



**APPLICATION
FOR A
LICENCE
AS A
TELECOMMUNICATIONS
TECHNICAL PERSONNEL**

CA/F/LCS/TL 1.5

(FEBRUARY2021)

NOT FOR SALE

New Application

Licence Renewal

Licence Upgrade

1. MANDATORY REQUIREMENTS FOR AN APPLICANT

- A:** this application should be completed in English
- B:** the application should be addressed to the Director/Licensing, Compliance and Standards (see *address below*) with a covering letter summarizing the profile of the applicant and the licence categories applied for,
- C:** the application should be accompanied by a sworn affidavit submitting the documents listed therein in line with the template at Annex 1 below:
- D:** the table below shows fees payable for the telecommunications technical personnel licence:

	Application Fee	Initial Licence Fee	Annual Fee
when fees are payable (all fees are non-refundable)	when submitting application form	after approval and before issuance of licence	on/or before 1 st July of each year
Telecommunications Personnel Licence	500/=	1,000/=	500/=

Payments can be made in cash; banker's or company cheque at the cashier's office at the ground floor at CA Centre from **0900 and 1200 hours** and from **1400 to 1600 hours** on weekdays (and closed on public holidays).

- E:** for more information on the licensing procedures and processes, see Annex 3 below.
- F:** please present a completed application form at our offices on Waiyaki Way, 1st floor, CA Centre at the Front Desk.

2. APPLICATION ACCEPTANCE SECTION - FOR OFFICIAL USE ONLY

NO	APPLICATION REQUIREMENTS	RECEIVING OFFICER	CHECKING OFFICER
1.	A cover letter by applicant		
2.	Application duly completed, dated and signed by applicant		
4.	Application fee paid		
Are the following copies provided and listed in the affidavit?			
5.	Kenyan National Identification (ID) Card (Clear copy)		
6.	Personal Identification Number (PIN) Card		
7.	KCSE (or its equivalent) certificate must be included		
8.	Academic certificates e.g. diploma, degree etc. Transcripts may be required to confirm suitability. For foreign degrees or diplomas, an attestation of its equivalence by the relevant government agency is required.		
9.	Curriculum Vitae (CV)		
10.	Testimonials of at least one (1) year demonstrable experience on previous works undertaken (necessary for full Categories IMWE)		

The Receiving and Checking Officers MUST confirm submission of all requirements by checking against each requirement before accepting and logging an application	
Receiving Officer	Checking Officer
Comments: Name: Signature: Date:	Comments: Name: Signature: Date:

3. NAME OF APPLICANT

(in bold capital letters in the order the names appear on your ID)

.....

4. APPLICANT'S CONTACTS

1. Postal Address:

P. O. Box Postal Code

Post Office Town

2. Phone and Fax Contact:

Tel. No. Fax. No.

Mobile Other Tel. Nos.

3. Email Address:

5. LICENCE CATEGORIES

Installation (I) Maintenance (M)

Internal Wiring (W) External Wiring (E)

(Tick the licence categories you wish to be considered for)

Note: Applicant must provide evidence of proficiency in the licence categories they wish to be considered for. See Annex 2 below for details on the qualifications for each category.

6. CURRICULUM VITAE

Please provide Curriculum Vitae and include any experience in the installation & maintenance of consumer premises telecommunications equipment and internal & external telecommunications works. It is important that the CV content is backed by appropriate recommendation letters/testimonials.

7. OTHER INFORMATION ABOUT THE APPLICANT

1. Have you been registered in any of the categories at 5 above? *(If so give details)*

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2. Have you been declared bankrupt? *(If so give details)*

.....

3. Has any previous application by you been rejected or cancelled under the Act? *(If so give details)*.....

8. REFEREES (*individual persons from Kenya*)

Two different referees who have known the person in a professional capacity, but are not related to the applicant, should complete the following details.

1. 1st Referee

I certify that the information provided in this form is true and correct to the best of my knowledge

Full Name _____
(*Block letters as the names appear on the ID/Passport*)

Postal Address:
P. O. Box _____ Postal Code _____

Post Office Town _____

Phone and Fax Contact:
Tel. No. _____ Fax. No. _____

Mobile _____ Other Tel. Nos. _____

Email Address: _____

Occupation _____ Signature _____

2. 2nd Referee

I certify that the information provided in this form is true and correct to the best of my knowledge

Full Name _____
(*Block letters as the names appear on the ID/Passport*)

Postal Address:
P. O. Box _____ Postal Code _____

Post Office Town _____

Phone and Fax Contact:
Tel. No. _____ Fax. No. _____

Mobile _____ Other Tel. Nos. _____

Email Address: _____

Occupation _____ Signature _____

9. DECLARATION

I hereby certify the information I have provided in this application is true and correct to the best of my knowledge. I also understand that it is an offence under the Penal Code to provide false information in support of any application.

