

## IMPORTANT INFORMATION FOR YOUR AMATEUR RADIO TEST

There are two parts to this document:

**Part I – Information about licensing and testing**

**Part II – Study information, links, etc.**

### FCC REGISTRATION NUMBER (FRN)

The FCC requires that you identify yourself on the Amateur Radio license application “Form 605” for your Amateur Radio license with either your social security number OR a FCC Registration Number (FRN).

We do not want to handle paperwork with your SSN on it for your own protection. THEREFORE, we **REQUIRE** that you register with the FCC Universal Licensing System (ULS) at the link below and get your FCC Registration Number (FRN) BEFORE you attend the test.

[http://wireless.fcc.gov/uls/index.htm?job=about\\_getting\\_started](http://wireless.fcc.gov/uls/index.htm?job=about_getting_started)

If you have a **GMRS license** you will already have a FRN – use that one, **do NOT** apply for another FRN.

If you forgot to record your FRN go to <https://apps.fcc.gov/coresWeb/publicHome.do> where you can search for your FRN.

Once you have your FRN we ask that you preregister at <https://goo.gl/forms/jArLBRB1pbN8WJku2> so we can complete some of the paperwork ahead of time. If you complete the preregistration you will not need to complete the Form 605 as we will print that for you.

If you have registered with us for testing you should have received an acknowledgement email from Google docs that contains a link to allow you to go back and edit your responses. If you obtained your FRN after registering please go back in and update your FRN. If you cannot locate this email (check your spam folder) then please email us your FRN to [DurangoVETeam@gmail.com](mailto:DurangoVETeam@gmail.com) This helps us directly update the testing software and greatly simplifies the registration and saves us a lot of time at testing time. It also help us verify that you have recorded it correctly. Just in case bring a copy of it with you to the testing if you do not already have a Amateur Radio call sign. There have been instances when the FCC database is down on a test day and we are unable to search and verify the number.

### MONONYMOUS PERSON

If you are known and addressed by a single name please be aware the FCC database that accepts and automatically processes license grants and upgraded does not accept non-alpha or blank characters, even if the FCC has accepted a legal name change and manually entered it; i.e. you are known as Prince and that is shown in the last name field in the ULS. Therefore, you must provide the FCC with something that can be put in first name and last name fields, i.e., first name = “formerly known as” and last name = “Prince.”

It is imperative that YOU fix this with the FCC before we submit your application or upgrade otherwise the FCC will reject the application and/or upgrade we submit.

## **FELONY CONVICTION**

In August 2017 the FCC released a notice (DA 17-741) stating effective for all applications submitted on or after September 7<sup>th</sup> 2017 that a felony conviction question must be asked (the notice included this requirement on GMRS, restricted and commercial radio operator license, aircraft and marine license applications. This is to be consistent with applications in all other radio services. Applicants are required to answer the question only if they are filing an application for a new license (Application Purpose of New (NE)), an application to modify (Application Purpose of Modification (MD)) or renew and modify (Application Purpose of Renewal/Modification (RM)) an existing license, or an amendment (Application Purpose of Amendment (AM)) to a pending NE, MD, or RM.

This information enables the Commission to determine whether an applicant is eligible under section 308(b) of the Communications Act of 1934, as amended (the Act), to hold a station license. In assessing character qualifications, the Commission considers felony convictions “[b]ecause all felonies are serious crimes, [so] any conviction provides an indication of an applicant’s or licensee’s propensity to obey the law” and conform to the provisions of both the Act and the Commission’s rules and policies. The Commission has consistently applied these character standards to applicants and licensees in the Wireless Radio Services, and other Commission application forms already ask whether the applicant has been convicted of a felony.

If the answer to the question is “Yes,” the applicant must attach as an exhibit a statement explaining the circumstances and giving the reasons why the applicant believes that grant of the application would be in the public interest notwithstanding the misconduct. The “Yes” response will be publicly viewable in the Commission’s Universal Licensing System (ULS), but the applicant may request that the exhibit be treated as confidential. In order to seek confidential treatment, the applicant must include a separate request that the material not be made available for public inspection. The request must contain a statement of the reasons for the request and must identify the portion(s) of the exhibit for which confidential treatment is requested. It is not sufficient to simply mark a document as “Confidential.” If the applicant does not request confidential treatment, the exhibit may be publicly viewable in ULS.

