

# Greater Los Angeles Amateur Radio Group

## APPLICATION TO CONDUCT EXAMINATION SESSIONS

Please read the Notes on the reverse side of this form.

### Site Details for First Session:

Month/Day/Year \_\_\_\_/\_\_\_\_/\_\_\_\_, Start Time \_\_\_\_\_, Registration Deadline (if any) \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Facility \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

How many applicants can be accommodated here? \_\_\_\_\_ "Walk-ins" accepted? Yes \_\_\_\_\_, No \_\_\_\_\_

"Talk-in" frequency (if any): \_\_\_\_\_ VE# of Examiner-in charge: \_\_\_\_\_

VE# of at least two other available examiners: \_\_\_\_\_

Restricted to specific classes? (Classes \_\_\_\_\_) Yes \_\_\_\_\_, No \_\_\_\_\_

Special accommodations available for the disabled? Yes \_\_\_\_\_, No \_\_\_\_\_

### Session Contact Person:

Name \_\_\_\_\_, Call \_\_\_\_\_, Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-Mail Address (if any) \_\_\_\_\_

### Custodian of Exam Materials:

Call Sign \_\_\_\_\_, Class \_\_\_\_\_, VE# \_\_\_\_\_, Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

UPS Address: \_\_\_\_\_

### Additional Dates Requested:

\_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_

The Volunteer Examiners and the session organizer(s) agree to provide a suitable facility for the examinations which will be free of distractions, to maintain discipline during the examinations, to protect the test materials from unauthorized disclosure, and to abide by the rules governing volunteer examinations imposed by the Federal Communications Commission and the Greater Los Angeles Amateur Radio Group.

Print LEGIBLY all information required by the form.

## NOTES FOR GLA ARG FORM 202

**Session Detail:** The VEC would like 10 days notice in advance of the first examination date to allow time for proper advertising and distribution of examination materials. Start time is the time applicants are expected to show. The registration deadline may be the same as the examination date or earlier at the option of the examiner team. For the name of the facility, supply information such as "Residence of John Doe", a Club meeting room, or other place where the examination is to be held.

Indicate the number of applicants that can be accommodated in the facility and whether walk-ins will be accepted on the day of the session. A "talk-in" frequency is helpful to already licensed applicants who are upgrading.

One Volunteer examiner must serve as Examiner in Charge and must be qualified to administer the highest class examination offered at the session. Supply the GLA ARG VE# of the examiner selected.

At least two other Volunteer Examiners are required. It is strongly recommended that one or two extra Volunteer Examiners be recruited. Remember, no session may continue with less than three qualified examiners present! It is very embarrassing when applicants have to be turned away because there are insufficient qualified examiners present.

The classes to be offered at a session are determined by the examiners. Sessions are either open to all classes, Technician through Amateur Extra; or are restricted to the specific classes named, e.g., TEC & GEN only. . Answer NO if all classes will be administered.

Special accommodations refer to wheel-chair access to the facility, administration of code tests with accommodations, readers for the blind, etc. When the disabled are to be serviced, make sure extra examiners are present .

**Session Contact Person.:** Supply the name, call (if any), telephone number, and address where an applicant should apply for session information. It is not necessary for this person to be an accredited examiner or even hold a license. It is best to pick some one who can answer the phone during the day.

**Custodian:** GLA ARG supplies an examination kit of written and code test materials good for several sessions. Supply the call sign and other data for the person who will have custody of the examination materials and who will be responsible for their safe keeping. The custodian must be qualified to administer the highest class examination material contained in the kit and must be accredited with GLAARG.

Supply an address suitable for UPS delivery if the custodian's license address is not suitable.

**Additional Dates** When no other session details are changed, additional dates can be indicated for the current year. Please submit a separate form when the examination site, start time, exams offered, etc. are different.

### **Mail or E-Mail completed application to:**

Greater Los Angeles  
Amateur Radio Group  
9737 Noble Avenue  
North Hills, CA 91343-2403

Telephone: (818) 892-2068 (8am to 5pm.)

E-mail: [gla.arg@gte.net](mailto:gla.arg@gte.net)

Mail in sufficient time to permit advertising and processing by the VE team and the VEC. Use regular First Class mail. Registered mail produces serious delays.

Allow additional time for unusual mail conditions like holidays, etc.

**Session Numbers.** Session numbers are necessary to our data entry and filing system. They are the key index to the session details we are required to maintain for the FCC. As soon as we receive your *Application to Conduct Examination Sessions* we will assign numbers for the sessions you have requested. After your first session, if additional sessions need to be scheduled, it is only necessary to e-mail or phone for additional numbers..