



**KISEB**  
*Elevating Supply Chain*



## Professional Certification in Supply Chain Management



**The Kenya Institute of Supplies Examinations Board (KISEB)** is established under Section 12 of the Supplies Practitioners Management (SPM) Act, Cap. 537. The Board is mandated to prescribe and regulate syllabuses of instruction for professional certification, and to prepare and conduct examinations for persons seeking registration as procurement and supply chain management professionals in Kenya.

## Certified Procurement and Supply Professional of Kenya (CPSP-K)

### Preamble

This course is designed to equip trainees with the knowledge, practical skills, and professional attitudes required to perform effectively as buyers, supply chain managers, supervisors, or directors in various organizations. To achieve this objective, the curriculum includes specialized units such as Asset Management, Managerial Accounting, Finance in Supply Chain Management, Leadership and Governance, and Public Private Partnerships, alongside the core supply chain management subjects.

The program is structured into three parts and culminates in an industry-based learning component that offers hands-on experience and practical exposure to real-world supply chain operations.

### General Learning Outcomes

By the end of the course, the trainee should be able to:

- 1 Execute procurement and supply process in an organization.
- 2 Apply ICT in procurement and supply process in an organization
- 3 Effectively manage all types of procurement and supply chain risks and documentation
- 4 Establish procurement and supply audits framework.
- 5 Demonstrate knowledge and advise on emerging issues in supply chain management
- 6 Comply with the legal aspects in supply chain management.
- 7 Apply appropriate decision-making tools in supply chain management.
- 8 Manage procurement projects.
- 9 Practise as a supply chain specialist/consultant.



## Eligibility Criteria

Degree with at least 480 credits in relevant subject areas or equivalent prior learning experience and/or a qualification in relevant subject area or 600 credits after KNQA Level 2, APS-K with 3 years' relevant work experience, diploma or KCSE C+

## Duration of the CPSP - K Programme

The course is designed to be covered in 1,800 hours/1 year

## Examination Schedule

Examinations will be conducted in the periods:

**April, August & December**

### CPSP-K Units

**PL1.01** Understanding Organizational Environment (**Exemptible**)

**PL1.02** Procurement of Goods, Services and Works

**PL1.03** Public Procurement

**PL1.04** Asset Management and Managerial Accounting (**Exemptible**)

**PL1.05** Category Management (**Exemptible**)

**PL1.06** Supply Chain Management for SMEs (**Exemptible**)

**PL2.01** Supply Chain Management Information Systems

**PL2.02** Finance in Supply Chain Management (**Exemptible**)

**PL2.03** Sustainable Supply Chain Management

**PL2.04** Operations Management in Practice (**Exemptible**)

**PL2.05** Project and Contract Management

**PL2.06** Supply Chain Audit and Risk Management

**PL3.01** Strategic Supply Chain Management

**PL3.02** Supply Chain Leadership and Governance

**PL3.03** Managing Global Logistics

**PL3.04** Research in Supply Chain Management

**PL3.05** Consultancy in Supply Chain Management

**PL3.06** Public Private Partnerships (PPPs)

**PL3.07** Industry-based Learning (IBL)

## CPSP-K Fee

CPSP Registration	KSh 5,500
CPSP Reinstatement	KSh 5,500
CPSP Renewal	KSh 1,500
CPSP Part I Examination (per paper)	KSh 2,500
CPSP Part II Examination (per paper)	KSh 3,500
CPSP Part III Examination (per paper)	KSh 4,000
CPSP Industry-based Learning (IBL)	KSh 15,000

## Exemptions and Credit Transfers Fee

CPSP Part I (per paper)  
Ksh 3,750

CPSP Part II (per paper)  
Ksh 5,250

## Issuing of Certificate

A candidate will be issued a certificate for every part completed successfully. The final professional certificate will be issued on completion of Part III. A candidate earns the title Certified Procurement and Supply Professional of Kenya (CPSP-K) upon completion of the entire course.

## APS-K Diploma in Supply Chain Management

### Preamble

This course is designed to provide learners with foundational knowledge, practical skills, and professional attitudes necessary for effective performance in procurement and supply chain operations. It aims to develop transferable, operational, and tactical competencies that prepare learners for diverse roles in both public and private sector organizations.

To achieve this, the curriculum covers key units such as Principles of Procurement and Supply, Economics, Supply Chain Management, Warehousing and Distribution, Stakeholder Relationships, Introduction to Business Law, Communication and Office Management, Business Statistics, Entrepreneurship and Business Ethics, and Contract Administration.

### General Learning Outcomes

By the end of the course, the trainee should be able to:

- 1 Apply the principles of supply chain management in undertaking the procurement and supply process.
- 2 Communicate effectively when carrying out activities in supply chain.
- 3 Embrace ethical business practices in entrepreneurship and supply chain operations.

