

## CPD/ CTD Training Provider Application Form

CPD: - Continuous Professional Development; CTD: - Continuous Technical Development

### 1. Training Provider Details

Organization Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Website URL: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Designation: \_\_\_\_\_

2 Accreditation/Registration Details	
<i>(Please tick (✓) box when the required document(s) has (have) been attached/provided)</i>	
a. Certified copy of registration/accreditation certificate from NITA or TVETA or CUE	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached.
b. Certified copy of registration certificate as a professional society/ regulator in the construction industry. <i>(Part a) does not necessarily apply for those in this section)</i>	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
c. Copy of your organization's organogram	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached
3 Details of CPD/ CTD Training/ Event	
a. Title of CPD/CTD Event	
b. Event Description State type of proposed CPD/CTD event	
c. Duration <i>(days, weeks, months)</i> Attach a copy of the Fy. CPD/CTD Training Event Programme/ Timetable / Calendar)	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached.
d. State the Venue(s) Attach a brief write-up on the status & suitability of the venue(s)	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached.

<b>e.</b>	<b>Target Group</b> (E.g. Contractors, Site supervisors, Construction workers, etc.) Attach a brief write-up on the target group(s)	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached.
<b>f.</b>	<b>Level of CPD/CTD Training</b> (Introductory/ intermediate/advanced)	
<b>g.</b>	<b>Aims/Objectives</b> State aims/objectives of the event and attach course outline and training content.	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached.
<b>h.</b>	<b>Learning Outcomes</b> (What should participants be able to know, understand or do as a result of the CPD/CTD Training)	
<b>i.</b>	<b>Trainers &amp; facilitators</b> Attach certified copies of trainers' academic and professional certificates and detailed curriculum vitae.	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached.
<b>j.</b>	<b>Training Registration details</b> (How will participants register for the activity?) Contact name, telephone, email address or web link	<input type="checkbox"/> I confirm that it is my organization's responsibility to advise participants in good time if an event is cancelled or changed.
<b>k.</b>	<b>Registration/ Training Fee</b> (Is there a charge for the CPD/CTD?) State the cost incl. of VAT and give payment details	
<b>l.</b>	<b>Certification</b> Attach Sample Certificate (s)	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached.
<b>4.</b>	<b>NCA Accreditation Fee</b>	
a.	I understand that if my application is approved, the Accreditation Period is within the Financial Year 2019/2020. (1 <sup>st</sup> July to 30 <sup>th</sup> June 2020) upon payment of the prescribed accreditation fees as below;	
<b>b.</b>	<b>Duration of Training</b> <input type="checkbox"/> <2 days <input type="checkbox"/> 3-5 days <input type="checkbox"/> 6-30 days <input type="checkbox"/> Full FY Calendar	<b>Fees (Kes) per Training</b> <input type="checkbox"/> Kes. 60,000 <input type="checkbox"/> Kes. 80,000 <input type="checkbox"/> Kes. 120,000 <input type="checkbox"/> Kes. 200,000 <b>Note:</b> Payment details to be communicated upon successful evaluation

I/we understand that the Authority reserves the right to approve or reject in full or in part any application for accreditation as CPD/CTD training provider at any time.

This application is submitted by.....

Signed & Stamped..... Date.....

Please return the completed form via post or email to the following address:

**Executive Director**  
**National Construction Authority**  
**P. O. Box 21046-00100**  
**Nairobi, Kenya**  
Email: [training@nca.go.ke](mailto:training@nca.go.ke)