

INSTRUCTIONS ON HOW TO APPLY FOR CANDIDACY AT PSPTB

NOTE: These instructions are for new applicants, for those who applied before please log in into this link <https://registration.psptb.go.tz/user/login>

NEW APPLICANTS

STAGE 1: REGISTRATION FOR CANDIDATE ACCOUNT:

Register for an account in the system by clicking **EXAMINATION CANDIDACY REGISTRATION button** at the **BOARD'S EXAMINATION** section.

Note: In order to register for an account in the system you will need to provide the following details:

- Form **Four Index Number** (Write the number according to the format provided (e.g. **SXXXX-XXXX, CSEE, 2009**), then Click the Red Button (Check **Form 4 Index No**). It should pop up your names.
- Date of birth
- Place of birth
- Birth Certificate (Should be in **PDF Format (Size: less than 1 MB)**)
- Gender
- Marital Status
- Nationality
- Address and Place **e.g.** P.O Box 5993 Dar es Salaam
- **Email Address** (Valid email address will be used to send you an email for login)
- **Mobile Telephone Number** (Valid Number which will be used to send SMS for payment activities). Write **only one Number**.
- **Examination Candidacy Level** (Choose the examination stage you want to attend)

After that click the **SUBMIT** button, to submit your information.

If you are successfully registered, the system will send you an email. Please log into your email account and use the link sent into your email to create your password.

Go back to the system and click the LOGIN button.

- **Note:** at this stage. **Your username is:** your email address

Your Password is: the password you supplied



Examination Registration for New Applicants

Applicant information

Form 4 index no i.e S0001-0009, EQ2018000001, B0001-1009

Form IV index No	SXXXX-XXXX ✓	Exam Type	CSEE ✓	Completion Year	2000 ✓	Check Form 4 Index No
First name		Middle name		Surname		
Date of Birth	yyyy-mm-dd	Place of Birth	Select your option	Birth Certificate	Choose File No file chosen	
Gender	Select your gender	Marital status	Marital status	Nationality	Select your option	
Address	R.O Box 5993, Dar es Salaam ✓	Phone	255738441972 ✓	Email		

Examination candidacy level

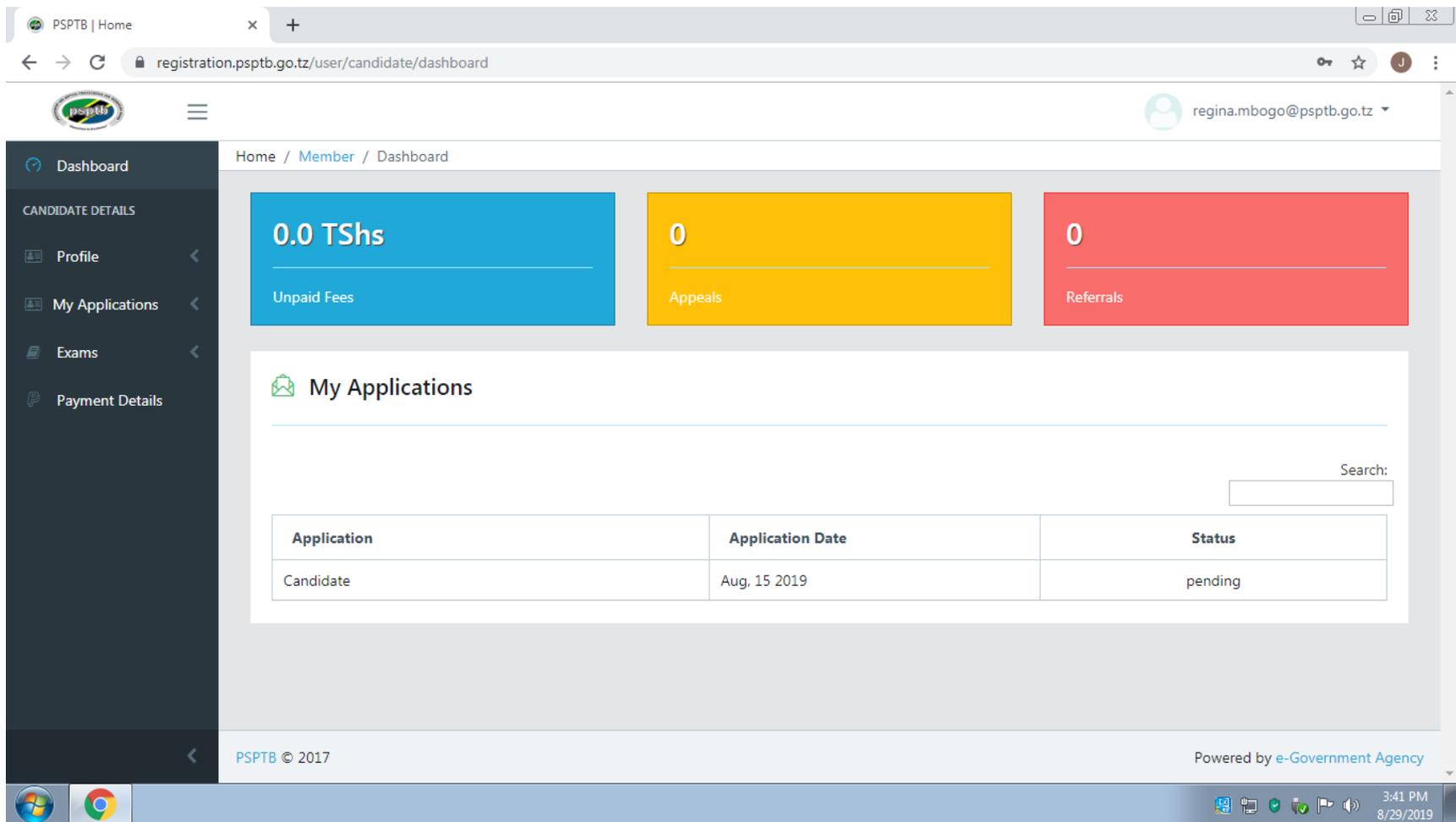
Level	-- Select --
-------	--------------

