
APPLICATION PROCESS FOR AUTHORIZATION TO DELIVER SHORT COURSES

The application should be addressed to the Director General of the Rwanda TVET Board. These requirements apply to all training institutions providing or willing to provide short courses excluding school-based training.

The application letter should come with the following:

1. 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/>,
2. Recognized registration certificate,
3. Signed Skills gap report,
4. Signed Memorandum of Understanding (MoU) with partners (where applicable)
5. Photographs of infrastructures, Building, and equipment of the institution to offer the training,
6. Proof of ownership of training equipment (Invoices),
7. Proof of ownership/renting of training premises,
8. Any other document that may deem to be necessary.

Note that:

- After the submission of the documents, RTB will analyze the application and conduct the physical verification,
- A new institution shall only be allowed to admit trainees upon issuance of an authorization letter by Rwanda TVET Board,
- Renewal authorization requests by existing institutions must be submitted to RTB before every new intake,
- All requests regarding authorization to provide short courses must be submitted to RTB through the following e-mail: authorization_shortcourses@rtb.gov.rw



Dipl.-Ing. Paul UMUKUNZI
Director General, RTB

Date: 06/04/2023