

ADAMA POLYTECHNIC COLLEGE

PROCEDURE TO APPLY FOR COC EXAM



WHO CAN APPLY FOR COC EXAM?

- Anyone who has completed his/her 10th or 12th grade and attended the training in the level and occupation for which he/she is applying for.
- If a person wants to apply for 2nd, 3rd, 4th, and 5th Level, He has to present attended level COC certificate and Temporary College Transcript.
- A person who can come at a time of the exam.

WHEN TO APPLY

- ↪ Application for COC Exam Time will be published through the college's social media (Official Website, Telegram Channel and Face book Page). Anyone who wants to apply for COC exam at Adama Polytechnic College can follow and look up a new information regarding exam time and deadlines.
- ↪ The colleges might attach the manual hardcopy outside the college's compound and anyone who is close to the college can follow related information.

HOW TO REGISTER

- ↪ Anyone who wants to register to Our College can follow the following Steps.
 - Open You Internet Browser(From Phone or PC)
 - Search Our Website (Aptc.Ezyro.com) on the Address bar (Not on Google).
 - Click the Admission Menu and Click on the Apply for COC Secondary Menu.
 - Click apply for COC after reading the requirements
 - Enter You Account to go to Google(If You are Asked)
 - Fill all Information required
 - Submit The Information
 - You Are Now Applied for COC Exam

REQUIREMENTS TO REGISTER

- ↪ Scanned Official Certificate and School Transcript of Completed Grade
- ↪ Scanned Photo of Application Payments
 - Level I = 150 ETB
 - Level II = 150 ETB
 - Level III = 250 ETB
 - Level IV =250 ETB
- ↪ Completed Level Certificate and Tempo
- ↪ Correct Name, Phone Number. Provide Gmail Account(Optional)
- ↪ Specified Department Or Occupation
- ↪ Clear Photo on The Certificate and Transcript, Tempo

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DON'T REGISTER IF

- ↗ The department you are looking is not unknown of giving the exam
- ↗ You don't have a valid and clear (readable) certificate of the grade completed.
- ↗ If You Haven't Paid COC examination Payments.

ACCEPTABLE APPLICATIONS

The application is accepted if the following criteria are met, if not the application might be considered redundant and the system might directly disqualify the applicant. Please Read the following notes thoroughly before registering to our college

- ↗ Readable Certificates should be uploaded while registering
- ↗ Names That Match The Certificate and School Transcript
- ↗ Specified Department and Occupation
- ↗ Payments Should Be Uploaded

UNACCEPTABLE APPLICATIONS

The application might be unacceptable for many reasons. Please try to avoid the following errors while registering to the college.

- ↗ Unreadable Certificates
- ↗ Names That Doesn't Match The Certificate and School Transcript
- ↗ Unspecified Department and Occupation
- ↗ Repetition of Registration
- ↗ Sending the same Payment For Different Occupation Directly Disqualifies the applicant
- ↗ Un submitted Registrations
- ↗ Registration After Deadline

RELATED ISSUES

- ↗ If there are some minimal problems with your Application the colleges COC Center will call or Send you an email notification so that you could solve the problem personally.

REGISTRATION RESULT

- ↗ Only accepted applicant are published over our website(Aptc.Ezyro.Com)
 - ↗ Your application result will be announced through our social media (Website, Telegram and Face book) or you will be notified if you are accepted through an email.
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