Instruction for ERMP 2023 Registration

Dear applicants,

Registration for the ERMP 2023 will be open from November 14 - 28, 2023 (Hidar 4-18, 2016).

1. **Read the required documents**
   Please Go to ***www.moh.gov.et*** ; and under "programs" click the ERMP portal.
   Then click "Guideline" and "How to apply", and before you start filling the application form please read the **ERMP 2023 Implementation Guideline** and **the instructions for registration**.

2. **Create ERMP account**
   To register you need first to have an account for ERMP 2023 which you will need throughout the process until matching. Any ERMP account you had in previous years is not applicable for this year's ERMP.

   To create a new account you need to **sign up**.
   To do so:

   - Click "Apply now" and a box appears for "signing in"
   - Click "sign up" at the bottom to create your account.
   - Write your **valid email** address, **create a new password,** and enter the new password again in the space provided; (keep your email address and the new password in your notebook since you need them whenever you want to sign in to your account); and then **click "sign up**."
   - Then, a notice appears requesting you to check your email.
   - Go to your email; you'll find there a confirmation message from ERMP (if no message from ERMP under the "inbox,", then check your "spam" folder too under "more").
   - Then click **confirm my account** and a box appears to sign in.
   - Now insert the email address and password **you used while signing up**; and click **sign in**; you are there!
   - Read the instructions and go to **my application**.

3. **Personal information**
   - Please fill all personal information as per the format given: applicant type, personal details, educational background and current work address.
   - Make sure that **all the spellings of your name** (First, father's and grandfather's name) are **exactly as they are written on your degree (original or tempo).**
   - Please keep your user ID in your notebook for further usage.
   - After properly filling all the required information on this page, click **"save and continue"** at the bottom of the page and go to the next page.
   - If you miss to fill any line, or if you are under 26 years old, or if you graduated after October 2021, you will not be allowed to go to the next page, and a popup message will appear at the top as a reason.

4. Work experience <u>as a General Practitioner</u>

- A page with a title of "edit applicant service" appears; please fill all the information required accordingly; and then click "choose file" and attach a scanned copy of an official letter (**in pdf format**) that indicates your service information.
- If you have served in more than one institution, click "add service" and fill the information for each (from the recent to the oldest one) and attach a letter for each.
- Then click **"save and continue"** at the bottom of the page and go to the next page.

> *NB. Please be informed that this year **<u>ONLY applicants with service year of 2 yeas and above</u>** as a GP are eligible to take the exam; So If your service is **<u>less than 2 years</u>** or if you do **not have** the appropriate letter of work experience to be uploaded, **you don't have to register** at all, and **you don't have to pay for the application fee,** since you will automatically be disqualified during the screening, no matter whether you paid the application fee or not.*

5. Sponsorship

- Please select your sponsor from the list provided.
- If you are willing to be sponsored by Ministry of Health, make sure that you have uploaded a letter which shows that you have served **<u>in a public facility at least for 2 years</u>**, otherwise your application will not be confirmed unless you fill another sponsor;
- All applicants sponsored by higher learning institutions (universities) or Federal or charity or private organizations should select the name of their sponsoring organization from the list; if not in the list, then select "other" and write down the name of your sponsoring organization. *<u>For details on sponsorship, refer to the ERMP 2023 Guideline</u>*.
- To go to the next page click **"save and continue"** at the bottom of the page.

6. Selection of specialty

- On the page of "program choice" select the specialty you want to join for the residency training. You are allowed to choose one or two **<u>specialty/ies</u>**; then click **"save and continue"** at the bottom of the page and go to the next page.

7. Selection of university

- On the page of "university choices" select the university or medical college you want to study in, from the list provided. You are allowed to choose **<u>a maximum of three places of study for each choice</u>**; then click **"save and continue"** at the bottom of the page and go to the next page.

8. Declaration

- Read the declaration carefully, and if you agree, then check-in the "I agree" box, and click **"save and continue"** at the bottom of the page and go to the next page. For details, read Annexes I and II of the "ERMP 2022 Implementation Guideline".

9. Attachments

- On this page you are **<u>obliged</u>** to attach/upload attachments.
- Before you start uploading your attachments, make sure that the documents you want to upload are readable, clear and able to be opened.

- **Medical degree, license and a recommendation letter**
    - To attach, **click "choose file"** and attach the scanned copy of your **undergraduate medical degree – original or tempo** – then **valid medical professional license, and a recommendation letter** in a pdf, JPG or npg format.

