**APPLICATION FOR CERTIFICATE OF EQUIVALENCE (CoQE)**

A certificate of Qualifications Equivalence is awarded to an institution/assessment or examination body that seeks to introduce and award a foreign Qualification in Kenya. Foreign institutions that intend to train and award foreign qualifications in Kenya need to apply for and receive a Certificate of Qualifications Equivalence (CoQE) for each of the qualifications; as set out in the KNQF act no 22 of 2014 and KNQF regulations 2018- before training and awarding of the Qualification. Local institutions that have qualifications whose location within the Kenya Qualifications Framework is not clear, can also apply to have this clarified and issued with a CoQE.

The Kenya National qualifications Authority (KNQA) undertakes to asses and issue a certificate of Qualifications Equivalence for each application within two weeks from the time of application and register the said qualification within the KNQF. For a Foreign and Local qualification to be issued with a Certificate of Qualifications Equivalence and to be registered on the KNQF it must:

1. Be submitted to KNQA by an assessment and/or examination Institution that is registered in its country of origin; or its local authorized agent within Kenya;
2. The Qualification must be registered by the Qualifications framework in its country of origin and/or recognized in any other form by that country’s regulatory authorities;
3. In the absence of (2) and/or to complement the process, priority will be given to qualifications for which Kenya has bilateral agreement with the country from which the qualifications are coming from;
4. In assessing the qualification, the KNQA will ensure that;
	1. *The Applying institution and qualification are duly registered and/or accredited in the country of origin;*
	2. *The Volume of learning that goes into the qualification meets requirements of the level at which the applicant is seeking to register the qualification at (this will determine the level at which the qualification will be recognized and equated);*
	3. *Suitability and need of the qualification for the Kenyan education, training and work environment;*
	4. *Accreditation status of institutions that are training for the qualification in Kenya;*
	5. *Entry requirements for students wishing to be enrolled to study the qualification;*
	6. *The extend to which the qualification fits into the KNQF (level descriptors) and meets the expectations and aspirations of the framework;*
5. Include as general requirements, experiential learning, and recognition of prior learning and/or practical experience and industry training;
6. Institutions applying for CoQE will be required to fill a prescribed application form, attach a detailed curriculum and structure of the Qualification, teaching methods, assessment and examination requirements and systems for the qualification; and any other materials that support the application such as brochures, list of accredited institutions that are training (their accreditation status) for the qualification.
7. Payment of requisite fee (***See service fees charged by KNQA***); Ksh 50,000 for a local and ksh 100,000 for a Foreign Qualification.

**All payments to be made to:**

**KNQA Bank Account**
**A/C Name:** Kenya National Qualifications Authority
**A/C No.: 1208626825**
**Bank:** Kenya Commercial Bank