# Change Sheet

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<th>Date</th>
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<tr>
<td>19 June 2017</td>
<td>Introduction - Updated</td>
</tr>
<tr>
<td>19 June 2017</td>
<td>Appendix 1 – Definitions. Updated, added, modified, and/or corrected definitions</td>
</tr>
<tr>
<td>19 June 2017</td>
<td>Appendix 2 – Added links to references</td>
</tr>
<tr>
<td>19 June 2017</td>
<td>Appendix 3 – Updated several Laurel VEC Supplement Policies to Part 97</td>
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<tr>
<td>19 June 2017</td>
<td>Appendix 4 – Rewrote this appendix</td>
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<tr>
<td>19 June 2017</td>
<td>Appendix 5 – Rewrote this appendix</td>
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<tr>
<td>19 June 2017</td>
<td>Appendix 6 – Significantly updated</td>
</tr>
<tr>
<td>19 June 2017</td>
<td>Appendix 7 - Updated</td>
</tr>
<tr>
<td>19 June 2017</td>
<td>Appendix 8 – Updated; Form examples added.</td>
</tr>
</tbody>
</table>
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Definitions</td>
<td>3</td>
</tr>
<tr>
<td>References</td>
<td>3</td>
</tr>
<tr>
<td>Organization</td>
<td>3</td>
</tr>
<tr>
<td>Supplemental VEC Policies, Procedures and Instructions to Part 97, Subpart F</td>
<td>4</td>
</tr>
<tr>
<td>VEC Policies, Procedures and Instructions</td>
<td>4</td>
</tr>
<tr>
<td>Team Leader Responsibilities</td>
<td>4</td>
</tr>
<tr>
<td>Laurel VEC Website</td>
<td>4</td>
</tr>
<tr>
<td>Required and Optional Forms</td>
<td>4</td>
</tr>
<tr>
<td>Summary</td>
<td>4</td>
</tr>
<tr>
<td>Appendix 1 - Definitions</td>
<td>6</td>
</tr>
<tr>
<td>Appendix 2 - References</td>
<td>9</td>
</tr>
<tr>
<td>Appendix 3 - VEC Supplemental Policies to Part 97, Subpart F</td>
<td>10</td>
</tr>
<tr>
<td>Appendix 4 - VEC Policies, Procedures and Instructions</td>
<td>26</td>
</tr>
<tr>
<td>Appendix 5 - Team Leader Responsibilities</td>
<td>49</td>
</tr>
<tr>
<td>Appendix 6 - Laurel VEC Website</td>
<td>53</td>
</tr>
<tr>
<td>Appendix 7 – Regional Coordinator Responsibilities</td>
<td>59</td>
</tr>
<tr>
<td>Appendix 8 - Required and Optional VEC Forms</td>
<td>64</td>
</tr>
</tbody>
</table>
Introduction

1. Overview. The Laurel Amateur Radio Club (LARC) Volunteer Examiner Coordinator (VEC) hereinafter referred to as the “Laurel VEC”, is one of 14 VECs that have entered into an agreement with the Federal Communications Commission (FCC) to serve as a VEC. While each VEC might share common goals, their policies, procedures and instructions on how to achieve those goals will vary among the VECs.

The Laurel VEC examining system is unique in that it is comprised of local Teams that administer the examinations to the examinees. Each Team has a Team Leader and at least one or more Deputy Team Leaders, each of whom must be an Amateur Extra class licensee and who report to a designated Regional Coordinator. Through these strong person-to-person accountability trail lines, attempting to cheat is made very difficult.

1.1. The policies, procedures and instructions of the Laurel VEC are unique to the Laurel VEC. The policies, procedures and instructions contained herein, supersede any other policies, procedures and instructions contained in any other documents except the rules of the FCC. Only by coincidence may any or all other VECs have policies, procedures and instructions that are similar or the same.

1.2. Similarly, the policies of any other VEC (e.g., ARRL, W5YI, etc.) do not apply to the Laurel VEC, its Regional Coordinators or accredited VEs.

1.3. The policies, procedures and instructions of the Laurel VEC augment but do not diminish the authority or the requirements of the rules and regulations of the FCC.

1.4. The mission of the Laurel VEC is to:

1.4.1. Coordinate amateur radio license exam sessions scheduled and conducted by teams of Volunteer Examiners (VE) accredited by the Laurel VEC;

1.4.2. Provide policies, procedures, and instructions to ensure that all exam-related activities are conducted in accordance with the applicable rules and regulations of the FCC and maintain the value and integrity of the Volunteer Examiner program.

1.5. This document and its appendices establish the policies, procedures and instructions of the Laurel VEC, which are necessary to accomplish the mission of the Laurel VEC and are applicable to all Volunteer Examiners (VE) accredited by the Laurel VEC.

1.6. All Volunteer Examiners (VE) accredited by the Laurel VEC must comply with the policies, procedures and instructions contained herein and the rules and regulations of the FCC.

1.7. Failure to comply with the policies, procedures and instructions of the Laurel VEC and the rules and regulations of the FCC, could result in the offending VE(s) being disaccredited as a VE by the Laurel VEC and/or referral to the FCC for further action which could result in the suspension or revocation of the VE’s license, fines and other penalties that the FCC might deem appropriate.
1.8. Questions, comments and recommended changes may be sent to the Chair of the Laurel VEC (dzimmerman2002@gmail.com).

2. Definitions – See Appendix 1

3. References – See Appendix 2

4. Organization - The Laurel VEC is sponsored by Laurel Amateur Radio Club of Laurel, Maryland and is managed by a Chairman.

4.1. The Chairman of the Laurel VEC is appointed by the Laurel Amateur Radio Club, serves as the point of contact with the FCC and is responsible for all aspects of the Laurel VEC.

4.2. The Laurel VEC is a member of the National Conference of Volunteer Examiner Coordinators (NCVEC) but operates as an independent VEC.

4.3. Regional Coordinators are appointed by the Chair of the Laurel VEC.

4.3.1. These Regional Coordinators assist the VEC Chairman by recruiting and managing Teams of VEs within one or more VEC Regions assigned by the Chairman of the Laurel VEC.

4.3.2. Regional Coordinators are VEs accredited by the Laurel VEC whose experience and depth of knowledge are considered beneficial to the mission of the Laurel VEC.

4.3.3. A list of current Regional Coordinators and their contact information can be found on the Laurel VEC website: https://www.laurelvec.com/?pg=contact

4.3.4. Regional Coordinator responsibilities are described in Appendix 7.

4.4. The Laurel VEC is a small organization that relies, in part, on personal relationships to ensure exam session integrity. Therefore, the number of VE Teams that are coordinated by the LARC VEC may be limited. When a LARC VEC Regional Coordinator’s span of control reaches the point where he or she manages as many teams as he/she wishes, that manager may decline to take on additional teams within his or her regions. This decision should not be considered an insult to any prospective VE team and is not appealable.

4.5. Team Leaders are Laurel VEC-accredited VEs who hold an Amateur Extra Class license and are appointed or elected by the organization that sponsors the Team.

4.5.1. The Team Leader is the point of contact between the team and the LARC-VEC Chairman, Regional Coordinator or FCC as appropriate.

4.5.2. Team Leaders under the management of a Regional Coordinator report directly to their Regional Coordinator who reports to the Laurel VEC Chairman. The Laurel VEC seeks additional potential Regional Coordinators as appropriate.

4.5.3. Additional Team Leader responsibilities are described in Appendix 5.
4.6. VE Teams perform all activities related to amateur radio license exams at the direction of and under the supervision of the Team Leader and in accordance with the policies, procedures and instructions of the Laurel VEC and the applicable rules and regulations of the FCC.

4.7. Laurel VEC-affiliated VE Teams are required, at a minimum to:

4.7.1. Conduct a minimum of three exam sessions per year.

4.7.2. Not charge a fee for administering exams or performing other amateur radio licensing services.

4.7.3. Assume responsibility for all costs related to conducting amateur radio license exam sessions.

5. **Supplemental VEC Policy to Part 97, Subpart F** – See Appendix 3

6. **Laurel VEC Policies, Procedures, and Instructions** – See Appendix 4

7. **Team Leader Responsibilities** – See Appendix 5

8. **Laurel VEC Website** – See Appendix 6

9. **Regional Coordinator Responsibilities** – See Appendix 7

10. **Required and Optional VEC Forms** – See Appendix 8

11. **Summary**

11.1. Volunteer Examiners provide an invaluable service to the amateur radio community. The Laurel VEC takes great pride in providing this service free of charge. Since its inception in 1984, the Laurel VEC has never charged a fee for its services.

11.2. We only get one chance to make a first impression. We are the “face of amateur radio” for most people who arrive to take their first amateur radio exam and we should do everything possible to make them feel comfortable. A kind greeting to each applicant, accompanied with a smile will go a long way to shake off some of the nervousness newcomers and old timers experience before an exam.

11.3. We should pride ourselves in being “user friendly.” Before or after an applicant has completed the registration phase, introduce yourself and engage him or her in light conversation. Ask about their amateur radio experience, why they want to become a ham, how long have they been licensed, etc. Talking to someone else is a great way for the applicant to reduce the amount of stress he/she may be experiencing.

11.4. Everything each of us does during an exam session reflects upon all of us. Each Laurel VEC certified VE must perform their duties in a dedicated, courteous and professional manner throughout the exam session.
11.5. Each VE must perform their duties fairly, honestly, and accurately without favor or prejudice. Nothing we do individually or collectively should give the perception that we are doing otherwise.

11.6. This document will be reviewed and updated on an annual basis or at the direction of the Chairman of the Laurel VEC. When there are changes to the FCC rules and regulations or other factors that necessitate updates to this document, the Chairman of the Laurel VEC will provide interim guidance regarding changes to Laurel VEC policies, procedures and instructions. The interim guidance will be incorporated into this document during the next annual review or as directed by the Chairman of the Laurel VEC.

