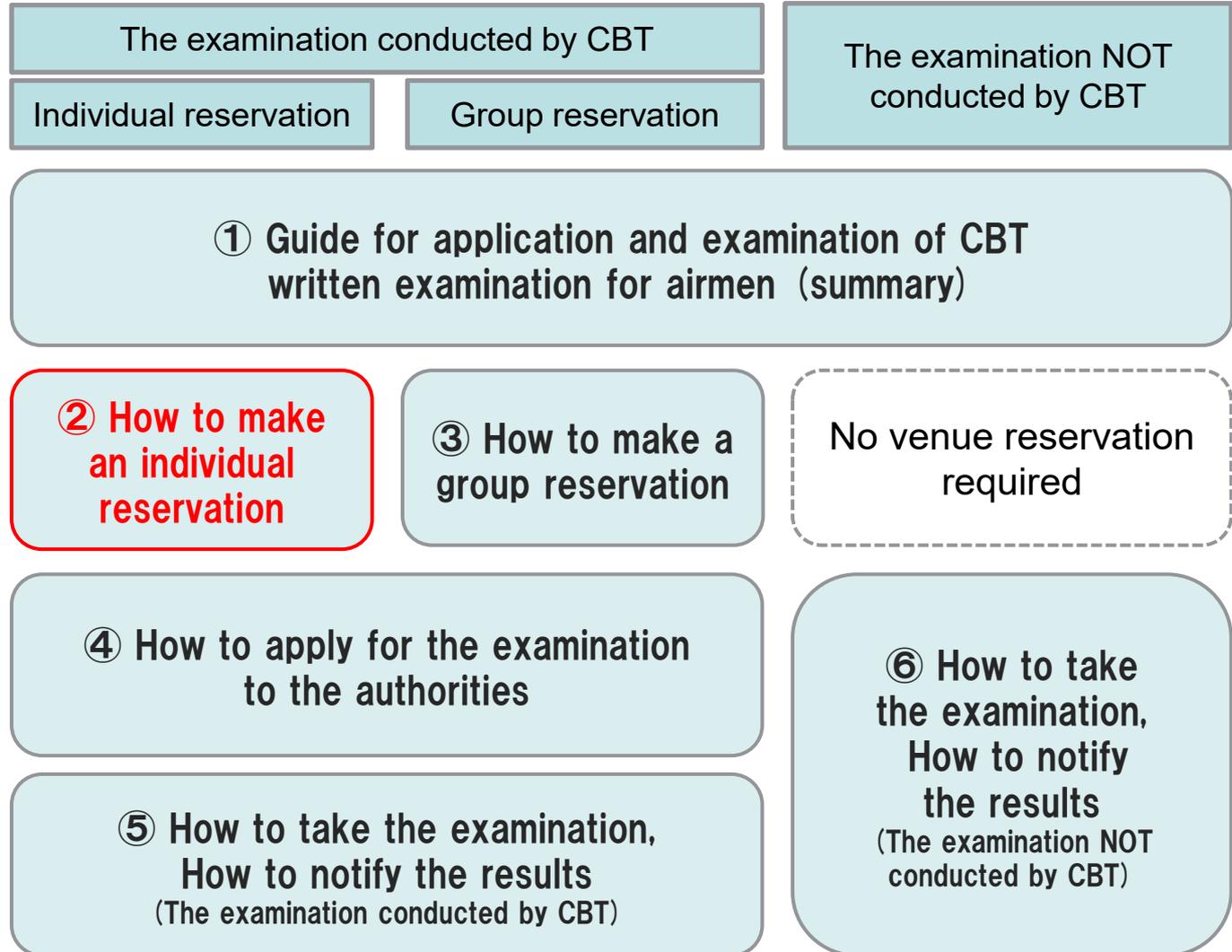


## ② How to make an individual reservation

FY2025

Personnel Licensing Policy Office, JCAB



## Conventional examination

(At the time of application)

- Application to the authorities in Form 19.

(At the time of the examination)

- Attach your photo to the examination voucher and bring it with you.

## FY2024

(At the time of application) \* **Both applications are required!**

- Make a reservation for the examination venue on the CBT provider's website.  
(Select the desired date and venue)
- (After reserving) Application to the authorities in Form 19.