Name of Applicant.....

Signature.....

Date.....

10. COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO: -

**Director/ Licensing, Compliance and Standards
Communications Authority of Kenya
1st Floor, CA Centre, Waiyaki Way
P. O. Box 14448
Nairobi-00800
Tel: 254-20- 4242000
Fax: 254-20- 4242430**

FOR OFFICIAL USE ONLY**CLC Deferment Section:**

CLC#	Reason for deferment	Name & Signature

FOR OFFICIAL USE ONLY

Name of Applicant:.....

The applicant **MEETS/ DOES NOT MEET** the Authority's requirements and is hereby **APPROVED/NOT APPROVED** to be Registered/Renewed as a or Upgraded to

.....
.....

Subject to:
.....

The reasons for not approving the applicant for licensing are as follows:-

.....
.....

Name.....

Designation..... Signature.....

Dept./CLC No..... Date.....

Official stamp

**ANNEX 1: TEMPLATE OF AFFIDAVIT FOR SUBMITTING DOCUMENTS
IN SUPPORT OF THE APPLICATION**

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATIONS ACT

CHAPTER ----, LAWS OF KENYA

AND

**IN THE MATTER OF AN APPLICATION FOR LICENSE FROM THE
COMMUNICATIONS AUTHORITY OF KENYA**

AFFIDAVIT

I, _____ of Post Office Box
Number _____ (Town) _____ (Postcode)
_____ do hereby make oath and state as follows:

1. THAT I am an adult of sound mind and hence competent to swear this Affidavit.
2. THAT I am a citizen of Kenya and holder of National Identity Card No.

3. THAT I have resolved to make an application to the Authority for a Telecommunications Technical Personnel licence.
4. THAT I have submitted the following copies of my documents in support of the said application:

4.1 A copy of my Kenya National Identity Card (ID), *(both sides of the ID should be copied onto the same side of an A4 size paper)*

4.2 The following Academic Certificates *(a copy of the EACE/KCE/KCSE certificate must be included)*

4.3 The following Technical Certificates and Testimonies

4.4 A copy of Personal Identification Number (PIN) card

- 5 THAT I swear the documents listed in 4 above are authentic copies of the original documents issued by the relevant authorities to me.
- 6 THAT this Affidavit is sworn in support of my application for the Telecommunications Technical Personnel license.
- 7 THAT what is deponed to herein above is true and within my own knowledge.

SWORN at _____(Location))
)
 by the said (Name of Applicant/Deponent)) _____
) (Deponent)
 _____)
)
 This _____ day of _____ in the year _____)
)

Drawn by:

BEFORE ME

COMMISSIONER FOR OATHS/MAGISTRATE

_____ (law firm)

_____ (physical address)

P. O. Box _____

_____ (town)

_____ (postal code)

ANNEX 2: CLASSIFICATION OF TELECOMMUNICATIONS TECHNICAL PERSONNEL

1. TECHNICAL PERSONNEL CLASS A:

Entitles the holder to deal in installation, repair and/or maintenance of any kind or class of Communications Equipment and undertake internal and external wiring for both wireless and wire-line systems.

Minimum qualifications for Class A license:

- i. Degree in relevant engineering (telecommunications, Communications or Electronics Engineering option) or;
- ii. Higher National Diploma/Diploma in relevant engineering (Telecommunications, Communications or Electronics Engineering option) or an equivalent of *Technician Part III in Telecommunications or Electronics Engineering or City and Guilds London Institute Examinations Part C* or;
- iii. Any equivalent of the above from a recognized training institution as per the Ministry of Education/Kenya National Examinations Council criteria;
- iv. *an applicant with the relevant Technician part II certificate or its equivalent may be considered for class A based on at least 5 years relevant experience supported by at least three (3) reports from supervisor/s of projects undertaken during the same period.*

2. TECHNICAL PERSONNEL CLASS B:

Entitles the holder to deal in installation and/or maintenance of all desktop and wall mounted Communications Terminal Equipment and other internal installation works but NOT works involving external and/or radio communication installation.

Minimum qualifications for Class B license:

- i. *Technician Part II or Craft Certificate Part iii in Telecommunications or Electronics Engineering or City and Guilds London Institute Examinations Part B.*
- ii. Any equivalent of the above from a recognized training institution as per the Ministry of Education/Kenya National Examinations Council criteria.
- iii. *An applicant with the relevant Technician part I certificate or its equivalent may be considered for class B based on at least 3 years relevant experience supported by at least two (2) reports from supervisor/s of projects undertaken during the same period.*

3. TECHNICAL PERSONNEL CLASS C:

Entitles the holder to deal in installation and maintenance of simple communications systems such as one line systems and NOT allowed to undertake any radio installations.