11.7. Only the Chairman of the Laurel VEC may grant waivers or exceptions to the policies, procedures and instructions contained herein.
### Appendix 1

#### Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administering VEs</td>
<td>The Volunteer Examiners (VEs) who administer amateur radio license exams. The administering VEs perform the various tasks associated with conducting an exam session including registration, administering exams, grading exams and certifying that the applicant or examinee is qualified for a license grant.</td>
</tr>
<tr>
<td>Applicant</td>
<td>A person who shows up at an exam session to take an exam and/or submit credit for element credit resulting in an upgrade of an existing license, or request one or more administrative actions. Interchangeable with “candidate” and “examinee”.</td>
</tr>
<tr>
<td>Candidate</td>
<td>A person who shows up to take an exam or submit administrative actions related to amateur radio licensing. Interchangeable with “applicant.” Sometimes “examinee” is used.</td>
</tr>
<tr>
<td>Certifying VEs</td>
<td>Three VEs, who by their signatures on the NCVEC Form 605 and the CSCE, certify that an applicant has passed an examination element and/or if otherwise appropriate, has qualified for the license grant indicated on the NCVEC Form 605 and the CSCE.</td>
</tr>
<tr>
<td>Control Number</td>
<td>An optional unique, one-up serial number assigned to each applicant. Also known as a “Folder Number”. The control/folder number is a management tool for tracking an applicant’s paperwork to ensure it does not get misplaced.</td>
</tr>
<tr>
<td>CSCE</td>
<td>Certificate of Successful Completion of Examination. Each examinee who passes an exam element will receive a CSCE signed by the applicant/candidate and three certifying VEs. The CSCE indicates the element(s) passed and the new class of license if appropriate. Pen and ink changes to a CSCE are not acceptable. No Laurel VEC VE team will produce or accept a CSCE with such changes. A CSCE is valid for 365 days from the date of issue for the purpose of upgrading an existing license. <strong>Note:</strong> See Laurel VEC Supplemental Policy to §97.505 Element Credit, Appendix 3, pages 12-14 for specific guidance.</td>
</tr>
<tr>
<td>Examination Certification</td>
<td>A task performed by three VEs who certify that the examinee is qualified for the license grant and that the VEs have complied with the administering VE requirements.</td>
</tr>
<tr>
<td>Exam Generator</td>
<td>A software program used by Laurel VEC VE Teams to create and print exams, grading templates and answer keys.</td>
</tr>
<tr>
<td><strong>Examination Grading</strong></td>
<td>A task performed by three administering VEs. These VEs may or may not be the same VEs who monitor the examinees during the examination.</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Examinee</strong></td>
<td>An applicant/candidate who takes one or more exams and might concurrently provide proof of credit for one or more exam elements.</td>
</tr>
<tr>
<td><strong>FCC</strong></td>
<td>Federal Communications Commission.</td>
</tr>
<tr>
<td><strong>FRN</strong></td>
<td>Federal Communications Commission (FCC) Registration Number (FRN). The FRN must be used in lieu of a Social Security Number (SSN) for all licensed applicants or it will not be processed by the FCC. The application will be flagged with error code “8010”: “8010 FRN and callsign[sic] are required for a Modification or Renew[sic] Modification”. Alien applicants who do not have a TIN/SSN must acquire an FRN before their application can be submitted to the FCC.</td>
</tr>
<tr>
<td><strong>NCVEC</strong></td>
<td>The National Conference of Volunteer Examiner Coordinators (NCVEC) is a not-for-profit voluntary association, with membership comprised of the various Federal Communications Commission (FCC) certified Volunteer Examiner Coordinators (VECs).</td>
</tr>
</tbody>
</table>
| **NCVEC Form 605**     | The application form used to collect information about an applicant, candidate or examinee.  
  - The application is signed by the applicant/candidate and three certifying VEs and is forwarded to the VEC by the VE Team Leader.  
  - **Not to be confused with FCC Form 605.** |
| **Paperwork Upgrade**  | This is an upgrade of an existing license which does not require the applicant to pass an exam. There are two fairly common scenarios that would result in a “paperwork” upgrade:  
  a. A licensed applicant shows up with an unexpired CSCE indicating he/she passed an element exam but did not earn an upgrade.  
  b. A licensed applicant shows up with an FCC or VEC approved exam element credit from a previously expired license.  
  In both scenarios, the applicant would complete and sign a NCVEC Form 605, the Certifying VEs would verify the claim for element credit and would mark and sign the NCVEC Form 605 and a CSCE indicating the new license class the applicant had earned. |
| **Question Set**        | The compilation of questions that make up an amateur radio license exam. |
| Region Coordinator or Regional Coordinator | A Laurel VEC accredited VE appointed by the VEC Chairman to represent the VEC within a VEC Region. The Regional Coordinators work with the VE Teams assigned to them to provide guidance, assistance and to upload the exam session result to the FCC. A list of current Regional Coordinators and their contact information can be found on the Laurel VEC website: https://www.laurelvec.com/?pg=contact |
| Registration | A series of required tasks performed by the examinee and the participating VEs prior to the start of an exam session. |
| Session Manager | The VE in charge of the exam session. Also referred to as the Team Leader. |
| “SessionManager” | A software application used to prepare exam session information and results for uploading to the FCC data base. This application replaces the earlier “Exam Session Manager” application. |
| Support Personnel | Unlicensed persons and licensed hams who are not eligible to be a VE (Under the age of 18, Novice and Technician licensees) or who are eligible but not yet certified (General, Advanced or Amateur Extra) but help with the exam session in a very limited and closely supervised role. |
| Team Leader | The VE in charge of the VE Team. This person volunteers to be the Team Leader and is appointed to the position by a sponsoring organization (i.e. radio club). The VE Team Leader serves as the interface for the VE Team with the sponsoring club and the VEC. Interchangeable with “Session Manager” as used in Part 97. |
| VE Manager | An on-line application used by Laurel VEC VE Teams to nominate licensees to be Volunteer Examiners and to manage the list of VEs associated with their respective team. |
| Volunteer Examiner (VE) | Amateur radio operator who volunteer their time and talent and is certified by a Volunteer Examiner Coordinator (VEC) to prepare and administer amateur radio operator license examinations. |
| Volunteer Examiner Coordinator (VEC) | Volunteer Examiner Coordinator – An organization that exists for the purpose of furthering the amateur service; is capable of serving as a VEC in at least the VEC region proposed; and has entered into a written agreement with the FCC to coordinate examinations for any class of amateur operator license. There are currently 14 VECs. |
Appendix 2

References

The following documents, of most recent date of issue, are applicable to policies, procedures and instructions of the Laurel VEC. Except where specifically noted herein, when conflict exists between this document and one or more of the following documents, the provisions of the following documents take priority. In other words, nothing contained in the policies, procedures and instructions of the Laurel VEC shall diminish the authority of the documents listed below.

Except as noted in the documents below, the policies, procedures and instructions of the Laurel VEC are unique to the Laurel VEC. Only by coincidence may any or all other VECs have policies, procedures and instructions that are similar or the same.

Similarly, the policies of other VECs (e.g., ARRL, W5YI, etc.) are unique to them and do not apply to the Laurel VEC except as noted in the documents below.


2. Code of Federal Regulations - Title 47 Telecommunications

   Part 0 Commission Organization;

   Part 1 Practice and procedure;

   Part 2 Frequency allocations and radio treaty matters; general rules and regulations;

   Part 17 Construction, marking and lighting of antenna structures;

   Part 97 Amateur radio service;

   Part 214 Procedures for the Use and Coordination of the Radio Spectrum During a Wartime Emergency.

3. FCC-issued Public Notices applicable to the Amateur Radio Services and to the VEC system.
Appendix 3

VEC Supplemental Policies, Procedures and Instructions to CFR Title 47, Part 97, Subpart F - Qualifying Examination Systems

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 regarding activities related to the amateur radio licensing system.

b. This appendix contains the text of Part 97, Subpart F - Qualifying Examination Systems, Paragraphs §97.501 - §97.527.

c. The supplemental policies, procedures and instructions of the Laurel VEC are identified with a red border and do not diminish or supersede the authority of CFR Title 47, Part 97, Subpart F – hereinafter referred to as “Part 97”.

d. 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.

e. 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.

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

(1) Suspension or dis-accreditation of the VE Team as determined by the Chairman of the Laurel VEC
(2) Suspension or dis-accreditation of individual VEs 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

g. 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.

h. 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.
§97.501 Qualifying for an amateur operator license.

Each applicant must pass an examination for a new amateur operator license grant and for each change in operator class. Each applicant for the class of operator license grant specified below must pass, or otherwise receive examination credit for, the following examination elements:

(a) Amateur Extra Class operator: Elements 2, 3, and 4;
(b) General Class operator: Elements 2 and 3;
(c) Technician Class operator: Element 2.

Laurel VEC Supplemental Policy to §97.501 Qualifying for an amateur operator license

1. Applicants may take any exam in any order, at their discretion.
2. Applicants do not have to pass one exam before starting another.
3. Applicants may take a break between exams.
4. Applicants may request a large print exam without proof of visual impairment.
5. Applicants may request to have their exam read to them. See Appendix 4 - Policies, Procedures, and Instructions for further guidance.
6. If any applicant leaves the examination area for any reason (e.g. bathroom break, smoke break, etc.) before completing their exam, the applicant’s exam will be immediately graded and the applicant will be informed of the result.
7. If an applicant fails an exam, teams are not required to offer a retest to the applicant.
8. The decision to offer retests is left up to the teams. When deciding whether or not to offer retests, teams may consider factors such as the length of time the exam facility is available for administering exams, the number of applicants and the number of available VEs, etc.,
9. Teams may set a “standard” for retesting (e.g., Applicants may only miss 10-12 questions on the Element 2 and Element 3 exams and only 14-17 questions on the Element 4 exam; number of attempts to pass an exam element, etc.)

§97.503 Element standards.

A written examination must be such as to prove that the examinee possesses the operational and technical qualifications required to perform properly the duties of an amateur service licensee. Each written examination must be comprised of a question set as follows:
(a) Element 2: 35 questions concerning the privileges of a Technician Class operator license. The minimum passing score is 26 questions answered correctly.

(b) Element 3: 35 questions concerning the privileges of a General Class operator license. The minimum passing score is 26 questions answered correctly.

(c) Element 4: 50 questions concerning the privileges of an Amateur Extra Class operator license. The minimum passing score is 37 questions answered correctly.

§97.505 Element credit.

(a) The administering VEs must give credit as specified below to an examinee holding any of the following license grants:

<table>
<thead>
<tr>
<th>Operator class</th>
<th>Unexpired (or within the renewal grace period)</th>
<th>Expired and beyond the renewal grace period</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Amateur Extra</td>
<td>Not applicable</td>
<td>Elements 3 and 4.</td>
</tr>
<tr>
<td>(2) Advanced; General; or Technician granted before March 21, 1987</td>
<td>Elements 2 and 3</td>
<td>Element 3.</td>
</tr>
<tr>
<td>(3) Technician Plus; or Technician granted on or after March 21, 1987</td>
<td>Element 2</td>
<td>No credit.</td>
</tr>
</tbody>
</table>

(b) The administering VEs must give credit to an examinee holding a CSCE for each element the CSCE indicates the examinee passed within the previous 365 days.

