

## INSTRUCTIONS ON HOW TO APPLY FOR PROFESSIONAL AND TECHNICIAN 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 PROFESSIONAL AND TECHNICIAN ACCOUNT:

Register for an account in the system by clicking **NEW MEMBER REGISTRATION** at the **PROFESSIONALS & TECHNICIANS REGISTRATIONS** 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 2663, Dodoma
- **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.
- **Member Category** (Choose the member category you want to apply)

**If you are not sure about what category to select, call us through 0738441971**

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 created.

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registration.psptb.go.tz

### IMPORTANT NOTES

1. Before applying for **MEMBERSHIP**, make sure you read a User Guide step by step ([Registration Instructions](#))
2. If you are a previous/existing registered Member (e.g. Member with registration number **GP00-0XXXX**, **FT00-0XXXX**, **AP00-0XXXX**) please read [Existing Members Guide](#), and go direct to log in using provided default emails and Password.
3. Make sure you provided a valid **Email Address** and **Phone Number**.
4. Choose the appropriate member category
  - i. **Graduate Category** - Bachelor Degree in Procurement and supply programmes or PIII, PIV, PV
  - ii. **Full Technician Category** - Diploma in procurement and supply programmes or Foundation Certificate, PI, PII
  - iii. **Technician Category** - Certificate in Procurement & Supply programmes
  - iv. **Approved Category** - CPSP Holder
5. Documents to be attached
  - i. Birth Certificate. (Copy should be certified)
  - ii. Passport Size (Clear With Blue Background)
  - iii. Next of Kin Details
  - iv. All Academic certificates (Copies Should Be Certified)
  - v. Employment Details (If Employed)

**\*For more information, Call 0738 441971 or 0733 331177 between (08:00-16:00) hours**

[Continue with Member Registration](#) [Login](#) [Close](#)

[Register Now](#)


**Help Desk**

General +255-22-2865860

[Examination](#)

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registration.psptb.go.tz/user/member/register