(At the time of the examination)

- Bring identification documents specified by the CBT provider.

## FY2025

(At the time of application) \* **Both applications are required!**

- Make a reservation for the examination venue on the CBT provider's website.  
(Select the desired date and venue)
- **Multiple subjects can be reserved at the same time when reserving a venue.**
- (After reserving) Application to the authorities in Form 19.

(At the time of the examination)

- Bring identification documents specified by the CBT provider.

The CBT provider\* in 2025 have been decided as follows:

- Contractor: CBT-Solutions Inc.
- Examination venue: CBT-Solutions Inc.

\* CBT provider is subject to change each year.

CBT provider's website is as follows:

- You can only access the examination venue reservation page from below.

<https://cbt-s.com/examinee/examination/airman>

If you have any questions for how to make a reservation at the venue, please contact us below.

**Customer Service:**

**03-5209-0553 (8:30-17:30 ※Excluding year-end and New Year holidays)**

# Individual Application Process

# Access to the special website for the examination

❑ Please access the CBT provider's special website for a summary of the examination.

**01**

## Access to the special website for the examination

You can apply for a group reservation through the CBT provider's special website for the examination.

The CBT provider's website : <https://cbt-s.com/page/airman>


**03**

## Confirmation of test outline

Scroll down further and you will find more details about this test in the "Test Summary(試験の概要)" section. Please check the contents carefully.


**02**

## Check the list of qualifications

Scroll down the screen on the Examinations page. Under "Subjects of Examination," you will find a list of available pilot and mechanic examinations.

\*If you are outside the period for making reservations at a test site, a message will appear stating that reservations are not being accepted, and you will not be able to proceed to the reservation page. Please access the site after the reservation period has started.


**04**

## Create Account

If you are making a personal reservation for the first time, please select "Create a new My Page account ID" in the "Login" section.

If you have already obtained an ID, go to page 8.



# Registration for My Page

❑ Please complete the “My Page Registration” required to apply for the examination.

01

## Handling of Personal Information

Please check the “Privacy Policy” and click “Next” if you agree to the terms of the Privacy Policy.

02

## Enter your email address

Enter your e-mail address on the e-mail address entry screen and click “Register”.

A notification of the My Page registration URL will be sent to the e-mail address you entered.

Duplicate registration of an e-mail address is not allowed.

03

## My Page Registration URL

Please complete the registration process from the URL provided in the e-mail you received “Notice of My Page Registration URL”.

※画像はイメージです

04

## Account Registration

Please click the “Confirm” button after entering the required information for this registration of My Page account.

My Page will be created for your application based on the information you have registered.

# Registration for My Page

❑ Please confirm your registration details and complete the My Page registration.

**05**

## Confirmation of input contents

Please make sure that the information you have entered is correct, and if the information is correct, click the "Register" button.


**07**

## Registration Completion Email

You will receive a "My Page Registration Completed" notification.

\* Image is for reference only.


**06**

## My Page registration completed

When the My Page registration completion screen appears, your registration is complete.

An email will also be sent to your registered email address.  
\*Your application is not yet complete.

Click "Login" and enter your login ID and password to log in to My Page, then proceed to the venue reservation.



**POINT 《 Notes on creating My Page 》**

- Duplicate registration of e-mail addresses is not allowed.
- If you register an incorrect e-mail address, you may not be able to take the departmental examinations. Please be careful.
- If you forget your password, we will not be able to respond to your inquiry. You will need to reset your password in person.

❑ Please log in to My Page and proceed with the test application process.

01

## Log in to My Page

Enter your "Login ID" and "Password" and click "Login".

03

## Select the test you wish to apply for

From the CBT application screen, click the "Apply" button and proceed to the test selection.

02

## Application for CBT examinations begins.

Click the "CBT Application" button on the top page to proceed to the CBT application screen.

04

## Acknowledgement of Notes

Please check the contents carefully and click "Agree" if you agree to the terms and conditions.

The number of subjects to be taken for first-time applicants and the treatment of passing subjects in the past will **remain unchanged**.

\* Image is for reference only.

### POINT 《 About CBT Registrant ID 》

The "CBT Registrant ID" shown at the top of the Candidate My Page is used when applying to the Civil Aviation Bureau.

\*This is the same treatment as the "Prometric ID" used in 2024.

