Appendix 4

Laurel VEC Policies, Procedures and Instructions

Introduction

a. The principal statutory authority for amateur radio license exams is CFR Title 47, Part 97, Subpart F - Qualifying Examination Systems and is the foundation of the Laurel VEC policies, procedures and instructions regarding activities related to the amateur radio licensing system.

b. Each of the 14 VECs adheres to the rules contained in Part 97. Several, if not all, VECs, have additional rules, policies, procedures and instructions for preparing and administering amateur radio license exams. Some of these may be common among all VECs while others are unique to a specific VEC.

c. The policies, procedures and instructions in this document apply to all VEs accredited by the Laurel VEC. Each Laurel VEC-accredited VE, individually and collectively as a member of a Team, agrees to comply with these instructions and policies and Part 97 while preparing, administering and processing an examination coordinated by the Laurel VEC. Additionally, Teams will follow the instructions of their appropriate Regional Coordinator.

d. Failure to comply with the FCC rules and regulations, the policies, procedures, and instructions of the Laurel VEC, or the instructions of the appropriate Regional Coordinator, may result in the following:

   (1) Suspension or decertification of the VE Team as determined by the Chairman of the Laurel VEC
   (2) Suspension or dis-accreditation of VE status as determined by the Chairman of the Laurel VEC
   (3) Suspension or revocation of license by the FCC and
   (4) Other penalties as determined appropriate by the FCC

e. Questions about the policies, procedures and instructions described in this document may be referred to the applicable Regional Coordinator and/or to the Chairman of the Laurel VEC.

f. Recommendations to add to, delete from, or modify these instructions and policies may be sent directly to the Chairman of the Laurel VEC through the applicable Team Leader.
1. **Fees.** The Laurel VEC does not charge a fee for its services.

1.1. Laurel VEC affiliated VE Teams may not charge a fee during an exam session for their services.

1.1.1. The Laurel VEC **will not** coordinate any examination session held at any event (e.g., Hamfest, convention, gathering, etc.) that requires an applicant to pay an entrance fee to gain access to the area where the examination session is held.

1.1.2. Laurel VEC-affiliated Teams and VEs **may not** conduct exam sessions at any event (e.g., Hamfest, convention, gathering, etc.) if an applicant must pay an entrance fee to gain access to the area where the examination session is held. Having to pay for parking at the venue is OK.

1.2. Laurel VEC VE Teams may not charge a fee for administering exams or performing other amateur radio license related activities (e.g., License renewals, address changes, etc.).

1.2.1. Laurel VEC VE Teams or their sponsoring organization must assume responsibility for all costs related to conducting exam sessions. Typically, Teams have a sponsor such as an amateur radio club who will cover the costs for the team.

1.3. Laurel VEs may not solicit donations for any reason from applicants attending an exam session coordinated by the Laurel VEC.

1.3.1. If Laurel VEC VEs receive an unsolicited donation they should turn it over to their sponsoring organization as soon as practical. If the team has no sponsoring organization, the team should contact their designated Regional Coordinator for instructions/guidance.

2. **Organization.** The Laurel VEC is organized with a chairman, regional coordinators, and VE Teams led by a Team Leader, and volunteer examiners.

2.1. The Chairman of the Laurel VEC is appointed by the Laurel Amateur Radio Club located in Laurel, MD.

2.1.1. The Laurel VEC chairman is responsible for the organization, operation and the policies of the Laurel VEC in accordance with the rules and guidance of the FCC and the Laurel Amateur Radio Club.

2.2. Regional Coordinators are appointed by the Laurel VEC chairman.

2.2.1. Must be an Amateur Extra class licensee

2.2.2. Must be accredited by the Laurel VEC

2.2.3. Serves as a representative of the Laurel VEC chairman

2.2.4. Coordinates directly with the VE Teams and Team Leaders within their assigned VEC Regions

2.3. Laurel VEC VE Teams are groups of volunteer examiners who are accredited by the Laurel VEC.
2.3.1. Laurel VEC VE Teams are typically sponsored by an amateur radio club but not always.
2.3.2. Laurel VEC VE Teams are accountable to the Laurel VEC through their designated Regional Coordinator, their sponsoring organization if applicable, and the FCC when appropriate.
2.3.3. Laurel VEC VE Teams are led by a Team Leader who must be an Amateur Extra class licensee
2.3.4. Laurel VEC VE Teams must have a Deputy Team Leader who is an Amateur Extra class licensee

2.4. VE Team Leader.

2.4.1. The volunteer examiner in charge of the VE team
2.4.2. Must be an Amateur Extra class licensee
2.4.3. Must be accredited as a VE by the Laurel VEC

2.5. Volunteer Examiners

2.5.1. Must be qualified
2.5.2. Must be accredited by the Laurel VEC
2.5.3. May work with multiple Laurel VEC VE Teams

3. Felons. The Laurel VEC does not accept the services of anyone who has been convicted of a felony.

4. Volunteer Examiners. The Laurel VEC accredits qualified licensed amateur radio operators who are nominated by the Team Leader of a VE team.

4.1. Qualifications to be accredited as a VE include the following:

4.1.1. Must be at least 18 years of age
4.1.2. Must hold a General, Advanced, or Amateur Extra class license
4.1.3. Must not have had an amateur radio license suspended or revoked by the FCC
4.1.4. Must not have been disaccredited by any VEC
4.1.5. Must not have been convicted of a felony.

4.2. An otherwise qualified applicant does not have to be a member of any amateur radio organization (e.g., radio club, ARRL, etc.) to be accredited as a VE.

4.3. An organization sponsoring a VE team may require the Team Leader of that VE team to be a member of their organization.

4.4. Laurel VEC VE Teams and Regional Coordinators must use the Laurel VEC VE Manager Program to nominate qualified licensees as Volunteer Examiners.

