

Instructions for electronic registration and payment system

Registration and payment for theoretical examination is done through: <https://prof.icetra.is>

Step 1 of 5:

Press English on top of page for English version. Make sure to have a debit or credit card on hand prior to starting exam registration. Please note: Examinees shall be advised of Icettra's disclaimer regarding registration and payment procedure at the end of this document typed in bold.

Step 2 of 5:

Type in your Icelandic social security number. National registry will then automatically fill in name and address. Fill in e-mail address, telephone number and select flight school. Select the type of exam, either Private pilot licence (PPL) or Air Transport Pilot License (ATPL).

When all boxes have been filled out press "Continue".

If you do not have an Icelandic social security number;

Fill in the boxes below: First name, last name, home address (street and house number), city, Zip-code, country, e-mail address, telephone number and select flight school. Select the type of exam, either Private pilot licence (PPL) or Air Transport Pilot License (ATPL).

When all boxes have been filled out press "Continue".

Step 3 of 5:

Dates available, time slots and exams will appear in this step.

Please select date, time slots and exams. To choose an exam click the scrolling window (arrow pointing down) under Exam. Available examination for that time slot will appear. Select the exam you wish to take and then press "Book" to reserve time slot.

Note that all exams must be booked in this step. Registration and payment must be completed within 30 minutes to secure a seat, otherwise your seat will be released and registration cancelled.

Press "Continue" when all exams and time slots have been selected.

Step 4 of 5:

Overview of selected exams and time slots appear in this step. If any changes need to be done press "Back". If you wish to change 'Student information' press "Change".

If you have selected all exams and wish to proceed with the booking, press "Pay".

Step 5 of 5:

A secure payment page will appear where the payment is made. Information in bold letters regarding the buyer must be filled out. Then fill out method of payment. When required information has been given press green button.

Payment with debit and credit card is accepted.

Once the payment is finalised a receipt and confirmation will be sent to your e-mail.

Icetra disclaimer regarding registration and payment system and procedure:

PLEASE NOTE: REGISTRATION AND PAYMENT MUST BE COMPLETED ON SECURE PAYMENT PAGE WITHIN 30 MINUTES FROM START FOR REGISTRATION TO BE VALID. IF PAYMENT HASN'T BEEN PROCESSED DURING THAT TIME YOUR SEAT WILL BE RELEASED AND YOUR REGISTRATION CANCELLED. ICETRA WILL REFUND EXAM FEES BUT YOUR REGISTRATION WILL NOT BE INVALID. ALTHOUGH A RECEIPT MAY HAVE BEEN SENT AND PAYMENT PROCESSED AN EXAMINEE WITH AN INVALID EXAM REGISTRATION WILL NOT BE ALLOWED TO PARTAKE IN EXAMS. THE 30 MINUTES GIVEN ARE COUNTED ACCORDING TO THE COUNTDOWN ON THE REGISTRATION PAGE. NO EXCEPTIONS WILL BE MADE REGARDING THIS MATTER. AN EXAMINEE REGISTERING FOR EXAMS WILL HAVE TO START THE REGISTRATION PROCESS AGAIN IF THE TIME IS RUNNING VERY LOW OR RUNS OUT.