\*In 2025, it will be separate from the login ID.

❑ Please enter your application details and select the date and subject of your examination.

05

### Fill in the application information-1

First, select the “Qualification, Type, and Grade” you wish to take the examination. Click “Select” to proceed to the “Qualification, Type, and Grade” selection screen.

The screenshot shows the 'Step 1' screen of the application process. It includes a progress bar with 'Step 1' selected. Below the progress bar, there is a warning message: '申込内容を入力してください。' (Please enter application details). Underneath, there is a section titled '資格・種別・等級を選択してください。' (Please select qualification, type, and grade). This section contains three dropdown menus for '資格名称' (Qualification Name), '種別名称' (Type Name), and '等級名称' (Grade Name). A red box highlights the '選択する' (Select) button at the bottom left of this section.

07

### Fill in the application information-2

Select the examination schedule. Click “Select” to proceed to the subject selection screen.

The screenshot shows the 'Step 2' screen. It features a warning message: 'まだお申し込みは完了しておりません。以下の申込内容をご確認ください。' (Your application is not yet complete. Please check the following application details). Below this, there is a section titled '受験日程を選択してください。' (Please select the examination schedule). It contains three dropdown menus for '試験科目' (Examination Subject), '受験日時' (Examination Date/Time), and '試験会場' (Examination Venue). A red box highlights the '選択する' (Select) button at the bottom left.

06

### Selection of qualifications, type, grade, and switching a foreign license

Select “Qualification Name,” “Type Name,” “Grade Name,” and “Switching a foreign license” from the pull-down menu and click the “Confirm” button.

The screenshot shows the 'Step 1' screen with the dropdown menus for '資格名称' (Qualification Name), '種別名称' (Type Name), and '等級名称' (Grade Name) expanded. A fourth dropdown menu, '外国免許の切り替え' (Switching a foreign license), is also visible. A blue '確認' (Confirm) button is located at the bottom right of the form.

08

### Select subjects to reserve

Check the subjects you wish to reserve at once and click “Next”.

The screenshot shows the 'Step 3' screen titled '科目を選択してください。' (Please select subjects). It lists several subjects with checkboxes: '2.工学簿記' (2. Engineering Bookkeeping), '3.英語' (3. English), '4.実務' (4. Practical), '5.簿記' (5. Bookkeeping), and '6.法規' (6. Regulations). The checkboxes for '2.工学簿記', '3.英語', and '4.実務' are checked. A red box highlights the 'Next' button at the bottom right.

### POINT 《 Selection of Qualifications, Types, Grades, and Switching a foreign license 》

- Reserving the wrong subject code may result in your application not being accepted and the exam being invalidated, or you may end up taking an examination that is different from the one you want.
- Please confirm that the subject code matches the corresponding table of subject codes on the next page and thereafter.
- Only the subjects that correspond to the qualifications, type, and subject selected for the “Subjects” available for selection can be selected.

### POINT 《 Choice of Subjects 》

- The number of subjects that can be reserved at one time is a combination of up to **180 minutes** of test time.
- Courses that are already reserved will not be displayed.
- If you wish to change the combination of subjects you wish to take, including those already reserved, please click the “Back” button to return to the application confirmation screen, and then click the “Cancel” button for the relevant examination schedule to make another reservation.

## Points to note when booking multiple subject at once

- ❑ You can select multiple subjects you wish to reserve at one time (\*total exam time within 180 minutes).
- ❑ Please pay attention to the total test time when making a reservation.

### **【Caution!!】**

- If multiple subjects are booked together, all subjects must be **taken consecutively**. There is no break in the middle of the session.
- If you reserve multiple subjects, you will be required to take them in the order they appear on the subject selection screen, **from the top to the bottom**.
- If you wish to cancel some of the subjects or change the combination of subjects after making a reservation, **you must cancel all of them and make a new reservation**. **Cancellations will incur a refundable fee.**
- If you wish to keep the same subject combination, you may change the venue and examination start time up to **three days prior to the examination date**.
- If the reservation is incorrect at the time of booking the venue, the reservation can be completed, but it cannot be checked by the authorities and may invalidate the application or result of the examination. Please be sure to check the details before making a reservation.

