



## TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

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Wednesday, March 16, 2022

### IMPORTANT PUBLIC NOTICE

Technical and Vocational Education and Training Authority (TVETA) is a State Corporation under the Ministry of Education established under the TVET Act of 2013. Among other functions as stated in the Act, the Authority carries out Licensing, Registration and Accreditation of Institutions and Trainers.

In order to enhance efficiency in Licensing of TVET Trainers, the Authority wishes to inform members of the public that:

1. All trainer applications should be submitted online on the TVET MIS through the link <https://mis.tveta.go.ke/assessors/signup>
2. Trainers who were licensed before implementation of MIS and their names appear on the TVETA Website can download their licenses by creating an account on MIS and updating their profiles. They will then be able to download their licenses on the **Services section** by Clicking on '**Download License**'.
3. All trainers who applied manually (Hard copy forms or sent soft copy documents to the email [accreditation@tveta.go.ke](mailto:accreditation@tveta.go.ke) ) but were not licensed since they did not meet the minimum requirements can re-apply through the MIS if they now meet the set standards. They will be required to pay the requisite fee of **KSh. 1,000** for fresh evaluation of their applications.
4. Payment of prerequisite fee does not guarantee registration and licensing.
5. Applicants will be required to attach certified copies of their academic certificates and transcripts for processing.
6. Registration and licensing granted due to false information furnished by the applicant shall be nullified.
7. Once registered, the license is valid for three years and shall be renewed upon submission of evidence of an applicant's continuous professional development and payment of the Applicable fee.
8. In the event that the application contains incorrect information, it shall be reverted for correction and re-application.
9. Where a trainer application has been evaluated and finalized based on application documents, the processing shall be deemed complete and in case an applicant has more documents, he/she may be required to re-apply for accreditation. The cost of re-application shall be met by the applicant.
10. No trainer shall be licensed unless he/she meets the set requirements, which include provision of:
  - i. At least a Craft/Level 5 qualification,
  - ii. Accountants with CPA qualifications only, should be CPA (K) holders,
  - iii. Evidence of recognized pedagogy training,
  - iv. Evidence of payment of requisite fees and
  - v. Certificate of good conduct.

For enquiries, please contact us through the emails [info@tveta.go.ke](mailto:info@tveta.go.ke) or [trainers@tveta.go.ke](mailto:trainers@tveta.go.ke) or our office lines +254 20 2392140/ +254 700 015 440

Fred Oanda, P.Eng., Tech, MIETK  
**DIRECTOR, ACCREDITATION & OUTREACH SERVICES**  
Wednesday, March 16, 2022



ISO 9001:2015 CERTIFIED

