

INFORMATION CONCERNING COMMERCIAL RADIO OPERATOR LICENSES AND PERMITS

- (1) MUST BE A CITIZEN OF THE UNITED STATES.
- (2) Except for Restricted Radiotelephone Operator Permit, submit a properly completed application Form 756 to the Engineer in Charge at the office where the examination is to be taken. These application forms may be obtained and completed at the various Examination Offices at the time of the examination. Submit by mail or in person Form 753-1 for Restricted Radiotelephone Operator Permit. These forms need not be notarized.
- (3) If applying for a Radiotelegraph type license, must successfully pass the prescribed code test consisting of both transmitting and receiving the International Morse Code for a period of one minute without error. This test is computed counting 5 letters per word or group with punctuation and numerals counting as 2 letters. It may be written in either pencil or ink. Semi-automatic keys and typewriters may be used for the 25 WPM test if furnished by the applicant. The speed requirements are as follows:

Radiotelegraph Third Class Operator Permit	16 code groups per minute
Radiotelegraph Second Class Operator License	16 code groups per minute
Radiotelegraph First Class Operator License	20 code groups per minute and 25 words per minute plain language.

- (4) Must be able to transmit and receive spoken messages in English and successfully pass written examination elements as follows:

Restricted Radiotelephone Operator Permit	No written examination required. This Permit is obtained by "declaration". The necessary properly completed application (Form 753-1) may be submitted by mail or in person.
Radiotelephone Third Class Operator Permit	Elements 1 and 2.
Radiotelephone Second Class Operator License	Elements 1, 2, and 3.
Radiotelephone First Class Operator License	Elements 1, 2, 3, and 4.
Radiotelegraph Third Class Operator Permit	Elements 1, 2, and 5
Radiotelegraph Second Class Operator License	Elements 1, 2, 5, and 6.
Radiotelegraph First Class Operator License	Elements 1, 2, 5, and 6.

The examination elements specified above consist of the following:

NO. 1, BASIC LAW -

Provisions of laws, treaties and regulations with which every operator should be familiar.
(20 Questions, multiple choice type)

NO. 2, BASIC OPERATING PRACTICE -

Operating procedures and practices generally followed or required in communicating by radiotelephone stations.
(50 Questions, multiple choice type)

NO. 3, BASIC RADIOTELEPHONE

Technical, legal and other matters applicable to operating radiotelephone stations other than broadcast.
(100 Questions, multiple choice type)

NO. 4, ADVANCED RADIOTELEPHONE -

Advanced technical, legal and other matters particularly applicable to operating various classes of broadcast stations.
(50 Questions, multiple choice type)

NO. 5. RADIOTELEGRAPH OPERATING PRACTICE -

Radio operating procedures and practices generally followed or required in communicating by radiotelegraph stations primarily other than in the maritime mobile services of public correspondence.

(50 Questions, multiple choice type)

NO. 6. ADVANCED RADIOTELEGRAPH -

Technical, legal and other matters applicable to operating all classes of radiotelegraph stations including maritime mobile services of public correspondence, message traffic routing and accounting, radio navigational aids, etc.

(100 Questions, multiple choice type)

NO. 7. AIRCRAFT RADIOTELEGRAPH -

(Special endorsement or Radiotelegraph First and Second Class Operator Licenses).

Theory and practice in operation of radio communication and navigational systems in use on aircraft. (100 Questions, multiple choice type; code test of 20 code groups per minute and 25 WPM plain language).

NO. 8. SHIP RADAR TECHNIQUES -

Special endorsement on Radiotelegraph or Radiotelephone First or Second Class Operator Licenses. Specialized theory and practice applicable to proper installation, servicing and maintenance of ship radar equipment in use for marine navigational purposes.

(50 Questions, multiple choice type)

Holders of Radiotelegraph First or Second Class Operator Licenses may qualify for the Aircraft Radiotelegraph Endorsement by:

- (A) Successfully passing examination Element Seven and code test (if required). Also must be at least 18 years of age, or
- (B) Presenting evidence of having served satisfactorily as chief or sole radiotelegraph operator on an aircraft employing radiotelegraphy prior to February 15, 1950, and presenting a CAA Flight Officers certificate.

(FCC license document and verification card (if any) must be presented at the FCC examination office for proper endorsement).

- (5) An applicant for a Radiotelegraph First Class Operator License must be at least 21 years of age at the time the license is issued and shall have had an aggregate of one year of satisfactory service as a radiotelegraph operator manipulating the key of a manually operated radiotelegraph station on board a ship or in a manually operated coast station using radiotelegraphy.
- (6) Written examinations shall be in English and shall be written by the applicant in longhand.