4.4.1. Prospective Team Leaders who are not already accredited as a VE by the Laurel VEC, are nominated as a VE by their designated Regional Coordinator for their VEC Region using the VEC’s VE Manager program.
4.4.2. Team Leaders will use the VE Manager program to nominate prospective VEs for accreditation by the Laurel VEC, add previously accredited VEs to their team, and print a list of VEs associated with their team.

4.4.3. **At no time will paper VE applications be submitted to the VEC.**

4.5. The Laurel VEC may refuse to accredit a licensee if the VEC determines that questions of the person's integrity or honesty could compromise the examinations.

4.6. The Laurel VEC seeks a broad representation of amateur operators to be VEs and in doing so, does not discriminate in accrediting VEs based on race, gender, sexual orientation, age, religion or national origin; nor based on membership (or lack thereof) in an amateur service organization.

4.7. The Laurel VEC chairman may disaccredit a VE previously accredited by the Laurel VEC for failure to comply with FCC Rules, the policies of the Laurel VEC, and/or for questions that the person's integrity or honesty could compromise the examinations.

4.8. See Appendix 6 for more information on the VE Manager program.

5. **Laurel VEC Website.** The Laurel VEC maintains a website that includes a “master exam schedule”, individual team pages, and Team Leader resources.

5.1. Consists of pages available to the public and pages that require a user ID and password.

5.1.1. The VEC chairman and/or Regional Coordinators will authorize specific persons to be given a User ID and password to access the non-public pages.

5.2. Provides Teams access to VEC forms and software programs (Downloadable and online)

5.3. Allows Teams to update their team’s page which contains contact information and their exam schedule, including any registration requirements, date, times, and locations.

5.4. Allows Regional Coordinators to access and update a team’s page of a team for which they are the designated Regional Coordinator, as required.

5.5. See Appendix 6 for further information.

6. **Regional Coordinator responsibilities.** See Appendix 7.

7. **Team Responsibilities.**

7.1. Laurel VEC VE Teams are required to perform all activities related to amateur radio license exams in accordance with the applicable rules of the Federal Communications Commission and the policies, procedures and instructions of the Laurel VEC including but not limited to organizing, scheduling, coordinating, and conducting exam sessions.

7.1.1. Laurel VEC VE Teams are responsible for acquiring the use of a facility in which to conduct exam sessions.
7.1.2. Laurel VEC Teams are required to create a schedule of their exam sessions.

7.1.2.1. Laurel VEC VE Teams are required to conduct at least three exam sessions per year.

7.1.3. Laurel VEC VE Teams are required to advertise their regularly scheduled exam sessions to the general public.

7.1.3.1. Teams are required to list their upcoming annual exam schedule on their team page on the Laurel VEC website not later than 1 November each year or as soon as the Team is able to establish an exam schedule. Include dates, times and location(s).

7.1.3.2. Teams that conduct exams “on demand”, exams held solely for the benefit of handicapped or otherwise mobility limited individuals, and exams held in limited or restricted access facilities, are not required to advertise these exam sessions.

7.1.3.3. Teams may add, delete or modify their exam schedules at any time once their annual exam schedule has been posted.

7.2. Laurel VEC VE Teams are required to accommodate applicants with disabilities.

7.3. Laurel VEC VE Teams are required to use VEC provided software programs, as authorized and appropriate.

7.3.1. Exam Generator – Used to create exams, answer keys, and grading templates.

7.3.2. VE Manager – Used to nominate qualified licensees to be accredited by the Laurel VEC and to manage a team’s list of VEs.

7.3.3. SessionManager

7.3.3.1. Must be authorized by their Regional Coordinator or the Laurel VEC chairman to use this application.

7.3.3.2. Used to enter exam session data and generate digital files for upload to the FCC.

7.4. Laurel VEC VE Teams are required to maintain and keep their team page on the Laurel VEC website up-to-date including, but not limited to, the contact information and their exam schedule.

7.5. Laurel VEC VE Teams are required to advertise their exam sessions with sufficient advanced notice so that potential applicants can make plans to attend.

7.5.1. Laurel VEC VE Teams are required to list their exam schedule on their team page on the Laurel VEC website.
7.5.2. In addition to listing their exam schedule on the Laurel VEC website, Teams are strongly encouraged to list their scheduled exam sessions on the ARRL website at: http://www.arrl.org/non-arrl-exam-session-form

7.5.3. Other appropriate places to advertise exam sessions include but are not limited to the following:

- Club website
- Club newsletter
- Club meetings
- Local repeaters and nets
- Local newspapers
- Social media

7.5.4. There may be times when it is not possible or feasible for a team to advertise an exam session (e.g., Short-notice requests, exams conducted in locations with restricted access, etc.) in multiple locations. In these situations, Teams may omit advertise those sessions on the Laurel VEC website.

7.6. Laurel VEC VE Teams may establish requirements and limitations for their exam sessions. All requirements and limitations must be posted on their team page on the Laurel VEC website.

7.6.1. Teams may require applicants to pre-register for an exam session or they may accept walk-in applicants.

7.6.1.1. If Teams choose to require pre-registration, the team must advertise that pre-registration is required and provide information on how to pre-register (e.g., via e-mail, phone, an on-line process, etc.).

7.6.2. Teams may require applicants provide a FCC Registration Number (FRN) in lieu of a Social Security Number (SSN).

7.6.2.1. If a Team requires applicants to have an FRN they must advertise that fact, inform all applicants prior to the exam session of that requirement and provide guidance on how to acquire an FRN or have the capability at the exam site to allow applicants to acquire an FRN.

7.6.3. Teams may limit the number of applicants for an exam session based on the number of available VEs, time constraints and facility limitations.

