



社會福利署
Social Welfare Department



Registration for Care Professionals of Residential Care Homes for the Elderly and Persons with Disabilities

Introduction

Pursuant to the Residential Care Homes (Elderly Persons) Regulation and Residential Care Homes (Persons with Disabilities) Regulation, any person who wishes to be a home manager, a health and care practitioner or a health worker (care professionals) in a residential care home (RCH) for the elderly and persons with disabilities, must apply to the Director of Social Welfare (DSW) to be registered as a registered home manager / registered home manager (provisional), registered health and care practitioner or registered health worker, as well as to make timely application for renewal of registration.



Qualification Requirement for Care Professionals of RCHs

Care Professionals	Qualification Requirement for Registration
Registered Home Manager	 The applicant has completed a training course specified by DSW[#] and meets one of the following criteria –  holding a professional qualification relating to healthcare or social work specified by DSW; or a bachelor or higher degree, (or an academic qualification regarded by DSW as equivalent); or is a registered health and care practitioner; and having, within 3 years before making the application, worked in one or more RCHs for a total of at least 1 year in a position involving or assisting in the management of the RCHs; or  having worked in one or more RCHs as a health worker for a total of at least 5 years; or  being a pre-material-date home manager* who has been registered as a registered home manager (provisional)
Registered Home Manager (Provisional)	 The applicant holds a professional qualification relating to healthcare or social work specified by DSW; or a bachelor or higher degree (or an academic qualification regarded by DSW as equivalent) ; or is a registered health and care practitioner[^]
Registered Health and Care Practitioner	 The applicant holds a qualification specified by DSW⁺
Registered Health Worker	 The applicant has completed a course of training approved by DSW[#] ; or  By reason of the person's education, training, professional experience and skill in health work, satisfies DSW that the person is a suitable person to be registered as a registered health worker

[#] The list of training courses approved by DSW has been uploaded to the Social Welfare Department (SWD) website.

^{*} A pre-material-date home manager refers to a person who was employed as a home manager in an RCH for the elderly or persons with disabilities immediately before the material date (i.e. 16 June 2024), and has submitted an application for registration as a registered home manager (provisional) during the period from 16 June 2024 to 15 December 2024.

[^] The applicant must submit proof to the satisfaction of DSW that he/she will be employed as a home manager after registration.

⁺ Completed a programme approved by DSW and obtained the professional diploma for health and care practitioner.

Application for Registration as Care Professionals of RCHs



Registration Requirement

- ◆ meets the qualification requirement;
- ◆ is competent to perform the relevant duties;
- ◆ is fit and proper to be so registered;
- ◆ has paid the applicable fee for the registration; and
- ◆ has complied with all the conditions (if any) imposed by DSW in relation to registration, including any condition relating to continuous learning



Fit and Proper Requirement

In deciding whether a person is fit and proper, the following will be considered –

- ◆ criminal record
- ◆ any professional or academic qualification has been revoked and the reason for the revocation [only applicable to registered home manager, registered home manager (provisional) and registered health and care practitioner]

Validity Period of Registration

Care Professionals	Validity Period	Renewal of Registration
Registered Home Manager / Registered Health and Care Practitioner / Registered Health Worker	Not exceeding 5 years	Application must be made at least 3 months before, but not earlier than 6 months before the expiry of the registration*
Registered Home Manager (Provisional)	Not exceeding 2 years	Non-renewable

* All having registered as registered health workers before 16 June 2024 should submit their renewal applications. For details, please visit SWD website for the latest announcements.



Procedure on Application for Registration / Renewal of Registration

Procedure

1

Use a valid email address / “iAM Smart” to create an account in the “CarePro Registration System for Residential Care Homes”

2

Activate account, complete the electronic form and upload the required documents

3

Attend scheduled interview at the office of Licensing and Regulation Branch, SWD

4

Pay the fee for the registration / renewed registration

5

Download the e-Certificate after the completion of the application for registration / renewal of registration

Under normal circumstances, application for registration / renewal of registration would take about **3 months** if all the submitted documents are accurate and in order. In-service applicants must allow sufficient time when submitting applications for renewal of registration, in order to avoid any disruption to their current employment.



<https://cprs.swd.gov.hk>
CarePro Registration System
for Residential Care Homes

Reporting Requirement

During the validity period of the registration, applicant must report to DSW in writing under the following circumstances –

Circumstances	Reporting Period
1 Being prosecuted or convicted of an indictable offence* in Hong Kong	Report as soon as possible
2 Being prosecuted or convicted of an offence punishable with imprisonment in a place outside Hong Kong	
3 Being revoked for any professional or academic qualification [For registered home manager / registered home manager (provisional) / registered health and care practitioner only]	
4 Change in name or correspondence address	Report within 3 months from the date of change

Appeals

If the applicant disagrees with the decision of DSW to refuse registration / renewal of registration or cancel registration, he/she may, by written notice, appeal to the Secretary for Labour and Welfare through the Licensing and Regulation Branch of SWD.

* In accordance with section 14A of the Criminal Procedure Ordinance (Cap. 221), an offence is an indictable offence if the related provision uses the phrases “upon indictment” or “on indictment”. In general, offences not required reporting may include fixed penalty offences etc., provided that the person has paid the relevant fixed penalty within the specified period (such as illegal parking).

Enquiry

Development Section Licensing and Regulation Branch Social Welfare Department



3104 0776 (Home Manager)
(Health and Care Practitioner)

3104 0714 / 3104 0702 (Health Worker)



https://www.swd.gov.hk/en/pubsvc/lr/reghm_hwl/



This leaflet is for general reference only. For more details, please refer to the Residential Care Homes (Elderly Persons) Regulation and Residential Care Homes (Persons with Disabilities) Regulation.