



急救訓練課程領取證書安排

達到課程出席要求及考試合格者(如適用)，可在收到電郵成績通知後，於辦公時間內及課程完結或考試日期(如適用)起計六個月內到總部辦事處即時領取證書，逾期報銷。

需收取證書費用之課程(只適用於個人班)：

課程名稱	證書費用 ⁽¹⁾
優惠價之急救證書課程 (SFA)及 急救證書課程 (結合式教學) (SFAB)，和相關之補考課程 (RE)	港幣\$50
遠足急救工作坊	港幣\$50 (付費購買登山急救包之學員可出示有關收據獲得豁免證書費用)

註: (1) 即時申請證書請以現金付款。如以支票付款，須於付款確認約三星期後(日期以郵戳為準)才可前往總部辦事處領取證書。

領取方法	詳情
親自領取	如親身到本會總部辦事處(港鐵奧運站 D3 出口)領取，請出示身份證明文件、班別編號及考試日期(如適用)。
委託他人代領	若學員或機構/團體代表未能親自領取證書，請填寫 授權書 委託他人代領。受託人須出示已填妥的授權書、學員的身份證明文件副本(個人班適用)、班別編號及考試日期(如適用)。
掛號郵寄服務	個人班請填寫 C02 特別項目申請表格 申請郵寄服務，機構/團體班請填寫 C05 郵寄考試成績/課程證書申請表格 ，連同支票(抬頭請寫「香港紅十字會」) 郵寄至西九龍海庭道 19 號香港紅十字會總部 4 樓辦事處，支票背面請寫上學員姓名(個人班)或機構團體名稱(機構/團體班)及班別編號。證書郵寄服務費為優惠價 每人港幣\$30 (個人班)或每班港幣\$100 (機構/團體班) 。

查詢

西九龍總部辦事處

地址:西九龍海庭道 19 號 4 樓

熱線:3971 0288 傳真:3971 0388

電郵:fa.training@redcross.org.hk (急救訓練)

沙田培訓中心

地址: 沙田鄉事會路 138 號

新城市中央廣場二座 22 樓 2220-2221 室

熱線:2603 0188 傳真:2603 0919

電郵:ht@redcross.org.hk (健康護理訓練)

報名中心服務時間：

星期一至五:09:00 – 13:00；14:00 – 17:00

星期六:09:00 – 12:00

星期日及公眾假期:休息

客戶服務熱線時間：

星期一至五:09:00 – 13:00；14:00 – 17:00

星期六、日及公眾假期:休息



Certificate Collection Arrangement of First Aid Training

For those whose attendance requirement are reached and who passed the examination (if applicable), please collect the certificate at our headquarters office during office hours after receiving the result notification. It is required to collect within 6 months from the date of course end or examination, otherwise, the certificate will be destroyed.

Extra certificate fee is required for below courses (only applicable to individual class) :

Course Name	Certificate Fee ⁽¹⁾
Discounted Standard First Aid Certificate Course (SFA) and Standard First Aid Certificate Course (Blended Learning) (SFAB) as well as corresponding re-exam course (RE)	HK\$50
First Aid Workshop for Hikers	HK\$50 (Certificate fee is waived if student can present the purchase receipt of our hiking first aid kit)

Remarks: (1) Only cash is accepted for instant certificate collection. If you pay by cheque, certificate can only be collected at our headquarters office 3 weeks after payment confirmed (base on postmark date).

Collection Methods	Detail
In person	If you collect the certificate in person at our headquarters office (MTR Olympic Station Exit D3), please present your identity document, class code and examination date (if applicable).
By authorization	If you are unable to collect by yourself, please complete the authorization form and appoint a representative to collect the certificate on behalf of you / your corporate or organization. Your representative is required to present a completed authorization form, a copy of identity document of the student (applicable to individual class), class code and examination date (if applicable).
By registered mail	Please submit the special request form E02 (for individual class) or mailing service application form E05 (for corporate/organization class) to apply for certificate postage service and send to 4/F, Hong Kong Red Cross Headquarters, 19 Hoi Ting Road, West Kowloon. Certificate postage service costs HK\$30 per student (for individual class) or HK\$100 per class (for corporate class) . Please send the cheque to us payable to "Hong Kong Red Cross" and write your English full name (for individual class) or corporate / organization name (for corporate class) and class code on the back of the cheque.

Enquiry

West Kowloon Headquarters Office

Address: 4/F, HKRC Headquarters, 19 Hoi Ting Road, Olympic, West Kowloon
Tel.: 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, 138, Sha Tin Rural Committee Road, Sha Tin, N.T
Tel: 2603 0188 Fax: 2603 0919
E-mail: ht@redcross.org.hk
(Health Training)
-- Website: www.redcross.org.hk --

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