




Q&As FOR ACCREDITATION

The 2023 accreditation season is upon us and during this period journalists, media practitioners and media enterprises begin the process of renewing and applying for accreditation and media subscription. Below are the common questions and respective responses.



1. How do I apply or renew my Press Card?

The Media Council of Kenya is now fully online and can be accessed through our portal <https://accreditation.mediacouncil.or.ke:882/>. The link can be accessed by typing MCK accreditation portal on the web browser or through our website <https://mediacouncil.or.ke/>

On the landing page, there are three sections that stand out - The journalists, Media House and Procedure sections. Any individual applicant can access the accreditation service through the journalist drop down menu. New applicants should click on Register (New Journalists Only). Media houses apply through the media house section.



2. If am renewing my card, what do I need to upload?

Journalists who are renewing their Press Cards go through this process:

- Under the journalist section (select log in or first time log in) enter your press card number or email address submitted during accreditation.
- A password reset token will be sent to you via mail or SMS.
- Use token to reset your password.
- Go to membership and select new renewal and the year.
- Upload the recommendation letter and submit for approval
- Once the application is reviewed and approved pay and collect Press Card



3. How much I am required to pay for accreditation?

The amount of money a journalist pays for accreditation depends on the category they are applying under. For journalists and media practitioners the amount is KShs 2,000, Foreign journalists on long-term employment pay KShs 10,000 while those on short term (three months) pay KShs 5,000. Students pay KShs 300.




4. How long does it take for the card to be processed?

Once an application is submitted via the portal, a card is processed within two days.



5. Why is my password not working?

The portal requires one to create a password that is six characters long with an upper and lowercase, special feature and a number. For example, Kenya\$2092. Most applicants give up at this stage because of failure to create a strong password.



6. How do I change my media house on the portal?

If a journalist has changed media houses within an accreditation cycle, they should make a request via the portal for change of media house. They need to provide a recommendation letter from their new employer.



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7. What are the requirements for applying as a journalist, media practitioner or student?

There are different requirements for each category. If an individual is applying as a local journalist, they need a recommendation letter from their media institution, academic certificate (minimum requirement is a diploma), a clear passport photo, preferably taken a white background and portfolio of work. Portfolio of work is either published work, video or audio from the journalist. For freelance journalists, they require a letter from an organisation they submit their work to. All foreign journalists require a passport and valid work permit, in addition to all the other requirements. Media practitioners will require to undergo a media ethics course by the Media Council of Kenya to qualify for accreditation. The certificate granted after the training is what they upload in the system. Students require a letter of recommendation from the learning institution, a valid school ID and a clear passport photo. It is important to specify that MCK only accredits students who in their third or fourth year of studies and are about to proceed for internship.



8. If I am applying as a freelance journalist and I cannot get a recommendation letter, what I am supposed to do?

Some freelance journalists are not attached to any media house and must therefore provide portfolio of work in the absence of a recommendation letter from a media institution. They must also provide their academic certificates from a recognised institution.



9. Where do I collect my card?

Once cards are processed an individual can collect them from our main office at Britam Centre, Upperhill, Nairobi or regional offices in Nakuru, Mombasa, Kisumu and Meru.



10. What is the expiry date of MCK cards?

The accreditation cycle runs from January to December. This means that no matter what time of the year a journalist applies or renews their card, it will all expire on December 31 every year. The amount of money paid for a press card is the same throughout the year and MCK does not offer a prorated fee. That is why journalists are always encouraged to renew their Press Cards early in the year.



11. How do I replace a lost card?

In the event a journalist loses their card they can apply through the system for a replacement. Once they log into the system, they go straight to the replacement section and upload a police abstract, wait for approval, pay KShs 300 and make arrangements to pick their new card.

**In case of further clarification, please call our hotline
0110131447 or email: accreditation@mediacouncil.or.ke.**