



**Communications  
Commission  
of Kenya**

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

**FORM CCK/F/LCS/TL1.0**

**(June 2011)**

**NOT FOR SALE**

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## 1. MANDATORY REQUIREMENTS FOR AN APPLICANT

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- 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:

	<b>Application Fee</b>	<b>Initial Licence Fee</b>	<b>Annual Fee</b>
<b>when fees are payable</b> (all fees are non-refundable)	when submitting application form AF 1B	after approval and before issuance of licence	on/or before 1 <sup>st</sup> July of each year
<b>Telecommunications Personnel Licence</b>	500/=	2,000/=	500/=

Payments can be made in cash; banker's or company cheque at the cashier's office at the ground floor from **0900 and 1200 hours** and in the afternoon 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, CCK Centre at the Front Desk.

**2. APPLICATION ACCEPTANCE SECTION - FOR OFFICIAL USE ONLY**

NO	APPLICATION REQUIREMENTS	RECEIVING OFFICER	CHECKING OFFICER
1.	Is a covering letter by Applicant included?		
2.	Is the application duly completed?		
3.	Is the application signed, giving applicant's name and date signed?		
4.	Is application fee paid?		
<b>Are the following copies provided and listed in the affidavit?</b>			
5.	Kenyan National Identity Cards (ID)		
6.	PIN Card		
7.	Academic Certificates (a copy of the KCE (or its equivalent) certificate must be included)		
8.	Technical Certificates and Testimonies		
9.	Curriculum Vitae (CV)		

**The CCK Receiving Officer MUST tick ALL the boxes above before accepting and logging an application.**

**Receiving Officer's Comments:** .....

**Receiving Officer's Name:** .....

**Signature:** ..... **Date:** .....

**The CCK Checking Officer MUST tick ALL the boxes above before recommending the application for further consideration.**

**Checking Officer's Comments:** .....

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**Checking Officer's Name:** .....

**Signature:** ..... **Date:** .....

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**3. NAME OF APPLICANT**

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

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**4. APPLICANT'S CONTACTS**

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**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:** .....

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**5. LICENCE CATEGORIES**

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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.

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**6. CURRICULUM VITAE**

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*Please provide Curriculum Vitae and include any experience in the installation & maintenance of consumer premises telecommunications equipment and internal & external telecommunications works.*

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**7. OTHER INFORMATION ABOUT THE APPLICANT**

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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)*

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

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**9. DECLARATION**

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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 give false information in support of any application.

Name of Applicant.....

Signature.....

Date.....

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**10. COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO: -**

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

**FOR OFFICIAL USE ONLY**

The applicant **MEETS/ DOES NOT MEET** the Commission's requirements and is hereby **RECOMMENDED/NOT RECOMMENDED** to be registered as a

.....  
The reasons for not recommending the applicant for registration are as follows:-

.....  
Name.....

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

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 COMMISSION 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 Commission 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 Kenyan National Identity Cards (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 \_\_\_\_\_ by the said )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ ) (Deponent)  
 This \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ )  
 BEFORE ME )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )  
COMMISSIONER FOR OATHS )

Drawn by:

\_\_\_\_\_ (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).
- 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*.
- 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 3 from 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 installation.**

Minimum qualifications for Class B license:

- i. *Technician Part II, 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 2 from 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.*
- 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 relevant lower qualifications may be considered for class C based on at least 2 years relevant experience supported by at least 1 report from supervisor of a project undertaken during the same period.*

**CATEGORISATION OF WORKS UNDERTAKEN BY TELECOMMUNICATIONS TECHNICAL PERSONNEL**

<b>CATEGORY</b>	<b>TYPE OF WORKS INVOLVED</b>	<b>MINIMUM QUALIFICATIONS FOR REGISTRATION</b>
Installation  (I)	installation of telecommunications equipments	<ol style="list-style-type: none"> <li>1. Technician part II in telecommunications or electronics,</li> <li>2. City and Guilds London Institute Examinations Part B in telecommunications or electronics or</li> <li>3. an equivalent course from a training institution recognized by the Kenya National Examinations Council.</li> <li>4. an applicant with the relevant Technician part I certificate or its equivalent may be considered for this category based on at least 3 years experience in installation of telecommunications equipments. Such experience shall be based on report/s by supervisor/s including details of the role of the applicant in at least 2 projects.</li> </ol>
Maintenance  (M)	maintenance of telecommunications equipments	<ol style="list-style-type: none"> <li>1. Technician part II in telecommunications or electronics,</li> <li>2. City and Guilds London Institute Examinations Part B in telecommunications or electronics or</li> <li>3. an equivalent course from a training institution recognized by the Kenya National Examinations Council.</li> <li>4. an applicant with the relevant Technician part I certificate or its equivalent may be considered for this category based on at least 3 years experience in installation of telecommunications equipments. Such experience shall be based on report/s by supervisor/s including details of the role of the applicant in at least 2 projects.</li> </ol>
Internal Wiring  (W)	block wiring of electronic communications infrastructure inside a consumer building	<ol style="list-style-type: none"> <li>1. Technician part I in telecommunications or electronics,</li> <li>2. City and Guilds London Institute Examinations Part A in telecommunications or electronics or</li> <li>3. an equivalent course from a training institution recognized by the Kenya National Examinations Council.</li> </ol>
External Wiring  (E)	Setting up electronic communications infrastructure on private and/ or public land	<ol style="list-style-type: none"> <li>1. Engineering degree or diploma in (telecommunications, communications, electronics, or equivalent),</li> <li>2. Technician part III in telecommunications or electronics,</li> <li>3. City and Guilds London Institute Examinations Part C in telecommunications or electronics or</li> <li>4. an equivalent course from a training institution recognized by the Kenya National Examinations Council.</li> <li>5. in addition, training and experience in the installation and maintenance of underground, overhead and/or wireless systems.</li> </ol>