

SECTION C: GENERAL INSTRUCTIONS

- (i) The **registration deadline** for the May and November examinations entry are **15th March** and **15th 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 **15th March** or **15th 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 th March– 31 st March	16 th September – 30 th September	50%

No applications shall be accepted after 31st 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, Mtwara and Zanzibar.**
- (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 examination application form 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: SPECIFIC INSTRUCTIONS FOR PROFESSIONAL STAGE IV AND V CANDIDATES

- (i) Professional Stage IV and V candidates are hereby notified that, there will be Case Study Compulsory question for each subject at the named stages hence are encouraged to comprehensively prepare themselves for these questions.
- (ii) The Board will upload sample of Case study questions on its website (www.psptb.go.tz) for learning purposes.

SECTION E: 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:

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Name:..... Signature:..... Date:.....

- (ii) **Exemption Approval by Executive Director**

Exemption **GRANTED/REJECTED** for the following reasons:.....

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Name..... Signature..... Date.....

12. Payment received through Receipt No.....Amount received Tshs..... Date Received.....

Received by..... Signature of receiver.....

13. Applications Approved by:

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EXECUTIVE DIRECTOR
PROCUREMENT AND SUPPLIES PROFESSIONALS
AND TECHNICIANS BOARD