

Amateur Radio License Examination Session Instructions

1. The Sterling Park Amateur Radio Club (SPARC) and the Dulles Amateur Radio Group (DARG) will jointly conduct a Volunteer Examination Session on **Sunday, 25 February 2024**. The location will be the Eastern Loudoun Station of the Loudoun County, Virginia Sheriff's Office at 46620 East Frederick Dr., Sterling, VA 20164.

a. One session is planned. The session starts at 1 pm and we will accept walk-in candidates until 2:45 PM. We request that candidates pre-register to enable us to complete some paperwork, but this is not required.

b. The examination session will be conducted under the auspices of the ARRL/VEC, in accordance with their processes and procedures.

c. The examination will be by walk-in only. There will be no appointments.

d. Examinations will be offered for Technician, General, and Amateur Extra classes.

2. **Fees:** There are **two** fees associated with taking the examination.

a. There is a \$15 fee for taking an exam at the VE examination session, cash (exact change required) or check (made payable to ARRL/VEC).

Candidates younger than 18 will pay a reduced exam session fee of \$5. See <http://www.arrl.org/arrl-vec-exam-fees>

b. There is a \$35 application fee (for a new, renewal, rule waiver and modification application) payable directly to the FCC. After the examination, you will receive an email explaining how to pay this fee. See <http://www.arrl.org/fcc-application-fee> for further information on how to pay this fee. This is paid directly to the FCC and not to ARRL or the examination team.

ARRL will cover the one-time \$35 application fee for new license candidates younger than 18-years old for tests administered under the ARRL VEC. The \$35 FCC application fee will be reimbursed after the ARRL receives the completed grant reimbursement form and the new license has been issued by the FCC See <https://www.arrl.org/youth-licensing-grant-program>

ON EXAM DAY, EXAMINEES SHOULD BRING THE FOLLOWING ITEMS:

1. Identification

a. A legal photo ID (driver's license, passport, military ID).

b. When no photo ID is available, two forms of identification must be presented:

- 1) Non-photo ID/driver's license (some states still have them)
- 2) Birth certificate (must have the appropriate seal)
- 3) Social security card
- 4) Library card

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5) Utility bill, bank statement or other business correspondence that specifically names the person; or a postmarked envelope addressed to the person at his or her current mailing address as it appears on the Form 605.

c. Students may bring any of the above items and/or a school ID, minor's work permit, report card, or a legal guardian may present a photo ID.

2. You \$15 examination fee. See above.

3. Your FCC issued Federal Registration Number (FRN).

a. **You must use your FCC issued FRN.** The FCC requires you submit your FRN number with your license application form.

b. For instructions on how to register your SSN with the FCC and receive a FRN, visit the FCC's FAQ page (<https://fjallfoss.fcc.gov/coresWeb/faq.jsp>).

4. If applicable, bring the original and a photocopy of your current Amateur Radio license and any Certificates of Successful Completion of Examination (CSCE) you may hold from previous exam sessions. The photocopy(s) will not be returned. VERY IMPORTANT if currently licensed.

5. A completed (in ink) NCVEC 605 form. You must use the NCVEC 605 form (NCVEC Quick Form for Application - Amateur Operator/Primary Station License), NOT the three-page FCC 605 form that is found on the FCC website. The form may be found at: <http://www.arrl.org/fcc-forms> or http://www.ncvec.org/downloads/NCVEC_Form_605_2022.pdf.

6. Two number two pencils with erasers and a pen.

7. A calculator with the memory erased and formulas cleared is allowed. You may not bring any written notes or calculations into the exam session. Slide rules and logarithmic tables are acceptable, as long as they're free of notes and formulas. Cell phone must be silenced or turned off during the exam session. The phones' calculator function may not be used.