

2.3 Certificate examination

A person seeking to be registered as a student for the certificate examination must have a minimum of Kenya Certificate of Secondary Education (KCSE) examination with an aggregate average of at least grade D+ (D plus) or equivalent qualifications.

3. REGISTRATION DATES, EXAMINATION BOOKING AND ANNUAL REGISTRATION RENEWAL

The examinations are conducted in the English language and are held twice yearly in May and November.

3.1 Registration and examination booking dates

(a) Applicants intending to take the May examination must be registered as students of kasneb and candidates for the examination not later than **15 March**, while those intending to take the November examination must register as students of kasneb and candidates for the examination not later than **15 September**.

(b) Early bird discounted fees

Early bird discounted fee is applicable to students who register and pay their kasneb examination fees for **May examinations** between **1 October and 31 December** and for **November examinations** between **1 April and 30 June**.

(c) Students are advised to download the e-kasneb App. on Google Play Store and follow the steps for registration before making any payments.

(d) Syllabuses are provided to applicants free of charge upon registration as students through e-kasneb.

(e) Examination dates and lists of examination centres are available on the kasneb website: www.kasneb.or.ke.

3.2 Annual registration renewal

(a) The annual registration renewal fee shall become due on 1 July following one year after registration as a student and annually thereafter.

(b) Registration numbers for students who register for examinations but who do not book for any examination within three years from the date of registration will be automatically suspended. During the period of suspension, no annual registration renewal arrears will accrue. The suspended registration numbers will be reactivated upon payment of a reactivation fee and the renewal arrears for the last three years.

kasneb materials are available free of charge from:

- The kasneb offices
- The Kenya National Library Service (KNLS) branches countrywide
- Training institutions
- Huduma centres: GPO in Nairobi, Mombasa, Eldoret, Kisumu, Nyeri, Kisii and Nakuru
- The kasneb website

Students can now apply for kasneb certificate and diploma courses through the Kenya Universities and Colleges Central Placement Service (KUCCPS). In addition, students can access online learning materials available in various databases free of charge through a link on the kasneb website or through <http://library.kasneb.or.ke>

4. EXEMPTIONS

Exemptions will be granted on a paper by paper basis. Exemptions will be granted to applicants who are deemed to have adequately covered the content of the paper(s) for which they have applied for exemption.

4.1 Exemptions for holders of kasneb qualifications

(a) Exemptions will be granted for all common and similar papers in the diploma and professional examinations.

(b) No exemptions will be granted to diploma examination graduates beyond Part I of the professional examinations.

(c) There will be no exemptions in the CAMS qualification.

(d) In granting exemptions, consideration will also be given to the core areas of expertise of the person seeking exemption. For instance, a CPA graduate is considered to be proficient in accounting and therefore would be exempted in accounting papers in other professional examinations of kasneb.

4.2 Exemptions for holders of qualifications from universities and other examination bodies

Exemptions may be given to holders of degrees and diplomas from recognised universities, institutions of higher learning and other examination bodies. In order to qualify for exemption under this category, applicants must provide evidence of adequate coverage of the content of the papers for which they have applied for exemption. However, no exemptions will be granted in Part III of the professional examinations except to graduates of the examinations of kasneb.

4.3 Procedure for exemptions

Applicants seeking exemptions must complete the relevant application forms for exemption and pay the prescribed exemption fees. All applications for exemption must be accompanied by the relevant supporting documents.

(The exemption policy is available on the kasneb website.)

Note: An exempted candidate is not allowed to enter for the exempted paper without prior authority from the Chief Executive Officer of kasneb. Any candidate who flouts this rule will automatically forfeit all exemptions granted to him/her.

