



APPLICATION FOR ACCREDITATION OF TUITION PROVIDERS

Approval Number	
Start date	End date

Date application received by ZICA

Please print and complete all requested information

1. APPLICANT STATUS:

- First Time Applicant:** Initial application
- Previously Accredited:** Accreditation renewal

2. BACKGROUND INFORMATION:

2.1. Legal Name of Training Institution, Official Contact Person & Job Title of Contact Person

(Name of Institution)

(Name of Contact Person & Job Title)

2.2 Training Institution Location Address (Physical Location of Institution)

Building and/or Street name

City/Town

Country

2.3 Training Institution Postal Address

P.O. Box

Street name

City/Town

Country

2.4 Phone/Fax/Electronic Mail Contact Information

Telephone # _____

FAX # _____

Official Email Address _____

Web Address _____

3. LEVEL OF TRAINING IN ZICA PROGRAMMES

3.1 Indicate the level of training your institution is offering/wishes to offer

3.1.1 CA ZAMBIA

3.1.2 Diploma in Accounting

3.1.3 Diploma in Taxation

3.1.4 Public Sector Financial Management

3.2 (i) Only for Accreditation Renewal.

Has the College/University provided tuition at a higher level rather than the one recommended after accreditation?

Yes

No

(ii) If the answer is yes to (i) give reasons.

3.3 What mode of tuition are you offering/do you wish to offer in your institution?

Part-Time

Full – Time

4.0 Management qualifications

Management Team	Name	Qualifications (Attach the C.Vs)
Head of Institution		
Deputy Head of Institution		
Head of Accountancy Programmes		

5.0 TRAINING RESOURCES

5.1 Indicate the number of students by level of training in ZiCA Programme

level	Full-Time students			Part – Time Student			Total
	Male	Female	Sub-Total	Male	Female	Sub-Total	
CA ZAMBIA							
CA Certificate in Accountancy							
CA Application Advanced Diploma in Accountancy							
CA Advisory Professional in Accountancy							
DIPLOMA IN ACCOUNTANCY							
Level 1							
Level 2							
DIPLOMA IN TAXATION							
Certificate							
Diploma							
PUBLIC SECTOR FINANCIAL MANAGEMENT							
Total							

5.2 Indicate the number of lecturers by programme by level

level	Subject	Full-Time Lecturers			Part – Time Lecturers			Lecturers Total	For Official use Only
		Male	Female	Sub-Total	Male	Female	Sub-Total		
CA ZAMBIA Knowledge Level									
	1.1								
	1.2								
	1.3								
	1.4								
	1.5								
	1.6								
Application Level	2.1								
	2.2								
	2.3								
	2.4								
	2.5								
	2.6								
Advisory Level	3.1								
	3.2								
	3.4								
	3.5								
	3.6								
	3.7								
	3.8								
Diploma in Accountancy									
Level 1	D1								
	D2								
	D3								
	D4								
	D5								
	D6								
	D7								
Level 2	D8								
	D9								
	D10								

	D11								
	D12								
Diploma in Taxation									
Certificate	C1								
	C2								
	C3								
	C4								
	C5								
	C6								
Diploma	D1								
	D2								
	D3								
	D4								
	D5								
	D6								
Public Sector Financial Management									
	PFM1								
	PFM2								
	PFM3								
	PFM4								
	PFM5								
	PFM6								
Total									

NB: Fill in the form on Annex 1 – Lecturers Qualifications, in support of the above statistics

5.3 Library facilities

5.3.1 Does the institution have library facilities?

- Yes
 No

5.3.2 If yes, indicate the subjects and the number of books

Subject	# of Books (Attach Titles)	# of students (Attach Registers where possible)	For Official Use Only

Totals								

7.0 Condition of Classroom Furniture

- Good
- Poor

8.0 Sanitary Facilities

- Meet public health requirements
- Don't meet public health requirements

9.0 COMMENTS

Give any final comments to support your application:
