



THE  
INSTITUTE OF TEACHERS PROFESSIONAL DEVELOPMENT

The Institute of Teachers Professional Development  
P.O. Box 1159 – 00502 Karen, Nairobi, Kenya  
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PASSPORT  
PHOTO HERE

## APPLICATION FOR ADMISSION

### 1. PERSONAL DETAILS

Name \_\_\_\_\_  
(Surname) (Other names)

Date of Birth \_\_\_\_\_ Gender (Tick) Male:  Female:   
(Day) (Month) (Year)

Nationality \_\_\_\_\_ Citizenship \_\_\_\_\_ ID/Passport No: \_\_\_\_\_

Marital Status: (Tick) Single:  Married:  Area of Residence: \_\_\_\_\_

### 2. CONTACT DETAILS

Postal Address \_\_\_\_\_ Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Mobile Phone No. \_\_\_\_\_ Other Phone No. \_\_\_\_\_

Email address(es): \_\_\_\_\_

### 3. PARENT'S/GUARDIAN'S/NEXT OF KIN INFORMATION

Name: \_\_\_\_\_

Postal Address \_\_\_\_\_ Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Mobile Phone No. \_\_\_\_\_ Other Phone No. \_\_\_\_\_

Email address (es): \_\_\_\_\_

### 4. SPONSOR'S INFORMATION (If different from Parent/Guardian)

Name: \_\_\_\_\_

Postal Address \_\_\_\_\_ Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Mobile Phone No. \_\_\_\_\_ Other Phone No. \_\_\_\_\_

Email address (es): \_\_\_\_\_

### 5. COURSE DETAILS

Please indicate which programme you are applying for, from the list of programmes attached.

Programme: \_\_\_\_\_  
(E.g. Diploma in Early Childhood)

**6. MODE OF STUDY (Please Tick)**

- a) In-service (Holiday)
- b) Distant Learning
- c) Weekend classes
- d) E-learning Classes

**7. ACADEMIC HISTORY**

High schools and colleges attended (Attach copies of Results and Certificates).

Name of High School	Dates attended <i>(e.g. 2001 to 2003)</i>	Grade attained <i>(e.g. KCSE C+)</i>	Date of completion <i>(e.g. November 2003)</i>	Certificate Number
1.				
2.				
3.				

Name of College/University	Dates attended <i>(e.g. 2003 to 2005)</i>	Course attained <i>(e.g. ECDE Cert)</i>	Date of Graduation <i>(e.g. December 2005)</i>	Certificate Number
1.				
2.				
3.				
4.				
5.				

List extra-curricula activities you have participated in (*e.g. sports, community service etc.*)

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(Attach your C.V. or certificate if appropriate)

## 8. REFERENCE INFORMATION

This section should be filled by EITHER your Religious Leader, Your former teacher/tutor, or employer and someone who knows you very well personally (NOT a relative)

a) <b>Name of Referee:</b> _____
Postal Address _____ Town _____ Postal Code _____
Phone No: _____ ID/Passport No: _____
Email address (es): _____
Signature: _____ Date: _____

### How did you know about The Institute? (Please Tick)

- Advertisement in (*Indicate the media*) \_\_\_\_\_
- Referred by a student (*Put name & adm No.*) \_\_\_\_\_
- Referred by a friend (*Write name*) \_\_\_\_\_
- Exhibition (Please specify): Place: \_\_\_\_\_ Date: \_\_\_\_\_
- Other (Please specify): \_\_\_\_\_

## 9. FINANCIAL INFORMATION

### How will you finance your studies at the Institute? (Please Tick)

- |                            |                          |   |                          |
|----------------------------|--------------------------|---|--------------------------|
| a) Self finances           | <input type="checkbox"/> | d) Sponsor ( <i>put details in front page</i> )     | <input type="checkbox"/> |
| b) Employer                | <input type="checkbox"/> | e) Scholarship ( <i>put details in front page</i> ) | <input type="checkbox"/> |
| c) Family/parents/guardian | <input type="checkbox"/> |   |                          |

## 10. ACADEMIC INTEREST & PURPOSE OF STUDY

In the space provided below, please describe your special academic interests, your purpose and objectives for undertaking the program you specified.

