

**AIRMEN EXAMINATION BOARD  
CAAP Central Office**

**ON-LINE SCHEDULING OF KNOWLEDGE TESTING**

**Schedule of Availability of Service:**

Monday – Friday (8:00 AM to 5:00 PM)  
No Noonbreak

**Who may avail of this Service:**

Airmen

**What are the requirements:**

1. Database print-out/permit issued and duly signed by the Licensing & Certification Department (LCD)
2. Examination Fees

| Type of License          | Rate per subject |
|--------------------------|------------------|
| RPAS                     | P 230.00         |
| PPL/PPL (H)              | P 230.00         |
| CPL/CPL (H)              | P 340.00         |
| Instrument Rating        | P 340.00         |
| Additional Rating        | P 450.00         |
| ATPL/ATPL (H)            | P 450.00         |
| MPL                      | P 450.00         |
| Flight/Ground Instructor | P 450.00         |
| FEL                      | P 340.00         |
| Flight Dispatcher        | P 140.00         |
| ASOL                     | P 340.00         |
| ATC                      | P 340.00         |
| AMT                      | P 230.00         |
| AMS                      | P 230.00         |

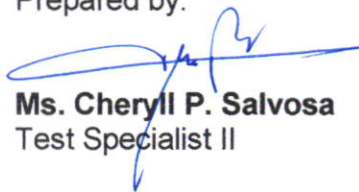
**HOW TO AVAIL OF THE SERVICE:**

| Step | Client  | Activity                              | Fees | Forms                      | Duration of Activity | Person in Charge  |
|------|---|---------------------------------------|------|----------------------------|----------------------|-------------------|
| 1    | Proceed to AEB Admin Office and present Data base print-out /Permit | 1. Receive Database print-out/ permit |      | Database print-out/ permit | 2 min                | AEB Staff-on-duty |


|   |  |   |                              |                  |       |                            |
|---|--|---|------------------------------|------------------|-------|----------------------------|
|   |  | 2. Provide AEB Form-9 (Personal Information)                      |                              | AEB Form-9       | 1 min | AEB Staff-on-duty          |
| 2 | Fill-up and submit AEB Form-9  | 1. Assist client for enrolment into the aeb.caap.gov.ph/aebonline |                              |                  | 3 min | AEB Scheduler              |
| 3 | Log-in to aeb.caap.gov.ph/aebonline for the desired examination dates schedule | 1. Issue AEB Form-9 as their reference of enrolment               |                              |                  | 3 min | AEB Scheduler              |
| 4 | Proceed to Window 2 for checklist  | 1. Issue checklist for Order of Payment Slip (OPS)                |                              | AEB Form-1       | 2 min | AEB Staff-on-duty          |
| 5 | Proceed to Collection  | 1. Issue Order Payment Slip                                       | Please refer to requirements |                  | 2 min | Collection Officer-on duty |
| 6 | Proceed to Cashier   | 1. Receive payment  |                              |                  | 2 min | Collection Officer-on duty |
|   |  | 2. Issue Official Receipt (OR)                                    |                              | Official Receipt | 5 min | Collection Officer-on-duty |

|                                   |   |  |  |  |                   |                   |
|-----------------------------------|---|--|--|--|-------------------|-------------------|
| 7                                 | Proceed to AEB Window 1 on the scheduled date of exam | 1. Receive docs & check schedule dates of exam |  |  | 2 min             | AEB Staff-on-duty |
| <b>TOTAL DURATION OF ACTIVITY</b> |   |  |  |  | <b>22 minutes</b> |                   |


Prepared by:


  
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 Airmen Examination Board

Noted by:

  
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 Chairperson, Citizen's Charter Team

  
**Captain Romel D. Gadingan**  
 Asst. Director General II  
 Flight Standards Inspectorate  
 Service