

Amateur Radio License Examination Session – Saturday September 18, 2021

1. The Sterling Park Amateur Radio Club (SPARC) and the Dulles Amateur Radio Group (DARG) will jointly conduct a Volunteer Examination Session on Saturday September 18, 2021. Pre-registration is required. Seating is limited. Walk-ins are not accepted.
2. The session will offer Tech, General and Extra exams by pre-registration ONLY.
3. Date/Time: **Saturday September 18, 2021, from, 8AM until 1PM.** Once you have registered by E-mail, you will be provided the time of your exam. Examinees should bring their own completed NCVEC 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. In addition to the completed (in ink) NCVEC 605 form, all applicants should bring a photo ID and if applicable, **provide copies of their current amateur radio license and relevant prior CSCE documents.** You must use the NCVEC 605 form (NCVEC Quick Form for Application - Amateur Operator/Primary Station License), NOT the three page FCC 605 form that is found on the FCC website..
5. Place: Loudoun County Sheriff's Office - 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 (exact change required) or check (made payable to ARRL/VEC).
7. The examination session will be conducted under the auspices of the ARRL/VEC, in accordance with their processes and procedures.
8. All Participants are requested to use a face covering/mask regardless of vaccination status
9. To register to take an exam or if you have any questions, please contact the VE Examination Session Coordinator, Kevin, W4KLS at Email: w4kls@arrl.net or Phone: (703) 662-1593. All registration is done via E-mail. **All pre-registration must be concluded prior to 7PM on Friday September 10, 2021.**

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 FCC issued Federal Registration Number (FRN).
 - a. VEC's are required by FCC to submit your FRN number with your license application form.
 - b. You must use your FCC issued FRN, so be sure to have one.
 - c. For instructions on how to register 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.