



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

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Ref. No. CDACC/ADM 1/37 Vol 3 (53)

16TH 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: GUIDELINES FOR CONTINUOUS REGISTRATION FOR MODULAR CURRICULA ASSESSMENT REGISTRATION

TVET CDACC wishes to inform all institutions that registration for Modular Curricula (Cycle 03) is continuous. This registration only applies to those Assessment Centers who wish to register candidates outside the TVET CDACC registration window per series.

All institutions currently implementing Cycle 03 are requested to formally write to TVET CDACC through info@tvetcdacc.go.ke and Copy ict@tvetcdacc.go.ke indicating the number of candidates intended for registration. Upon request, institutions will receive a CSV template to populate candidate data.

Please adhere to the following guidelines when preparing the registration data for Cycle 03 Modular Curricula:

1. Unit Names must match exactly as listed in the Occupational Standards (OS). Refer to the following link to confirm correct unit titles: <https://portal.tvetcdacc.go.ke/course>
2. For each candidate, the unit names should be listed vertically, following the correct sequence (see attached sample for guidance).
3. Course Codes must be used as per the official listing provided (attached to this communication).
4. The completed file must be saved and submitted in CSV format only.

Kindly ensure all unit names and course codes correspond accurately to their respective curriculum cycle to avoid rejection or delays in processing.

We appreciate your cooperation in implementing Modular Curriculum successfully and ensuring data integrity in the assessment process.

Thank you for your continued support.



Prof. Kisilu M. Kitainge
CEO/COUNCIL SECRETARY