



ARRL VEC, 225 Main Street, Newington, CT 06111
 Phone: 1-860-594-0300 web: www.arrl.org/arrivec

SESSION REGISTRATION / REQUEST FOR EXAM MATERIALS

(SEND TO ARRL VEC AT YOUR EARLIEST CONVENIENCE IN ADVANCE OF THE SESSION FOR WHICH THIS FORM IS USED.)

The coordinating VEC for the following exam session will be: _____

(Please include the name of your coordinating VEC. If this is NOT an **ARRL VEC** test session, ignore everything after item 6.)

1. EXAM DATE: _____ **TIME** (local): _____
 (List all dates 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 WALK-IN CANDIDATES BE ACCEPTED? YES NO

3. SESSION SPONSOR: _____
 (name of club, hamfest, convention, group of VEs, or "unsponsored")

4. ADDRESS OF EXAM SITE: (Be sure to include building name or room number{s} sufficient to give candidates directions to the site.)

CITY

STATE

ZIP

5. VE TEAM CONTACT PERSON'S ADDRESS: (This person will receive inquiries and applications from candidates and non-sensitive supplies from the VEC, and does not have to be an accredited VE. Exam papers will be sent only to the VE Team Liaison, named below.)

NAME: _____ **CALL SIGN** (if any): _____

PHONE: Candidates will call this number for exam session information (_____) _____

CONTACT PERSON'S or TEAM'S EMAIL ADDRESS: _____
 (Candidates will use this for exam session information)

ADDRESS: _____

CITY

STATE

ZIP

6. VE TEAM LIAISON'S MAILING ADDRESS: Is the Liaison the same as Contact Person? YES NO
 (The VE team liaison (leader) must be an ARRL VEC accredited VE. Extra class VEs may administer Elements 2, 3 and 4; Advanced class VEs are limited to Elements 2 and/or 3; General class are limited to Element 2; at the exam session.)

NAME: _____

CALL: _____ **CLASS (check one):** Extra Advanced General

PHONE: (_____) _____ **EMAIL:** _____

STREET ADDRESS (not a PO Box): _____

CITY

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ZIP

turn over - continued on back

7. HAS THE VE TEAM BEEN FIELD-STOCKED WITH MATERIALS? YES NO Team has exam software

8. WILL THE VE TEAM BE USING THE ARRL VEC EXAM GENERATING SOFTWARE? YES NO

Download the ARRL VEC EXAM MAKER Software on the web at <http://www.arrl.org/ve-exam-maker-software> .
Follow the VE Exam Maker log-in, install and download instructions.

9. LIST BY EXAM ELEMENT THE QUANTITY THAT WILL BE NEEDED FOR THIS SESSION:

If you would you like to receive a second (different) version of the exams, please indicate how many you will need in the appropriate boxes: *see example box (20 of one version and 5 of a second version.)*

<i>EXAMPLE Element 2</i>	Technician Class Exam Element 2	General Class Exam Element 3 *	Extra Class Exam Element 4 **
20			
<i>Optional 2nd Version Element 2</i>	Optional: 2nd Version Element 2	Optional: 2nd Version Element 3 *	Optional: 2nd Version Element 4 **
5			

** Element 4 can be administered only by Extra class VEs.
* Element 3 can be administered only by Extra or Advanced class VEs.

10. FOR QUICK AND EASY EXAM GRADING WOULD YOU LIKE TO RECEIVE THE BLUE HOLE-PUNCHED TRANSPARENT OVERLAY-GRADING TEMPLATES? YES NO

11. WHAT MAIL SERVICE ENVELOPES WILL YOU NEED TO RETURN THE COMPLETED SESSION?

(We will provide you with the postage-paid address labels { air-bills} and envelopes for that service.)

US Postal Service Priority Mail Other: _____ 'Previously stocked'

12. LIST QUANTITY OF ANY ADDITIONAL SUPPLIES YOU NEED:

Session Registration / Request for Test Materials Forms	
Test Session Report Forms	
NCVEC Form 605 Applications	
Candidate Roster Forms	
C.S.C.E. (Certificate of Successful Completion of Examination)	
Written Element Answer Sheets	
Other:	

13. LIST YOUR PROPOSED VE TEAM:

Provide the name, call sign and license class 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 accreditations are in good order.

You may register for a session even if you do not yet have all the examiners' accreditations completed. The FCC requires, however, that each person signing 605 applications or CSCEs must be accredited by the ARRL VEC at the time the session is coordinated.

Name: _____ Call: _____ Class: Extra Advanced General

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