## The Subject Code Table (Pilot ①)

		Engineering	Navigation	Weather	Aviation communication	Aviation Act	Facilities
ATPL	Airplane	CB0-P06J	CB0-P01J	CB0-P05J	CB0-P09J	CB0-P04J	
	Rotorcraft	CB0-P07J	CB0-P02J	CB0-P60J	CB0-P18J	CB0-P04J	
	Switching a foreign license (Airplane/Rotorcraft/Airship)					(JP) CB0-P04J (EN) CB0-E04E	
MPL	Airplane	CB0-P06J	CB0-P01J	CB0-P05J	CB0-P09J	CB0-P04J	
	Switching a foreign license (Airplane)					(JP) CB0-P04J (EN) CB0-E04E	
CPL	Airplane	CB0-P12J	CB0-P19J	CB0-P10J	CB0-P18J	CB0-P16J	
	Rotorcraft	CB0-P13J	CB0-P19J	CB0-P10J	CB0-P18J	CB0-P16J	
	Glider (Motor Glider)	CB0-P15J	CB0-P20J	CB0-P11J	CB0-P18J	CB0-P17J	
	Glider (Soaring Glider)	CB0-P15J	CB0-P48J	CB0-P11J		CB0-P17J	
	Switching a foreign license (Airplane/Rotorcraft/Airship)					(JP) CB0-P16J (EN) CB0-E16E	
	Switching a foreign license (Motor Glider/Soaring Glider)					(JP) CB0-P17J	

# The Subject Code Table (Pilot ②)

		Engineering	Navigation	Weather	Aviation communication	Aviation Act	Facilities
PPL	Airplane	CB0-P23J	CB0-P29J	CB0-P21J	CB0-P18J	CB0-P27J	
	Rotorcraft	CB0-P24J	CB0-P29J	CB0-P21J	CB0-P18J	CB0-P27J	
	Glider (Motor Glider)	CB0-P26J	CB0-P30J	CB0-P22J	CB0-P18J	CB0-P28J	
	Glider (Soaring Glider)	CB0-P26J	CB0-P49J	CB0-P22J		CB0-P28J	
	Switching a foreign license (Airplane/Rotorcraft/Airship)					(JP) CB0-P27J (EN) CB0-E27E	
	Switching a foreign license (Motor Glider/Soaring Glider)					(JP) CB0-P28J	
Flight radiotelephone operator		CB0-P33J	CB0-P37J	CB0-P31J	CB0-P18J	CB0-P35J	
Flight Dispatcher		CB0-P45J	CB0-P42J	CB0-P44J	CB0-P46J	CB0-P43J	CB0-P47J

Aviation English Language Proficiency Certificate	CB0-E01J ( <u>select "Japanese"</u> )
---	--

Instrument Flight Certification	(JP) CB0-P40J  (Switching a foreign license, EN) CB0-E40E
---------------------------------	---

Flight Instructor Certification	CB0-P41J
---------------------------------	----------

\* For instrument flight certification and flight instructor certification, select aircraft, rotorcraft, airship, or glider in the "Type" field.

# The Subject Code Table (Technician)

		Airframe	Turbine / Piston Engine	Electronic accessory	Aviation Act
First class aircraft maintenance technician	Airplane	CB0-M03J	CB0-M16J	CB0-M30J	CB0-M01J
	Rotorcraft	CB0-M04J	CB0-M17J	CB0-M31J	CB0-M01J
	Switching a foreign license				(JP) CB0-M01J (EN) CB0-M01E
Second class aircraft maintenance technician	Airplane (Turbine)	CB0-M05J	CB0-M18J	CB0-M32J	CB0-M01J
	Airplane (Piston)	CB0-M05J	CB0-M24J	CB0-M32J	CB0-M01J
	Rotorcraft (Turbine)	CB0-M06J	CB0-M19J	CB0-M32J	CB0-M01J
	Rotorcraft (Piston)	CB0-M06J	CB0-M25J	CB0-M32J	CB0-M01J
	Glider (Motor Glider)	CB0-M08J	CB0-M26J		CB0-M01J
	Glider (Soaring Glider)	CB0-M08J			CB0-M01J
	Switching a foreign license				(JP) CB0-M01J (EN) CB0-M01E
First class aircraft line maintenance technician	Airplane	CB0-M09J	CB0-M20J		CB0-M01J
	Rotorcraft	CB0-M10J	CB0-M21J		CB0-M01J
	Switching a foreign license				(JP) CB0-M01J (EN) CB0-M01E
Second class aircraft line maintenance technician	Airplane (Turbine)	CB0-M11J	CB0-M22J		CB0-M01J
	Airplane (Piston)	CB0-M11J	CB0-M27J		CB0-M01J
	Rotorcraft (Turbine)	CB0-M12J	CB0-M23J		CB0-M01J
	Rotorcraft (Piston)	CB0-M12J	CB0-M28J		CB0-M01J
	Glider (Motor Glider)	CB0-M14J	CB0-M29J		CB0-M01J
	Glider (Soaring Glider)	CB0-M14J			CB0-M01J
	Switching a foreign license				(JP) CB0-M01J (EN) CB0-M01E

