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Radiocommunication Information Circular

Professional Radio Operator Certificates

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Canada 

Preface

Radiocommunication Information Circulars are issued for the guidance of those engaged in radiocommunications in Canada. The information contained in these circulars is subject to change without notice. It is therefore suggested that interested persons consult the nearest district office of Industry Canada for additional details. While every reasonable effort has been made to ensure accuracy, no warranty is expressed or implied. As well, these circulars have no status in law.

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All Spectrum Management and Telecommunications publications are available on the following website: <http://ic.gc.ca/spectrum>.

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1. Intent

This document outlines procedures for obtaining any of the four professional radio operator certificates currently issued by Industry Canada.

2. Background

Canada issued its first professional radio operator certificate in 1912. Since then, a number of different radio operator certificates have been established and rescinded in order to ensure radio operators continued to possess the level of expertise as was required at the time. It should be noted that Canada currently does not have any reciprocal agreements with other foreign administrations which provide for an exchange of equivalent radio operator certificates.

To ensure proficiency in marine communication, the International Maritime Organization (IMO) has identified four levels of radio operator certification. However, in accordance with Canada's mandatory equipment carriage regulations for commercial vessels, only two of these levels of radio operator certification are needed.

3. General Information for Professional Certificates

With the exception of the Restricted Operator Certificate - Maritime (ROC-M), the successful candidate is required to complete application form IC2382, *Application For A Radio Operator Certificate* (see Appendix A for a sample of the form). The information provided is used by the Department to produce the appropriate certificate and maintain certificate records.

When an examination contains only multiple-choice questions, any person who is duly authorized by the Department may supervise and mark the examination. However, if the examination contains essay, oral and or practical questions, the person who supervises and marks the examination must hold an equivalent or higher class of operator certificate.

4. Current Certificates

Currently Industry Canada issues the following Professional Radio Operator Certificates:

4.1 Restricted Operator Certificate - Maritime (ROC-M)

This certificate is mainly intended for pleasure boaters, as they do not fall within the scope of Transport Canada's *Ship Station (Radio) Regulations, 1999*. As of September 1, 2000, Industry Canada delegated the examination and administration of the ROC-M certification program to the Canadian Power and Sail Squadrons (CPS). Courses for this certificate are developed and delivered by private examiners and/or instructors associated with the CPS. Application for this certificate can be obtained from the CPS, and certificates are issued by CPS. Certificates are good for life and there is no renewal requirement. A photograph of the holder is not required, nor is there an age or nationality restriction.

Additional Information on this certificate can be obtained by contacting the CPS by calling 1-888-CPS-BOAT (1-888-277-2628) or visiting www.cps-ecp.ca.

4.2 Restricted Operator's Certificate - Maritime Commercial (ROC-MC)

The ROC-MC is the Canadian second level radio operator certificate of the Global Maritime Distress and Safety System (GMDSS). The ROC-MC certificate was developed in accordance with the *Standards of Training, Certification and Watchkeeping (STCW)-95 Code and Regulations* and is mainly intended for personnel operating radio equipment while working on board commercial vessels sailing in the A1 sea areas within range of shore-based communication. The vessels are fitted with marine, very high-frequency - digital selective calling (VHF-DSC) radio equipment.

4.2.1 Accreditation

Industry Canada accredits maritime organizations and training institutes to provide training and assessment for the ROC-MC in accordance with Radiocommunication Information Circular 25, *Syllabus for the Restricted Operator's Certificate - Maritime Commercial (ROC-MC)* (RIC-25) and Client Procedures Circular 2-7-04, *Accreditation of Institutes for Instruction of the ROC-MC and the GOC* (CPC-2-7-04). Please consult the list in Annex A of RIC-25 for an accredited body in your area.

4.2.2 Application

Application form IC2382 will be supplied by the accredited bodies.

4.2.3 Training and Examination

In accordance with the procedures outlined in RIC-25, the accredited body can offer a challenge exam, a 14 hour abridged course (10 hours training and 4 hours review and examination) and a complete 24 hour (3 or 4 day) course (20 hours training and 4 hours review and examination).

