

Chapter 4

Keeping Track of It All!

Using Forms to Your Advantage

No other VEC handles the volume of business the ARRL/VEC does. During the codeless Technician license boom of April 1991, ARRL VEs administered 8,060 exam elements to 4,773 candidates. In the license restructuring boom of April 2000, ARRL VEs administered 14,884 exam elements to 26,473 candidates—many of whom in the second half of the month were submitting credit-only upgrades under the new April 15, 2000 FCC Rule requirements. Because these were two of our busiest months ever, we can appreciate even more the work conducted by our teams—work that kept track of the detailed information on all of the exam elements taken and credits presented, and the persons that took them.

To minimize any confusion, we supply a variety of forms for the benefit of our examiners so that their jobs as VEs will be easier. That's why all of our VEs need to be familiar with the paperwork involved with the ARRL/VEC program.

This chapter explains how to use the ARRL/VEC's forms properly (except the NCVEC Form 605) to make your job easier. Samples of each form are included in the Appendix for your VE team to use.

“NCVEC” Form 605 and “FCC” Form 605 Deferment.

Although a simple form, the Form 605 has

caused many a case of heartburn—especially in the past year where there are two forms—an NCVEC version used for testing and an FCC version not used for testing. Since there are so many uses for and methods of handling the Form 605, it will be dealt with by itself in Chapter 5.

Let Us Know What's Needed

The key to conducting a session with minimal hassles lies in preparation. Chapter 3 outlines the basic information that you'll need to get things rolling.

Test Session Registration / Request for Test Materials. (See sample form in Figure 1 and in the Appendix). The ARRL/VEC uses one form to register an upcoming session and to define what test materials the VE team needs to conduct the session. Here's a quick walk-through.

Item 1--Test date and start-up time: List the session date(s), the local time that the session is scheduled to start.

Item 2--Most sessions have only one sitting, but the team may decide that two or more are needed. Multiple-sitting sessions are most often held in conjunction with hamfests and conventions.

Item 3--Whether walk-in candidates will be accepted at the session is entirely up to the VE team. Some teams require all applicants to preregister; some take preregistrations and walk-ins, other teams prefer to handle all candidates as walk-ins.

ARRL VEC AMERICAN RADIO RELAY LEAGUE / VEC

SESSION REGISTRATION/REQUEST FOR TEST MATERIALS
(SEND TO ARR/VEC AT YOUR HAREST CONVENTION/SUMMER OF THE SESSION/WHICH IS FORM #605)

Please include the name of your coordinating VEC team. If this is not an ARRL/VEC-coordinated test session, ignore everything after item 7.

1. THE COORDINATING VEC FOR THE FOLLOWING TEST SESSION WILL BE: (check one) ARRL, W5VE, NCVEC, CA/VEC, IOWA, RUMYMBO, GEARNS, SANDARC, GEARNS, Jefferson (IA), Milwaukee, Mountain (MO), Test (NY) (NY) (NY), Anchorage or Kodiak (AK)

1. TEST DATE: _____ TIME (local): _____
(if applicable, if the session will extend over a period of two or more adjacent dates, such as a weekend-long series of sessions at a convention.)

2. WILL ADDITIONAL SITTINGS BE HELD AT THIS SESSION? YES NO

3. WILL WALK-IN CANDIDATES BE ACCEPTED? YES NO

4. SESSION SPONSOR: _____
(name of club, hamfest, convention, group of VEs, or "un-sponsored")

5. ADDRESS OF TEST SITE: (Be sure to include building name and room number sufficient to give candidate direction to the site.)

City: _____ State: _____ ZIP: _____

6. VE TEAM CONTACT PERSON'S ADDRESS: (This person will receive inquiries and applications from candidates and correspondence supplied from the VEC, and does not have to be an accredited VE. Some papers will be sent only to the VE team person named below.)
NAME: _____ CALL SIGN (if any): _____
PHONE: Candidate will call the number for test session information: () _____
ADDRESS: _____

City: _____ State: _____ ZIP: _____

7. VE TEAM (ARRL) MAILING ADDRESS: Same as Contact Person? YES NO
(The VE Team person must be an Accredited Extra class VE if Element 1, 2, 3 and 4 are to be administered. Advanced class for Elements 1, 2 and 3 or General class for Elements 1 and 2 of the test session.)
NAME: _____
CALL SIGN: Extra Advanced General
PHONE: day () _____ PHONE: night () _____
STREET ADDRESS (NOT A PO BOX): _____