EXAMINATION FEES STRUCTURE

1. REGISTRATION FEES		Kenya Shillings	Foreign currency
		Ksh.	US\$
1.1 CERTIFICATE EXAMINATION - CAMS			
Registration fee		3,500	60
Annual registration renewal fee		1,200	20
Registration reactivation fee		2,000	35
Student identity card replacement fee		500	10
1.2 DIPLOMA EXAMINATIONS - ATD/DCM			
Registration fee		6,000	100
Annual registration renewal fee		1,600	30
Registration reactivation fee		3,000	50
Student identity card replacement fee		500	10
1.3 PROFESSIONAL EXAMINATIONS - CPA/CS/CIFA/CCP			
Registration fee		7,500	125
Annual registration renewal fee		2,000	35
Registration reactivation fee		4,000	65
Student identity card replacement fee		500	10
1.4 HOLDERS OF FOREIGN ACCOUNTANCY/SECRETARIES/ INVESTMENT AND FINANCIAL ANALYSTS QUALIFICATIONS (FAQ/FSQ/FIFA/CF)			
Enrollment fee		40,000	665
Examination fee per paper		20,000	335
Continuation fee per annum		15,000	250
2. EXAMINATION BOOKING FEES			
2.1 CERTIFICATE IN ACCOUNTING AND MANAGEMENT SKILLS (CAMS)			
Level I		3,000	50
Level II		2,500	40
*Single paper	Level I	1,000	15
	Level II	1,200	20
2.2 DIPLOMA EXAMINATIONS			
2.2.1 ATD/DCM			
Level I		4,000	65
Level II		4,500	75
Level III		5,000	85
*Single paper	Level I	1,200	20
	Level II	1,400	25
	Level III	1,600	30
EARLY BIRD DISCOUNT			
Students who pay their kasneb registration fees and/or examination booking fees for May examinations between 1 October and 31 December and for November examinations between 1 April and 30 June will enjoy the following discounted fees:			
Registration fees (discounted)	Certificate	3,000	50
	Diploma	5,000	85
	Professional	6,000	100

2.3 PROFESSIONAL EXAMINATIONS		Kenya Shillings	Foreign currency
		Ksh.	US\$
2.3.1 CPA/CS/CIFA/CCP			
Part I: Section 1		3,500	60
Section 2		3,500	60
Total for Part I		7,000	120
*Single paper		1,750	30
Part II: Section 3		6,000	100
Section 4		6,000	100
Total for Part II		12,000	200
*Single paper		3,000	50
Part III: Section 5		9,000	150
Section 6		9,000	150
Total for Part III		18,000	300
*Single paper		4,500	75
3. EXEMPTIONS			
3.1 DIPLOMA EXAMINATIONS			
ATD/DCM			
Level I: Per paper		1,500	25
Level II: Per paper		1,700	30
Level III: Per paper		1,900	35
3.2 PROFESSIONAL EXAMINATIONS			
CPA/CS/CIFA/CCP			
Part I per paper		2,500	40
Part II per paper		3,500	60
Part III per paper		4,500	75
4. SALE OF PUBLICATIONS			
Syllabus per copy		500	10
Past papers per level or section		200	5
kasneb STUDENT FEE COLLECTION ACCOUNTS			
Bank	Account Number		
Kenya Commercial Bank Ltd. (KCB)	1203681194		
National Bank of Kenya Ltd. (NBK)	01001031572601		
Equity Bank Ltd.	0170299238025		
Kenya Post Office Savings Bank Ltd.	0744130009246		
Co-operative Bank of Kenya Ltd.	01129128535900		
UBA Kenya Bank Ltd.	55030160004156		
KCB dollar account for foreign students	1123096465		
Students are encouraged to pay using e-kasneb app			
Examination fees (discount)			
An early bird discount of Ksh. 300 (US\$ 5) will be given for a section or level and Ksh. 100 (US\$ 2) for a single paper as applicable.			

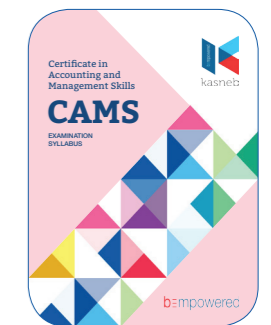
PROFESSIONAL



DIPLOMA



CERTIFICATE



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PREAMBLE**Legal framework**

kasneb was established by the Government of Kenya as a state corporation under the National Treasury on 24 July 1969. The establishment and operations of kasneb are governed by the following main Acts:

- The Accountants Act, No. 15 of 2008 (which repealed the Accountants Act, Cap 531 of 1977).
- The Certified Public Secretaries of Kenya Act, Cap 534 of 1988.
- The Investment and Financial Analysts Act, No. 13 of 2015.

