



Setting gold standards in nutrition and dietetics

When replying please quote;  
KNDI/REG/CAND/CIRCULAR/30/11/20

Monday, November 30, 2020

To all candidates,

**RE: INSTRUCTIONS FOR REGISTRATION FOR INDIVIDUAL PRACTICE LICENSE AND CERTIFICATE OF REGISTRATION**

Greetings to all;  
This is to inform all candidates who successfully passed November 2020 Professional Examinations to proceed with application for registration and licensing as follows;

1. Go to <https://osp.kndi.institute>
2. Login to your account
3. Click on applications dashboard and apply for registration
4. Attach certified documents in each of the listed category as follows;

Required Documents	Certifying Agent
Certificate and Transcripts (Certificate, Diploma or Degree)	a) Registrar of Respective Training Institution
Kenya Secondary School Certificate (KCSE)	Either of; a) National Ministry of Education b) County Director of Education or c) Respective High School Attended
National ID	a) Lawyer/Chief/County Commissioner
Passport size photo	

In order to pay for your registration; please make your application online then wait to receive an INVOICE on your email and sms. Use the MPESA pay bill **272223** and the **INVOICE number** (for example INV4545) as your account number without leaving any spaces. Finally, enter the amount to be paid and submit your payment.

Your application will undergo assessment and you shall be notified on the progress via sms and email.

**Note:** For payment of registration and licensing fees the table below shall apply;

Level/Cadre	Registration fee
Certificate	Ksh.7000
Diploma	Ksh.7000
Degree (Internship)	Ksh.7200 (inclusive of Ksh.200 for name tag)

The **DEADLINE FOR APPLICATION IS 8<sup>TH</sup> DECEMBER, 2020** and thereafter the Licensing Award Ceremony shall be held on 16<sup>th</sup> December, 2020.

Thank you,

**REGISTRAR**  
**For the Chief Executive Officer**



Kindly use the official emails indicated on the left when giving reply through email. Hard copy mails should be Addressed strictly to the Chief Executive Officer. Mails addressed confidentially to the CEO should be marked confidential.

Mavoko Sub-county, Sabaki area, opposite Kenchic Farm; Adjacent to valley view hospital, Mlolongo

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[www.kndi.institute](http://www.kndi.institute)

Official Emails:

Registration Unit  
[registration@kndi.institute](mailto:registration@kndi.institute)

Copy to:

Chief Executive Office  
[ceo@kndi.institute](mailto:ceo@kndi.institute)

**Cap 253B**  
An Act of Parliament to provide for the training, registration and licensing of nutritionists and dieticians; to provide for the regulation of the standards, and practice of the profession; to ensure their effective participation in matters relating to nutrition and dietetics, and for connected purposes

[Act No. 18 of 2007,  
L.N. 130/2008.]

**Sector: Health**