# The Subject Code Table (Aircraft Overhaul Technician)

	Special subject	Engineering	Aviation Act
Air frame structure-related knowledge	CB0-M34J	CB0-M33J	CB0-M01J
Air frame accessory-related knowledge	CB0-M35J	CB0-M33J	CB0-M01J
Turbine engine-related knowledge	CB0-M37J	CB0-M33J	CB0-M01J
Instrument-related knowledge	CB0-M39J	CB0-M33J	CB0-M01J
Electronic accessory-related knowledge	CB0-M40J	CB0-M33J	CB0-M01J
Electrical accessory-related knowledge	CB0-M41J	CB0-M33J	CB0-M01J
Wireless radio-related knowledge	CB0-M42J	CB0-M33J	CB0-M01J
Switching a foreign license			(JP) CB0-M01J (EN) CB0-M01E

# Entering Qualification, Type, and Grade Codes

- Enter the “Qualification,” “Type,” and “Grade” codes. Enter the same code as those written on Form 19.
- Please enter your information while checking the notes on the next page.
- The code entered cannot be viewed or edited later on My Page. Please be careful not to make any mistakes when entering the code.

## Correspondence of selected “Qualification,” “Type,” and “Grade”

\* Only the first letter of each code is listed (Please see next page for details)

Qualification Code	Type Code	Grade Code
A1, A3, A4, A5 T1, T2, L1, L2	A, H, S	LSP, LST, LMP, LMT, SSP, SST, SMP, SMT
	G	MGO, MGH, HGC
G1, H1	A, H, G, S	---
F1	F, C, T, I, N, E, R	---
C4, K1, J1	---	---

# !! Caution !! Notes on Entering Qualification, Type, and Grade Codes

- Incomplete reservation details may invalidate your application and results. Please check the subject code table on this page carefully.
  - ✓ Please make sure that the qualification code, type code, and grade code to be entered are correct as shown below. For the grade, please enter the grade of the aircraft to be used for the practical test.
  - ✓ Please see below for the combinations of each qualification and selectable type/grade (only those of the same color can be selected).
  - ✓ The information entered must match the qualification, type, and grade stated in the application to the authorities (Form 19).

Qualification		Type		Grade		Type
Code	Name	Code	Name	Code	Name	
A1	ATPL	A	Airplane	LSP	Single- Engine Piston (Land)	Airplane · Rotorcraft · Arishop
A3	CPL	H	Rotorcraft	LST	Single- Engine Turbine (Land)	
A4	PPL	G	Glider	LMP	Multi-Engine Piston (Land)	
A5	MPL	S	Airship	LMT	Multi-Engine Turbine (Land)	
T1	First class aircraft maintenance technician			SSP	Single-Engine Piston (Sea)	
T2	Second class aircraft maintenance technician			SST	Single-Engine Turbine (Sea)	
L1	First class aircraft line maintenance technician			SMP	Multi-Engine Piston (Sea)	Glider
L2	Second class aircraft line maintenance technician			SMT	Multi-Engine Turbine (Sea)	
				MGO	Motor Glider without Tow Hook	
				MGH	Motor Glider with Tow Hook	
				HCG	Soaring Glider	

Qualification		Type		Grade		Type
Code	Name	Code	Name	Code	Name	
G1	Flight Instructor Certification	A	Airplane	---		
H1	Instrument Flight Certification	H	Rotorcraft			
		G	Glider			
		S	Airship			

Qualification		Type		Grade		Type
Code	Name	Code	Name	Code	Name	
F1	Aircraft overhaul technician	F	Air frame structure	---		
		C	Air frame accessory			
		T	Turbine engine			
		I	Instrument			
		N	Electronic accessory			
		E	Electrical accessory			
		R	Wireless radio			

Qualification		Type		Grade		Type
Code	Name	Code	Name	Code	Name	
C4	Flight radiotelephone operator	---		---		
K1	Aviation English Language Proficiency Certificate					
J1	Flight Dispatcher					

**【Caution】** For the grade code, enter the grade\* of the aircraft to be used in the practical test.

\* If you plan to take multiple grades, please enter only one of them.