Mandate

The mandate of kasneb is the development of syllabuses, conduct of professional, diploma and certificate examinations and certification of candidates in accountancy, finance, credit, governance and management, information technology and related disciplines, promotion of its qualifications nationally and internationally and the accreditation of relevant training institutions.

Vision

Global leader in examination and certification of business professionals.

Mission

Empowering professionals globally by offering quality examinations and undertaking research and innovation.

Core values

We commit ourselves to the following core values:

- Integrity
- Professionalism
- Customer focus
- Teamwork
- Innovativeness

1. QUALIFICATIONS OF kasneb

kasneb currently offers four (4) professional qualifications, two (2) diploma qualifications and one (1) certificate qualification which are recognised worldwide and are benchmarked with international standards and best practice.

The qualifications are acquired by sitting and successfully completing the following respective examinations.

1. 1 PROFESSIONAL EXAMINATIONS**Certified Public Accountants (CPA) examination****PART I****Section 1**

Paper No:	
CA11	Financial Accounting
CA12	Business Law
CA13	Entrepreneurship and Communication

Section 2

Paper No:	
CA21	Economics
CA22	Management Accounting
CA23	Public Finance and Taxation

PART II**Section 3**

Paper No:	
CA31	Company Law
CA32	Financial Management
CA33	Financial Reporting

Section 4

Paper No:	
CA41	Auditing and Assurance
CA42	Management Information Systems
CA43	Quantitative Analysis

PART III**Section 5**

Paper No:	
CA51	Strategy, Governance and Ethics
CA52	Advanced Management Accounting
CA53	Advanced Financial Management

Section 6

Paper No:	
CA61	Advanced Public Finance and Taxation
CA62	Advanced Auditing and Assurance
CA63	Advanced Financial Reporting

Certified Public Accountants are skilled and competent professional accountants, auditors, finance managers, tax consultants and practitioners both in public, private sectors and not for profit organisations.

Certified Secretaries (CS) examination**PART I****Section 1**

Paper No:	
CS11	Organisational Behaviour
CS12	Business Law
CS13	Business Communication

Section 2

Paper No:	
CS21	Economics
CS22	Principles of Accounting
CS23	Public Finance and Taxation

PART II**Section 3**

Paper No:	
CS31	Company Law
CS32	Financial Management
CS33	Principles and Practice of Management

Section 4

Paper No:	
CS41	Corporate Secretarial Practice
CS42	Management Information Systems
CS43	Law and Procedure of Meetings

PART III**Section 5**

Paper No:	
CS51	Human Resource Management
CS52	Financial Markets Law
CS53	Governance and Ethics

Section 6

Paper No:	
CS61	Strategic Management
CS62	Public Policy and Administration
CS63	Governance and Secretarial Audit

Certified Secretaries are expert practitioners in governance, governance audits and compliance, corporate secretarial practice, corporate law, consultancy, business management and administration.

Certified Investment and Financial Analysts (CIFA) examination**PART I****Section 1**

Paper No:	
CF11	Financial Accounting
CF12	Financial Mathematics
CF13	Entrepreneurship and Communication

Section 2

Paper No:	
CF21	Economics
CF22	Financial Institutions and Markets
CF23	Public Finance and Taxation

PART II**Section 3**

Paper No:	
CF31	Regulation of Financial Markets
CF32	Corporate Finance
CF33	Financial Statements Analysis

Section 4

Paper No:	
CF41	Equity Investments Analysis
CF42	Portfolio Management
CF43	Quantitative Analysis

PART III**Section 5**

Paper No:	
CF51	Strategy, Governance and Ethics
CF52	Fixed Income Investments Analysis
CF53	Alternative Investments Analysis

Section 6

Paper No:	
CF61	Advanced Portfolio Management
CF62	International Finance
CF63	Derivatives Analysis

Certified Investment and Financial Analysts are experts in financial analysis, investments and securities, portfolio management, fund management, investment banking among other related areas.

