

Please refer to the Application Notes, Terms and Conditions, and course timetable and read carefully before filling in the form. Please complete all items in BLOCK letters with a blue or black pen. Please insert a ✓ in the appropriate box. There are 2 pages attached with the Terms and Conditions.

### ( 1 ) Personal Particulars

Identity	<input type="checkbox"/> New Student	<input type="checkbox"/> Former Student	( Student ID [by staff] : _____ )
Name in Chinese	_____		Name in English* _____
Title*	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss
Hong Kong Identity Card Number*	_____ ( )		Date of Birth _____ ( DD/MM/YYYY )
Mailing Address*	_____		Passport Number _____ ( For students without Hong Kong Identity Card )
Mobile Phone*	_____		Residential/Other Telephone No. _____
E-mail Address*	_____ (Email is for contact and result notice)		

Join HKRC Whatsapp Group (Applicable to Health Training Course only) ☐ Yes ☐ No

### ( 2 ) Information on Course [ First Aid Training Course ]

- Please insert a ✓ in the appropriate box. Separate forms and cheques are required for each class.
- For applying refresher course or AED course, please refer to the Application Notes for providing copy of relevant certificate issued by recognized authorities.

<u>Courses</u> [Age requirement please refer to course description]	<u>Price(HK\$)</u>	<u>Courses</u>	<u>Price(HK\$)</u>
<input type="checkbox"/> Standard First Aid Certificate Course(SFA) / Standard First Aid Certificate Course (Blended Learning) (SFAB)	\$420	<input type="checkbox"/> AED Certificate Course (AED) / AED Certificate Course (Blended Learning) (AEDB)	\$450
<input type="checkbox"/> Standard First Aid Certificate Refresher Course (SFAR)	\$240	<input type="checkbox"/> AED Certificate Refresher Course (AEDR)	\$250
<input type="checkbox"/> Youth First Aid Course (YFA)	\$150	<input type="checkbox"/> Standard First Aid & AED Certificate Course (Blended Learning) (SAB)	\$750
<input type="checkbox"/> Domestic Helper First Aid Course (DHFA)	\$340	<input type="checkbox"/> Adult CPR & AED Certificate Course (ACA)	\$650
<input type="checkbox"/> Integrated CPR Certificate Course (TCPR)	\$580	<input type="checkbox"/> Adult & Child CPR & AED Certificate Course (ACCA)	\$798
<input type="checkbox"/> Adult CPR Certificate Course (ACPR)	\$230	<input type="checkbox"/> Re-exam of Standard First Aid Certificate Course (RE)	\$150 (One subject) / \$250 (Two subjects)
<input type="checkbox"/> Child CPR Certificate Course (CCPR)	\$230	<input type="checkbox"/> Re-exam of Fracture Management (REF) / Re-exam of CPR (REC)	\$150 (One subject)
<input type="checkbox"/> Infant CPR Certificate Course (ICPR)	\$230	<input type="checkbox"/> Other, please specify: _____	
<input type="checkbox"/> Elementary First Aid Course (EFA)	\$160		
<input type="checkbox"/> Elementary Child First Aid Course (CEFA)	\$160		

Preferred Class Code : [1<sup>st</sup> choice] \_\_\_\_\_ ; [2<sup>nd</sup> choice] \_\_\_\_\_  
 (If 1<sup>st</sup> choice class is full, 2<sup>nd</sup> choice will be chosen automatically.)

### Order Training Material (Optional)

(Ordered Material will be distributed in the class)

	<u>Price(HK\$)</u>	<u>Quantity</u>	<u>Total</u>
First Aid Manual	\$88		
First Aid Manual (For YFA Course)	\$75		
First Aid Certificate Course Bandage Pack (For SFA, SFAR and YFA Courses) (including three dressing gauze, one 5cm and one 7.5cm roller bandages, four triangular bandages and a pair of disposable gloves)	\$70		
Face Shield (For real situation)	\$40		
First Aid Set (For SFA, SFAR and YFA Courses) (including First Aid Manual, "Fundamental First Aid Techniques" video and First Aid Certificate Course Bandage Pack)	\$180		
Face Shield (For practice)	\$6 (1 piece)		
	\$15 (3 pieces)		
	\$25 (6 pieces)		
Standard First Aid Bandage Pack (For EFA and CEFA Courses) (including one dressing gauze, one 5cm roller bandage, one triangular bandages and a pair of disposable gloves)	\$30		