As we submit applications as a batch file, and not the individual 605 forms, we will receive a 10-digit file response, which we will provide to the applicant. The applicant has 14-days to submit additional information to the FCC.

As we batch file using Session Manager software (developed by the Laurel VEC) and we automate this process with the pre-registration form the question is now on our on-line application form.

For answers to additional questions see the file “Q & A Regarding the Felony Question” found in the files section on our Facebook page or email us for a copy.

## **EXPIRED LICENSE - FRN**

If you have let your license expire you should still have a FRN number in the database, unless it has been more than 10 years. Before applying for a new FRN check some of the web sites that have historical lists, such as QRZ.com and see if you can find it by searching for your old call sign, if not apply for a new one. If it has been less than 2 years should will get your old call sign reissued. If you have an existing FRN and file with a new one there is a possibility your application will be pulled from the batch processing for manual review to resolve duplicate information in the FRN database.

## **EXPIRED LICENSE – CREDIT (CFR Title 47, Part 97, Subpart F, §97.505)**

If you can show proof that you held a license then the following credit is given (you must provide the documentation with a copy of an old license, historical QRZ.com or other historical database):

Prior Extra class license – you will get credit for elements 3 & 4 – you have to take the element 2 exam.

Prior Advanced or General – expired and beyond the grace period – you will get credit for element 3 – you have to take an element 2 exam.

Technician granted before March 21, 1987 – expired and beyond the grace period – you will get credit for element 3 – you have to take an element 2 exam.

## **IF YOU ARE UPGRADING**

If your current license class is shown in the FCC database you do **NOT** need to bring a copy of your license. If you have taken an upgrade and your upgrade is NOT in the FCC database bring the original Certificate of Successful Completion of Exam (CSCE) AND a copy.

## **VANITY CALL SIGN APPLICATION PENDING**

We normally send our electronic test results file to the FCC immediately after the test session. If you have a vanity call sign application pending at the time of your test you **MUST** tell us at test time and check the database on Sunday afternoon (as that is when the FCC updates the data). If your new call sign has been issued you **MUST** contact the test team leader and let us know. If you do not your upgrade will be rejected on Monday morning when our test file is processed by the FCC. If we do not hear from you we will send the file with your call sign you gave us at test time.

## **IDENTIFICATION VERIFICATION**

The Volunteer Examiner (VE) Team is required to validate your identity and be satisfied that the person taking the test is the applicant. This is usually done with a photo ID, such as a drivers' license or passport. Those who do not have a drivers' license may bring a student ID or some other form of government issued ID or copies of several utility bills. If you have any questions on this please email us at [DurangoVETeam@gmail.com](mailto:DurangoVETeam@gmail.com) BEFORE coming to the test.

## **WHAT TO BRING**

You may bring and use a basic calculator – you are NOT allowed to use calculators on your phone. Bring at least 2 #2 pencil's and a good eraser.

## **WHAT NOT TO BRING**

You may **NOT** have any electronic devices such as iPads, Google glasses, smart watches in the testing area. Please leave them at home or in your vehicle.

## **COSTS**

There are **NO** fees associated with our tests or classes.

## **ACCOMMODATIONS**

If you need accommodation, such as a large print exam, the exam read to you or a “fill in the blank” test, please check the appropriate box in our online registration. If you forget to do so please email us and let us know so we can make sure we have arrangements in place. If your young child is testing make sure they are comfortable with correctly marking an answer sheet (i.e., don't transpose letters when reading from a question and can mark the correct answer number to the question number). If they have trouble with this but are able to provide the correct answer when reading the question let us know ahead of time and we can accommodate. PLEASE NOTE that while we will make every effort to accommodate it requires us to have sufficient VE's in every area that testing is occurring, therefore please give us as much notice as possible. If we do not have additional VE's available at the start of testing (we have to have 3 VE's in each area testing is occurring) we might be able to provide a test prior to the normal start time or after most of the other applicants have finished testing. We will make every effort to make accommodations.

## **TAKING THE TESTS**

You may take the tests in any order and if you fail you may take the test again up to twice if you have not failed by more than 5 points. You will know the results within a short time of completion, three examiners must independently check your answers. If you fail, you are permitted (under Laurel VEC rules) to review the exam and any questions you missed. When you retest you will be given a different exam.

After taking the exam and once it is graded, you will be informed that you have passed. If you are not taking any more tests DO NOT LEAVE! You will need to wait a short time for us to print a Certificate of Successful Completion of Examination (CSCE) and your Form 605. You will need to sign these before you leave and you will keep the CSCE.

## **YOUR NEW LICENSE OR UPGRADE**

We submit an electronic file directly to the FCC database (unlike most other VE groups who submit your paper 605) and therefore new call signs are usually issued the next business day, pending there are no issues with the FCC database. You may get on the air as soon as your call sign is in the database. We will send an email out to you when we see it in there and/or when we get a confirmation file back from the FCC.

If you are upgrading you may use your new privileges that very same day. If operating on frequencies permitted by your new license you will need to add "slash AG" (for a new General) or "slash AE" (for a new Extra) until your new license appears in the FCC database.

## **CALL SIGNS**

Your new call sign will be issued sequentially. Currently the format is 2x3 (2 letters, the number 0 for the 0 call area and 3 letters), i.e., KE0PDQ.

## **VANITY CALL SIGNS**

You may apply for a vanity call sign (one where you choose) as long as it is authorized for your class of license. Generally 2x1 (those with 2 letters, a number and a letter) and 2x2 call signs (2 letters, a number and 2 letters) are limited to Extra class license holders. Those that start with "A" are also limited to extra class call signs. Those with "L" or "H" as the second letter are limited to those living in Alaska or Hawaii respectively. You no longer have to have a number that corresponds to the call area you live in (Colorado is 0). For a complete list see

[http://wireless.fcc.gov/services/index.htm?job=call\\_signs\\_1&id=amateur](http://wireless.fcc.gov/services/index.htm?job=call_signs_1&id=amateur)

To determine what call signs are available go to <http://radioqth.net/>

For instructions on how to apply for a vanity license go to

[http://wireless.fcc.gov/services/index.htm?job=cft&id=amateur&page=cft\\_get\\_call\\_sign#electronic\\_filing](http://wireless.fcc.gov/services/index.htm?job=cft&id=amateur&page=cft_get_call_sign#electronic_filing)

Once you apply there is a 2-4 week processing time. If more than once person applied for the same call sign on the same day it is a drawing.

There are no fees to apply for a vanity call sign.

## **HAM RADIO NETS**

There are nets most nights of the week on different repeaters. Some of these are specialized, such as technical nets to answer questions or the National Traffic System to pass messages. Others are to practice in case of an emergency or severe weather (the National Weather Service provides weather spotter training).

Your local ham club will normally list their net(s) on their web site. A fairly comprehensive list of nets can be found at <http://www.cqcolorado.org/Pages/NETS.aspx>.

## **HAM RADIO CLUBS**

We strongly encourage you to join a club, especially if you use their repeaters on a regular basis. You will find a list of clubs on our Facebook page in the files section. There are some specialty clubs but in most clubs you will find people who can help you learn and grow within the hobby, whether you want to learn CW (morse code), do digital data (using a computer to send messages), use digital radios such as D-STAR and DMR, amateur TV, build your own antennas and a whole list of other hobbies within the hobby.

Welcome to the hobby and we look forward to catching you on the air.

John Kastak N9NLC

Deputy Team Leader

Durango VE Team

[DurangoVETeam@gmail.com](mailto:DurangoVETeam@gmail.com)

## STUDYING

Our classes are designed to supplement **YOUR PRIOR** study.