- **Sponsorship letter**
    - To attach your sponsorship letter**, click "choose file"** and attach the scanned copy of a valid sponsorship letter saved in a pdf or JPG or npg format.
    - All applicants, except those who are sponsored by MOH and self-sponsored ones, should upload a scanned copy of sponsorship letter (in pdf format).
    - Foreign applicants who are applying individually should upload a letter from the Ministry of foreign affairs or Ministry of Education during registration.
- **Letter of evidence for serving on a managerial position**
  If yes, you can attach your letter of evidence here. *Refer the guideline for details.*
- Click **"save and continue"** at the bottom of the page and go to the next page.

10. Application fee:

- Now you are on the main summary page;
- **Before making any application fee payment**, make sure that your work experience is 2 years or above (as a general practitioner), you have all the documents to be uploaded (degree, license, etc.), and also that the hub you prefer is available.
- To attach your payment slip, select the "Attachments and fee" tab, **click "Attach application fee"** and **upload a scanned copy of the receipt from the Commercial Bank of Ethiopia,** in a pdf or JPG or npg format.
- Make sure that you made the payment as it's stated in the ERMP guideline (**550 Birr for local applicants to the account stated in the guideline**).
- If somebody is making the payment on your behalf, please make sure that the payment is made **ON YOUR NAME**.

11. Confirmation

- When you are done with the application fee page, your application gets **on pending**;
    - If you **attach all the required documents properly**, your application will be **confirmed,** and you will be allowed to go to the next page to select your **exam hub**.
    - If you miss to attach one or more of the documents, the status of you application will be **NOT ACCEPTED**; and if your status remains NOT ACCEPTED for 72 hrs, your application will automatically be discarded by the system.
    - If you attach any **inappropriate document**, you'll be given additional 24 hours to remove it and upload the appropriate one; if not, your application will be **rejected, and you will be disqualified.**
    - To attach/reattach your attachments you can **click the "edit"** button next to license and degree attachments and attach the document properly.

12. Selection of Exam Hub

- After getting a confirmation from the ERMP team, you should select the exam hub in which you wish to take the exam.
- This year we'll have a total of 17 exam hubs, and each hub has a maximum number of applicants to be handled (ceiling) for the exam (mentioned at the end).

- A count down information on the available and remaining number of hub spots will be displayed for all applicants during registration.

13. Submit your application

- Here you are expected to submit your application. But, be reminded that once you submit your application you will not be able to edit any information in your application.
- Thus, before submitting your application, make sure that every page is properly filled and the appropriate attachments are uploaded. If you find anything to be edited, you can revise and change as you wish as long as your application is not submitted.
- Please don't forget to submit your application before the deadline date of the registration, and keep the confirmation page in print/save after submitting.
- Applicants, who do not submit their application before the last minute of the registration period, will remain as **draft**, and their application will be discarded.
- Please be reminded also, that the earlier you submit, the more chances you'll have to get your choice of hub before it reaches its ceiling.

14. Revision of choices

- Applicants will be allowed to edit **their choice of specialty, choice of university** and also their **choice of sponsor** in a week of notification of exam results.

15. Register only once

- Candidates who register multiple times (more than one) using different email accounts and submit them will be totally disqualified.

16. No multiple chance for matching

- Candidates who joined a residency training in the previous ERMP rounds (2017-2022) are not allowed to register and compete in the present year; if they are found, any time, they will be disqualified.

17. Enquiry

- If you have any enquiry regarding the 2023 ERMP registration, you can dial to **the hot line # of 952** of the Ministry of Health from Monday to Friday during working hours.

List of exam hubs for 2023 ERMP

#	Hub Name	Ceiling		#	Hub Name	Ceiling
1.	Addis Ababa University	350		10.	Debremarkos University	150
2.	AA Science & Technology U	300		11.	Hawassa University	200
3.	Adama Science & Technology U	300		12.	St Paul's Hospital MMC	200
4.	University of Gondar	150		13.	Haramaya University	250
5.	Debretabor University	150		14.	Jigjiga University	200
6.	Jimma University	300		15.	Ambo University	200
7.	Wolkite University	300		16.	Bahirdar University	150
8.	Wachamo University	300		17.	Arbaminch University	150
9.	Debrebirhan University	150		18.	Mekelle University	200
Total spots available			**4000**			

NB. Hubs may be added or omitted as per the circumstances during the exam period.