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**Laurel VEC Supplemental Policy to §97.505 Element Credit**

1. An applicant must already be licensed or pass the Element 2 exam to receive the “grandfathered” Element credit(s) listed in §97.505 (a), above.

2. Teams may use any of the following documents as proof that an applicant is authorized to receive credit for an exam element:
   a. An original expired or photocopy of an expired license.
   b. A letter from the FCC indicating the applicant had previously been granted a specific class of license and the date of the license grant (e.g., a specific date or a statement that includes “…prior to 21 March 1987”).
   c. A CSCE that indicates the applicant passed one or more exam elements within the previous 365 days. An expired CSCE is not acceptable proof for any Element credit.
   d. A CSCE with “pen and ink” changes may not be accepted as acceptable proof for any Element credit. Laurel VEC teams may not issue a CSCE with “pen and Ink” changes.
e. A printed reference copy of an expired and cancelled license from the FCC’s ULS website that indicates the applicant was previously granted a General, Advanced or Amateur Extra class license.

f. A screen print from the 1993 QRZ Database (www.qrz.com/db1993/). This database only contains calls granted between 1983 and 1993. The output looks like this:

![1993 Callbook Data for N7ELD](image)

<table>
<thead>
<tr>
<th>Callsign: N7ELD</th>
<th>Class: General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Thomas B Roisum</td>
<td></td>
</tr>
<tr>
<td>Effective: 14 Jul 1987</td>
<td></td>
</tr>
<tr>
<td>Expires: 14 Jul 1997</td>
<td></td>
</tr>
<tr>
<td>Address: 10165 E Arizona</td>
<td></td>
</tr>
<tr>
<td>City/State: Tucson AZ</td>
<td>85748</td>
</tr>
<tr>
<td>Previous: KA7JK</td>
<td>Class: Novice</td>
</tr>
</tbody>
</table>


g. A copy of the cover and applicable page from a Call Sign book showing the date of publication, the applicants name, call sign, and class of license. Additionally, teams may accept 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

h. Teams may verify an applicant’s current license (e.g., Call sign, expiration date, license class, etc.) by accessing the FCC’s ULS website or using the Session Manager software during the Registration process of the exam session.

i. **No other form of documentation is acceptable unless specifically approved by the VEC Chairman.**

3. Should an applicant attend a Laurel VEC coordinated exam session and provide a CSCE from another VEC’s coordinated exam session or another Laurel VEC coordinated session, Laurel VEC affiliated teams will do the following:

   a. Teams will process the applicant's application, retain a copy of the other VEC’s or Laurel VEC’s CSCE from another VE Team and permit him/her to take one or more exam elements as requested.

   b. 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.

   c. The Team Leader will explain to the applicant that…

   (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.
(2) The applicant may immediately use their new privileges.

(3) Once the previous application is accepted by the FCC, the applicant’s current exam result will be uploaded to the FCC data base.

d. Team Leaders do one of the following actions on the application.

(1) If using the SessionManager software, prepare a separate session results file for each successful applicant with a previous application pending uploading to the FCC, and forward the file via e-mail to the applicable 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.

(2) If not using the SessionManager software, 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. Send an e-mail to the 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.

4. Upon receipt of the SessionManager generated file(s) that should not be uploaded or the session package with applications that should not be uploaded…

a. The Regional Coordinator will

(1) Set aside the “on hold” SessionManager generated files so they cannot be accidently uploaded or

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

b. The Regional Coordinators will 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.

c. If the Regional Coordinator sees 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.

d. 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/she 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.

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

5. Once the delayed application has been processed it will be forwarded to Laurel VEC separately or with the rest of the applicable session package as appropriate.

§97.507 Preparing an examination.

(a) Each written question set administered to an examinee must be prepared by a VE holding an Amateur Extra Class operator license. A written question set may also be prepared for the following elements by a VE holding an operator license of the class indicated:

(1) Element 3: Advanced Class operator.

(2) Element 2: Advanced or General class operators.

(b) Each question set administered to an examinee must utilize questions taken from the applicable question pool.

(3) Each written question set administered to an examinee for an amateur operator license must be prepared, or obtained from a supplier, by the administering VEs according to instructions from the coordinating VEC.

Laurel VEC Supplemental Policy to §97.507 Preparing an examination

1. Team Leaders will use the Laurel VEC on-line tool called “Exam Generator” to create license exams. This tool allows Teams to create multiple versions of each class of exam in a normal sized font and in a much larger font. Exams can be created in a pdf format or in a text format.

2. When a Team Leader generates exams using Laurel VEC software (e.g., Exam Generator) and the most recent question pool data files issued by Laurel VEC, the requirements of this Section will be met.

3. Team Leaders who choose to manually create exams must do so within the guidance provided below.

   a. Each exam administered to an examinee must use questions taken from the applicable question pool maintained by the VECs.

   b. Each exam must be prepared by the Team Leader or a designated and qualified Team member according to the following instructions.

      (1) The questions for each class of license exam must be selected by Team members holding an operator license of the class indicated:

         (a) Element 2 exam – Amateur Extra, Advanced or General Class operator;
         (b) Element 3 exam – Amateur Extra or Advanced Class operator;
         (c) Element 4 exam – Amateur Extra

      (2) For each exam, one question must be selected from each “subordinate group”
in the applicable question pool, unless otherwise directed by the VEC Chairman.
(a) There are usually up to ten sub-elements in each question pool (i.e., T1-T0, G1-G0 and E1-E0).
(b) Each sub-element typically has 1-8 subordinate groups, depending on the
    pool, which are indicated by a letter (e.g., T1A-T1F, etc.; G6A-G6B: E0A, etc.)
(c) Each subordinate group has a minimum of 10 questions.
(d) The Technician and General class question pools each have a total of 35
    subordinate groups within 10 sub-elements. One question from each
    subordinate group results in a 35-question exam.
(e) The Amateur Extra class question pool has 50 subordinate groups within
    10 sub-elements. One question from each subordinate group results in a 50-
    question exam.

(3) The Team may select, or decline to select, any specific pool question.

(4) No VE Team may alter the wording of any question in any VEC approved
    question pool or any answers approved and provided by the LARC VEC except as
    follows: Users of question pool documents are free to correct minor typographical
    or punctuation errors, including obvious minor omissions of same. Such
    corrections must not cause a change in the meaning of a question or any of the
    proposed answers to the questions.

(5) All exams will consist of a specified number of questions and each question
    will have four possible answers (i.e. A correct answer and three distractors)
    whether the exam is created manually or by Laurel VEC provided software except
    as noted below.

(6) Teams are permitted to create “fill in the blank” exams in order to
    accommodate an applicant with a disability. They must use questions from the
    question pool but instead of providing four choices let the applicant write in the
    correct answer.

(7) Teams must create answer keys for exams they create manually. The position
    of the distractors and correct answer may be manipulated to allow the correct
    answers to match an existing answer key.

4. Teams may not create exams to meet the specifications of a person who is conducting a licensing class.

§97.509 Administering VE requirements.
(a) Each examination for an amateur operator license must be administered by a team of at
    least 3 VEs at an examination session coordinated by a VEC. The number of examinees at the
    session may be limited.
Laurel VEC Supplemental Policy to §97.509 (a)
Administering VE requirements

Teams may limit the number of applicants who may participate in an exam session due to the size of the facility, time constraints on use of the facility, availability of VEs, or any combination thereof. In cases where the team chooses to limit the number of applicants, pre-registration must be a requirement.

(b) Each administering VE must:

1. Be accredited by the coordinating VEC;
2. Be at least 18 years of age;
3. Be a person who holds an amateur operator license of the class specified below:
   i. Amateur Extra, Advanced or General Class to administer a Technician Class operator license examination;
   ii. Amateur Extra or Advanced Class to administer a General Class operator license examination;
   iii. Amateur Extra Class to administer an Amateur Extra Class operator license examination.
4. Not be a person whose grant of an amateur station license or amateur operator license has ever been revoked or suspended.

(c) Each administering VE must observe the examinee throughout the entire examination. The administering VEs are responsible for the proper conduct and necessary supervision of each examination. The administering VEs must immediately terminate the examination upon failure of the examinee to comply with their instructions.

Laurel VEC Supplemental Policy to §97.509 (c)
Administering VE requirements

1. The Laurel VEC does not permit remote monitoring of an exam session. Therefore, the administering VEs must be present in the room where and while applicants are taking exams and they must observe them at all times while they are taking exams.

2. The administering VEs may not read books, magazines, newspapers, use electronic devices such as a cell phone, tablet or any other device. The administering VEs may not engage in conversation with anyone including applicants or other VEs unless it is in the performance of their duties.

(d) No VE may administer an examination to his or her spouse, children, grandchildren, stepchildren, parents, grandparents, stepparents, brothers, sisters, stepbrothers, stepsisters, aunts, uncles, nieces, nephews, and in-laws.
Laurel VEC Supplemental Policy to §97.509 (d)
Administering VE requirements

1. To avoid the appearance of any conflict of interest, favoritism because of relationship, companionship, inappropriate behavior, etc., any VE accredited by the Laurel VEC may not participate in any capacity during an exam session coordinated by the Laurel VEC in which any family member listed above or anyone who lives in the same household as the VE, is taking an amateur radio license exam.

2. It is permissible for the VE to attend the session but he/she may not participate.

3. It is permissible for a person who teaches a licensing class to serve as a VE for students who attended the class.

4. The Team Leader may not use SessionManager software to prepare session files containing applications for any person described in §97.509 (d) or for any person who lives in the same household as the Team Leader.

(e) No VE may administer or certify any examination by fraudulent means or for monetary or other consideration including reimbursement in any amount in excess of that permitted. Violation of this provision may result in the revocation of the grant of the VE’s amateur station license and the suspension of the grant of the VE’s amateur operator license.

(f) No examination that has been compromised shall be administered to any examinee.

Laurel VEC Supplemental Policy to §97.509 (f)
Administering VE requirements

1. No exam that has been compromised or thought to have been compromised may be administered to any applicant/examinee. These exams must be physically destroyed and removed from computer storage devices.