City: _____ State: _____ ZIP: _____

8. HAS THE VE TEAM BEEN WELL STOCKED WITH MATERIALS? YES NO (Team has exam software)

9. WILL THE VE TEAM BE USING THE ARR/VEC EXAM SOFTWARE? YES NO

10. LIST BY ELEMENT THE MATERIALS THAT WILL BE NEEDED FOR THIS SESSION

| ELEMENT | TEST BOOK | BOOKS | BOOKS |
|---------|-----------|-------|-------|
| 1 | 2 | 3 | 4 |
| | | | |
| | | | |

* For Elements 2, 3 and 4, check each written element for which you wish to also receive a Braille copy (note: due to your limited supply, 1 copy of 1 Braille version is normally provided.)

** This element can be administered only by Extra class VEs.
*** The element can be administered only by Extra or Advanced class VEs.

Would you like to register a second version of the elements you have requested? YES NO
If YES, please indicate for each element how many you will need: example: 100, 10 of one version and 5 of another.

For your Morse code exams, which test format do you wish to receive? (fill in the blank) Multiple choice?
For your Morse code exams, which method do you prefer? Cursive type CC (not available for all sites)

Would you like to receive hole-punched nonpaper overlay-grading templates? YES NO

Could we send you the ARRL/VEC Examination Software (disk)? YES NO See (page) 3-102 or 3-104

11. WANT EXPRESS SERVICE ENVELOPES WILL YOU NEED TO RETURN THE COMPLETED SESSION?
(We will provide you with the postage-paid details (address labels) and envelopes for that service.)
US Postal Service Priority Mail Airline Express Other: _____ Weekly Stock

12. LIST QUANTITIES OF ANY ADDITIONAL SUPPLIES YOU NEED

| | |
|-----------------------------------|-------|
| Session Registration/Request Form | _____ |
| Test Session Reports | _____ |
| Applications (FCC FORM 605) | _____ |
| Candidate Booklets | _____ |
| CD-ROMs | _____ |
| Application letters (2-sided) | _____ |
| Other | _____ |

13. LIST YOUR PROPOSED VE TEAM

Provide the name, call sign and/or home address of each person who will probably serve at this test session. This is not a final commitment to serve, but it will help the ARRL/VEC ensure that your VE team's appointments are in good order. Please keep in mind that the VE team will be administering Elements 1, 2, 3 and 4. For the VEs who will sign the applications (only) CD-ROMs must be Extra class VEs. For Elements 1, 2 and 3, the VEs can also be Advanced class. Candidates are listed to Elements 1 and 2 only.

You may register for a session even if you do not yet have all the examiners' occupational credentials. The FCC requires, however, that each person signing 605 applications or CD-ROMs must be duly accredited for the ARRL/VEC of the time the session is conducted.

| | | | | | |
|------|------|-------|-------|----------|---------|
| Name | Call | Class | Extra | Advanced | General |
| Name | Call | Class | Extra | Advanced | General |
| Name | Call | Class | Extra | Advanced | General |
| Name | Call | Class | Extra | Advanced | General |
| Name | Call | Class | Extra | Advanced | General |

(ARRL/VEC 4088)

Figure 1 - Sample Test Session Registration/Request For Test Materials form (front / back)

Item 4—(Optional) Indicate the name of the sponsor (or sponsoring group) of the session. If there is no sponsor, write in "unsponsored."

Item 5--Please provide the actual location of the session. Although this is not essential for the registration, including the information helps when applicants request referrals to upcoming sessions. With an incomplete address, the VE Team Contact person (see Item 6) may receive more requests than necessary for test-site information.

Item 6--Indicate who will be the primary information source for the VE Team. Inquiries directed to the VE Team Contact Person are usually for test dates, times, walk-in info, talk-in frequencies and other public information. The Contact Person does not have to be a ham, nor an accredited VE, but he or she may be, if the team so chooses. A telephone number must be specified for contact information (directions to the test site, etc) that will best meet the needs of candidates--most often an evening-accessible number.

Item 7--The VE Team Liaison must be a VE accredited with the ARRL/VEC. The Liaison is the only person who will receive test materials on behalf of the VE team from the ARRL VEC. If the VE team will administer Elements 1, 2, 3 and 4, the accredited VE Team Liaison must hold the Extra Class license. Do not appoint or elect someone as Liaison for a session if any of his or her relatives will test at that session. For Elements 1, 2 and 3, the Team Liaison need only be an accredited Advanced class licensee. For Elements 1 and 2 only, the Team Liaison must be at least a General class accredited licensee.

