

## What to do before an Exam Session

If you have not done business with the FCC before (you don't have any other FCC issues license), it is strongly recommended that you register with the FCC and obtain your **Federal Registration Number (FRN)** before the exam session. With your FRN, you do not need to put your Social Security Number on your Amateur Radio application documents.

To obtain your FRN, go to the FCC's Universal Licensing System (ULS) web page at <http://wireless.fcc.gov/uls/index.htm?job=home>. Click REGISTER. On the next page click REGISTER again. On the next page choose "An Individual" and "Yes" and click CONTINUE.

On the next page you are only required to fill in the information indicated by the red asterisk (\*). You need to create a password (6 to 15 characters, containing at least one upper case letter, one lower case letter, and one number or special character). This password and your FRN will allow you to access the ULS system in the future. Also, you are asked to create a Personal Security Question (PSQ) and a Personal Security Question answer. The Personal Security Question/Answer will allow you to reset your password in the event you forget your password.

Click the SUBMIT button at the bottom of the form and you are done. Record your FRN and bring it to the exam session.

## What to bring to the Exam Session

The examination fee (currently \$15.00). Cash is preferred (no 50 or 100 dollar bills). You may also pay by check. If you pay by check, make the check payable to "ARRL/VEC". Please note the location (city and state) and date of the exam session in the "memo" field.

You need to bring a government issued picture ID (driver license, military ID, state or local government ID, or passport). If you do not have one of the above, you must bring **TWO other forms of identification**, such as a Social Security card, birth certificate, school ID, grade report, bank statement, or utility bill. The name (and address, if applicable) must match the name (and address, if applicable) you enter on your application documents. If you have any questions as to what is considered a valid ID, please contact the team liaison **BEFORE** the exam session.

If you are upgrading, you need to bring the **ORIGINAL** and a **COPY** of your existing unexpired license (we do not have the ability to make copies at the test site). If you **DO NOT** have an original copy of your license, contact the team liaison **BEFORE** the exam session. If you have a CSCE (Certificate of Successful Completion of Examination) you must bring the **ORIGINAL** and a **COPY** of the CSCE. Your original documents will be returned to you after the VE team verifies the copies.

If you are claiming Element 3 credit for a Technician license issued prior to March 21, 1987 please contact the team liaison **BEFORE** the exam session.

## Cell Phones

All cell phones **MUST** be turned **OFF**. Any candidate that receives or makes a cell phone call while taking the examination will have the examination **TERMINATED** and there will be **NO** refund of the examination fee.

## Calculators

Calculators can be used **IF** the VE team can verify that all memories and programs have been erased. Because of their ability to store and retrieve information, the **use of a cell phone, smart phone, PDA or other similar device will not be allowed**. If you need a calculator, the Texas Instruments TI-30Xa includes all of the functions needed for the Technician, General, and Extra Class examinations and is available for less than \$15 at Walmart. If you prefer a RPN calculator, the Hewlett Packard HP 35s is a good choice for under \$60.

## If You Pass an Examination

If you pass an examination for an element, you may take the next element (or elements) **without** paying another examination fee.

## If You Fail an Examination

If you fail an examination and want to try again (with a different version of the examination) you must pay the examination fee a second time.

**If you have any questions, please contact the team liaison before the exam session.**

Thank you and good luck!

The Robertson County Amateur Radio Club VE Team