

INSTRUCTIONS TO THE
VOLUNTEER EXAMINER TEAMS

ACCREDITED BY

LAUREL AMATEUR RADIO CLUB VOLUNTEER EXAMINER COORDINATOR

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Free testing since 1984

1.0 BACKGROUND

1.1 The amateur service is for the purpose of self-training, intercommunication and technical investigations carried out by amateurs, that is, duly authorized persons interested in radio technique solely with a personal aim and without pecuniary interest.¹ Some 27 highly valuable frequency bands are allocated, or otherwise made available under sharing arrangements, to the amateur service.

1.2 A prerequisite to making use of this radio spectrum for amateur station transmissions is the obtaining of an amateur operator license grant. In places where the amateur service is regulated by the Federal Communications Commission (“FCC”), for a new license grant and for each change in operator class, the applicant must pass, or otherwise receive examination credit for, certain examination elements.² These examinations must be such as to prove that the examinee possesses the operational and technical qualifications required to perform properly the duties of an amateur service licensee.³

1.3 Until 1984, the examinations were prepared and administered by FCC employees. Enabling legislation,⁴ however, has empowered the FCC to accept and employ the voluntary and uncompensated services of any individual who holds an amateur station operator license of a higher class than the class of license for which the examination is being prepared or administered for purposes of preparing or administering any examination for an amateur station operator license. The FCC, further, has established rules of conduct and other regulations governing such voluntary service of individuals.⁵

2.0 LARC-VEC

2.1 The Laurel Amateur Radio Club Volunteer Examiner Coordinator (“LARC-VEC”) was established in 1984. It has coordinated examinations in several states and overseas. It is unique among the 14 VECs⁶ in that it is the only Volunteer-Examiner Coordinator (“VEC”) coordinating examinations in multiple VEC Regions⁷ that has never collected a fee for its services.⁸ It is funded by the sponsoring Laurel Amateur Radio Club of Laurel, Maryland,

¹ See 47 CFR §97.3(a)(4).

² See 47 CFR §97.501.

³ See 47 CFR §97.503.

⁴ See Attachment A to this document.

⁵ See 47 CFR §97.501 to §97.527.

⁶ Originally, there were 35 VECs.

⁷ See 47 CFR Part 97 Appendix 2 VEC REGIONS for a listing of the 13 VEC Regions.

as its way of furthering the betterment of the Amateur Radio Services (“amateur service.”)⁹ VE team (“Team”) expenses are covered by their sponsor. Its Free Testing is a tradition of the LARC-VEC. This achievement apparently has helped control the amount of the fee collected from the examinees by the other VECs.

2.2 The LARC-VEC has entered into a two-party agreement with the FCC to serve as a VEC.¹⁰ A VEC must coordinate the efforts of volunteer examiners (“VEs”)¹¹ in preparing and administering certain written examination elements necessary to qualify for an amateur operator license grant.¹² This document establishes the policies and instructions with which each VE and Team is expected to comply while preparing and administering an examination coordinated by the LARC-VEC.

2.3 It is the underlying policy of the LARC-VEC that the preparation and administration of each question set at each Examination Session (“Session”) coordinated by the LARC-VEC be executed in a manner fully compliant with the FCC rules. Further, the LARC-VEC intends for the VEs to fulfill their obligations in a responsible manner so as to allow the amateur service community to maintain and preserve a high level of legitimacy.

2.4 The LARC-VEC headquarters are located in Maryland under the management of the Chairman. There are also Regional Coordinators that recruit and manage Teams in their areas. Team Leaders¹³ in areas under the management of a Regional Coordinator report directly to their Regional Coordinator who reports to the LARC-VEC Chairman. The LARC-VEC keeps an eye out for additional potential Regional Coordinators. Teams in areas where a Regional Coordinator position has not yet been established report directly to the Chairman.

