



**ARRL  
VEC**

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

**SESSION REGISTRATION / REQUEST FOR EXAM MATERIALS**

**SEND TO ARRL VEC AT LEAST FOUR WEEKS IN ADVANCE OF THE SESSION IF SUPPLIES ARE NEEDED.**

**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(S):** \_\_\_\_\_ **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.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**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 3; General class are limited to Element 2; at the exam session.)

**NAME:** \_\_\_\_\_

**CALL:** \_\_\_\_\_ **LICENSE CLASS (check one):**     **Extra**     **Advanced**     **General**

**PHONE:** ( \_\_\_\_\_ ) \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**STREET ADDRESS (not a PO Box):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

To see if your VE Team qualifies to be Field-Stocked with exam materials visit [www.arrl.org/field-stocked-ve-teams](http://www.arrl.org/field-stocked-ve-teams) .

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 [www.arrl.org/ve-exam-maker-software](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 your team with postage-paid address labels {air-bills} and envelopes for that service.)

US Postal Service First Class 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:	