( Please turn to next page )

## ( 2 ) Information on Course [ Health Training Course ]

- Please insert a ✓ in the appropriate box. Separate forms and cheques are required for each class.
- Advanced Health Worker Course is only applicable to graduate of Care-related Support Worker Training or Health Worker Training, please submit a copy of the training certificate with application.
- Separate unit certificate will be presented for completion of each unit course of advance health worker; completion of all unit courses are not equivalent to completion of any certificate courses.

Courses	Price(HK\$)	Courses	Price(HK\$)
Advance Health Worker Course – Unit Courses		<input type="checkbox"/> Basic Knowledge in Uses of Common Drugs Training Course	\$600
<input type="checkbox"/> Diabetes Care	\$1,200	<input type="checkbox"/> Common English in Nursing Training Course	\$800
<input type="checkbox"/> Continuous Ambulatory Peritoneal Dialysis Care	\$1,700	<input type="checkbox"/> Physiotherapy Experiential Training Course for Secondary School Students	\$1,500
<input type="checkbox"/> Mental Health Care	\$1,200	<input type="checkbox"/> Nursing Care Experiential Training Course for Secondary School Students	\$2,000
<input type="checkbox"/> Care Worker Training Course	\$1,600	<input type="checkbox"/> Healthy Eating for Young Children Workshop (The discount cannot be used)	\$500
<input type="checkbox"/> Physiotherapy Assistant Training Course / Physiotherapy Assistant Training Course (Blended Learning)	\$2,500	<input type="checkbox"/> Infant Care Workshop - Nutritional Need (The discount cannot be used)	\$500
<input type="checkbox"/> Occupational Therapy Assistant Training Course	\$3,500	<input type="checkbox"/> Infant Care Workshop - Personal Hygiene Module (The discount cannot be used)	\$500
<input type="checkbox"/> Infant Care Training Course	\$950	<input type="checkbox"/> Infant Care Workshop - Basic Knowledge (The discount cannot be used)	\$500
		<input type="checkbox"/> Other, please specify: _____	

Preferred Class Code : [1<sup>st</sup> choice] \_\_\_\_\_ ; [2<sup>nd</sup> choice] \_\_\_\_\_  
 (If 1<sup>st</sup> choice class is full, 2<sup>nd</sup> choice will be chosen automatically.)

## ( 3 ) Payment & Document Required

	Course Fee HK\$		Material Order (if applicable) HK\$		Total HK\$
Payment	\$	+	\$	=	\$

Attach herewith ☐ Cash ( For submit in person only, please do not mail cash )  
☐ Cheque ( Bank : \_\_\_\_\_ ; Cheque no. : \_\_\_\_\_ )

Document: ☐ Application Form (One Form for One Class) ☐ Copy of Certificate (if applicable)

## ( 4 ) Statement

I have read and agree with the Application Notes, Terms & Conditions and the Guideline on Use of Personal Data (Privacy) of Hong Kong Red Cross.

Hong Kong Red Cross undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and securely kept. To safeguard interest of our data subject, Hong Kong Red Cross collects personal data from you for the purposes of handling applications, issuing receipts, and registration, and will only use your personal data for such purposes and promotion purposes (as defined below).

Hong Kong Red Cross may use your personal data (name, telephone number, fax number, email and mailing addresses) for the purposes of providing you with information of Hong Kong Red Cross, fundraising appeal, activities invitation as well as for feedback collection and related promotion purposes. However, we cannot so use your personal data unless we have received your consent. Upon your request at any time and at no charge, we will cease to use your personal data for promotion purposes. You may contact us at 3971 0288 for enquiry or the updating of your personal data.