- ④ Effectively manage stakeholders' relationship in procurement and supply.
- ⑤ Administer and negotiate contracts in supply chain management.
- ⑥ Appraise interrelationship between economics, business statistics and finance in supply chain management.
- ⑦ Manage assets and logistics in supply chain management.
- ⑧ Apply ICT in supply chain management.
- ⑨ Develop effective strategies in project and operations management in supply chain.

## Eligibility Criteria

Kenya Certificate of Secondary Education (KCSE) aggregate average of at least grade C- (Minus), or Division II, KACE one principal or an equivalent qualification, Certificate of experiential learning, KNQA Level 5

**Duration:** The Total Qualification Time is 2880 hours/ 2 years.

### APS-1

- DL1.01** Principles of Procurement and Supply
- DL1.02** Understanding Organizational Environment
- DL1.03** Communication and Office Management
- DL1.04** Economics
- DL1.05** Introduction to Business Law
- DL1.06** Supply Chain Management
- DL1.07** Financial and Cost Accounting

### APS- II

- DL2.01** Procurement of Goods, Services and Works
- DL2.02** Negotiation in Supply Chain
- DL2.03** Contract Administration
- DL2.04** Managing Stakeholder Relationships
- DL2.05** Warehousing and Distribution
- DL2.06** Business Statistics
- DL2.07** Entrepreneurship and Business Ethics

### APS- III

- DL3.01** Logistics Management
- DL3.02** Supply Chain Management Information Systems
- DL3.03** Finance in Supply Chains
- DL3.04** Project Management
- DL3.05** Operations Management
- DL3.06** Asset Management, Costing and Budgeting
- DL3.07** Industry-based Learning (IBL)



## APS-K Diploma Fee

APS Registration	KSh 5,000
APS Reinstatement	KSh 4,000
APS Renewal	KSh 1,200
APS Level I Examination (per paper)	KSh 2,200
APS Level II Examination (per paper)	KSh 3,200
APS Level III Examination (per paper)	KSh 3,200
Industry-based Learning (IBL)	KSh 15,000

### Issuing of Certificate

A certificate will be issued once the candidate has completed Levels I, II and III successfully.

The candidates earn the title Associate in Procurement and Supply of Kenya (APS-K) upon completion.

## Registration of Students

Registration process is done online through the student portal, link - <https://students.kiseb.or.ke/>

Documents required for upload:

1. Certified copies of academic transcripts & certificates
2. Copies of National ID, Passport, Waiting slip or Birth Certificate
3. Soft copy of passport (photo)
4. Any legal document (Affidavit)

## Annual Registration Renewal

Validity of student registration is one calendar year from January to December. Students must renew registration through the student portal link- <https://students.kiseb.or.ke/>

Any student who fails to renew the studentship registration within three (3) years will be required to pay registration re-instatement fee and all the annual registration renewal arrears.

## Examination Entry

Registered students who wish to take the examinations must book units intended to sit for through the student portal, link - <https://students.kiseb.or.ke/>

Information on the examination dates and examination centres is available on the KISEB and Kasneb websites; [www.kiseb.or.ke](http://www.kiseb.or.ke) and [www.kasneb.or.ke](http://www.kasneb.or.ke)

## Withdrawal from the Examination

Application for withdrawal must be accompanied by a letter quoting the student's registration number and reason(s) for withdrawal. Students who withdraw from the examination before the closing date specified for late entry are entitled to a refund of 50% of the examination fees paid. Students who withdraw on account of illness are entitled to a refund of 75% of the examination entry fee paid, subject to submission of an authentic medical certificate covering the examination dates.

## Deferment of Examination Fees

A student will be allowed to defer examination fees to the subsequent examination sitting ONLY ONCE in any particular part upon applications and providing sufficient reason(s) for deferment. The successful applicant will be required to pay an administrative charge equivalent to 15% of the applicable examination fees thirty (30) days prior to the examination period, failure to which the opportunity granted for deferment will lapse. Application for deferment is done through the student portal, link <https://students.kiseb.or.ke/>

## Absenteeism from Examination

A candidate absent from an examination will forfeit the examination entry fee paid.

## Exemptions and Credit Transfers

Exemptions and credit transfers shall be granted for up to 49% of the course units on a paper by paper basis. However, no exemptions shall be granted for APS-K and CPSP-K Part III.

## Payment Details

### eCitizen Paygate

All payments should be made through the eCitizen paygate, accessible via the link <https://students.kiseb.or.ke/>

### BANK

**Bank Account Name:** Kenya Institute of Supplies Examination Board  
**Bank Account Number:** 01020239943600  
**Bank Name:** National Bank of Kenya Ltd  
**Branch:** Ngong Road



# KISEB

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**Website: [www.kiseb.or.ke](http://www.kiseb.or.ke)**

**Student Portal: <https://students.kiseb.or.ke/>**



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