Note! You should check in on some of those fields above.

Submit

STAGE 2: MAKE APPLICATION:

1. When you have successfully logged into your account you will be welcomed to Candidate's dashboard.
2. This is where you can add information required and make payment required.



The screenshot shows a web browser window with the URL registration.psptb.go.tz/user/candidate/dashboard. The page features a dark sidebar with navigation options: Dashboard, Profile, My Applications, Exams, and Payment Details. The main content area displays three summary cards: Unpaid Fees (0.0 TShs), Appeals (0), and Referrals (0). Below these is a 'My Applications' section with a search bar and a table listing one application.

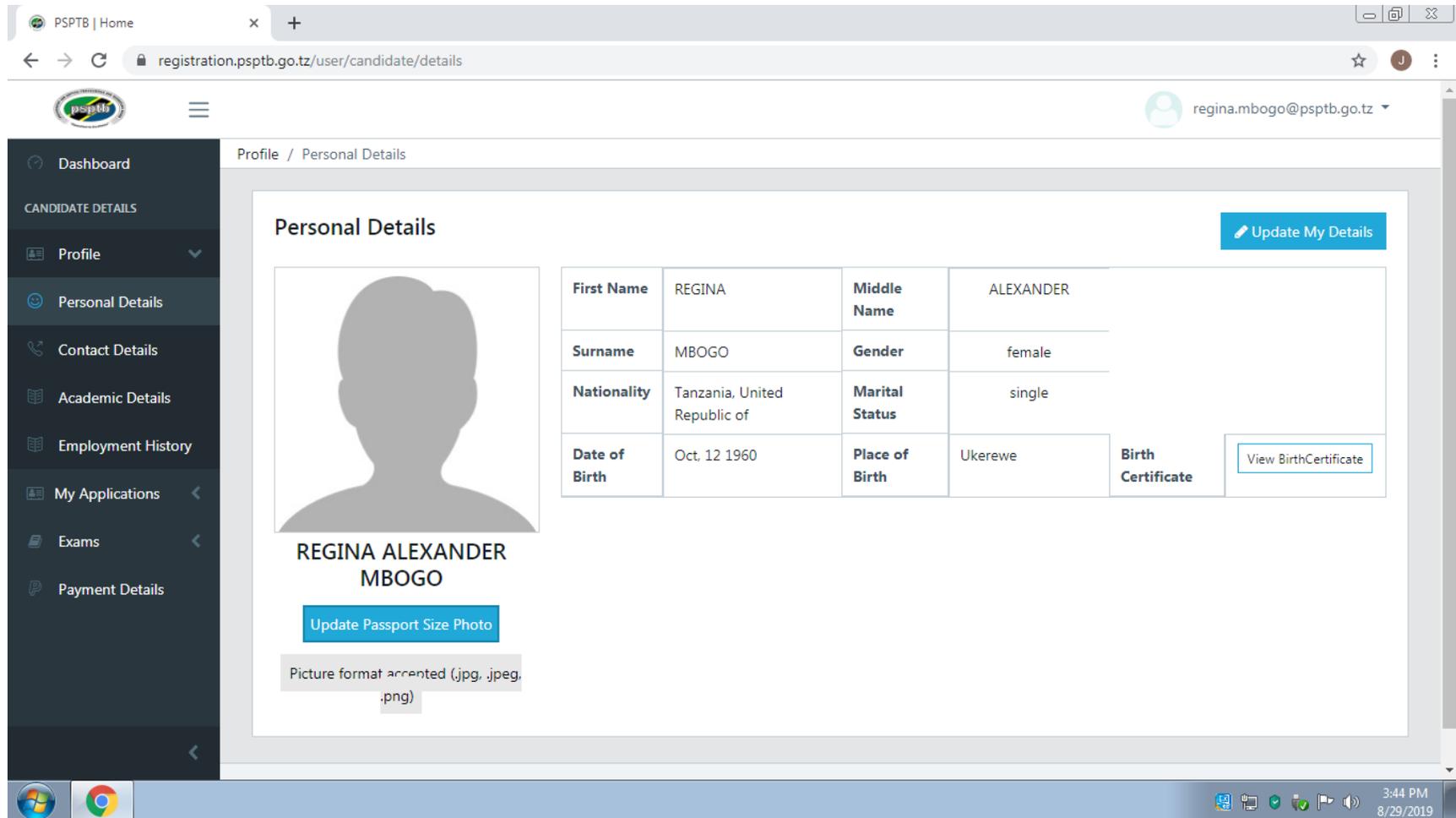
Application	Application Date	Status
Candidate	Aug. 15 2019	pending

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STEP 1: PROFILE

A. PERSONAL DETAILS

- You can edit your Personal details and Update.
- To update Photo, click the Update Passport Size Photo button, then choose the appropriate picture (It Should be a **Clear Visible Passport Size Photo with Blue Background**).



The screenshot displays a web browser window with the URL `registration.psptb.go.tz/user/candidate/details`. The page title is "Profile / Personal Details". The user is logged in as `regina.mbogo@psptb.go.tz`. The profile information is as follows:

First Name	REGINA	Middle Name	ALEXANDER		