**Please sign at the end of this statement to indicate your agreement to use of your personal data for promotion purposes.**

Should you find such use of your personal data not acceptable, please indicate your objection before signing by ticking (✓) the box below.

☐ I object to the proposed use of my personal data for the mentioned promotion purposes.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Personal data provided in this application form will only be used for application and related purposes. Applicant has the right to access and correct this data through written request to Health and Care Service Department, Hong Kong Red Cross.**

[Official Use Only] Class Code / Cert Code: \_\_\_\_\_ Exam Date / Issue Date: \_\_\_\_\_

### Enquiry

#### West Kowloon Headquarters Office

Address: 4/F, HKRC Headquarters, 19 Hoi Ting Road, Olympic, West Kowloon  
 Hotline.: 3971 0288 Fax: 3971 0388  
 E-mail: fa.training@redcross.org.hk  
 (First Aid Training)

#### Shatin Training Centre

Address: Unit 2220 – 2221, 22/F, Grand Central Plaza Tower 2, Sha Tin  
 Hotline: 26030188 Fax: 26030919  
 E-mail: ht@redcross.org.hk  
 (Health Training)

#### Registration Centre Office Hours

Monday to Friday: 09:00 – 13:00; 14:00 – 17:00  
 Saturday: 09:00 – 12:00  
 Sunday and Public Holidays: Close  
**Service Hours:**  
 Monday to Friday: 09:00 – 13:00; 14:00 – 17:00  
 Saturday, Sunday and Public Holidays: Close

-- Website: [www.redcross.org.hk](http://www.redcross.org.hk) --

## 1. Application Procedures

- Please enroll via the online platform <https://training.redcross.org.hk> (except particular courses) or submit your application by completing the application form together with cash or a crossed cheque (payable to: **Hong Kong Red Cross**) to the Headquarters/Shatin Training Center in person or submit to the Headquarters by post. Please do not mail cash. Please indicate "Application for First Aid/Health Training Course" on envelope.
- Applicant should use separate forms and cheques for each class applied. Application will not be accepted if the information in the application form or payment is insufficient or invalid.
- Please provide a copy of the relevant certificate issued by recognized authorities listed below for applying refresher courses.

## 2. Notes

- Please pay attention to the deadline, the enrollment is on a first come first served basis by payment. The postmark date on the envelope will be regarded as the date of application. Please do not mail cash or promissory note. Please prepare all copies for the application, all provision of copy will be charged for \$1.
- Receipt will be given for successful enrollment and candidates should attend the lessons on schedule. Classes may be cancelled, rescheduled or candidates may need to change to another class if there is no sizeable number of candidates take part or due to unexpected situations. You can also login to our online platform to check the application status.
- If you do not receive any email before the commencement date, please contact us at your earliest convenience. Please check your email regularly for latest course arrangement.
- All paid fee will not be refunded, unless the class is cancelled due to insufficient applicants and any other reasons by the agency.
- Hong Kong Red Cross has the right to cancel or change the class if there are insufficient applicants. The paid course fee will be refunded in 4-6 weeks starting from the date of confirmation of refund information.
- Part of the HKID/passport number will be printed on the certificate; candidate who disagreed may make representations before the class commencement; re-issue of certificate will be charged if update request of personal information is made after the certificate is issued. Candidates should fill in the application form or create an online account with his/her own information and the place should not be offered to any third-party, otherwise it will be regarded as dropout, or change of student fee will be charged for further process.
- Applicant should attend class punctually and no lateness or early leave are allowed. It is regarded as absent if the applicant is late, leaves early or leaves the classroom during lessons for over 15 minutes. No assessment to exam result will be made and no qualification can be obtained if the applicant does not meet the attendance requirement of the course. For detail, please refer to the course description.
- Exam candidate please bring the document and material required to examination. Candidate will not be allowed to take the examination if you arrive later than 10 minutes for written exam or 15 minutes for practical exam. Non-candidate are not allowed to enter the examination venue.
- No re-examination will be arranged for the following circumstances: (a) lateness of 10 minutes or more after the examination start time; (b) absence in any subject of the examination; (c) giving up during examination.
- Hong Kong Red Cross reserves the right to change the lecturer, class and exam schedule and the venue.