Home PSPTB Website

PSPTB ONLINE REGISTRATION SYSTEM

Login

Application for Professionals and Technicians registration

Applicant information

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

Form IV index No

SXXXX-XXXX

Exam Type

CSEE

Completion Year

2007

Check Form 4 Index No

First name

ORS

Middle name

Surname

ICTT

Date of Birth

1990-06-16

Place of Birth

Tanzania

Birth Certificate

Choose File

No file chosen

Place of Birth

Select your option

Gender

Male

Marital status

Single

Nationality

Tanzania, United Republic of

Address and Place

P.O Box 2663, Dodoma

Phone

0738441971

Email

xyz@gmail.com

Member Category

Category

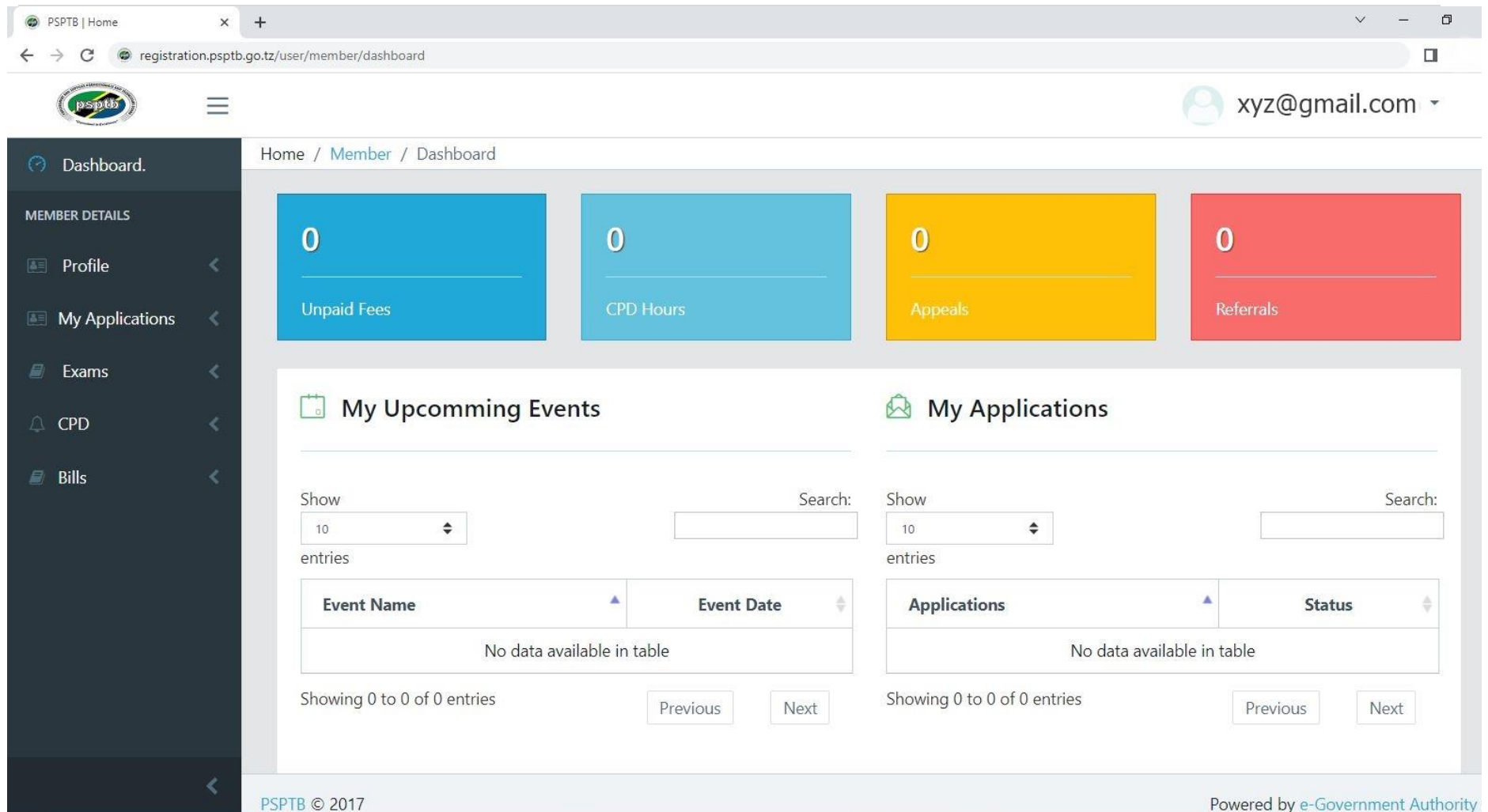
-- Select Category--

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 Member's dashboard.
2. This is where you can add information required and make payment required.



The screenshot displays the PSPTB Member Dashboard. The browser address bar shows the URL `registration.psptb.go.tz/user/member/dashboard`. The user is logged in as `xyz@gmail.com`. The dashboard features a dark sidebar with navigation links: Dashboard, Profile, My Applications, Exams, CPD, and Bills. The main content area includes four summary cards: Unpaid Fees (0), CPD Hours (0), Appeals (0), and Referrals (0). Below these are two sections: 'My Upcomming Events' and 'My Applications'. Both sections have search and pagination controls and currently show 'No data available in table'.

PSPTB | Home

registration.psptb.go.tz/user/member/dashboard

xyz@gmail.com

Home / Member / Dashboard

**0**  
Unpaid Fees

**0**  
CPD Hours

**0**  
Appeals

**0**  
Referrals

**My Upcomming Events**

Show 10 entries Search:

Event Name	Event Date
No data available in table	

Showing 0 to 0 of 0 entries Previous Next

**My Applications**

Show 10 entries Search:

Applications	Status
No data available in table	

Showing 0 to 0 of 0 entries Previous Next

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## STEP 1: PROFILE

### A. PERSONAL DETAILS

- 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**).
- If you want to update personal information, “Update My Details” at the Top right.

