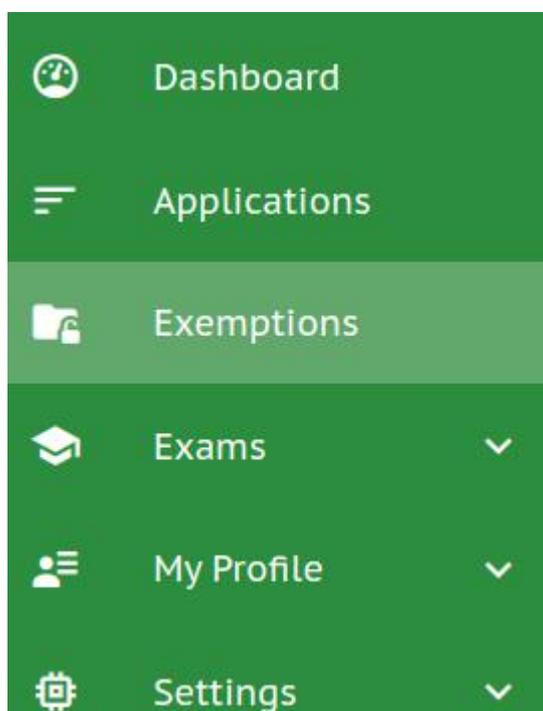
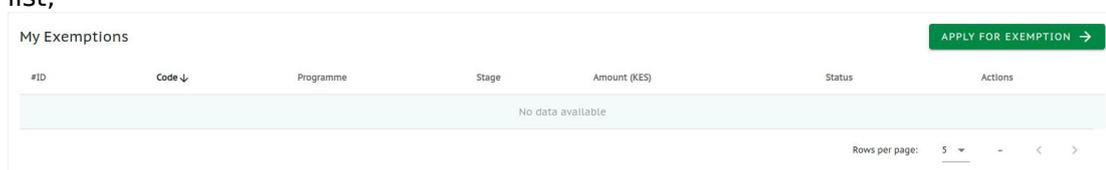


KISEB EXEMPTIONS STANDARD OPERATING PROCEDURE

Login to your student portal (<https://www.students.kiseb.or.ke>).
On the menu bar, click on the Exemptions.



This opens an exemptions list, which you had applied for, otherwise empty list. Next, to apply for an exemption, click on the button on top of your exemptions list;



On click, you'll be presented with an **exemption policy** disclaimer. Ensure you read and fully understand the policies therein.

To proceed, **agree** to the terms and conditions otherwise, click **back** to cancel the exemption application process.



DISCLAIMER! READ THE FOLLOWING EXEMPTION POLICY TO PROCEED!

- ▶ Exemptions may, on application, be granted to registered students who are holders of qualifications/certifications recognized by KISEB. Exemptions will be granted on a paper by paper basis upon application.
- ▶ Application for exemption must be submitted within the portal.
- ▶ Exemptions take into consideration the applicant's previous studies and examination results;
- ▶ Applicant must have obtained at least 50% (C) in the previous examination in the subject submitted for exemption;
- ▶ Exemptions may be considered where 70% or above of the previously studied examination syllabus is identical in mapping to the CPSP syllabus;
- ▶ No exemption will be given to applicants whose qualifications are obtained by exemptions from local or overseas educational institutes;
- ▶ Exemptions are applicable in non-core modules in PARTS I and II of CPSP-K examinations only;
- ▶ No exemptions will be granted in the Associate in Procurement (APS) level examination;
- ▶ **A non-refundable exemption fee will be charged on application.**

← EXIT

I agree to KISEB Exemption Policy

On accepting the policies, you'll be provided with the Exemption form which you will be required to select the units and attach respective supporting documents:

← BACK

Profile Number: CUST03686 Registration Number: Programme: CPSP-K Stage: CPSP-K UNITS

[+ Select Units](#)

Selected Exemption Units

code	Programme	Stage	Unit Description	Action
No data available				

Rows per page: 5 - < >

[▶ Save And Proceed To Payments](#)

Click on the select units button; You'll be provided with a modal (dialog/alert). which contains the program unit (s) details with respective comparable units:

CPSP-K Exemptible Units									
Units	Comparable Units	Exemption Fees (KES)	Exempt						
PL1.01: Understanding Organizational Environment	^ Comparable Units	3,750.00	<input type="checkbox"/>						
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Comparable Units</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>ORG1</td> <td>Organizational Environment</td> </tr> <tr> <td>ORG2</td> <td>Organisational Behaviour & Theory</td> </tr> </tbody> </table> </div>				Code	Description	ORG1	Organizational Environment	ORG2	Organisational Behaviour & Theory
Code	Description								
ORG1	Organizational Environment								
ORG2	Organisational Behaviour & Theory								
PL1.04: Asset Management and Managerial Accounting	v Comparable Units	3,750.00	<input type="checkbox"/>						
PL1.05: Category Management	v Comparable Units	3,750.00	<input type="checkbox"/>						
PL1.06: Supply Chain Management for SMEs	v Comparable Units	3,750.00	<input type="checkbox"/>						
PL2.02: Finance In Supply Chain Management	v Comparable Units	5,250.00	<input type="checkbox"/>						

