

How to Apply for A Foundation Course With CDARC

1. E-mail training@cdarc.org.uk saying that you are interested in taking a Foundation course with us.
2. We will acknowledge your e-mail and add your details to our list for our next course at Foxton Village Hall, CB22 6RN. We will arrange a course date and e-mail you.
3. You then need to register with the RSGB. This is the process:
 - (a) Go to the RSGB website at www.rsgb.org and select *Education*
 - (b) On the Training page select *Exam Forms* in the table.
 - (c) From the Exam Forms list, download the *EX200 Candidate application for examinations (all levels)* document.
 - (d) Open the document in a suitable word processor and, from the drop-down list at the top of the form, select *Foundation Examination* then complete the rest of the form and sign it. The *Exam Venue* is *12-120-B*.
Under-16s must have their EX200 form counter-signed by a parent/guardian/carer who must also accompany them during the two days of the course.
 - (e) Please pay the exam fee of £27.50 directly to the RSGB as CDARC is unable to accept this. You may pay the RSGB either via the RSGB On-line Shop at www.rsgb.org/exampay or by cheque, as indicated on the form. If paying on-line, the *Examination Centre Registration Number* is *12-120-B*. If paying by cheque, include a copy of the completed EX200 form. On making payment, you will be given a receipt number. If paying by cheque and you require the receipt number to be posted, rather than e-mailed, include a stamped-addressed envelope.
4. E-mail a copy of the completed EX200 to training@cdarc.org.uk quoting your RSGB receipt number.
At the same time, you also need to pay CDARC £22.50 to cover the hire of the examination hall and the cost of consumables used on the course.
You can do this either:
By Bank Transfer:
Bank: Lloyds Bank Sort Code: 30-93-05 Account Number: 00103997
Payee: Cambridge and District Amateur Radio Club
Reference: F <space><your surname> e.g. Reference: F Jones
The 'F' indicates to our Treasurer that this is payment for a Foundation Course
By Cheque:
Make the cheque out to 'Cambridge and District Amateur Radio Club' and write 'Foundation' on the back of the cheque. If the account name is not your own, please also write your name on the back. For the address to which to post your cheque, e-mail the Treasurer at treasurer@cdarc.org.uk
5. The CDARC Exam Secretary will use the information from your EX200 form to order your individual exam papers from the RSGB. The RSGB will then send the exam papers to the independent Invigilator in the week before the course. To allow sufficient time for this, we must receive your EX200 at least three weeks before the start of the course.
6. The CDARC Exam Secretary will e-mail you to confirm the joining arrangements for the course. The course will take place over a weekend between 09:00hrs and 17:00hrs on both days. There is some self-study involved as well. The examination takes place at the end of the course on the Sunday, between 15:00hrs and 16:00hrs. We will give you an indicative mark at the end of the exam, which will be confirmed by the RSGB within 10 working days. If successful, you can then apply to Ofcom for your Foundation Licence and Callsign - these are currently in the M7 series.

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