Item 8--If the VE team already participates in the ARRL/VEC's field-stocking program (see Chapter 3), check the "yes" box. If the VE team has our computer-software package, please check the appropriate box.

Item 9--If the VE team will use the exam software exclusively, check the "yes" box.

Item 10--If you are not already field stocked, tell us what test materials your VE team will need for the session. The number placed on each element's blank line will be the number of copies of the test that will be sent. Many sessions accommodate very few applicants, and it is not unusual for only one or two exams of any given element to be administered. If your VE team requests only one Element 1 exam, it will be sent the Element 1 cassette tape and one Element 1 printed quiz. Take care when ordering the materials so that supplementary shipments will not have to be made just before the session date. If you are field stocked and require additional materials to supplement your stock, please indicate your needs here or on a *Re-Stock Materials Request* form (obtained upon request from the VEC).

If you'd like to receive a second version of the elements you've requested, check the appropriate box.

If you would like to receive three sets (one for each VE) of our blue-transparent hole-punched overlay grading templates, check the appropriate box. If you would like

more than three sets, tell us how many you sets you will want us to supply.

Item 11--Indicate the postal/courier/shipping service you want to use when returning your examination packages to the VEC. We use USPS Priority Mail as the default.

Item 12--Similar to Item 10 above, tell us if you need additional NCVEC Form 605 applications, *Candidate Rosters*, *Test Session Registration/Request for Test Materials* forms, confirmation of appointment letters, Information Letter to Applicants, CSCEs or any other item(s). If nothing is indicated, we will assume that you have all additional materials that you need. If you want to receive our computer software, check the applicable box.

Item 13--Tell us the call signs and names of those persons who are expected to work the session as VEs.

Candidate Roster (see sample form Figure 2 and Appendix). We provide a two-part, no-carbon-required (NCR[™]) form for VE teams to use for specifying the names, current call sign, current license class, fee paid, what element(s) each candidate took (indicating whether the test was passed or failed), what valid exam/element credit(s) were presented and what upgrades (if any) were earned. One roster sheet will accommodate up to 15 candidates.

Each part of the roster is color coded since each page has a different, though similar, purpose. The top (white) copy is labeled "VEC's PERMANENT RECORD" and is the copy that the VE team completes and returns to the VEC office with the completed session results. All entries made before, during or after the session are written on this top page, with the second page aligned underneath so that the information will be imprinted onto it. When making entries on the top page, press hard to ensure that information does indeed carry through to the second copy.

The second (yellow) copy is marked "VE TEAM's PERMANENT RECORD." This page is for the VE team to retain in its records; the VE Team Liaison will file it for future/archive reference.

It's important that your VE team complete the roster accurately. If your test materials and NCVEC Forms 605 sent back to the VEC office don't make it to us (this has happened *several* times), it will be necessary to reconstruct the test session using your VE team's carbon-copy records! If your team does not retain the carbon copy of this important roster, it could cost applicants a hard-earned upgrade! Please, do not send your yellow VE-team carbon copies to the ARRL VEC (*keep these in your files!*)

Using the Roster. Some teams use the roster to tell them how the session is going at any point, and how many candidates are still testing. Other teams have devised their own "flow control" systems. Your VE team may create whatever system and/or forms you feel are necessary to make your job more manageable, so long as a completed *Candidate Roster* form is provided the VEC

office. If your team has a computerized system that provides a report listing all the VEC-required information, that will generally be just fine. Please share a copy with us for review just to be sure. We can usually accept such lists in place of our standard form so long as it supplies the same data as required on the roster form.

Indicate at the top of the roster the location (city and state) of the session (this must be the same location as written on the CSCEs), the test date and the sponsor (or sponsoring group {if there is no sponsor, and since none is required, you can write in the word "none" or "unsponsored"}) of the session. Print the name and call sign (if any) of each candidate who tests at your session; use more roster pages as needed. Be sure to indicate that every candidate paid a test fee, or paid a test fee plus another fee for each retest of the same exam element (list each retest as a new roster line entry—just as if the person was a new examinee).

