



*(Established under the Technical Education, Vocational and Entrepreneurship Training Act No. 13 of 1998 and the TEVET (Amendment) Act No. 11 of 2005.*

Birdcage Walk, Longacres, Private Bag RW16X, Lusaka – Zambia, Tel: 260-1- 253331,253332, 253334, 253327, 253211 Fax: 254560/253382; E-mail: [teveta@teveta.org.zm](mailto:teveta@teveta.org.zm)

## **RENEWAL APPLICATION FORM FOR ACCREDITATION OF FOREIGN EXAMINATION BOARDS**

### **INSTRUCTIONS**

1. *Examination Boards applying for Accreditation to conduct examinations and assessments in Technical Education, Vocational and Entrepreneurship Training (TEVET) shall complete this form in full and forward it to:*

The Director General  
Training Standards Division  
Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA)  
Birdcage Walk, Longacres  
Private Bag RW 16X  
LUSAKA.

2. This Form must be completed in **BLOCK LETTERS**.
3. Applicants shall forward **all** the listed documents with their application. No application will be processed if any of the required documents is not provided. Attachments under 3.1 below should only be sent to TEVETA if there are changes.
  - 3.1 *Five (05) sets of curricula for each qualification to be accredited*
  - 3.2 *Examination Papers and answer scripts for the last two (02) sittings*
  - 3.3 *Copy of Certification from a recognised Quality Assurance Board from the Country of Origin*

*May 2012*

**SECTION A: EXAMINATION BOARD DETAILS**

Name of Examination Board: \_\_\_\_\_

Physical Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Full mailing Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Country of Origin: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Website details: \_\_\_\_\_

Name of contact Person: \_\_\_\_\_

Designation of contact Person: \_\_\_\_\_

Name and Contact Address of the recognised Quality Assurance Board that the Examination Board is affiliated to in the Country of Origin: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Indicate your accreditation reference number: \_\_\_\_\_

Bank Details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SECTION B: LIST OF INSTUTIONS OFFERING TRAINING OR EXAMINATIONS ON BEHALF OF THE EXAMINATION BOARD**

Provide the information for the Institutions accredited by the Exam Board and their status

***1. Tuition Centre Only, 2. Tuition and Examination Centre Only and 3. Examination Centre only***

Item No.	Name of Centre in Zambia	Levels of Programmes offered	Expiry date of Affiliation Certificates for the Centres	TEVETA Registration Number of the Centre	Affiliation Status		
					1 Tuition only	2 Tuition & examinations	3 Examinations only

*Provide separate attachment if space provided is not adequate*





**FOR OFFICIAL USE ONLY**

Accreditation Approved/Not Approved: \_\_\_\_\_

Dates of accreditation: From: \_\_\_\_\_ to: \_\_\_\_\_

Accreditation Number: \_\_\_\_\_

Name of Approving Officer: \_\_\_\_\_

Designation: \_\_\_\_\_