2.5 The LARC-VEC examining system is intended to encourage and assist examinees to prove that they possess the qualifications to receive a license grant from the FCC, while preventing cheating. The LARC-VEC examining system is unique in that it is comprised of local Teams that administer the examinations to the examinees. Each Team has a Team Leader, who reports to the Regional Coordinator for the applicable VEC Region.¹⁴ Through these strong person-to-person accountability trail lines, attempting to cheat is made very difficult.

3.0 LARC-VEC VE STANDARDS

⁸ See 47 CFR §97.527(a). Volunteer Examiners and VECs may be reimbursed by examinees for out-of-pocket expenses incurred in preparing, processing, administering, or coordinating an examination for an amateur operator license.

⁹ Includes the Amateur Radio Service, the Amateur-Satellite Service and the Radio Amateur Civil Emergency Service.

¹⁰ See 47 CFR §97.521.

¹¹ Estimated to be 30,000 in number.

¹² See 47 CFR §97.519.

¹³ “Team Leader” is the term for the “session manager” authorized in 47 CFR §97.513.

¹⁴ See 47 CFR Part 97 Appendix 2 for a listing of the VEC Regions.

3.1 The LARC-VEC seeks a broad representation of amateur operators to be VEs. The LARC-VEC, however, accredits only the minimum number of VEs it finds necessary to accomplish its mission effectively. It does not discriminate in accrediting VEs on the basis of:

- (a) race, sex, religion or national origin;
- (b) membership (or lack thereof) in an amateur service organization;
- (c) the person accepting or declining to accept reimbursement.¹⁵

No VE may be encumbered by any conflict of interest with their other activities while preparing and administering examinations coordinated by the LARC-VEC.¹⁶

3.2 Each administering VE must:¹⁷

- (1) Be accredited by the LARC-VEC;¹⁸
- (2) Be at least 18 years of age; and
- (3) Be a person who holds an FCC-issued Amateur Extra, Advanced or General

Class operator license grant.

3.3 The LARC-VEC will not accredit as a VE any person whose grant of an FCC amateur station license or amateur operator license has ever been revoked or suspended.¹⁹

3.4 Team Leaders will recruit members for his/her Team by providing a VE application form to a person interested in serving with and for the Team. LARC-VEC will issue a certificate. Instructions will also be made available to VEs, through the VEC, the Team Leader, or via the VEC's web site.

4.0 LARC-VEC EXAMINATION SESSION STANDARDS

4.1 Each examination must be administered by a Team of at least three (3) VEs at a Session pre-arranged and coordinated by the LARC-VEC. The VE Team must carry out certain duties, as specified herein, necessary to administer properly a written examination such as to prove that the examinee possesses the operational and technical qualifications required to perform properly the duties of an amateur service licensee.²⁰

4.2 Sessions should be held at places and times convenient to the examinees and the Team. The Team may limit the number of examinees at any Session,²¹ for reasons of limited time, facility accommodations and available VEs.²²

¹⁵ See 47 CFR §97.525(b).

¹⁶ LARC-VEC policy.

¹⁷ See 47 CFR §97.509(b).

¹⁸ LARC-VEC policy is that at every LARC-VEC-coordinated session, each team member must be accredited as by the LARC-VEC. When arranged in advance with the Regional Coordinator/Chairman, however, the Team Leader may issue temporary field LARC-VEC VE accreditation to an otherwise qualified person who is accredited by another VEC.

¹⁹ See 47 CFR §97.509(b)(4).

²⁰ See 47 CFR §97.503.

²¹ See 47 CFR §97.509(a).

²² LARC-VEC policy.

