

# **CTVET**



**INSTITUTIONAL AND CENTRE  
ACCREDITATION APPLICATION FORM  
(PRE-TERTIARY LEVEL)**

***NOTE:***

- Ensure All section are filled and required documents Attached.*
- Fill with BLOCK letters only*

## PART 1: INSTITUTIONAL ACCREDITATION

### SECTION 1: INFORMATION ON INSTITUTION

Name of Institution:			
Type of application (please tick <input type="checkbox"/> ) <i>Note: Attach copy of old Accreditation certificate/letter for re-accreditation</i>			
Type of Institution:			
	If other (Please specify) _____		
Location of Institution:	Physical Address/Landmark: _____	GPS Address: _____	
Region: _____	District: _____	City/Town: _____	
Name of Head of institution	_____		
Title of Head of institution	_____	If other, specify: _____	
Telephone number:	_____		
Postal Address:	_____		
Email address:	_____		
Website address: (Optional)	_____		

### CURRENT PROGRAMME(S) OFFERED BY THE INSTITUTION

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#### GENERAL INSTRUCTIONS:

- All Columns must be filled and copies of relevant documents attached before submission
- Payment of Ghc 2000.00 should be made to Director General, CTNET in Banker's Draft (non-refundable) for institution Accreditation or Institutional Re-Accreditation
- Payment of Ghc 4000.00\* per programme per NTNETQF level should be made to Director General, CTNET in Banker's Draft (non-refundable) for centre accreditation
- Pack should be sent by EMS or hand delivered at CTNET Secretariat with soft copies to:  
Email address: reg.acc@ctnet.gov.gh

## SECTION 2: LEGAL DOCUMENTS

Registrar General's Certificate • <i>Certificate of Incorporation /Certificate to Commence Business</i>	Attach file
Fire Service Certificate • <i>Copy of the original certificate</i>	Attach file
Health and Safety Policy	Attach a file
SSNIT Clearance Certificate • <i>Applicable to Private institutions only</i>	Attach PDF file
Tax Clearance Certificate from GRA • <i>Applicable to Private institutions only</i>	Attach PDF file
Land documents or Tenancy Agreement • <i>Applicable to Private institutions only</i>	Attach file
Brief Profile of Institution (not more than a page).	Attach file
Scanned copy of ECOWAS Identity Card (Ghana card) of Head of institution	Attach file

## SECTION 3: GOVERNANCE SYSTEM

List of Governing Board (Name, Position, Qualification, Trade Area and Years of Industrial Experience)	Attach file
List of Institution's Management Team (Name, Position, Qualification, Trade Area and Years of Industrial Experience)	Attach file
CV's of Board and Institution's Management Team	Attach file
Appointment and acceptance letters of Board	Attach file
Appointment and acceptance letters of Institution's Management Team	Attach file
Governance Regulations	Attach file
Minute of Board's meeting (at least a copy)	Attach file

### GENERAL INSTRUCTIONS:

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- c. Payment of Ghc 4000.00\* per programme per NTVETQF level should be made to Director General, CTVET in Banker's Draft (non-refundable) for centre accreditation
- d. Pack should be sent by EMS or hand delivered at CTVET Secretariat with soft copies to:  
Email address: reg.acc@ctvet.gov.gh

## SECTION 4: INFRASTRUCTURE

Type	Quantity
Facilitation rooms	<input type="text"/>
Workshops	<input type="text"/>
Library	<input type="text"/>
Dormitory/Hostel	<input type="text"/>
ICT Laboratory:	<input type="text"/>
Other facilities Specify	<input type="text"/>

## SECTION 5: ON-SITE ASSESSMENT

**Note: these facilities should be available for the conduct of on-site assessment**

Cabinet and other storage facilities
Disability friendliness of facilities
Labelling of Facilitation rooms and other facilities (eg. Washrooms, cafeteria etc)
Library Facility
ICT Laboratory
Availability of Institutional Sign posts at vantage points
Availability of Sick bay/Infirmary
Availability of electricity and potable water
Display of "Emergency Assembly Point" signages at vantage points

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**PART 2: CENTRE ACCREDITATION**

**SECTION 1: PROGRAMME DETAILS**

<b>SPECIFIC CBT PROGRAMME(S) FOR ACCREDITATION</b>	<b>LEVEL ON NTVETQF</b>			
1. <input type="text"/>				
2. <input type="text"/>				
3. <input type="text"/>				
4. <input type="text"/>				
5. <input type="text"/>				
6. <input type="text"/>				
7. <input type="text"/>				
8. <input type="text"/>				
9. <input type="text"/>				
10. <input type="text"/>				
11. <input type="text"/>				
12. <input type="text"/>				
13. <input type="text"/>				
14. <input type="text"/>				
15. <input type="text"/>				

## SECTION 2: CENTRE APPLICATION DOCUMENTS

1. Strategic Plan	Attach file
2. List of Centre's Management Team (Name, Position, Qualification, Trade Area and Years of Industrial Experience) [should include at least a member of a programme(s)]	Attach file
3. Admission policy	Attach file
4. List and quantity of Tools, Equipment and Consumables per CTVET's minimum standard list for trade area(s)	Attach file
5. Appointment letters of Centre's Management Team and Facilitators	Attach file
6. Acceptance letters from facilitators	Attach file
7. CV's of Centre's Management Team and Facilitators	Attach file
8. Formal Facilitator/Assessor/Internal Verifier Accreditation card	Attach file
9. List of Facilitator/Assessors/Internal Verifiers (Name, Position, Qualification, Trade Area and Years of Industrial Experience) for Trade Area(s) and Generics	Attach file

## SECTION 3: ON-SITE ASSESSMENT

**Note:** *These facilities should be available for the conduct of on-site assessment for centre accreditation*

1. Computers and storage facilities//
2. Arrangement of equipment and tools and appropriateness of workshop setup
3. Display of adequate and relevant health and safety signs at workshops and facilitation rooms
4. Appropriate Floor markings for all trade areas

## DECLARATION

I   declare that the information provided in this application and the attachments therein, are true to the best of my knowledge. Further, I acknowledge that the submission of false information shall render this application void.

I agree

Date:

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