GENERAL INFORMATION

- (7) All licenses and permits other than amateur are considered to be commercial licenses and permits.
- (8) Radio operator license requirements are usually governed by the type of emission involved and whether or not the operator's duties include making adjustments to transmitters.
- (9) In general anyone wishing to obtain employment as an operator at a ship radiotelegraph station should hold a Radiotelegraph First or Second Class Operator License. Flight radio operators on transoceanic aircraft may be required to hold at least a Radiotelegraph Second Class Operator License which has been endorsed for aircraft radiotelegraph operation. Restricted Radiotelephone Operator Permits are valid for the normal operation of radiotelephone equipment installed in most aircraft, at certain ground stations, land mobile stations, on most fishing boats, yachts, and other small craft.
- (10) Holders of Restricted Radiotelephone Operator Permits are in general prohibited from making adjustments that may result in improper transmitter operation. The Commission's Rules require that radio transmitting equipment operated by holders of these operator permits shall be so designed that none of the operations necessary to be performed during the course of normal rendition of service may cause off-frequency operation or result in any unauthorized radiation. Any needed adjustments to transmitters operated by holders of the Restricted Radiotelephone Operator Permit should be made by or in the presence of the holder of a higher class license of the proper grade.
- (11) A license is not required for the operation of or repairs to radio or television RECEIVING equipment.
- (12) In general, a radio station must be operated under the terms of a valid STATION license by the holder of a valid OPERATOR license of the proper class.
- (13) Holders of Restricted Radiotelegraph or Radiotelegraph Third Class Operator Permits are prohibited from making adjustments that may result in improper transmitter operation as provided in paragraph (10) previously for the two classes of radiotelephone operator permits.

- (14) The requirements for securing various classes of commercial radio operator licenses and/or permits are outlined in PART 13, Sections 13.5, 13.12, and 13.22 of the Rules Governing Commercial Radio Operators. The scope of authority granted under the different classes is indicated in Sections 13.61 and 13.62. With the exception of the restricted radiotelephone operator permit, new radio operator licenses are issued only on the basis of grades obtained through examination. Credit toward new licenses is not allowed for experience, except as indicated in Sections 13.5, and 13.12 of the Rules.
- (15) Licenses and permits are normally renewable at any time within the last year of the license term or during a one-year period of grace after the date of expiration. During this grace period, an expired license is not valid. BY ORDER DATED APRIL 4, 1951, THE COMMISSION TEMPORARILY WAIVED THE REQUIREMENT OF PRIOR SERVICE AS A RADIO OPERATOR, OR EXAMINATION, FOR RENEWAL OF HIS COMMERCIAL RADIO OPERATOR LICENSE. This order is applicable to commercial radio operator licenses which expired after June 30, 1950 until further order of the Commission. The requirement of filing timely application for renewal was not waived.
- (16) An operator whose license or permit has been lost, mutilated or destroyed, shall immediately notify the Commission. An application (FCC Form 756) for a duplicate (if desired) should be submitted to the OFFICE ISSUING THE ORIGINAL LICENSE OR PERMIT embodying a statement attesting to the facts thereof. If a license or permit has been lost, the applicant must state that a reasonable search has been made for it; and further, that in the event it be found, either the original or the duplicate license or permit will be returned for cancellation. The applicant must also give a statement of service that has been obtained on the lost document. If additional space is required (See Items 9 & 12, Form 756), a separate statement, which need not be notarized, may be attached.
- (17) When a duplicate or replacement operator license or permit has been requested or request has been made for renewal, verification card, or for an endorsement, the operator shall post in lieu of the original document a signed copy of the application (FCC Form 756) which has been submitted by him.
- (18) The holder of any license or permit whose name is legally changed may make application for a replacement document to indicate the new legal name, by submitting a properly completed application to the office of original issue, accompanied by the license or permit affected and by documentary evidence of the legality of the name change.
- (19) Restricted radiotelephone operator permits are normally issued for the lifetime of the holder. Commercial operator licenses and permits of other classes are normally issued for a term of five (5) years from the date of issue.