4.3 Each Team member must be accredited as a VE by the LARC-VEC. The Team at each Session must consist of the Team Leader or his or her designated deputy and at least two other VEs.²³

4.4 The Team Leader must organize the activities at the Session. The Team Leader must be appointed or elected by the organization that sponsors the Team.²⁴ The Team Leader may serve concurrently as an administering VE.²⁵ The Team Leader must carry out all transactions between the Team and the LARC-VEC Chairman, Regional Coordinator or alternate.²⁶

5.0 LARC-VEC EXAMINATION ADMINISTRATION STANDARDS

5.1 For any examination, every person eligible under the FCC rules to be examined for an FCC-issued amateur operator license grant is examined without regard to race, sex, religion, national origin or membership (or lack thereof) in any amateur service organization.²⁷

5.2 Each applicant for the class of operator license grant specified below must pass, or otherwise receive examination credit for, the following examination elements:²⁸

- (a) Amateur Extra Class operator - Elements 2, 3, and 4;
- (b) General Class operator - Elements 2 and 3;
- (c) Technician Class operator - Element 2.

5.3 At a Session, the Team must give credit for passing each examination. The examination must be comprised of a written question set as follows:²⁹

Element 2: 35 questions concerning the privileges of a Technician Class operator license. The minimum passing score is 26 questions answered correctly.

Element 3: 35 questions concerning the privileges of a General Class operator license. The minimum passing score is 26 questions answered correctly.

Element 4: 50 questions concerning the privileges of an Amateur Extra Class operator license. The minimum passing score is 37 questions answered correctly.

5.4 At a Session, the Team must give credit as specified below to an examinee holding any of the following license grants or license documents:³⁰

- (1) An unexpired (or expired but within the grace period for renewal) FCC-granted Advanced Class operator license grant: Elements 2 and 3;
- (2) An unexpired (or expired but within the grace period for renewal) FCC-granted General Class operator license grant: Elements 2 and 3;

²³ See 47 CFR §97.509(a).

²⁴ LARC-VEC policy.

²⁵ See 47 CFR §97.513(a).

²⁶ LARC-VEC policy.

²⁷ See 47 CFR §97.521(d).

²⁸ See 47 CFR §97.501.

²⁹ See 47 CFR §97.503.

³⁰ See 47 CFR §97.505(a).

(3) An unexpired (or expired but within the grace period for renewal) FCC-granted Technician or Technician Plus Class operator (including a Technician Class operator license granted before February 14, 1991) license grant: Element 2;

(4) An expired FCC-issued Technician Class operator license document granted before March 21, 1987; Element 3;

(5) A CSCE: Each element the CSCE indicates the examinee passed within the previous 365 days.

License documents include:³¹

- (1) The original document;
- (2) Photocopy of the original document;
- (3) Listing in the appropriate edition of CallBook Magazine;
- (4) Photocopy of the cover and listing page from the appropriate edition of CallBook Magazine; and
- (5) FCC letter of verification that the applicant held a Technician Class operator license prior to March 21, 1987.

5.5 No examination credit, except as provided above, must be allowed on the basis of holding or having held any other license grant or document.³²

5.6 No examination shall be administered unless and until the Team receives from the examinee all of the information required by NCVET Form 605. The Team may collect all necessary information in any manner of their choosing, including creating its own forms,³³ but preferably on a NCVET Form 605.³⁴ When the examinee is credited for all examination elements required for the operator license sought, three (3) Team members (“Certifying VEs”) must certify that the examinee is qualified for the license grant and that the VEs have complied with the administering VE requirements.³⁵

5.7 The Certifying VEs are jointly and individually accountable to the FCC for the proper administration of each examination element reported. The certifying VEs may delegate to other qualified Team members their authority, but not their accountability, to administer question sets.³⁶ Within the LARC-VEC, the Team Leader is responsible to the LARC-VEC Chairman, even over the three Certifying VEs, in which case the Certifying VEs and the Team Leader are jointly and individually accountable to the LARC-VEC Chairman for the proper administration of each examination element reported.

5.8 The Certifying VEs are responsible for the proper conduct and necessary supervision of each examination. If in doubt about whether conduct is appropriate, don’t do it. VEs are welcome to seek guidance from the Team Leader, Regional Coordinator or VEC Chairman. Each examinee must comply with the instructions given by the Team Leader or by any other VE working the Session.³⁷ The Certifying VEs must be present and observing the

³¹ LARC-VEC policy.

