



Aurora ARG VE Program
"Serving the underserved"

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ve@aarg.club

Volunteer Examiner Program Application

Please complete this form to join the Aurora Amateur Radio Group's Volunteer Examiner Program. It is a fillable PDF. An original ink signature is required on the application. **No exceptions.** When you have completed the application, please email it as a PDF attachment to the Chairman for the Aurora ARG VE Program. That email address is ve@aarg.club. You will also need to attach a signed official copy of your amateur radio license, as well as proof of VE accreditation from the ARRL VEC. Delays will occur if those documents are not included with this application!

Type of Application being submitted:

New VE Application: _____ VE Renewal: _____

- 1.) Last Name: _____
- 2.) First Name: _____
- 3.) Middle Initial: _____
- 4.) Amateur Radio Callsign: _____
- 5.) Class of License: General _____ Advanced _____ Amateur Extra _____
- 6.) License Expiration Date (MM/DD/YYYY): _____
- 7.) Mailing Address: _____
- 7a.) Address Part 2 (Apartment, Suite, etc.): _____
- 8.) City / Village / Hamlet: _____
- 9.) Province / State / Territory: _____
- 10.) Zip / Postal Code: _____
- 11.) Telephone Number: _____
- 12.) E-Mail Address: _____
- 13.) Date of VE accreditation with the ARRL VEC (MM/DD/YYYY): _____
- 14.) Have you ever been dis-accredited from any VEC involuntarily? Yes _____ No _____
- 15.) Has your amateur radio license ever been suspended or revoked in the United States?
Yes _____ No _____
- 16.) Are you comfortable running the Zoom video conferencing software on your computer?
Yes _____ No _____

17.) What operating systems are you proficient and comfortable using?

Linux _____ Mac (OS X) _____ Windows _____

18.) What type of internet connection do you have?

Cable _____ DSL _____ Satellite _____

19.) Are you comfortable learning how to use our exam platform, called HamExamGen?

Yes _____ No _____

20.) What time zone are you in? _____

We require two references that can attest to your good character and willingness to be an asset to the Aurora ARG VE Program, as opposed to a liability. **Your references can not be family members and they must have known you for at least two years prior to the date of this application.**

Reference #1

21a.) Last Name, First Name: _____

21b.) Physical Address: _____

21c.) City / Village / Hamlet: _____

21d.) Province / State / Territory: _____ 21e.) Zip / Postal Code: _____

21f.) Telephone Number: _____

21g.) How long has this person known you? _____ years

21h.) Amateur radio callsign of reference, if licensed: _____

21i.) E-Mail Address: _____

Reference #2

22a.) Last Name, First Name: _____

22b.) Physical Address: _____

22c.) City / Village / Hamlet: _____

22d.) Province / State / Territory: _____ 22e.) Zip / Postal Code: _____

22f.) Telephone Number: _____

22g.) How long has this person known you? _____ years

22h.) Amateur radio callsign of reference, if licensed: _____

22i.) E-Mail Address: _____

23.) What are your long term goals as a Volunteer Examiner with the Aurora ARG VE Program?

24.) What are you looking to gain as a Volunteer Examiner with the Aurora ARG VE Program? Please be specific.

25.) How do you see yourself being an asset to the Aurora ARG VE Program as opposed to a liability?

26.) What do you see with the Aurora ARG VE Program that has drawn you to us over other VE teams?

27.) Certification. By submitting this application to serve as a Volunteer Examiner with the Aurora ARG VE Program, you agree to the following:

_____ (Initial) – I certify that I have access to a reliable broadband internet connection, capable of doing video conferencing.

_____ (Initial) – I will install and maintain updates for the Zoom video conferencing client and keep it properly configured, as necessary on any device being used for exam sessions.

_____ (Initial) – I will faithfully demonstrate a willingness to help the Aurora ARG VE Program carry on their vision as a member of the organization.

_____ (Initial) – I will maintain active communication with the Chairman of the Aurora ARG VE Program via email or telephone, as required and respond to any correspondence as requested in a timely manner.

_____ (Initial) – I certify that I am an accredited Volunteer Examiner with the ARRL VEC and will attach a copy of my credentials to this application.

_____ (Initial) – I certify that I hold the appropriate class of amateur radio license to serve as a Volunteer Examiner and will attach a signed Official Copy of my license with this application.

_____ (Initial) – I certify I will keep and maintain my availability to serve at exam sessions through the built in “VE Availability” feature in HamExamGen. I certify I will ensure my availability is kept current and up to date at all times.

_____ (Initial) – To remain active in the Aurora ARG VE Program, I will actively serve in a minimum of two sessions per month, otherwise I will be removed from the roster.

_____ (Initial) – Upon receipt, I agree to not distribute the VE Handbook to anyone unless written permission is given by the Aurora ARG VE Program Chairman. I understand that I could be immediately removed from the VE Program if I am found to be distributing the Handbook without express written permission from the Chairman.

_____ (Initial) – I agree to always make an honest effort to be physically present for an exam session at least 30 minutes prior to the start time. If I am not able to make it, I will promptly notify one of the Lead Volunteer Examiners as soon as possible.

_____ (Initial) – I agree to always refrain from the use of profanity or derogatory language while conducting examination sessions that represents the Aurora Amateur Radio Group in any situation. I further understand that using such language while connected to a telephone or video conference sponsored by the Aurora Amateur Radio Group will result in immediate removal. Each VE will understand that future participation would be based on a meeting with the Chairman of our VE Program.

_____ (Initial) – I agree to continue upholding a level of respect toward my peers that exhibits a sense of professionalism and work as a team to ensure we are providing the best service possible to the amateur radio community.

_____ (Initial) – I agree to actively continue upholding the highest level of honesty, integrity, and service at all times as a Volunteer Examiner while administering amateur radio license examinations on behalf of the Aurora Amateur Radio Group.

_____ (Initial) – I agree to carefully read the Aurora ARG VE Program’s Volunteer Examiner Handbook upon receipt of the document from the Chairman.

_____ (Initial) – I understand that I must take and pass a written examination prior to beginning my service with the Aurora ARG VE Program and pass with a score of 80% or higher.

_____ (Initial) – I understand I will have to renew my VE certification with the Aurora ARG VE Program every 24 months and take the written examination to stay on the roster.