"LICENSE CLASS BEFORE TEST"--Place a single letter in the box to indicate which license class the candidate holds when he or she comes to the session, eg, "N" for Novice, "T" for codeless Technician, "Tech Plus", "P" or "T+" for Technician's who have proof of passing a Morse code exam (or hold a copy of a previous license which includes a Morse code requirement), "G" for General, "A" for Advanced and "E" for Extra Class.

For candidate-roster purposes, a licensee who holds a CSCE that upgrades his/her license should be indicated on the roster indicating the current class of license held, and then any element credit held by presenting the CSCE(s) by inserting a "C" in the applicable box.

To be given such credit, however, the applicant must show the VE team license proof and original CSCE(s) that document the upgrade. (Credit must be evidenced by an *original* CSCE only, a photocopied document is not to be honored—but it could be deferred to us at the ARRL VEC for verification.) For example, a Technician class licensee who has also passed the Morse code test and General written test within the previous 365 days may upgrade to Extra Class at your session if he or she presents your team with Technician license proof, the original 5 WPM and General class credit CSCE(s) and passes the Extra class written test at your test session.

An examinee is required to present proof of his or her FCC-granted license. In cases where an applicant presents only a CSCE and cannot produce proof his or her current amateur license, the applicant may still take the requested exams. But upon passing, write out two CSCEs--the applicant should be given a CSCE marked

only for credit for the element(s) passed at the session, but not for any upgrade credit—the VEC copy (don't separate the carbons on this one) should show the element credit and upgrade earned (if any). Upon VEC verification, we will distribute the original and carbons for this person's upgrade. The upgrade paperwork will have to be worked out between the candidate and the VEC after the test session (with the candidate supplying to the VEC proof of possessing a FCC-granted license).

"ELEMENTS TAKEN"--Indicate how the candidate fared on the element(s) by placing a "P" (passed), "F" (failed), "C" (CSCE credit), "CR" (FCC RadioTelegraph Morse code credit), "CN" (former Novice licensee Morse code credit) or "CT" (Morse code and General written exam credit for pre-3/21/87 Technician) under each box as appropriate. Boxes for elements not taken should be left blank.

| APPLICANT'S NAME (please print) | FCC PAID (✓) | CALL SIGN (F and M) | LICENSE CLASS BEFORE SESSION (if any) (N, T, G, A, E) | ELEMENTS TAKEN/CREDIT (marks in applicable letter(s) - P-PASS F-FAIL C-EL-1 code credit for old Novice or pre-3/21/87 Tech CT-EL-1 code credit and EL-3 written credit for pre-3/21/87 Tech 5 WPM Technician General Extra class qualified for at this test session (T, G, A, E)) |
|---------------------------------|--------------|---------------------|---|---|
| | | | | 1 2 3 4 |
| 1. ANDREW T. MURPHY | ✓ | K4XYZ | P | |
| 2. GEORGE L. JACKSON | ✓ | W4TXR | P | |
| 3. WILLIAM J. SHORT | ✓ | - | - | C P |
| 4. JANICE E. HEEDN | ✓ | - | - | P P |
| 5. JOHNS L. Mc ADAMS | ✓ | KM4BC | T | |
| 6. RICHARD E. Mc ADAMS | ✓ | W3AZE | G | |
| 7. EDWARD P. HUGHES | ✓ | N5QAK | T | CN P |
| 8. EDWARD P. HUGHES, JR | ✓ | - | - | P P P |
| 9. MICHAEL K. HUGHES | ✓ | - | - | CT P CT |
| 10. CLARENCE NICKERSON | ✓ | W4GYY | A | |
| 11. DAVID R. PRINGLE | ✓ | K4XVK | A | |
| 12. FREDRICK H. SAWYER | ✓ | KA4AYQ | N | |
| 13. MARK T. KEENS | ✓ | - | - | CN P P |
| 14. JASON M. STEWART | ✓ | - | - | F F P |
| 15. | | | | |

Optional - Enter subtotals here (to assist VE teams in tallying results--not required by VEC) 2 / 1 4 / 1 4 / 1 2 / 1
 Page 1 of 1 Number of applicants listed on this page 14 Passed/Failed
 Copy 1 - White - VEC's Permanent Record. VE Team (only) to make entries on this page. Copy 2 - Yellow - VE Team carbon - VE Teams keeps for team records.
 APRIL 1991 - 349488A-0000

Figure 2 - Sample Candidate Roster form

"LICENSE CLASS EARNED"--Place a single letter in the box to indicate the highest class of license the candidate earned at this test session, based on (1) the element(s) passed during the session, and (2) the actual license and CSCE documents or other credits the applicant showed the VE Team at the beginning of the session (**be sure to send the ARRL VEC a copy of every credit document the VE team reviewed and accepted as valid credit**). Use the following identifier codes: "T" for codeless Technician; "G" for General and "E" for Extra Class (remember that as of April 15, 2000, no one can earn a new Novice, Tech Plus or Advanced class license). [For Technician's who gain HF privileges, you can write "Tech w/HF" or "T w/hf", or just leave the line blank—the CSCE is the persons operating authority

to use HF privileges.] Leave the box blank or put a dash in the box if the applicant did not upgrade at the session.