³² LARC-VEC policy.

³³ See 47 CFR §§97.17(b)(1) and 1.913, pertinent excerpts of which are in Appendix B hereto.

³⁴ LARC-VEC policy.

³⁵ See 47 CFR §97.509(h).

³⁶ See 47 CFR §97.509(h).

³⁷ See 47 CFR §97.511.

examinee throughout the entire examination. The Team Leader must immediately terminate the examination upon failure of the examinee to comply with the instructions.³⁸ No applicant may have electronic devices other than approved calculators visible or audible during the course of the examination session. Any electronic device that emits an audible sound during the session which is on the person of or in the control of the applicant shall disqualify the applicant from further participation in the examination session. Any emergency summons of an applicant subsequent to his/her completion of an examination element shall not prejudice the results of that examination element. No examination may be administered to any person unless and until that person's identity is proven to the satisfaction of the certifying VEs by means of a legitimate identification document. The default document is a state-issued driver's license.³⁹

5.9 No VE may administer an examination to his or her spouse, children, grandchildren, stepchildren, parents, grandparents, stepparents, brothers, sisters, stepbrothers, stepsisters, aunts, uncles, nieces, nephews, and in-laws.⁴⁰ Additionally, no VE may administer an examination to anyone who lives in the same household as the VE.⁴¹ No VE should administer an exam to any person for whom there would be even the appearance of favoritism by reason of relationship, companionship, etc.⁴² It is permissible for a person who teaches a licensing class to serve as a VE for students who attended the class.⁴³

5.10 No VE may administer or certify any examination by fraudulent means or for monetary or other consideration.⁴⁴ Continuing the LARC-VEC tradition of making available free examinations is required absolutely.⁴⁵ Soliciting funds from examinees to help support your organization, or for any other purpose, must not be done in connection with the VEC system. If an examination session is held in conjunction with a hamfest, convention, or gathering, an examinee must not be required to pay an entrance fee in order to gain access to the area where the examination session is held. No VE or VEC may solicit contributions of funds, supplies, materials, or services from examinees to help support VEC system activities. The acceptance of a voluntary, unsolicited contribution from others is not prohibited. Extreme caution should be exercised by VEs and VECs in accepting any such contributions to avoid impropriety or even the appearance of impropriety. Carefully weigh the importance for maintaining a reputation of absolute integrity in the VEC system before accepting any unsolicited voluntary contribution.⁴⁶ A Team may accept donations but may not solicit them and may not provide examination services only in cases where donations are made to the Team or the sponsoring Club.

³⁸ See 47 CFR §97.509(c).

³⁹ LARC-VEC policy.

⁴⁰ See 47 CFR §97.509(d).

⁴¹ LARC-VEC policy.

⁴² LARC-VEC policy.

⁴³ LARC-VEC policy.

⁴⁴ See 47 CFR §97.509(e). Violation of this provision may result in the revocation of the VE's amateur station license grant and the suspension of the VE's amateur operator license grant.

⁴⁵ LARC-VEC policy.

⁴⁶ See 2008 INSTRUCTIONS FOR VOLUNTEER EXAMINER COORDINATORS Revision M.2 – As adopted at the 2008 NCVEC Conference. Para. 3.6.7.1.

5.11 No examination that has been compromised shall be administered to any examinee. The same question set must not be re-administered to the same examinee⁴⁷ at the same session or deliberately re-administered to the same examinee at a subsequent session.⁴⁸

5.12 Upon completion of each examination element, the Certifying VEs must immediately grade the examinee's answers. The Certifying VEs are responsible for determining the correctness of the examinee's answers.⁴⁹

5.13 When the examinee does not score a passing grade on an examination element, the Team Leader must return the application document to the examinee and inform the examinee of the grade.⁵⁰

5.14 The administering VEs must accommodate an examinee whose physical disabilities require a special examination procedure. The administering VEs may require a physician's certification indicating the nature of the disability before determining which, if any, special procedures must be used.⁵¹