PUBLICATIONS AND TRAINING COURSES

- (20) The Commission has prepared and made available a publication entitled "Study Guide and Reference Material for Commercial Radio Operator Examinations", showing the scope of questions used in examinations for commercial radio operator licenses. The Guide may be purchased from the Superintendent of Document, U. S. Government Printing Office, Washington 25, D. C., for 35¢ per copy, by money order; postage stamps not accepted. The Commission does not publish answers to the questions contained in the Study Guide.
- (21) The Commission cannot recommend any specific text-books covering the questions contained in the examinations and/or the Study Guide. It is suggested that the applicant consult the librarian of his local public library or contact any of the larger technical-book publishing firms or book stores. Several "Question & Answer" books and manuals are available; these contain both sample questions and the corresponding answers.
- (22) It is not the Commission's policy to recommend schools or courses of study. The U. S. Office of Education, Washington 25, D. C., may be in a position to supply helpful data. Veterans desiring information relative to training under the G. I. Bill of Rights should communicate with the Veterans Administration, Washington 25, D. C. or with one of its field Offices.
- (23) The Commission's Rules and Regulations are divided into parts and published in pamphlet form. Copies may be purchased from the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., at prices ranging from five cents to one dollar; postage stamps not accepted. PART 13 CONTAINS THE COMMISSION'S RULES GOVERNING COMMERCIAL RADIO OPERATORS: THIS PART MAY BE OBTAINED AT A COST OF FIVE CENTS. DO NOT SEND MONEY, MONEY ORDERS OR CHECKS TO THE COMMISSION.
- (24) Except insofar as the requirement of one-year service for eligibility for Radiotelegraph First Class Operator License, as outlined under Item 5 herein, may be considered a training requirement, there are no educational or training requirements set up by the Commission as a prerequisite to taking an examination; it is only necessary to qualify by successfully passing the prescribed examination.

EXAMINATIONS

- (25) No fee is charged for any class of radio operator license examination or for any commercial radio operator license.
- (26) The Commission has not established any age limit for applicants who wish to obtain commercial radio operator licenses, except that radiotelegraph first class operator licenses may not be issued to applicants under twenty-one (21) years of age, and applicants for examination for an Aircraft Radiotelegraph Endorsement must be at least eighteen (18) years of age.
- (27) The Commission does not issue licenses for radio engineers, television engineers, television cameramen, radio mechanics, radio announcers or studio console operators. Persons who are employed at these jobs are required to hold operator licenses of the proper type and class issued by the Commission if their duties include the operation of radio transmitting and/or video transmitting equipment.
- (28) Examinations for commercial radio operator licenses are conducted at each radio district office of the Commission on the days designated by the Engineer in Charge of the office. In addition to the radio district offices of the Commission, examinations are held in certain other cities on dates designated by the Engineer in Charge of the radio district in which these cities are located. A list of designated examination

points will be forwarded upon request or when necessary to answer inquiries regarding such points. Specific dates and times of examinations should be obtained from the Engineer in Charge of the office concerned in each instance. AVAILABLE FACILITIES DO NOT PERMIT EXTENSION OF THE REGULAR RADIO OPERATOR LICENSE EXAMINATION PROCEDURE TO APPLICANTS OVERSEAS. It is suggested that applicants overseas arrange for examination when they are able to appear at one of the Commission's designated examination points.

- (29) The holder of a license, who applies for another class of license or special endorsement, will be required to pass only the additional written examination elements for the new class of license, except that no examination credit towards a higher class of license is allowed for the Restricted Radiotelephone Operator Permit by Declaration (RP-D) since this type of Permit does not represent the passing of a written examination element. Applicants should bring with them and present any licenses, permits and verification cards they may hold to the examiner at the time of examination. If the holder of a license qualifies for a higher class license in the same group, the license held will be submitted for cancellation and returned to the licensee upon issuance of the new license. Since code tests are not considered as "elements", credit for them is not allowed and it is necessary to re-qualify.
- (30) An applicant who fails an examination element will be ineligible for a period of two months to take an examination for any class of license requiring that element. Examination elements will be graded in the order listed (not necessarily the same day completed), and an applicant may, without further application, be issued the class of license or permit for which he qualifies. Seventy-five percent is the passing grade for written examination elements.
- (31) No person shall obtain or attempt to obtain, or assist another to obtain or attempt to obtain, an operator license or permit by fraudulent means.