Certified Credit Professionals (CCP) examination**PART I****Section 1**

Paper No:	
CP11:	Credit Management
CP12:	Business Law
CP13:	Entrepreneurship and Communication

Section 2

Paper No:	
CP21:	Economics
CP22:	Principles of Accounting
CP23:	Public Finance and Taxation

PART II**Section 3**

Paper No:	
CP31:	Company Law
CP32:	Financial Management
CP33:	Marketing and Public Relations

Section 4

Paper No:	
CP41:	Law Governing Credit Practice
CP42:	Management Information Systems
CP43:	Quantitative Analysis

PART III**Section 5**

Paper No:	
CP51:	Strategy, Governance and Ethics
CP52:	Banking Law and Practice
CP53:	Credit Management in the Financial Sector

Section 6

Paper No:	
CP61:	Debt recovery
CP62:	Corporate lending
CP63:	Credit Practice

Certified Credit Professionals are skilled and competent top level managers, practitioners and consultants in the rapidly developing field of credit management.

1.2 DIPLOMA EXAMINATIONS**Accounting Technicians Diploma (ATD) examination****Level I**

Paper No:	
AD11	Introduction to Financial Accounting
AD12	Principles of Business Law
AD13	Entrepreneurship and Communication
AD14	Information Communication Technology

Level II

Paper No:	
AD21	Financial Accounting
AD22	Principles of Management
AD23	Business Mathematics and Statistics
AD24	Fundamentals of Finance

Level III

Paper No:	
AD31	Principles of Economics
AD32	Fundamentals of Management Accounting
AD33	Principles of Public Finance and Taxation
AD34	Auditing

The Accounting Technicians Diploma qualification equips candidates with skills and competencies to work as middle level accountants providing technical support in accounting, auditing and taxation in both the public and private sectors.

Diploma in Credit Management (DCM) examination**Level I**

Paper No:	
CD11	Fundamentals of Credit Management
CD12	Principles of Business Law
CD13	Entrepreneurship and Communication
CD14	Information Communication Technology

Level II

Paper No:	
CD21	Credit Management
CD22	Principles of Management
CD23	Business Mathematics and Statistics
CD24	Law Governing Credit Practice

Level III

Paper No:	
CD31	Marketing and Customer Relations
CD32	Foundations of Accounting
CD33	Principles of Public Finance and Taxation
CD34	Practice of Credit Management

The Diploma in Credit Management graduates are competent and skilled to work as middle level credit managers and credit controllers in both financial and non-financial enterprises.

1. 3 CERTIFICATE EXAMINATION**Certificate in Accounting and Management Skills (CAMS) examination****Level I**

CM11	Principles of Entrepreneurship and Management
CM12	Introduction to Law and Ethics
CM13	Fundamental ICT Skills
CM14	Fundamentals of Business Mathematics

Level II

CM21	Foundations of Accounting and Auditing
CM22	Elements of Public Finance and Administration
CM23	Principles of Marketing and Communication

The Certificate in Accounting and Management Skills (CAMS) is aimed at equipping candidates with fundamental accounting and management skills to provide essential services to small and medium size enterprises (SMEs), non-governmental organisations (NGOs) and both public and private sector entities.

2. ENTRY REQUIREMENTS**2.1 Professional examinations**

A person seeking to be registered as a student for any of the professional examinations must show evidence of being a holder of one of the following minimum qualifications:

- Kenya Certificate of Secondary Education (KCSE) examination with an aggregate average of at least grade C+ (C plus).
- Kenya Advanced Certificate of Education (KACE) with at least TWO Principal passes provided that the applicant has credits in Mathematics and English at Kenya Certificate of Education (KCE) level or equivalent qualifications.
- kasneb technician, diploma or professional examination certificate.
- A degree from a recognised university.
- International General Certificate of Secondary Education (IGCSE) examination grade C in 6 papers.
- Such other certificates or diplomas as may be approved by kasneb.

2.2 Diploma examinations

A person seeking to be registered as a student for any of the diploma examinations must show evidence of being a holder of one of the following minimum qualifications:

- Kenya Certificate of Secondary Education (KCSE) examination with an aggregate average of at least grade C- (C Minus) or equivalent qualifications.
- International General Certificate of Secondary Education (IGCSE) examination grade D.
- Certificate in Accounting and Management Skills (CAMS)
- Any other kasneb technician or diploma examination certificate.