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**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)**

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Ref: CDACC/ADM 1/37 VOL 3 (50)

Date: 3<sup>rd</sup> July, 2025

**All Principals**

National Polytechnics  
Institutes of Science and Technology  
Technical Training Institutes  
Technical and Vocational Colleges  
Private Colleges

**Vice Chancellors**

All Universities Implementing CBET

**Managers**

Vocational Training Centers

**RE: PROCEDURE FOR LATE REGISTRATION FOR JULY/AUGUST 2025 ASSESSMENT SERIES**

The above subject refers.

TVET CDACC wishes to inform all institutions that late registration for the July/August 2025 assessment series is now available for institutions that may wish to register additional candidates beyond the standard registration deadline.

All such institutions are required to formally write to the CEO, TVET CDACC through [info@tvetcdacc.go.ke](mailto:info@tvetcdacc.go.ke), and contact the ICT Department via [ict@tvetcdacc.go.ke](mailto:ict@tvetcdacc.go.ke) to initiate the process. The ICT Department will issue an Excel template to be used by the institution to capture the necessary candidate details. Once completed, the filled template should be submitted back to the ICT Department for processing and upload into the system.

The deadline for submission of late registration requests and candidate details is **Friday 11<sup>th</sup> July, 2025**. Requests received after this date will not be processed.



We appreciate your continued cooperation in ensuring a smooth and efficient process.



Prof. Kisilu M. Kitainge  
CEO/COUNCIL SECRETARY

Copy to: Principal Secretary, State Department for TVET