EMPLOYMENT

- (32) Persons interested in securing information regarding employment with agencies of the Federal Government should communicate with the Civil Service Commission, Washington 25, D. C. In most instances United States Government radio stations are not required to employ licensed radio operators. With respect to employment in privately owned radio stations, this Commission requires only that properly licensed operators be on duty in accordance with its rules. This does not preclude an employer from establishing additional qualifications if he so desires. Employment at such stations is a matter of agreement between the prospective employee and employer.
- (33) Inasmuch as the Commission has no control over matters of employment in the radio industry, it does not undertake to forecast opportunities that may be open to an individual in that field. However, radio operators are employed at point-to-point stations, ship stations, police radio stations, broadcast stations, etc. It is suggested that interested persons communicate with one or more licensees of commercial radio stations or with the U. S. Employment Service, Washington 25, D. C., or with State employment offices regarding opportunities for employment. Veterans may also be able to secure information from the Veterans Administration, Washington 25, D. C.
- (34) Each radio operator application form inquires as to the applicants criminal record, if any, the status of his citizenship, and his physical ability to perform the duties of a radio operator. LICENSES ARE ISSUED ONLY TO CITIZENS OF THE UNITED STATES.
- (35) Holders of commercial radio operator licenses of any class except aircraft radiotelephone operator authorizations or temporary limited radiotelegraph second-class licenses may be employed to stand regular watches and perform limited duties at AM broadcasting stations of 10 kilowatts or less power when employing non-directional antennas and at FM and non-commercial educational FM stations with operating power of 10 kilowatts or less. However, one or more persons holding a radiotelephone first-class operator license is required to be employed as a regular full-time operator at all AM and FM stations affected, to effect and insure the proper functioning of the transmitting equipment.

COMMISSION FIELD ENGINEERING OFFICES

ALABAMA, MOBILE 10 419 U. S. Courthouse and Customhouse	FLORIDA, MIAMI 1 P.O. Box 312 Federal Building 150	MISSOURI, KANSAS CITY 6E 3100 Federal Office Bldg. 911 Walnut Street	VIRGINIA, NORFOLK 10 402 Federal Building
ALASKA, ANCHORAGE P.O. Box Room 53, U.S. Post 644 Office and Courthouse Building	FLORIDA, TAMPA 2 409 - 410 Post Office Bldg.	NEW YORK, BUFFALO 3 328 Post Office Building Ellicott and Swan Streets	WASHINGTON, SEATTLE 4 802 Federal Office Bldg. 1st Ave. and Marion
ALASKA, JUNEAU P.O. Box Room 7 - 8 Shattuck 1421 Building, Corner Third and Seward	GEORGIA, ATLANTA 3 718 Atlanta National Bldg. 50 Whitehall St., S. W.	NEW YORK, NEW YORK 14 748 Federal Building 641 Washington Street	
CALIFORNIA, LOS ANGELES 12 539 U.S. Post Office and Courthouse, Temple and Spring Streets	GEORGIA, SAVANNAH P.O. Box 214 Post Office Bldg. 77 York and Bull Streets	OREGON, PORTLAND 5 433 New U.S. Court House 620 S.W. Main Street	
CALIFORNIA, SAN DIEGO 1 15-C, U.S. Customhouse Union and F Streets	HAWAII, HONOLULU 1, Oahu 502 Federal Building	PENNSYLVANIA, Philadelphia 6 1005 New U.S. Customhouse 2nd & Chestnut Streets	
CALIFORNIA, SAN FRANCISCO 26 323-A, Customhouse 555 Battery Street	ILLINOIS, CHICAGO 4 826 U. S. Courthouse 219 South Clark Street	PUERTO RICO, SAN JUAN 13 P.O. Box 2987 322 - 323 Federal Building	
COLORADO, DENVER 2 521 New Customhouse 19th between California and Stout Sts.	LOUISIANA, NEW ORLEANS 16 400 Audubon Building 927 Canal Street	TEXAS, BEAUMONT P.O. Box 329 Post Office Bldg. 1527 300 Willow Street	
DISTRICT OF COLUMBIA, WASHINGTON 25 94 Briggs Building - 22nd St., N. W.	MARYLAND, BALTIMORE 2 McCawley Bldg. - Room 500 400 East Lombard St.	TEXAS, DALLAS 22 P.O. Box 500 U.S. Terminal 5238 Annex Bldg. Houston & Jackson Streets	
	MASSACHUSETTS, BOSTON 9 1600 Customhouse	TEXAS, HOUSTON 11 324 U.S. Appraisers Bldg. 7300 Wingate Street	
	MICHIGAN, DETROIT 26 1029 New Federal Bldg.		
	MINNESOTA, ST. PAUL 2 208 Uptown Post Office & Federal Courts Bldg. 5th & Washington Streets		