



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.

	APPLICATION FOR APPROVAL AS A MEDICAL LABORATORY SUPERINTENDENT		DOCUMENT CONTROL
	OWNERSHIP	REGISTRAR	SERIAL: KMLTTB/METMLS/01A Version 001 DATE: 6 TH JANUARY, 2026

(FOR OFFICIAL USE)

FACILITY FILE NUMBER.....

FACILITY NAME:.....

SUPERINTENDENT REGISTRATION NUMBER.....

DATE OF REGISTRATION AND LICENSURE.....



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:

1. KMLTTB registration certificate
2. KMLTTB current valid practice license
3. Proof of 5 years active practice post-registration
4. Updated curriculum vitae.
5. Appointment and acceptance letters as a Superintendent
6. Copy of National Identity card.
7. Copy of KRA Tax Pin certificate.
8. Copy of certificate of good conduct from the Directorate of Criminal Investigations or payment receipt.
9. Duly Filled application for approval as a medical laboratory superintendent form (**KMLTTB/KMLTTB/METMLS/01A**)
10. Valid current Superintendent licence for previously registered Superintendents.
11. Official payment receipt

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



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

NB: This form is to be filled by ALL Superintendents (Both active and New)

A. PARTICULARS OF THE APPLICANT FOR APPROVAL AS A MEDICAL LABORATORY SUPERINTENDENT (To be filled by the 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 (To be filled by previously registered Superintendent's)	
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. DECLARATION

I hereby apply for a Medical Laboratory Superintendent license/practicing certificate for the above indicated particulars of medical laboratory premises. I solemnly declare that the information provided in this form is truthful and correct to the best of my knowledge.

Signature of applicant:	
KMLTTB Registration Number:	
Date:	

D. FOR OFFICIAL USE (To be filled by Laboratory Registration Officer)

Superintendent documentation requirements		AVAILED	NOT AVAILED	N/A
1.	KMLTTB registration certificate			
2.	KMLTTB current valid practice license			
3.	Proof of 5 years active practice post-registration			
4.	Updated curriculum vitae.			
5.	Appointment and acceptance letters as a Superintendent.			



6.	Copy of National Identity card.			
7.	Copy of KRA Tax Pin certificate.			
8.	Copy of certificate of good conduct from the Directorate of Criminal Investigations or payment receipt			
9.	current valid Superintendent licence for a previously registered Superintendent			
10.	Duly Filled application form for approval as a medical laboratory superintendent; KMLTTB/METMLS/01A			
11.	Official payment receipt			

REGISTRATION/LICENSURE APPROVED BY:

(Laboratory Registration Officer)

Name:	
Signature	
Date:	

REGISTRATION/LICENSURE APPROVED BY:

(Personnel Registration Officer)

Superintendent Card Issued:	Yes		No	
Serial Number:	Personnel:		Sup:	
Name:				
Signature				
Date:				



REGISTRATION/LICENSURE APPROVED BY:	
(Head of Department Laboratory Registration/Quality Assurance Officer)	
Name:	
Signature	
Date:	

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

