

## ENGLISH LANGUAGE PROFICIENCY (ELP) TEST ENROLLMENT AND ADMINISTRATION

- STEP 1** REQUEST FOR ORDER OF PAYMENT AT THE ACCOUNTING DIVISION (3<sup>rd</sup> FLOOR MAIN CAAP BUILDING)
- STEP 2** PROCEED TO THE CASHIER/COLLECTION AND PAY THE ELP TESTING FEE (Php 1,500.00). APPLICATION FORM WILL BE GIVEN AND THE TESTING SCHEDULE WILL BE INDICATED ON THE FORM.
- STEP 3** FILL OUT THE APPLICATION FORM\* AND ATTACH A RECENT 2" x 2" COLORED PHOTO WITH WHITE BACKGROUND. A PHOTOCOPY OF CURRENT LICENSE\*\* AND OFFICIAL RECEIPT MUST ALSO BE ATTACHED. FOR FOREIGN PILOTS, ATTACH A PHOTOCOPY OF PASSPORT. TEST TAKERS WITH INCOMPLETE REQUIREMENTS WILL NOT BE ALLOWED TO TAKE THE TEST.

\* NOTE: THE NAME PRINTED IN THE APPLICATION FORM WILL BE THE NAME PRINTED ON THE ELP CERTIFICATE. IN CASE THERE IS A DISCREPANCY IN THE NAME DUE TO ERROR IN THE APPLICATION FORM, A FEE OF Php 100.00 WILL BE CHARGED TO RE-PRINT THE CERTIFICATE.

\*\* FOR THOSE WITH EXPIRED LICENSE, PLEASE ATTACH THE CAAP AIRMEN LICENSE FLOW PERMIT AND CLEARANCE FORM WITH PEL NUMBER.

- STEP 4** PROCEED TO THE CIVIL AVIATION TRAINING CENTER (CATC) ON YOUR SCHEDULED DATE.  
NOTE:

1. FOR FOREIGN PILOTS, BRING 1 VALID ID AND PASSPORT. FOR FILIPINO TEST TAKERS, BRING 2 VALID IDs.
2. DRESS CODE: APPROPRIATE SMART CASUAL ATTIRE. (NO UNDERSHIRTS, SHORTS, TATTERED PANTS, LEGGINGS AND SLIPPERS ALLOWED)
3. BRING APPLICATION FORM WITH PICTURE & PHOTOCOPY OF CURRENT LICENSE\* AND OFFICIAL RECEIPT. FOR FOREIGN PILOTS, ATTACH PHOTOCOPY OF PASSPORT.  
\* FOR THOSE WITH EXPIRED LICENSE, PLEASE ATTACH THE CAAP AIRMEN LICENSE FLOW, PERMIT AND CLEARANCE FORM WITH PEL NUMBER.
4. BRING BALLPEN OR PENCIL.
5. ALL TEST TAKERS MUST ATTEND THE ELP BRIEFING:  
PILOTS: 1:15 PM  
ATC/ARO: 3:30 PM

TESTING SCHEDULE: TUESDAY, WEDNESDAY & THURSDAY (EXCLUDING HOLIDAYS)

- A. PILOTS:  
CPL/ATPL/MPL : 1:30 PM  
SPL/PPL/HELI : 2:30 PM
- B. ATC/ARO: 3:45 PM

NOTE: IF YOU NEED AN EARLIER SCHEDULE, JUST PROCEED TO THE CATC ON YOUR INTENDED DATE. HOWEVER, THERE IS NO GUARANTEE THAT YOU WILL BE TESTED IF THE SCHEDULE IS FULL.

- STEP 5** RESULTS OF THE TESTS WILL BE POSTED AFTER 7 WORKING DAYS IN THE CAAP WEBSITE AND THE ELP BULLETIN BOARD (CATC). YOU MAY CALL THE CATC AT TEL. # (2) 7763044 TO ASK FOR YOUR RESULTS.

- STEP 6** RELEASE OF ELP CERTIFICATES: 7 WORKING DAYS FROM DATE OF POSTING

YOU CAN AUTHORIZE A REPRESENTATIVE TO PICK UP YOUR TEMPORARY OR ORIGINAL CERTIFICATE. REPRESENTATIVE MUST BRING AN AUTHORIZATION LETTER WITH A PHOTOCOPY OF THE APPLICANT'S ID AND THE REPRESENTATIVE'S ID.