5.15 The Administering VEs must issue a Certificate of Successful Completion of Examination ("CSCE") to an examinee who has scored a passing grade on an examination element.⁵²

5.16 After the administration of a successful examination for an amateur operator license, the Team Leader must submit the application document to the LARC-VEC Chairman, Regional Coordinator or alternate.⁵³ The Team Leader must forward the complete Session package to the VEC Chairman, the Regional Coordinator, or alternate. The Session package consists of the VEC's administrative forms, a sign-in page on which every VE or other helper who works on the exam must print and sign their name and call, the completed NCVEC Forms 605, answer sheet, a copy of each CSCE issued at the session, and every scratch paper on which that applicant has written.

5.17 Following the completion of the examination, the Team is encouraged to personally discuss with each examinee the correct answer to each question missed.⁵⁴ The Team may discuss with each examinee the correct answer to each question missed. The Team is not required to have such discussions and may choose not to have them.

5.18 The Team is encouraged to evaluate frequently the clarity, accuracy and relevancy of the question pools and to advise the LARC-VEC Chairman of appropriate revisions.⁵⁵

⁴⁷ See 47 CFR §97.509(f).

⁴⁸ LARC-VEC policy.

⁴⁹ See 47 CFR §97.509(g).

⁵⁰ See 47 CFR §97.509(i).

⁵¹ See 47 CFR §97.509(j).

⁵² See 47 CFR §97.509(k).

⁵³ See 47 CFR §97.509(i).

⁵⁴ LARC-VEC policy.

⁵⁵ LARC-VEC policy.

5.19 The Team may provide an examinee who has failed to pass an examination with the opportunity to retake the examination at a mutually convenient time and location.⁵⁶ The question set administered in the retake, however, must be different from the failed question set.⁵⁷ The Team may, at its discretion, allow an examinee who has failed an exam to retake the exam during the same exam session using a different question set.

5.20 The Team may request examinees to complete a survey designed to compile information about study methods and trends. This may also be an opportune time to invite the examinee to attend a radio club meeting, hamfest, or other function.⁵⁸

5.21 The Team Leader, after consultation with Team members and other interested parties, must decide the frequency with which Sessions will be offered. Each Team, however, must offer a minimum three sessions per year, or as coordinated with the regional coordinator/Chairman,⁵⁹ or give up its eligibility to have their Sessions coordinated by the LARC-VEC.⁶⁰

5.22 The Team should give prior public notice by listing each Session on the LARC-VEC web site, the ARRL web site, local radio club web sites, local newspapers, and announcing it on local repeaters and nets. When a Team responds to a last minute request to hold a Session, no public notice is required.⁶¹

5.23 The Team Leader must survey available locations and select the best location, considering factors such as access to the public, handicapped access, and space quality issues. The Team is welcome to hold special Sessions designed to accommodate students, handicapped and limited-mobility persons. Such special Sessions need not be available to the general public and no public notice is required.⁶²

6.0 LARC-VEC EXAMINATION PREPARATION STANDARDS

When a Team Leader generates question sets using LARC-VEC software and the most recent question pool data files issued by LARC-VEC, the requirements of this Section will be met.

6.1 Each question set administered to an examinee must use questions taken from the applicable question pool maintained by the VECs. The LARC-VEC uses examination generation software to make question sets. Each question set must be obtained from the LARC-VEC or must be prepared by the Team according to the following instructions.

⁵⁶ LARC-VEC policy.

⁵⁷ See 47 CFR §97.509(f).

⁵⁸ LARC-VEC policy.

⁵⁹ Permission to hold fewer than three examination sessions per year will be given only under limited circumstances.

⁶⁰ LARC-VEC policy.

⁶¹ LARC-VEC policy.

⁶² LARC-VEC policy.

6.2 The questions must be selected by Team members holding an Amateur Extra Class operator license. The questions may also be selected for the following question sets by Team members holding an operator license of the class indicated:⁶³

- Elements 2 - Advanced or General Class operator;
- Element 3 - Advanced Class operator.

