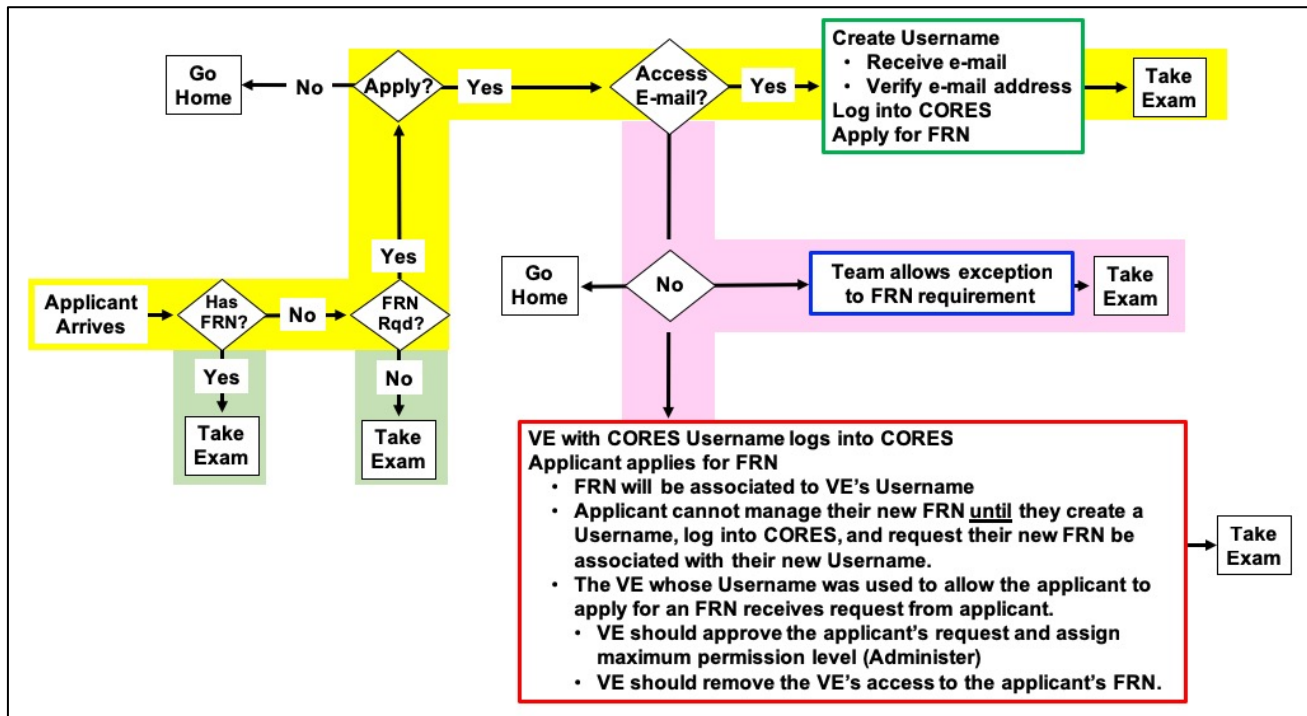**Applying for an FRN at an Exam Session**
1 December 2018

1. Effective 1 March 2019, assisting applicants acquire an FRN at an exam session will become more complicated. There are two methods (Red and Green boxes) that can be used as shown in the image below.

2. The above image is a really simplified explanation of the methods (Red and Green boxes) that can be used to procure an FRN at an exam session. The scenarios below will address the requirements and issues with both methods.

3. Timmy arrives at an exam session without an FRN and the VE Team does not accept Social Security Numbers. However, the team offers applicants the means of applying for an FRN.

    a. Timmy has to make a choice: Apply for an FRN or go home

    b. The team has several options.

      Scenario 1 (The **Green Box**)

- Timmy arrives at the exam session and is directed to a computer with Internet access to create a CORES Username and password.
    - A VE with CORES knowledge should be available to assist Timmy if necessary.
    - Timmy's username is his e-mail address (*voodoowoman@gmail.com*).
    - If Timmy does not have an e-mail address, then **he cannot register on-line** and must submit a completed FCC Form 160 to apply for an FRN and then mail his application to the FCC.

- When Timmy submits his registration, CORES will immediately send an e-mail notification with a link to verify his email address. The link is valid for 24 hours.

    - Timmy **must verify his e-mail address before he can log into CORES** to apply for an FRN

    > **If Timmy can't access his e-mail account to verify his e-mail address, he cannot proceed further in his effort to acquire an FRN.**

- Now the team has to choose one of four options

    1. Send Timmy home

    2. Let Timmy take his exam and instruct Timmy that his application will not be uploaded until he provides his FRN.

    3. Accept Timmy's application with a Social Security Number (Blue Box) **until such time as the FCC will no longer accept SSNs.**

    4. Use the red box process described below.

- If Timmy can access his e-mail and verifies his e-mail address, he can now log into CORES and apply for an FRN.
    - Once the FRN is issued, Timmy **must log out of his CORES account**.

        NOTE: CORES will close open accounts after 3-4 minutes of inactivity.

    - This FRN will be associated with his CORES Username and Timmy will be the FRN Administrator of his FRN with Administer Permission.

- Timmy can now take his exam(s)

Scenario 2 (The **Red Box**)

- A member of the VE team (e.g., Team Leader or other VE) with a good understanding of CORES and who has a CORES Username, logs into CORES.
    - If using the Red Box process, the Team Leader or the other VE will incur additional responsibilities as a result.
    - This person can provide assistance to applicants if required.
    - This person should provide his contact information (Phone and e-mail) to each applicant for an FRN so they can provide post-exam session assistance if necessary.

- Timmy is directed to a computer and clicks on "Register New FRN", provides the required information and any optional information desired (The process is similar to the method used in the legacy CORES process). No e-mail verification is required.

- Timmy clicks on "Submit" and receives his FRN almost immediately

- Timmy can now take his exam(s).

    > **There is a downside to the red box scenario.**

- Timmy's FRN is now associated with the CORES Username of the person who logged into CORES (e.g., Team Leader or other VE). That person is now the Administrator of Timmy's FRN.

- Timmy **canno**t manage his own FRN until he associates his FRN with his own Username.

- The VE team must notify Timmy that he must do the following when he returns home:
  - Go to the CORES website and register a CORES Username and password.
  - Log into CORES and request to associate their Username to their FRN.
    - Their request is sent to the FRN Administrator for their FRN.
    - The FRN administrator is the VE who signed into CORES to allow Timmy to apply for an FRN.

- CORES will notify the Administrator of Timmy's FRN (*The person who logged into CORES so Timmy could apply for his FRN*) that someone wants to associate a specific FRN with their Username. The notification is an automatically generated e-mail that looks like the following:

> Dear CORES User,
>
> *voodoowoman@gmail.com has submitted [sic] a request to associate with your FRN (0028011591)*
> **[Note it's really Timmy's FRN but the "CORES User" is the Administrator of Timmy's FRN].**
> *Please Login to FCC CORES web site to evaluate this request at your earliest convenience.*
>
> *Thank you,*
>
> *FCC CORES Registration Team*
>
> *** Please do not reply to this email ***

  NOTE: The FRN Administrator must ensure they can receive e-mail notifications from the FCC and adjust their e-mail filters accordingly.

- The FRN Administrator has an inherent responsibility to verify the identity of the requestor before approving the request since anyone can apply to associate any FRN to any Username.
  - Who is "voodoowoman@gmail.com"? Is that really Timmy?

- How is the FRN Administrator going to verify that the requestor is actually Timmy?
  - Log into CORES
  - At the CORES menu, select "Manage Existing FRNs".
  - Find the FRN in question and click on "Update/View FRN" to view Timmy's FRN application.
  - On the lower right corner of the form
    - Timmy may have included his phone number – call him to confirm that "voodoowoman@gmail.com" is his e-mail address.
    - Timmy was required to provide an e-mail address. Verify that the e-mail address is the same.
    - If it is not the same, send an e-mail with your phone number to the e-mail address on the form and ask Timmy to call you. Verify if Timmy uses '*voodoowoman@gmail.com*" as his e-mail address when he calls.

  NOTE: There may be other ways to verify the identity of the requestor. But the fact remains, the FRN Administrator must perform his due diligence to confirm the identity of the requestor.

- If Timmy did not send an FRN Association Request, the FRN Administrator should reject the request.

- Once the FRN Administrator has verified the identity of the requestor, they can approve the request after they select "Approve" and assign the "Administer" permission level.

- After that has been successfully done, the FRN Administrator should click on "Remove My Access". Doing so gives Timmy complete and sole control of his FRN as the new FRN Administrator of his FRN.

4. Either scenario can be used at an exam session to assist an applicant acquire an FRN.
   - One is more complex than the other.
   - One requires a commitment beyond the exam session.
   - The easier one won't work if the applicant can't access their e-mail to verify their e-mail address.

5. Of course, the team could choose to waive their FRN requirement (**The Blue Box**).

6. Choose wisely.