# How to attend a free amateur radio exam and get an FCC license

Laurel Amateur Radio Club - Volunteer Examiner Coordinator - Pilipinas Testing Group



Congratulations on your interest in taking the FCC amateur radio exam through the Laurel VEC (Volunteer Examiner Coordinator) -  Pilipinas Testing Group.

You can find out more about us and our upcoming test sessions here: https://www.laurelvec.com/?team=PTG .

If you have any questions, you may email us at info@w1ptg.org or send us a message via Facebook: https://facebook.com/W1PTG . You may find the registration form at https://forms.gle/GuUPyVm4LXjEnjSc9 or https://w1ptg.org.

# Getting an FRN

This is the first step that you need in applying for the FCC amateur radio licensing exam. If you are upgrading your license, you will most likely have an FRN already. If this is your first time, then read on. Getting the FRN can be confusing at first, because of the complicated nature of the FCC CORES website.

This requires that you have a U.S. address. A postal address/PO box will do. Refer to online tools to determine how to get an online PO box. https://usaddress.com is a good example.



Licenses are not mailed, so the address is mostly just used for regulatory purposes, and if there is ever a need for regulatory letters.

You may refer to this website for detailed instructions on how to register for an FRN: https://www.fcc.gov/wireless/support/universal-licensing-system-uls-resources/getting-fcc-registration-number-frn

**Or you may refer to the following summarized steps:**

1. On the CORES website, click on Register
   https://apps2.fcc.gov/fccUserReg/pages/createAccount.htm to create a username.

2. Fill it in with your desired valid username (which is your email) and other details. Check
   your email inbox for the activation link.

### Create New Account - Confirmation

**Registered User Account created on 2022-07-30**

A confirmation email has been sent to **du2xxr@gmail.com**. Your account will be activated once you respond to this verification message.

To ensure delivery of the verification email, please do the following:

1. Please add FccRegistration@fcc.gov to your safe sender list; check your email INBOX folder for the verification email, as well as your SPAM and JUNK folders.

2. If not received shortly after submitting the account, please go to **FCC UserReg login page**, and click the "Request another verification email?" link.

3. Please allow up to 4 hours for the email to arrive. If after 4 hours the verification email has not arrived, please submit a help request at https://www.fcc.gov/wireless/available-support-services or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).

« Return to Log In

### Email Address Verification

Your email address has been verified and you may now log into CORES using your username and password.

You will also use your username password to access other FCC systems that still require a FRN login.

To register for a new FRN or to manage an existing FRN, click the "Go to CORES" button:

**Please Note: you must associate your existing FRNs with your new Username prior to managing them.**

Go to CORES

Below is an additional list of systems that currently use the FCC User Registration System:

- NORS 3.0
- 3650
- Study Area Codes
- ETRS

« Return to Log In

3. Once you activate your account via email, click on GO TO CORES. Then create a new
   FRN.

Register New FRN   Register and receive a new FRN (including Restricted Use Frn).

4. Fill it in with relevant details. Register as an individual. Indicate that your contact address is within the US or territories.

Are you registering as an entity or as an individual?

○ An entity (e.g., corporation, partnership, government agency, etc.)
◉ An individual

Is your contact address within the United States or its territories?

◉ Yes
○ No

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Say that you are registering for a CORES FRN registration

Do you wish to proceed with a CORES FRN Registration or a Restricted Use FRN Registration?

◉ CORES FRN Registration
○ Restricted Use FRN Registration (Restricted Use FRNs can only be used for reporting individuals on Form 323 and Form 323-E.)

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Indicate your name. If you don't have an SSN, leave it blank, but say that The Individual is Foreign.

In your registration, use your US address. If you don't have a US address yet, you may use a post office (PO) box address. You may get a free PO box address from https://usaddress.com.

**FRN Registration**

**Register a Domestic Individual**

| Salutation: | Ms ▾ | First Name:* | |
| Middle Initial: | | Last Name:* | |
| Suffix: | | Doing Business As: | |

*If you have a Social Security Number or Taxpayer Identification Number, enter and confirm it here.*

| SSN: | | Confirm SSN: | |

If you do not have a Social Security Number, select a reason: The individual is foreign ▾ [?]

