




REPUBLIC OF KENYA
MINISTRY OF HEALTH



KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD
APPLICATION FOR APPROVAL AS A MEDICAL LABORATORY SUPERINTENDENT
Pursuant to the Medical Laboratory Technicians and Technologists Act CAP 253 A Laws of Kenya.

KMLTTB QUALITY ASSURANCE SERVICES.

 <small>KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD Make Testing a Safe Reality</small>	APPLICATION FOR APPROVAL AS A MEDICAL LABORATORY SUPERINTENDENT	DOCUMENT CONTROL SERIAL: KMLTTB/KMLTTB/METMLS/01A	
	OWNER OF THE FORM	REGISTRAR	Version 001 DATE: 6TH JANUARY, 2026

KMLTTB FILE NUMBER.....

KMLTTB REGISTRATION NUMBER.....

DATE OF REGISTRATION AND LIENSURE.....

LICENSING OFFICERS INITIALS.....SIGNATURE.....



APPLICATION FOR APPROVAL AS A MEDICAL LABORATORY SUPERINTENDENT

The Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB) is a body corporate with statutory mandate to exercise general supervision and control over the training, practice, business and employment of medical Laboratory technicians and technologists under Cap 253A Laws of Kenya. The Board also advises the Government in relations to all aspects thereof including validation of invitro diagnostics through Legal Notice NO.113 of 2011.

Approval as a Medical Laboratory Superintendent requires registration and licensing with the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB). To qualify, applicants must hold a degree/diploma in Medical Laboratory Sciences, a valid practicing license, and at least 5 years of post-registration supervised work experience.

KEY REQUIREMENTS.

To be officially approved and gazzeted as a superintendent, you must compile and submit the following verifiable documents to the board:

Professional Qualifications

1. KMLTTB registration certificate
2. KMLTTB current valid practicing license
3. Proof of at least 5 years of active/supervised practice post-registration (recommendation letter)
4. Current Curriculum Vitae
5. Appointment and Acceptance Letters (if employed)
6. Copy of ID/Passport
7. KRA Tax Compliance Certificate
8. Certificate of Good Conduct

NB: Superintendent License is valid for ONLY ONE registered premise.

Facility Documentation

1. KMLTTB Medical Laboratory registration certificate
2. List of individual tests (test menu)
3. List of equipment



THE APPLICATION PROCESS

- i. Download application for approval as a medical laboratory superintendent form directly from the KMLTTB website; www.kmlttb.org
- ii. Fill the application form and attach all the required documents as listed above
- iii. Pay the prescribed application fees via E-citizen
- iv. Submit the filled application form, with the attached documents and a copy of the payment receipt to the KMLTTB Medical Laboratory Registration Department



A. PARTICULARS OF THE APPLICANT FOR APPROVAL AS A MEDICAL LABORATORY SUPERINTENDENT	
Name	
Identification Number	
Kmlttb Registration Number	
Date of Registration	
Date of Appointment	
Terms of Employment	
Professional Qualifications	
Highest Professional Qualification	
Institution where highest professional was obtained	
Period of appointment	

B. PARTICULARS OF THE MEDICAL LABORATORY TO SUPERINTEND	
Name of Medical Laboratory	
P.O. Box	
Mobile Number	
Street/Road	
Email Address	
County	
Sub-County	
Constituency	
Ward	
Longitude and Latitude	
KMLTTB Medical Laboratory Class	
Type of Medical Laboratory; (GOK, Private or Faith based) and if (Stand-alone or Integrated)	
Hours of business, weekdays, weekends and public holidays	



C. FOR OFFICIAL USE: TO BE FILLED BY A MEDICAL LABORATORY LICENCING OFFICER			
S/NO	DOCUMENT	COPY AVAILED	COPY NOT AVAILED
1.	Filled application form		
2.	Copy of payment receipt		
3.	KMLTTB registration certificate		
4.	KMLTTB current valid practicing license		
5.	Current Curriculum Vitae		
6.	Appointment/Acceptance Letters (if employed)		
7.	Copy of ID/Passport		
8.	KRA Tax Compliance Certificate		
9.	Certificate of Good Conduct		
10.	Proof of at least 5 years of active/supervised practice post-registration (recommendation letter)		
11.	KMLTTB Medical Laboratory registration certificate		
12.	List of individual tests (test menu) performed by Medical Laboratory to superintend		
13.	List of Medical Laboratory equipment		



D. APPLICATION APPROVED BY (KMLTTB MEDICAL LABORATORY DEPARTMENT HOD)	
Information Certified as:	
True	
False	
Name:	
Date:	
Signature:	

.....THE END.....

