
List of Procedures to Follow

1. Prior to the examination

The examination fee is \$15.00. The Branch may keep \$5.00 of this fee to cover expenses.

The candidate must fill out the information on the back of the answer sheet.

The candidate must provide suitable identification and, if they wish to have a photograph on their certificate, a passport style photo verifying their identification.

2. Following the successful completion of an examination

Examiners to do

The examiners must complete the blue ERN (Examination Result Notification) form.

The Blue ERN is a Branch specific numbered form, sent to the Principal Examination Supervisor, from the Examinations Coordinator at NZART headquarters. Please ensure you have this before commencing an exam.

The ERN Form is then attached to the Examination answer sheet, and along with \$10.00 of the examination fee, sent to NZART Headquarters. This must be accompanied by the Radio 4A form (see below) and its associated fees.

Candidates to do

The candidate must completely fill out a **Radio 4A form**.

This requires the candidate to nominate 3 callsign's in order of preference, and the first one available will be given.

If a candidate wishes to have their photo on the certificate, they must attach their passport style photograph to the Radio 4 form.

This is then sent to NZART Headquarters.

If a candidate wishes to join NZART at the time of making application for a Callsign/Certificate, the fee is discounted.

3. Notes

Candidates should be encouraged to join NZART at the same time as completing the Radio 4 form.

All forms and fees must be forwarded to NZART Headquarters in the same envelope.

Any incomplete applications will be returned to the branch concerned. This will result in a delay with processing. There are no exceptions.

A special fee structure for new candidates is offered to encourage them to join the Association at the time of making application for a new call sign and certificate of competency

Examination	\$15.00
Callsign and certificate allocation	\$75.00
NZART membership for first year	\$30.00
Total payable	\$120.00

4. Other Fees and Charges

\$25.00 – Providing a replacement Certificate

\$25.00 – Amendment to call signs/details in SMART

\$50.00 – Secondary Call sign application

NZART Membership

\$95.00 pa. – NZART Membership (Adult)

\$45.00 pa. – NZART Membership (Student)

\$30.00 – NZART Membership (Family) for each additional member living at the same address (to a maximum of \$120.00).

Pro-rata fees are available to new adult and family members only.

A new member is classed as a person whose membership has lapsed for three years or more at the time of application.

Time payment and concession will be considered on request to the Business Manager.