2. The same question set (i.e., exam) may not be re-administered to the same examinee who fails the exam during the exam session or during a subsequent exam session conducted by the same VE Team the same day.

(g) [Reserved]

(h) Upon completion of each examination element, the administering VEs must immediately grade the examinee’s answers. For examinations administered remotely, the administering VEs must grade the examinee’s answers at the earliest practical opportunity. The administering VEs are responsible for determining the correctness of the examinee’s answers.
Laurel VEC Supplemental Policy to §97.509 (h)
Administering VE requirements

The Laurel VEC does not permit remote monitoring of an exam session.

(i) When the examinee is credited for all examination elements required for the operator license sought, 3 VEs must certify that the examinee is qualified for the license grant and that the VEs have complied with these administering VE requirements. The certifying VEs are jointly and individually accountable for the proper administration of each examination element reported. The certifying VEs may delegate to other qualified VEs their authority, but not their accountability, to administer individual elements of an examination.

(j) When the examinee does not score a passing grade on an examination element, the administering VEs must return the application document to the examinee and inform the examinee of the grade.

(k) The administering VEs must accommodate an examinee whose physical disabilities require a special examination procedure. The administering VEs may require a physician’s certification indicating the nature of the disability before determining which, if any, special procedures must be used.

(l) The administering VEs must issue a CSCE to an examinee who scores a passing grade on an examination element.

(m) After the administration of a successful examination for an amateur operator license, the administering VEs must submit the application document to the coordinating VEC according to the coordinating VEC’s instructions.

1. Within seven days following an exam session the Team Leader will forward the exam session paperwork to the applicable Regional Coordinator.

2. Once a month, Regional Coordinators will forward all accumulated session packages received at that point to the VEC Chairman.

§97.511 Examinee conduct.

Each examinee must comply with the instructions given by the administering VEs.

1. Unless the applicant demonstrates to the VE Team that the device is turned off and is not visible to the applicant during the exam, applicants may not have in their possession any electronic devices while taking an exam. If an applicant brings a
personal calculator it must be checked and approved by a member of the VE Team.

2. Prohibited items include but are not limited to the following:
   - Cell phones
   - Tablets
   - Smart Watches
   - Google Glass
   - Earbuds

3. The Team Leader must immediately terminate the examination upon failure of the examinee to comply with the instructions of the team or individual VE. The applicant's exam will not be graded and their paperwork (e.g., copy of license, element credit, etc.) will be returned to them without further action.

§97.513 VE session manager requirements.

(a) A VE session manager may be selected by the VE team for each examination session. The VE session manager must be accredited as a VE by the same VEC that coordinates the examination session. The VE session manager may serve concurrently as an administering VE.

(b) The VE session manager may carry on liaison functions between the VE team and the coordinating VEC.

(3) The VE session manager may organize activities at an examination session.

Laurel VEC Supplemental Policy to §97.513 VE session manager requirements

1. Team Leaders (e.g., VE session manager as described in Part 97) are Laurel VEC-accredited VEs who are appointed or elected by the organization that sponsors the Team and who hold an Amateur Extra Class license.

2. The Team Leader conducts all transactions between the Team and the LARC-VEC Chairman, Regional Coordinator or alternate.

3. Team Leader responsibilities are described in Appendix 5.

§§97.515-97.517 [Reserved]

§97.519 Coordinating examination sessions.

(a) A VEC must coordinate the efforts of VEs in preparing and administering examinations.

(b) At the completion of each examination session, the coordinating VEC must collect applicant information and test results from the administering VEs. The coordinating VEC must:

   (1) Screen collected information;
(2) Resolve all discrepancies and verify that the VEs’ certifications are properly completed; and

(3) For qualified examinees, forward electronically all required data to the FCC. All data forwarded must be retained for at least 15 months and must be made available to the FCC upon request.

(c) Each VEC must make any examination records available to the FCC, upon request

(d) The FCC may:

(1) Administer any examination element itself;

(2) Re-administer any examination element previously administered by VEs, either itself or under the supervision of a VEC or VEs designated by the FCC; or

(3) Cancel the operator/primary station license of any licensee who fails to appear for re-administration of an exam when directed by the FCC, or who does not successfully complete any required element that is re-administered. In an instance of such cancellation, the person will be granted an operator/primary station license consistent with completed examination elements that have not been invalidated by not appearing for, or by failing, the examination upon re-administration.

§97.521 VEC qualifications.

No organization may serve as a VEC unless it has entered into a written agreement with the FCC. The VEC must abide by the terms of the agreement. In order to be eligible to be a VEC, the entity must:

(a) Be an organization that exists for the purpose of furthering the amateur service;

(b) Be capable of serving as a VEC in at least the VEC region (see appendix 2) proposed;

(c) Agree to coordinate examinations for any class of amateur operator license;

(d) Agree to assure that, for any examination, every examinee qualified under these rules is registered without regard to race, sex, religion, national origin or membership (or lack thereof) in any amateur service organization;

Laurel VEC Supplemental Policy to §97.521
VEC Qualifications

1. All Laurel VEC- affiliated teams of VEs will ensure that every examinee qualified for any examination under the rules and regulations of the FCC is registered for examination without regard to race, gender, sexual orientation, age, religion, national origin or membership (or lack thereof) in any amateur service organization (e.g. amateur radio club, etc.).

2. Failure to comply with this supplemental policy may result in any of the following
actions:

a. Team decertification
b. Team Leader disaccredited as a VE
c. Team members disaccredited as a VE
d. Referral to the FCC for further action as deemed appropriate

§97.523 Question pools.

All VECs must cooperate in maintaining one question pool for each written examination element. Each question pool must contain at least 10 times the number of questions required for a single examination. Each question pool must be published and made available to the public prior to its use for making a question set. Each question on each VEC question pool must be prepared by a VE holding the required FCC-issued operator license. See §97.507(a) of this part.

Laurel VEC Supplemental Policy to §97.523 Question pools

1. When the Question Pool Committee (QPC) of the National Conference of Volunteer Examiner Coordinators announces that a new question pool is being developed, all Laurel VEC-accredited VEs are encouraged to write and submit questions for inclusion in the question pools. VEs have the option to correspond directly with the QPC by e-mail qpcinput@ncvec.org or through the Laurel VEC.

2. The Laurel VEC Chairman will review and consolidate all recommended changes received and will submit them to the Chair of the QPC.

3. Each VE submitting changes must hold an amateur operator license grant of the following Class for the applicable exam element:

   a. For Element 2 questions the VE must hold an Amateur Extra Class, Advanced Class, or General Class license;

   b. For Element 3 questions the VE must hold an Amateur Extra Class or Advanced Class license;

   c. For Element 4 questions the VE must hold an Amateur Extra Class license.

4. Each team is encouraged to evaluate frequently the clarity, accuracy and relevancy of the question pools and to provide recommended changes to the VEC Chairman unless otherwise directed.

§97.525 Accrediting VEs.

(a) No VEC may accredit a person as a VE if:
(1) The person does not meet minimum VE statutory qualifications or minimum qualifications as prescribed by this part;

(2) The FCC does not accept the voluntary and uncompensated services of the person;

(3) The VEC determines that the person is not competent to perform the VE functions; or

(4) The VEC determines that questions of the person’s integrity or honesty could compromise the examinations.

(b) Each VEC must seek a broad representation of amateur operators to be VEs. No VEC may discriminate in accrediting VEs on the basis of race, sex, religion or national origin; nor on the basis of membership (or lack thereof) in an amateur service organization; nor on the basis of the person accepting or declining to accept reimbursement.

Laurel VEC Supplemental Policy to §97.525
Accrediting VEs

1. The Laurel VEC seeks a broad representation of amateur operators to be VEs. The Laurel VEC, however, accredits only the minimum number of VEs it finds necessary to effectively accomplish its mission.

2. No VE may be encumbered by any conflict of interest or appearance of conflict of interest, with their other activities while preparing and administering examinations coordinated by the Laurel VEC.

3. Each VE accredited by the Laurel VEC must be:
   
   a. At least 18 years of age; and
   
   b. A person who holds an FCC-issued Amateur Extra, Advanced or General Class operator license grant.

4. The Laurel VEC will not accredit as a VE any person whose grant of an FCC amateur station license or amateur operator license has ever been revoked or suspended.

5. The Laurel VEC will not accredit a prospective VE whose VE accreditation has been revoked by another VEC.

6. The Chairman of the Laurel VEC is the final approving authority for accrediting VEs who wish to work with a Laurel VEC team. Upon approval, the Laurel VEC will issue a certificate to the newly accredited VE and that certificate will be e-mailed to the appropriate Team Leader for distribution.

7. The Laurel VEC will not accept the services of convicted felons. There are too many State and local laws that cover the subject of convicted felons which makes it impossible to develop a national policy. Team Leaders will follow local laws when accepting the volunteer services of people convicted of any other offense.

8. Team Leaders recruit members for their team as needed and nominate those qualified
licensees using the VE Manager application.

9. Team Leaders may not discriminate in recruiting VEs on the basis of:

   a. Race, gender, sexual orientation, age, religion or national origin;

   b. Membership (or lack thereof) in an amateur service organization (e.g., Amateur Radio Club);

   c. Part 97 prohibits discrimination based on the person accepting or declining to accept reimbursement. However, since the Laurel VEC does not charge fees for administering exams, this prohibition is moot.

10. It is up to the Team Leaders to determine whether to accept the services of any ham who wants to volunteer their assistance.

    If a Team Leader does not want to accept someone’s services, they do not have to accept them. The Team Leader does not have to tell the applicant why their services are not accepted. In fact, it is probably best not to provide any explanation other than to tell the prospective volunteer that their services are not required.

11. The Laurel VEC does not use and therefore does not accept paper VE applications to become a VE. Any paper VE applications will be destroyed upon receipt.

12. Team Leaders must use the Laurel VEC VE Manager application to nominate a qualified licensee to become an accredited Laurel VEC Volunteer examiner. The Team Leader is required to verify the applicant’s qualification to be a VE before nominating the individual.

   a. The nominee must be at least 18 years of age per FCC rules.
   b. Must have a General, Advanced or Amateur Extra class license per FCC rules.
   c. May not have had an amateur radio license suspended or revoked per FCC rules.
   d. May not have been dis-accredited as a VE by any VEC for any reason.
   e. May not have been convicted of a felony.

    Note: Team Leaders are not expected to conduct extensive research related to the last three qualifications. Team Leaders will accept at face value the response to any questions related to those qualifications.

