**The Hong Kong Psychological Society Ltd**

**Application for Continuing Education Activity: Vetting for CEU and Promotion**

*(Please return this form in MS Word format, together with any additional information, to:* [*ce.admin@hkps.org.hk*](mailto:ce.admin@hkps.org.hk)*)*

*This application form is split into six sections:*

*Section 1: Details of the Activity.*

*Section 2: Vetting for Continuing Education Units (CEU) by Continuing Education Committee (CEC).*

*Section 3: Promotion and Advertising to Members.*

*Section 4. Contact person details and disclaimer.*

*Section 5. Personal Information Collection Statement*

*Section 6. Organiser Checklist prior to submission (must be completed by all applicants)*

**Please note:**

* Event information must be fully completed and accurate on submission to the HKPS office. This includes all supplementary information, trainer biographies, certificates issued and English summaries where required.
* Please tick all items on the organiser checklist prior to submitting this application.
* Event information must be submitted to the HKPS Office prior to 4 weeks of an event to allow time for vetting by the CE Committee. Late applications will not be accepted.
* Where information is omitted or missing, this will incur a delay in the processing of your application.
* An admin fee of HKD $500.00 will be charged for any changes or edits to an event promotion, which require re-circulation of event details to members.

This application is for:

□ Allocation of Divisional CEU for event attendance/completion ONLY (Complete all but Section 3)

□ Promotion of event information to HKPS Members ONLY (Complete all but Section 2)

□ Allocation of Divisional CEU for event attendance completion AND promotion of event information to HKPS Members (Complete all Sections)

**SECTION 1: DETAILS OF THE ACTIVITY:**

|  |  |
| --- | --- |
| **Title of activity:** |  |
| **Organizer:** | *Please provide a website if available* |
| **Name(s) of speaker(s):** | *Include a brief bio for each speaker or attach a soft copy* |
| **Language of presentation:** | □ English  □ Cantonese  More info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Brief content:** | *Provide a brief statement of content to be included in the promotion for HKPS Members, including learning objectives and synopsis.*   * *For events delivered in Cantonese, please include an English summary with your application.* |
| **Attendees:** | *Indicate target audience / any restrictions on attendance, e.g., specific divisional members* |
| **Instructional Time** | *Breakdown total number of hours into:*   * *Synchronous (Live learning):* * *Asynchronous:(Recorded/on demand/self-paced learning):* |
| **Method of Delivery** | *Breakdown total number of hours into:*   * *Instruction/teaching:* * *Experiential practice:* * *Supervision:* |
| **Program Materials** | *Please provide program or workshop materials, offering a description of the curriculum to clearly demonstrate the content and method of delivery.*  *Please submit at least one of the following:* *Flyers, brochures, or marketing assets positioning the event.* |
| **Event Date:** |  |
| **Event Time:** |  |
| **Venue:** |  |
| **Fee:** |  |
| **Deadline for application:** |  |
| **Contact person:** |  |

**SECTION 2. VETTING BY CE COMMITTEE MEMBERS FOR CONTINUOUS EDUCATION UNITS (CEU)**

**2.1 CEU for Divisional Members**

Place an ‘X’ in the appropriate box(es) to indicate which of the HKPS’s Division(s) you would like to consider awarding CEU upon completion of your event.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCP:** |  |  | **DEP:** |  |  | **DIOP:** |  |  |  | **DCoP:** |  |

**2.2 Award on Completion**

Select Option:

□ Certificate of Attendance/Completion

□ Assessment-based Certificate

□ Certification

□ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.3 Copy of Award on Completion Certificate issued.

- Scan a copy of your award certificate or write below title award provided on completion.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.4. Supplementary Information Requirements (MUST BE COMPLETED BY ALL APPLICANTS):**

1. How will your organisation monitor minimum attendance requirements?
2. For an Assessment-based Certificate, please describe how programme objectives are evaluated.
3. For events that offer training in a specific therapeutic modality, and governed with standards by a specific body or institute, is a pathway towards Certification or a Certification, please submit supplementary information:
   * 1. Verification of the Trainer’s Qualification to train Practitioners in a specific area/therapeutic domain/body of knowledge
     2. Verification of event/programme accreditation with the governing body or institute

**Section 3: PROMOTION AND ADVERTISING TO HKPS MEMBERS**

**3.1 Please select promotional method.**

□ E-blast to HKPS Members – currently complimentary for all organisers

□ Website advertisement - paid service

To access HKPS Member fees for paid services, provide:

Your Full Name -

HKPS Membership Number –

**3.1 Email Blast**

Do you wish to incorporate supplementary information/attachments (e.g., brochure)?