The screenshot shows a web browser window with the URL [registration.psptb.go.tz/user/member/details](https://registration.psptb.go.tz/user/member/details). The page is titled "Profile / Personal Details". On the left is a dark sidebar menu with options: Dashboard, MEMBER DETAILS (Profile, Personal Details, Contact Details, Academic Details, Profession Details, Employment History, Name Change Requests), My Applications, Exams, and CPD. The main content area is titled "Personal Details" and features a blue button "Update My Details" in the top right. On the left of the details table is a placeholder for a passport-size photo with a white outline on a blue background. Below the photo is the name "Ors Ictu" and a button "Update Passport Size Photo". A tooltip below the button indicates "Picture format accepted (jpg, jpeg, .png)". The details are organized in a table:

First Name	Ors	Middle Name	
Surname	Ictu	Gender	Male
Nationality	Tanzania, United Republic of	Marital Status	Single
Date of Birth	Oct, 16 1989	Place of Birth	Moshi Vijijini
Birth Certificate	<a href="#">View BirthCertificate</a>		

At the bottom of the page, it says "PSPTB © 2017" and "Powered by e-Government Authority". The browser's address bar shows the full URL: <https://registration.psptb.go.tz/user/member/details>.

To change your password, click the arrow below the default email, and then click CHANGE PASSWORD

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registration.psptb.go.tz/user/member/details

orsictu@gmail.com

**Account**


- Change Password
- Logout

**MEMBER DETAILS**

- Profile
- Personal Details.**
- Contact Details
- Academic Details
- Profession Details
- Employment History
- Name Change Requests
- My Applications
- Exams
- CPD
- Bills

Profile / Personal Details

### Personal Details

	First Name	Ors	Middle Name	
	Surname	Ictu	Gender	Male
	Nationality	Tanzania, United Republic of	Marital Status	Single
	Date of Birth	Oct, 16 1989	Place of Birth	Moshi Vijijini
	Birth Certificate	<a href="#">View BirthCertificate</a>		

**Ors Ictu**

[Update Passport Size Photo](#)

Picture format accepted (jpg, jpeg, .png)

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## 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/member/contacts`. The page features a dark sidebar on the left with navigation links: Dashboard, MEMBER DETAILS (Profile, Personal Details, Contact Details, Academic Details, Profession Details, Employment History, Name Change Requests), My Applications, Exams, CPD, and Bills. The main content area shows a modal titled 'Add Next of Kin' with the following fields: Full Name (with a person icon), Address (with a location pin icon), Phone (with a telephone icon and a pre-filled '255'), and Email (with an envelope icon and a pre-filled 'ex: sample@domain.com'). At the bottom right of the modal are 'Close' and 'Save' buttons. In the background, a search bar and 'Previous'/'Next' buttons are visible. The footer includes 'PSPTB © 2017' and 'Powered by e-Government Authority'.



### 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 level 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)**

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

orsictu@gmail.com

Profile / Academic Qualifications / Add Academic Qualifications

### Add Academic Qualifications

All fields are required

School / College / Institution: Mzumbe University (MU)

Registration #: Write as It Appears On Your Transcript (College Registration Number) ✓

Qualification Type: Bachelor's Degree

Start Date: 10-2010

Qualification Name: e.g. Bachelor in Procurement and Supply Management ✓

Date of Completion: 07-2013

Certificate / Award: Choose File Ors Ictu - Bachelor Certificate.pdf

Cancel Save

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

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

orsictu@gmail.com

Profile / Academic Qualifications / Add Academic Qualifications

### Add Academic Qualifications

All fields are required

School / College / Institution

Select your option

- 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)
- Other Institution**

Registration #

REGISTRATION #

Start Date

Start Date

Date of Completion

Date of Completion

Certificate / Award

Choose File No file chosen

Cancel Save

In the Location field, write the Region

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

orsictu@gmail.com

Profile / Academic Qualifications / Add Academic Qualifications

### Add Academic Qualifications

All fields are required

School / College / Institution: Other Institution

Registration #: S0XXX-0XXX

Other Institution Name: e.g. Uru Secondary

Start Date: 02-2007

Other Institution Location: Moshi, Kilimanjaro

Date of Completion: 02-2009

Qualification Type: Advanced Level (ACSE)

Certificate / Award: Choose File Ors Ictu - A Level Certificate.pdf

Qualification Name: e.g. PCM

Cancel Save

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**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. PROFESSION DETAILS

