



Last Frontier Amateur Radio Society, Inc.
"Proudly serving Alaska and beyond..."

247 S. Alaska St #767
Palmer, AK 99645
(907) 740-8990
<https://lfars.net>
ve@lfars.net

Application to serve as a Volunteer Examiner

Please complete this form to serve as a Volunteer Examiner with Last Frontier ARS. An original signature with black or blue ink is required on the application. **No exceptions.** When you have completed the application, please email it as a PDF attachment to the VE Program Chairman for the Last Frontier ARS. That email address is ve@lfars.net. You will also need to attach a signed official copy of your amateur radio license, a copy of your valid government issued photo ID (ID must be from a U.S. state or federal entity) and VE certificate from the ARRL VEC. Delays will occur if this application is incomplete!

Type of VE service being applied for:

In-Person Testing ONLY: _____ Remote Testing ONLY: _____ In-Person and Remote Testing: _____

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 certification with Last Frontier ARS, if applicable (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.) For remote testing ONLY: Are you comfortable running the Zoom video conferencing software on your computer?

Yes _____ No _____

17.) For remote testing ONLY: What operating systems are you proficient and comfortable using?

Linux _____ Mac (OS X) _____ Windows _____

18.) For remote testing ONLY: 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 Last Frontier ARS, as opposed to a liability. **Your references can not be family members or active Volunteer Examiners with the Last Frontier ARS 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 Last Frontier ARS?

24.) What are you looking to gain as a Volunteer Examiner with the Last Frontier ARS? Please be specific.

25.) How do you see yourself being an asset to the Last Frontier ARS as opposed to a liability?

26.) What do you see with the Last Frontier ARS that has drawn you to us over a different organization?

27.) Certification. By submitting this application to serve as a Volunteer Examiner with the Last Frontier ARS, you agree to the following:

_____ (Initial) – For remote testing ONLY: I certify that I have access to a reliable broadband internet connection, capable of doing video conferencing. I further certify that my download speed is at least 25 Megabits per second and upload speed is at least 3 Megabits per second.

_____ (Initial) – For remote testing ONLY: 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 Last Frontier ARS carry on their vision as a VE with the organization.

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

_____ (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) – For remote testing ONLY: I certify I will keep and maintain my availability to serve at exam sessions through the built in “VE Availability” feature in Wireless Exam Gen. I certify I will ensure my availability is kept current and up to date at all times.

_____ (Initial) – To remain active in the Last Frontier ARS, I will actively serve in a minimum of four remote sessions every 180 days or 4 in-person sessions every calendar year, otherwise I will be discharged from the program.

_____ (Initial) – I agree to carefully review the VE Handbook upon receiving it from the Chairman or downloading it from the Last Frontier ARS website.

_____ (Initial) – I agree to abide by Part 97, Subpart F of the Commission’s Rules regarding my service as a Volunteer Examiner and all instructions given to me by the Last Frontier ARS.

_____ (Initial) – I agree to always refrain from the use of profanity or derogatory language while conducting examination sessions that represents the Last Frontier ARS in any capacity. I further understand that using such language may result in immediate removal from the 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 Last Frontier ARS.

_____ (Initial) – FOR VOLUNTEER EXAMINERS WHO RESIDE OUTSIDE ALASKA: I understand that Last Frontier Amateur Radio Society’s focus is to serve Alaska and grow a cadre of Volunteer Examiners who physically reside in Alaska. I understand that my service as a Volunteer Examiner being a non-Alaska resident is temporary and I am subject to discharge from the program should my position be filled by a legally established resident of Alaska at any time.

_____ (Initial) – I acknowledge that I may be required to take and pass an open book, written examination proving my understanding of Part 97 and policies of this Volunteer Examiner Program at any time during my service. I understand that I must pass with a score of 80% or higher.

_____ (Initial) – I understand I will have to renew my VE certification with the Last Frontier ARS every 12 months to ensure my contact information is up to date.

27.) Certification (Continued)

Signature of applicant

Date of Application

Printed name of applicant

Do not write below this section. This is reserved for the Last Frontier ARS Chairman.

Applicant Checklist

_____ Amateur radio license (official copy) _____ Copy of photo ID _____ Contacted listed references

Interview scheduled? _____ Type of interview: _____ Telephone _____ Zoom

Application is: _____ Approved _____ Denied Date of decision: _____

Chairman Notes

Onboarding Checklist - Approved Application

_____ Send VE Certificate _____ Generate VE Examination _____ Create VE Login Creds (HamExamGen)

_____ Add to database and website _____ Send welcome email _____ Send paper exam package (as needed)