



**MINISTRY OF EDUCATION**  
**State Department For Technical, Vocational**  
**Education and Training**

REPUBLIC OF KENYA

*Office of the Principal Secretary*

Telephone: 020-2218560  
Email: [pstvet@education.go.ke](mailto:pstvet@education.go.ke)  
Website: [www.education.go.ke](http://www.education.go.ke)  
*When replying please quote:*

Jogoo House "B"  
Harambee Avenue  
P. O. Box 9583 - 00200  
**NAIROBI**

Ref: MOE/TVET/4/14 VOL.II/(26)

3<sup>rd</sup> October, 2025

All Principals,  
National Polytechnics  
Technical Training Institutes  
Technical and Vocational Colleges

**RE: MANDATORY REQUIREMENT FOR AUTHENTICATION OF ACADEMIC AND  
PROFESSIONAL CERTIFICATES IN THE PUBLIC SERVICE**

Reference is made to the Public Service Commission circular letters Ref. No. PSC/ADM/13(67) and Ref. No. PSC/ADM/13 dated of 19<sup>th</sup> October, 2022 respectively.

In the circular letters under reference, the Commission directed all authorized officers and heads of institutions to undertake an audit of academic and professional certificates of appointed officers within a span of ten (10) years denoting that the exercise was limited to officers who entered the public service in the year 2012.

The Commission has noted that a significant number of employees were employed using fraudulent academic and professional certificates emanating from all educational institutions (Secondary Schools, TVETs, Private Colleges and both local and Foreign Universities).

The negative impact created to Kenya's hitherto and venerated academic credentials has now necessitated that **ALL** Academic and Professional Certificates for **ALL** officers irrespective of date of employment in the Public Service must be authenticated and a report submitted to the Commission.

In compliance to the Public Service Commission directive, you are hereby instructed to notify all staff within your respective institutions of this mandatory requirement and to provide necessary administrative support to facilitate the authentication exercise. Failure to comply with this directive may lead to administrative action as provided under the Public Service Commission Regulations.



Officers/Trainers are required to authenticate their Kenya Certificate for Secondary Education (KCSE), Kenya Certificate for Primary Education (KCPE) and any diploma or Higher National Diploma certificate acquired from the Kenya National Examinations Council by 18<sup>th</sup> October, 2025 through Kenya National Examinations Council portal on <http://qmis.Knec.ac.ke> to access the online platform.

As regards universities and other colleges that offer internal examinations, the Authorised Officer shall submit their certificates to the verifying institutions under Confidential Cover and the verified certificates shall be similarly be submitted to the Authorised Officer under Confidential Cover.

Please note that the Kenya National Examination Council (KNEC) will continue to extend a discounted rate for validating certificates issued under their jurisdiction. Please impress upon staff your institution to expedite the process through the Kenya National Examination Council (KNEC) portal.

Your cooperation and immediate action in implementing this directive is highly appreciated.



Dr. Esther Thaara Muoria, PhD, CBS  
PRINCIPAL SECRETARY

