

# 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 3<sup>rd</sup> 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**