7.6.3.1. However, if a Laurel VEC coordinated exam session is scheduled to be conducted after a licensing class for which the students paid a fee, the exam session may not be limited to only the people who paid for the licensing class.

7.6.4. Teams are required to publicize on their team page, at a minimum, the requirement for applicants to bring a government issued photo ID, a copy of their license (if applicable), and the original and copies of any element credits.
7.7. Laurel VEC VE Teams are required to develop an efficient and effective workflow for their exam sessions.

7.7.1. Must ensure compliance with the rules of the FCC, the policies, procedures and instructions of the Laurel VEC.

7.7.2. Must ensure that all exam session related paperwork (e.g., Forms, applications, etc.) is 100% complete and accurate.

7.7.3. Must address each phase of the exam session.

7.7.3.1. Registration
7.7.3.2. Exam administration
7.7.3.3. Grading
7.7.3.4. Notification of results
7.7.3.5. Paperwork preparation as applicable
7.7.3.6. Paperwork review and signing as applicable
7.7.3.7. Certificate presentation as applicable

7.8. Laurel VEC VE Teams will use the required and optional forms described in Appendix 8, as appropriate, during an exam session.

7.9. Laurel VEC VE Teams are required to create a policy regarding re-testing of applicants who fail an exam element.

7.9.1. No retesting allowed.

7.9.1.1. Teams are not required to offer an applicant who fails an element exam the opportunity to retest that element.

7.9.2. Retesting is allowed.

7.9.2.1. If a team chooses to offer applicants the opportunity to retest a failed exam element they may establish a standard for retesting such as a maximum number of failed questions (e.g., 10-12 failed questions on the Element 2 and 3 exams; 14-17 failed questions on the element 4 exams, etc.).

7.9.2.2. If a team offers applicants the opportunity to retest a failed exam element, they may not administer the same exam or question set to the applicant during the same exam session.

7.10. Laurel VEC VE Teams are required to collect the following information from each applicant desiring to take an exam, requesting an administrative update to their license or requesting a “paperwork upgrade” provides the following required information:

7.10.1. Name (First name, Middle initial, Last name and Suffix if applicable)

7.10.1.1. If an applicant provides a name with numerals (e.g., “Lucky1301”) or punctuation other than a hyphen or dash (e.g., “, Human”) neither SessionManager or the FCC’s ULS Batch Filing System will accept the application for uploading and the applicant will have to provide an acceptable alternate name for processing the
application with the FCC. **Note: This is a FCC requirement and not a Laurel VEC policy.** Contact their Regional Coordinator for additional guidance.

7.10.2. **Social Security Number (SSN) or FCC Registration number (FRN)**

7.10.2.1. While current FCC rules (Tile 47, Chapter 1, Part 1, §§ 1801-1804) require applicants for a FCC license to have a FCC Registration number (FRN), the Laurel VEC will accept and process applications with Social Security Numbers.

7.10.2.2. Laurel VEC VE Teams may require applicants to provide an FRN in lieu of a SSN.

7.10.2.3. Licensed applicants must provide their FRN in lieu of their Social Security Number.

7.10.2.3.1. If a licensed applicant does not have an FRN we cannot process their application because the FCC’s ULS Batch Filing System will not accept or process an application without an FRN. **Note: This is a FCC requirement and not a Laurel VEC policy.** Teams should contact their Regional Coordinator for additional guidance.

7.10.3. **Call sign – if applicable**

7.10.4. **Mailing address.**

7.10.4.1. PO Box or Street Address

7.10.4.2. City, State, and Zip Code

7.10.5. Daytime phone number, Fax number and email address are optional.

7.10.5.1. Teams should notify all applicants that although optional, providing their email address will enable the FCC to send them an email with a link to download and print their license, if applicable.

7.10.6. **Indicate any administrative updates required (Applicant must be licensed)**

7.10.6.1. Systematic call sign change.

7.10.6.1.1. The applicant must check the applicable box and initial the form on line below on the NCVEC Form 605.

7.10.6.1.2. As a good practice, confirm with the applicant that this is really what they want. Many applicants do not realize that certain call sign configurations are no longer available except through the vanity license program.

7.10.6.1.3. Laurel VEC VE Teams will take no action on this request until and unless it is initialed by the applicant.

7.10.6.2. Name change.
7.10.6.2.1. The applicant must check the applicable box on the NCVEC Form 605.

7.10.6.2.2. The applicant must provide documentation confirming name change that is requested. Acceptable proof of a name change includes one of the following:

- Documents showing both the old and new name
- A document showing the old name and a photo ID showing the new name
- Marriage, Divorce and Adoption certificates or decrees
- Other documents may be used.

7.11. Laurel VEC VE Teams must confirm the identity of each applicant before he/she can take an exam or request an administrative update to their license. **No applicant will be allowed to take an exam until their identity has been confirmed.**

7.11.1. The purpose of confirming an applicant’s identification is twofold:

7.11.1.1. Ensure that the person appearing before him/her is the same person who has completed and signed the NCVEC Form 605

7.11.1.2. Avoid situations in which someone hijacks the license of an amateur who has the same name as the prospective license “hijacker”.

7.11.2. Only one form of ID is required. Examples of acceptable forms of ID include but are not limited to the following:

7.11.2.1. A government-issued photo ID (e.g., Driver’s license, Passport, Military ID, etc.)

7.11.2.2. Non-government issued photo ID (e.g., Student ID, etc.).

7.11.2.3. Non-photo ID (e.g., School ID, library card, report card, etc.)

7.11.2.4. The Team Leader may devise procedures to confirm the identity of youth who do not possess any form of identification.

