



This set of slides is training for CFARC VEs for a given session.

Only the first two phases are covered:

1. Pre Session
2. During Session

The third phase, Post Session, is only performed by the Team Leader in charge of session.

VE Sign-In Sheet

.VE Sign-In Sheet

- Sign between name and call sign.

VE Team Members

Session Location: Cuyahoga Falls, OH Session Date: 09-Jun-2025

Printed Name	Signature	Call Sign	Class
1 James E. Grover		KBPZL	E
2 LARRY L. BEANE SR		KBPZU	E
3 KEITH M. BROTHERFORD		KE1TDR	E
4 TIMOTHY J. MCLEOD		WBWPZ	E
5			
6			



The first thing you should do on arrival is to fill-in the VE sign-in sheet. Sign opposite your name. If you are not on the list, then add your name as it appears on your license, your call sign, and your class. G for General and E for Amateur Extra.

Registration Form

.Candidate Registration

- ID Check
- License Check

The image shows a sample of the Laurel VEC Applicant Registration Form. The form is titled "Laurel VEC Applicant Registration Form" and includes fields for personal information, contact details, and exam preferences. A green circle highlights the "ID Check" box, which is located under the "Current License Information" section. The form also includes checkboxes for "Technical Exam" and "General Exam".

Next each candidate is call to the front of the room to check the candidate's identity with a photo ID. The name must match by first name and last name. So must the photo. The address does not need to match.

Then initial in the ID Check box if you are one of the first three VEs.

If a license check is required, then review the license and initial under License Check. Normal upgrades do not require a license to be presented, because Session Manager has already located the license in the FCC database.

An example where a license must be presented is to prove that the candidate had Technician privilege prior to 21 March 1987. Prior to that date, Technicians took the General license exam but only required 5 wpm code. This called an automatic upgrade.

Answer Sheet

•Answer Sheet

- Element Number
- Name
- Exam Number
- Applicant/Folder Number

•Responses

- Tech & General 35
- Amateur Extra 50

VEs will distribute an exam booklet and answer sheet to each candidate.

Match the placard number to the candidate's folder.

VEs will pass out the exam booklet for the current exam and the appropriate answer sheet.

Match the element number to the exam booklet.

Also check that the correct exam number is recorded at the top of the answer sheet.

Answer Sheet

•Acetate

- Match to Exam Number (ie 3-4)
- Check Orientation

•Unique Tick Mark or Color

—

•

○

+

The runner should retrieve the exam booklet and answer sheet from the candidate when they indicate they are done.

The graders/certifiers should locate the appropriate acetate that matches the exam number on the answer sheet. Check the orientation and alignment marks in all four corners.

For Technician (element 2) and General (element 3) grade the first 35 responses. For Amateur Extra (element 4) grade all 50 responses. Either use a unique tick mark or a unique pen color to mark incorrect responses.

Answer Sheet

- Each Grader
 - Score exam with acetate
 - Mark wrong with distinctive tick mark
 - Initial VE number
 - Tally score (Correct/Not Correct)
- Third Grader
 - Circle Pass or Fail and X out other result

The first VE should tally the number of tick marks and place this number next to the not correct line. The second and third VE should check that this number is correct. Then write your call sign on the appropriate VE number line.

In addition, the third VE (VE #3) should figure and mark the correct number on the correct line. Circle PASS or FAIL depending on not correct answers. Cross out the other result. Return answer sheet and folder to Team Leader.

The Team Leader will mark RETESTING, GOING ON, or DONE TEST depending on candidate's status.

CSCE – Certifiers

- Check
 - Passed Element
 - License Received
- Sign
 - Find Call
 - Add VE Signature

CERTIFICATE OF SUCCESSFUL COMPLETION OF EXAMINATION			
Laurel Amateur Radio Club Volunteer Examiner Coordinator			
Laurel Amateur Radio Club, Inc. — PO Box 0146 — Laurel, MD 20725-0146			
Date Issued: Jul 12, 2025	At: Cuyahoga Falls ARS	Test Site: Cuyahoga Falls, OH	
The applicant named below has passed the indicated element(s):		The applicant named below is eligible to receive the indicated class of license:	
Element 2 (Technician)	Element 8 (General)	Element 9 (Advanced)	Class
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Technician
This certificate is not valid unless all elements other than the ones passed are crossed out and all license classes other than the one earned (if any) are crossed out.		This certificate is valid for 365 days after the above date. Please retain this certificate for your records.	
Your license is valid as soon as it is listed in the FCC Universal Licensing System (ULS). If you are upgrading an existing amateur radio license, this certificate authorizes you to operate with the privileges of your new operator class until the FCC grants or denies your license grant, or for a period of 365 days, whichever comes first.			
Applicant Information		Volunteer Examiner Signatures & Call Signs	
Name: MICKEY MOUSE	*** NONE ***	Name: James C. Gresham	NRPZL
Address: 500 SOUTH BUENA VISTA STREET	City, State, & Zip: BURBANK, CA 91521	Name: Frank Tompkins	W8FZ1
		Name: Barry Goldwater	4BP1
Signatures		Signatures	



The Team Leader has checked and marked the answer sheets. If done testing, the CSCE and Form 605 will be sent to the Certifying VEs. On the CSCE check that the Passed Element and the License Received lines are marked appropriately. Sign next to your call sign signifying the Passed Element and the License Received lines are correct.

