

AMATEUR RADIO LICENSE EXAM INSTRUCTIONS

Please read this if you are considering taking the Technician exam for an amateur radio license or any upgrade to a current license.

As always, we will accept walk ins with no pre-registration, but we are HIGHLY RECOMMENDING that you do pre-register by contacting our team leader, Joy Safranek (W2JMS) at w2jms@arrl.net .

To pre-register we need the following information for each person planning to test. We need this info as soon as you know you want to test, but NLT the Wednesday prior to the test date (we test on the last Saturday of all odd numbered months). If you cannot make it to the session after you pre-register, just contact Joy to let her know and you can test at a later date.

1. Last Name, Suffix (Jr. Sr.), First Name, Middle Initial.
2. Station Call Sign if you are currently licensed.
3. Your Federal Registration Number (FRN). The FCC requires an FRN before they will process the paperwork. They will no longer accept an SSN. You can obtain an FRN by going to this website:

http://wireless.fcc.gov/util/RedirectLinks.htm?url=CORES_Call_Sign

Go to the "Register and receive your FRN" and follow the prompts.

4. Mailing Address (Number and Street or P.O. Box, City, State and zip code).
5. Daytime telephone number including area code (you may use a cell phone). This is used if there is a problem with the paperwork and you need to be contacted.
6. E-mail address - This is also mandatory by the FCC so that they may contact you.
7. Test you plan to take – Technician, General, or Extra (please indicate if you plan to try for more than one). You may try the next test as long as you keep passing each test you take.

You need to bring a picture ID. If you have recently tested at another location, you need to bring the original and a copy of the Certificate of Successful Completion of Exam (CSCE) if your previous info has not posted to the FCC site yet.

The cost to take the exam is \$14 and we prefer cash payment. We usually have change if necessary. If you pass your exam and wish to take the next level, there is no extra charge. As of April 19, 2022, the FCC implemented a \$35 fee (mandated by Congress) for new license, renewal, rule waiver, or a new vanity call sign. The fee WILL NOT apply to upgrades or administrative updates such as a change of mailing address or email address. This fee **WILL NOT** be collected by this team. The procedure is that when you test, we collect the \$14 fee and administer the test. Then we transmit the results to W5YI (our VEC), and they transmit to the FCC. At this point, the FCC will email a link with payment instructions to each successful candidate who then will have 10 calendar days from the date of the email to pay. After the fee is paid the FCC will process the application and you will receive a second email from the FCC with a link to your official license or an explanation of any other action taken. This link will be good for 30 days so you can print an official copy of your license. If for any reason you are not issued a license, the fee will not be refunded.

We ask that you arrive between 9:00 and 9:30am to finish the paperwork and testing will start at 9:30 or shortly thereafter.

After you finish, three people must grade the test and sign all the paperwork. We ask that you be patient with us as this can sometimes take a little while to accomplish. When we are finished and you have signed the CSCE, then we are finished, and you can leave.

TESTING LOCATION: Abingdon Volunteer Rescue Squad [2676 Hayes Road](#) (old Rt 17) Hayes VA 23072-3442

DIRECTIONS: Coming from the South (York County/Newport News/Hampton/Williamsburg): From the Coleman Bridge on Rt 17, go north to the 5th traffic light. Turn left at the light on to Hook Rd (there will be a Walgreens on your left and a Rite Aid on the right). Go to the end of that road and turn right on to Hayes Rd. Stay on that road. Just before Hayes Rd curves back to intersect with Rt 17 again, the Rescue Squad Building will be on the left. Park in the back lot. Come in the double doors and turn down the hall to the right. The room is at the corner on the right.

Coming from the North (Middlesex, Mathews, King and Queen, Richmond, etc.): Travel southbound on Rt 17. You will pass a Wendy's on the right side of the road. You will see "Big Daddy's" Cycle Sales also on the right a little further down. Just past that is Hayes Rd. Turn right onto Hayes Rd and follow it up the slight hill and to the left. The Rescue Squad Building will be on the right. Come in the double doors and turn down the hall to the right. The room is at the corner on the right

Something for you to be thinking about – as a courtesy, our local club (Middle Peninsula Amateur Radio Club) offers a membership for the remainder of the year to any new Technician who wishes to join (those testing in November will receive the next calendar year). If you live close enough (or just wish to travel back to see us) then we welcome you as a member. The club President, Alan (KM4VTT) or Joy (W2JMS) will have information packets with a membership application available. You can fill one out before you leave. After the free membership is up, our dues are \$25 per year for an individual or \$30 a year for all licensed operators in a family if you wish to continue your membership.