

PHARMACY COUNCIL



PRE-REGISTRATION AND PROFESSIONAL EXAMINATION APPLICATION PROCEDURES (USER MANUAL)

Registrar

Pharmacy Council

NHIF Building, 1st Floor UDOM Road

P.O BOX 1277, Dodoma

Tel: +255 26 296 3885, Email: registrar@pc.go.tz, Website: www.pc.go.tz

Toll Free: 0800 110 015



Online Support

Email: ictsupport@pc.go.tz

Mobile: **0736222514/0717222395**

INSTRUCTIONS ON USING PHARMACY COUNCIL ONLINE EXAMINATION APPLICATION SYSTEM (PCOEAS)

Please read these instructions carefully before starting your application on Pharmacy Council Online Examination Application System.

To access the system, go to our website, www.pc.go.tz and click [Online Services](#) menu, under [Education & Training](#) Click [Online Examination Application System \(OEAS\)](#) 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 (Applicant Details)

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

STEP 3 (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 4 (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.



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STEP 5 (Internship Placement – Intern Pharmacists Only)

You are required to choose internship center(s) where you attended internship training, one each under Regulatory Authority or Specialized Hospital. Then click **Save**.

STEP 6 (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.

STEP 7 (Supportive Documents)

Attach your evidence of completion of nine months of Internship training. (*Pharmacist only*)
Attach your copy of certified certificate of award in Pharmaceutical Sciences. (*Pharmaceutical Technicians, Pharmaceutical Assistant and Pharmaceutical Dispensers only*).

Click **Submit**.

STEP 8 (Examination Center and Schedule Selection)

Select your Cadre, Examination Schedule, Examination Year, Examination Center and Examination appearance. Then click **Submit** button.

STEP 9 (Examination Papers Selection)

Select/tick examination papers you wish to attend.

NOTE:

For first time sitter examination papers will be automatically selected.
Then click **Submit**

STEP 10 (Payment of Examination Fee)

Refresh the page within a minute, you will get control number on your dashboard page, you will also receive a text message on your mobile phone.

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 you will see confirm submission button. Click the button **confirm Submission** to complete your examination application.

You receive confirmation that your application is successful submitted.

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



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