) can be administered by: A General-class VE? _____ ; 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 1, 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. 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 2006? _____
19. Under what circumstances may a VE team conduct a test session and administer tests without having publicly announced it in advance? _____ What about for testing of the handicapped? _____
20. If tests are given at a convention or hamfest, under what conditions may an examinee be required to pay to gain access to the test site? _____
21. How long does an average ARRL/VEC test session last? _____
22. What VEC form is used for recording each examinee's progress and pass/fail results for a test session? _____
23. Which application form is the only form currently accepted by the FCC for amateur license renewal or address change requests filed directly with FCC by mail or on line? _____
24. Under what conditions can FCC forms be privately reproduced? _____
25. When may an FCC Commercial Radiotelegraph license be used for code-element credit? _____
26. If an unlicensed applicant passes Element 2 at an ARRL/VEC-coordinated session, what new license class (earned) should be indicated on the CSCE and on the NCVEC Form 605? _____
27. If an unlicensed applicant passes Elements 1 and 2 at an ARRL/VEC-coordinated session, what new license (earned) should be indicated on the CSCE? _____
28. In the ARRL VEC program, within ten days after a test session is administered, where must all NCVEC Form 605 applications for successful applicants and all other exam documents be sent (this includes any test documents passed or failed, or any other documents written on by the examinee)? _____
29. 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 data base? YES NO
30. When should applicants who are seeking an address change send an "NCVEC Form 605" by mail to the FCC? _____
30. 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. Will persons served at a VEC-coordinated examination, who submit an application for an upgrade, address change or a systematic call sign change, receive a freshly renewed 10-year-term license from the FCC if their license is not to expire in 90 days or less? YES NO
33. Under current FCC Rules/procedures, when can an amateur license be renewed? _____
34. In the ARRL/VEC program, what credit can be issued an applicant who successfully completes one or more exam elements, but who cannot document successful completion of lower elements? _____
35. For how long is credit, as shown on a CSCE, valid for upgrade purposes? _____

36. What must a Technician-class amateur, who passed the now-obsolete Element 3 exam before 3/21/1987, do to receive credit for Elements 1 and 3 toward a General class or higher upgrade? _____
37. Can an applicant take more than one written element without taking a code element? YES NO
38. May the VE Team deny an applicant the use of a calculator? If so, when? _____

39. There are a number of accommodative procedures available to VEs to assist disabled examinees in taking Morse code tests. Are these accommodations (as described on the back of NCVEC Form 605) available for 5 WPM Morse code tests? YES NO
40. To pass the one-minute solid-copy review, how many consecutive characters must an applicant correctly copy to successfully complete a 5 WPM Morse code exam? _____ characters
41. 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
42. To whom are the three copies of the ARRL/VEC CSCE to be distributed? _____

43. According to FCC Rules, how soon must a VE team mail/ship applications for successful (upgrading) candidates to the coordinating VEC after the test session has been conducted? _____
44. Is an examinee, who can document that he/she once held a Novice license--or a Technician license prior to 2/14/1991, required to take a current Morse code test when seeking a General higher class license upgrade? YES NO
45. May a code test be successfully completed based on one-minute of solid copy? YES NO
46. Numbers, punctuation and procedural signals count as how many characters in the Morse code test? _____

This concludes your review. Be sure to make a copy of your completed review (and/or your VE application) before mailing or faxing your review (and/or application) to us.

Our fax number is: 860-594-0339

ARRL/VEC, 225 Main St, Newington CT 06111 USA

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)? _____
Retaining the fee and determining how much to withhold (up to \$4 maximum) is decided by the VE team. To do so, the team must document the expenses it has incurred, or estimate what they will incur, in conducting their test session(s). Although no longer required by the FCC, the ARRL/VEC requires that expense and reimbursement records be retained by each VE team for three (3) years, and must be made available to the ARRL/VEC upon request.
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? _____
If a VEC decides to collect a test fee for any of its exams during a calendar year, it must collect the same amount from every candidate it tests during that year. A VEC may determine each year whether it will collect a test fee, and, if so, what amount that test fee will be. VE team must abide by fee set by VEC.
3. Which FCC bureau administers the VE Program? _____
The Volunteer Examiner Program is administered under the FCC's Wireless Telecommunications Bureau (WTB). The operating authority for every amateur license is granted by the Licensing Division at the FCC's facility in Gettysburg PA.
4. Who is responsible for maintaining question pools from which all written-element exams must be designed and assembled?
In 1986, the FCC announced that it was turning the responsibility for maintaining the pools over to the VECs.
5. How old must an amateur be to be eligible for VE accreditation? _____
Hams seeking accreditation as VEs must be 18 years of age or older
6. May an amateur be accredited by a VEC if his/her license was ever suspended or revoked? YES **NO**
NO. never have had their amateur station or operator licenses suspended or revoked
7. May a VE be accredited concurrently by more than one VEC? **YES** NO
YES
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 and who has participated as a VE during at least one test session with that VEC?
Instant Accreditation (See page 7)
9. How long is the term of accreditation for ARRL/VEC Volunteer Examiners? _____
Your ARRL/VEC accreditation normally remains in effect for three years or until your Amateur Radio license expires, whichever comes first.
10. What is the minimum number of VEs needed to conduct a VEC-coordinated test session? _____
Each team of VEs must have at least three accredited examiners present to administer exams
11. Who must grade the examinations of each examinee? _____
In all cases, all three administering VEs *must* grade all Morse code and written-element exams.
12. May VEs who are related, eg husband/wife, administer elements at the same session? YES NO
Although administering VEs cannot be related to their candidates, they may serve on the same team with family members who are accredited examiners.
13. What license application form is used by an examinee to apply for an amateur operator license at a test session? _____
NCVEC Quick-Form 605 today serves as the generally recognized Amateur Service Application For Amateur Operator/Primary Station License requests
14. Which exam element(s) can be administered by: A General-class VE? _____ ; An Advanced class VE? _____
General may administer Technician; Advanced may administer Technician and General
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 1, 2, 3 and 4? YES NO
NO
16. Which license class, if any, must the VE Team Contact Person hold? _____
Anyone, accredited or not, is eligible to serve as the Contact Person for your team.

