

Instruction for ERMP 2022 Registration

Dear applicants,

Registration for the ERMP 2022 will be open from October 17-31, 2022 (Tikimit 7-21, 2015).

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 read the **ERMP 2022 Implementation Guideline** and **the instructions for registration** before you start filling the application form.

2. Create ERMP account

To register you need first to have an account for ERMP 2022 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 on 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.

4. Work experience as a General Practitioner

- 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 service information for each (from the recent to the oldest one) and attach a letter for each.

- If you have served as a medical director, hospital CEO, school dean for at least 1 year you can attach a letter of evidence (under the “attachments and fee” tab)for your advantage. For details, refer to the ERMP 2022 Guideline.
- Then click “**save and continue**” at the bottom of the page and go to the next page.

*NB. Please be informed that this year **ONLY applicants with service year of 1 year and above** as a GP are eligible to take the exam; So If your service is **less than 1 year** or if you do **not upload** the appropriate letter of work experience, **you don't have to register at all, and you don't have to pay for the application fee; otherwise** 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.
- 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. *For details on sponsorship, refer to the ERMP 2022 Guideline.*
- 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 **only ONE specialty**; 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 **a maximum of three places of study**; then click “**save and continue**” at the bottom of the page and go to the next page. *NB. Enrollment capacity of each school for 2022 is attached.*

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 **obliged** 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 and license,**
 - To attach your medical degree and license, click “**choose file**” and attach the scanned copy of your **undergraduate medical degree – original or tempo** – and **valid medical professional license**, which are saved in your computer in a pdf or JPG format.

- Those of you who were graduated before Ginbot 1, 2011 EC can upload a **letter of employment** given from MOH or RHB or zone if you're unable to get your ¹license.
- **Sponsorship letter**
 - To attach your sponsorship letter, **click "choose file"** and attach the scanned copy of a valid sponsorship letter which is saved in your computer in a pdf or JPG 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.
- 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 1 year 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**, which is saved in your computer in a pdf or JPG format.
- Make sure that you made the payment as it's stated in the ERMP guideline (500 Birr for local applicants to the account stated in the guideline).
- If somebody is making the payment on behalf of you, 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 **miss to attach** one or more of the documents (license, degree, application fee slip etc), your application will remain **pending**, and if your status remains pending 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.
 - 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**.

12. Selection of Exam Hub

- After getting a confirmation from the ERMP team, you should select the exam hub which you believe is closer to your current address.

- 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 they 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 immediately after the 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 have been matched in the previous ERMP rounds (2017-2021) and enrolled in a certain teaching institution as a resident 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 2022 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 2022 ERMP

#	Hub Name	Ceiling		#	Hub Name	Ceiling
1.	Addis Ababa University	300		10.	Debremarkos University	200
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	300		13.	Haramaya University	200
5.	Debretabor University	300		14.	Jigjiga University	200
6.	Jimma University	300		15.	Ambo University	200
7.	Wolkite University	300		16.	Bahirdar University	150
8.	Wachamo University	200		17.	Arbaminch University	150
9.	Debrebirhan University	200		Total spots available		4000