



Organizing Your Session Package for Return to the ARRL VEC

Feel Free to use the following Check List to ensure that all required test session documents are enclosed in the package you are forwarding to the ARRL VEC.

To greatly assist us, your package contents/documentation should be arranged as follows:

- 1. on the very top **Test Session Report** [green sheet to ARRL VEC, yellow sheet must be retained by the VE team.]
- 2. below test report..... Correspondence, Special Requests, New/Additional Supplies Order
- 3. below correspondence Checks and/or Fees
- 4. below checks/fees.....**Candidate Roster** [white sheet to ARRL VEC, yellow sheet must be retained by the VE team.]
- 5. below candidate roster Each Candidate arranged in *Candidate Roster* Order then the Individual Candidates Information in the Following Order:
 - a. Pink Carbon copy of the CSCE (if earned)
[when separating the carbon copies of the CSCE, the first sheet (white) is given to the candidate, the second sheet (pink) must be sent to ARRL VEC and the third sheet (yellow) is to be retained by the VE team.]
 - b. Followed by the **NCVEC Form 605 [form must include candidate's Social Security Number or Federal Registration Number (FRN).]**
 - c. Then any License copy or any CSCE copy(ies) from previous test sessions
 - d. Then Exam Papers in ascending element order
- 6. below candidates info..... Unused Materials, including: Examination Booklets, Examination Answer Keys, CSCE's, 605's, Test Reports, Exam Answer Sheets, Blue Overlay Templates, etc.

Please do not use Staples on any documents. Paper clips may be used.

Send your session package to: **ARRL VEC, 225 Main St, Newington CT 06111**

This *Check List* is optional--but we believe it will be helpful to you and your VE Team in preparing and sending your completed test session package to the ARRL/VEC. If you have any questions, call us at **1-800-927-7583** or email to **vec@arrl.org** . We thank you for your interest in the ARRL/VEC and for your interest in serving your local community. We hope your session was a success !

If you have not done so recently, please complete the survey on the back of this form.