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## APPLICATION PROCESS FOR AUTHORIZATION TO OFFER SHORT COURSES

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Organizations that wish to provide short courses must apply for authorization. This application should be directed to the Director General of the Rwanda TVET Board. The following requirements apply to training institutions that provide or intend to provide short courses:

**i. For a training provider other than a school, the application is made of:**

1. Application letter,
2. Application form (Detailed contacts of the applicant, Applicant's legal status, mission and objectives, key training programs applied for, training competencies and delivery process, training equipment, administrative and technical staff with their qualifications and declaration) available at <https://www.rtb.gov.rw/>,
3. Training content/Curriculum,
4. Recognized registration certificate,
5. Signed Skills gap report,
6. Signed Memorandum of Understanding (MoU) with partners if any,
7. Photographs of infrastructures, Building, and equipment of the institution to offer the training,
8. Proof of ownership of training equipment,
9. Proof of ownership/renting of training premises,
10. Any other necessary document.

**ii. For a school, the application is made of:**

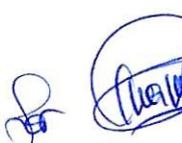
1. Application letter,
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3. Training content/Curriculum,
4. Accreditation from NESA,
5. Signed Memorandum of Understanding (MoU) with partners if any,
6. Any other necessary document.

The eligible applicants include companies, NGOs, associations, cooperatives, trade unions, VTCs, and schools. These organizations should be local or international all based and operating in Rwanda.

**Note that:**

- After the submission of the documents, RTB will analyze the application and perform the physical verification,
- A new institution shall only be allowed to admit trainees upon issuance of an authorization letter by the Rwanda TVET Board,
- Renewal authorization requests by already authorized institutions must be submitted to RTB at least one month before expiration. The request is made of a signed letter and an annual training report,
- The process can take up to three months from application to authorization issuance.
- All requests regarding authorization to provide short courses must be submitted to RTB through the following e-mail: [authorization\\_shortcourses@rtb.gov.rw](mailto:authorization_shortcourses@rtb.gov.rw)

Done: 27.1.12./2024



**Dipl.-Ing. Paul UМУKUNZI**  
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