1. The Sterling Park Amateur Radio Club (SPARC) and the Dulles Amateur Radio Group (DARG) will jointly conduct a Volunteer Examination Session on **Sunday February 23, 2020**. Pre-registration is required. Walk –ins are not accepted.

2. The session will offer Tech, General and Extra exams by pre-registration with priority to SPARC or DARG members and students in the SPARC Technician class that is held on Saturday and Sunday morning of that weekend.

3. Date/Time**: Sunday February 23, 2020, from, 1PM until 5PM**. The exam session for members of the preceding tech class will begin at 1PM and we will provide the 605 form. Other examinees will start their exams at 2PM or 3PM and should bring their own completed 605 form (September 2017 version or later) (in ink) and plan on arriving at least fifteen minutes early to process your paperwork. **Each applicant that has pre-registered will be sent an E-mail prior to the exam noting what time they will take their exam and what time they should show up.**

4. Place: Loudoun County Sheriff's Office - Eastern Loudoun Station, 46620 East Frederick Drive, Sterling, VA 20164.

5. Fees: There is a $15 fee for taking an exam at the VE examination session, cash (exact change required) or check (made payable to ARRL/VEC).

6. The examination session will be conducted under the auspices of the ARRL/VEC, in accordance with their processes and procedures.

7. To register to take an exam or if you have any questions, please contact the VE Examination Session Coordinator, Mike, WB8RDN at Email: WB8RDN@ARRL.NET or Phone: (703) 450-2304. Contact via E-mail is preferred over phone calls to register.   **All pre-registration must be concluded prior to 7PM on Saturday February 22, 2020.**

ON EXAM DAY, EXAMINEES SHOULD 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).

    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, you will be given an NCVEC form 605 in class. Please fill this out and give to the Exam Coordinator, during his visit to the class during the afternoon.