PHARMACY COUNCIL

INTERNSHIP TRAINING APPLICATION PROCEDURES

(USER MANUAL)

Registrar

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INSTRUCTIONS ON USING PHARMACY COUNCIL INTERNSHIP TRAINING APPLICATION SYSTEM

Please read these instructions carefully before starting your application on Pharmacy Council Internship Training Application System.

To access the system, go to our website, www.pc.go.tz and click Online Services menu, under Education & Training Click Internship Application sub menu.

STEP 1 (Applicant Registration)

Read the instructions carefully. Register for an account with our system by clicking the link of your cadre (Pharmacist, Pharmaceutical Technician, Pharmaceutical Assistant and Pharmaceutical Dispenser).

You will be required to fill all required details in the Registration Form, then click Submit.

NOTE: You will be required to use exactly same names as they appear in your Form IV Certificate.

After that you will receive an email containing an activation link. Activate your account so you can login to the system by using the email and password you created upon registration.

STEP 2 (Payment of Internship Training Fee)

You will receive a text message on your mobile phone with a Control Number. Also when logged in with your account account credentials, you will see a Control Number (popping up with red words) on your dashboard page

Instructions on how to make payment are available on the home page dashboard under How to Pay Fees menu.

After making payment, refresh the page then go to step 2 by clicking Next Button.

STEP 3 (Applicant Details)

After you have successfully logged into the system, go to My Application, check your details on **Part I** and click **Save**.

STEP 4 (Education Background, where applicable)

Go to **Part II** or Click **Next** button right below on the page, You will then be required to fill educational background details on **Part A** (*if any*) then click **Save**, Then go to **Part II** to fill working experience details under **Part B** (*if any*), and then click **Save**.

STEP 5 (Documents Submission & NECTA Verification)

You are required to upload copies of certified certificates in **PDF** format only. Click **Save** after each upload of your Certificate.
Enter Form IV Index Number and examination year as appeared in your Secondary Certificate. Then Click **Verify.**
Confirm your details from NECTA.

STEP 6 (Internship Placement)

You are required to choose two (2) internship center(s) where you want to attend Internship Training, one each under Regulatory Authority or Specialized Hospital. Then click **Save**.

NOTE:
You can choose same Internship Center from both Regulatory Authority and Specialized Hospital.

STEP 7 (Applicant Declaration)

After filling all required information, Click the **checkbox** to declare your submitted information and published documents. Then choose Date of Application. Finally click the **Confirmation** button.
You receive confirmation that your application is successful submitted.

Your application is received and you can Logout from the system.