13. Team Leaders may use the Laurel VEC VE Manager application to verify that a licensee is already accredited by the Laurel VEC and can add accredited VEs to their team.

14. Team Leaders may use the services of a prospective VE pending formal accreditation or denial. A prospective VE should not be used to sign the NCVEC Form 605 or the CSCE until accredited by the VEC Chairman.
§97.527  Reimbursement for expenses.

VEs and VECs may be reimbursed by examinees for out-of-pocket expenses incurred in preparing, processing, administering, or coordinating an examination for an amateur operator license.

Laurel VEC Supplemental Policy to §97.527
Reimbursement for expenses

1. Since its inception in 1984, the Laurel VEC, has never charged a fee for its services. That policy continues today. All Laurel VEC sponsored exam sessions and related services (e.g., administrative updates, etc.) will be conducted free of charge.

   a. The operating expenses of each VE Team affiliated with the Laurel VEC are normally funded by a sponsoring organization (e.g., A Radio Club). In a few instances, the members of the VE Team share the operating expenses among themselves.

   b. Laurel VEC accredited VEs may not, under any circumstance, solicit or accept donations of any kind (monetary or non-monetary) from applicants for their services as a VE or as a team.

   c. If a Laurel VEC coordinated examination session is held in conjunction with a Hamfest, convention, or gathering, an examinee must not be required to pay an entrance fee to gain access to the area where the examination session is held. Laurel VE-affiliated VE Teams may not administer exams at any event that requires the applicant to pay a fee to gain access to the area where the exam session is held. If the facility or event hosting an event requires attendees to pay for parking, that is OK.

   e. If an applicant desires to make a donation, VEs should advise the applicant to make the donation to the sponsoring organization (e.g., amateur radio club).

      (1) In such a situation, the VEs may accept the donation on behalf of the sponsoring organization and will deliver the donation to the sponsoring organization as soon as possible following the exam session.

      (2) If there is no sponsoring organization, the VEs may not accept a donation of any kind.
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>Which VEs can administer an exam?</th>
<th>Element 2 Exams</th>
<th>Element 3 Exams</th>
<th>Element 4 Exams</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>

7.16. 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></td>
<td>General, Advanced, and Amateur Extra</td>
<td>Advanced and Amateur Extra</td>
<td>Amateur Extra</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:
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.

7.19.2. 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
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>
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</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. Updated 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. Updated 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).

10.1.1.3.4. 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.
Appendix 5

Team Leader Responsibilities

1. Laurel VEC VE Team Leaders are the principal interface between the VE Team, the applicable Regional Coordinator, the VEC and the FCC (if required). The Team Leader may also perform any of the roles of the participating VEs.

2. Each Laurel VEC VE Team Leader or acting Team Leader is responsible for and required to perform certain tasks including but not limited to the following:

   2.1. Coordinating all scheduled exam sessions with the VEC.

   2.2. Creating, maintaining, and training a team of Volunteer Examiners.

   2.3. Developing a workflow process that ensures the following:

      2.3.1. Exam sessions are conducted in compliance with the FCC’s rules and the policies, procedures and instructions of the Laurel VEC, and instructions from Regional Coordinators.

      2.3.2. All paperwork is 100% accurate and complete.

      2.3.3. All processes and procedures are completed in a timely manner but never at the expense of compliance, accuracy, or completeness.

   2.4. Advertising the team’s exam sessions.

   2.5. Maintaining up-to-date Team information on the VEC website, including but not limited to:

      2.5.1. Contact information

      2.5.2. Exam registration requirements

      2.5.3. Exam location(s)

      2.5.4. The team’s exam schedule.

   2.6. Coordinating with the applicable Regional Coordinator or VEC Chairman, as appropriate, to address and resolve any known or suspected problems with the policies, procedures and instructions of the Laurel VEC.

   2.7. Coordinating with the leadership of the sponsoring organization (typically an amateur radio club) as required or directed.

   2.8. Ensuring sufficient VEs are available for scheduled exam sessions. This includes contacting members of the VE team directly or through a second person to check availability and ability to participate.
2.9. Coordinating with applicants who pre-register for the exam session. This includes answering questions, providing recommended courses of action for preparing for the exam session, providing directions, etc.

2.10. Using VEC-provided applications to do the following (See Appendix 6 for further information):

2.10.1. Exam Generator - Create exams, answer keys and grading templates.

2.10.2. VE Manager - Nominate and manage VEs on their team; create and maintain a roster of VEs, provide newly accredited VEs with their VE accreditation.

2.10.3. SessionManager – If authorized to use this application, create a digital version of exam sessions including the results of the exam session.

2.11. Creating, preparing, providing and maintaining a supply of forms and other materials as appropriate for each exam session. Teams are not required to provide any of the following but may choose to do so: Calculators, scratch paper, pens, pencils, etc.

2.12. Submitting receipts for expenses related to VE Testing to include expendable supplies, reproduction of forms, postage, etc. to the sponsoring club for reimbursement.

2.13. Ensuring that the examination facility is available and ready.


2.15. Assigning individual VEs specific duties during an exam sessions, provide instructions to the VE team members as required, and answering their questions as appropriate.

2.15.1. Registration

2.15.2. Exam administration

2.15.3. Grading

2.15.4. Documentation preparation (NCVEC Form 605 and CSCE) as appropriate.

2.15.5. Exam certification (Signing of NCVEC Form 605 and CSCE)

2.16. Giving pre-exam instructions to the applicants and answering questions from the applicants.

2.17. Coordinating and monitoring the workflow process and the performance of the VEs during the exam session and make corrections and adjustments if necessary.

2.18. Making decisions regarding procedures; resolving conflicting guidance or instruction; and is the decision maker on any violations (intentional or otherwise) of examination rules or protocols. Appeals of any decisions by the VE Team Leader may be submitted to the appropriate Regional Coordinator or the VEC Chairman for resolution.
2.19. Notifying applicants as soon as possible and feasible when they pass or fail an exam, as appropriate.

2.20. Reviewing all exam session-related paperwork and each applicant’s paperwork (NCVEC Form 605 and CSCE) for accuracy, legibility, and completeness before awarding each applicant their CSCE when appropriate.

2.21. Recruiting and nominating qualified prospective VEs.

2.22. Coordinating the effort to clean and restore the test facility to the condition it was in (or better) prior to testing.

2.23. Collecting and ensuring each applicants’ paperwork is accounted for and secured and that all test materials are accounted for and secured at the end of the exam session.

2.24. Ensuring the test facility is secured upon departure or notifies other people using the facility that the VE Team is departing.

2.25. Preparing exam session paperwork as required and appropriate.

2.26. Reviewing, organizing and collating exam session paperwork following the exam session.

2.27. Forwarding all the exam session paperwork to the appropriate Regional Coordinator or the VEC Chairman if applicable, within seven (7) days of the session.

2.28. Reviewing and evaluating VE Team performance during the exam session; providing feedback and taking corrective action as appropriate.

2.29. Providing information to the Laurel VEC and/or Regional Coordinator as required, requested, or when appropriate.

2.30. Submitting reports to the sponsoring organization (e.g., usually a radio club) describing the test session, results and the names of the participating VEs as required.

2.31. Submitting receipts for expenses related to VE program (expendable supplies, reproduction of forms, postage, etc.) to the sponsoring club for re-imbursement.

2.32. Providing up-to-date contact information to include but not limited to e-mail address and phone number(s) to their Regional Coordinators and the Chairman of the Laurel VEC. Notification of any changes to any contact information will be made not later than three (3) days following the change.

2.33. Notifying the Laurel VEC, the applicable Regional Coordinator and the Laurel VEC Webmaster within three (3) days if the Team Leader is changed so all necessary changes be made as appropriate and as soon as possible.

2.34. Contacting the appropriate Regional Coordinator or Laurel VEC Chairman regarding any issue or situation that occurs before, during or after an exam session.
2.35. Maintaining up-to-date personal contact information and providing the same to the appropriate Regional Coordinator and VEC Chairman.

2.36. Keeping the appropriate Regional Coordinator or the VEC Chairman informed as to your status and when your status changes to include but not limited to the following:

2.36.1. Personal absences by the Team Leader and the Deputy Team Leader that will prevent the team from conducting their next scheduled exam sessions.

2.36.2. Extended personal absences by the Team Leader during which he/she will be incommunicado.

2.37. Responding to queries from the Regional Coordinator or the VEC Chairman in a timely fashion.

2.38. Considering doing the following:

2.38.1. Inviting a member of the leadership of the sponsoring organization to speak to the applicants before or after the exam session about amateur radio in general, the benefits of joining a club, etc.

2.38.2. Provide handouts to exam session applicants (successful or not is your choice) such as but not limited to the following:

- ARRL information and website
- Club information
- Membership and meeting schedule
- Club website
- Upcoming radio events (e.g., Field Day, a state QSO Party, CQ World Wide, etc.)
- Upcoming club activities (e.g., Field Day, public service event, Club Picnic, kit building, etc.)
- Local club “Elmers” by topic (e.g., Antennas, buying a rig, contesting, emergency communications (ARES & RACES), Vanity calls, Interference, etc.)
- (Amateur radio related websites (e.g., AC6V.com; AE7Q.com, e-ham.net; ARRL.org; FCC.gov; equipment vendors, etc.)

2.38.3. Provide updates and occasional reminders to the sponsoring organization at meetings, via their website and newsletter concerning but not limited to the following:

2.38.3.1. Pending and implemented changes to Part 97.

2.38.3.2. Grandfathered element credits; Necessary proof; describing the process to do a paperwork upgrade.
Appendix 6

Laurel VEC Website and Applications

1. The Laurel VEC maintains a website www.laurelvec.com that consists of two parts.

1.1. The webmaster is Scott Zimmerman, N3XXC, n3xcc@zewireless.com

2. The first part of the website is publicly viewable and visitors can see the following information:

2.1. Upcoming exam sessions

2.2. Links to the following:

2.2.1. Master exam session schedule by month

2.2.2. List of all Laurel Volunteer Examiner (VE) Teams

2.2.2.1. Clicking on the team’s location will provide team information including:

- Name of the team
- The Team Leader
- Contact info including phone number and/or an e-mail address
- A club website, if applicable.
- A map followed by the address of the exam facility
- Some general information and requirements
- The team’s exam schedule

2.2.3. Frequently asked questions

2.2.4. Did You Know – Articles about amateur radio, licensing, the VE program, etc.

2.2.5. Amateur Radio Links – URLs for websites about amateur radio

2.2.6. Officers, contacts – Contact information for the leadership of the Laurel VEC and key personnel.

2.2.7. Team Leader Resources – Contains links to Part 97 and the Laurel VEC Policies, Procedures, and Instructions document, and the link to the secured portion of the website.