**Contact Information**

| Same as Above: | ☑ | | |
| Organization: | | Position: | |
| Salutation: | Ms ▾ | First Name:* | |
| Middle Initial: | | Last Name:* | |
| Suffix: | | | |
| Address Line 1:* | | Address Line 2: | |
| City:* | | State:* | NEW JERSEY ▾ |
| Zip Code:* | | Phone: | ext. |
| Fax: | | Email:* | |

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Asterisks (*) indicate required fields.

Revised: April 2005                     Form 160 - Approved by OMB 3060-0917

5. On the next page, take note of your FRN (an example is in the red box below). This is what you will provide us prior to your exam.

**FRN Registration Confirmation**

Thank you for registering with the FCC. As of today, **July 30 2022 03:23 PM**, you have been assigned the following FCC Registration Number (FRN) **0032712358**. Please print this page for your records.

**Domestic Individual Registration**

| Salutation: | Ms | First Name: | |
| Middle Initial: | | Last Name: | |
| Suffix: | | Doing Business As: | |
| SSN: | The individual is foreign | | |

**Contact Information**

| Organization: | | Position: | |
| Salutation: | Ms | First Name: | |
| Middle Initial: | | Last Name: | |
| Suffix: | | | |
| Address Line 1: | | Address Line 2: | |
| City: | | State: | NEW JERSEY |
| Zip Code: | | Phone: | |
| Fax: | | Email: | |

Continue

# Pre-registering for your slot

This makes it easy for us to prepare the paperwork in advance, so that during the exam session itself, you only have to worry about answering the test, and we only have to worry about checking and filing. Otherwise, we will have to hand-write a lot of documents when we conduct the exam paperwork. Pre-register here: https://w1ptg.org/register.

# Reviewing for your exam

Kindly read
https://n2rac.com/get-your-amateur-radio-license-by-attending-an-online-exam-session-24e6a0
088735 for some references and study guides. Note that not all of the information there is
relevant since we will be doing the exam differently with Laurel VE (the above guide outlines
online testing with GLAARG, a different volunteer examiner coordinator that offers virtual
testing).

Here is a recommended study method by Noji, KN0JI.

We also recommend going to https://hamstudy.org for study resources. We like this resource
because it provides both the test pool (yes, the exact items in the test) and an explanation
behind the theory or the practical applications of the item. You can click on "Technician" for the
entry-level exam.



Try the study mode. The website will show you questions, which are from the actual exam pool.
The exam itself will be from random items taken from the exact same question pool.



After you answer, the site will show you the correct answer.

**T8**
**C11**                    Correct                              ⓘ

**What is an amateur radio station that connects other amateur stations to the internet?**

You may click on the "i" icon to view an explanation of that item, the theory behind it, or the computations.

For instance:

**T0**
**B04**

**Which of the following is an important safety precaution to observe when putting up an antenna tower?**

  **A.** Insulate the base of the tower to avoid lightning strikes

  **B.** All these choices are correct

  **C.** Wear a ground strap connected to your wrist at all times

  **D.** Look for and stay clear of any overhead electrical wires

  I don't know

*type or click response*

These two answers are clearly incorrect. A grounded wrist strap is for use on electronics and won't help when working on a tower. Insulating the base won't stop lightning strikes and eliminates the grounding system that protects the tower. The only answer that is an important safety precaution is to look for and stay clear of overhead electrical wires. The tower, guy wires and you should be well clear of any overhead electrical wires. Refer to question B06 for more information on safe distances.

Last edited by camplate. Click here to edit.

*click the corner for explanation*

Next

For most questions, two out of four are clearly wrong answers. There is ONE correct answer, but often ONE other "distractor", which is designed to test your proficiency and knowledge amidst potential confusion.

# Try the practice test

When you are already confident in your review, you may choose to take a practice test. The Technician test involves 35 questions. You need to have at least 27 items correct to pass the exam.

You may take the practice test as many times as you want or need, to gauge your progress and improvement in the review.

If you are confident enough, you may also wish to try the General and even the Extra exams.

For upgrading, it's the same case with the General test – you need 27 correct out of 35 questions.

Meanwhile, the Amateur Extra test consists of 50 items. You need at least 37 correct answers to pass.