- To add Profession Qualification, click the ADD PROFESSION DETAILS at the Top right.
- You can add a Professional Qualification such as CPSP, Graduate Category Certificate.
- For a case where institution is not listed, Scroll up to OTHER INSTITUTION.
- In Location field, write the Region/Country.
- Attachments should be in **PDF Format (Size: less than 1 MB)**

The screenshot shows a web browser window with the URL [registration.psptb.go.tz/user/member/professions](http://registration.psptb.go.tz/user/member/professions). The page is titled "Profile / Profession Qualifications". On the left is a dark sidebar with a menu under "MEMBER DETAILS" including Profile, Personal Details, Contact Details, Academic Details, Profession Details (highlighted), Employment History, Name Change Requests, My Applications, Exams, CPD, and Bills. The main content area is titled "Profession Qualifications" and features a "+ Add Profession Details" button. Below this is a search bar and a "Show 10 entries" dropdown. A table displays two entries:

Sn	School / College / Institution	Profession Name	Date of Completion	Certificate / Award	
1	Procurement and Supplies Professionals and Technicians Board (PSPTB)	CPSP	06-2018	<a href="#">View Certificate</a>	<a href="#">Edit</a> <a href="#">Delete</a>
2	Procurement and Supplies Professionals and Technicians Board (PSPTB)	APPROVED CATEGORY	10-2018	<a href="#">View Certificate</a>	<a href="#">Edit</a> <a href="#">Delete</a>

Below the table, it says "Showing 1 to 2 of 2 entries" and includes "Previous", "1", and "Next" navigation buttons. A horizontal scrollbar is visible at the bottom of the table area.

## E. 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.

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registration.psptb.go.tz/user/member/add/employment

xyz@gmail.com

Dashboard.

MEMBER DETAILS

- Profile
- My Applications
- Exams
- CPD
- Bills

Home / Employment / Add Employment

### Add Employment Details

Back

Employer Name *	PSPTB	Position *	Procurement Officer
Job Description			
From *	2020-03-01	To *	2023-06-19
Phone *	255222865860	Physical Address *	P.O Box 2663, Dar es Salaam
Email	info@psptb.go.tz	Website	www.psptb.go.tz
Is Current?	<input checked="" type="checkbox"/>		

Submit

## STEP 2: MY APPLICATION

A. Click Application List and you will see your application.

Click VIEW at the action column, and you will see the summary of all information you have entered.

The screenshot shows a web browser window with the URL `registration.pspb.go.tz/user/member/payment`. The page is titled "Member Applications / Applications List". On the left is a dark sidebar with a menu containing "Dashboard.", "MEMBER DETAILS", "Profile", "My Applications" (expanded), "Application List" (selected), "Exams", "CPD", and "Bills". The main content area has a header "New Member Applications" with an "Upgrade Category" button. Below this is a "Show 10 entries" dropdown and a "Search:" input field. A table displays one application entry with columns: Full Name, Gender, Application Date, Requested Level, Phone Number, Email, and Action. The entry shows "Ors Ictu", "Male", "Mar, 21 2023", "Graduate Category", "0764485063", and "xyz@gmail.com". The "Action" column contains a "View" button. Below the table, it says "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" pagination controls. The footer shows "PSPTB © 2017" and "Powered by e-Government Authority".

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registration.pspb.go.tz/user/member/payment

xyz@gmail.com

Member Applications / Applications List

New Member Applications Upgrade Category

Show 10 entries

Search:

Full Name	Gender	Application Date	Requested Level	Phone Number	Email	Action
Ors Ictu	Male	Mar, 21 2023	Graduate Category	0764485063	xyz@gmail.com	View

Showing 1 to 1 of 1 entries

Previous 1 Next


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

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registration.pspbt.go.tz/user/member/application/64663/details



xyz@gmail.com

Dashboard.

