



ROC-A Exam Information

- Examinations are conducted via Google Meet. You should have received a Google Calendar invitation in a separate email and you are required to RSVP to this.
- Attached is the official ISED application form which must be completed; signed by hand or virtually; and submitted to the ISED examiner before the examination.
- The date on the application must match the date of the exam.
- Please submit a copy of identification which proves your citizenship when submitting the completed ROC-A Application. Any international passport, Canadian citizenship document, or provincial driver's license (for Canadian citizens) are acceptable forms of ID.
- The exam fee must be paid online a minimum of 24 hours before the exam time unless agreed upon with the ISED examiner.

International Applicants

- ISED Policy states that the address on the ROC-A application must reflect your actual address.
- International applicants must pay for international shipping in addition to the normal examination fee.
- Please provide the examiner with your intended shipping address abroad and they will provide you with shipping options. A custom invoice will then be generated for payment.
- ROC-As will be shipped once they arrive at the Canadian Flight Trainers office. This is usually 2 to 3 weeks after the examination date.

Examination Rules

- **All exam takers must physically be in Canada at the time of the examination.** This is ISED policy and is non-negotiable. It is up to any foreign nationals to make their own arrangements to be in Canada during the examination.
- Exams are conducted orally in a closed book fashion. The examiner will verbally ask you 25 multiple choice questions. You cannot see the questions or answers.
- Examination fees are non-refundable.
- Once applications are submitted, the examiners have no control over delivery times. All questions related to the ROC-A must be submitted directly to ISED via email at spectrumcertificates-certificatsdsuspectre@ised-isde.gc.ca or phone 1-877-604-7493.



RADIO OPERATOR CERTIFICATE APPLICATION

Select one <input checked="" type="radio"/> First Examination <input type="radio"/> Re-Examination		Language of correspondence (check only one) <input type="radio"/> English <input type="radio"/> French	
INSTRUCTIONS			
<p>1. Once the form has been completed, please attach the signed form (ISED-ISDE2382) to the applicant's online application via the Professional radio operator certificate services website. Please do not include a copy of the identification attached with the submission.</p> <p>2. If you are not submitting online, the signed form (ISED-ISDE2382) must be submitted to the Radio Operator Certificate Service Centre within seven days of the examination for all successful applicants.</p> <p>3. Accredited Examiners should verify the completed application with the applicant's proof of identity information at the time of the examination.</p> <p>4. The Radio Operator Certificate Service Centre can be contacted at the following address: Innovation, Science and Economic Development Canada Radio Operator Certificate Service Centre (ROCSC), 2 Queen St East, Sault Ste. Marie ON P6A 1Y3</p> <p>Email: spectrumcertificates-certificatsduspectre@ised-isde.gc.ca Telephone: 1-877-604-7493 or 705-941-2001 Fax: 1-877-604-7491 or 705-941-4607</p>			
APPLICANT PERSONAL INFORMATION			
Family Name		Given Name(s)	
Address (Street, P.O. Box, etc.)			
City, Province		Postal Code	Date of Birth (YYYY-MM-DD)
Telephone Number			
Email Address			
TYPE OF CERTIFICATE			
Check appropriate box(es) (* Photograph required) <input type="checkbox"/> * GOC (General Operator Certificate) <input type="checkbox"/> ROC - MC (Maritime Commercial) <input checked="" type="checkbox"/> ROC - A (Aeronautical) <input type="checkbox"/> ROC - M (Maritime)			
ACCREDITED EXAMINER AND / OR INSTITUTE USE ONLY			
Full Name of Accredited Examiner and / or Institute			
Examiner Number			
Accredited Examiner Signature		Date of Exam (YYYY-MM-DD)	
PRIVACY NOTICE			
<p>This information is collected pursuant to the Radiocommunication Act. The information will be used by Innovation, Science and Economic Development (ISED) Canada to establish eligibility for radio operator certificates and to maintain a list of professional radio operators holding certificates of proficiency for the appropriate type of service. Information, such as name, date of birth, radio operator certificate number, type of certificate, and date of issue of certificate, is stored on ISED's internal Amateur and Professional Certificates system. Providing personal information is voluntary, however, refusing can result in ISED denying your application. You have the right to request corrections to any of your personal information under the control of ISED, by emailing ISED's Access to Information and Privacy Office at ic.atip-aiprp.ic@ised-isde.gc.ca. You also have the right to file a formal privacy complaint with the Office of the Privacy Commissioner of Canada regarding ISED's handling of your personal information.</p> <p>All information provided on this form will be stored in personal information bank ISED PPU 019 Spectrum/Telecommunications Client Operation File (Radio Operator Certification) as described in Info Source: Sources of Federal Government and Employee Information.</p> <p><i>By signing and submitting this form, I certify that the personal information above is true to the best of my knowledge and that I have no disabilities that would impair my ability to safely operate a radio station. I acknowledge that I have read and understood the notice.</i></p>			
Applicant Signature		Date (YYYY-MM-DD)	