You may choose to take all exams in one session if you wish to.

Be sure to save screenshots of your exam ratings or sign up for a hamstudy account, so you can keep track of your progress through time.

## The test

The actual test is conducted by at least 3 volunteer examiners. Prior to the test, you will need to have an FRN or FCC Reference Number, as described above.

We shall keep you posted regarding the exact instructions, dates, and times for Laurel VEC - Pilipinas Testing Group exams.

The Laurel VE exam itself is free, although the FCC will charge you $35 for the licensing fee once your results have been submitted. Licenses are valid for 10 years and can be renewed thereafter. FCC will notify you via email that a passing result has been submitted to the system. You can pay the fee via debit card, credit card, etc.
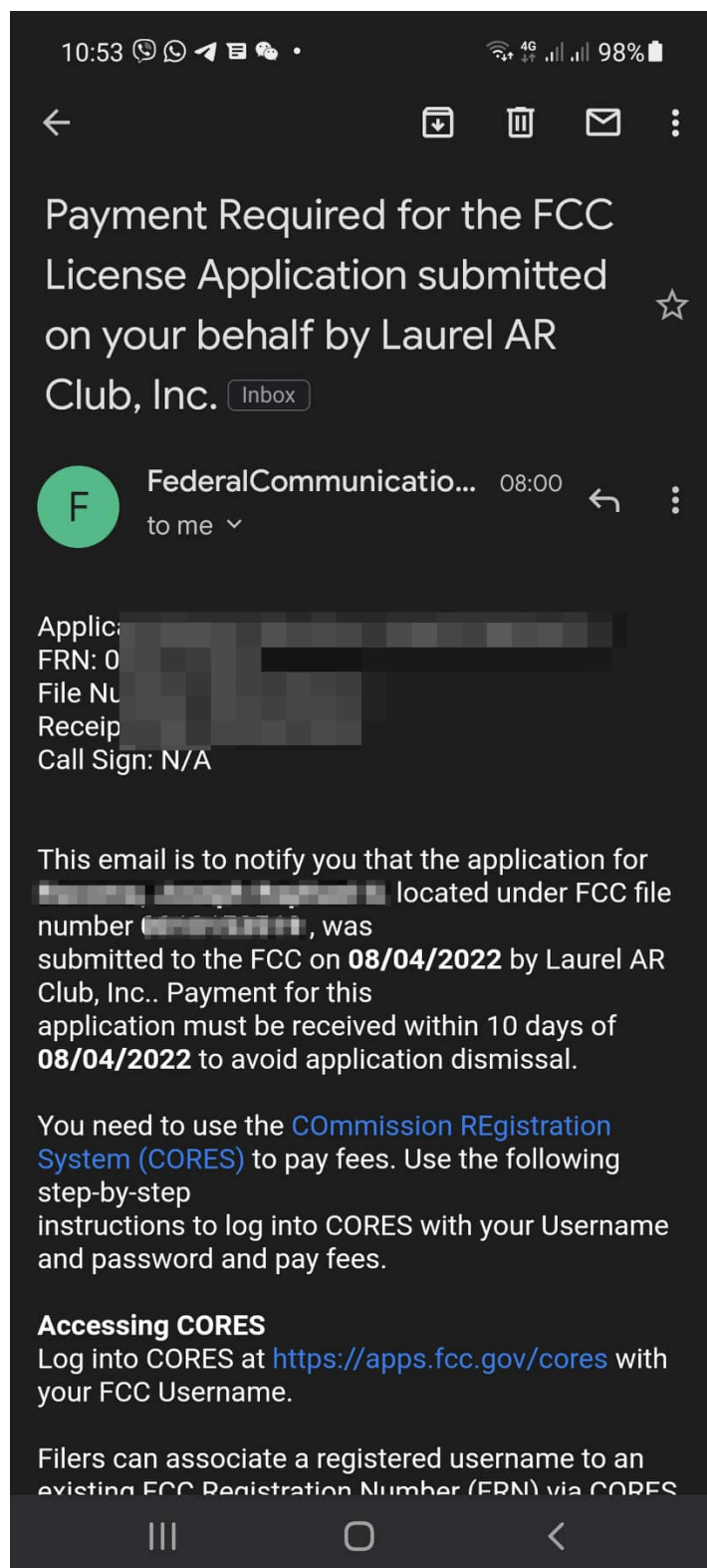
Once FCC receives your payment, it will process your license and email you with a callsign and the PDF file of your official license.

