



## **Organization Application Procedures for registering Continuing Professional Development ("CPD") Courses/Lectures/Seminars/Workshops**

In order to satisfy the requirements for registering CPD Courses / Lectures / Seminars / Workshops (hereinafter referred to as "event"), organisers shall complete an application form (CPD Form 2) for each event organised. Completed application forms are to be submitted to the Secretary General of the HKMC at the following address:

21/F, Success Commercial Building,  
245-251 Hennessy Road,  
Wan Chai, Hong Kong.

Application shall be made at least 4 weeks prior to the scheduled date of the event. The organiser may use the words "Pending CPD registration approval from the HKMC" after the application. Incomplete application form will not be processed and the HKMC will return the incomplete application form to the organiser if applicable. The HKMC shall endeavour to respond to an application within 21 working days to facilitate the organiser in advertising the event in a timely manner.

Upon the notification of approval, the organiser may use the wordings "N CPD points approved by HKMC" where [N] denotes of the number of CPD points so approved. Post-registration will not be acceded, it is not possible to register CPD points after any event has taken place.

### **Documentation Required For the Registration of CPD events**

Organisers are required to provide the following documentation in support of their application contained in application form:

- Name of the organiser
- A promotional flyer of the activity (if applicable)
- An outline of the activity
- Up-to-date resume(s) of the event presenter(s), listing their experience and professional qualifications.
- A copy of materials / handouts to be distributed to participants at the activity

### **Guidelines on the awarding of CPD Points**

The number of CPD points will normally be equivalent to the number of hours of the activity (excluding coffee/tea/lunch/dinner breaks etc.). The final decision will be subjected to the decision of HKMC.

### **Registration of Attendance**

Organisers shall register all those attending the event, name of the attendee, duration of the attendee(s) attendance of the event shall be clearly recorded. Completed Attendance documents are to be submitted to the HKMC Secretariat within 14 days after the event. Failure to adhere to this administrative matter will render the CPD points awarded invalid.

### **Registration Fee**

If the event is fee charging, an administrative charge will be levied by HKMC. The prescribed registration fee is currently fixed at HK\$500 per event for non-commercial organisers and HK\$1,000 per event for commercial organisers. On the other hand, if the event is free of charge, no administrative charge will be levied. Organiser is required to submit this registration fee together with their application form.

### **Administrative Matters**

In summary, the following documentations are required to furnish to the HKMC Secretariat for each CPD registration:

1. Name of the organiser
2. A promotional flyer of the activity (if applicable)
3. An outline of the activity
4. Up-to-date resume(s) of the event presenter(s), listing their experience and professional qualifications.
5. A copy of materials / handouts to be distributed to participants at the activity
6. Completed Attendance documents\*
7. Event evaluation summary to be completed by the organiser taking into consideration comments\*

\* These documents should be submitted to the HKMC Secretariat within 14 days after the event has taken place.

If assistance is required please contact the HKMC either by  
Tel (852) 2866 1800, Fax (852) 2866 1299 or email at [admin@mediationcentre.org.hk](mailto:admin@mediationcentre.org.hk)

**Application for Registration of Continuing Professional Development (CPD) Courses / Lectures / Seminars / Workshops  
(For Organization ONLY)**

1. Name of the Organization	
2. Contact Person	Name: _____ Tel: _____ e-mail: _____ Address: _____
3. Application Date	
4. Topic(s) of the Event (Please attach details / outline of the event)	
5. Presenter(s) of the Event (Please attach details of their resume(s))	
6. Number of Participants	
7. Date(s) and Duration of the Event	Date(s): _____ Time: _____
8. Venue of the Event (Full address)	
9. Additional Information	
10. Registration Fee	No fee / HK\$500 / HK\$1,000



**PERSONAL DATA (PRIVACY) ORDINANCE NOTICE**

Persons who supply data in their application to the Hong Kong Mediation Centre Limited (HKMC) are advised to note the following points pursuant to the Personal Data (Privacy) Ordinance.

1. Personal data provided in this application form will be used solely for the purpose of registration of CPD points, and in this connection the data herein will be dealt with by the HKMC staff and/or by the HKMC CPD and Member Services Committee (CPDMSC) members.
2. After an application for registration has been duly processed, the application papers of the event organiser will be retained in a file established by the HKMC for each organiser. Such information will be retained by HKMC for as long as it deems necessary or useful.

Under the provisions of the Personal Data (Privacy) Ordinance, an organiser has the right to access to, and the correction of, his/her personal data as retained by the HKMC. Applicants wishing to access or make corrections to their data should submit written requests to the Secretariat of HKMC.

**DECLARATION**

1. I have read and agreed to the Personal Data (Privacy) Ordinance Notice.
2. I authorize the HKMC, its staff, employees and/or members of the HKMC CPDMSC to deal with, utilise and/or assess the data submitted by me as may be required in connection with my application for registration of CPD points.
3. I understand that my data will become part of the HKMC's files and may be used for all purposes deemed necessary or useful by the HKMC.

I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application and may lead to revocation of my application for Registration of CPD in relation to Mediation should my application be successful.

Any information on this Form may be made available by HKMC to third parties for the purposes of Registration of CPD point.

*Please sign below to confirm your agreement to the disclosure of the information contained in the application and your confirmation of its accuracy.*

Name (in print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***For Office Use Only:***  
***Approved by the Chairperson(s) of the***  
***CPD and Member Services Committee***