

Online Enrolment Instructions

Pleasure Vessel Operator Grade 2 Certificate of Competency Examination

Registration Online

1. Applicants may submit their enrolments by themselves online at Online Registration System (“the System”) (www.vtc.edu.hk/cpdc/eonline/md).

System Requirement

2. The software requirements of the System:

Browser	Safari	Google Chrome	Microsoft Edge
Hardware			
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 eonline@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 enrolment to end the session completely.
4. Applicants are recommended to use a new browser window for each enrolment. For example: a candidate wants to enrol two examination sessions of Part A on 9 February 2023 and 20 February 2023 respectively, he/she should:
 - (1) open a new browser window and complete the enrolment and payment of the examination session of Part A on 9 February 2023 on the same tab page;
 - (2) close the browser window after the enrolment and payment; and
 - (3) open a new browser window for next enrolment of the examination session of Part A on 20 February 2023.
5. 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

6. Applicants should read the “Examination Rules for the Pleasure Vessel Operator Certificate of Competency” of the Marine Department, and “Examination Handbook” and “Online Enrolment Instructions” of the PEAK Examination Centre carefully for the examination format, rules and enrolment procedure.
7. 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)

8. If applicants want to register more than one examination session of the same examination part (e.g. Part A on 9 February 2023 and 20 February 2023), they have to submit the enrolment of each examination session separately (please refer to point number 4 above).
9. Applicants should check carefully the schedules of the selected examination session(s) to avoid duplicating enrolment or time-clash. 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.
10. 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.
11. The PEAK Examination Centre reserves the right to allocate applicants to designated examination sessions.

Personal Particulars

12. 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.
13. Applicants should ensure they have filled in all required fields before submitting the enrolments.
14. Applicants should notify the PEAK Examination Centre in writing immediately of any necessary amendments in the personal particulars after submitting the enrolments.

15. 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 enrolment. Those who fail to produce such identification documents, whose 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

16. Applicants may pay the examination fee by Credit Card (Visa / Master / UnionPay) in the System.
17. Only enrolment with completed information and payment will be processed.
18. Fees paid are not refundable or transferable except where the applicants cannot be arranged to sit for their chosen examination sessions.
19. 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. Applicants may request a re-issued copy of receipt. Please refer to the Application Details in the application form (EC-104) for application methods, fee, processing time, collection methods etc. The application form can be downloaded at “FAQs” on the PEAK Exam Centre website (<https://www.peak.edu.hk/exam/en/faq>).

Confirmation of Enrolment and Admission Form

20. If the registration is accepted, applicant will receive an Admission Form after completion of the application.
21. If the registration is not accepted, applicant will receive a notification from the PEAK Examination Centre by phone or by email not later than 2 full working days of the registration excluding the date of registration, and the fees paid will be refunded.
22. Applicants should contact the PEAK Examination Centre by phone at 2919 1467 or email at cpdc@vtc.edu.hk if they do not receive any notifications 5 full working days after the date of registration.

PEAK Examination Centre
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