

SPARC License Examination – 13 September 2015

1. The Sterling Park Amateur Radio Club will conduct a VE Examination Session.
2. VE Examination Session Coordinator is Bill “Red” Free, N3TG, (Email: billfree@cox.net). The VE Examination Session Coordinator is also the POC for questions regarding the VE examination session.
3. The session will offer Tech, General and Extra exams by preregistration, first to club members and students in our class. Walk-ins are not accepted.. Total number of registrants is limited to 24 persons.
4. Date/Time: Sunday, 13 September 2015 from, 1300 – 1700. The exam will begin at 1 p.m. Please plan on arriving at least fifteen minutes early to see that your paperwork is in order.
5. Place: Office of the Sheriff, Eastern Loudoun Station, 46620 East Frederick Drive, Sterling, VA 20164.
6. Fees: There is a \$15 fee for taking an exam at the VE examination session, cash or check.
7. The VE Team is:

Red, N3TG	VE /VE Team Liaison/ VE Session Manager/VE Team Contact Person
Charlie, K3SR	Volunteer Examiner
Gordon, NQ4K	Volunteer Examiner
John, KK4AHY	Volunteer Examiner
Jim, KF4PQL	Volunteer Examiner
8. The examination session will be conducted under the auspices of the ARRL VEC, in accordance with their processes and procedures.

ON EXAM DAY BRING THE FOLLOWING ITEMS:

1. A legal photo ID (driver’s license, passport, military ID).
2. When no photo ID is available, two forms of identification must be presented:
 - a. Non-photo ID/driver's license (some states still have them)
 - b. Birth certificate (must have the appropriate seal)
 - c. Social security card
 - d. Library card
 - e. Utility bill, bank statement or other business correspondence that specifically names the person; or a postmarked envelope addressed to the person at his or her current mailing address as it appears on the Form 605.
3. Students may bring any of the above items and/or a school ID, minor's work permit, report card, or a legal guardian may present a photo ID.
4. Bring your Social Security Number (SSN) or your FCC issued Federal Registration Number (FRN).

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- a. VEC's are required by FCC to submit either your SSN or your FRN number with your license application form.
 - b. If you prefer not to give your SSN, then you must use your FCC issued FRN, so be sure to have one.
 - c. For instructions on how to register your SSN with the FCC and receive a FRN, visit the FCC's FAQ page (<https://fjallfoss.fcc.gov/coresWeb/faq.jsp>) and the FCC's registration instructions page (http://wireless.fcc.gov/uls/index.htm?job=about_getting_started).
5. If applicable, bring the original and a photocopy of your current Amateur Radio license and any Certificates of Successful Completion of Examination (CSCE) you may hold from previous exam sessions. The photocopy(s) will not be returned. VERY IMPORTANT if currently licensed.
 6. Two number two pencils with erasers and a pen.
 7. A calculator with the memory erased and formulas cleared is allowed. You may not bring any written notes or calculations into the exam session. Slide rules and logarithmic tables are acceptable, as long as they're free of notes and formulas. Cell phone must be silenced or turned off during the exam session. The phones' calculator function may not be used.
 8. Bring a check, a money order or cash to cover the exam session fee (i.e., \$15). Checks must be payable to ARRL/VEC.
 9. If you are taking the Tech class on Saturday, 31 Jan, you will be given an NCVEC form 605 in class. Please fill this out and leave with class organizer Gordon Miller before leaving Saturday evening if at all possible. This info will be used to prepare other forms for the test session.