MEMBER DETAILS

Profile

My Applications

Exams

CPD

Bills

No data available in table

Showing 0 to 0 of 0 entries

Previous

Next

Membership Fee

Show

10

entries

#	Service	Proforma Date	Proforma Due Date	Total Amount	Control Number	Status	Action
No data available in table							

Showing 0 to 0 of 0 entries

Previous

Next

Submit

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## STEP 3: BILLS

### A. PAYMENT DETAILS

- This is where you will see your Invoice/ Billed Amount for payment of any service from PSPTB.
- Click **PAY NOW** at the ACTION COLUMN, to generate Control Number/Payment Reference. e.g. **99465xxxxxxx** and it will be sent both to your Mobile Number and Email.

The screenshot shows the PSPTB website interface. A confirmation dialog box is displayed in the center, asking 'Are you sure you want to make payment for this service ?' with 'Close' and 'I Want To Pay' buttons. The background shows the 'My Proforma' section with a table of services and a 'PAY NOW' button.

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registration.psptb.go.tz/user/member/application/64663/details

xyz@gmail.com

Dashboard.

MEMBER DETAILS

- Profile
- My Applications
- Exams
- CPD
- Bills
- Payment Details
- Annual Subscription

My Proforma

Show 10 entries

#	Service	Proforma Date	Proforma Due Date	Total Amount	Control Number	Status	Action
1	Professional Registration Fees	Jun, 18 2023 12:15 PM	Jun, 15 2033 12:15 PM	40000.0		Not Paid	PAY NOW

Showing 1 to 1 of 1 entries

Previous 1 Next

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## B. ANNUAL SUBSCRIPTION

- To see your Annual Subscription Fees, go to **Bills>Annual Subscription**.
- **Note:** Annual Subscription will be generated once you have been registered (Once you have been assigned a Membership Registration Number)

PSPTB | Home x +

registration.psptb.go.tz/user/subscription/get-subscriptions-with-penalties

orsictu@gmail.com

Dashboard.

MEMBER DETAILS

Profile <

My Applications <

Exams <

CPD <

Bills >

Payment Details

> Annual Subscription

Members Annual Subscriptions with Penalties / Subscription List

Annual Subscriptions with Penalties

Show 10 entries

Search:

Financial Year	Annual Subscription Amount	Penalty Amount	Payment Status	Action
2020/2021	50000.0	50000.0	Not Paid	Pay Now
2021/2022	50000.0	25000.0	Not Paid	Pay Now
2022/2023	50000.0	0.0	UNPAID	Pay Now

Showing 1 to 3 of 3 entries

Previous 1 Next

### C. HOW TO MAKE PAYMENT

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).by Fromcalling \*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”/ Malipo ya Serikali.
3. Enter your Control Number.
4. Enter the amount of money Billed.
5. Enter your Password.
6. Save your message for future reference.

## IF YOU WANT TO ATTEND EXAMS, FOLLOW THESE STEPS (WITHIN THE SAME ACCOUNT)

### STEP 4: EXAMS

#### A. EXAMINATIONS

- To apply for examinations, Click the APPLY FOR EXAMS 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/myapplications`. The page header includes the PSPTB logo and the user email `xyz@gmail.com`. The left sidebar contains a navigation menu with items: Dashboard, MEMBER DETAILS (Profile, My Applications, Exams, Examinations, Exam Results, Referral, Appeal), CPD, and Bills. The main content area is titled 'Academics / Examinations' and features the 'Examination Applications' section. This section has two tabs: 'Normal Candidate Applications' (0) and 'Private Candidate Applications' (0). Below the tabs, there is a search bar and a table with columns: #, Application Date, CR No, Exam Date, Stage, Tuition Center, Exam Center, Status, and Actions. The table is currently empty, displaying 'No data available in table'. At the bottom of the table, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' buttons. The footer of the page includes 'PSPTB © 2017' and 'Powered by e-Government Authority'.

PSPTB | Home
registration.psptb.go.tz/user/examinations/applyforexam
xyz@gmail.com

Dashboard.
MEMBER DETAILS
Profile
My Applications
Exams
CPD
Bills

Dashboard / Examinations / Apply for Exam

### Apply for Exam

All fields with \* are required!