### 3. Arrangement of Examination Result / Certificate

First Aid Training Course	Examination results will be available for all students on online platform 10 working days after the examination/completion of course and email notice / written notice will be sent to the student (if email address / postal address is provided). Qualified students please bring along the identity document to the Headquarters in person to collect the examination result or pay extra amount to apply for the certificate. (Certificate fee is only applicable to certain courses.) Please apply for certificate within 6 months starting from the examination date, otherwise, it will be regarded as certificate reissue.
Health Training Course	Candidates who failed the examination will be notified within 1 week about the arrangement of re-examination. Candidates who did not receive any notice please bring along the identity document to the Headquarters in person 3 weeks after examination to collect the examination result/certificate.

### 4. Notes for Special Request Items ( only apply to the first aid training course for below items )

- Please apply online after login the [online platform](#), or complete and submit the form **E02** to apply for below items together with a crossed cheque to the Headquarters. Special request will be accepted once only for each item. The postmark date on the envelope will be regarded as the date of application; late application will not be accepted.
- Crossed cheque is payable to “**Hong Kong Red Cross**”; please state the applicant's name, student ID, class code and contact phone at the back.
- All paid administration charges below will not be refunded.

Items	Price(HK\$)	Notes
Reissue Certificate	\$100	The new certificate will be sent by post within 4 weeks, or applicant may apply in person at our Headquarters office. Only applicable to those with valid certificate within 3 years from application date. Each application refers to one certificate only.
Change of Student	\$100	Only accept application once and application must be submitted at least 10 days in advance to the course commencement date (online learning start date for blended learning or self-learning course). Student replaced is not allowed to apply for change of class. The post mark date on the envelope will be regarded as the date of application. Student replaced shall together complete E01 individual class application form. Confirmed change of student application cannot be cancelled or refunded.
Change of Class	\$100	Only accept application once and application must be submitted at least 10 days in advance to the course commencement date (online learning start date for blended learning or self-learning course). Applicant is not allowed to apply for change of student. The new selected class should be commenced no later than 3 months of the original course commencement date, otherwise, it will be considered as automatic abstain. If the application quotas of the course applied are no longer available, change of class application will not be accepted. Applicant should make sure his/her application qualification is still valid on the course commencement date of new selected class, otherwise all paid fee will not be refunded. The post mark date on the envelope will be regarded as the date of application. Change of class is not applicable to some courses of family & kids series. Confirmed change of class application cannot be cancelled or refunded. Quota is limited on first come first served basis.
SFA Certificate	\$50	Apply to individual SFA or SFAB students who have enjoyed the discounted offer and for their first time issue of certificate only. If you pay by cheque, applicants may collect the certificate at our headquarters office after receipt of payment confirmation with e-receipt; instant collection of certificate only apply to those who submitted in person at our headquarters office and paid by cash.
Deferment of Examination	\$50	Only accept application once and application must be submitted at least 10 days in advance to the examination date. Apply to the course of SFA, SFAR, SFAS, SFAB, YFA and re-exam only. New examination date must be within 4 months after the original examination date. If the application quotas of the exam applied are no longer available, deferment of examination application will not be accepted. The post mark date on the envelope will be regarded as the date of application. Confirmed deferment of examination application cannot be cancelled or refunded. Quota is limited on first come first served basis.
Exam Result / Attendance Review	\$100	Application must be submitted within 6 months starting from the examination date. A written notification will be sent to applicant by post within 2 weeks after HKRC received the application form.
Exam Result / Certificate / Proof Postage & Service	\$30	It will be sent by registered mail within 2 weeks after the release of examination result or certificate issued or HKRC received the application form (whichever is later). HKRC will not be responsible for any loss caused by delay in postal or unsuccessful delivery; and all paid fee is non-refundable. Applicants should ensure the required certificate fee / attendance proof fee is paid, if applicable.

## 5. Notes for applying First Aid Training Courses

- Please provide any one **copy of certificates** listed below for applying the **SFAR** course (accept application with the certificate which expired within 6 months on course commencement date).

