

Amateur Radio License Examination Session – February 6, 2022

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 6, 2022**. Pre-registration is required and slots are limited. Walk-ins are not accepted. **Masks will be required to be worn above the nose for all.**
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 6, 2022, from, 1PM until 5PM.** Once you have registered by E-mail, you will be provided the time of your exam. The exam session for members of the preceding tech class will begin at 1PM and we will provide the NCVEC 605 form. Other examinees will start their exams at 230PM and 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. Do NOT show up more than 15 minutes prior to your time slot.**
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. 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. All registration is done via E-mail. **All pre-registration must be concluded prior to 7PM on Saturday February 5, 2022.**
9. **Again, due to COVID issues and County building rules, masks MUST/WILL be worn by everyone at all times. If you choose to or for some reason can not wear a mask above the nose, then we will wish you good luck as you find another exam session to attend as we will NOT be able to accommodate you at this one.**

ON EXAM DAY, EXAMINEES SHOULD BRING THE FOLLOWING ITEMS:

1. A legal photo ID (driver's license, passport, military ID). Also, wear a mask.
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 NCVET form 605 in class. Please fill this out and give to the Exam Coordinator, during his visit to the class during the afternoon.