Tuition Provider \*
Kibwana Prof.Institute of B'ness Studies (KPBS)

Tuition Center \*
KPBS

Select Examination Session
November 2023

Select Examination Center Region
Dar-es-Salaam

Select Examination Center
PTA (Sabasaba Grounds)

Select Stage \*
Professional Stage IV

Submit

### Stage Subjects

Show
10
Search:

entries

<input checked="" type="checkbox"/>	Code	Subject Name	Weight
<input checked="" type="checkbox"/>	P13	Public Procurement Management	Core
<input checked="" type="checkbox"/>	P14	Procurement Contracts Management	Core
<input checked="" type="checkbox"/>	P15	International Logistics and Transport	Core
<input checked="" type="checkbox"/>	P16	Entrepreneurship	Core

Showing 0 to 0 of 0 entries
Previous
Next

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.

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registration.psptb.go.tz/user/examinations/apply-private

xyz@gmail.com

Dashboard / Examinations / Apply for Exam as Private Candidate

### Apply for Exam as Private Candidate

All fields with \* are required!

Evidence of Locality \*

Apply As Private Candidate.pdf

November 2023

Select Examination Center Region

Kilimanjaro

Select Examination Center

Moshi Co-operative University (MoCU)

Select Stage \*

Professional Stage V

### Stage Subjects

Show 10 entries

<input type="checkbox"/>	Code	Subject Name	Weight
<input checked="" type="checkbox"/>	P17	Procurement and Supply Audit	Core
<input checked="" type="checkbox"/>	P18	Strategic Procurement and Supply Chain Management	Core
<input checked="" type="checkbox"/>	P19	Research Methodology and Consultancy	Core
<input checked="" type="checkbox"/>	P20	Procurement and Supply Chain Risk Management	Core

Showing 0 to 0 of 0 entries

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**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 5: CPD

### A. CPD RECORDS

- Click CPD Records to view your Attained CPD hours per year.

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registration.psptb.go.tz/user/member/events-records

orsictu@gmail.com

Dashboard.

MEMBER DETAILS

- Profile
- My Applications
- Exams
- CPD
- CPD Records
- Upcoming Events
- CPD Activities
- Bills

Events / Events Record

List of Events

Apply for an Event

Attained CPD hours per Year : 0

Show 10 entries

Search:

Event Name	Category	Location	CPD	Status	Action
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

External Events

Show 10 entries

Search:

Category	CPD	CPD Requested Date	Start Date	End Date	Status	Attachment	Action
Workshop	0	15-Nov-2021	2020-12-02	2020-12-04	assigned	<a href="#">View</a>	



- Click APPLY FOR AN EVENT to apply for any available event at the moment. (Workshop/ Annual Conference).

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registration.psptb.go.tz/user/member/events-to-apply

orsictu@gmail.com

Events / Events to Apply

Events to Apply [Events Record](#)

Show 10 entries

Search:

Event Name	Location	Start Date	End Date	CPD Hours	Action
FIVE DAYS WORKSHOP ON INVENTORY AND STOCK CONTROL MANAGEMENT TO BE HELD IN MOSHI AT TRITA FROM 22ND TO 26TH MAY 2023	VENUE: TRITA, Moshi, Kilimanjaro	2023-05-22	2023-05-26	40	<a href="#">APPLY</a>
THREE DAYS ON WORKSHOP ON SUCCESSFUL PROCUREMENT CONTRACT NEGOTIATION: ESSENTIAL SKILLS AND STRATEGIES TO BE HELD IN DAR ES SALAAM FROM 10TH TO 12TH MAY, 2023	VENUE: TAGLA, Ilala, Dar-es-Salaam	2023-05-10	2023-05-12	24	<a href="#">APPLY</a>
THREE DAYS WORKSHOP ON ASSET MANAGEMENT RECORDS AND DOCUMENTATION TO BE HELD IN KIBAHA AT TNMC FROM 06TH – 08TH 2023	VENUE: TANZANIA NURSING AND MIDWIFERY COUNCIL, Kibaha, Pwani	2023-06-06	2023-06-08	24	<a href="#">APPLY</a>
TWO DAYS WORKSHOP ON ANT- CORRUPTION IN PROFESSIONALISM AND PROFESSIONAL CODE OF CONDUCT TO BE CONDUCTED IN TANGA AT TANGA CITY COUNCIL FROM 03RD TO 04TH MAY 2023	VENUE: TANGA CITY COUNCIL, Tanga Mjini, Tanga	2023-05-03	2023-05-05	16	<a href="#">APPLY</a>

Showing 1 to 4 of 4 entries

Previous 1 Next

## B. UPCOMING EVENTS

To Apply for Board Event,

- Click APPLY button at the respective event.

