



## JOHANNESBURG OFFICE

### EXAMINATIONS & CREDENTIALS

#### INSTRUCTIONS FOR ADMISSION TO CMSA EXAMINATIONS (to be read in conjunction with the relevant Regulations)

1. Only online applications are accepted by the CMSA.
2. PLEASE OBTAIN IN GOOD TIME PROPER CERTIFICATES (SIGNED BY THE HEAD OF DEPARTMENT) FOR THE TRAINING CALLED FOR BY THE REGULATIONS, AND UPLOAD THEM TO YOUR APPLICATION. Applications offering inadequate or uncertificated/unrecognised training, or which in other respects display ignorance of the regulations, will be returned less a 10% handling fee
3. Please also upload a recent passport-size photograph. On acceptance of your application the CMSA will use this photograph on your numbered examination card which you should produce at all examination sessions.
4. The examination fee is on a separate schedule. Please check current rates. Fees are only payable by credit card and Electronic transfer. Proof of payment must be uploaded to your application form. NO cheques or cash are accepted.
5. Your completed application form including certified statements where required, passport size photograph and correct examination fee must be completed online on or before the published closing dates for the first and second semester examinations respectively.
6. **NO LATE APPLICATIONS** will be considered.
7. The CMSA no longer offers withdrawals or deferrals.
  - If you cannot sit for the examination, please send an email to [examwithdrawals@cmsa.co.za](mailto:examwithdrawals@cmsa.co.za) and your examination fee will be refunded less a 10% handling fee. Candidates who do not arrive at the venue to write will be contacted by the CMSA.
  - Candidates who do not sit for the examination and do not inform the CMSA in writing will NOT be refunded, candidates will forfeit examination fees paid.
  - Candidates who attempt part of the examination and then withdraw/cancel will not be refunded, candidates will forfeit examination fees.
8. Regarding the examination:
  - during all written sessions cellphones must be switched-off and lodged with the chief invigilator. If a candidate is found with a device on their person the CMSA has the right to confiscate such device.
  - candidates may bring basic stationery into the examination venue. Excess stationery will be confiscated.
  - during all oral sessions cellphones must not be in the candidate's possession.
  - all candidates will be sent a breakdown.
  - supplementary examinations will not be considered
  - candidates who stammer, suffer from writer's cramp etc, should indicate and certify this with their applications so that the CMSA, wherever possible, can arrange to accommodate them prior to the examination

9. Candidates who are successful in the diploma, fellowship and subspecialty examinations automatically become members of the CMSA. Annual statements for membership will be sent from the following financial year starting 1 June.
10. Fellowship candidates who are in doubt whether the posts they occupy or intend occupying are acceptable for examination admission and/or specialist registration (they are separate issues) should enquire from the CMSA as to the former, and from the Health Professions Council of South Africa, PO Box 205, Pretoria, 0001, telephone 012 328-6680, as to the latter.
- 11 Submission of an application implies that the candidate has read, comprehends and accepts the regulations relevant to that CMSA examination.

**JOHANNESBURG**  
**July 2022**