❑ Please select the venue, date and time, and confirm the date of your examination.

09

## Select region and dates

Select "Region," "State," "Month," and "Day," then click the "Search" button.

10

## Choice of venue and test date

Select the venue and dates from the displayed content, and then select the appropriate "🕒" mark".



Reservations available



Reservation not possible because the event is not held



Reservations not possible due to full occupancy

11

## Selection of test start time

The available time slots are displayed in 15-minute increments. Select the start time of the test and click the "Confirm" button.

12

## Additional Examination Dates

To reserve the remaining reserved subjects for different examination dates, click "+Add Exam Dates".

In the "Select the subjects to be reserved" section on page 9, line 8, the subjects that have not yet been reserved will be displayed, so please continue to make reservations by selecting the subjects.

### POINT 《 In case you cannot select your preferred venue or date 》

- If your preferred date/venue is not available or is full, please choose another venue (including neighboring prefectures) or another time slot.
- We will not be able to adjust seat availability to suit your schedule.
- Please do not contact the venue directly to inquire about their schedule, as availability is updated on a continual basis.

### POINT 《 Note regarding overlapping test time slots 》

- Even if you have already reserved an exam time slot, you can make a reservation for another date. When making a reservation, **please be careful not to make a duplicate reservation for the same exam time slot.**

❑ Select a payment method and complete the application.

01

Select a payment method-1

Confirm that the application details are correct and click the “Select Payment Method” button.

\*If you are making an individual reservation for a group examination, click on the “Complete Application” button to complete your application.



03

Completion of application

Your application will be completed. Within a few minutes, you will receive an application completion e-mail.



\* Image is for reference only.

02

Select a payment method-2

The available payment options are as follows for individual reservations. Please select one of them.

・ Credit card

取扱カード会社



VISA, JCB, MasterCard, AmericanExpress, DinersClub

・ Convenience store/Pay-easy

取扱コンビニ店舗



セブンイレブン、ローソン、ファミリーマート、ミニストップ、デイリーヤマザキ、ヤマザキデイリーストア、セイコーマート



04

Application Completion Mail

You will find the application details in the email.



**POINT 《 Note regarding overlapping test time slots 》**

- ・ Cancellations after payment **has been received will incur a fee.**
- ・ Please see below for details on cancellation procedures and fees.  
<https://cbt-s.com/examinee/faq/detail/6684.html>

**POINT 《 CBT Registrant ID 》**

- ・ You may change or cancel your test date or venue up to 3 days prior to your test date (e.g., if your test date is on the 10th, you may change or cancel up to the 7th) from My Page.
- ・ No changes or cancellations can be made from 2 days prior to the examination date. No rescheduling to the next exam month is allowed.

# Changes and Cancellation of Reservations

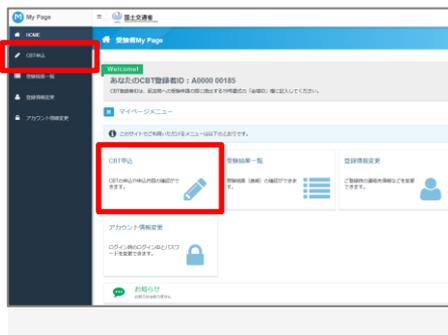
❑ Reservations (date, time, and test center\*) can be changed or cancelled from My Page up to **3 days prior** to the test date. Please note that changes cannot be made after that time.

\*If you wish to change the combination of multiple test subjects, please cancel your current reservation and make another reservation for the desired combination. New reservations can only be made during the reservation period of each examination period.

**01**

## CBT Application Selection

From My Page, click on "CBT Application".


**02**

## Choice to change or cancel

The reserved application information will be displayed.