Any subsequent upgrade of the license class will be free. Renewal after 10 years will incur a $35 fee. You may also apply for a custom/vanity callsign, but applications are also charged $35.

For any questions, email the group at info@w1ptg.org, Angelo at jangelo@gmail.com or Jason at pascocap2002@yahoo.com.
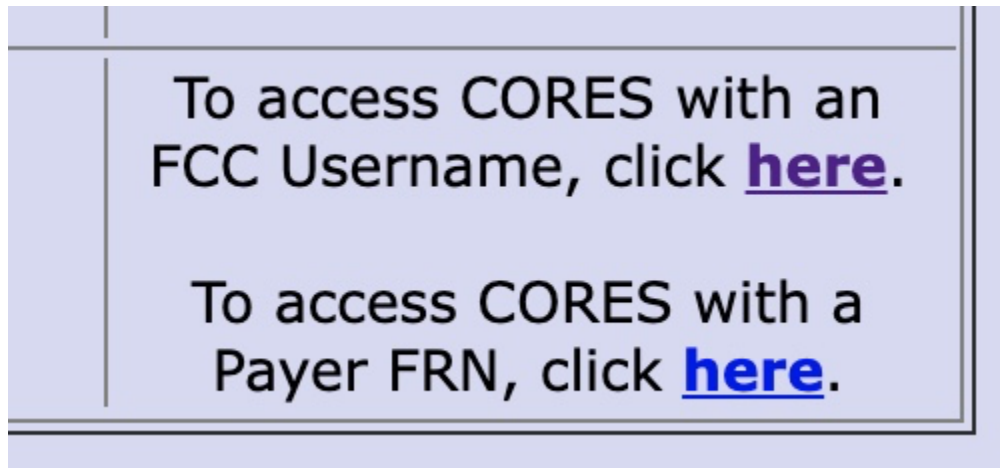
## Once you get FCC confirmation

There is a $35 application fee that you need to pay once FCC sends you a notification that the VEC has submitted your documents. You will need to login to the CORES in order to pay this fee.

The email will include an attached PDF with instructions on how to pay. Click the link and follow these to login to the FCC system. It's basically the same login as your CORES above.

The Easiest option is to click on the link provided and log in using your FRN and the password you setup earlier. This is the second option.



To access CORES with an FCC Username, click **here**.

To access CORES with a Payer FRN, click **here**.

https://apps.fcc.gov/cores/paymentFrnLogin.do

## FRN Financial

**Remittances Ready To Pay**

Application Fee

Matches 1 - 1 ( of 1 ).

| FRN | Remittance ID | Total Amount | Created Date | Actions |
|-----|---------------|--------------|--------------|---------|
| 0032813156 | 3903918 | $35.00 | 08/29/2022 | Make Payment |

As an alternative, you can log in using your FRN username (email, or the first option above) and look for the payment link.

6.1.  **Submit payment electronically**.  Payment can be made by credit/debit card or by bank withdrawal.

6.1.1.  To pay your application fee electronically, go to this website:

**https://apps.fcc.gov/cores/html/coresintermediate.html**

6.1.2.  Only Visa, MasterCard, Discover, and American Express credit or debit cards are accepted.

Then click the FRN financials, etc. link.

## Manage Existing FRNs | FRN Financial | Bills and Fees

Then click the FRN financials link.

## FRN Financial

Click to view or make payments.

