

Delaware Valley Radio Association (DVRA) Social Distancing Procedures
Amateur Radio License Testing, November 14, 2020.

Location: Princeton Red Cross, 707 Alexander Road, Princeton, NJ

First test session: Registration begins 9:30AM, with testing to follow

Second test session: Registration begins ±11:00 AM, with testing to follow [if needed]



Following current/expected state and local guidelines to protect the health and safety of both the test participants and volunteer license examiners, the following procedures will be in place for this testing:

Test takers must **sign-up prior to the testing**; walk-ins will not be permitted for this test session. Each test session is limited to 15 test takers on a first come, first served basis. To sign up for testing, send an email to Martin Crabtree, W3PR at w3pr@arrl.net. Should you need any special accommodations during the testing, please mention this in the email. You will receive a confirming email that you are indeed signed up for and the time of your testing.

Testing will be at the Princeton Red Cross, **outside and behind of the building nearest Alexander Road**. Test takers will be seated at least 6 feet apart and will take the test in their lap. Test taker seating will be within the view of the volunteer examiners (VE). **Test takers and VEs must wear masks that cover both the mouth and nose.** Note: The testing area can be quite sunny, bringing a hat with a brim is recommended. For weather considerations, see below.

Test takers, please bring the following:

- A **folding chair** or other seating.
- A **clipboard, lap desk, small folding table, or board** for use as a writing surface.
- \$15.00 cash, **exact change** or check made out to ARRL-VEC
- A government issued photo identification – drivers license, passport, etc.
- A copy of your current FCC amateur license (if you hold an amateur radio license)
- A completed application [form NCV EC 605*](#) (this link takes you to a version of the form that you can fill in and print out). Remember to sign the form in black/blue ink.
- A copy of the [test answer sheet](#). Print out this sheet and fill in your personal information (you will fill in the element and booklet numbers at the testing). NOTE: Bring more than one answer sheet if you may be taking more than one test (i.e. Technician & General level tests).
- **Pencils and erasers** to fill in your test answers. Bring more than one pencil in case one or more of your pencils break. Pencils *will not* be available from the VE team.
- A **black or blue colored pen** (to sign paperwork). Pens *will not* be available from the VE team.
- A calculator (optional) Note: Cell phone calculators may not be used during the testing. A limited number of calculators will be available for use during the testing.

* **First time amateur license test takers:** You must obtain a Federal Registration Number (FRN) from the FCC *prior to testing*. **You will not be able to take a license test without an FRN.** Registering for an FRN is done online at the [FCC's Commission Registration System \(CORES\)](#) website. This process usually takes just a few minutes. You will need to provide your FRN on both your license application form and your test answer sheet.

Weather considerations

If the weather does not permit testing outdoors (rain and/or cold), at the discretion of the volunteer license examiners, test takers may remain in their vehicles to take the test. Only one person will be permitted in each vehicle. Cell phones will be turned off and placed on top of the dashboard, furthest from the test taker.

These procedures may be revised prior to the actual testing date.