3. The second part of the website requires a user ID and password to enter.

3.1. Access to the secure portion of the website via the Team Leader Portal is restricted to Team Leaders and their Deputy Team Leader(s), Regional Coordinators, other persons designated by the VEC chairman, and the VEC Chairman.
3.2. Within the secure portion of the Laurel VEC website, authorized users have access to the following:

3.2.1. The Laurel VEC Exam Generator application

- Used to create exams
  - Large font with no graphics and regular font with graphic
  - PDF or text versions
- Used to create answer keys
- Used to create grading templates (ARRL or Laurel VEC)
- The Point of Contact for Exam Generator is Jon Rick, KK6NLW, kk6nlw@gmail.com

3.2.2. The VE Manager program

- Eliminates use of paper VE applications
- Used to nominate eligible licensees for accreditation, add accredited VE to a team’s VE roster
- Distributes accreditation certificates to the Team Leader and Regional Coordinator.
- The Point of Contact for the VE Manager is Cory Johnson, NQ1E, cory@nq1e.hm

3.2.3. The SessionManager application

- Used to enter exam session information, applications and exam results, participating VEs, print forms and lists, and create encrypted session file to be e-mailed to the Regional Coordinator for uploading to the FCC.
- The Point of Contact for SessionManager is Ray Andrews, K9DUR, k9dur@k9dur.info

3.2.4. Required and optional forms and documents used during an exam session

- Required forms
- NCVEC Form 605
- Laurel VEC CSCE
- VE Session Summary Report
- Registration Log
- Others

4. Laurel VEC VE Teams are required to maintain and update their team’s page to include but not limited to the following:

4.1. Contact information

4.1.1. E-mail address (required)

4.1.2. Phone number

4.2. Exam location

4.3. Exam requirements (e.g., Must have FRN, Pre-Registration required, etc.)
4.4. Annual exam schedule including dates and times - Should be updated not later than Nov 1st of each year for the following year or as soon as it is available.

**About SessionManager – A limited overview.**

a. SessionManager is a software application developed for the Laurel VEC enabling designated Team Leaders, Regional Coordinators and the Chairman of the Laurel VEC to prepare a team’s exam session results for uploading and/or to upload a team’s session results to the FCC’s ULS data base.

b. Use of the SessionManager software reduces errors and produces faster results from the FCC.

c. **No Laurel VEC VE Team has an inherent right to use the VEC software.**

d. Teams will be offered the use of the SessionManager software solely at the discretion of the VEC Chairman or the applicable Regional Coordinator.

e. The FCC data base that is downloaded into the SessionManager software application is the FCC’s Weekly License Data Base which is updated every Sunday morning. The Weekly Data Base contains all license information as of Sunday regardless of which day of the week you download it. Any license updates since Sunday will have to be acquired from the real-time ULS data base and selected data manually entered into an application using Session Manager.

f. The SessionManager software prevents the completion of applications and the forwarding of session results that do not adhere to the FCC’s prescribed format.

g. Since the SessionManager software does not check the accuracy of the following data entered by the user, it is critical that the user ensure that the information is manually entered accurately:

   (1) Spelling of the applicant’s names
   (2) Spelling of the street address
   (3) House, building, apartment numbers
   (4) Social Security Number
   (5) FRN - The FRN has an error recognition capability which will not let the SessionManager user complete the application until the FRN entry is valid.

   **Note:** An FRN can be valid but still incorrect. If an applicant entered the FRN of their spouse’s FRN or someone else’s, SessionManager will accept it as a valid FRN. But it would be an incorrect FRN in that it was not the applicant’s FRN. Visit the CORES website ([https://apps.fcc.gov/coresWeb/advancedSearch.doo](https://apps.fcc.gov/coresWeb/advancedSearch.doo)) to confirm an applicant’s FRN if necessary.

h. There are instances where two cities, towns, villages, etc., share the same zip code. (e.g., Green Haven, MD and Pasadena, MD share the zip code 21122). When this happens, the US Postal Service designates one of those entities (i.e., Pasadena) as the primary location for the zip code. If an applicant lives in Green Haven, MD and the zip code is entered, Pasadena will be displayed as the city. The city name can be manually changed. However, the Postal Service will still deliver mail to Green Haven based on the address and the zip code.
i. Team Leaders authorized to use the SessionManager software will use the software to create session files and enter the results of their exam session in a format prescribed by the FCC. They will convert the resulting session file into an encrypted file and e-mail the resulting encrypted file to their Regional Coordinator for decryption and uploading to the FCC via the secure ULS Batch Filing System.

j. Certain teams authorized by the Chairman will use the SessionManager software to prepare their session data files and upload them directly to the FCC via the secure ULS Batch Filing System within two business days or less of their exam session.

k. Regional Coordinators will use their version of the SessionManager software to prepare session data files or decrypt session data files received from a Team Leader and upload them to the FCC via the secure ULS Batch Filing System within two business days of receipt of the session paperwork or the session data file.

l. Teams not using the SessionManager software will forward their exam session paperwork to their Regional Coordinator who will use the software to create a session file and enter the results of the exam session and then upload the file to the FCC via the secure ULS Batch Filing System.

m. Once the session data files have been uploaded and processed by the ULS Batch Filing System, the system will generate a Response File.

n. The response file will look like the following example:

   Note: The Response Files shown below is from a team that conducted an exam session in Rochester, NY. The exam session was conducted on 21 Sep 2014.

   Note: None of the information in the examples below requires protection under any Federal or State privacy laws.

   Refer to the highlighted top line of the Response File and the explanation of the data fields below.

   **RS|B|09/21/2014|ROCHESTER|NY|0**
   RA|0006471676|Robert|G|Galory|146129340|KD2GHF|G|0023459340|G||
   RA||William|M|Gatts|JR|14543||T|L01894042|60
   RA|0006471677|Matther|S|Glazer|11561|KD2HEQ|T|0023959646|G||
   RA|0006471678|Evan|A|Glen|07726|KD2HER|T|0023959653|G||

   a. RS This header line indicates that this is a Session Response file;
   b. B indicates the Laurel VEC;
   c. 09/21/2014 is the date of the exam session;
   d. Rochester|NY is the city and state where the session took place.
   e. 0 Indicates if the file was successfully processed. If there is a problem this field will contain an appropriate numeric error code as shown in the example below.

   **RS|B|09/21/2014|ROCHESTER|NY|12690**
   12690 = “Filename is a duplicate of earlier filename so this application was not processed.”
The lines that begin with “RA” below the Session Response (RS) header line refer to the applicants. Refer to first highlighted RA and the explanation below:

RA|0006471676|Robert|G|Galory||146129340|KD2GHF|G|0023459340|G||

a. RA indicates that this line is an Application Response
b. The ten-digit number is a one-up file number |0006471676|
c. The applicant’s name is next |Robert|G|Galory|
d. The applicant’s zip code is next |146129340|
e. The applicant’s current or new call sign is next |KD2GHF|
f. The applicant’s class of license is next (T, G, or E)
g. The ten-digit number after the license class is the applicant’s FRN |0023459340|
h. In some cases when there is an error detected by the FCC a number other than the FRN and starting with the letter “L” is inserted. The FCC’s “VEC Electronic Batch Filing User Guide” does not further describe the entry that begins with “L”
i. The G at the end indicates the application was granted

Note: Sometimes error codes will show up in the response file as shown above in bold red with yellow highlight. These errors normally result from human error. However, error code 2 is not the result of human error. All other errors will require the application to be re-submitted with the correct data.

60 = There is an invalid Licensee State and Zip Code combination.

10675 = FRN is invalid.

2 = Not listed in the Error List. It indicates that the application went through the automatic Red Light Review and was taken off-line for manual review and processing due to reasons unknown.

o. Every application goes through a screening process to see if the applicant owes money to the FCC or if there are other reasons that require additional processing of the application. This off-line review is done manually and typically takes 1-3 hours but has taken as many as 7 business days due to the volume and number of available persons to do the manual review.

p. Unfortunately, the FCC does not inform us when an application previously flagged with Error Code 2 is finally processed. Using the applicant’s call sign or FRN, the Regional Coordinator can query the ULS data base to determine the status of the application and the
result (e.g., what call sign was granted) and provide that information to the applicable Team Leader.

q. It’s not uncommon that an applicant who was flagged for their Tech license to be flagged in subsequent actions.

r. The complete list of error codes can be found here:

http://wireless.fcc.gov/uls/ebf/errcodes.txt
Appendix 7

Regional Coordinator Responsibilities

1. Regional Coordinators (RC) are appointed by the Chairman of the Laurel VEC. They represent the Laurel VEC on specific matters related to the VE Teams in the VEC Regions they represent. Their responsibilities include but are not limited to the following:

- Recruiting new VE teams
- Mentoring and training Team Leaders
- Reviewing session paperwork for completeness and accuracy
- Taking corrective measures as required
- Uploading session results
- Providing feedback to Team Leaders as appropriate.
- Coordinating with the Federal Communications Commission (FCC)
- Authorizing use of the *SessionManager software*
- Identifying issues and recommending solutions

2. Recruiting. Regional Coordinators play an important role in recruiting new teams to join the Laurel VEC. While most recruiting is passive, (e.g., word of mouth, observation, etc.) Regional Coordinators should also actively recruit new teams when the opportunity presents itself (Contact and visit other clubs when appropriate; solicit new teams at ham events such as Hamvention, etc.). The process for creating new teams is described below:

2.1. Contact with a prospective VE Team. Almost always initiated by the prospective team by e-mail or by phone call.

2.2. Explain the following requirements to be a Laurel VEC VE Team

2.2.1. Must conduct a minimum of three exam sessions

2.2.2. May not charge a fee to conduct an exam session, administer exams, or perform other licensing related tasks.

2.2.3. Must absorb all the costs related to conducting an exam session.

2.2.4. The prospective Team Leader will be enrolled in a Laurel VEC Google Group.

2.2.4.1. Enrollment is mandatory

2.2.4.1. The prospective Team Leader 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.
2.3. Determine who will be the Team Leader of the new team, contact that individual and confirm that he/she is either already accredited as a VE by the Laurel VEC or if not, is qualified to be a VE and a Team Leader.

