

Registration of Home Manager

Frequently Asked Questions

1.	When does operator of a residential care home (RCH) require to employ a registered home manager or a registered home manager (provisional) as home manager?
	In accordance with Residential Care Homes Legislation (Miscellaneous Amendments) Ordinance 2023, operator of a residential care home (RCH) is required to employ a registered home manager or a registered home manager (provisional) on and after 16 June 2025 as home manager.
2.	What are the requirements for application for registration as a registered home manager/registered home manager (provisional)?
	<p>Pursuant to section 3A or 3M of the Residential Care Homes (Elderly Persons) Regulation (RCHE Regulation) and Residential Care Homes (Persons with Disabilities) Regulation (RCHD Regulation), a person applying for registration as a registered home manager or home manager (provisional) must meet the following requirement of which Director of Social Welfare (the Director) is satisfied that the applicant- meets the qualification requirement; is competent to perform the duties of a home manager; is fit and proper to be so registered; will be employed as a home manager in an RCH, on being so registered as a registered home manager (provisional); and has paid the applicable fee for the registration.</p> <p>Moreover, the Director may impose on the registration any condition that the Director considers appropriate, including any condition relating to continuous learning.</p>
3.	How to apply for registration as a registered home manager/registered home manager (provisional)?
	Applicant shall submit the application and upload the required documentary proof through the “CarePro Registration System for Residential Care Homes” (CPRS) (https://cprs.swd.gov.hk/), attend an interview, and pay the registration fee.

4.	How long is the validity of registration of home manager? Is there any renewal of registration and fee?
	<p>As stipulated in the RCHE and RCHD Regulations, the validity period of a registration or renewed registration as a registered home manager must not exceed 5 years. For registered home manager (provisional), it is a transitional arrangement and not available for renewal. Hence, its validity period must not exceed 2 years. A registered home manager may apply for the renewal of his/her registration at least 3 months, but not earlier than 6 months before the expiry of the registration. In-service applicants must allow sufficient time when submitting applications for renewal of registration in order to avoid any disruption to their current employment as a home manager.</p> <p>The registration fee of a registered home manager or a registered home manager (provisional) is \$345 and that of a renewed registration is \$235.</p>
5.	What are the differences between a registered home manager (provisional) and a registered home manager?
	<p>Registered home manager (provisional) is different from registered home manager in the aspects of working experience, qualification requirement and validity period of registration. Registration of registered home manager (provisional) is suitable for application by a person holding a professional qualification relating to healthcare or social work specified by the Director; or a bachelor or higher degree, or an academic qualification regarded by the Director as equivalent, but has not met the requirement of having completed a training course for home manager and/or having within 3 years before making the application, worked in Residential Care Homes (Elderly Persons) (“RCHEs”)/Residential Care Homes (Persons with Disabilities) (“RCHDs”) for a total of at least 1 year in a position involving or assisting in the management of the RCHEs or RCHDs. He/she must apply for registration as a registered home manager (provisional) before taking up the duty as a home manager. Additionally, the applicant must submit the documentary proof to the satisfaction of the Director that he/she will be employed as a home manager in RCH after registration when submitting the application.</p> <p>As per the qualification requirement, the registration of registered home manager (provisional) is not applicable to an applicant having worked in RCHEs or RCHDs as a health worker for a total of at least 5 years. Moreover, the validity period of a registration as a registered home manager (provisional) must not exceed 2 years, which is shorter than that of a registered home manager at 5 years.</p>

6.	Is it correct that I will immediately become a registered home manager after completing the training course for home manager?
	Those having completed the training course for home manager should first submit application to the Social Welfare Department and upload the required documentary proof for registration through the CPRS (https://cprs.swd.gov.hk/), attend the interview, and pay the registration fee. Upon receiving the approval, he/she will be regarded as a registered home manager.
7.	Does fixed penalty regarded as conviction or prosecution record that a registered home manager/registered home manager (provisional) requires to report to the Director?
	In accordance with section 3W of the RCHE and RCHD regulations, a registered home manager or registered home manager (provisional) must report to the Director in writing as soon as reasonably practicable after certain events occurs, including a prosecution being started against the manager for an indictable offence in Hong Kong, the manager being convicted of an indictable offence in Hong Kong, a prosecution being started against the manager for an offence punishable with imprisonment in a place outside Hong Kong, or the manager being sentenced to imprisonment (however described) in a place outside Hong Kong, whether or not the sentence is suspended. Fixed penalties offences for which the payment has been settled within specified period and liabilities are not disputed in court is not required to report.
8.	How can an operator know the home manager is a registered home manager/registered home manager (provisional)?
	A registered home manager or home manager (provisional) will be issued an e-certificate containing information on the registered person's name, registration number and validity period, etc. through the CPRS. Operator can request the home manager to produce such e-certificate and scan the QR code at the righthand bottom to check the most updated information of the registration.