What to do before an Exam Session

You **MUST** have a valid e-mail address and you **MUST** obtain your **FCC Registration Number (FRN)** before the exam session. If you have an existing license from the FCC you already have an FRN. I will be on your license. The FCC no longer allows Social Security Number on application documents. To obtain your FRN follow the instructions at https://www.fcc.gov/wireless/support/knowledge-base/universal-licensing-system-uls-resources/getting-fcc-registration

FCC Application Fee

Beginning April 19, 2022, the FCC is charging a $35 application fee for a new license (Technician), a renewal of an existing license, and a vanity call sign application. The is no fee for a license class upgrade or administrative updates. If a fee is required, you will receive an e-mail from the FCC with payment instructions when application is processed. You have 10 days to pay the fee or your license application will be canceled.

You can check on your application and pay the application fee by logging into the FCC CORES system. Instructions are at https://www.fcc.gov/payment-process-uls-individual-filers.

Application Document

It is suggested that you fill out your application form interactively and print a copy to bring to the exam session. You can find the interactive form at http://www.arrl.org/files/file/VEs/NCVEC_Form_605_July_2022_INTERACTIVE.pdf.
This will help to reduce errors when your application is entered into the FCC system.

What to bring to the Exam Session

The examination fee (currently $15.00). Cash is preferred (no 50- or 100- dollar bills). 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 must bring the **ORIGINAL** and a **COPY** of your existing license. A copy from the FCC Universal Licensing System or a screen copy from the ARRL or the QRZ website will be acceptable. If you **DO NOT** have a 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 CSCE will be returned to you after the VE team verifies the copy.

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.

If you are claiming credit for an expired General, Advanced, or Extra class license that is beyond the two-year grace period you will need to have proof of your expired license grant and pass the Technician test before the credit will be issued (Advanced class licensees will be granted General class credit). If you have any questions, 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 the functions needed for the Technician, General, and Extra Class examinations and is available for around $10.

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!