GVF VSAT INSTALLATION CERTIFICATION TRAINING

Basic HOST (HOST-B) EXAMINER GUIDELINES, APPLICATION, AND AGREEMENT

***Revised Nov 2020***

**1. Overview**

GVF certification courses consist of on-line theory portions and a practical skills examination. In order to complete some GVF certifications, every student must pass the basic Hands On Skills Test (HOST-B). The role of the GVF HOST-B Examiner is to administer the HOST-B and evaluate the student’s performance as pass/fail.

**2. HOST-B Examiner approval process**

To be approved as a GVF HOST-B examiner, the applicant must:

1. Have extensive field experience installing fixed VSAT satellite terminals.
2. Have at least one letter of recommendation from a technical or training manager or expert at a service provider or satellite operator.
3. Hold, as a minimum, GVF Advanced Certification.
4. Agree with the terms and conditions in this application/agreement form (Appendix A).
5. Complete and submit Attachment A (by fax, scanned PDF, or email text).
6. Be approved by GVF.

Exceptions to these requirements may be made by GVF on a case-by-case basis.

**2. Duties**

1. Conduct basic Hands-On Skills Tests (HOST-B).
2. Coordinate with GVF administration for HOST schedules, fees, student registration, and test result reporting.
3. Within 3 days of administering any HOST, advise GVF by email of the student’s pass/fail status.

**3. Fees**

Examiners may set their own fees, in consultation with and with approval from GVF. However, GVF requests that fee for administering the HOST-B should not exceed $200 for developed country students and $100 for developing country students.

Unless otherwise agreed on a case-by-case basis, students will pay the fee directly to the Examiner. If payment is made to GVF, a portion may be retained to cover transaction costs and costs of promotion, marketing, and business development contributed by GVF.

With approval from GVF, 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 the GVF.

APPENDIX A: HOST-B EXAMINER APPLICATION AND AGREEMENT

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

2. Address:

3. Telephone numbers and email:

4. Which GVF Certifications do you currently hold?

5. List of installation projects you have completed (summarize if over 10). Identify which projects 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 GVF.

8. Do you agree to abide by the GVF VSAT Installation Examiner Guidelines? Yes/No

9. Will you be offering HOST-B sessions to the general public on a date and fee schedule to be published on GVF’s training web site? Yes/No

This is not a requirement to become a HOST-B Examiner, as many Examiners offer the HOST-B only to personnel in the Examiner’s own organization. If you will be offering HOST-B sessions publicly, make sure your profile parameter “Do you offer install services outside your org?” is set to “Yes.” This will make your profile available on the public HOST-B Examiner listing.

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

This is not a requirement to become a HOST-B Examiner, as many Examiners offer the HOST-B only to personnel in the Examiner’s own organization. If you will be offering HOST-B sessions publicly, make sure your profile parameter “Do you offer install services outside your org?” is set to “Yes.” This will make your profile available on the public HOST-B Examiner listing.

11. Do you agree to all of the following terms? Yes/No

1. I agree to follow the GVF HOST-B Examiner Guidelines.
2. I will administer the GVF basic Hands On Skills Test according to the GVF specification.
3. I will provide or coordinate a HOST-B testing facility
4. I will provide or coordinate 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.
5. I will provide tools for student’s use during the HOST-B (including a crimp or compression tool for connector attachment).
6. I will provide sample pieces of RG-6 quad shield or similar coaxial cable and at least 3 compatible connectors for each student.
7. I will provide weatherproofing supplies for each student.
8. I will provide or coordinate space segment capacity for cross pol testing (preferred).
9. I will provide or coordinate space segment and counterpart VSAT hub capacity for VSAT activation testing (preferred).

EXAMINER APPROVAL FORM

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |

I wish to be approved as a GVF HOST-B Examiner and I agree to abide by the GVF VSAT Installation Examiner Guidelines.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved as an authorized GVF VSAT Installation Examiner

Approved by (GVF):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_