The screenshot shows a web browser window with the URL `registration.pspbt.go.tz/user/member/events-to-apply`. The page title is "Events / Events to Apply". On the left is a dark sidebar with navigation links: Dashboard, MEMBER DETAILS (Profile, My Applications, Exams, CPD, CPD Records, Upcoming Events, CPD Activities, Bills), and a menu icon. The main content area has a header "Events to Apply" with an "Events Record" button. Below this is a "Show" dropdown set to "10" and a "Search:" input field. A table lists four upcoming events, each with an "APPLY" button. The table columns are Event Name, Location, Start Date, End Date, CPD Hours, and Action.

Event Name	Location	Start Date	End Date	CPD Hours	Action
FIVE DAYS WORKSHOP ON INVENTORY AND STOCK CONTROL MANAGEMENT TO BE HELD IN MOSHI AT TRITA FROM 22ND TO 26TH MAY 2023	VENUE: TRITA, Moshi, Kilimanjaro	2023-05-22	2023-05-26	40	
THREE DAYS ON WORKSHOP ON SUCCESSFUL PROCUREMENT CONTRACT NEGOTIATION: ESSENTIAL SKILLS AND STRATEGIES TO BE HELD IN DAR ES SALAAM FROM 10TH TO 12TH MAY, 2023	VENUE: TAGLA, Ilala, Dar-es-Salaam	2023-05-10	2023-05-12	24	
THREE DAYS WORKSHOP ON ASSET MANAGEMENT RECORDS AND DOCUMENTATION TO BE HELD IN KIBAHA AT TNMC FROM 06TH – 08TH 2023	VENUE: TANZANIA NURSING AND MIDWIFERY COUNCIL, Kibaha, Pwani	2023-06-06	2023-06-08	24	
TWO DAYS WORKSHOP ON ANT- CORRUPTION IN PROFESSIONALISM AND PROFESSIONAL CODE OF CONDUCT TO BE CONDUCTED IN TANGA AT TANGA CITY COUNCIL FROM 03RD TO 04TH MAY 2023	VENUE: TANGA CITY COUNCIL, Tanga Mjini, Tanga	2023-05-03	2023-05-05	16	

Showing 1 to 4 of 4 entries

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- Click EVENTS RECORD to see your Attained CPD hours per Year.

### C. CPD ACTIVITIES

- You can submit any Training Certificate which you have attended.
- Fill all the information required and click SUBMIT.

The screenshot shows a web browser window with the URL [registration.psptb.go.tz/user/member/apply-for-cpdu](http://registration.psptb.go.tz/user/member/apply-for-cpdu). The page title is "PSPTB | Home". The user is logged in as [orsictu@gmail.com](#). The left sidebar contains the following menu items: Dashboard, MEMBER DETAILS, Profile, My Applications, Exams, CPD (expanded), CPD Records, Upcoming Events, CPD Activities (highlighted), and Bills. The main content area is titled "Profile / Apply for CPD HOURS". It features a "Submit External Event" form with the following fields: "Category \*" (a dropdown menu showing "-- Select --"), "Evidence" (a file upload area with a "Choose File" button and "No file chosen" text), "Start Date \*" (a date input field with the placeholder "yyyy-mm-dd"), and "End Date \*" (a date input field with the placeholder "yyyy-mm-dd"). There are "Reset" and "Submit" buttons at the bottom of the form. A blue button labeled "Events Record" is located in the top right corner of the form area. The footer of the page includes "PSPTB © 2017" on the left and "Powered by e-Government Authority" on the right.

- Click EVENT RECORD to see your Attained CPD hours per Year.