



The Society of Apothecaries of London

Diploma in the Medical Care of Catastrophes (DMCC)

Administrative Guidance for Candidates

Admin Guide

Aug 18/v66

EXAMINATION TIMETABLE: 2018/2019

Event	Deadline
Closing date for receipt in the Examinations Office of completed hard copy application form and fee*	1600 on Tuesday 20 November 2018*
Written Paper Examination	Tuesday 12 February 2019
OSCPHE Examination	Tuesday 12 February 2019 & Wednesday 13 February 2019

IMPORTANT NOTES.

*An application is not complete without the due fee. Candidates whose employers are paying for their examination entry, and who therefore need an invoice from the Examinations Office to prompt the payment, should note that the fee **must** have been paid by the application deadline, and should plan well ahead accordingly.

** The date will be confirmed after the application deadline.

APPLICATIONS

1. To avoid disappointment, candidates are advised to apply for the examination well in advance of the closing date for entries. The deadline is the **final** date / time that a completed application can be considered for entry to the examination **but there is no guarantee that places will still be available at this date**. Please note that an application is only deemed complete when it includes all relevant paperwork and the full fee.

ELIGIBILITY

2. Prospective candidates should be aware of the provision of Regulation 3 regarding the **minimum course** attendance. Applications which do not fulfil the requirement will be rejected.
3. Applications are accepted only in hard copy, not by fax, PDF or email. Applicants should allow sufficient time for an application to arrive (please take into consideration that the deadline falls within the Christmas period and delays should, therefore, be expected).

EXAMINATION FEES

4. The fee for the examination is £675.
5. Re-entry fees are £340 for the written paper and £340 for the OSCE.

WITHDRAWING FROM THE EXAMINATION

6. Candidates who wish to withdraw from the examination must notify the Society in writing. The following withdrawal penalties will be applied:

When the date of receipt of notification of withdrawal falls...	The penalty incurred will be...
Before the application deadline stated on page 1.	No penalty
In the 2 weeks after the application deadline	£110
Within 6 weeks of the start of the examination	£210
Within 2 weeks of the start of the examination	Full fee

PAYMENTS

7. Payments may be made via:

Direct transfer To use this method of payment you must send **your name , the examination** for which you are paying and **the date of the examination** by **email to the Assistant to the Registrar; asstreg@apothecaries.org**

N.B. The account to which the examination fee is payable is different from that for the course. You should therefore use the following details:

Sort Code: 18-00-02

Bank Account number: 05957192

IBAN: GB16COUT18000205957192

Swift/BIC Number: COUTGB22

Account name: The Worshipful Society of Apothecaries of London

Coutts & Co, 440 Strand, London, WC2R 0QS

The payment must be made identifiable by the inclusion of the diploma abbreviation and candidate's surname (e.g. DMCC Smith)

Cheque Made payable to **'The Society of Apothecaries'** in Sterling. Please write your name, address and the diploma name on the back.

8. Candidates from overseas should ensure that their cheques yield the correct fee in Sterling AFTER deduction of bank charges. Only bankers' drafts drawn on a UK bank are accepted. Bankers' drafts should be valid for at least 3 months after the examination date.

RECOMMENDED READING LIST

The recommended reading list is available to download from the Course of Conflict and Catastrophe Medicine's webpage (see under "The Faculty of Conflict and Catastrophe Medicine") at www.apothecaries.org.