Hong Kong Red Cross Standard First Aid Certificate	Hong Kong Auxiliary Medical Services First Aid Certificate, Disaster Medical Assistant Certificate
Hong Kong St. John Ambulance Association Adult First Aid Certificate	Hong Kong Civil Aid Service First Aid Certificate
Accident & Emergency Training Centre, Hospital Authority Practical First Aid (PFA) Certificate	Hong Kong Occupational Safety and Health Council Certificate of Competence in First Aid
Hong Kong Fire Services Department Ambulance Officer Initial Training Course Certificate, Ambulance Officer Foundation Training Course Certificate, Ambulanceman / Ambulancewoman Initial Training Course Certificate, Ambulanceman / Ambulancewoman Foundation Training Course Certificate, Basic Ambulance Aid Certificate, Advanced Ambulance Aid Training at First Responder Level for Firefighters Certificate	

- Please provide any one **copy of certificates** listed below for applying the **AED / AEDB** course (accept application with the certificate which is still valid on course commencement date).

Hong Kong Red Cross Standard First Aid Certificate, Adult Cardio Pulmonary Resuscitation Certificate, Integrated Cardio Pulmonary Resuscitation Certificate	
Hong Kong Fire Services Department Ambulance Officer Initial Training Course Certificate, Ambulance Officer Foundation Training Course Certificate, Ambulanceman / Ambulancewoman Initial Training Course Certificate, Ambulanceman / Ambulancewoman Foundation Training Course Certificate, Basic Ambulance Aid Certificate, Advanced Ambulance Aid Training at First Responder Level for Firefighters Certificate	
Hong Kong Auxiliary Medical Services First Aid Certificate, Disaster Medical Assistant Certificate	Hong Kong St. John Ambulance Association Adult First Aid Certificate, Adult Cardio Pulmonary Resuscitation Certificate
Hong Kong Occupational Safety and Health Council Certificate of Competence in First Aid	Accident & Emergency Training Centre, Hospital Authority Practical First Aid (PFA) Certificate
Hong Kong Civil Aid Service First Aid Certificate	Certificates recognized by Hong Kong Red Cross AEDR course

- Please provide any one **copy of certificates** listed below for applying the **AEDR** course (accept application with the certificate which expired within 6 months on course commencement date).

Hong Kong Red Cross AED Certificate	A&E Training Centre, Hospital Authority AED Certificate
Hong Kong St. John Ambulance Association AED Certificate	AED Certificate issued by any training bodies of National Safety Council
Scout Association of Hong Kong AED Certificate	AED Certificate, AHA Certificate issued by any training bodies of American Heart Association
Hong Kong Auxiliary Medical Services AED Certificate	

## 6. Notes for applying Re-exam of Standard First Aid Certificate Course

- Applicant can retake the failed subject once only, and the **retake must be completed within six months** from the date of the first examination. Candidates who absent the re-exam will not be accepted for enrollment of re-exam again.
- It costs HK\$150 for one subject and HK\$250 for two subjects for re-exam of Standard First Aid Certificate Course; re-exam of Youth First Aid Certificate Course costs HK\$50 for one subject. All paid fees will not be refunded even if the applicant is not able to attend the re-exam.
- Revision course is only available for Standard First Aid Certificate Course, Standard First Aid Certificate Course (Blended Learning), Standard First Aid Certificate Refresher Course and Standard First Aid Certificate Refresher Course (Self learning). There is no revision session for written exam. Applicant may retake the exam directly without taking the revision course.
- Examination time for each subject of re-exam of Standard First Aid Certificate Course are as below (time of revision sessions please refer to the schedule of particular class):

(Day Course) Written 14:00 / CPR 14:00 / Bleeding Handling 16:00 / Fracture Handling 15:00

(Night Course) Written 19:00 / CPR 19:00 / Bleeding Handling 21:00 / Fracture Handling 20:00

Hong Kong Red Cross reserves the right to amend and interpret all the above terms and conditions without prior notice. In case of any dispute arising from the service, the decision of Hong Kong Red Cross shall be final.

### Enquiry

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