Surname	MBOGO	Gender	female		
Nationality	Tanzania, United Republic of	Marital Status	single		
Date of Birth	Oct, 12 1960	Place of Birth	Ukerewe	Birth Certificate	View BirthCertificate

Below the photo placeholder, the name **REGINA ALEXANDER MBOGO** is displayed, along with an **Update Passport Size Photo** button. A note specifies: "Picture format accepted (.jpg, .jpeg, .png)".

B. CONTACT DETAILS

- You can edit your contact details and add next of kin.
- To add NEXT OF KIN, click the ADD NEXT OF KIN button at the right top, fill all the information, then click SAVE.

The screenshot displays a web browser window with the URL `registration.psptb.go.tz/user/candidate/contacts`. The page shows a user profile for `regina.mbogo@psptb.go.tz`. A modal window titled "Add Next of Kin" is open, containing the following fields:

- Full Name:
- Address:
- Phone:
- Email:

At the bottom right of the modal, there are two buttons: "Close" (red) and "Save" (blue). The background interface includes a sidebar with navigation options like "Dashboard", "Profile", "Personal Details", "Contact Details", "Academic Details", "Employment History", "My Applications", "Exams", and "Payment Details". A search bar and a table with columns "Email" and "Action" are also visible. The footer of the page reads "PSPTB © 2017" and "Powered by e-Government Agency". The system tray at the bottom shows the time as 3:52 PM on 8/29/2019.

