



KENYA INSTITUTE OF SUPPLIES EXAMINATION BOARD



EXAMINATION ENTRY/ANNUAL RENEWAL REGISTRATION FORM

Kenya Institute of Supplies Examination Board, KISM Towers, 11th Floor, Ngong Road, P. O. Box 22873-00505 Ngong Road, NAIROBI. +254726244828, +2540769878228, +254733333226, +254721244828 Email: examinations@kiseb.or.ke Website: www.kiseb.or.ke

Kasneb Towers, Hospital Road, Upper Hill, P.O. Box 41362 – 00100 Nairobi, Kenya Telephone: +254(020) 2712640/2712828 Cellphone: 0734 600624/0722 201214 Fax: +254(020) 2712915 Email: info@kasneb.or.ke Website: www.kasneb.or.ke

Before filling in this form, please read carefully the notes at the back of this form and the guide to examinations.

1. Personal details

(a) Registration number

Examination

Part(s)/Level(s)

(see note 2)

(b)

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FIRST NAME

MIDDLE NAME(S)

SURNAME

(c) Identity card/Passport/Birth certificate/Identity card waiting slip No. _____

(d) **Contacts:** Email _____

Cellphone _____

C/o _____

P. O. Box _____ Code _____

Town/City _____

Country _____

2. Examination details

Examination Sitting

(See Note 3)

MM	YYYY
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Preferred examination center (see note 4)

3. Payment details (see notes 5 and 6)

	Sh.	For official use only
Examination entry fee		
Annual registration renewal fee from 1st Jan _____ to 31st Dec _____		
Registration reinstatement fee <i>(Payable by students with arrears of more than 3 years)</i>		
Total		

I enclose cash/cheque/money order/KISEB fee deposit slip/M-pesa No. _____ for Sh. _____

NB: Return filled forms and supporting documents to KISEB offices at Nairobi - by hand-delivery, courier or through your training institution; or to kasneb offices.

4. Declaration by the applicant

I hereby certify that to the best of my knowledge all the information I have provided on this form is true and correct and I agree to abide by the Examination Rules and Regulations of KISEB and KASNEB.

Signature _____ Date _____

NOTES

1. Complete the form in CAPITAL LETTERS (in black or blue ink).
2. (a) Indicate the examination and part(s) or level you wish to enter for. Indicate the paper(s) in 5 below.
(b) A candidate must pass the preceding part or level before proceeding to the next.
(c) Where credit is earned, the candidate will be required to enter for all the paper(s) not passed in a part or level in the same examination sitting.
3. (a) There are two examination sittings in a year; **April/May** and **November/December**.
(b) If you are paying for annual registration renewal/reinstatement fee only, **do not** fill in item 2 (examination details). Registration reinstatement fee is payable by students with annual renewal arrears of more than three years.
4. Your Examination Centre should be chosen from the list provided in the Guide to examinations. However, KISEB/kasneb has the right to transfer candidates from a preferred examination centre to another.
5. Forms which are incomplete or which are not accompanied by the correct fee will not be accepted.
6. This form will not be accepted if your annual registration renewal fee is not up to date.
7. **The following are the applicable examination entry, annual registration renewal and reinstatement fees:**

Fees Schedule		CPSP Examinable Units (Tick as appropriate)		
ITEM	FEE	Code	CPSP-K Unit Name	
CPSP-K				
CPSP Normal Registration	5,500	PL1.01	Organizational Environment	<input type="checkbox"/>
CPSP Reinstatement	5,500	PL1.02	Procurement of Goods, Services and Works	<input type="checkbox"/>
CPSP Renewal	1,500			
CPSP Part I Examination (per paper)	2,500	PL1.03	Procurement Planning	<input type="checkbox"/>
CPSP Part II Examination (per paper)	3,500	PL1.04	Supply Chain Management Information Systems	<input type="checkbox"/>
CPSP Part III Examination (per paper)	4,000			
CPSP Part IV Examination (per paper)	4,000	PL1.05	Contract Law and Negotiation	<input type="checkbox"/>
CPSP Research Paper	15,000	PL1.06	Finance for Procurement	<input type="checkbox"/>
Exemption CPSP Part I (per paper)	3,750		PART II	
Exemption CPSP Part II (per paper)	5,250	PL2.01	Supply Chain Management for SMEs	<input type="checkbox"/>
Exemption CPSP Part III (per paper)	6,000	PL2.02	Procurement Costing and Budgeting	<input type="checkbox"/>
		PL2.03	Procurement of Consultancy Services	<input type="checkbox"/>
APS-K		PL2.04	Procurement Audit and Risk Management	<input type="checkbox"/>
APS Normal Registration	5,000	PL2.05	Quantitative Techniques	<input type="checkbox"/>
APS Reinstatement	4,000	PL2.06	Category Management	<input type="checkbox"/>
APS Renewal	1,200		PART III	
APS Level I Examination (per paper)	2,200	PL3.01	Sustainable Procurement	<input type="checkbox"/>
APS Level II Examination (per paper)	3,200	PL3.02	International Procurement	<input type="checkbox"/>
		PL3.03	Logistics and Inventory Management	<input type="checkbox"/>
		PL3.04	Research in Procurement	<input type="checkbox"/>
		PL3.05	Operations Management	<input type="checkbox"/>
			PART IV	
		PL4.01	Procurement Governance	<input type="checkbox"/>
		PL4.02	Strategic Supply Chain Management	<input type="checkbox"/>
		PL4.03	Procurement Leadership	<input type="checkbox"/>
		PL4.04	Project Management	<input type="checkbox"/>
		PL4.05	Public Private Partnerships	<input type="checkbox"/>
		PL4.06	Research Project in Procurement and Supply	<input type="checkbox"/>

APS-K Examinable Units (Tick as)		
Code	LEVEL I	
AL1.1	Principles of Procurement and Supply	<input type="checkbox"/>
AL1.2	Supply Markets	<input type="checkbox"/>
AL1.3	Introduction to Business Law	<input type="checkbox"/>
AL1.4	Supply Chain Management	<input type="checkbox"/>
AL1.5	Entrepreneurship and Business Ethics	<input type="checkbox"/>
	LEVEL II	
AL2.1	Stores and Distribution	<input type="checkbox"/>
AL2.2	Procurement and Supply Relationships	<input type="checkbox"/>
AL2.3	Contract Administration	<input type="checkbox"/>
AL2.4	Quantitative Skills	<input type="checkbox"/>
AL2.5	Communication and Office Management	<input type="checkbox"/>

PAYMENT DETAILS

Kenya Institute of Supplies Examination Board
National Bank of Kenya, Ngong Road Branch
Acc No. 01020230718100

Mpesa Paybill Number 7604813

NB: Examination entry deadlines: April examinations
28 February

November examinations
30 September