4.2.4 Eligibility

Candidates must be 18 years of age or older. There are no nationality restrictions for this certificate.

4.2.5 Validation

The ROC-MC certificate is issued by Industry Canada once the accredited body submits the application form IC2382 confirming that a candidate has successfully completed the approved education and training. This certificate is good for life, therefore re-validation and renewal are not required. However, a refresher course may be warranted if the certificate holder has not had at least 12 months operating experience in the past 5 years.

There is no photograph required with this certificate.

4.3 General Operator Certificate (GOC)

The GOC is the Canadian highest level radio operator certificate of the Global Maritime Distress and Safety System. This certificate is mainly intended for personnel operating radio equipment while working on board compulsorily fitted vessels sailing in international sea areas and fitted with radio equipment in accordance with Transport Canada's carriage requirements for the vessel and voyage.

4.3.1 Accreditation

Industry Canada accredits maritime organizations or institutes to provide training and assessment for the GOC certificate in accordance with Radiocommunication Information Circular 26, *Syllabus for the General Operator Certificate (GOC)* (RIC-26) and CPC-2-7-04. Please consult the list in Annex A of RIC-26 for an accredited body in your area.

4.3.2 Application

Application form IC2382 will be supplied by the accredited bodies.

4.3.3 Training and Examination

The accredited body can offer the complete ten-day training and assessment course in accordance with RIC-26.

4.3.4 Eligibility

Candidates must be 18 years of age or older. There are no nationality restrictions for this certificate.

4.3.5 Validation

This certificate is issued by Industry Canada once the accredited body submits the application form IC2382 confirming that a candidate has successfully completed the approved education and training.

This certificate is valid for 5 years following the issue date and requires a recent citizenship-style photograph. The applicant is to sign the back of the photo.

4.3.6 Reissue of GOCs

The GOC can be reissued in subsequent five-year periods following proof of professional competence.

- (1) This certificate requires continued professional competency to be established by:
 - (a) approved seagoing service, performing functions appropriate to the certificate held, for a period of at least one year in total during the preceding five years; or
 - (b) performing functions considered to be equivalent to the seagoing service outlined herein:
 - (i) 12 months of service on board a ship as a master or mate in charge of the watch;

- (ii) 24 months of service performing radiocommunication-related functions similar to any of the following marine related positions as:
 - (I) a shore captain, marine superintendent or operations manager, who is in the employment of a ship owner/ship agent,
 - (II) a ship's pilot or pilot superintendent, who is licensed by a pilotage authority,
 - (III) a marine surveyor engaged in duties relating to the survey or inspection of ships or ships' equipment or cargoes,
 - (IV) a harbour master, dock master, berth master, deputy harbour master, deputy dock master or deputy berth master,
 - (V) a watchkeeper or supervisor of port operations, port traffic or a port search and rescue centre,
 - (VI) a hydrographic surveyor,
 - (VII) an instructor or training officer in nautical subjects at a recognized institution,
 - (VIII) an examiner of masters and mates,
 - (IX) a casualty investigator engaged in investigating marine casualties,
 - (X) a person engaged in marine emergency planning and operations;
 - (XI) a radio technician engaged in the maintenance of modern radio apparatus,
 - (XII) an Industry Canada Radio Inspector engaged in the delivery of the radio operator certification program; or
- (iii) having successfully completed a refresher course.

(2) For reissue of a GOC, there is a requirement for a recent citizenship-style photograph. The applicant is to sign the back of the photo.

4.4 Restricted Operator Certificate - Aeronautical (ROC-A)

Industry Canada has accredited examiners for the delivery of this certification. Examiners for this type of certificate are mainly flight training school instructors, and airport and airline staff.

The ROC-A is intended for aircraft pilots, airport radio operators and ground staff working on, or in proximity to landing strips. (e.g. airline ground dispatchers, landing strip snow removers, fuel supply truck staff, airport firefighters, etc.) This certificate allows for the operation of radios utilizing frequencies in the aeronautical band on board aircraft, land vehicles or in base stations.

Application form IC2382 will be supplied by the examiner (departmental or accredited) at the time of the examination.

Training courses and examinations for the ROC-A certificate are delivered by examiners accredited by Industry Canada and are in accordance with Radiocommunication Information Circular 21, *Study Guide for the Restricted Operator Certificate With Aeronautical Qualification* (RIC-21). Industry Canada issues this certificate upon notification from the accredited examiner of the successful candidate.

This certificate is good for life and there is no renewal required. No photo is required nor is there an age or nationality restriction.

5. Radiocommunication Operator General Certificate Maritime (RGMC)

The GMDSS was adopted February 1, 1999. Under the GMDSS, all ocean-going passenger ships and cargo ships of 300 gross tonnage must be equipped with radio apparatus that conforms to international standards. Likewise, radio operators on these vessels must also hold the appropriate radio operator certification compliant with standards adopted by the International Marine Organization (IMO).

Previously existing maritime radio operator certificates, such as the RGMC, are not GMDSS compliant and therefore are no longer acceptable for operation on board vessels regulated by Transport Canada's *Ship Station (Radio) Regulations, 1999*.

Notwithstanding this, not all countries are members of IMO and, as a result, Industry Canada offices occasionally receive requests by holders of an RGMC for reissue (validation) or replacement. Although the RGMC is no longer recognized as a valid certificate for operation of radiocommunication equipment on board compulsorily fitted Canadian ships, Industry Canada will consider reissuing (validation) or replacement of this certificate to a bonafide holder.

The request for reissue (validation) or replacement must be accompanied by a recent citizenship-style photograph (the applicant is to sign the back of the photo), and the certificate is valid for 5 years following the reissue date. This certificate can be validated for an additional 5 year period, after which, this certificate may be reissued 10 years following the initial validation date, contingent upon proof of operational experience as a professional radio operator during the 10 year period.

It should be noted that under no circumstances will an individual holding an RGMC be considered for an exchange of certification to a GMDSS compliant radio operator certificate, such as a the GOC or ROC-MC.

6. Summary of Current Radio Operator Certificates

Certificate Name	Acronym	Status			Photo Required	Age	Validity
		Issue	Validation	Replace			
Restricted Operator Certificate - Aeronautical	ROC-A	Y	N	Y	N	N	Lifetime
Restricted Operator Certificate - Maritime	ROC-M	Y	N	Y	N	N	Lifetime
Restricted Operator's Certificate - Maritime Commercial	ROC -MC	Y	N	Y	N	18	Lifetime
General Operator Certificate	GOC	Y	Y	Y	Y	18	5 Years
Radiocommunication Operator General Certificate Maritime	RGMC	N	Y	Y	Y	18	5 Years

7. Certificates No Longer Issued

The following certificates are no longer relevant, supported or issued or reissued (validated):

Certificate of Proficiency in Radio First Class - FIRST CLASS

Certificate of Proficiency in Radio Second Class - SECOND CLASS

Radiotelephone Operator's General Certificate (Maritime) - ROG(M)

Radiotelephone Operator's General Certificate (Aeronautical) - ROG(A)

Radiotelephone Operator's General Certificate (Land) - ROG(L)

Radiotelephone Operator's Restricted Certificate (Maritime) - ROR(M)

Radiotelephone Operator's Restricted Certificate (Land) - ROR(L)

Coast Guard Radiotelephone Operator's Certificate - CGRO R/T


Coast Guard Radiotelegraph Operator's Certificate - CGRO W/T

Radiotelephone Operator's Restricted Certificate (Compulsory) - ROR(C)

Radiotelephone Operator's Restricted Certificate (Voluntary) - ROR(V)

Appendix A - Sample of Form IC2382

This is a sample. Accredited examiners can obtain a copy of this form by contacting the local district office of Industry Canada.