C. ACADEMIC DETAILS

- To add Academic Qualification, click the ADD ACADEMIC DETAILS at the Top right.
- Start with the FORM FOUR LEVEL up to higher lever you have attained.
- At the REGISTRATION FIELD: For O LEVEL and A LEVEL, write your index number
For UNIVERSITY/COLLEGE, write your Registration Number
- Attachments should be in **PDF Format (Size: less than 1 MB)**

The screenshot displays a web browser window with the URL registration.psptb.go.tz/user/candidate/academics/add. The page title is "Add Academic Qualifications". A navigation sidebar on the left includes "Dashboard", "CANDIDATE DETAILS", "Profile", "My Applications", "Exams", and "Payment Details". The main content area contains the following form fields:

- School / College / Institution:** A dropdown menu with "Mzumbe University (MU)" selected.
- Registration #/Index No:** A text input field containing "Like its appeared on your Transcript (College Registration Number)" with a green checkmark.
- Qualification Type:** A dropdown menu with "Bachelor's Degree" selected.
- Programme/Combination:** A text input field containing "eg. Bsc in Procurement and Supply Management" with a green checkmark.
- Start Date:** A date input field with "10-2010" entered.
- Date of Completion:** A date input field with "06-2013" entered.
- Certificate / Award:** A file upload field with a "Choose File" button and the filename "Boniface Mushi - Degree Certificate.pdf".

At the bottom right of the form, there are two buttons: a red "Cancel" button and a green "Save" button. A light blue banner at the top of the form area states "All fields are required". The browser's taskbar at the bottom shows the system time as 4:27 PM on 8/29/2019.

For **Secondary School** or where **college/university** isn't listed, scroll up to **OTHER INSTITUTION**

The screenshot shows a web browser window with the URL `registration.pspbt.go.tz/user/candidate/academics/add`. The page title is "Add Academic Qualifications". A navigation sidebar on the left includes "Dashboard", "CANDIDATE DETAILS", "Profile", "My Applications", "Exams", and "Payment Details". The user is logged in as `regina.mbogo@psptb.go.tz`. The form contains the following fields:

- School / College / Institution:** A dropdown menu with the following options: Forest Training Institute (FTI), Kilimanjaro Christian Medical College (KCMCo), Muslim University of Morogoro (MUM), Community Development Training Institute, Dar es Salaam University College of Education (DUCE), and **Other Institution** (highlighted).
- Registration #/Index No:** A text input field with the label "Registration #".
- Start Date:** A date selection field with the label "Start Date".
- Date of Completion:** A date selection field with the label "Date of Completion".
- Certificate / Award:** A file upload field with a "Choose File" button and the text "No file chosen".

At the bottom right of the form, there are "Cancel" and "Save" buttons. A light blue message box at the top of the form states "All fields are required". The Windows taskbar at the bottom shows the time as 4:05 PM on 8/29/2019.

In the Location field, write the Region

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registration.psptb.go.tz/user/candidate/academics/add

regina.mbogo@psptb.go.tz

Profile / Academic Qualifications / Add Academic Qualifications

Add Academic Qualifications

All fields are required

School / College / Institution: Other Institution

Registration #/Index No: Your index number. e.g. S0155-022 ✓

Other Institution Name: e.g. Tabora Boys ✓

Other Institution Location: e.g. Tabora ✓

Start Date: 02-2008

Date of Completion: 02-2010

Qualification Type: Advanced Level (ACSE)

Certificate / Award: Choose File Boniface Mushi - Advance Level Certificate.pdf

Programme/Combination: e.g. PCM ✓

Cancel Save

4:46 PM 8/29/2019

NB: At the CERTIFICATE /AWARD

Combine Academic Certificate and Transcript (For UNIVERSITY /COLLEGE). Copies of all attachments should be certified. Attachments should be in **PDF Format (Size: less than 1 MB)**

D. EMPLOYMENT DETAILS

For those who are employed /have been employed, click the ADD EMPLOYMENT button at the right top, and fill all the information, then click SUBMIT.

The screenshot displays a web browser window with the URL `registration.psptb.go.tz/user/candidate/add/employment`. The page title is "Add Employment Details". The user is logged in as `regina.mbogo@psptb.go.tz`. The form contains the following fields:

- Employer Name * (text input)
- Position * (text input)
- Job Description (text area)
- From * (text input)
- To * (text input)
- Phone * (text input)
- Physical Address * (text input)
- Email (text input)
- Website (text input)

Buttons: "Back" (green) and "Submit" (blue).

