

**Residential Care Homes for the Elderly and
Residential Care Homes for Persons with Disabilities**
Guidance Notes on Application for
Registration of Health and Care Practitioner

1. Qualification Requirement for Registration

Registered Health and Care Practitioner

- 1.1 Any person who wishes to apply for registration as a registered health and care practitioner under section 3Z of the Residential Care Homes (Elderly Persons) Regulation and/or the Residential Care Homes (Persons with Disabilities) Regulation, must meet the following qualification requirement –
- (a) holds a qualification specified by Director of Social Welfare (DSW) (please refer to the Social Welfare Department (SWD) website https://www.swd.gov.hk/en/pubsvc/lr/reghm_hw/reghcp/); or
 - (b) being a registered health and care practitioner as defined by section 2 of Residential Care Homes (Persons with Disabilities) Regulation/Residential Care Homes (Elderly Persons) Regulation.
- 1.2 Apart from meeting the qualification requirement specified above, DSW may register the applicant as a registered health and care practitioner if DSW is satisfied that the applicant is competent to perform the duties of a health and care practitioner; and
- 1.3 is fit and proper to be so registered (please refer to section 3Z of the Residential Care Homes (Elderly Persons) Regulation and/or the Residential Care Homes (Persons with Disabilities) Regulation for details). DSW may impose on the registration any condition that DSW considers appropriate, including any condition relating to continuous learning.

2. Application Procedure

- 2.1 If the applicant meets the requirement of registration as a registered health and care practitioner, he/she may make an application and upload the related documents electronically (or through the relevant training institutes) through the “CarePro Registration System for Residential Care Homes” (CPRS) (cprs.swd.gov.hk/) (please refer to the Annex of this Guidance Notes for details).

- 2.2 Upon receiving the application and the required documents, the Development Section of the Licensing and Regulation Branch will conduct a preliminary screening. If necessary, may contact the applicant direct or through his/her respective training institute for supplementary information and document(s).
- 2.3 The applicant will be notified of the date, time and location of the registration interview through CPRS after the preliminary screening.
- 2.4 The applicant shall attend the registration interview according to the date, time and location specified in the email and bring along with the original copy of his/her Hong Kong Identity Card.
- 2.5 SWD reserves the right to request the applicant to submit the original copy of related document(s) for verification during the registration process.
- 2.6 The applicant must undergo interview, assessment, document verification and settlement of registration fee in order to complete the registration process.

3. Validity Period of Registration

Type of Registration	Validity Period
Registered health and care practitioner	Not exceeding 5 years

4. Renewal of Registration

A registered health and care practitioner may apply for renewal of his/her registration through CPRS. The application must be made at least 3 months before, but not earlier than 6 months before, the expiry of registration.

5. Registration Fee and Payment Methods

- 5.1 Currently, the fee for registration as a registered health and care practitioner in residential care homes for the elderly or residential care homes for persons with disabilities is \$245 per application, and the renewal fee is \$190 per application. All fees paid are non-refundable after submission of the application.
- 5.2 A “General Demand Note” will be issued through CPRS and email by the Development Section of the Licensing and Regulation Branch after the registration interview. The applicant may settle the payment at post office, convenience store, or through Automated Teller Machine (ATM), PPS, etc.

6. Issuance of Certificate

The applicant will receive an email notification and the certificate through CPRS within 10 working days after payment.

7. Change of Certificate

- 7.1 If the registered health and care practitioner has changed his/her name, he/she shall submit an application for change of certificate through CPRS as soon as possible (within 3 months) and upload related supporting documents in relation to change of name (e.g. copy of deed poll, new Hong Kong Identity Card, etc.).
- 7.2 A “General Demand Note” will be issued to the applicant through CPRS and email after review and approval of the application. The updated certificate will be issued to the applicant through CPRS and email by the Development Section of the Licensing and Regulation Branch after the applicant has settled the fee of \$245 for change of name application.

8. Register of Health and Care Practitioners

- 8.1 SWD shall keep a register containing the name and correspondence address of persons registered as registered health and care practitioners. The register is kept at the office of the Development Section of the Licensing and Regulation Branch, and is available for public inspection if needed free of charge. SWD may make any amendment to the register as necessary for securing its accuracy or keeping it up-to-date
- 8.2 SWD must remove the name of a person from the register if –
 - (a) the person has died;
 - (b) the person’s registration ceases to have effect on expiry or cancellation;
 - (c) the person makes a written request to DSW for cancelling the registration; or
 - (d) the person was also registered as a registered health and care practitioner under the Residential Care Homes (Elderly Persons) Regulation/the Residential Care Homes (Persons with Disabilities) Regulation; and that registration is cancelled under section 3ZG(1)(a) or (b) of the Regulations.

9. Appeal

If the applicant disagrees with the decision of DSW to refuse his/her registration/renewal of registration or cancel registration, he/she may, by written

notice, appeal to the Secretary for Labour and Welfare through the the Development Section of the Licensing and Regulation Branch of SWD.

10. Reporting Requirements

- 10.1 A registered health and care practitioner must report through CPRS as soon as reasonably practicable after any of the following event occurs –
- (a) a prosecution is started against the health and care practitioner for an indictable offence in Hong Kong;
 - (b) the health and care practitioner is convicted of an indictable offence in Hong Kong;
 - (c) a prosecution is started against the health and care practitioner for an offence punishable with imprisonment (however described) in a place outside Hong Kong;
 - (d) the health and care practitioner is sentenced to imprisonment (however described) in a place outside Hong Kong, whether or not the sentence is suspended; or
 - (e) any professional or academic qualification of the health and care practitioner (whether being a qualification specified by the DSW for the purposes of section 3Z(2)(a)(i) or otherwise) is revoked.
- 10.2 If there is any change in name or correspondence address, the registered health and care practitioner must report within 3 months from the date of change. He/she shall submit an application for change of certificate through CPRS in accordance with paragraph 7 of this Guidance Notes (if applicable) to facilitate the updating of the register of health and care practitioners.

11. Continuous Learning

- 11.1 A health and care practitioner should enhance his/her competence in his/her professional standards and the overall service quality of RCHs through continuous learning, including taking relevant training courses.
- 11.2 If a registered health and care practitioner has been registered for a long period of time before taking up employment or returning to the residential care service industry, SWD encourages him/her to complete relevant training courses prior to assuming the post in order to refresh and update related knowledge and skills.

12. Enquiry

Tel : 3104 0776
Fax : 3620 3134
Email : cprs_hmhw@swd.gov.hk
Website : www.swd.gov.hk
Office : Development Section
Licensing and Regulation Branch
Social Welfare Department
Address : 5/F, THE HUB, 23 Yip Kan Street,
Wong Chuk Hang, Hong Kong

Application for Registration as a Registered Health and Care Practitioner

List of Documentary Proof

Please upload the copy of the following supporting documents upon submission of the application form for registered health and care practitioner through CPRS (cprs.swd.gov.hk) –

Applicable to application of a registered health and care practitioner
• Completed application form
• Copy of Hong Kong Identity Card
• Copy of Certificate of Professional Diploma Programme for Health and Care Practitioners
• Copy of Certificate of Registered Health and Care Practitioner (if any)
• Copy of certificate or supporting documents of continuous learning/refresher course (if any)
• Copy of supporting documents in relation to change in name (if any)
• Copy of prosecution documents or conviction documents issued by court (if any)
• Copy of supporting documents in relation to revocation of the professional or academic qualification/ the professional diploma of health and care practitioner (if any)

(Remarks: The list is for reference only. Submission of additional supporting documents may be required depending on the merits of individual application.)