

Greater Los Angeles Amateur Radio Group

APPLICATION FOR ACCREDITATION AS A VOLUNTEER EXAMINER

Print LEGIBLY all information required by the form.

Name of Applicant _____, Handle _____

Call Sign _____, Class _____, Expiration Date ____/____/____

Street Address _____

City, State, Zip _____

E-Mail Address (if any) _____, Telephone (____) _____ - _____

Excerpts of the Federal Communications Commission's Rules governing the requirements and accreditation of Volunteer Examiners are summarized on the reverse side of this form.

Have you ever been dis-accredited by another VEC or had another VEC refuse to coordinate an examination session where you were an administering VE?

Yes/No _____. If yes, please attach an explanation of the circumstances.

I certify that I have read and understand the Commission's Rules governing Volunteer Examiners and that I will abide by the Commission's Rules and those of the Greater Los Angeles Amateur Radio Group.

Signed _____, Date ____/____/____

Mail completed application to: Greater LA ARG
13201 Millrace St
Sun Valley, CA 91352

Enclose::
1) Self-addressed stamped envelope, and
2) Photo-copy of signed license.

INSTRUCTIONS

1. Applicant's name must be exactly as shown on his/her FCC license.
2. Please include your "handle" if you are generally called by a nickname. This name appears on the face of the id badge and allows our communications to be on a less formal first name basis.
3. Provide license data as requested call, class, & expiration date.
4. Provide your current mailing address.
5. List an E-mail address and/or a telephone number where you can usually be contacted should the VEC need information relative to an examination session.
6. The "Instructions to VECs" require each VEC to verify that a prospective examiner has not been disaccredited by any other VEC. Prospective examiners falsifying information in this regard are subject to dis-accreditation.

7. Sign the completed application and mail to the address shown. Enclose a self-addressed stamped envelope (business size) so that we can return your accreditation certificate. Enclose a photo-copy of your current Amateur Radio License. Make sure the license is signed!
8. The VEC cannot accept a Certificate of Successful Completion (CSCE) in lieu of a signed copy of a General, Advanced or Amateur Extra Class license.
9. Information & Training Manuals are distributed to the Examiner in Charge for use by the VE team. You may obtain your own personal copy for the cost of printing and postage.
10. After you have received your accreditation document you may apply to establish a test session. Use GLA ARG Form 202 for this purpose.

SEE REVERSE SIDE FOR FCC RULES

Assigned VE Number: _____

EXCERPTS FROM FCC RULES (Effective April 15, 2000)

97.507 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. Before the session, the administering VEs or the VE session manager must ensure that a public announcement is made giving the location and time of the session. The number of examinees at the session may be limited.

(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 in order to administer a Technician Class operator license examination;

(ii) Amateur Extra or Advanced Class in order to administer a General Class operator license examination;

(iii) Amateur Extra Class in order 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.

(5) Deleted.

(c) Each administering VE must be present and observing 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.

(d) No VE may administer an examination to his or her spouse, children, grandchildren, parents, grandparents, stepparents, brothers, sisters, stepbrothers, stepsisters, aunts, uncles, nieces, nephews and in-laws.

(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 operation license.

(f) No examination that has been compromised shall be administered to any examinee. Neither the same telegraphy message nor the same question set may be readministered to the same examinee.

(g) Passing a telegraphy receiving examination is adequate proof of an examinee's ability to both send and receive telegraphy. The administering VEs, however, may also include a sending segment in a telegraphy examination.

(h) Upon completion of each examination element, the administering VEs are responsible for determining the correctness of the examinee's answers.

(i) When the examinee is credited for all examination elements required for the operator license sought, 3 VEs must certify on the examinee's application document that the applicant is qualified for the license and they have complied with these administering VE requirements. The certifying VEs are jointly and individually accountable for the proper administration of each examination element reported on the examinee's application FCC Form 610. 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 CSCÉ to an examinee who scores a passing grade on an examination element.

(m) Within 10 days of the administration of a successful examination for an amateur operator license, the administering VEs must submit the application document to the coordinating VEC.

97.525 Accrediting VE'S.

(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.

97.527 Reimbursement for expenses.

(a) 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.

(b) The maximum amount of reimbursement from any one examinee for any one examination at a particular session regardless of the number of examination elements taken must not exceed that announced by the FCC in a Public Notice. (The basis for the maximum fee is \$4.00 for 1984, adjusted annually each January 1 thereafter for changes in the Department of Labor Consumer Price Index.)

(c) thru (f) Deleted.

VE Certification on Application, GLAARG Form 605X:

Each VE signing a GLAARG Form 605X must certify as follows:

I CERTIFY THAT I HAVE COMPLIED WITH THE ADMINISTERING VE REQUIREMENTS IN PART 97 OF THE COMMISSION'S RULES AND WITH THE INSTRUCTIONS PROVIDED BY THE COORDINATING VEC AND THE FCC.

FOR INFO REGARDING ACCREDITATION:

Contact: R. M. (Mike) Stuber, N6LGO

E-mail: mstuber@lindanmike@earthlink.net

(818) 988-7165 [9:00am to 11:00am daily]