



## 健康護理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或沙田培訓中心（領取地點為上課地點）即時領取證書，逾期報銷。

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)或沙田培訓中心（領取地點為上課地點）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 <a href="#">授權書</a> 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 <a href="#">C02 特別項目申請表格</a> 申請郵寄服務，機構/團體班請填寫 <a href="#">C05 郵寄考試成績/課程證書申請表格</a> ，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

#### 沙田培訓中心

地址：沙田新城市中央廣場二座 22 樓 2220-2221 室

熱線：3971 0288 傳真：3971 0388

電郵：fa.training@redcross.org.hk

#### 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

#### 熱線服務時間：

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 Health Training**

For those whose attendance requirement are reached and who passed the examination (if applicable), please collect the certificate **at our Headquarters office or Shatin Training Centre (Pickup venue should be same as training venue)** 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.

<b>Collection Methods</b>	<b>Detail</b>
In person	If you collect the certificate in person <b>at our Headquarters office (MTR Olympic Station Exit D3) or Shatin Training Centre (Pickup venue should be same as training venue)</b> , 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 <a href="#">authorization form</a> 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	<p>Please submit the <a href="#">special request form E02</a> (for individual class) or <a href="#">mailing service application form E05</a> (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.</p> <p>Certificate postage service costs <b>HK\$30 per student (for individual class) or HK\$100 per class (for corporate class)</b>. Please send the cheque to us payable to “<i>Hong Kong Red Cross</i>” 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.</p>

### **Enquiry**

#### **West Kowloon Headquarters Office**

Address: 4/F, HKRC Headquarters, 19 Hoi Ting Road, West Kowloon

#### **Shatin Training Centre**

Address: Unit 2220-2221, 22/F, Grand Central Plaza Tower 2, Sha Tin

Hotline: 3971 0288      Fax: 3971 0388

E-mail: [fa.training@redcross.org.hk](mailto:fa.training@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

#### **Hotline Service Hours:**

Monday to Friday: 09:00 - 13:00; 14:00 - 17:00

Saturday, Sunday and Public Holidays: Close