

Instructions for Submitting your Logbook

Please read the following instructions carefully, to ensure your logbook is submitted correctly:

Before you start:

You will need to have the following item ready to upload to your application before you start:

1. Logbook PDF. Please refer to the 'Checklist for Logbook Completion' on our website under the APE Resources tab for what must be included in this PDF. This file must be no more than 5MB in size.

Submit your Logbook:

1. Click on the '*register*' link in the top right hand corner of any page on the ARBV website
2. Select *APE candidate* from the list of Member Types and click *Continue*
3. Enter a *Username, First Name* and *Last Name* and click *Continue*
Note: if you are re-sitting for an exam, you must choose a new username. Do not use an existing username that ARBV has assigned to you in the past.
4. Select the relevant *Fee* for the part of the APE you are applying for. Details of each fee will be available on this page to ensure you choose and pay the correct one. Click *Accept this Membership and Continue*
5. Complete the Application Form. (This is where you must upload your Logbook PDF file). Click *Submit*.
6. The next page is the payment screen. Complete your details here and select PayPal or Credit Card to pay online. If you would prefer to send us a cheque or money order, select the Check/Money Order option. Click on *Submit Securely*. You can print a copy of your invoice once you do this.
7. This is the end of the online application process. Please do this only once. ARBV will contact you in due course with the outcome.