Select your exemptible units as shown below:

CPSP-K Exemptible Units			
Units	Comparable Units	Exemption Fees (KES)	Exempt
PL1.01: Understanding Organizational Environment	v Comparable Units	3,750.00	<input checked="" type="checkbox"/>
PL1.04: Asset Management and Managerial Accounting	v Comparable Units	3,750.00	<input type="checkbox"/>
PL1.05: Category Management	v Comparable Units	3,750.00	<input checked="" type="checkbox"/>
PL1.06: Supply Chain Management for SMEs	v Comparable Units	3,750.00	<input type="checkbox"/>
PL2.02: Finance In Supply Chain Management	v Comparable Units	5,250.00	<input type="checkbox"/>
PL2.04: Operations Management In Practice	v Comparable Units	5,250.00	<input type="checkbox"/>

Next, click on the **done** button, to close the the units window. A summary of your selected units will be displayed as shown below:

code	Programme	Stage	Unit Description	Action
PL1.01	CPSP-K	CPSP-K UNITS	Understanding Organizational Environment	REMOVE UNIT
PL1.05	CPSP-K	CPSP-K UNITS	Category Management	REMOVE UNIT

On the displayed list, you have an option to delete the unit, in case it's selected accidentally.

To add other units, click on the **select units** button.

Click on the **Attach Exemption Documents** button to add the exemption supporting documents;

Attach A document

Comment
Indicate the code of the comparable unit with the transcript attached.

Upload Attachment
111865 WBL REPORT.pdf (383.9 kB)

1 files (383.9 kB in total)

CANCEL **Attach**

Click on the **Attach** button to add the documents.

Profile Number: CUST00001 | Registration Number: CCT000001 | Programme: CPSP-K | Stage: CPSP-K UNITS

+ Select Units

111865 WBL REPORT.Pdf | **+ Add Exemption Document**

code	Programme	Stage	Unit Description	Action
PL1.01	CPSP-K	CPSP-K UNITS	Understanding Organizational Environment	REMOVE UNIT
PL1.05	CPSP-K	CPSP-K UNITS	Category Management	REMOVE UNIT

Rows per page: 5 | 1-2 of 2

> Save And Proceed To Payments

Confirm that all the units you have selected exemptible units are correct and that you've attached all the supporting documents.
 Submit the exemptions by clicking on the **save and proceed to payments** button. This will auto-generate for you an invoice as shown below:

← BACK DOWNLOAD PAY KES 7,500.00

Draft Invoice INV/21/07758
 May 23, 2022
 External Document No.
 EXEM0076
 Page 1 / 1

Miller William Juma
 Opija Kaeli Juma
 Nyeri

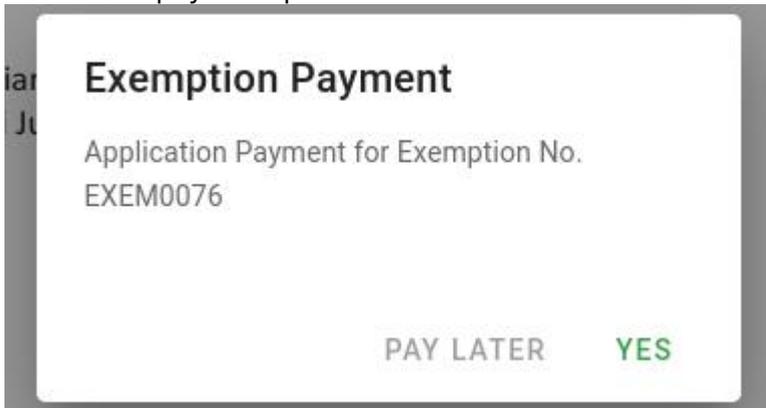


KISEB
Elevating Supply Chains

KISEB
22873
00505 Nairobi

Your Reference	Payment Terms	Shipment Method			
No.	Description	Quantity	Unit Price Incl. VAT	VAT %	Line Amount Incl. VAT
	Understanding Organizational Environment	1	3,750.00	0	3,750.00
	Category Management	1	3,750.00	0	3,750.00
Total KES Incl. VAT					7,500.00

Click on the **Pay KES xxxx** to pay for the applied exemption. Confirm the or cancel the payment process as shown below:



When you click **YES**, you will be redirected to our payment gateway, PAYGATE, which gives you a couple of options on how to pay.

PAYGATE

CANCEL

Mpesa ^

PAY BILL: 7604813
ACC No.: EXEM0076
KES 7500.00

Amount

PAY KES 7500.00

Pay with Cheque/EFT v

Pay with Card v

Pay with Credit v

On payment, you will be redirected back to your exemption listing. Click on the actions menu icon, to see the various actions you can perform.