Send all 605s for amateur licenses directly to the ARRL/VEC with all used test materials, passed and failed. Please have your team of three VEs sign all NCVEC Forms 605 for persons who passed one or more exam elements at your test session (go ahead and mark the form box indicating that "No new license or upgrade

Lastly, separate the original roster white top sheet from the yellow carbon copy. Keep the yellow carbon for your VE team records.

Older Rosters. Some VE teams still have copies of our pre-4/15/2000 roster. This form can be used with care, so long as the Element labels are remarked to clearly indicate Elements 1, 2, 3 and 4.

The current roster design is now much simpler, requiring only current information essential to the applicant's record.

If your team still has any of the older style rosters, you may use it—but follow the guide in the preceding paragraphs when completing the roster, and leave no longer applicable columns blank or complete them with adjustments as necessary.

Test Session Report (see sample below, Figure 3 and Appendix A)

Gauging the Session's Output. Many times, VEs don't know the number of candidates that came through the exam room doors. Moreover, sessions can progress so quickly that it becomes impossible for anyone to keep a mental count of how the candidates are doing on each test.

The **Test Session Report** form is a summary of the overall story of what went on at the session.

More than satisfying simple curiosity, the summary serves as a tally sheet for elements passed compared to elements administered, and the Forms 605 submitted for processing. This information is also referred to the FCC for its use.

Completing the Test Session Report Form. Complete the top portion of the report sheet (test site [city and state] and test date).

Passed vs Failed. For each element, tally the number of exams passed and enter the numbers in the appropriate boxes in the "passed" row. Then tally the number of exams failed for each element and enter those numbers in the appropriate boxes in the "failed" row. Finally, in each element column, add the number passed and the number failed, and enter this total in the appropriate box of the "total" row.

Do not include any CSCE or other credits presented in the passed or failed totals.

At the right side of this area on the summary is another column marked "TOTAL." In this column, the sum of the exams passed (adding left to right) is indicated on the first line, the sum of the exams failed is entered on the second line and finally, the sum of all column totals is entered on the third line.

An easy way to verify that all exams, regardless of whether they were passed or failed, are accounted for properly is to compare the sum of the column totals with the sum of the two rows for passed and failed exams. If the two sums are not the same, recheck your actual test results.

Upgrades. In the first column marked "TECHNICIAN EARNED," enter the number of Forms 605 showing a Technician license was earned that your VE team is forwarding to the VEC. Then follow the same steps for the 605s for General and Extra Class upgrades earned. Finally, add the three numbers to arrive at the total number of upgrades earned from the session; indicate this number in the "TOTAL" column.

As a final check before mailing the test results to the VEC, the number of Forms 605 indicated in the "TOTAL" column must match the number of applications for new or upgraded licenses that the team forwards to the VEC in the test session package.

Candidates Who Did Not Earn a New License or an Upgrade. This is the number of applicants who did not earn a new license or upgrade at the session.

Total Candidates Served. Indicate in this box the total number of candidates seeking a new or upgraded license, regardless of what license classes are applied for, who attended the session (this should be the total of upgrades plus candidates who did not earn a new license or upgrade).

