

# WALLA WALLA AMATEUR RADIO LICENSE EXAMINATION INSTRUCTIONS

*Please follow these instructions for a successful test session*

1. There will be a limit of twelve (12) people allowed for the session. You must pre-register, at which time you will be given the test time and location. Walk ins will not be accepted. You may take only one (1) test.
2. Pre-register by contacting Jeff Stidham at:
  - 509.629.2060 (if there is no answer, LEAVE A MESSAGE stating this is for the test session. I will call you back).
  - [AL1Q@ARRL.NET](mailto:AL1Q@ARRL.NET)
3. Test session constraints:
  - Testing is outside, at a private location, but under cover.
  - **There are no restrooms at this location.**
  - Parking is available, but you will have to walk about 200 feet over gravel and grass to the test session. There is no direct vehicle access.
  - Tables and chairs will be available, but you may bring your own.
  - COVID-19 requirements will be followed. You will be asked questions about your current health, and your temperature will be taken.
4. In preparation for this test, you must do the following. If you arrive without these items, or show up without preregistration, you will not be allowed to test.
  - Download, print, and FILL OUT these forms from the ARRL web site, and then BRING them to the test session. Instructions on completing the forms are at the end:
    - NCVEC Quick Form 605 (1 copy):
      - <http://www.arrl.org/files/file/VEs/NCVEC%20Form%20605%202017%20Sept%20Interactive.pdf>
    - Certificate of Successful Completion of Examination (3 copies):
      - <http://www.arrl.org/files/file/VEs/NCVEC%20Form%20605%202017%20Sept%20Interactive.pdf>
    - Written Element Examination test sheet (1 copy):
      - <http://www.arrl.org/files/file/VEs/Candidate%20Answer%20Sheet%202018.pdf>
  - Bring the following items:
    - The test fee of \$15. Bring the exact amount (there will be no change), or a check made out to the Amateur Radio Relay League (or "ARRL" for short).
    - Your own pens, pencils, scratch paper, and calculator. You cannot use your cell phone as a calculator.
    - Bring PHOTO IDENTIFICATION issued by a government or school. If you are under the age of 18, and don't have any identification, your parents or guardian may present their identification on your behalf.
    - If you are upgrading your current license, provide a photocopy of your current license, as it is sent in with the rest of your paper work.
    - Mask or shield, gloves, and any other personal protective equipment you need for the test session.

# WALLA WALLA AMATEUR RADIO LICENSE EXAMINATION INSTRUCTIONS

*Please follow these instructions for a successful test session*

## 5. Completing the forms:

- NCVEC Quick Form 605: You can complete this in a browser, and print it out.
  - Section 1: Fill this out COMPLETELY, with these points in mind:
    - Provide a valid mail address. This does not need to be local, so long as the Federal Communications Commission can contact you.
    - If you don't have a call sign, leave it blank.
    - Many people don't have a Federal Registration Number (FRN), unless they already have an FCC license. If you do not have one, you MUST include your social security number. You may get an FRN before testing by registering with the FCC at:  
→ <https://www.fcc.gov/wireless/support/universal-licensing-system-uls-resources/getting-fcc-registration-number-frn>
    - Include your phone so that we can contact you if there is a problem.
    - If you check YES under the "Basic Qualification Question", you can still take the test, but you must follow up with the FCC as per the instructions on the back of the form.
    - Other boxes to check:
      - If you are testing for the first time, check "EXAMINATION for a new license grant".
      - If you are upgrading:
        - × Check "EXAMINATION for upgrade of my license class".
        - × Check the appropriate box for any information changes you might of made.
    - Print the form, and then sign it with a pen. Be sure to date the form when you sign it.
  - Do NOT complete the rest of the form.
  - Print one (1) copy, and bring to the session.
- Certificate of Successful Completion of Examination: You can complete this in a browser, and fill it out.
  - Test site: "College Place, WA"
  - Test date: "September 20, 2020"
  - Candidate's name: Your name as entered on NCVEC 605, only as "[First] [M.I.] [Last] [Suffix]".
  - Call sign: If you have an Amateur Radio call sign, enter it. If you don't, enter "None".
  - Address/City/State/ZIP: Use the same address as given on the NCVEC 605.
  - Print out three (3) copies of the form, and sign all three with a pen. Bring them to the session.
- Written Element Examination test sheet: You **cannot** complete this in a browser.
  - Print one (1) copy. Please do NOT scale the printing of the form, as the templates used to grade your test will not fit.
  - Using a pen, complete the ONLY following fields, and no others:
    - Your name: Your name as entered on NCVEC 605, only as "[First] [M.I.] [Last] [Suffix]".
    - Test site: "College Place, WA"
    - Date of Test: September 20, 2020
  - Bring this to the test session.