7.11.3. Compare the photo on the identification document to the applicant to ensure it is the same person

7.11.4. Compare the information on the identification document to the information on the application. If there are differences (different name, address, etc.) seek clarification and have the applicant make corrections as required.

7.11.5. Each time an applicant leaves the sight of the confirming VEs (such as when an applicant moves from the registration room of the facility to the test room), a VE must confirm the applicant’s identity. Teams do not have to re-identify an applicant if testing is administered in the same room as registration and the applicant’s ID was checked during Registration.
7.11.6. All forms of identification must be returned to the applicant at the end of the Registration process.

7.12. Laurel VEC VE Teams are required to confirm an applicant’s license class and call sign. If the VEs are unable to confirm the applicant’s license class and call sign, the applicant will be allowed to take any element exam(s) he desires.

7.12.1. The team must inform the applicant of the following:

7.12.1.1. If the applicant passes an exam, the NCVEC Form 605 and CSCE will be marked to indicate the applicant passed the appropriate exam element(s) but is not qualified for a higher class of license because the current class of license could not be confirmed.

7.12.1.2. The applicant will have to return to another exam session, complete an application and other forms as required, produce his photo ID, his original license or an “Official Copy” or a “Reference Copy” from the FCC’s ULS website and the original and a copy of his CSCE showing the element exam(s) passed. The procedures and requirements may vary slightly between VECs and if the applicant goes to an exam session not coordinated by the Laurel VEC they may have to pay a fee.

7.12.2. If the applicant presents a license or if the VEs have the capability to check the applicant’s license on-line and there are differences between the information on the license and the application (e.g., Name, mailing address, etc.), seek immediate clarification and make corrections as required.

7.13. Laurel VEC VE Teams are required to accept the following documents as proof of credit for an exam element, except as noted.

7.13.1. Applicants claiming credit for an exam element must provide the original and copies of all documentation supporting a claim of exam element credit including and limited to the following.

7.13.1.1. A CSCE that was issued 365 days or less prior to the date of the current exam session.

7.13.1.2. An expired Technician class license granted prior to 21 Mar 1987 for Element 3 credit.

7.13.1.3. An expired General class license for Element 3 credit.

7.13.1.4. An expired Advanced class license for Element 3 credit.

7.13.1.5. An expired Amateur Extra class license for Element 3 and/or Element 4 credit.

7.13.1.5. A letter from the FCC indicating the applicant was previously granted a specific class of license and when the license was granted.
7.13.1.6. A copy of the cover and applicable page from a Call Sign book showing the date of publication, the applicant’s name, call sign, and class of license.

7.13.1.7. A copy of the cover and applicable page from the applicable Call Sign book available from the following website: https://archive.org/search.php?query=subject%3A%22callbook%22&sort=date&page=2

7.13.2. Each team must retain a copy of claimed element credit and forward it with the applicant’s paperwork and the rest of the exam session paperwork.

7.13.2.1. Teams must return the copy of claimed element credit to the applicant if an upgrade did not occur because of a failed exam (e.g., an unlicensed applicant with credit for Element 3 fails the Element 2 exam).

7.13.3. Teams will retain a copy of each element credit and return the original to the applicant at the end the Registration phase.

7.14. Laurel VEC VE Teams are required to provide instructions to the applicants prior to administering exams, to include but not limited to the following:

7.14.1. Applicants must follow the instructions of the VEs. Failure to comply will result in the offending applicant having their exam terminated without further action.

7.14.2. Applicants may not have in their possession any electronic devices while taking an exam. Applicants must turn off their electronic devices and they may not be visible to the applicant during the exam. Failure to comply will disqualify the applicant from further participation in the examination session.

7.14.3. Cell phones may not be used as calculators and must be turned off while exams are being administered.

7.14.4. Smart watches and Google Glass/Glasses may not be brought to the examination area (e.g., the tables, stations, etc., where the applicant will sit to take his exam).

7.14.5. Applicants who bring calculators must have them checked by a VE to ensure nothing is stored in the memory.

7.14.6. How applicants are to mark the answer sheet

7.14.7. The team’s retest policy.

7.14.8. Other instructions, requirements and prohibitions as the team may decide are appropriate.

7.15. Laurel VEC VE Teams are required to ensure a minimum of three appropriately qualified VEs administer the exams and they must constantly observe the applicants while they take their exam.

7.15.1. Teams will staff the session with as many VEs as needed to smoothly administer the exams. Generally, one administering VE per four applicants is recommended, but
the specific ratio will vary. More experienced Teams can conduct an exam session with a lower VE per applicant ratio.

7.15.2. VEs who are administering exams may not simultaneously perform other activities (e.g., Read printed or electronic media, play games on electrical devices, engage in conversation with applicants, VEs or other personnel) unless it is related to their duties as an administering VE, etc.

7.15.3. The chart below identifies the qualification of VEs to administer exams.

<table>
<thead>
<tr>
<th>Element 2 Exams</th>
<th>Element 3 Exams</th>
<th>Element 4 Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Which VEs can administer an exam?</strong></td>
<td>General, Advanced, and Amateur Extra</td>
<td>Advanced and Amateur Extra</td>
</tr>
</tbody>
</table>

7.16. Laurel VEC VE Teams are required to administer exams per the request of each applicant.

7.16.1. Exams can be taken in any order

7.16.2. An exam does not need to be graded prior to the applicant starting another exam

7.16.3. An applicant may request a large print exam in lieu of an exam using a smaller font.

7.16.4. An applicant may request that an exam be read to him or her.

7.16.4.1. Laurel VEC VE Teams, based on the Team Leader’s assessment of the qualifications of the VEs, will select three appropriately qualified VEs to participate in reading an exam to an applicant when requested.

7.16.4.1.1. The participating VEs will take turns reading the exam questions and the four possible correct answers. This is required to preclude a VE from unintentionally inflecting their voice when reading the answer options and to not put the burden of reading the exam on a single VE.

