

**Checklist for accreditation of Local Assessment and Examination Body (LABE)**

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| **No.** | **Item**  | **Remarks**  |
| **A** | **Registration documents**  |  |
|  | Institutions registration by AG’s office(certificate of incorporation ) or Act of parliament establishing body |  |
|  | Certificate of accreditation by KNQA |  |
|  | Complete application form KNQA/ACC/LABE/001E |  |
|  | KRA Pin for the organization |  |
| **B** | **Accounting Officer/CEO**  |  |
|  | Letter of appointment |  |
|  | KRA Pin  |  |
|  | Identification(ID, Passport) |  |
|  | Proof of payment of requisite fee |  |
| **C** | **Liaison Officer**  |  |
|  | Letter of appointment |  |
| KRA Pin  |  |
| Identification(ID, Passport) |  |
| **D** | **Qualifications**  |  |
|  | List of Qualifications currently awarded by the body |  |
|  | Unit standard for all qualifications in form described in annex 1 on the application form |  |
|  | Provide proof of development of occupational standards for each of the qualifications declared *(Correspondence with Sector Skill Advisory Committee and industry stakeholders, attendance register for workshops, Approval of occupational standards by relevant authority).* |  |
|  | List of accredited assessment centers in the format described in annex 2 in the application form |  |
|  | Guidelines for revoking and awarded qualifications |  |
|  | Attach any partnership MOU |  |