**DO NOT EXPECT TO WALK IN THE CLASS HAVING NOT READ ANYTHING AND PAST THE TEST AT THE END OF THE DAY!**

Make sure you are using the current test pool as I've found some searches & links bring up old material

Technician	July 2014 to July 2018
General	July 2015 to July 2019
Extra	July 2016 to July 2020

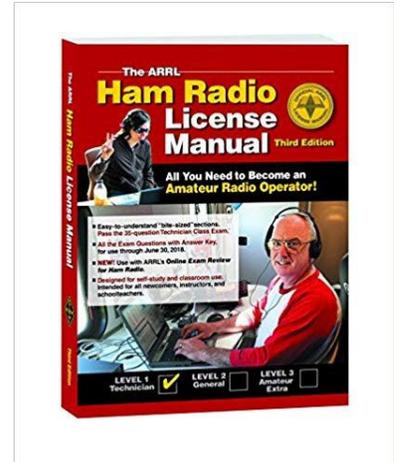
**VIDEO CLASSES for ALL THE TESTS** By David Casler (these are very good)

<https://www.youtube.com/user/davecasler>

Gordon West Technician study [https://www.youtube.com/watch?v=gJjU\\_v09Hs](https://www.youtube.com/watch?v=gJjU_v09Hs)

## BOOKS

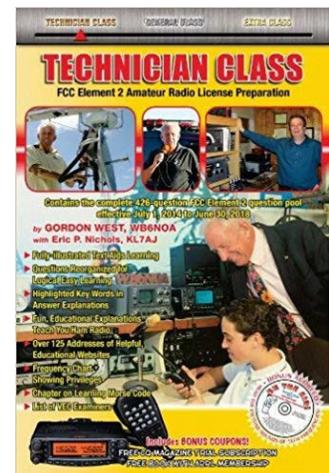
Probably the most well know is the **ARRL Ham Radio License Manual**. It is available in the traditional binding or with a spiral binding, which is probably easier to use. The ARRL manuals provide a chapter on the topic, thoroughly explaining the material. They provide a copy of the question pool in the back, together with a cross reference to the appropriate chapter. This book is good if you want a thorough, and perhaps more in-depth, understanding of the topic/concept.



Even if you don't use this book as your primary study tool it is good as a reference as there are many operating aspects that you are not tested on in the Technician exam, but you need to know in order to get on the air.

Another very popular study guide, which has been around as long as the ARRL manuals, are the Gordon West WB6NOA, manuals. Gordon's format provides the question, as it is written in the question pool, together with the four different answers. He then indicates the correct answer and provides an explanation as to why that answer is correct, or why the others are wrong.

**The books come with a CD which has audio of the questions**, so you can study while driving.

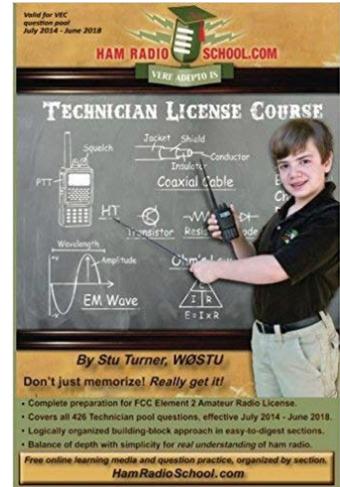


Gordon West Technician **videos** can be found at [https://www.youtube.com/watch?v=gJjU\\_v09Hs](https://www.youtube.com/watch?v=gJjU_v09Hs)

Gordon has been conducting licensing classes for over 40 years so his material and study methods are tried and tested. Gordon has additional material on his web site, [www.gordonwestradioschool.com](http://www.gordonwestradioschool.com) including classes by approved instructors, most of these are in California. Gordon's books and other material are produced in cooperation with the W5YI VEC.

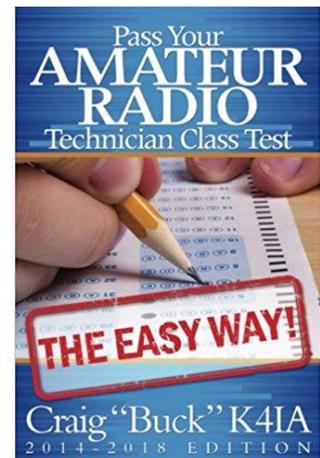
Stu Turner, WOSTU, books provide a short sentence or two on a topic and the key words are highlighted. He has a companion web site, [www.hamradioschool.com](http://www.hamradioschool.com) and there are **additional materials to accompany the book as well as quizzes for each chapter of the book**. His site also has a number of articles of interest o hams, including product reviews and more in-depth explanations of some topics, such as spread spectrum.

Stu also has **apps**, through Peak Programming, LLC, for both iOS and Android devices, which allow you to review the questions and take practice exams.



Craig Buck, K4IA, recently came out with a series of study books. These are written on the premise that you only see the right answer when you read, so therefore you don't have to remember which of the four options you get on the exam is the right one, you only recognize the correct one.

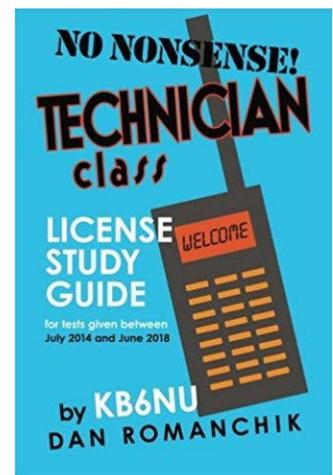
All of the books mentioned above are available through Amazon (click the image for the Amazon link). I would suggest that if you have a [Ham Radio Outlet \(HRO\)](#), or other, store near you that you go and look and see which one suites your study style best.



The files section of our [Facebook page](#) also has some of the material listed about as well as the questions and only the correct answer (some you are not distracted by incorrect answers) for all the levels.

Dan Romanchik, KB6NU, has been producing study guides for years. While they are available through Amazon in a paperback form he is better known for his [web site](#) where you can **download the Technician material as a free pdf**. They are also available in Amazon Kindle and Barnes & Noble Nook versions, paperback through Amazon and an audiobook. He also has **video lessons available** on his [YouTube](#) channel.

The study guide gives the basic required knowledge in short sections with highlighted key words and cross references to the question pool number.



## FLASH CARDS

Flash cards are available for all the exams. These have the question on one side and the answer on the reverse. You can of course get some 3x5 index cards and make your own using the question pool. This latter method reinforces your learning while you are making them. Of course, with a pool of 426 questions, for the Technician, it will take you a while to write them yourself.



All the study books mentioned above (and sometimes the audio tapes and flash cards if in stock) can be purchased at Ham Radio Outlet (HRO). We strongly suggest you stop by the store and check the books out and see which one suits your study style.

8400 E. Iliff Ave. # 9, Denver, CO 80231-3336

**Store Hours:** 10am-5:30pm Mon - Sat

**Telephone hours:** 9:30am-5:30pm Mon-Sat

Toll Free: 800-444-9476      Local: 303-745-7373

## WEB SITES AND OTHER SOURCES

There are quite a few web sites that provide study material, flash cards and other resources.

[Dave Casler, KE0OG](http://dcasler.com/ham-radio/), has the best **video lessons** that I have found on the web. They are broken down into topic and most are less than 10 minutes each. He also has lots of resources on his web site <http://dcasler.com/ham-radio/> including tips on studying.

The ARRL offers [practice tests](#) on their site.

[AA9PW](#) offers free practice exams for all levels, and also includes morse code study material. You can select which sections of the material you wish to do a practice test on or the entire exam.

[Hamstudy.org](#) has flash cards and practice exams and you can also read the entire questions by section. The questions are displayed in a box with the wrong answers in light gray and the correct one in bold green, so you only concentrate on the correct answer and hopefully not distracted by the incorrect one.

[W9PE](#) has a cram course for Technician and provides the slide set for download. This is very similar to some of the abbreviated material that provides just what you need to know, just in a different format.

[Hamclass.org](#) is a site that a club has put together for students in their classes. They have a study guide for the Technician that consists of the question and correct answer, derived from the question pool. They also have a workbook and handout they use for class that are also free downloads.

Some additional sites;

<http://www.nc4fb.org/wordpress/> (free study material for Technician, General & Extra)

<http://wb5qng.org/index.php/class-files/>

<http://w9pe.us/HAMCRAM2014r1.0.ppt> Power Point with cram study material

<http://www.hamwhisperer.com/p/ham-courses.html>

Good luck with your studying and we look forward to seeing you at one of our classes and/or testing.

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