2.3.1. Must be at least 18 years of age

2.3.2. Must be an Amateur Extra class licensee

2.3.3. May not have ever had an amateur radio license suspended or revoked by the FCC

2.3.4. May not have ever been disaccredited as a VE by another VEC

2.3.5. May not have been convicted of a felony.

2.4. Collect the following information from the prospective Team Leader and forward it to Cory Johnson, NQ1E (Cory@nq1e.hm) who will initiate the appropriate action to list the team on the Laurel VEC website and in the VE Manager Program.

2.4.1. Team Leader’s call sign, phone number, e-mail address (this e-mail address can include an alias domain name) and if the team desires, a URL for a website.

2.4.2. The team’s name and city where most its exam sessions will be conducted.

2.5. Once the team page is established the Regional Coordinators will do the following:

2.5.1. Explain how to establish a password for the private side of the Laurel VEC website.

2.5.2. Explain how to access the Team Leader Resources via the website.

2.5.3. Explain how to create the team’s exam schedule

2.5.4. Explain the use of the Exam Generator application

2.5.4.1. Create exams with or without graphics, using regular or large fonts, and as PDF or text files.

2.5.4.2. Create answer keys, and grading templates in the ARRL format or the Laurel format.

2.5.5. Explain the use of the VE Manager program for nominating licensees to be VEs, adding previously accredited VEs to a team, etc.

2.5.6. Explain the use of the SessionManager application

2.5.6.1. Use of SessionManager must be authorized by Regional Coordinator or VEC Chairman

2.5.6.2. Provide set-up information including Regional Coordinator Code and Team Code (if used).
2.6. Discuss the concept of a workflow to be used during an exam session. Address the roles and responsibilities of the VEs during the various phases of an exam session.

2.7. Provide contact information for the new Team Leader.

3. **Mentoring.** Regional Coordinators will mentor their subordinate Team Leaders regarding exam session workflows and processes, required forms and their use, using SessionManager, etc. Regional Coordinators will also conduct remedial training and mentoring when applicable.

4. **Reviewing session paperwork.** Regardless of who prepares the session data for uploading to the FCC, Regional Coordinators will inspect and review all session-related paperwork to include but not limited to applications, forms, logs, answer sheets, Element credit, etc. for quality, completeness and accuracy.

   4.1. If any discrepancies or issues are found, the RC will contact these with applicable Team Leader and discuss them and reach a solution that complies with the rules and regulations of the FCC and the Policies, Procedures and Instructions of the Laurel VEC.

5. **Taking corrective action.** Occasionally, a Regional Coordinator may have to take corrective action to ensure a team adheres to the FCC rules and the policies, procedures and instructions of the Laurel VEC.

6. **Uploading exam session results.**

   6.1. Encrypted SessionManager files received from subordinate Team Leaders will be decrypted using the Regional Coordinator version of the SessionManager software and the resulting file will be uploaded to the FCC via the secure ULS portal within two business days of receipt of the session paperwork. Upon receipt of the Response file from the FCC, delete the unencrypted SessionManager upload file.

   6.2. Exam session paperwork received from subordinate Team Leaders who do not use the SessionManager software, will be reviewed by the Regional Coordinator for quality, completeness and accuracy before using SessionManager to create a session file and uploading the file to the FCC.

   6.2.1. Finding no errors in the paperwork, the Regional Coordinator will use the SessionManager software to enter the exam session data, create a ULS formatted file and upload the file to the FCC via the secure ULS portal within two business days following receipt of the session paperwork. Upon receipt of the Response file from the FCC, delete the unencrypted SessionManager upload file.

   6.2.2. Since the SessionManager software does not check the accuracy of the following data entered by the user, it is critical that the user ensure that the information is entered accurately:

   - Spelling of the applicant's names
   - Spelling of the street address
   - House, building, apartment numbers
   - Social Security Number (It does have an error recognition ability for the FRN)
6.2.3. If errors are found in the paperwork, the Regional Coordinator will contact the applicable Team Leader, discuss and resolve the issue(s) before using the SessionManager software to enter the exam session data.

6.2.3.1. In some cases, it may be necessary to return paperwork to the Team Leader for resolution. A single application or the entire session file may be put on hold until the issue is resolved.

7. Providing feedback. Regional Coordinators will provide timely feedback related to include but not limited to the following:

7.1. Questions from subordinate Team Leaders and the Chairman of the Laurel VEC.

7.2. The quality, accuracy and completeness of exam session paperwork received from subordinate Team Leaders.

7.3. Exam session results received from the FCC.

7.4. Processes and workflows used by VE Teams.

7.5. Identifying the cause for applications being flagged by the FCC during processing and explaining who or what caused the errors.

8. Forwarding session paperwork.

8.1. Regional Coordinators will forward accumulated exam session paperwork from subordinate teams to the Chairman of the Laurel VEC at least once per month.

8.2. Forward only the following paperwork from each exam session:

8.2.1. Session related paperwork:

8.2.1.1. VE Session Summary Report

8.2.1.2. VE Sign-in Sheet (As a separate document or on the back of the Session Summary Report)

8.2.1.3. Registration Log

8.2.2 Applicant paperwork

8.2.2.1. NCVEC Form 605 of successful applicants and/or for administrative updates

8.2.2.2. Optional forms (e.g., Short forms, checklists, etc.)

8.2.2.3. Answer sheets for each exam that was taken by the applicant

8.2.2.4. Scratch paper with writing

8.2.2.5. Copies of all element credit

9. Coordinating with the FCC. While not common, there are reasons for a Regional Coordinator to contact the FCC. Depending on the situation the contact can be initiated by---

9.2. Contacting the FCC by phone: 1-877-480-3201 (select the applicable option(s) from the menu)

**Note:** The Chairman of the Laurel VEC can provide additional guidance

10. **Authorizing use of SessionManager software.** The Laurel VEC uses a software application called SessionManager to prepare and upload exam session results to the FCC via the secure ULS Batch Filing System.

10.1. The VEC Chairman or applicable Regional Coordinator, at their discretion, may authorize a VE Team to use the *SessionManager* software.

10.2. The decision authorizing the use of the software will be predicated on many factors, including the Team Leader having demonstrated the necessary knowledge and skills for conducting an exam session and whose session paperwork has consistently been of a very high quality.

10.3. **No Team has a right to use the VEC software.**

11. **Identifying issues and recommending solutions.** Regional Coordinators will periodically review the processes and procedures used by their subordinate teams and the policies, procedures, instructions, organization and operations of the Laurel VEC and forward identified issues and related solutions directly to the Chairman of the Laurel VEC.
Appendix 8

Laurel VEC Required and Optional Forms

1. The Laurel VEC affiliated teams use several forms during an exam session. Some of the
   forms are required and some are optional. These forms are available in the secure portion of
   the Laurel VEC website and accessible through the Team Leader Portal. Additionally, these
   forms are available to be printed via the SessionManager application.

2. Required forms to be used at an exam session.

   2.1. NCVEC Form 605 – Application for Amateur Operator/Primary Station License.

       • This form only needs to have the front side printed
       • This form must be complete, accurate, and legible.
       • This form must be signed by the applicant if he/she passes an exam element or
         requests an administrative update or license renewal.
       • If the form is not signed by the applicant it will not be processed by the Laurel VEC.

   2.2. A Registration Log - There are two approved formats from which to choose

       2.2.1. Registration Log with Checklist
       2.2.2. Registration Log

   2.3. VE Session Summary Report - Completed by the Team Leader

   2.4. VE Sign-in sheet – VEs are required to sign-in during each exam session. They can
       use this form, a plain piece of paper or on the back of the VE Session Summary Sheet.

   2.5. Laurel VEC Certificate of Successful Completion of Examination (CSCE).

       2.5.1. One copy of the Laurel VEC CSCE must be prepared per applicant who passes
               an exam element and/or who earns a new license or upgrades a successful license or
               upgrade by exam or via element credit.)

       2.5.2. The document must be signed by three qualified Certifying VEs and the applicant.

   2.6. Examples of required forms is shown below.

3. Optional forms to be used during an exam session.

   a. Applicant Sign-In with checklist sheet (2 per page)
   b. VE Checklist

4. Examples of CSCEs from other VECs are also available – Optional reference material
5. Examples of required forms

5.1. NCVEC Form 605

5.1.1. Section 1 of the form is completed and signed by the applicant BEFORE the applicant is presented with a CSCE

5.1.2. Section 2 of the form is completed and signed by the Certifying VEs

5.1.3. In this example let’s pretend the applicant is not licensed.

1. The applicant has completed and signed Section 1 of the NCVEC Form 605.

2. The applicant has no element credits

3. The applicant passed the Element 2 exam but failed the Element 3 exam.

4. Because the applicant passed an exam and if the applicant’s paperwork is 100% complete and 100% accurate, the Certifying VEs must complete Section 2 of the NCVEC Form 605.

Because the applicant passed the Element 2 exam and is eligible for a Technician license, the Certifying VEs must mark the box for “Technician” and sign the form.

Note: If the applicant had failed to pass any element exam the NCVEC Form 605 would be returned to the applicant WITHOUT Section 2 being marked or signed.
5.4. In this example let’s pretend the applicant is licensed with a Technician class license…

1. The applicant has completed and signed Section 1 of the NCVEC Form 605.

2. The applicant has no element credits.

3. The applicant passed the Element 4 exam but failed the Element 3 exam.

4. Because the applicant passed an exam and if the applicant’s paperwork is 100% complete and 100% accurate, the Certifying VEs must complete Section 2 of the NCVEC Form 605.

Because the applicant passed an exam but did not earn an upgrade, the Certifying VEs must indicate in Section 2 that “No New License of Upgrade was Earned” and sign the form.

Note: If the applicant had failed to pass any element exam and did not request any administrative updates, the NCVEC Form 605 would be returned to the applicant WITHOUT Section 2 being marked or signed.
5.5. In this example let’s pretend the applicant has a Technician class license. He has credit for elements 3 and 4 because he used to have an Amateur Extra class license. Even though he’s not actually taking any exams, he must mark the box for “Examination for upgrade of my license class.” He also marked the box indicating he wants to change his call sign systematically and has initialed the line below.

**Note:** If the applicant did not initial the line below, then this administrative change cannot be processed when the application is prepared for uploading to the FCC.

If an applicant passes an exam and/or presents element credit that is verified, Section 2 will be marked appropriately to indicate the new class of license that was earned and signed by three Certifying VEs.

