HRMPEB

**HRMPEB/EC/04**

**APPLICATION FOR ACCREDITATION IN OFFERING HRMPEB CBET PROGRAMS – CERTIFICATE AND DIPLOMA IN HUMAN RESOURCE MANANAGEMENT(CBET)**

Applicants should fill all the questions in capital letters and submit the completed form to HRMPEB offices with a non-refundable application fee of Ksh. 10,000 and accreditation fee of Ksh 20,000 (Diploma in HRM – 10,000 Certificate in HRM – 10,000)

# Particulars of the Organization

* + 1. Name of organization: \_
    2. Date of Registration/Incorporation Certificate No.
    3. PIN No. VAT No. \_

**NB**: *Attach copy of Registration/Incorporation certificate, PIN/VAT and memorandum & Articles of Association/Constitution where applicable*

* 1. **Physical Address**: (*Attach a sketch map of the physical address area*)
     1. County City/ Town
     2. Road/Street Building/Floor

e) Tenancy validity period (*Attach copy of title deed OR a registered lease)*

1. Post Office Box No. Code City/Town
2. Telephone No.
3. E-mail Website

# 3.0 Proprietor(s) Particulars

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Nationality** | **PIN No.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4.0 Are you accredited by TVETA as a Training Institution to offer CBET programs? YES NO**

If YES, State your Registration Certificate No:

**5.0 Declaration:**

I declare that to the best of my knowledge and belief, the information provided in this form is true and correct. Name: …………………………………………………...Signature…………….………………….…

Date and Rubber Stamp: …………………

# For official use only:

**DECISION:**

Approved/Not Approved

Signature Date

Allocated Training Centre Number: