

2019 INSTRUCTIONS FOR VOLUNTEER EXAMINER COORDINATORS
Revision S.6

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3.11.6 Providing documents

Each VEC shall provide an adequate supply of CSCE documents to its VE teams.

3.11.7 CSCE records

VECs must keep records of CSCEs so that those records are capable of being used to verify the issuance of a particular certificate.

3.11.8 Issuing CSCEs

The Administering VEs shall issue a CSCE document for elements passed to each examinee who scores a passing grade. The class to which the examinee upgrades shall be indicated on the CSCE. When a CSCE is issued for passing elements but the examinee has failed to upgrade, the CSCE shall so indicate.

3.11.8.1 Withholding upgrade credit

A CSCE must be marked for upgrade credit only when the applicant can show proof of having passed the element(s) required for the upgrade, or proof that the applicant held an expired license grant required for the upgrade. When an examinee cannot show the necessary proof, the Administering VEs will issue a CSCE which credits only the elements passed. A second CSCE shall be prepared showing the element and upgrade credit and shall be delivered to the VEC with the examinee's Form 605. The VEC will give the second CSCE to the examinee after verifying it.

3.11.8.2 CSCE Expiration Date

CSCEs are valid for temporary operation and upgrade credit if the issue date is within the 365 days previous to the date of the examination.

3.11.8.3 Deleted

3.12 Submittal of Session Packages

3.12.1 Time limit

The Administering VEs shall submit the application forms and all test papers for successful candidates to the coordinating VEC at the completion of the each examination session.

3.12.2 Late submittals

If the VEC does not send the results of the examination session electronically to the FCC in a timely manner, the VEC shall explain why the results are late.

3.12.3 Tracking system

VECs shall devise a system to track the return of the materials and forms. If an Administering VE willfully or repeatedly fails to send the Form 605s to the VEC in a timely fashion, the VEC shall remove the Administering VE's accreditation.

3.12.4 Submittal of Application Data

The VEC must screen the data on the Form 605 for accuracy and completeness before sending the data electronically to the FCC. The name on the 605 form does not have to be the person's legal name. Any name can be on the form and license as long as there is no intent to deceive anyone.

3.12.5 Screening

Each VEC will adopt appropriate measures to achieve a near zero error rate in applications submitted to the FCC. The measures should address errors made by examiners, Administering VEs and the VEC. NCVEC Form 605 shall be completed in accordance with FCC requirements.

3.13 Deleted [Replaced with 3.12.5]

3.14 Deleted