



TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

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CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR REGISTRATION OF TVET INSTITUTIONS

The following documents are required for the application of Registration, and Licensing of a TVET institution, Manager and trainers:

NO.	<i>REQUIREMENT</i>	Mark here
1	Certified copy of registration of business name ,certificate of incorporation or Trustee	
2	Certified Copy of Public Health Report statement (not more than twelve (12) months old) on the suitability of premises to be used	
3	Evidence of ownership or lease arrangement. If the applicant owns the structure please provide the title deed. In case of lease, provide a certified copy of a renewable lease agreement of at least 5 years witnessed by an advocate who is a commissioner of oaths.	
4	Certified copy of Manager's (Sponsor) ID/passportand passport size photograph	
5	Certificates of good conduct for Manager, Principal and Trainers	
6	Layout designs of the Institution, specifications of available infrastructure and equipment	
7	Curriculum Vitae and certified copies of certificates for trainers and Manager by an advocate who is a commissioner of oaths and their appointment letters.	
8	Proof of payment of prerequisite fees; Money payable to TVETA BANK ACCOUNT ONLY	
9	Duly filled application forms for registration of TVET institution (TVETA/TVET/REG/1) , approval of manager (TVETA/TVET/REG/2)and trainer(TVETA/TVET/REG/3)	
10	List of Directors or Trustees in case of a community or Non Governmental based institution and their appointment letters.	
11	Proposal on Financial ability to establish a TVET instituion.	