6.3 For each question set, one question must be selected from each sub-element in the pool. No defective questions may be selected.⁶⁴ The Team may select, or decline to select, any specific pool question but may not select defective questions identified by the LARC-VEC.⁶⁵ Neither the Team nor the LARC-VEC is authorized to change the wording of any VEC pool question⁶⁶ or LARC-VEC-supplied answer.⁶⁷

6.4 The Team Leader must determine the answer format to be administered: multiple-choice, fill-in-the-blank or some other answer suitable format.⁶⁸ Unless there is a specific reason to make another choice, the default decision should be administer multiple-choice format question sets and answer keys generated by the LARC-VEC software.⁶⁹

6.5 Each VE is encouraged to write and submit questions for inclusion in the question pools.⁷⁰ Each VE doing so must hold an amateur operator license grant of the following class:⁷¹

- For Element 2 - Amateur Extra Class, Advanced Class, General Class;
- For Element 3 - Amateur Extra Class, Advanced Class;
- For Element 4 - Amateur Extra Class.

7.0 LARC-VEC EXAMINATION COORDINATION STANDARDS

7.1 The LARC-VEC must coordinate the efforts of VEs in preparing and administering examinations.

7.2 Each VE who works at a Session coordinated by the LARC-VEC agrees to work under the guidance and direction of the LARC-VEC.

7.3 At the completion of each examination Session, the Chairman, the Regional Coordinator, or alternate must collect the Session package containing LARC-VEC's administrative forms, a sign-in page on which every VE or other helper who works on the exam must print and sign their name and station call sign, the NCVET Forms 605, answer sheet, a copy of each CSCE issued at the session, and every scratch paper on which the applicant has written.

⁶³ See 47 CFR §97.507

⁶⁴ LARC-VEC policy.

⁶⁵ LARC-VEC policy. Lists are available at <http://www.w3BEInformed.org>.

⁶⁶ See 47 CFR §97.507(b).

⁶⁷ LARC-VEC policy.

⁶⁸ See 47 CFR §97.507(c).

⁶⁹ LARC-VEC policy.

⁷⁰ LARC-VEC policy.

⁷¹ See 47 CFR §97,523 and §97.507(a).

7.4 The LARC-VEC will:⁷²

- (1) Screen collected information;
- (2) Resolve all discrepancies and verify that the Certifying VEs' statements are properly completed; and
- (3) For qualified examinees, forward electronically all required data to the FCC.
- (4) Retain all data forwarded for at least 15 months and make it available to the FCC upon request.

7.5 The Team Leader must forward the complete Session package to the VEC Chairman, the Regional Coordinator, or alternate.⁷³

7.6 The LARC-VEC must make any examination records available to the FCC, upon request.⁷⁴

7.7 The LARC-VEC will review the Team's recommendations for improving the clarity, accuracy and relevancy of the question pools and will submit recommended changes to the Chair of the Question Pool Committee.⁷⁵ The VEs always have the option to correspond directly with the QPC.

8.0 APPLICABLE DOCUMENTS

8.1 The following documents, of most recent date of issue, are applicable to this document. Except where specifically noted herein, when conflict exists between this document and one or more of the following documents, the provisions of the following documents shall prevail.

8.2 Communications Act of 1934, as amended.⁷⁶

8.3 Code of Federal Regulations ("47 CFR"):

- Part 0 Commission Organization;
- Part 1 Practice and procedure;
- Part 2 Frequency allocations and radio treaty matters; general rules and regulations;
- Part 17 Construction, marking and lighting of antenna structures;
- Part 97 Amateur radio service;
- Part 214 Procedures for the Use and Coordination of the Radio Spectrum During a Wartime Emergency.

8.4 FCC-issued Public Notices applicable to the Amateur Radio Services and to the VEC system.

⁷² See 47 CFR §97.519.

⁷³ See 47 CFR §97.509(l).

⁷⁴ See 47 CFR §97.519(c).