Minimum qualifications - Class C license:

- i. *Technicians Part I in Telecommunications or Electronics Engineering or City and Guilds London Institute Examinations Part A* or;
- ii. Any equivalent of the above from a recognized training institution as per the Ministry of Education/Kenya National Examinations Council criteria or;
- iii. *An applicant with relevant lower qualifications may be considered for class C based on at least two (2) years relevant experience supported by at least 1 report from supervisor of a project undertaken during the same period.*

ANNEX 3:

**QUALIFICATIONS FOR CONSIDERATION OF REGISTRATION
AS TELECOMMUNICATIONS TECHNICAL PERSONNEL**

CATEGORY	TYPE OF WORKS INVOLVED	MINIMUM QUALIFICATIONS FOR REGISTRATION
<p>Installation (I)</p>	<p>Installation of telecommunications equipment(s). NOT allowed to Install External facilities or Radio Communication equipment.</p>	<ol style="list-style-type: none"> 1. Technician part II in telecommunications or electronics, 2. City and Guilds London Institute Examinations Part B in telecommunications or electronics or 3. an equivalent course from a training institution recognized by the Kenya National Examinations Council or; 4. an applicant with lower qualifications may be considered for this category based on at least 3 years experience in installation of telecommunications equipment(s). Report/s by supervisor/s during this period detailing the role of the applicant in at least 2 projects is/are required.
<p>Maintenance (M)</p>	<p>Maintenance of telecommunications equipment(s). NOT allowed to maintain External facilities or Radio Communication equipment.</p>	<ol style="list-style-type: none"> 1. Technician part II in telecommunications or electronics or; 2. City and Guilds London Institute Examinations Part B in telecommunications or electronics or; 3. an equivalent course from a training institution recognized by the Kenya National Examinations Council or; 4. an applicant with lower qualifications may be considered for this category based on at least 3 years experience in maintenance of telecommunications equipment(s). Report/s by supervisor/s during this period detailing the role of the applicant in at least 2 projects is/are required.
<p>Internal Wiring (W)</p>	<p>block wiring of electronic communications infrastructure inside a consumer building. NOT allowed to Install External facilities or Radio Communication equipment.</p>	<ol style="list-style-type: none"> 1. Technician part I in telecommunications or electronics or; 2. City and Guilds London Institute Examinations Part A in telecommunications or electronics or; 3. an equivalent course from a training institution recognized by the Kenya National Examinations Council.
<p>External Wiring (E)</p>	<p>Setting up electronic communications infrastructure on private and/ or public land including; Installation and Maintenance of External facilities and Radio Communication equipment.</p>	<ol style="list-style-type: none"> 1. engineering degree or diploma in (telecommunications, communications, electronics, or equivalent) or; 2. Technician part III in telecommunications or electronics or; 3. City and Guilds London Institute Examinations Part C in telecommunications or electronics or; 4. an equivalent course from a training institution recognized by the Kenya National Examinations Council <p>In addition, at least 1 year demonstrable experience in the installation and maintenance of external facilities such as underground cables, overhead cables and/or wireless communication systems. Evidence of relevant training will be an added advantage.</p>

ANNEX 4: INFORMATION ON THE LICENSING PROCEDURES AND PROCESSES

1. Process of submitting an application

Submission of an application may be done through the postal system or in person at our office. We encourage you to present your application in person where our receiving officer will check the documents and advise you on any shortcoming.

Once the receiving officer has confirmed that all documentations are in order, you will be requested to pay the application fees. Please retain your original payment receipt.

2. Consideration and approval of application by the Authority

An application, which meets all the licensing requirements, will be processed within **sixty (60) days** from the date when all the requirements have been met.

The Authority considers applications on a **first-come-first-served** basis. Although your application will undergo many internal processes, you will be informed in writing and advised on the way forward in the event that the application is not successful at any stage.

3. Licence offer

If the application is approved, you will be informed in writing (letter of offer) and may also be contacted via phone/email.

The letter of offer is valid for a period of **six (6) months** from the date it's written and states the amount of money to be paid before a licence is issued.

Please note that the upfront operational fees in the offer letter are prorated on monthly bases. This may therefore differ depending on the date you wish to make the payment. You may therefore wish to get in touch with our office to be advised on the correct operating fees before making the payment.

4. Operationalisation of the licence

Any works done under this licence should be in accordance with the Authority's regulations.

Please familiarise yourself with the "**GUIDELINES FOR SUPPLY, INSTALLATION AND MAINTENANCE OF INTERNAL/EXTERNAL COMMUNICATION INFRASTRUCTURE**" issued by the Authority.

You can purchase the guidelines from the Authority or download a free copy from our website: www.ca.go.ke

5. Terms and conditions of the licence

The licence terms and conditions include (but are not limited) to the following:

- Scope of the licence
- Obligations to consumers
- Obligations to other licensees
- Obligations to the Authority
- Obligations to the state

Please visit our website: www.ca.go.ke where you can download a sample telecommunications technical personnel licence.