Online Registration Instructions
Written Examination for Candidates Applying for Registration as Lift Engineers and/or Escalator Engineers

Registration by Online

1. Applicants may submit their registrations by themselves online at Online Registration System ("the System") (www.vtc.edu.hk/cpdc/econline/emsd).

System Requirement

2. The software requirements of the System:

Browser / Hardware	Safari	Google Chrome	Microsoft Edge
Mobile Device	✓	✓	✓
Desktop Computer	✓ (version 9.0.3 or above)	✓ (version 49 or above)	✓ (version 102 or above)

PEAK Examination Centre makes our best effort to test the System with the latest version of the browsers. PEAK Examination Centre will not be responsible for unsuccessful online registration because of technical or payment failure. If you experience any issues in using the System, please report it to us at econline@vtc.edu.hk.

3. Applicants should use the System on the same tab page in a browser window. They are recommended to close the browser after registration to end the session completely.

4. In order to avoid encountering "Error 500" message or duplicate payment when using the System, applicants should **NOT**:
   - press "F5" key or browser "refresh" button; or
   - click browser "back" button to make the browser go back to previous page.

   Applicants should click System "previous" button to take the browser back one page.

Before Start the Online Registration

5. Applicants should read the Information Leaflet on Written Examination for Candidates Applying for Registration as Lift Engineers and/or Escalator Engineers under the Lifts and Escalators Ordinance ("the Information Leaflet") of the Examination Board (Registration of Lift Engineers and Escalator Engineers) ("Examination Board"), and Examination Regulations and Online Registration Instructions of the PEAK Exam Centre carefully before registration.

6. Applicants should prepare the following documents and information:
   - Hong Kong Identity Card/Passport (make sure the passport is still valid on the date of the examination);
   - Credit Card (Visa / Master / UnionPay);
   - Hong Kong Mobile Telephone Number; and
   - Valid email address.

Select Examination Session(s)

7. Applicants can apply for Lift Part or/and Escalator Part.

8. Applicants should check carefully the Examination Part, Date and Time of the selected examination session(s). Once the online registration is submitted, any requests for re-scheduling and/or cancellation will NOT be entertained. Fees paid are not refundable or transferable.

9. The entire online registration procedures (Selection of Examination Session(s) >> Provision of Personal Particulars >> Provision of Credit Card Information >> Completion of Online Payment) should be completed within 20 minutes. Otherwise, the selected examination session(s) will be released and the registration procedures have to be started over again.

10. The PEAK Examination Centre reserves the right to allocate applicants to designated examination sessions.

Personal Particulars

11. Applicants should provide personal particulars in the System. The personal particulars provided should be accurate and the same as printed on the Hong Kong Identity Card or Passport. In case there is any discrepancy on the particulars, the progress of the examination will be delayed. No extra time will be given for this situation.

12. Applicants should ensure they have filled in all compulsory fields before submitting the registration.

13. Applicants should notify the PEAK Examination Centre in writing immediately of any necessary amendments in the personal particulars after submitting the registration.

14. Applicants are required to bring with them their valid and original Hong Kong Identity Card or Passport to the examination venue for identification checking throughout the examination. The identification document must be the original of the one submitted for the registration. Those who fail to produce such identification documents,

are invalid, or whose identity cannot be satisfactorily verified will not be permitted to sit for the examination. Fees paid are not refundable or transferable.

Online Payment

15. Applicants may pay the examination fee by Credit Card (Visa / Master / UnionPay) in the System.

16. Only registration with completed information and payment will be processed.

17. Fees paid are not refundable or transferable.

18. Receipt of the examination fee will be sent to the applicants by email. The PEAK Examination Centre will not be responsible for the loss of the receipts because of inaccurate or invalid email address. Candidates may apply for a reissue of the receipt by paying an administrative fee.

Confirmation of Registration and Admission Form

19. Applicants will receive an acknowledgment of "Receipt of Online Registration and Payment of Examination Fee" after submitting the application.

20. Admission Form and Examination Regulations will normally be sent to the email address provided by the applicants 2 weeks before the examination. In case applicants do not receive the Admission Form 1 week before the examination or in case of loss should immediately contact the PEAK Examination Centre for a replacement.

21. Applicants can make enquiries to the PEAK Examination Centre by phone at 2919 1467 or email at cpdc@vtc.edu.hk.

PEAK Examination Centre
August 2026