

How to Apply for an Intermediate Course with CDARC

1. E-mail training@cdarc.org.uk saying that you are interested in taking an Intermediate course with us. *You must hold a Foundation Licence before you may take an Intermediate examination.*

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.

CDARC runs the Intermediate course as a series of structured tutorials over a period of two or three months. These tutorials are generally between 09:00hrs and 13:00hrs on a Saturday and amount to around 25 hours of total study. There is also a full day devoted to the build project and the construction of the other small circuits.

Participants are independent learners and study the topic from the course book "The Intermediate Licence Manual". The tutorials introduce and explore the syllabus topics and are also an opportunity to raise any questions.

The hire of the hall and the cost of consumables are shared equally by the participants on a per session basis. *Usually around £5 each per tutorial session and about £10 each for the full day.* Please bring some cash to these events.

At the first tutorial we agree a date for the examination.
2. Once the examination date is agreed, you 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 *Intermediate 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 all the course sessions.
 - (e) Please pay the exam fee of £32.50 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.
3. E-mail a copy of the completed EX200 to training@cdarc.org.uk quoting your RSGB receipt number.
4. 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 exam. To allow sufficient time for this, we must receive your EX200 at least three weeks before the exam date.
5. We will arrange the exam on a date agreed by the participants. 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 Intermediate Licence and Callsign.

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