

Academic and Accreditation Advisory Committee

Application Form for Professional Bodies and Tertiary Institutions for Approval as a Recognized Institution

Notes

1. This form is for approval as a recognized institution for providing Continuous Professional Training. According to paragraph 8 of the Guidelines on Continuous Professional Training, only applications from professional bodies and tertiary institutions will be considered. Applications from training providers which are for-profit organisations will NOT be processed.
2. All questions MUST be answered, if any question is not applicable, please write "N.A."
3. If there is insufficient space to complete your answer to any question, please continue on a separate sheet and specify the question to which the sheet relates.
4. Any changes in the information given prior to the approval of this application should be notified immediately to the Academic and Accreditation Advisory Committee.

1. Background information of the applicant:

- a) Name (in English) _____
(in Chinese) _____
- b) Address _____

- c) Telephone Number _____
- d) Fax Number _____
- e) Email Address _____
- f) Contact Person _____
- g) Primary Business Activities _____
- h) Please state if you are a professional body / tertiary institution*

*Please delete as appropriate. Applications from training providers which are neither professional bodies nor tertiary institutions will NOT be processed.

2. Please describe the scope and means of training, e.g. subjects and by lectures, workshops, notes, etc.

3. Please set out the objectives of these training programmes.

7. Would there be any ongoing evaluation and updating of the training programmes? If yes, please describe the procedures and assessment criteria.

8. Is there any feedback evaluation from attendees?

9. Is there any system in place for recording enrolments, attendance and completion of the training programmes?



10. Please set out your case that you are qualified to be a recognized institution.

Signed on behalf of the Applicant

Name & Capacity

Date