Footer: PSPTB © 2017, Powered by e-Government Agency, 3:53 PM 8/29/2019.

STEP 2: EXAMS

A. EXAMINATIONS

- To apply for examinations, Click the APPLY FOR EXAMS and fill all the required information, then click SUBMIT.

PSPTB | Home x +

registration.psptb.go.tz/user/examinations/myapplications

regina.mbogo@psptb.go.tz

Academics / Examinations

Examination Applications

[Apply for Exam](#) [Apply as a Private Candidate](#)

Normal Candidate Applications **0** Private Candidate Applications **0**

Search:

#	Application Date	CR No	Exam Date	Stage	Tuition Center	Exam Center	Status	Actions
No data available in table								

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3:58 PM 8/29/2019

PSPTB | Home

registration.psptb.go.tz/user/examinations/applyforexam

regina.mbogo@psptb.go.tz

Dashboard / Examinations / Apply for Exam

Apply for Exam

All fields with * are required!

Tuition Provider *
Select your option

Tuition Center *
Select your option

Examination Session *
Select your option

Select Stage *
Select your option

Stage Subjects

Search:

<input type="checkbox"/>	Code	Subject Name	Weight
No data available in table			

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4:14 PM
8/29/2019

NOTE: Make sure you tick all the subjects you attend

If you want **EXEMPTION**, please contact PSPTB through **0738441972**

- If you are in area where there is no Tuition Centre, click APPLY AS A PRIVATE CANDIDATE and fill all the required information, then click SUBMIT.

The screenshot shows a web browser window with the URL registration.psptb.go.tz/user/examinations/apply-private. The page title is "Apply for Exam as Private Candidate". The user is logged in as regina.mbogo@psptb.go.tz. The left sidebar contains navigation links: Dashboard, CANDIDATE DETAILS (Profile, My Applications, Exams, Payment Details). The main content area has a breadcrumb trail: Dashboard / Examinations / Apply for Exam as Private Candidate. The form includes a warning "All fields with * are required!". The "Evidence of Locality *" field has a "Choose File" button and "No file chosen" text. The "Examination Session *" field is a dropdown menu with "Select your option". The "Select Stage *" field is a dropdown menu with "Select your option". A blue "Submit" button is at the bottom. To the right, the "Stage Subjects" section has a search box and a table with columns: Code, Subject Name, Weight. The table is empty with the message "No data available in table". The footer shows "PSPTB © 2017" and "Powered by e-Government Agency". The Windows taskbar at the bottom shows the time as 4:15 PM on 8/29/2019.

B. EXAMS RESULTS

- Click VIEW at the Actions Column to View your results.
- If you want to Appeal, on the examination results, Click APPEAL at the respective Subject.
- If you want a transcript/provisional results, click TRANSCRIPT/PROVISIONAL RESULTS

C. REFERRAL

- You can pay and choose examination centre for any referred subject here.
- To pay for referred subject, click PAY NOW at the Actions Column.
- To choose examination centre click EXAMS CENTRE at the Actions Column, fill the required information and click SAVE.

D. APPEAL

- You will see the summary of the subject that you have appealed for.

STEP 3: MY APPLICATIONS

- A. Click Application List and you will see list of your applications.
Click VIEW, and you will see the summary of all information you have entered.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/candidate/applications`. The page title is "Candidate Applications / Applications List". On the left is a dark sidebar menu with options: Dashboard, CANDIDATE DETAILS (Profile, My Applications), Application List (selected), Exams, and Payment Details. The main content area has a header "New Candidate Applications" with a "Change to Member Account" button and a search box. Below is a table with one application entry.

Full Name	Gender	Date registered	Requested Level	Phone Number	Email	Action
REGINA ALEXANDER MBOGO	female	Aug, 15 2019	Professional Stage IV	0714001001	regina.mbogo@psptb.go.tz	View

At the bottom of the page, it says "PSPTB © 2017" and "Powered by e-Government Agency". The Windows taskbar at the bottom shows the time as 3:56 PM on 8/29/2019.

Then, Click the **SUBMIT** Button at the bottom.