7.16.4.1.2. The applicant will identify the correct answer and mark the answer sheet if appropriate or one of the three VEs will mark the answer sheet in accordance with the applicant’s choice of answer.

7.16.4.1.3. The VEs will take turns marking the answer sheet in accordance with the applicant’s choice of answer.

7.16.4.1.4. If the three VEs mark the answer sheet on behalf of the applicant, each VE will indicate by their signature that they have administered the exam and recorded the applicant’s answers honestly and in full compliance with the
applicable FCC rules and the policies, procedures and instructions of the Laurel VEC.

7.17. Laurel VEC VE Teams are required to ensure each exam is graded by three qualified VEs as soon as possible after the applicant completes the exam.

7.17.1. Each VE will grade each exam separately from the other grading VEs.

7.17.1.1. VEs who grade exams will mark the answer sheet in a manner that clearly identifies the correct answer for each incorrectly answered question.

7.17.1.1.1. They must mark the correct answer for an incorrectly marked answer sheet with an “X” or a slash (/) through the letter representing the correct answer or circle (O) the letter.

7.17.1.1.2. The use of colored pens or markers (e.g., red, blue, green, etc.) to mark answer sheets is preferred.

7.17.2. If an applicant marks an answer sheet with two possible correct answers for a single question, the grading VEs will mark that question as failed even if one of the two marked answers is correct.

7.17.3. If there are differences between the grading results of the three grading VEs they must be resolved before the grading of the applicant’s exams is completed.

7.17.4. The chart below identifies which VEs may grade which exams.

<table>
<thead>
<tr>
<th>Which VEs can Grade which exam?</th>
<th>Element 2 Exam</th>
<th>Element 3 Exam</th>
<th>Element 4 Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>General, Advanced, and Amateur Extra</td>
<td>Advanced and Amateur Extra</td>
<td>Amateur Extra</td>
<td></td>
</tr>
</tbody>
</table>

7.18. Laurel VEC VE Teams are required to promptly notify each applicant of their results of each exam taken as soon as possible after grading is complete.

7.18.1. Notification is normally performed by the Team Leader.

7.18.2. VEs should not interrupt an applicant while they are taking an exam to inform him/her of the result of a previous exam.

7.18.3. VEs are required to inform applicants who fail an exam of the results as quickly as possible after grading the exam and in a respectful manner.

7.18.3.1. Let the applicant retest according to the Team’s retest policy, if applicable.

7.18.3.2. If the applicant did not pass any element exam and the team does not offer retesting and the applicant did not request any administrative actions, return the following paperwork to the applicant as applicable:
• NCVEC Form 605 without any marks or signatures by VEs in Part 2
• Applicant data collection form
• Copy of license
• Copy of element credit

7.18.4. Teams may share the results of the exam with the applicant including which questions were failed and explaining why the applicant’s selected answer was incorrect.

7.18.4.1. Such discussions will not be conducted during the exam session if it requires VEs to be absent from their primary duties.

7.19. Laurel VEC VE Teams are required to prepare the NCVEC Form 605 and a single page CSCE as follows when any of the following occur:

7.19.1. NCVEC Form 605

7.19.1.1. If an applicant passes an element exam and/or presents element credit that will result in a new license or upgrade, mark the form in Part 2 to indicate the new class of license.
7.19.1.2. If an applicant passes an element exam that does not result in a new license or an upgrade mark the form in Part 2 to indicate “No new license or upgrade was earned”.
7.19.1.3. Mistakes made in Part 2 of the NCVEC Form 605 may be corrected using “White Out”, “pen and ink” corrections, etc. or the NCVEC Form 605 may be regenerated

9.19.2. CSCE

7.19.2.1. Only a single page CSCE, which will be presented to the applicant is required.

7.19.2.2. If an applicant passes an element exam the CSCE must be marked to indicate which element exam(s) the applicant passed and indicate which license the applicant is eligible to receive. Any exam elements not passed must be crossed out.

7.19.2.3. If an unlicensed applicant or a Novice licensee passes the Element 2 exam and presents credit for Element 3 or for Elements 3 and 4, the CSCE must be marked to indicate the applicant passed Element 2 and indicate the appropriate license the applicant is eligible to receive. Any exam elements not passed must be marked out.

7.19.2.4. If an applicant passes an element exam that does not result in a new license or an upgrade the CSCE must be marked to indicate the exam element(s) that the applicant passed and indicate that the applicant is not eligible to receive a license by circling “None”. Any exam elements not passed must be marked out.

7.19.2.5. If a licensed Technician applies for an upgrade using any element credit the CSEC must be marked to indicate that no element exams were passed (Circle
“None”) and indicate the appropriate license that the applicant is eligible to receive. Any exam elements not passed must be marked out.

7.19.3. Laurel VEC VE Teams may use any person (e.g., VE, non-VE, ham, non-ham) participating in the exam session and not taking an exam, and who is appropriately trained, to prepare the NCVEC Form 605 and a single page CSCE for signing and enter the session and applicant results into the SessionManager application. Preferably a VE performs this task.

7.19.4. Laurel VEC VE Teams are required to prepare and mark a single page CSCE for an applicant who passes one or more an element exams, and/or who earns a license or an upgrade to an existing license, if appropriate.

7.19.5. Mistakes made in the CSCE require the CSCE to be destroyed and a new CSCE prepared. The use of “White Out”, “Correction tape”, “pen and ink changes” on a CSCE are prohibited.

7.20. Laurel VEC VE Teams are required to ensure that three appropriately qualified VEs (“Certifying VEs”) certify that the examinee is qualified for a license grant and that the participating VEs have complied with the administering VE requirements.

