

REQUIREMENTS FOR RUNNING AN AMATEUR RADIO TECHNICIAN, GENERAL OR EXTRA LICENSE CLASS ⑧B

1. At least 4 weeks' notice to announce the class after you decide on a date
2. Class should be open to anyone who wants to attend (up to class size limit) regardless of where held.
3. Need Handicap access to classroom (no stairs).
4. Must have rest room access at the facility.
5. Need class room that has seating and table space for up to 25 students. Ideal class size is 12 to 20 students. Suggest 25 students as a maximum.
6. A blackboard, white board or flip chart in the front of the room for instructor use with chalk, pens and eraser.
7. A 4-5 ft. table in the front of the room for instructors show and tell items.
8. On the test day, a 5 ft. table in the front of the room, facing the students, with chairs for the test team.
9. A computer projector and screen.
10. Instructor(s) will need access to the classroom 45 minutes to an hour prior to the class start time for setup.
11. Technician Class will start at promptly 8:00 am and run till 3:30 pm with a 45 – 60 minute lunch break. Testing will start at 3:30 pm or 4:00 pm and usually lasts 1-1/2 hours (2 hours is the maximum normally allowed for the testing)
12. General Class will be 6 pm – 9 pm on a Friday evening and 8 am to 3 pm on the following Saturday. At approx. 3pm testing will start and usually lasts 1-1/2 hours (2 hours is the maximum normally allowed for the testing)
13. Extra Class will be taught on two consecutive start at 8:30 am and run to 4:30 pm on the first day and 8:30 am to 3 pm on the second day. On the second class day testing will start at 3:30 pm and usually lasts 1-1/2 hours (2 hours is the maximum normally allowed for the testing)
14. A determine if there is there any issue with food in the classroom. I usually bring some sort of morning break treats (cookies, donuts, etc.). Instructor(s) usually eat lunch in the classroom and they encourage students to do the same in order to have further discussions and answer questions.
15. There is usually no charge for the class but there is a \$15 charge for taking the test that goes to the ARRL and FCC not the examiners.
16. Students should register with instructor (and or Sponsor) by e-mail. A confirmation of registration and the requirements for the class should be sent by the instructor or sponsor.

- 17. Students should be advised they will need a copy of the syllabus that can be downloaded and printed from a web site (ad7fo.com) for free or purchased in printed bound form from a UPS store on the South Hill at 57th and Regal in Spokane WA. (ask for Richard KE7DQC). They need to bring the syllabus to class with them. Some students may bring their own laptop with the syllabus in instead of a printed copy (battery life can be an issue for the length of the class)**
- 18. Students will be asked to review the syllabus prior to the class.**
- 19. You should typically have an 80% pass rate for Technician students and a 60% pass rate for General Students who review the syllabus and take practice tests on line prior to the class and take the test at the end of the class.**
- 20. Instructor(s) will need a contact name, e-mail address and phone number of someone to coordinate class room logistics.**
- 21. A Class flyer should be generated by the instructor that can be sent via e-mail to those who may be interested in the class. The Flier will include the class location, class requirements and contact person e-mail for information on the class.**