The screenshot shows a web browser window with the URL `registration.psptb.go.tz/user/candidate/application/669/details`. The page header includes the PSPTB logo and the user email `regina.mbogo@psptb.go.tz`. A dark sidebar on the left contains navigation links: Dashboard, Profile, My Applications, Exams, and Payment Details. The main content area is divided into two sections: 'Employment History' and 'Membership Fee'. Each section has a search bar and a table. The 'Employment History' table has columns for #, Institution/Company Name, Position/JobTitle, Date From, Date To, and Company Email, and currently displays 'No data available in table'. The 'Membership Fee' table has columns for #, Service, Service Date, Service Due Date, Total Amount, Control Number, and Status, and also displays 'No data available in table'. A blue 'Submit' button with a checkmark icon is located at the bottom center of the main content area. The footer shows 'PSPTB © 2017' and 'Powered by e-Government Agency'. The Windows taskbar at the bottom indicates the time is 3:57 PM on 8/29/2019.

B. You can also apply for Membership at this window if your previous level has been approved successful.

To Apply for Membership, click CHANGE TO MEMBER ACCOUNT

The screenshot shows a web browser window with the URL registration.psptb.go.tz/user/candidate/applications. The page title is "Candidate Applications / Application". The user is logged in as "regina.mbogo@psptb.go.tz".

The main content area displays a "New Candidate Application" form. Below the form is a table of candidate applications:

Full Name	Gender	Registration Date	Requested Level	Phone Number	Email	Action
REGINA ALEXANDER MBOGO	female	Aug. 15 2019	Professional Stage IV	0714001001	regina.mbogo@psptb.go.tz	View

An "Upgrade To" dialog box is open, showing a dropdown menu with the following options:

- Select Level ---
- Fellow category
- Authorized Category
- Approved Category
- Graduate Category
- Affiliate Category
- Full technician Category
- Technician Category
- Temporary Category
- Individual Consultant

The dialog box has a "Close" button (red) and an "Apply" button (blue). In the background, a green button labeled "Change to Member Account" is visible.

The footer of the page includes "PSPTB © 2017" and "Powered by e-Government Agency". The system tray shows the time as 4:00 PM on 8/29/2019.

STEP 4: PAYMENT DETAILS

- A. This is where you will see your Invoice/ Billed Amount for payment of any service from PSPTB.
- B. Click pay now at the ACTION COLUMN, you will see the Control Number/Payment Reference. e.g. **99465xxxxxxx** and it will be sent both to your Mobile Number and Email.
- C. Use the provided Payment Control Number as your payment reference number to make payments through **Banks** (CRDB/NMB/NBC) or **Mobile Money** (Airtel Money, TigoPesa, M-Pesa, HaloPesa, T-Pesa or EzyPesa by selecting “Government Payments”)

After Paying, the status will change to **PAID** and you will get SMS notification on your mobile and email.

Payment procedures using mobile money services are detailed below:

You can make payment through mobile phones (Airtel Money, TigoPesa, M-Pesa, HaloPesa, T-Pesa or EzyPesa). From your cell phone, call *150*60#, *150*01#, *150*00#, *150*00#, *150*88#, *160*60# or *150*02# respectively. Then

1. Select “Pay Bills /Payments”.
2. Select “Government Payments”/ MalipoyaSerikali.
3. Enter your Control Number.
4. Enter the amount of money Billed.
5. Enter your Password.
6. Save your message for future reference.

BOARD'S EXEMPTION INSTRUCTIONS

Candidates inspiring to apply exemptions for Board's examinations are obliged to adhere following instructional

Guidelines:

- Examinations stages accredited for exemptions are Foundation One and Two in the Technician syllabi and Professional Stages one, two and Professional Stage Three only.
- Qualifications used for seeking exemptions shall not be more than **ten (10)** years old since acquisition/ Academic Certificate used to apply exemption should be within ten years from the date of completion.
- The qualifications used for exemption should be higher than examination stage applying for exemption.
- Exemptions will be granted on the basis of subject to subject for none-core subjects.
- The Board will continue to accept and grant exemptions to holders of qualifications from other discipline so long as they are from recognized institutions for similar non core subjects only.
- All candidates aspiring to apply for candidates should communicate to examination department through mobile no. **0738441972** for assurance of subjects to be exempted in line with Board's Syllabus.
- Exempted subjects are due to payment in each examination stage for approved exemption fee available in the fee available in the website; <https://www.psptb.go.tz/>