7.20.1. Certifying VEs are qualified administering VEs accredited by the Laurel VEC and designated by the Team Leader.

7.20.1.1. They certify, by their signatures on appropriate forms, that an applicant is qualified for a license grant or has earned an element credit by exam and the administering VEs have complied with the VE requirements described in the applicable FCC rules and regulations and the policies, procedures and instructions of the Laurel VEC.

7.20.2. The Certifying VEs are jointly and individually accountable to the Team Leader, the VEC Chairman and the FCC for the proper administration of each element exam.

7.20.3. The Certifying VEs may delegate to other qualified administering VEs their authority, but not their accountability, to perform other tasks to include but not limited to the following:

7.20.3.1. Registering applicants
7.20.3.2. Administering exams
7.20.3.3. Grading exams
7.20.3.4. Preparing appropriate forms to be signed by the Certifying VEs

7.20.4. Each Certifying VE must separately inspect each applicant’s paperwork to ensure it is 100% complete and 100% accurate BEFORE signing the NCVEC Form 605 and CSCE.

7.20.4.1. The NCVEC Form 605 must be marked as appropriate in Section 2 to indicate the class of license earned or that no license or upgrade was earned.

7.20.4.2. The CSCE must be marked to indicate the following:
7.20.4.2.1. The element exam(s) passed, if appropriate
7.20.4.2.2. The class of license earned, if appropriate

7.20.4.3. If there are questions about any of the paperwork, notify the Team Leader for guidance or clarification.

7.20.4.4. If errors are found, notify the appropriate VEs for correction or the Team Leader for guidance.

7.20.5. Three Certifying VEs must sign the NCVEC Form 605 and CSCE indicating whether the applicant passed an exam, applied Element credit for an upgrade, or passed an element and did not earn a license or an upgrade.

7.20.5.1. The same three VEs who sign the NCVEC Form 605 must also sign the CSCE preferably in the same order.

7.20.6. The chart below indicates the qualifications of the Certifying VEs.

<table>
<thead>
<tr>
<th>Which VEs who can sign the NCVEC Form 605 &amp; CSCE</th>
<th>Applicant qualified for Technician by Element 2 Exam</th>
<th>Applicant qualified for General by Element 3 Exam or Element 3 Credit</th>
<th>Applicant qualified for Amateur Extra by Element 4 Exam or Element 4 Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>General, Advanced, and Amateur Extra</td>
<td>Advanced and Amateur Extra</td>
<td>Amateur Extra</td>
<td></td>
</tr>
</tbody>
</table>

7.21. Laurel VEC VE Teams are required to ensure that any NCVEC Form 605 used solely for administrative actions (e.g., address change, name change, renewal, etc.) is signed by the licensee. Part 2 of the form should not be signed by VEs or marked except to indicate the coordinating VEC (Laurel), the date and location of the exam session.

7.22. Laurel VEC VE Teams are required to review each applicant’s paperwork for completeness, accuracy, legibility and to ensure that no certificate is awarded to an applicant unless and until the applicant has signed their NCVEC Form 605 and CSCE, if applicable.

7.22.1. The applicant’s NCVEC Form 605 must be signed by the applicant and three (3) Certifying VEs, as required.

7.22.2. The applicant’s CSCE must be signed by the applicant and the same three Certifying VEs who signed the applicant’s NCVEC Form 605, preferably in the same order.

7.22.3. VE signatures are not required when the applicant is only renewing their license, requesting a call sign change or is requesting a name change or address change.
7.22.4. Applications that do not have the applicant's signature will not be processed by the Laurel VEC until the signature is acquired.

7.23. Laurel VEC VE Teams are required to accept a CSCE from another VEC as proof of element credit. If an applicant attends a Laurel VEC coordinated exam session and provides a CSCE from another VEC or another Laurel VEC coordinated session, but the results are not in the FCC ULS data base, Laurel VEC VE Teams will do the following:

7.23.1. Teams will process the applicant's application, retain a copy of the CSCE and permit him/her to take one or more exam elements as requested.

7.23.2. If the applicant is successful, a Laurel VEC CSCE will be prepared indicating the exam element(s) passed, the license earned and signed by three Certifying VEs.

7.23.3. The Team Leader will explain to the applicant the following:

7.23.3.1. The Laurel VEC cannot immediately process the applicant's current application until the FCC accepts the applicant's previous application. In part, this depends on how quickly the application is uploaded to the FCC.

7.23.3.2. If the CSCE from another VEC or Laurel VEC VE Team is for an initial license, the applicant may not use any amateur privileges until the license is granted by the FCC. **Note:** This can take up to 20 days.

7.23.3.3. If the applicant is already licensed he/she may immediately use their new privileges.

7.23.3.4. Once the previous application is accepted by the FCC, the applicant's current exam result will be uploaded to the FCC data base.

7.23.4. Team Leaders are required do one of the following:

7.23.4.1. If using the SessionManager software,

7.23.4.1.1. Prepare a separate session results file for each successful applicant with a previous application pending uploading to the FCC.

7.23.4.1.2. Forward the file(s) via e-mail to their Regional Coordinator and Chairman of the Laurel VEC explaining that the file should not be uploaded until the previous application has been accepted by the FCC.

7.23.4.2. If not using the SessionManager software,

7.23.4.2.1. Attach a note on each successful applicant with a previous application pending uploading to the FCC, explaining that the file should not be uploaded until the previous application has been accepted by the FCC.