5.2. Registration Log

5.2.1. Laurel VEC VE Teams are required to use a Registration Log. There are two “Official Versions” of the Registration Log which are discussed below.

5.2.2. This version of a Registration Log has a mini checklist.
<table>
<thead>
<tr>
<th>Nbr</th>
<th>Name Last</th>
<th>Name First</th>
<th>Call Sign</th>
<th>License</th>
<th>SS # Y</th>
<th>TRN Y</th>
<th>ID check Y</th>
<th>DOS &amp; license signed?</th>
<th>License copies Y</th>
<th>CSCE copies Y</th>
<th>New CSCE signed?</th>
<th>Log a pass or failed for each Element taken</th>
<th>CSCE issued for</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Morse</td>
<td>Samuel</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>P</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>2 &amp; 4</td>
<td>T</td>
</tr>
<tr>
<td>2</td>
<td>Edison</td>
<td>Thomas</td>
<td>NN2TTT</td>
<td>Tech</td>
<td>X</td>
<td>X</td>
<td>P</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>2 &amp; 4</td>
<td>T</td>
</tr>
<tr>
<td>3</td>
<td>Angelo</td>
<td>Michael</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>P</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>2 &amp; 3</td>
<td>G</td>
</tr>
<tr>
<td>4</td>
<td>Bell</td>
<td>Alex</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>P</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>2 &amp; 3</td>
<td>G</td>
</tr>
<tr>
<td>5</td>
<td>Tesla</td>
<td>Nikola</td>
<td>NN2Ill</td>
<td>Novice</td>
<td>X</td>
<td>X</td>
<td>F</td>
<td>P</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>6</td>
<td>Maxim</td>
<td>Hiram</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>3</td>
<td>None</td>
</tr>
</tbody>
</table>

**EXAMPLE 1**

Applicant #1 is unlicensed, passed Elements 2 & 4, and failed Element 3 twice as indicated. He earned a Technician class license.

Applicant #2 has a Tech license, did not pass any exams but provided proof of credit for Elements 3 & 4 to earn an Amateur Extra class license. He used his previously expired Amateur Extra class license for the credit.

Applicant #3 is unlicensed, passed Element 2 and provide proof of credit for Element 3 to earn a General class license. He used his previously expired Technician license that was granted prior to 21 March 1987.

Applicant #4 is unlicensed and passed Elements 2 & 3 to earn a General class license.

Applicant #5 has a Novice class license, failed Elements 2 & 4. He remains a Novice but is issued a CSCE indicating he pass Element 3 but did not earn an upgrade.

Applicant #6 failed each of the three exams he took and did not earn a license. He was invited to return when he was better prepared.

A total of 13 exams were administered.
5.2.3. This version of a Registration Log does not have a mini checklist.

<table>
<thead>
<tr>
<th>Nbr</th>
<th>Name</th>
<th>Call Sign</th>
<th>Class</th>
<th>Log a P(assed) or F(failed) under each element taken</th>
<th>CSCE issued for: Element(s)</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Morse Samuel</td>
<td>P</td>
<td>F</td>
<td>F P 2 &amp; 4 T</td>
<td>None</td>
<td>E</td>
</tr>
<tr>
<td>2</td>
<td>Edison Thomas</td>
<td>NN2TTT</td>
<td>Tech</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Angelo Michael</td>
<td>P</td>
<td>F</td>
<td></td>
<td></td>
<td>G</td>
</tr>
<tr>
<td>4</td>
<td>Bell Alex</td>
<td>P</td>
<td>P</td>
<td>2 &amp; 3 G</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Tesla Nikola</td>
<td>F</td>
<td>P</td>
<td>F</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Maxim Hiram</td>
<td>FF</td>
<td>F</td>
<td></td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>7</td>
<td>Hertz Henry</td>
<td>NN4IIH</td>
<td>Extra</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant #1 is unlicensed, passed Elements 2 & 4, and failed Element 3 twice as indicated. He earned a Technician class license.

Applicant #2 has a Tech license, did not pass any exams but provided proof of credit for Elements 3 & 4 to earn an Amateur Extra class license. He used his previously expired Amateur Extra class license for the credit.

Applicant #3 is unlicensed, passed Element 2 and provide proof of credit for Element 3 to earn a General class license. He used his previously expired Technician license that was granted prior to 21 March 1987.

Applicant #4 is unlicensed and passed Elements 2 & 3 to earn a General class license.

Applicant #5 has a Novice class license, failed Elements 2 & 4. He remains a Novice but is issued a CSCE indicating he pass Element 3 but did not earn an upgrade.

Applicant #6 failed each of the three exams he took and did not earn a license. He was invited to return when he was better prepared.

A total of 13 exams were administered.

5.3. Answer Sheet

5.3.1. Laurel VEC VE Teams use one of three versions of an answer sheet.

5.3.2. One answer sheet is based on the ARRL grading templates and the other two are based on the Laurel VEC grading templates. For this example and discussion, a Laurel VEC grading template is used.
5.3.2.1. The applicant completes the top line on the answer sheet (Name, exam element (2, 3 or 4), exam number (which may also indicate which answer key to be used) and the applicant's folder number (if applicable).

5.3.2.2. VEs provide instructions to the applicants on how to mark the answer sheet to indicate the letter that the applicant thinks refers to the correct answer option in the exam booklet.

5.3.3. When grading an answer sheet, it is important to use a marking method that is easily recognized as the grader's marking. The graders should use a pen or marker that uses an ink or gel that easily recognizable from the entries by the applicant.

Graders mark the answer sheet to indicate the correct answer if the applicant did not select the correct answer.

There are several methods for that can be used by the grading VEs to grade an answer sheet. Some examples are

a. Fill in the correct answer (the red circles)

b. An X over the correct answer

c. a “slash” (\) through the correct answer.

d. A fourth possible option would be to circle the correct answer O

e. Whichever method is used, the point is to make it clear which answer was the correct answer if the applicant failed to answer the questions correctly.

5.3.4. The grading VEs must
- Enter the number of correct and incorrect questions,
- Mark whether the applicant passed or failed the exam, and
- After each grading VE has graded the answer sheet, he/she will initial the form or print his/her call sign as indicated in the example. The Team Leader may direct which will be entered.
5.4. VE Session Summary Report

5.4.1. This is an example of a correctly completed VE Session Summary Report.

5.4.2. In item #6, **DO NOT** enter 2, 3 and or 4 to indicate which elements were administered.
5.5. Laurel VEC CSCE

5.5.1. All Laurel VEC VE Teams are required to use the Laurel VEC CSCE when appropriate. There are several scenarios for marking the CSCE. Each scenario requires each Certifying VE to separately review and confirm that the applicant’s paperwork is 100% complete and accurate and he/she has passed exam(s) or presented proof of element credit to receive a CSCE.

5.5.2. Example 1 - In this example, the applicant passed two element exams (2 and 3) and as a result is qualified and eligible to receive a General class amateur radio license.

Note: that the applicant already has an amateur radio license as indicated by his call sign. The applicant has a Novice class license and needed to pass Elements 2 and 3 to get his General class license.

Example 1

![Certificate of Successful Completion of Examination](image)

5.5.3. Example 2 - In this example, the unlicensed applicant passed Element 2 and Element 4. Because he did not pass the Element 3 exam and apparently had no credit for Element 3, he is only eligible for a Technician class license.
5.5.4. This CSCE is also proof that he passed the Element 4 exam.

Example 2
5.5.5. Example 3 - This is an example of an unlicensed applicant passing the Element 2 exam and because he presented acceptable and verified credit for Elements 3 and 4, he is eligible for an Amateur Extra class license.

5.5.6. In this scenario, the applicant provided a copy of his previously expired Amateur Extra class license which gives him credit for Elements 3 and 4.

Example 3

![Certificate of Successful Completion of Examination](image)
5.5.7. This is an example of a licensed applicant who did not pass any exam but earned an upgrade to General.

5.5.8. In this scenario, the applicant has a Technician license and he claimed credit for Element 3 in one of two ways.

5.5.8.1. He provided proof that was previously licensed as a Technician prior to 21 March 1987 which gives him credit for Element 3.

5.5.8.2. He provided proof that he was previously licensed as a General class licensee which also gives him credit for Element 3.

Example 4

---

**CERTIFICATE OF SUCCESSFUL COMPLETION OF EXAMINATION**

Laurel Amateur Radio Club
Volunteer Examiner Coordinator
P.O. Box 1046, Laurel, Maryland 20726-0146

Date: 21 July 2017
VE Team Name: Three Roses VE Team
Test site: Prescott Valley, AZ

The Applicant Named Below Has Passed The Indicated Elements:

None

The Applicant Is Eligible To Receive The Indicated Class License:

General

This certificate is not valid unless all elements other than the ones earned are crossed out. This certificate is valid for 365 days from the date of issue. Please retain this certificate for your records.

Listing of the license grant on the FCC Universal database establishes you as an amateur operator and conveys your authority to operate. If you hold your Radio License, this certificate allows you to operate with all privileges of your new operator class until your license has been granted by the FCC or for a period of 365 days from the date of issue of this certificate, whichever comes first.

Applicant Information

Name: Samuel Morse
Call Sign: KA2JUS
Address: 2017 Main Street, NW
City, State, Zip: Indian River, MI 49749
Applicant's Signature: Samuel Morse

Volunteer Examiner Signatures and Call Signs

#1 Ryan L. Rose AE3RR
Signature
Call Sign
#2 Brenda S Diamond Rose KBSATI
Signature
Call Sign
#3 Robert L Rose AA3RR
Signature
Call Sign
5.5.9. This is an example of a licensed applicant who did not pass any exam but earned an upgrade to General.

5.5.10. In this scenario, the applicant has a Technician license and he was given credit for Elements 3 and 4 because he provided proof that he was previously licensed as an Amateur Extra class licensee.

Example 5

<table>
<thead>
<tr>
<th>Name</th>
<th>Call Sign</th>
<th>Address</th>
<th>City, State, Zip</th>
<th>Applicant Signature</th>
<th>Volunteer Examiner Signature</th>
<th>Vol. Examiner Call Signs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samuel Morse</td>
<td>KA2JUC</td>
<td>2017 Main Street NW</td>
<td>Indian River, MI 49749</td>
<td>Samuel Morse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ryan L Rose</td>
<td>AE3RR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brenda S Diamond-Rose</td>
<td>KB3ATL</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>Robert L Rose</td>
<td>AA3RR</td>
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</table>