



**SECTION C: INSTRUCTIONS**

- (i) The **registration deadline** for the May and November examinations entry are **15<sup>th</sup> March** and **15<sup>th</sup> September** respectively.
- (ii) The examination fee paid for respective examination session is **neither transferable nor refundable**.
- (iii) **Bank pay – in slip** for payment made and **examination entry forms** dully filled and signed must reach the Board not later than **15<sup>th</sup> March** or **15<sup>th</sup> September**.
- (iv) **Attach** on examination entry forms **copies of previous statements of results** issued by the Board for verification.
- (v) **For new applicants** who are **sitting for the first time** attach on examination entry forms copies of relevant certificates certified by **lawyers/Advocates or Public Notary**
- (vi) **Penalty fees will be charged** for examination entry applications received after the deadline;

SN	MAY EXAMINATION SESSION	NOVEMBER EXAMINATION SESSION	PENALTY FEE
1	16 <sup>th</sup> March– 31 <sup>st</sup> March	16 <sup>th</sup> September – 30 <sup>th</sup> September	50%

**No applications shall be accepted after 31<sup>st</sup> March and 31 September under any circumstances.**

- (vii) **Incomplete forms** or **forms not signed** by approved review centers including **FORMS with insufficient examination entry fees** will not be processed.
- (viii) Currently available examination centers are: **Arusha, Dar Es Salaam, Dodoma, Mbeya, Moshi, Mwanza, Tanga, Zanzibar and Mtwara**
- (ix) No change for examination centre **will be accepted three weeks prior to commencement of Board’s Examinations**. Any change if allowed must be supported by written permission from **Executive Director**.
- (x) **Attending review Classes** to a registered Professional Training/Review center is **COMPLUSORY**. This application for examination entry must be signed by coordinator of **Registered Training Institution** and stamped with Training Institution’s Official stamp, otherwise will not be processed.
- (xi) Please Pay currently approved Examination and Exemption Fee for respective examination stage through **PSPTB Bank Accounts with NBC Corporate branch A/C No. 0111 0301 7252** or **NMB Bank House branch A/C No. 2013 500 374**. In this case enclose **original Bank Pay in slip** with this form (**Do not post cash**).
- (xii) All exemptions requested should be approved by Board’s appropriate authorities. **Qualifications used for seeking exemptions shall not be more than Ten (10) years old since acquired**.
- (xiii) By filling and returning this form to PSPTB, it is confirmation that you shall comply with **all terms provided herein**, and conditions stipulated in **the syllabus and examination bylaws**.
- (xiv) **Currently approved review centers: Arusha – PAC, CCA; Dar es Salaam – CBE, Delve, ISP, KAS, KPS, KitengaTC, NaTeK Consultants; Dodoma – CBE, KPS; Mbeya – DM Procurement & Logistics, TIA; Moshi – DPC; Tanga – St.Joseph, Facilitative Consultants; Mwanza – KPS, Mashi BMC, SAUT; Mtwara – TIA;**

**SECTION D:**

**FOR OFFICIAL USE ONLY**

- 10. **Evaluation of Examination Form:**  
Candidate’s documents checked by: (Examination Officer’s)  
  
*Name:.....Signature:.....Date:.....*
- 11. **Evaluation of Exemption requests**
  - (i) Exemption reviewed and proposed by Director of Professional Training with following reasons:  
.....  
.....  
*Name:.....Signature:.....Date:.....*
  - (ii) **Exemption Approval by Executive Director**  
Exemption **GRANTED/REJECTED** for the following reasons:.....  
.....  
*Name.....Signature.....Date.....*
- 12. Payment received through Receipt No.....Amount received Tshs..... Date Received.....  
Received by..... Signature of receiver.....
- 13. **Applications Approved by:**  
.....

**EXECUTIVE DIRECTOR  
PROCUREMENT AND SUPPLIES PROFESSIONALS  
AND TECHNICIANS BOARD**