Form 605 - Certifier

- Check
 - Operator License Class
- Sign
 - Signature on Appropriate Line



The image shows a sample of the LARC-VEC Form 605 Amateur Radio Application. The form is titled "LARC-VEC FORM 605 AMATEUR RADIO APPLICATION" and includes a section for the applicant's information. The applicant's name is "MOORE, MICKEY", address is "500 SOUTH BUENA VISTA STREET, BURBANK, CA 91521", and phone number is "(913)345-6789". The form also includes a section for the certifier's information, with a signature line for "James E. Moore" and a date of "July 12, 2025". The form is marked with a "4" in the top right corner.

In addition, the Certifying VEs will complete the Form 605. On the Form 605, check that the qualified for operator license class is marked correctly.

Sign the appropriate line certifying that the appropriate licenses has been earned.

CSCE – Runner

- Check
 - Passed Element
 - License Received
- Sign
 - Find Call
 - Add VE Signature

CERTIFICATE OF SUCCESSFUL COMPLETION OF EXAMINATION			
Laurel Amateur Radio Club Volunteer Examiner Coordinator			
Laurel Amateur Radio Club, Inc. — PO Box 0146 — Laurel, MD 20725-0146			
Date Issued: Jul 12, 2025	At: Cuyahoga Falls ARG	Test Site: Cuyahoga Falls, OH	
The applicant named below has passed the indicated element(s):		The applicant named below is eligible to receive the indicated class of license:	
Element 2 (Technician)	Element 8 (General)	Element 8 (General)	Element 8 (General)
Element 2 (Technician)	Element 8 (General)	Element 8 (General)	Element 8 (General)
This certificate is not valid unless all elements other than the ones passed are crossed out and all license classes other than the one earned (if any) are crossed out.		This certificate is valid for 365 days after the above date. Please retain this certificate for your records.	
Your license is valid as soon as it is listed in the FCC Universal Licensing System (ULS). If you are upgrading an existing amateur radio license, this certificate authorizes you to operate with the privileges of your new operator class until the FCC grants or denies your license grant, or for a period of 365 days, whichever comes first.			
Applicant Information		Volunteer Examiner Signatures & Call Signs	
Name: MICKEY MOUSE	*** NONE ***	Name: James C. Gresham	NRPZL
Address: 500 SOUTH BUENA VISTA STREET		Name: Frank Tompkins	WBEZL
City, State, & Zip: BURBANK, CA 91521		Name: Barry Goldwater	4BP1
		Name: [Signature]	[Signature]



The runner will obtain signatures and initials.
The runner may show answer sheets to candidate but retain them in the runner's possession and return to the candidate's folder.
Have the candidate sign the CSCE form and give the form to the candidate for their records.

Form 605 - Runner

•Initial

- Confirm email
- Confirm qualifying response

•Sign

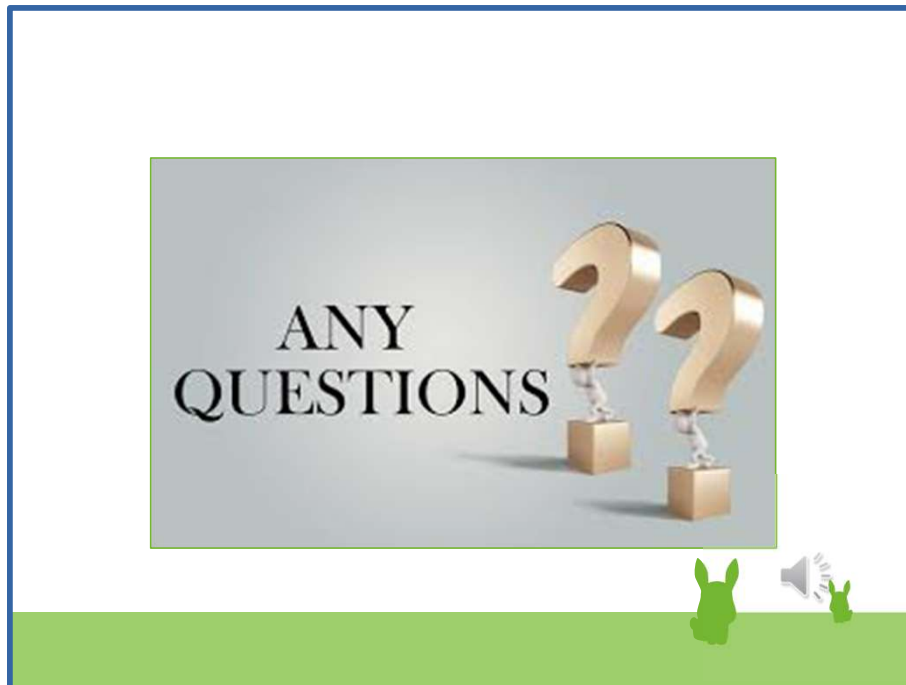
- I certify statements

The runner should ask the candidate to check the correctness and correct any errors in their email address. Then have them initial the appropriate box.

The runner should have the candidate confirm that they have answered the qualifying question correctly. Then have them initial the appropriate box.

Finally, the runner should have the candidate sign the Form 605 by the bold X. Retain the Form 605 for the session record in the candidate's folder.

Once all signatures and initials are obtained, excuse the candidate from the session. Retain the candidate number placard, Rule of the Session, and the Form 605 in the candidate's folder. Also retain any calculators, pens and pencils if they were provided.



If there are any questions about the training, contact the Team Leader. For the CFARC VE Team that is: Jim Grover, cell number (330) 701-8594 or grizgrover@gmail.com .