

VE Test Session Check List

(Bolded items to be completed by VE staff)

Name _____

- ID Checked
- Sign the sign up sheet

- Test Fee paid Check _____ Cash _____
- Receipt

- First test (*circle*) Tech General Extra
- If upgrading, copy of license - Call Sign _____

- Remind Candidates NOT to write in the test booklet

Prior to The Test

605 Form

- Applicant portion complete
- Social Security number or FRN (**can not test without number**)
- Email address – Phone number
- Candidate Signature and Date

Examination Answer Sheet

- Candidate information complete with Element, Test Series, Date
- Candidate name, signature, city, State

After The Test is Taken

605 Form

- 3 VE Names, Call signs, and signatures**
(Print name / call sign / signature / date)
- ELEMENTS earned (marked by 3rd VE)**
- Date of session, Location, and vec organization**

Examination Form(s)

- Answers clearly marked and correct for exam (35 Tech & Gen, 50 Extra)**
- 3 VE sign, VE number and Score on Answer Sheet**

CSCE (complete when applicant passes exam only)

- Candidate information**
- Date and location of test**
- Elements passed - checked**
- License earned - checked**
- 3 VE signatures, VE numbers, Call signs marked**
- Applicant signature**