ROC-A
EXAM CANADA

CANDIDATE GUIDE
INSTRUCTION SHEET

Before your ROC-A exam

Review these instructions, then complete the official ISED application.

01 EXAM CONDITIONS

Be physically in Canada

You must be physically located in Canada at the time of your examination.

Present matching photo ID

Bring valid photo identification. The name must match the name entered on your application.

Use a private, clear workspace

You must be alone in a quiet room with a clear table or desk and no distractions.

Follow the supervised, closed-book format

Your examiner will supervise the exam. Do not use notes, reference materials or outside assistance.

02 BE READY FOR AN ONLINE EXAM

- Computer or laptop with a working webcam and microphone
- Stable internet connection and a reliable power source
- Join your scheduled exam session with photo ID ready
- Use only items your examiner specifically allows

03 COMPLETE THE ISED APPLICATION

1. Enter your legal name, address, contact details and date of birth.
2. Choose first exam or re-exam; confirm English and ROC-A are selected.
3. Read the privacy notice; sign the applicant declaration and enter the date.
4. Leave the "Accredited Examiner / Institute Use Only" section blank.

IMPORTANT This form must be dated with the exam date.

Use the same date as the date of examination.

Innovation, Science and Economic Development Canada | Innovation, Sciences et Développement économique Canada

RADIO OPERATOR CERTIFICATE APPLICATION

Select one	Language of correspondence (check only one)
(●) First Examination ( ) Re-Examination	(●) English ( ) French

INSTRUCTIONS

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.
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.
3. Accredited Examiners should verify the completed application with the applicant's proof of identity information at the time of the examination.
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

   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

APPLICANT PERSONAL INFORMATION

Family Name	Given Name(s)		
Address (Street, P.O. Box, etc.)			
City, Province	Postal Code	Telephone Number	Date of Birth (YYYY-MM-DD)
Email Address			

TYPE OF CERTIFICATE

Check appropriate box(es) (* Photograph required)	☐ * GOC (General Operator Certificate)	☐ ROC - MC (Maritime Commercial)	☑ ROC - A (Aeronautical)	☐ 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

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.

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*.

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.

Applicant Signature _____ Date (YYYY-MM-DD) _____

Canada