⁷⁵ LARC-VEC policy.

⁷⁶ Note pertinent excerpts in Appendix A attached hereto.

APPENDIX A

Pertinent excerpts from the Communications Act of 1934, as amended.

SEC.4. [47 U.S.C. 154] PROVISIONS RELATING TO THE COMMISSION

(f)(4)

(A) The Commission, for purposes of preparing or administering any examination for an amateur station operator license, may accept and employ the voluntary and uncompensated services of any individual who holds an amateur station operator license of a higher class than the class of license for which the examination is being prepared or administered. In the case of examinations for the highest class of amateur station operator license, the Commission may accept and employ such services of any individual who holds such class of license.

(F) Any person who provides services under this paragraph shall not be considered, by reason of having provided such services, a Federal employee.

(G) The Commission, in accepting and employing services of individuals under subparagraphs (A) and (B), shall seek to achieve a broad representation of individuals and organizations interested in amateur station operation.

(H) The Commission may establish rules of conduct and other regulations governing the service of individuals under this paragraph.

(I) With respect to the acceptance of voluntary uncompensated services for the preparation, processing, or administration of examinations for amateur station operator licenses pursuant to subparagraph (A) of this paragraph, individuals, or organizations which provide or coordinate such authorized volunteer services may recover from examinees reimbursement for out-of-pocket costs.

(B) The Commission may prescribe regulations to select, oversee, sanction, and dismiss any person authorized under this paragraph to be employed by the Commission.

(C) Any person who provides services under this paragraph or who provides goods in connection with such services shall not, by reason of having provided such service or goods, be considered a Federal or special government employee.

APPENDIX B

Title 47: Telecommunication

PART 1—PRACTICE AND PROCEDURE

Subpart F—Wireless Radio Services Applications and Proceedings

Application Requirements and Procedures

§ 1.913 Application and notification forms; electronic and manual filing.

(a) *Application and notification forms.* Applicants, licensees, and spectrum lessees (see §1.9003) shall use the following forms and associated schedules for all applications and notifications:

(4) *FCC Form 605, Quick-form Application for Authorization for Wireless Radio Services.* FCC Form 605 is used to apply for Amateur, Ship, Aircraft, and General Mobile Radio Service (GMRS) authorizations, as well as Commercial Radio Operator Licenses.

(b) *Electronic filing.* Except as specified in paragraph (d) of this section or elsewhere in this chapter, all applications and other filings using the application and notification forms listed in this section or associated schedules must be filed electronically in accordance with the electronic filing instructions provided by ULS. For each Wireless Radio Service that is subject to mandatory electronic filing, this paragraph is effective on July 1, 1999, or six months after the Commission begins use of ULS to process applications in the service, whichever is later. The Commission will announce by public notice the deployment date of each service in ULS.

(d) *Manual filing.* (1) ULS Forms 601, 603, 605, and 608 may be filed manually or electronically by applicants and licensees in the following services:

(ii) The part 97 Amateur Radio Service, except those filed by Volunteer Examination Coordinators;

(f) *Applications for Amateur licenses.* Each candidate for an amateur radio operator license which requires the applicant to pass one or more examination elements must present the administering Volunteer Examiners (VE) with all information required by the rules prior to the examination. The VEs may collect the information required by these rules in any manner of their choosing, including creating their own forms. Upon completion of the examination, the administering VEs will immediately grade the test papers and will then issue a certificate for successful completion of an amateur radio operator examination (CSCE) if the applicant is successful. The VEs will send all necessary information regarding a candidate to the Volunteer-Examiner Coordinator (VEC) coordinating the examination session. Applications filed with the Commission by VECs must be filed electronically via ULS. All other applications for amateur service licenses may be submitted manually to FCC, 1270 Fairfield Road, Gettysburg, PA 17325-7245, or may be electronically filed via ULS. Feeable requests for vanity call signs must be filed in accordance with §0.401 of this chapter or electronically filed via ULS.