7.23.4.2.2. Send an e-mail to their Regional Coordinator and Chairman of the Laurel VEC explaining that you have one or more applications that should not be uploaded because of a previous application having not yet been accepted by the FCC.
7.23.5. Regional Coordinators are required to do the following:

7.23.5.1. Set aside the “on hold” SessionManager generated files so they cannot be accidently uploaded or

7.23.5.2. Locate the specific application(s) in the exam session package and set them aside to be uploaded later.

7.23.5.3. Periodically query the ULS Data base to determine the status of the applicant’s application (e.g., new license or upgrade granted) using the applicant’s name, call sign or FRN, as appropriate.

7.23.5.3.1. If there are no results in the ULS data base 15 days following the date of the other VEC’s exam session, he/she will coordinate with the Laurel VEC to resolve the issue with the other VEC. Regional Coordinators are authorized to contact the appropriate VEC and query the status of the pending application.

7.23.5.3.2. If the Regional Coordinator sees no results in the ULS data base 7 days following the date of a Laurel VEC coordinated exam session, he/he will contact the applicable Team Leader and Regional Coordinator, if applicable, and reach an agreeable solution for uploading the previous and current exam session results for the applicant in the timeliest manner.

7.23.5.4. Once it is confirmed that the other VEC has uploaded the applicant’s previous application for a new license or upgrade of an existing license, the Regional Coordinator will submit the application from the Laurel VEC coordinated exam session using the SessionManager software.

7.23.5.5. Once the delayed application has been processed by the FCC, the Regional Coordinator will notify the applicable Team Leader and forward the applicant’s paperwork to the Laurel VEC Chairman separately or with the rest of the applicable session package as appropriate.

7.24. Laurel VEC VE Teams are required to inform the applicant upon presenting a CSCE, the following:

7.24.1. Any element credit indicated on the CSCE is valid for 365 days from the date it was issued.

7.24.2. New Licensees must wait until their license is granted in the ULS data base before he/she can begin using their new license privileges.

7.24.3. If already licensed, they may immediately begin using their new license privileges but must add the following identifier as appropriate until the applicant’s upgrade is in the FCC’s ULS data base:

7.24.3.1. Upgraded from Novice to Technician class: When operating on Phone and using their new Technician privileges, append their call sign with the phrase
“Temporary [or interim] KT [or Kilo Tango]”. When operating digital or CW and using their new Technician class privileges, add “/KT” following your call sign.

7.24.3.2. Upgraded from Novice or Technician class to General: When operating on Phone and using their new General class privileges append their call sign with the phrase “Temporary [or interim] AG [or Alpha Golf]”. When operating digital or CW and using their new General class privileges, add “/AG” following your call sign.

7.24.3.3. Upgraded from Novice, Technician, General or Advanced to Amateur Extra class. When operating on Phone and using their new Amateur Extra class privileges, append their call sign with the phrase “Temporary [or interim] AE [or Alpha Echo]”. When operating digital or CW and using their new Amateur Extra class privileges, add “/AE” following your call sign.

7.25. Laurel VEC VE Teams will conduct the following activities after the exam session.

7.25.1. Return the facilities to a state of cleanliness; Return furniture to original locations.

7.25.2. Gather and secure all exam session related paperwork and materials.

7.25.3. Lock/secure the facility as required.

7.25.4. Review, organize and collate exam session paperwork. Note: The following is normally performed by the Team Leader.

7.25.4.1. Review all applicant paperwork for completeness, accuracy and legibility and make corrections as authorized or required and reacquire signatures as appropriate and required.

7.25.4.2. Collate the session-related paper work as follows and place on top of the first applicant’s paperwork. Subsequent applicants’ paperwork will be sorted in the same order as they appear in the Registration Log.

7.25.4.2.1. VE Session Summary Report. This form must list:
- The total number of applicants who attended
- The total number of element exams that were administered (e.g., The total number of Element 2, element 3 and Element 4 exams).
- Do not enter which element exams were administered (e.g., 2 (as in Element 2), 3 (as in Element 3), etc.)
- The total number of administrative actions

7.25.4.2.2. VE Sign-in sheet (If a separate sheet of paper)

7.25.4.2.3. Registration Log

7.25.5. Collate and staple each applicant’s paperwork as follows:

7.25.5.1. Administrative updates only. Collate and staple each applicant’s paperwork who requests only an administrative update (e.g., License renewal, address change, name change, call sign change, etc.) in the following order:
7.25.5.1.1. NCVEC Form 605
7.25.5.1.2. Other local or VEC-provided forms (e.g., Registration form, checklist, etc.)
7.25.5.1.3. Supporting documents as required

7.25.5.2. **The applicant passed at least one exam element.** Collate and staple the paperwork of each successful applicant (i.e. an applicant who passes at least one exam element) in the following order:

7.25.5.2.1. NCVEC Form 605
7.25.5.2.2. Other local or VEC-provided forms (e.g., Registration form, checklist, etc.)
7.25.5.2.3. Copies of element credit (if applicable)
7.25.5.2.4. The answer sheets from each passed and failed exam in ascending element order. This is not applicable for a “paperwork only upgrade.”
7.25.5.2.5. All “scratch papers” on which the applicant wrote anything (e.g., formulas, calculations, etc.) during the exam. The applicant must print or sign their name on the paper(s).

7.25.5.3. **Unsuccessful applicant.** Collate and staple the paperwork of each unsuccessful applicant (i.e. an applicant who does not pass at least one exam element and does not request any administrative updates) in the following order:

7.25.5.3.1. Local or VEC-provided forms (e.g., Registration form, checklist, etc.) as appropriate
7.25.5.3.2. The answer sheets from each failed exam in ascending order
7.25.5.3.3. All “scratch papers” on which the applicant wrote anything (e.g., formulas, calculations, etc.) during the exam. The applicant must print or sign their name on the paper(s).

**Note:** Return the following paperwork to the applicant as applicable:
- NCVEC Form 605 without any marks or signatures by VEs in Part 2
- Applicant data collection form
- Copy of license
- Copy of element credit

7.25.5.4. **Paperwork upgrade.** Collate and staple the paperwork of each applicant who is upgraded based on non-exam related element credit only.

