



ARRL VEC, 225 Main Street, Newington, CT 06111  
Phone: 1-860-594-0300 web: [arrrl.org/arrlvec](http://arrrl.org/arrlvec)

**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 35,000 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 can also be found 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 (showing your real signature) to:

ARRL VEC  
225 Main St  
Newington CT 06111 USA

Fax: 1-860-594-0339  
Email: [vec@arrrl.org](mailto:vec@arrrl.org)  
For ARRL VEs only Toll Free: 1-800-927-7583

By doing so, you will be on your way to becoming an ARRL VE. (Note: If documents are faxed to VEC, you may need to mail the original application for completion of accreditation since we require your signature on file for identity conformation on exam documents. We will contact you if faxed documents are unreadable.)

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](mailto:vec@arrrl.org). Once we have received your VE Application and your successful Open-Book Review (*if required*), your new VE credentials (VE Badge and VE 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, 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? .....  YES  NO

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

If yes, which VEC(s) and when? \_\_\_\_\_

Do you have a call sign change (or Vanity call sign) pending with the FCC?  YES  NO

Do you have any Form 605 application pending with the FCC? .....  YES  NO

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

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 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 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)

\_\_\_\_\_  
 (call sign)

\_\_\_\_\_  
 (date)

Look over your form for completeness, make sure it is signed and then send it or fax it to the ARRL VEC.  
 If *instant accreditation* is sought, you MUST indicate which VEC program you served as an administering VE and attach a copy of your other VEC credentials to this application. Otherwise your application *must include your completed open-book review.*

# ARRL/VEC Open-Book Review



**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 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? \_\_\_\_\_

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. What License application form is used by an examinee to apply for an amateur operator license at a test session?  
\_\_\_\_\_
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. 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? \_\_\_\_\_
19. Under what circumstances may a VE team conduct a test session without having publicly announced it in advance?  
\_\_\_\_\_
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 Form 605 applications be privately reproduced? \_\_\_\_\_
25. 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? \_\_\_\_\_
26. 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? \_\_\_\_\_
27. Can applicants who are seeking an address change send an "NCVEC Form 605" directly to the FCC? 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 data base? YES NO
29. 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 exam documents be sent (this includes any test documents passed or failed, or any other documents written on by the examinee)? \_\_\_\_\_
30. 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
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. 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, can an amateur license be renewed before 90 days? YES NO
34. In the ARRL/VEC program, what credit can be issued to an applicant who successfully completes one or more elements, but who cannot document successful completion of lower elements? \_\_\_\_\_  
\_\_\_\_\_
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 mail applications for successful (upgrading) candidates to the coordinating VEC after the test session has been conducted? \_\_\_\_\_

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

