

# State Headquarters • Training Center

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## EVOC Course Paperwork Requirements

This memo is to serve as a notice of our updated process for sending out and returning materials. Please look at this and let us know if you have any questions.

### Student Manuals

These are for the students and every student must have access to a student manual in hard copy or on-line. They can keep the manual or return it to the instructors. Please keep all returned or unused manuals for your next course and let us know how many manuals you will need when you announce a new course. Only the requested number will be shipped to you.

### EVOC Test Booklets

We will ship you the requested number of tests. Half Test A, half Test B booklets. Keep them and let us know if you need more for your next course. If we have shipped the test booklets to you in the past, we will not ship additional test booklets unless you make a written request on your course announcement.

### Test Answer Key

The same answer key can be used for Test A and Test B. We will 2 test answer keys with each course request

### Instructor Forms

Remember to list all the VAFR instructors that assisted with any part of the course. We will send you two (2) of these forms with every course announcement.

### Student Registration/Testing Form

Have every student (refreshers also) complete the form – make sure it is legible, and all fields are completed. We will send you the requested number of forms with every course announcement. Grade the written tests and advise the students if they passed. If they fail, they must wait ten days before they can retake the test. Mark the grade on the test sheet. Do not allow the students to change any answers and do not cover specific questions prior to administering the written test. Circle which level they are taking

### EVOC Driving Evolutions Grade Sheet

You can utilize this form or create your own form. We will send you the requested number of these forms with every course announcement. Indicate which level they are taking. Keep the forms for your records.

### **Certificate of Driving Experience**

Used mostly for refreshers. They should have it completed by their agency and you, as the lead instructor, can decide if they need to complete the cone judgement course. We will send you the number of these forms you request with every course announcement. Keep them for your records.

### **VAFR Roster**

Please complete. Make sure it is legible. We will send you two (2) of these forms with every course announcement.

### **DMV Roster**

Please complete only if the student is requesting the five safe driving points to be applied to their DMV record. Make sure it is legible. We will send you two (2) of these forms with every course announcement.

### **OEMS CE Hours Roster**

Please complete it only if the student is requesting continuing education hours (student must have an active EMS certification). Make sure it is legible. We will send you two (2) of these forms with every course announcement.

Always advise the students if they passed the course. Also, remind them they will receive a quality assurance survey by email from the VAFR office. Their input is greatly appreciated and used only to improve our processes. Advise the students, their certificate will be emailed to them and posted to their VAFR account within 48 hours of receipt of the course paperwork from the instructor. If they have any concerns, they should email [vafr@vafr.com](mailto:vafr@vafr.com).

### **Registering for class**

ALL students must be registered on-line at VAFR website before completion of class. Association personnel will not register your students for them. VAFR policy states, ALL participants must be members of the Association to take class. Individual membership may be required prior to end of class if student not a member of VAFR Agency. Membership is non-refundable.

### **Documents the Lead Instructor must submit to the State Office**

You, as the lead instructor, are required to fax, scan, email or mail the following documents as soon as possible at the conclusion of your course. Do not take photos of the paperwork and attach them to an email as the quality is insufficient to process your course paperwork. Con ed submission is time sensitive

- **Instructor Registration Form**
- **Student Registration/Testing Forms (front and back)**
- **VAFR Roster**
- **DMV Roster (if applicable)**
- **OEMS CE Hours Rosters (if applicable)**