

# 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 online. 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. There is no cost for the student manual. If you do not indicate the number of student manuals you need, we will be shipping twenty (20) manuals for each course.

### EVOC Test Booklets

We will ship your ten (10) Test A and ten (10) 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 not ship additional test answer keys unless you make a written request on your course announcement.

### Instructor Forms

Remember to list all the VAVRS 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 twenty (20) of these 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.

### EVOC Driving Evolutions Grade Sheet

You can utilize this form or create your own form. We will send you twenty (20) of these forms with every course announcement. Keep your completed 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 twenty (20) of these forms with every course announcement. Keep them for your records.

**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.

**Instructor(s) Evaluation Forms**

Please use the form for your feedback from the students. We will send you twenty (20) 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 VAVRS 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 VAVRS account within 48 hours of receipt of the course paperwork from the instructor. If they have any concerns, they should email [vavrs@vavrs.com](mailto:vavrs@vavrs.com).

**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. Keep any additional documents for your own records. Do not take photos of the paperwork and attach them to an email as the quality is insufficient to process your course paperwork. All of these documents are available on the VAVRS Website.

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