7.25.5.4.1. NCVEC Form 605
7.25.5.4.2. Other local or VEC-provided forms (e.g., Registration form, checklist, etc.)
7.25.5.4.3. Copies of element credit

7.26. Laurel VEC VE Teams who are authorized to use the SessionManager application will prepare their session file for uploading the session file information and applications to the FCC.

7.26.1. Laurel VEC VE Teams are required to e-mail the resulting encrypted file to the applicable Regional Coordinator within 48 hours of the exam session unless directed
otherwise by the applicable Regional Coordinator. **Note:** Normally the Team Leader performs this duty.

7.27. Laurel VEC VE Teams are required to forward their exam session paperwork to their designated Regional Coordinator within 7 calendar days following the date of the exam session unless directed otherwise by their Regional Coordinator.

7.28. Laurel VEC VE Teams are required to inform their designated Regional Coordinator if they cancel an exam session or if they have an exam session scheduled and no applicants show up.

7.28.1. Teams are required to notify their Regional Coordinator that they have cancelled a scheduled exam session as soon as possible after the decision is made to cancel the session.

7.28.2. Teams that had an exam session scheduled and no applicants showed up will notify their designated Regional Coordinator as soon as possible and forward by mail or email the following:

7.28.2.1. A VE Session Summary Sheet indicating there were zero applicants, zero exams were administered and zero administrative actions were taken.

7.28.2.2. A list of VEs who showed up for the exam session.

7.28.2.3. **Do not** use SessionManager to prepare a session file to be uploaded to the FCC.

7.29. Occasionally things don’t go as planned: Applicants provide incorrect information, data gets entered incorrectly and mistakes initially go unrecognized.

7.29.1. Laurel VEC VE Teams are required to initiate efforts to correct errors that occurred during their exam sessions.

7.29.1.1. These efforts may require the Team Leader to contact the applicant and seek clarification about an issue, acquire the applicant’s signature, resubmit an application, withdraw an application, etc.

7.29.1.2. Corrective actions should result in the least inconvenience to the applicant and at no cost to the applicant. If paperwork must be mailed to an applicant, the team must include a self-addressed stamped envelope for the applicant to use to return the paperwork. Depending on the circumstances, the address could be the Team Leader’s or the Regional Coordinator’s.

7.29.2. The Team Leader must consult with their Regional Coordinator for advice and guidance as required.

8. **Team Leader** – A Team Leader is a VE accredited by the Laurel VEC and who holds an Amateur Extra class license.
8.1. The Team Leader is the VE in charge of their VE team exam and is accountable to their designated Regional Coordinator and the Laurel VEC Chairman. Team Leader responsibilities are described in Appendix 5.


9.1. Any VE, including the Team Leader, who participates in the exam session is an administering VE.

9.1.1. Administering VEs are required to perform tasks assigned by the Team Leader or the Deputy Team Leader as required and are accountable to the Team Leader and the VEC Chairman for performing their assigned duties in accordance with the applicable rules and regulations of the FCC and the policies, procedures and instructions of the Laurel VEC.

9.1.2. Depending on the number of administering VEs available at an exam session, the administering VEs could perform every task associated with conducting an exam session or if there are sufficient numbers of VEs available, the tasks could be divided among them.

10. The success of the Laurel VEC is dependent upon open communications between the VEC Chairman and Regional Coordinators and Team Leaders; between Regional Coordinators and Team Leaders; and between Team Leaders and members of their teams.

10.1. The Laurel VEC has created three Google Groups for sharing information.

10.1.1. Prospective group members must provide a direct e-mail address without an alias domain name such as "arrl.net". Google will not let enrollees with alias addresses post to the group.

10.1.1.1. The VEC Management Group – A discussion group whose membership includes the only the VEC Chairman and Regional Coordinators

10.1.1.2. The LARC VEC Notices Group – An information sharing group whose membership includes the VEC Chairman, the Regional Coordinators, Team Leaders and Deputy Team Leaders.

10.1.1.2.1. Regional Coordinators and Team Leaders are required to be enrolled.

• New Team Leaders are added when a new team is added or a new Team Leader takes over an existing team.
• Enrollment is optional for Deputy Team Leaders.

10.1.1.2.2. Only the VEC Chairman and Regional Coordinators can post information to this group and reply to posts. Information will generally be limited to subjects related to the FCC’s rules and Laurel VEC policies as they relate to the Volunteer Examiner program.

10.1.1.2.3. Responses or queries about a post on this group must be made directly to the sender.
10.1.1.3. **The Laurel VEC Google Group** – The original information group whose membership is open to Regional Coordinators, Team Leaders and their deputies.

10.1.1.3.1. Topics are limited to anything related to amateur radio licensing.

10.1.1.3.2. Membership is optional.

10.1.1.3.3. Team Leaders and Deputy Team Leaders may request to be added to this group by contacting Ray, K9DUR (k9dur@k9dur.info) or the VEC Chairman (dzimmerman2002@gmail.com).

10.1.1.4. Members may remove themselves from this group or request removal by contacting Ray, K9DUR or the VEC Chairman.

10.2. Team Leaders and Regional Coordinators are encouraged to remain engaged with each other via phone and/or e-mail.

10.2.1. Team Leaders

10.2.1.1. Seek guidance and clarification about anything related to amateur radio licensing, including the FCC rules and the Laurel VEC policies.

10.2.2. Regional Coordinators

10.2.2.1. Provide guidance and clarification about anything related to amateur radio licensing, including the FCC rules and the Laurel VEC policies when requested.

10.2.2.2. Provide feedback to teams as appropriate.