



## **PUBLIC HEALTH OFFICERS AND TECHNICIANS' COUNCIL, KENYA**

Email: [photc.kenya@gmail.com](mailto:photc.kenya@gmail.com)

Website: [www.photc.org](http://www.photc.org)

Telephone: 020 239 864 6/7/8/9

HEAD OFFICE: KMTTC GROUNDS

OLD MBAGATHI ROAD – OFF NGONG'  
ROAD

P.O. BOX 34061-00100.

**4TH FEBRUARY 2026**

### **ONLINE PROCEDURE FOR LICENSE RENEWAL FOR PHOS AND PHTS IN KENYA.**

- \* Log into portal **osp.photc.org**.
- \* **For first time** users **Sign up** for Online Services as a practitioner, by keying in your Registration Number, ID Number, and email address.
- \* Once you Register for online services an email for completing your registration is sent to your email address.
- \* Click on **complete registration** then update your profile information.
- \* After updating your profile information, click on **Make Retention Application** and fill information on Retention.
- \* **For Returning Users**, please **Sign in** using your log in credentials i.e, your email as username and your password.
- \* If you have forgotten your password, click on forget password, input your email and a link for reset password will be shared to your email.
- \* Reset your password and then click on make retention application and fill information on Retention.
- \* Submit Information on Retention, and the system will generate an invoice to make the payment.
- \* Click make payments through E- citizen platform and follow the instructions on how to make the payment.
- \* Once payments are done, share the payment message, invoice number and ID number to **02023986409/ 0722781306**.
- \* log out, and wait for approval of your license within 24 hours, before logging in and printing it out.

**N/B: For further details and application guidelines, please contact office Telephone: 020 239 864 6/7/.**

**Anthony Wainaina**  
**Ag. Chief Executive Officer.**