



The Society of Apothecaries of London

Diploma in the Medical Care of Catastrophes (DMCC)

Admin Guide

Sept 21/v69

Information for Candidates

TIMETABLE: 2021/2022

Event	Deadline
Closing date for receipt of both completed electronic application form and fee. Completed application forms to be sent electronically to: asstreg@apothecaries.org	5.00PM on Wednesday 8 December 2021
Written Paper Examination (SAQ)	Wednesday 2 March 2022 (AM)
OSCPHE Examination	Wednesday 2 March 2022 (PM) & Thursday 3 March 2022 (AM & PM)

APPLICATION NOTES

Owing to the ongoing pandemic and the implications this has had in ensuring examinations can be run safely, entries to the 2022 DMCC examination will be capped at 40.

Our aim is to approve all applications received. Applications are reviewed on a rolling basis (first come, first served) until the examination is full. Candidates are advised to apply well in advance of the closing date for entries and we aim to give priority to candidates who are nearing their 3-year period since completing the course.

Should applications outnumber available spaces, a waiting list will be implemented and you will be notified if we are able to offer you a place. Candidates on the waiting list will be notified as soon as a place becomes available, and given a short period in which to respond. If candidates do not respond within this time, the place will be offered to the next person on the waiting list.

The stated deadline is only the final date by which a completed application can be considered for entry to the examination; there is no guarantee that places will still be available at this time. Candidates who have extenuating circumstances which do not meet the above criteria will be considered individually by the Registrar.

An application is not complete until the due fee has been received.

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.

EXAMINATION FEES

The fee for the examination is £700.

Re-entry fees are £360 for the written paper and £360 for the OSCPHE.

WITHDRAWING FROM THE EXAMINATION

Candidates wishing to withdraw from the examination must notify the Examinations Office as soon as possible. The following withdrawal charges are applicable:

When the notification of withdrawal is received...	the charge applied will be...
Before the application deadline stated above	No charge
In the 2 weeks after the application deadline	£135
Within 6 weeks of the start of the examination	£245
Within 2 weeks of the start of the examination	Full fee

PAYMENTS

Payments may be made via:

The Society's website: <https://www.apothecaries.org/shop/>

Or

By BACS using the following bank account details:

Account Name: The Worshipful Society of Apothecaries of London
Sort Code: 18-00-02
Account Number: 05957192
Bank: Coutts & Co, 440 Strand, London, WC2R 0QS

IBAN: GB16COUT18000205957192
Swift/BIC Number: COUTGB22

Payment Reference: *Diploma Abbreviation + Candidate Surname* (e.g. "DMCC Smith")

Note:

- The account to which the examination fee is payable is different from that for the course.
- Please send email confirmation of payment to asstreg@apothecaries.org, including your name, the examination for which you are paying, and the date of examination.
- Candidates from overseas should ensure that their payments yield the correct fee in Sterling after deduction of bank charges.

RECOMMENDED READING LIST

The recommended reading list is available to download [here](#).