

## Ham 12 – VE Checklist

Dr. Marc © 220404

1. This is a training checklist for new VEs.
2. Prepare folder for each applicant. Place all forms in applicant folder.
3. Greet applicant. Thank you for coming this morning. This is checklist of things we need to do. There are a lot of records, so processing takes a little time.

Applicant name \_\_\_\_\_

Task List	✓	#2
Give NCVEC Form 605 Application to fill out		
Return Form 605		
Fill in name above for record keeping		
Identification photo, drivers license, et al		
Fee \$15		
FRN? If not see computer desk for help.		
Previous license, enter call sign or none		
Give test and answer sheet		
Instruct to put name and booklet number and all other info on answer sheet		
Test and answer sheet returned		
Assure answer sheet has Name, booklet number, and every blank filled		
Tell applicant it takes 3 VE to check and fill our paper, grab a cup and wait a few minutes		
Check test for marks, return to inventory		
Decode appropriate answer sheet and get answer template		
Give to first VE to grade. Make a horizontal mark on answer sheet, next to missed answer		
VE 1 puts minus number and initials in first blank on form at top		
Give to second VE to grade. Make a vertical mark on answer sheet, overlay first mark		
VE 2 puts minus number and initials in second blank on form at top		
Give to third VE to grade. Make a circle mark on answer sheet, overlay two marks		
VE 3 puts minus number and initials in third blank on form at top		
Return answer sheet to applicant folder		
Return answer template to inventory in box		
VE verify file folder for checklist, Form 605, and answer sheet.		
If applicant missed, "I apologize, you did not make it this time. You can try a different version for an additional fee." "You were close and may make it with different questions."		
Collect fee, give different test, and new answer sheet. Use #2 column to record.		
Applicant did not try again. "Sure, we understand. A little more practice and you can make it."		
If applicant successful, applicant fill-out info on CSCE, lower left		
Return CSCE		
VE cross-out not applicable parts on right of CSCE		
3-VE Signatures		
Remove white copy of CSCE		
Congratulate new ham and present white paper		
"You can make a try for the next level, at no fee. It is good practice to see what it looks like. There is no downside, but a few minutes time. You may pass." Use #2 column to record.		
Return other 2 pages to record keeper		
Prepare reports		