17. Who decides when and where a test session will be held? _____
When should you hold a session? Who determines when and where? How often are sessions needed in your area? These decisions are entirely up to you and your team.
18. 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 2006? _____
\$14.00
20. Under what circumstances may a VE team conduct a test session and administer tests without having publicly announced it in advance? _____
 What about for testing of the handicapped? _____
**Any session, whether it was scheduled months in advance or at the last minute, needs to be publicly announced at least once.
 Accommodative procedures must be used when a handicapped applicant requires them.**
20. If tests are given at a convention or hamfest, under what conditions may an examinee be required to pay to gain access to the test site? _____
the FCC requires that exam candidates cannot be charged a registration or any other kind of entrance fee to the hamfest, if they come only for the exams.
21. How long does an average ARRL/VEC test session last? _____
Dependent upon number of candidates and amount of paperwork
22. What VEC form is used for recording each examinee's progress and pass/fail results for a test session?
Roster
23. Which application form is the only form currently accepted by the FCC for amateur license renewal or address change requests filed directly with FCC by mail or on line?
FCC Form 605 is the only form FCC will accept by mail to perform amateur license modifications such as address, name, systematic call requests or license renewals.
24. Under what conditions can FCC forms be privately reproduced? _____
FCC Form 605 may be reproduced privately as long as copies are exact duplicates of the FCC form
25. When may an FCC Commercial Radiotelegraph license be used for code-element credit?
An unexpired (or expired less than 5 years) FCC-issued commercial radiotelegraph operator license or permit
26. If an unlicensed applicant passes Element 2 at an ARRL/VEC-coordinated session, what new license class (earned) should be indicated on the CSCE and on the NCVEC Form 605? _____
Technician
27. If an unlicensed applicant passes Elements 1 and 2 at an ARRL/VEC-coordinated session, what new license (earned) should be indicated on the CSCE? _____
Technician with HF privileges
28. In the ARRL VEC program, within ten days after a test session is administered, where must all NCVEC Form 605 applications for successful applicants and all other exam documents be sent (this includes any test documents passed or failed, or any other documents written on by the examinee)? _____
VEC
31. 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 data base? YES NO
NO. you may only begin serving as an Extra Class VE as soon as your new Extra Class license data appears in the FCC's data base.
32. When should applicants who are seeking an address change send an "NCVEC Form 605" by mail to the FCC? _____
FCC Form 605 is the only form FCC will accept by mail to perform amateur license modifications such as address, name, systematic call requests or license renewals. ARRL/VEC will accept renewal or modification requests from ARRL Members
33. 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

NO. NCVEC Form 605 cannot be used to apply for a Vanity call sign

32. Will persons served at a VEC-coordinated examination, who submit an application for an upgrade, address change or a systematic call sign change, receive a freshly renewed 10-year-term license from the FCC if their license is not to expire in 90 days or less? **NO** YES
NO
33. Under current FCC Rules/procedures, when can an amateur license be renewed? _____
Within 90 days of expiration
34. In the ARRL/VEC program, what credit can be issued an applicant who successfully completes one or more exam elements, but who cannot document successful completion of lower elements? _____
CSCE for only those elements passed
35. For how long is credit, as shown on a CSCE, valid for upgrade purposes? _____
365 DAYS
36. What must a Technician-class amateur, who passed the now-obsolete Element 3 exam before 3/21/1987, do to receive credit for Elements 1 and 3 toward a General class or higher upgrade? _____
Submit proof of license date and NCVEC605 application
37. Can an applicant take more than one written element without taking a code element? YES NO
YES
38. May the VE Team deny an applicant the use of a calculator? If so, when? _____ **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 this has been accomplished.**
39. There are a number of accommodative procedures available to VEs to assist disabled examinees in taking Morse code tests. Are these accommodations (as described on the back of NCVEC Form 605) available for 5 WPM Morse code tests? YES NO
YES
41. To pass the one-minute solid-copy review, how many consecutive characters must an applicant correctly copy to successfully complete a 5 WPM Morse code exam? _____ characters
25
41. 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
NO
42. To whom are the three copies of the ARRL/VEC CSCE to be distributed? _____
APPLICANT, VEC, VE TEAM
43. According to FCC Rules, how soon must a VE team mail/ship applications for successful (upgrading) candidates to the coordinating VEC after the test session has been conducted? _____
Report test results by the tenth day (10 days) after the test session date.
44. Is an examinee, who can document that he/she once held a Novice license--or a Technician license prior to 2/14/1991, required to take a current Morse code test when seeking a General higher class license upgrade? YES NO
NO
45. May a code test be successfully completed based on one-minute of solid copy? YES NO
YES
46. Numbers, punctuation and procedural signals count as how many characters in the Morse code test? _____
2 each