If you wish to change the date, time, or venue, please click ① "Click here to change the date, time, or test center".

\*You can do this up to 3 days prior to the test date.

If you wish to cancel or change the subject combination, please click ② "Click here to cancel your application".

\*A cancellation fee will be charged.



### POINT 《Apply for multiple dates》

If you make reservations for multiple dates, the application information will be displayed for each date consecutively. Please note that you will need to make changes for each of them.

**03**

## In case of change

Please change from [09] Selecting the region and date on p.16 [About Reservation of Venues].

Please select "Region", "Prefecture", "Month", and "Date" and re-apply.


**04**

## Change Completion Email

When the application is completed again, an e-mail will be sent notifying you that your application details have been changed.

It contains the details of the changed application.



## How to cancel your reservation.

### 05 Select Dates

All available dates will be displayed. Please select the date you wish to cancel.

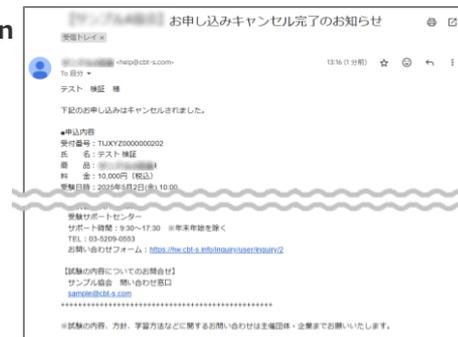


### 07 Cancellation completion e-mail

Once the cancellation is complete, a Cancellation Complete email will be sent to you.

It will contain details of the cancellation.

\* Image is for reference only.



### 06 Cancel

The cancellation details will be displayed.

After confirming the cancellation fee and refund amount, please click "Cancel" to proceed to the refund procedure.



# Notes on Cancellation

- ❑ You may change or cancel your reservation (date, time, and test center) up to 3 days prior to the test date.
- ❑ If you wish to change a combination of multiple subjects, you must cancel once.
  - \*New reservations can only be made during the reservation acceptance period of each test period.

## 【Caution!!】

- If you have made a reservation for a combination of multiple subjects and wish to cancel some of the subjects or change the subject combination after making a reservation, **you must cancel all of the subjects and make a new reservation**. Reservations can only be made during the reservation acceptance period for each examination period.
- Cancellations must be selected for each examination period.
- Even if you cancel before payment is made, please be careful not to make a payment by mistake, as payment can be made at a convenience store until the payment deadline.
- A cancellation fee will be charged. The refund amount will be “amount paid - cancellation fee”.
  - \*It is possible to change the date, time, or test center without a fee.

### Notes on cancellations①

The “Waiting for Payment” and “Completed Application” dates **cannot be cancelled** at the same time.



受付日時	試験会場	科目
<input checked="" type="checkbox"/> 2025年6月11日(日) 10:00	CBTS神田テストセンター	P15-工学基礎 (CSB-P15) (日英 40分) 2,420円 (税込) P4-英語 (CSB-P4) (日英 40分) 2,420円 (税込)
<input checked="" type="checkbox"/> 2025年6月11日(日) 13:00	CBTS神田テストセンター	P16-英語 (CSB-P16) (日英 40分) 2,420円 (税込)
<input type="checkbox"/> 2025年6月11日(日) 16:00	CBTS神田テストセンター	P4-英語 (CSB-P4) (日英 40分) 2,420円 (税込)

### Notes on cancellations②

In the case of “Waiting for deposit,” you must select all of the dates for that exam before you can cancel.



受付日時	試験会場	科目
<input type="checkbox"/> 2025年6月11日(日) 10:00	CBTS神田テストセンター	P15-工学基礎 (CSB-P15) (日英 40分) 2,420円 (税込) P4-英語 (CSB-P4) (日英 40分) 2,420円 (税込)
<input type="checkbox"/> 2025年6月11日(日) 13:00	CBTS神田テストセンター	P16-英語 (CSB-P16) (日英 40分) 2,420円 (税込)
<input checked="" type="checkbox"/> 2025年6月11日(日) 16:00	CBTS神田テストセンター	P4-英語 (CSB-P4) (日英 40分) 2,420円 (税込)

**END**

FY2025  
Personnel Licensing Policy Office, JCAB