



Kenya Medical Practitioners and Dentists Council
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RE: RENEWAL NOTICE TO ALL HEALTH INSTITUTIONS FOR THE YEAR 2025

The Kenya Medical Practitioners and Dentists Council is a Body corporate established under Section 3 of the Medical Practitioners and Dentists Act (CAP 253 of the Laws of Kenya) with the mandate to regulate professional training and practice of Medicine, Dentistry and Community Oral health within the Republic of Kenya. This is to notify you that the Online Portal for the renewal of annual practice licences for all practitioners is now **OPEN**. You are therefore required to renew your **2025** licence before **31st December 2024**. The online portal can be accessed through <https://osp.kmpdc.go.ke>.

1) RENEWALS

All health institutions registered by KMPDC are required by CAP 253, Laws of Kenya to renew their operating license annually within the stipulated period. Sec 15 of the Act stipulates that no premise shall be used as a health institution unless it is registered and licensed by the Council. Section 22 of the Act further criminalizes the use of an unlicensed premise as a health institution. It is therefore the responsibility of the directors of each health institution registered by KMPDC to ensure strict compliance with the Law.

2) REQUIREMENTS

The following are the mandatory requirements for renewal of a health institution's annual practice license:

NO	REQUIREMENTS	DESCRIPTION
a.	Good Standing	Only facilities in GOOD standing with KMPDC will be allowed to renew their annual practice license.
b.	Completion of the services availability form	All health facilities are required to complete the online form on the services offered within each facilities prior to renewal of their operating licenses.

NO	REQUIREMENTS	DESCRIPTION
c.	Indemnity Cover	Sec 15A of the Act provides that every health institution shall in each year insure the health institution against professional liability of its staff. A VALID professional Indemnity cover is therefore a mandatory requirement for renewal of the annual license.
d.	Payment	Payments for the annual operating licenses are system generated and done on E-Citizen linked to the practitioner's portal. This is done via: Lipa na Mpesa-Pay bill Business Number – 222222 Account Number: - Unique system generated invoice Enter the amount: - generated by the system

3) FOR THOSE CREATING NEW ACCOUNTS

For facilities that do not have an OSP account, the appointed system administrator should create an account by following the steps highlighted in this procedure manual

https://kmpdc.go.ke/resources/KMPDC_OSP_Procedure_Manual_Facilities.pdf

Thereafter, they can proceed to renew their operating license for the year 2025.

4) FOR THOSE WITH EXISTING ACCOUNTS

Those with existing accounts are required to log into the portal using their existing credentials and make the application

5) CHANGE OF SYSTEM ADMINISTRATOR/EMAIL ADDRESS

For facilities that are require a change of the particulars of the system administrator or the primary email address the following steps apply:

- a. Appoint in writing the desired System Administrator who shall have sole mandate of managing the licensing function of the Health Institution.
- b. Fill in the data in the form below and forward to the Council through osp@kmpdc.go.ke. Accompanied by the letter requesting the change on the OSP.

Health Facility Name	
Registration number	
Administrator Name	
ID Number/ Passport Number	
Email Address	
Phone Number	

Upon receipt and approval of this request, the KMPDC support team enforces these changes and the new system administrator can log in with the credentials shared and renew the facility license.

PLEASE NOTE THAT NO PAYMENT SHALL BE MADE TO THE COUNCIL WITHOUT AN ACCOMPANYING INVOICE NUMBER AFTER A SUCCESSFUL APPLICATION IN THE PORTAL.

6) ISSUANCE OF LICENSE

Upon successful payment process and authentication by the Council, the Health Institution's System Administrator shall receive a Short Code Message (SMS) and email notification informing him/ her that the licence is ready for download and printing from the portal. This licence must be displayed in a conspicuous place within the health institution to which the licence relates.

NOTE:

- a) In the event of any change in the details provided, or change of the preferred system administrator, the institution's director/ proprietor or Accounting Officer shall promptly notify the Council in writing of the change.
- b) The licence generated from the portal will have a unique QR Code to be used to verify its authenticity. Once scanned, the QR Code will reveal the licensure details of the health institution.

7) SUPPORT

KMPDC has appointed a support team dedicated to assist in any licence renewal queries or challenges. Kindly reach us via **+25427666444** or on email via osp@kmpdc.go.ke. Follow this link: <https://kmpdc.go.ke/application> for more details.



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