*Academic Interests*

*Purpose*

*Objectives*

## 11. DECLARATION

Please check and tick that you have enclosed the following relevant documents together with your application before signing this form

1.  Completed Application Form
2.  A copy of KCSE/KCE Result slips, Academic and leaving certificates
3.  A copy of your Birth Certificate (*if taking KNEC Exams*)
4.  A copy of National ID/Passport
5.  3 recent passport size photographs (*one affixed to this form*)
6.  Application fee paid.
7.  Signed code of conduct.

I \_\_\_\_\_, hereby apply for admission at The Institute of Teachers Professional Development and I confirm that the information provided above is correct to the best of my knowledge. I understand that any offer of admission may be withdrawn if I cannot provide documentary evidence of any statement written on this form.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
*Sponsored By:* \_\_\_\_\_



## **CODE OF CONDUCT AGREEMENT**

I understand that The Institute of Teachers Professional Development (ITPD) is a training college established by the International Collaboration for Community Development and Empowerment (INCCODE). I acknowledge that the Institute expects me to demonstrate an upright moral character. I agree to live in harmony with the goals and policies of the Institute.

I will resolve to communicate grievances in a mature manner, using the principles of respect and reconciliation as my guideline. I agree to settle differences with students and institute administration, staff in a peaceful and considerate manner.

I understand that rioting, boycotting, striking against classes, Institute programmes or policies, rules, regulations and standards, is prohibited. I will not attempt to interfere with fellow students in their attendance of classes or institute programmes. Participation in either course of action will make me liable to disciplinary action.

I agree that I will not use alcohol, tobacco or any recreational drug while a student at the Institute. I will avoid questionable places of entertainment which distract from moral and spiritual development and which encourage a lifestyle contrary to the upright life style desired of students of The Institute of Teachers Professional Development.

I understand that behaviour such as gambling, bribery, occult practices, overtly teaching non-moral values in any form, reading obscene or pornographic materials, engaging in sexual practices with other students or staff at the institute, is not permitted.

I understand that while I am a student at the Institute, I am expected to keep all rules and regulations at the Institute both on and off campus. I further understand that, students who are arrested for disorderly conduct, public drunkardness, and public disturbance or breaking the laws of Kenya in any form will be liable to disciplinary action from the Institute.

I understand that the security staff, administration staff of the Institute, may inspect parcels, personal belongings or vehicles brought into the Institute premises, for beverages or items that are not permitted in the Code of Conduct. I agree to give the Institute the authority to conduct impromptu inspections of my luggage to protect students and the Institution from the presence of substances or items that are not allowed in the Institute.

I understand that I am required to be truthful in applying for admission to the Institute. I understand that this requirement of honesty in application includes the disclosure of suspension or dismissal from any post secondary school institution. I further understand that if it is discovered that I have not been honest in my application form, I am liable to disciplinary action that may include discontinuation from the Institution.

I will not discriminate against fellow members of the Institute community on the bases of race, gender, age, colour, nationality, ethnic origin, marital status, or physical handicaps. I will refrain from persecuting or insulting a member of the Institute community concerning issues of spiritual convictions or religious practices. I understand that the public display of affection such as hugging or kissing is not allowed.

I agree to abide by this Code of Conduct. I understand that my agreement to the Code of Conduct is a condition of my acceptance and continuation at The Institute of Teachers Professional Development. I agree to abide by the behavior code and the Institute rules and regulations.

I understand that should I break or in any way violate the Code of Conduct, the principles and rules provided during admission, I shall be subject to disciplinary action. I acknowledge that, while I may request a grievance procedure for such disciplinary action, I agree to abide by the decision of the Institute.

Student's Full Name: \_\_\_\_\_

Mobile Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_