## Action

## View/Make Payments

You can pay this using credit card or other methods.

| OPEN BILLS | APPLICATION FEES | **AWAITING PAYMENT COMPLETION** | PAYMENT HISTORY |

**Matches 1 - 1 ( of 1 ).**

| FRN | Remittance ID | Total Amount | Created Date | Status | |
|-----|---------------|--------------|--------------|--------|---|
| 0032712358 | 3883424 | $35.00 | 08/04/2022 | Not Paid | Make Payment |

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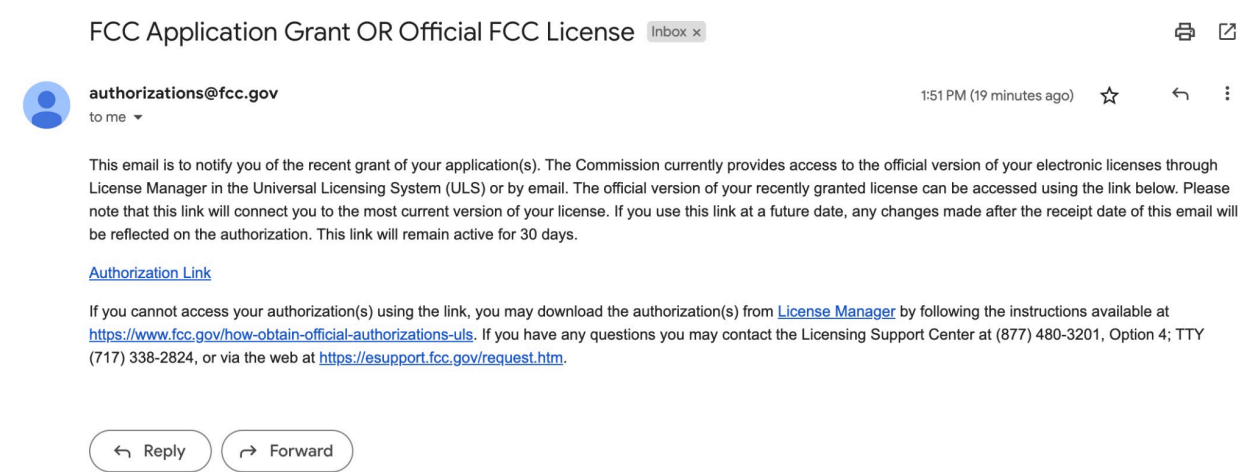Once you get the payment confirmation, you will need to wait until FCC processes your license.

Print

### Online Payment Confirmation

| | |
|---|---|
| Total Amount | $35.00 |
| Payer FRN | |
| Payer Name | |
| Remittance ID | 3883424 |
| Treasury Tracking ID | 27162LH1 |

Thank you for your payment!

View Form159    Go Back

If it is a new license, you may have to wait 24-48 hours after paying before your license and callsign appear on the database. You will get an email notification.



You can download the Official Copy of your license from CORES or through the link provided. You may also find a reference copy that you can share.

There are two versions of the license in PDF: the Official Copy (for your own private records only), and a Reference Copy that you may share and which others can also freely download from the database. You can download these at any time from within FCC's system.

You may refer to this ARRL article for more information on how to download PDF copies of your license: https://www.arrl.org/obtain-license-copy .

Upgrades do not incur a fee. Upgrades usually take faster to reflect on the database after the results are submitted to the FCC via Laurel VEC.

# Getting a reciprocal license

To operate your station legally in the Philppines, you may obtain a reciprocal permit from the NTC. Some notes and instructions here: https://n2rac.com/9bbd50ab6adc .

**Best of luck!**

# Advanced Option: How to get a vanity callsign

Once you have obtained your FCC license, you can apply for a vanity callsign.

1. Before anything, you want to check your options if valid or available. Be sure to apply for callsigns that are authorized with your license and class. Check http://ae7q.com for resources on availability. The site also tells you what kind of callsign you can apply for. Normally, any class can apply for a 2x3 callsign or 1x3 callsign (with 1 letter, zone number prefix, then 3 letter suffix, like N2RAC). Amateur Extra can apply for 2x1 (e.g., WT8C) callsigns, etc.

   You can use the lookup to check if the callsign you want is available. You can apply for up to 25, so you have several options in case the primary choice is not available.

