

FOR IMMEDIATE RELEASE

PRESS RELEASE

**ELECTRONIC BATCH REGISTRATION FOR 2024 MAY/JUNE CERTIFICATE II
EXAMINATIONS AND OTHER TECHNICAL PROGRAMMES**

The Commission for TVET announces to stakeholders and the general public that the **registration of candidates** for the **2024 May/June Certificate II Examinations** and other **Technical Examinations** **has commenced**. Consequently, the Commission would like to serve the following notices for your kind attention and compliance:

- a) The Portal for the **2024 May/June** batch registration will be opened on **Tuesday, 13th February 2024** and **close at midnight on Friday, 29th March 2024**.
- b) Candidates should be allowed to check the correct spelling and arrangement of their names before the software is exported for processing.
- c) CTVET will not accept responsibility for any wrong spelling and arrangement of candidates' names.
- d) Heads of Institutions should ensure that, all candidates are duly registered on the software.
Note: No manual registration would be accepted.
- e) Ensure that the **Continuous Assessment marks of 30%** are compiled and entered on the software for **Certificate II candidates only**.
- f) Check and ensure that every candidate is registered for the **right programme** before the system goes off.
- g) Ensure that **DBS candidates** writing for the first time have the following entry qualification:
 - i. Five (5) GCE 'O' Level credit passes including English and Mathematics.
 - ii. RSA or Ghana Commercial Examinations Stage II with passes in Four (4) subjects including English and Mathematics.
 - iii. SSS/SSSCE/WASSCE with Four (4) passes including English and Mathematics.
- h) Ensure that the **correct fee** for each candidate is paid.
- i) **Fees for the 2024 May/June Certificate II Examinations (Core & Elective subjects) and other Technical Examinations should be paid directly to CTVET. (Refer to the fee schedule on the registration portal)**
- j) The number of candidates to be registered for a programme should not be less than **five (5)**. **Please be mindful of this Clause and comply.**
- k) The **size of the picture** should be **3cm x 3cm** with a **white background**.
- l) **Technical Drawing** is compulsory for all **third-year candidates** EXCEPT those pursuing the following programmes; **Hospitality and Catering management, Cosmetology, Fashion Designing Technology, Printing and General Textiles.**

Signed
Public Relations Unit
For: Director General