
**REQUIREMENTS FOR ACCREDITATION OF NURSERY, PRIMARY, SECONDARY,
AND TVET SCHOOL / A TRAINING CENTER**

A. The application for accreditation should be addressed to the Director General of NESA, through the Mayor of the District.

The application letter should come with the following:

1. The name of the Nursery, primary, secondary school, TVET school / Training Center, location, proposed trades, or Combinations.
2. The mission and objectives of a school.
3. Curriculum to be used (National or International)
4. List of full-time teachers /Trainers, administrative and technical staff of the proposed School / TVET/Training Center, and planned personnel to work in the school /TVET / Training Center to be established specifying their qualifications.
5. A detailed document describing location, land titles, buildings, and movable property including those related to the programs (Labs, classrooms, workshops, etc.) to be offered by a Basic Education school / TVET / Training Center.
6. An estimated number of expected students to be admitted to the Basic Education or TVET School / Training Center to be established.
7. A document indicating the annual budget of the institution.
8. Any other document that may deem to be necessary.
9. Partnership with a Company or industry / to host trainees during the Industrial Attachment Program (IAP). Signed Memorandum of Understanding (MoU) if it is a TVET school or a Training Center.
10. Photographs of infrastructures, Building and equipment of the school to be established.

B. Requirements to establish a school under the cross-border arrangement

1. The white paper or charter accrediting the parent institution.
2. A document that accredits the curricula to be offered.
3. A detailed document describing buildings and movable property, especially a well-stocked and updated library of both physical materials, within the premises intended for operation.



4. A list of teachers /Trainers, administrative and technical staff planned for the campus to be established and their qualifications.
5. An estimated number of expected students to be admitted to the campus to be established.
6. A document describing the admission criteria in the campus to be established.
7. Partnership with a Company or industry / to host trainees during the Industrial Attachment Program (IAP). Signed Memorandum of Understanding (MoU) if it is a TVET or a Training center.
8. Any other document that may deem to be necessary.
9. Photographs of school and the available infrastructure and equipment.

C. Note That:

1. After the submission of the documents to NESA, the Basic Education and TVET Quality Assurance Department (BE&TVET QAD) will conduct a physical verification and make a report.
2. All new accreditation requests must be submitted to NESA at least 3 months before the start of the new academic year (Not later than 31st May).
3. The existing Basic Education /TVET schools requesting new combinations or trades have to submit their request to NESA at least 3 months before the start of the new academic year (not later than 31st May).
4. Accreditation requests for the existing institutions must be submitted to NESA, at least 3 months before the expiration of the provisional accreditation.
5. All satellite schools under one management and ownership shall be registered independently.
6. A new school shall only be allowed to admit learners upon issuance of Accreditation Certificate.
7. All requests regarding accreditation have to be submitted to NESA through the following e-mail: accreditation@nesa.gov.rw

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