□ Yes. Please submit all supplementary promotional documentation with these application form.

□ No

**3.2 Website Advertisement**

**Paid Advertisement Fees (HKD):** Members: 500.00 Non-Members/General Public: 880.00

Do you want to display your activity on the HKPS website?

Please put a ‘X’ in appropriate box.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes:** |  |  | **No:** |  |

If yes, please provide proposed content (no more than 500 words) and URL to your event registration page.

**SECTION 4. APPLICANT CONTACT INFORMATION AND DISCLAIMER:**

Please note that the below information is for HKPS CE Admin internal reference only and will NOT be used in the event announcement.

|  |  |
| --- | --- |
| **Name:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Signature** *(e-signature accepted)***:** |  |

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Disclaimer:

I declare that I am providing true evidence and accurate information about the trainer qualifications and programme/workshop. I have read the guidance notes for applicants prior to completion of the application form, and understand all necessary requirements linked with the vetting process, allocation of CEU and advertisement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant/Trainer Signature and Date

\*\*Where there are queries from the public about an event’s credentials, the HKPS reserves the right to request supplementary information, temporarily remove a paid advertisement from the website or notify Members accordingly.

**Section 5. Personal Information Collection Statement**

**5.1 Purpose of Collection**

Personal data collected will be used by The Hong Kong Psychological Society Limited (“Society”) for the purposes of:

i. processing your application and related returns and notifications;

ii. proving of consent & agreement;

iii. organizing, communicating, promoting, inviting, providing, enrolling, vetting, and verifying of various services to members and public (meetings, subscription of publications, training, continuing education, sponsorship, social, promotional, recreational and other programmes or activities);

iv. conducting research or statistical purposes; and

v. administering the web services provided by the Society.

It is obligatory for you to supply the Society with the data requested in this form. A failure to provide the requested personal data, or the provision of inaccurate or incomplete information may result in the Society not being able to process the application, or for the Society to perform its functions or powers.

**5.2 Transfer of Personal Data**

The Society may provide necessary information to staff of the Society and to the members of the Council and its relevant Committees and Divisions, and any third party lawfully required and/or holding a court order for the disclosure of the information.

**5.3 Access and Correction**

You have the right to request access to and to request the correction of your personal data. Data access requests should be made using the form specified by the Privacy Commissioner for Personal Data which is accessible from the following link “Data Access Request Form”

(<https://www.pcpd.org.hk/english/publications/files/Dforme.pdf>).

**5.4 Enquiries**

Enquiries concerning your personal data provided in your enquiry, including making access and correction, should be addressed to:

General Secretary, The Hong Kong Psychological Society Limited, Unit 1211, The Metropolis Tower, 10 Metropolis Drive, Hung Hom, Kowloon, Hong Kong

Email: [admin@hkps.org.hk](file:///C:\Users\User\Downloads\admin@hkps.org.hk)

**5.5 Privacy Policy Statement**

You may click [here](https://hkps.org.hk/en/faq/) for the Privacy Policy Statement of the Society.

I have read and understand the above Personal Information Collection Statement (PICS).

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e-signature is not accepted)

**Section 6. Organiser Checklist – Please review and tick prior to application submission.**

For Cantonese language events, submission of an English summary.

Submitted speaker biographies in English.

Submitted copy of award for assessment-based certificates or certification events.

Provided copy of supplementary information for email blasts (e.g., brochures).

Signed Section 5.5 Privacy Policy Statement.

For events offering training in a specific therapeutic modality, which are governed with standards by a specific body or institute, or have been approved as a pathway towards a certification, submission of the following supplementary information:

Verification of the trainer’s qualification to train practitioners in a specific area/therapeutic domain/body of knowledge

Verification of event/programme accreditation with the governing body or institute