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GUIDELINES, APPLICATION, AND AGREEMENT
for
BASIC HANDS-ON SKILLS TEST EXAMINERS
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1. Overview

SatProf, Inc. administers the "GVF Training" program in coordination with GSOA, the Global Satellite Operators Association. GSOA now incorporates the functions of the previous Global VSAT Forum (GVF).

Two of the certifications offered as part of the "GVF Training" program require the student to successfully complete a Basic Hands-On Skills Test session (HOST-B), in addition to specific on-line training courses. Those certifications are:

- Basic Satcom Professional (code GVF-CERT-SPB)
- Advanced Satcom Professional (code GVF-CERT-SPA)

The HOST-B is intended to confirm that the student can execute the skills taught in online course GVF 510 in the field.

The role of the HOST -B Examiner is to administer and supervise the HOST-B and evaluate each individual student's performance as pass/fail, and to submit a completed score sheet to SatProf. Upon receipt of the score sheet, if passed, SatProf will enrol the student in the appropriate online certification exam. The online learning system will then issue a Certification if and when the student passes that online exam.

2. Examiner certification process

To be certified as a HOST-B Examiner, the applicant must:

1. Have extensive field experience installing satellite terminals.
2. Have at least one letter of recommendation attesting to their experience in activating satellite uplink terminals, from a technical manager, training manager, or expert in carrier activation, at either a satcom service provider or a satellite operator company.
3. Hold, as a minimum, an unexpired Advanced Satcom Professional Certification (GVF-CERT-SPA).
4. Agree with the terms and conditions in the application/agreement form (Appendix A).
5. Complete and submit Attachment A (by fax, scanned PDF, or email text).
6. Be approved by the GVF Master Instructor.
7. Pass the online examiner course/exam (GVF-CERT-EXB).

Exceptions may be made by SatProf on a case-by-case basis.

3. Examiner recertification process

HOST-B Examiner certifications will be valid for three years. In order to recertify, the examiner must:

1. Hold, as a minimum, a currently valid GVF Advanced Satcom Professional Certification (GVF-CERT-SPA).
2. Pass the online examiner course/exam (GVF-CERT-EXB).

4. Duties

As a HOST-B Examiner, you must:

1. Maintain detailed familiarity with the current edition of GVF 510.
2. Provide or arrange for a HOST-B testing facility with the necessary equipment (see below).
3. Conduct Basic Hands-On Skills Tests (HOST-B) in accordance with the Basic Hands On Skills Test score sheet (BR-10) and the examiner certification/recertification course/exam.
4. Respond to inquiries from students wishing to take a HOST-B.
5. Confirm with SatProf that the student has completed GVF 510 prior to attending the HOST-B session.
6. Collect a fee (if any) from the student. Note that SatProf will NOT collect HOST-B fees from students. No portion of the fee is due to SatProf.
7. Coordinate date, time, and location with the student. Note that SatProf support will NOT assist students with details or logistics for HOST-B sessions.
8. If the HOST-B session will be offered to the public, provide detailed information to SatProf for posting on the SatProf (GVF Training) website.
9. Ensure that all students complete all skills listed in the current version of the Basic Hands On Skills Test score sheet (BR-10). Each student must independently demonstrate their skills.
10. Submit to SatProf a scanned copy of a completed, signed score sheet for each student within 3 days of the HOST-B session.

5. HOST-B Fees

Examiners offering the HOST-B to the public may set their own fees for administering HOST-B sessions, in consultation with and with approval from SatProf, which may consult with GSOA. However, GSOA suggests that fee for administering the HOST should not exceed $200 for developed country students and $100 for developing country students.

In all cases, students will pay the fee (if any) directly to the Examiner. Payment may not be made to SatProf or GSOA.

With approval from SatProf, the fee for a HOST may be included as part of the tuition for a supplementary classroom or hands-on teaching session taught by the examiner. All such classes require prior approval from SatProf. Such supplementary training may NOT be offered to students as an alternative to any of the courses in the GVF Training program curriculum.

6. Commitment to offer HOST-B sessions

Examiner status will be shown in the SatProf online examiner database search report and the certification holder search report. If you do not wish to be listed publicly as holding examiner status, you are responsible for setting your own SatProf student profile parameters accordingly, as follows.

If you will be offering HOST-B sessions publicly, either on a public schedule or by appointment, you must set your own student profile parameter "**Do you offer install services outside your org**?" to "**Yes**." This will make your profile available on the public HOST Examiner listing on the GVF Training web site.

7. Tuition assistance for examiners

To assist examiners in remaining familiar with GVF 510 and to keep your Advanced certification up to date, SatProf offers a free one-year Training Membership for examiners who meet the following criteria in the previous year:

1. Submit completed score sheets for at least 6 students who completed a HOST-B during the year; or
2. Offer at least two public sessions listed on the SatProf HOST public schedule. Cancelled sessions will count only if the session was cancelled for insufficient enrolment, and you stated the enrolment deadline clearly in the session description, and you notified any enrolled students and SatProf prior to that date that the session is cancelled.

The Training Membership includes continuing access to GVF 510, 520, 521, and the Advanced certification/recertification exam, as well as many other courses.

Enrolment in the examiner certification/recertification course/exam is at no charge for examiners and those applying to become examiners.

8. Equipment

Each examiner **must** provide, or arrange for, the following:

1. At least one sample VSAT terminal that includes an antenna which the student may disassemble and reassemble. The antenna may be any make or model, provided that it can be used to challenge the student to correctly assemble the reflector and feed support system.
2. At least one antenna with fine azimuth and elevation pointing adjustments, **and linear polarization**. (This may be the same antenna as above.)
3. Tools for students' use during the HOST-B (including a crimp or compression tool for connector attachment).
4. Sample pieces of RG-6 quad shield or similar coaxial cable and at least 3 compatible connectors for each student.
5. Weatherproofing supplies for each student.

Optionally, the examiner should provide or arrange for:

1. Space segment capacity for cross pol testing.
2. Space segment and counterpart VSAT hub capacity for VSAT activation testing.

9. Support

Examiners may contact gvfsupport@satprof.com at any time to:

1. Find out the training status of prospective HOST-B students (in particular, if they have completed the current version of GVF 510).
2. Post public HOST-B sessions on the SatProf public schedule.
3. Request enrolment in the certification/recertification course/exam.
4. Ask any questions about the certification and HOST-B process.

APPENDIX A: EXAMINER APPLICATION AND AGREEMENT

1. Your Name (Last Name, First Name):

2. Address:

3. Telephone numbers and email:

4. What SatProf Certifications do you currently hold (GVF Training or SBQ)?

5. List of installation projects you have completed (summarize if over 10). Identify projects in which you performed a cross-pol alignment with the satellite operator. For each project, show which satellite operator you worked with.

6. Describe the three most interesting installations that you have performed, including what problems were encountered and how they were solved. Each description should be 100-200 words in English.

7. Who will be providing your letter(s) of recommendation? Please provide name, organization, email, and telephone. Note: letters of recommendation should be sent directly to SatProf.

8. Will you be offering HOST sessions to the general public on a date and fee schedule to be published on SatProf's training web site? Yes/No

9. Are you willing to offer HOST sessions to the general public based on appointments made directly with you by the student? Yes/No

Name: _____
Address:

Telephone: _____
Email: _____

I wish to be approved as a HOST-B Examiner and I agree to abide by the guidelines given in document *SP-FORM-004, HOST-B Examiner Guidelines, Application, and Agreement*.

Signature _____ Date: _____