 Industry Canada / Industrie Canada		APPLICATION FOR A RADIO OPERATOR'S CERTIFICATE	DEMANDE CONCERNANT LE CERTIFICAT D'OPÉRATEUR RADIO
Family Name - Nom de famille		Given Name - Prénom	
Address (Street, P.O. Box, etc.) - Adresse (rue, case postale, etc.)		CLASS - CATÉGORIE	
City and Province - Ville et province		Check Appropriate Box(es) (*Photograph Required) Cochez la (les) case(s) appropriée(s) (*photographie requise)	
Postal Code Code postal	Telephone No. N° de téléphone	Date of Birth Date de naissance YYYY-MM-DD	Language Langue
<input type="checkbox"/> *P3 GOC <input type="checkbox"/> CGO		<input type="checkbox"/> RO ROC - M C <input type="checkbox"/> CRO - CM	<input type="checkbox"/> RI-1 ROC - A (AÉRO.) <input type="checkbox"/> CRO - A (AÉRO.)
<input type="checkbox"/> First Examination <input type="checkbox"/> Premier examen		<input type="checkbox"/> RI-2 ROC - M (MARI) <input type="checkbox"/> CRO-M (MARI.)	
<input type="checkbox"/> English <input type="checkbox"/> Anglais		<input type="checkbox"/> French <input type="checkbox"/> Français	

The above information is true to the best of my knowledge and I certify that I have no physical disabilities that would prevent me from safely operating a radio station. J'atteste que les renseignements fournis dans la présente demande sont exacts à ma connaissance et que je n'ai aucune incapacité physique qui m'empêcherait d'opérer une station radio de façon sécuritaire.

Sample/Exemple

Applicant's Signature - Signature du requérant _____ Date (YYYY-MM-DD) _____

ACCREDITED EXAMINER AND/OR INSTITUTE USE ONLY - RÉSERVÉ À L'EXAMINATEUR ET/OU L'INSTITUT AGRÉÉS									
Name of Accredited Examiner and/or Institute - Nom de l'examineur et/ou l'institut agréé(s)									
1 <input type="checkbox"/> New Nouveau	2 <input type="checkbox"/> Replacement Remplacement	3 <input type="checkbox"/> Amendment Modification	4 <input type="checkbox"/> Deletion Annulation	5 <input type="checkbox"/> Incomplete Inachevé					
Reporting Unit Transaction de responsabilité	Transaction	CL. Cat.	Cert.	Type	Certificate - Certificat Number - Numéro Date		Endors. Annot.	C / S	Validation Date Date de validation
Examiner's Signature - Signature de l'examineur							Expiry Date - Date d'échéance YYYY/MM/DD - AAAA/MM/JJ		

INSTRUCTIONS

1. Certificates requiring a photograph are validated every five years and re-issued every ten years.
2. When writing an examination for a GOC, please provide one recent photo.
3. Identification must be presented at the examination. This may be a birth certificate, a baptismal certificate, a citizenship certificate, a landed immigrant identification card or a declaration of nationality status.
4. All information provided on this form will be stored in personal information bank number IC-PPU-021. Information of a personal nature will be protected under provisions of the Privacy Act. Other information in the personal information bank may be released in accordance with the Access to Information Act.

INSTRUCTIONS

1. Les certificats avec photographie sont validés tous les cinq ans et délivrés tous les dix ans.
2. Le candidat à un certificat CGO et doit fournir une photographie récente.
3. Lors de l'examen, veuillez présenter une carte d'identité, c'est-à-dire un certificat de naissance, un certificat de baptême, un certificat de citoyenneté, une carte d'identité d'immigrant reçu ou une déclaration de nationalité.
4. Tous les renseignements contenus dans ce formulaire seront stockés dans la banque de données relatives aux renseignements personnels sous le numéro IC-PPU-021. Les renseignements à caractère personnel seront protégés conformément aux dispositions de la Loi sur la protection des renseignements personnels. Tout autre renseignement dans la banque de données relatives aux renseignements personnels pourrait être divulgué en vertu de la Loi sur l'accès à l'information.