Show license, trustee, & application history, (callsign): [            ] **Lookup**

For example, here, you can see the status of N2RAC.

| Entity Name | Applicant Type | Licensee Class | Region / State | License Status | Grant Date | Effective Date | Cancel Date | Expire Date |
|---|---|---|---|---|---|---|---|---|
| Racoma, Joseph Angelo B | I - Individual | E - Amateur Extra | 2 / NJ | A - Active | 2015-12-29 | 2016-02-18 | | 2025-12-29 |
| Olszewski, Carmella S | I - Individual | T - Technician | 2 / NY | E - Expired | 2002-03-06 | 2002-03-06 | 2014-06-03 | 2012-06-02 |
| Carmella S Olszewski | I - Individual | " | " | (Pre-ULS) | 1992-06-02 | 1995-03-27 | | 2002-06-02 |

An expired callsign is usually back in the pool two years after expiry. Some callsigns might have never been assigned at all.

2. Login to ULS.
3. Click on Online Filings.

## File Online

Apply for a new license, renew, modify, assign authorization, transfer of control, manage licenses and applications, associate call signs and more.

Reset Password

4. Or, alternatively, click this link to go directly to License Manager. Enter your FRN as username and use the password you set up with your account.

**FCC Registration Number** (FRN)   1234567889

**Password** (FRN password or password for an associated FCC Username)   •••••••••••

SUBMIT

5. Toward the right, click on "Request Vanity Callsign" link.

## Work on this License

**Update**
Licensee Name and
Mailing Address

**Request Vanity Call Sign**

**Request Systematic Call Sign**
Your station will be
issued the next
systematically available
call sign.

6. Answer the following queries. Usually, it would be "no" to both.

## Fee Status

Is the applicant exempt from FCC application fees?  No ∨

Is the applicant exempt from FCC regulatory fees?  No ∨

7. Provide your eligibility options. Relatives of deceased callsign owners have priority.

## Select Eligibility

I hereby apply for a vanity call sign under the following eligibility:

○ Primary station preference list

    I request the first assignable call sign from my Preference List shown on the license for my primary station.

○ Close relative of former holder

    By checking this box, I certify that the call sign being requested was shown on the primary station license of my deceased spouse, child, grandchild, stepchild, parent, grandparent, stepparent, brother, sister, stepbrother, stepsister, aunt, uncle, niece, nephew, or in-law (in-law is defined as: parent, stepparent, sibling, or step-sibling of a licensee's spouse; and the spouse of a licensee's sibling, step-sibling, child or stepchild; or the spouse of a licensee's spouse's sibling or step-sibling) and that I can provide documentation, if requested.

○ Former primary station holder

    By checking this box, I certify that the call sign being requested was previously assigned to my station and that I can provide documentation if requested.

8. You have up to 25 choices.

## Vanity Call Sign Preference List

Select your preference list of vanity call signs very carefully. Give exact prefix, numeral, and suffix for each call sign.
Note: If none of the call signs you selected are assignable, you will retain your existing call sign.

| 1 | 6 | 11 | 16 | 21 |
|---|---|----|----|----|
| 2 | 7 | 12 | 17 | 22 |
| 3 | 8 | 13 | 18 | 23 |
| 4 | 9 | 14 | 19 | 24 |
| 5 | 10 | 15 | 20 | 25 |

◀ BACK      CONTINUE ▶

You will then be asked to confirm your information on the next screen, as well as respond to the "felony" question.

9. You will then be asked to certify if all the information is correct. This includes a notice for fee details. You will then need to pay the fee to submit your application.

## Summary

You have submitted information in all the categories below. Use the view and edit capabilities to review your application to confirm that it is complete and accurate. Correct information as necessary. Once you are confident that the application is ready for certification and submission, click on the "Continue to Certify" button below. Please review the FCC 605 Privacy Act before submitting this application.

**Radio Service**

HA - Amateur

| **Total Fees** |
|---|
| $35.00 |
| ▸ View Fee Details |

**Applicant Questions**     EDIT

Is the applicant exempt from FCC application fees? No
Is the applicant exempt from FCC regulatory fees? No

**Licensee Information**     EDIT

P:
F:
E:

**Basic Qualification Information**     EDIT

Select Edit to review and correct information

**Vanity Call Sign**     EDIT

Select Edit to review and correct information

CONTINUE TO CERTIFY ▶

10. You will need to wait 18 days for FCC to act on the application. This is to ensure that all applications are accounted for. If there are others who apply for the same vanity callsign

at the same time as you, FCC will raffle it to determine who will be granted the application. The $35 fee is an application fee and is nonrefundable.