

Sussex Amateur Radio Testing Team

SARTT

A Laurel-VEC Volunteer Examination Team

Pre-Registration Instructions

There is no exam fee.

Applicants are not required to pay an entrance fee to access the testing classroom.

Retakes and additional tests are at the discretion of the examination team (SARTT)

Pre-registration required:

- Go to <https://hamstudy.org/sessions/inperson>
- Desired Test Date
- Sussex Amateur Radio Testing Team
- **Click Green Bar**
- Register

Be sure to obtain an FCC Registration Number (FRN) through the HamStudy site, or from the FCC CORES website.

Be sure to bring a photo I.D., and your FRN Number, pen, pencil, and a signed copy of your FCC Amateur license.

~~Calculators must be checked by VEs to make sure nothing is stored in memory.~~ Cell phones may not be used as calculators and must be turned off while exams are being administered. Electronic devices must be turned off and may not be visible to the applicant during the exam.

No Social Security Numbers will be accepted.

If you are subject to the \$35.00 FCC administration fee:

1. Once your application is assigned a File Number, you may pay your application fee. The FCC will send you an email notifying you when that happens.

You have a 10 day window of opportunity to settle your fee.

The Volunteer Examiner Team has no input into the administrative fee process!

2. In order to pay your application fee, you must be registered in CORES.

2.1. If you are applying for a new license, you already registered in CORES when you applied for your FRN, and your Username is already associated to your FRN. For instructions on how to pay your application fee, proceed directly to Section 4 (page 5).

2.2. If you are already licensed and are applying to renew your license, you must register in the new version of CORES and associate your Username to your FRN because the "legacy" version of CORES was retired on July 15, 2022.

2.3. The new version of CORES requires users to have a Username and Password before they can do the following:

- ☐ **Link your registered username to an existing FRN.**
- ☐ **View & Pay Regulatory Fees, Application Fees, and Bills | View Red & Green light status.**
- ☐ **Register and receive a new FRN (including Restricted Use FRN).**
- ☐ **Reset/update your FRN password.**
- ☐ **Apply for a 10-digit FCC Registration Number (FRN).**
- ☐ **Search for public FRN information.**
- ☐ **Update your username profile.**
- ☐ **Use "License Manager" to renew your license, change their call sign systematically, apply for a Vanity call sign, etc., online: <https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp>**

3. Register in CORES. If you have an FRN but do not have a CORES username and password, you must register in the new CORES. Go to this website to register: <https://apps.fcc.gov/core/userLogin.do>

Administrative upgrades:

An applicant must already be licensed or pass the Element 2 exam to receive "Grandfathered" Element credit(s).

The following may be used as proof that an applicant is authorized to receive credit for an exam element:

a) An original expired or photocopy of an expired license.

b) A letter from the FCC indicating the applicant had previously been granted a specific class of license and the date of the license grant (e.g., a specific date or a statement that includes "...prior to 21 March 1987".

c) A CSCE that indicates the applicant passed one or more exam elements within the previous 365 days. An expired CSCE is not acceptable proof of any exam Element credit.

d) A CSCE with "pen and ink" changes may not be accepted as acceptable proof for any Element credit.

e) A printed reference copy of an expired and cancelled license from the FCC's ULS website that indicates the applicant was previously granted a General, Advanced, or Amateur Extra Class license.

f) A screen print from the 1993 QRZ Database (www.qrz.com/db/1993/). This database only contains calls granted between 1983 and 1993.

g) a copy of the cover and applicable page from a Call Sign book, showing date of publication, the applicant's name, call sign, and class of license.

h) Teams may verify an applicant's current license by accessing the FCC's ULS website or using the Laurel-VEC Session Manager software during the registration process of the exam.

i) No other form of documentation is acceptable.