



PROGRAM OF CERTIFICATION

SOCIETY OF BROADCAST ENGINEERS, INC.
The Association for Broadcast and Multimedia Technology Professionals
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CERTIFICATION DEPARTMENT

Certification Director
MEGAN E. CLAPPE
SBE National Office, Indianapolis, IN
mclappe@sbe.org

To: Chapter Certification Chairmen

From: Megan Clappe, Certification Director

Date: October 14, 2021

Re: November 2021 Exam Dates

Enclosed is a list of applicant(s) from your Chapter who have applied to take a certification examination offered from November 5-15, 2021.

I have provided your chapter applicants name, their address(es), phone number(s) and email address where possible. These address sheets are for your records.

PLEASE CONTACT THEM REGARDING THE DATE AND LOCATION OF THE EXAM. Test(s) should be scheduled in the November 5-15, window.

Enclosed are "Instructions for SBE Certification Examination Proctors". **ONE PROCTOR MUST BE CERTIFIED AT LEAST AT THE LEVEL OF THE HIGHEST EXAMINATION BEING ADMINISTERED.**

All senior broadcast engineers, broadcast engineers, audio/video engineers, specialist certifications, networking engineer, networking technologist and broadcast technologist tests are allotted 3 hours. Exams are open book and per the test instructions, internet is allowed. **Internet proctor instructions are enclosed.**

ESSAYS ARE TO BE CLOSED BOOK. The senior applicant has a choice from three essay questions on the senior exams. Please be sure that all three essays are returned in packet. The Certified Broadcast Networking Engineer has two essays to choose one from. Make sure that both essays are returned. AM Directional Specialist, 8-VSB Specialist ATSC3 Specialist and Digital Radio Broadcast Specialist essays only contain one essay question.

Radio & Television Operator

If giving the television or radio operator certification exams, these exams are closed book and allotted one-hour for completion. **NO INTERNET ALLOWED/CLOSED BOOK** Proctor instructions are also included for these exams.

The exams will be mailed from the National Office to the designated proctor. **Please return your proctor form no later than November 3.** Please allow at least a week to 10 days lead-time. I have enclosed a form for you to complete and return showing the proctors' name and address and the exam date. **PLEASE RETURN THIS FORM TO ME A.S.A.P. EXAMS CAN'T BE MAILED UNTIL THE PROCTOR FORM IS RETURNED TO ME AT THE NATIONAL OFFICE.** You can **FAX** the information to me at **(317) 846-9120** or Email mclappe@sbe.org.

All exams should be received back in the National Office no later than November 30, 2021, so they can be graded promptly.

If you have any questions, please do not hesitate to give me a call. Thank you for your cooperation and assistance with this exam session.