Administering VEs. At the bottom of the summary form, (legibly) print the names, call signs and license class of all the VEs who worked the session (if more than 14 VEs worked this test session, list the additional VE's

ARRL VEC TEST SESSION REPORT

Test Site: BEVERLY HILLS, FL Test Date: JUNE 17, 2000

| | | | | | |
|--------|---|---|---|---|-------|
| | 1 | 2 | 3 | 4 | Total |
| Passed | 2 | 6 | 4 | 2 | 14 |
| Failed | 1 | 1 | 1 | 1 | 4 |
| Total | 3 | 7 | 5 | 3 | 18 |

| | | | | |
|--------------------------|------------|---------|-------|-------|
| New License Class Earned | Technician | General | Extra | Total |
| | 3 | 6 | 3 | 12 |

Candidates who did not earn an upgrade or an initial license at this session: 2

Total candidates served by this session: 14

Test Fee Summary

| | | | |
|---|--|---------|----------|
| Total candidates served at this test session (all candidates pay a test fee -- this fee is set by the ARRL/VEC for each calendar year (per FCC Rules)) | Enter appropriate test fee for category you are upgrading to | \$ 6.65 | \$ 93.10 |
| Amount of expense reimbursement retained by the VE team (as necessary and prudent up to \$4 per applicant) | See 4-40 | \$ 2.40 | \$ 29.40 |
| Amount of test fee forwarded to the ARRL/VEC (test fees collected minus fees directly retained for expense reimbursement (if expense passed fees, enter the difference if appropriate)) | | | \$ 63.70 |

Participating VEs List: Four MUST below information for ALL VEs who have participated in this test session.

| License | Name | call | class | id | class |
|---------|-----------------|-------|-------|----|-------|
| 1 | James McClellan | W4QAN | S | 0 | |
| 1 | Will Hellen | W4R12 | S | 00 | |
| 1 | Bruce Wazara | W4DWH | A | 11 | |
| 3 | ANDY DEVINE | W4EER | S | 12 | |
| 6 | | | | 13 | |
| 7 | | | | 14 | |

Important: See Reverse side of this form for additional information. Copies: Green to VEC... Yellow to VE Team

Figure 3 - ARRL VEC Test Session Report form

names/calls/class on the back of the form). Include those VEs who assisted, but who may not have actually signed Forms 605 or CSCEs.

Test Fee Summary. Indicate in this box the number of applicants who tested at your session. Each must have paid a test fee.

Test Fees Submitted. Multiply the number in the "Test Fee Summary" box (the number of people listed on the roster) by the applicable ARRL/VEC test fee. If your team

is retaining a portion of the fee to directly offset out-of-pocket expenses that were necessarily and prudently incurred, enter the amount retained from the test fees you collect in the applicable column (up to \$4 per applicant). Keep only the amount needed to offset your expenses (eg, you serve 10 people, and if you have \$20 in expenses, then the amount to be retained by the VE team is \$2 per person—or \$20). Then, multiply the number of applicants

times the amount of test fee per applicant being retained to determine the amount of fees being retained by your VE team. Lastly, subtract the amount retained by your team from the total test fees collected to determine the amount to be forwarded to the ARRL/VEC. This will be the total amount of test fees enclosed with the test session results. (The total must also include any test fees submitted before the test that were enclosed with preregistrations.)

Most applicants pay by check or money order. Please, do not send cash with the session results (a package with cash and change in it is a test session package just begging to be intercepted enroute to the ARRL VEC). If your team collects any cash at the session, send a team/personal check for the amount being forwarded to the VEC.

On The Back—Notifying the VE Team After Test Processing is Complete. Indicate in this box, on the appropriate line, the method you would like us to use to notify you when your session has been processed and forwarded to FCC. If the box is blank, our standard postcard is sent.

On The Back—Test Fee Summary Example. This example indicates how the test summary on the front would appear once completed.

On The Back—Listing Additional Participating VEs. List any additional VEs present at the session, even if they did not sign any Forms 605 or CSCEs.

On The Back—List Any Non-VE Helpers. List in this section the names of any non-VE helpers, even if they are not licensed Radio Amateurs.

On The Back—Session Evaluation. On the back, give us comments or suggestions you think may help us process the session to the FCC or improve the program overall. If any **irregularities** or problems were experienced in the administration of the test session, note them on this form. **Indicate any testing accommodations offered**, to whom and why (blind, hard of hearing, physically impaired, etc). **If something significantly out-of-the-ordinary took place at your session that may result in follow-up communications to other VEs or candidates, explain it here** or on a separate sheet of paper (and if desired contact us at 800-927-7583 to discuss the matter). Contrary to popular belief, we do read the session comments you return to us.

Lastly, separate the green original from the carbon copy. Keep the yellow carbon for your VE team records.

"Formal" Wrap-up.

The ARRL/VEC has worked hard to simplify the necessary paperwork for its VEs to use, and it's confident that what little it does require is as easy, if not easier, to work with than any other VEC's. We'd love to hear your comments, whether you agree or disagree, and any suggestions for improvement.