

**Application Form for
Advanced Professional Certification in Mediation
高級專業調解證書課程 APCM**

Programme applied for 課程名稱 _____
 Programme Code 課程編號 _____ Center 中心 _____ Time: 時間 _____

PERSONAL PARTICULARS 個人資料

Title 稱謂: Dr. 博士 /Mr. 先生 /Mrs 太太 / Ms 女士 /Miss 小姐 *		Sex 性別 :: Male 男 /Female 女 *	For Office Use Only Member No.: _____ Membership: _____ Form received date: _____ Payment received date: _____ Cash / Cheque _____ Qualification verified : _____ Management Experience: _____ Professional record verified: _____ Recommendations & Conclusion: _____ Admission Committee: _____ Standing Council Members: _____ Handled by: _____
English Surname: 英文姓氏 _____	Given name: 英文名字 _____		
Chinese Name 中文姓名: _____			
Date of Birth (DD/MM/YY): 出生日期(日/月/年) _____ / /	Nationality 國籍: _____		
Contact Tel. No. 電話: _____	Mobile No. 流動電話: _____		
Email 電郵: _____	Fax 傳真: _____		

Correspondence address 通訊地址: _____

Name of Employer 工作機構: _____
 Nature of Business 業務性質: _____
 Office Address 工作地址: _____

HIGHEST ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS 教育程度

Name of Educational Institute 就讀學校 / 大專學院	Highest Grade Attended 取得資歷	Date Passed 取得學歷年期

Professional Membership (if applicable) 專業認可資格 (如適用) _____

* Delete where appropriate

Name of Professional 專業團體名稱	Name of Award 專業資格	Date of Award (Month /Year) 獲得專業資格年期(月/年)

Working Experience 工作經驗			
Organization 服務機構	Position 職位	Responsibilities 負責職務*	Date (from/to) 日期 (min 3 years or +)

* Please attach a separate sheet if space provided is insufficient.

Fees 費用			
	HK \$	HK \$	Membership Applied For: (*Please tick as appropriate)
Course Fee 課程費用		13,000	
Membership 會費		50	Fellow member Associate member
Certification fee 證書費用		2,000	Student member Art member
• Delete whenever applicable			Fees received: HK\$
Total 總費用		15,050	How did you learn about APC programme? 你從何處獲悉本學院課程?

SUBMISSION 提交

After completing this Application Form, please send the form together with a cheque being application fee and made payable to “Academy of Professional Certification Ltd”. Please send the photocopies of your supporting documents to below address. 填寫此申請表格後，請將表格連同申請費支票抬頭郵寄至“專業認證學院有限公司”。

No original document is needed at this stage. 不附原文檔

Our Academy is a self-regulated and recognized academy, and your certificate is certification of your achievement of knowledge in the training program from which you have graduated. However it is up to the individual organization or employer to determine acceptance of certification from the Academy.

我們的學院是一個自我認可的學院，畢業的培訓證書，是由個別組織或雇主確定學院的認受性。

Academy of Professional Certification Ltd

Head Office: 8/F., Ford Glory Plaza, 37-39 Wing Hong Street
Cheung Sha Wan, Kowloon, H.K.

Training Center: Kln office: Rm 806, 8/F Hang Bong Commercial Centre
28 Shanghai St., Jordan

培訓中心：九龍佐敦上海街 28 號恆邦商業中心 8 樓 806 室

Telephone: (852) 2314 1010

Facsimile : (852) 2314 3900

E-mail : apc@apc.org.hk

Website: www.apc.org.hk

Declaration 聲明

1. declare that all information given in this Application Form and the attached documents are to the best of my knowledge and belief. It is true, accurate and complete. 本人謹此聲明在本申請表填報的資料均屬正確及完整。
2. I have read and understood the Notes to Applicants and Enrolment Information and agreed to abide by Academy of Professional Certification Ltd regulations. 本人已詳閱及明白附上的申請人須知事項及報讀資料，並同意遵守專業認證學院的規例。

Signature 簽署 :

Date 日期:

APPLICATION PROCEDURES

1. Application

A membership application can be done by mail to APC by completing the Application Form together with the application fees and relevant supporting documents.

2. Application Form

Downloaded from the APC website <http://www.apc.org.hk>; PDF format

3. Checklist for Application

Applicant must fulfill the following requirements before processing his/her application form:

- Application Form signed and dated;
- Application fee enclosed and cleared;
- Your recent photos;
- Copy of Hong Kong Identity Card; China Identity Card or Social Security Number;
- Supporting documents for academic qualifications and key management experience or responsibilities enclosed;
- Please note that only complete applications will be processed and reviewed by the Admission Committee of the APC.

4. Submission

- Applicant must submit his/her application form together with a crossed cheque made payable to “**Academy of Professional Certification Ltd**” at:
8/F., Ford Glory Plaza, 37-39 Wing Hong Street, Cheung Sha Wan, Kowloon, H.K
- Upon receipt of the Application Form, the applicant will be informed in due course by email.

5. Notification of Application Result

Results of Applications will be sent to the applicants within ONE MONTH upon receipt of application

6. Unsuccessful Application

- For unsuccessful applications, no refund of payment (administration fee, entrance fee and assessment fee) will be made but substitution will be accepted in writing.
- The annual membership fee or other paid fees will be refunded to the unsuccessful applicant..

7. Use of Information

The information you provide to APC will be used for the purpose of administering enrolments and facilitating the execution of the training and development programmes. It may also use for the promotion of other APC functions and publications in future, if you do not want receive any our promotional materials in future. Please advise us in writing.

CODE OF CONDUCT AND PROFESSIONAL ETHICS

APC - Code of Conduct and Ethics

This Code of Conduct and Ethics signifies a voluntary assumption by members of the obligation of self-discipline above and beyond the requirements of the law. Member shall abide by all professional ethics and service, and proclaims that, in return for the faith that the public places in them, the members accept the obligation to conduct their practices in a way that will be beneficial to society.

Any member, except council members, in APC has no right to vote in the Board of Directors and/or The Council Committee Office. The tenure of office for Honorary Executive Council Members will normally last for two years. After expiration, a formal invitation and/or nomination that members should be considered for an official Council position.

The number of Members with which the Academy proposes to be registered is unlimited.

For the purpose of the Academy, there shall be different grades of memberships. (Please refer to the Application & Membership for details.) Members admitted to membership in such grade shall be entitled to use the initials. Membership of any grade of the Academy shall be personal to the Member only and shall not be transferable. The annual subscriptions payable by all classes of Members shall be such as may from time to time be determined by the Academy.

The Academy shall also have power at its discretion to discontinue admissions to any class of membership not bearing Corporate Members or to close down any such class or classes.

Applicants for admission to the Membership shall possess the necessary qualifications appropriately to the grade into which they are admitted.

Every member of the Academy shall be bound to further, to the best of his ability, the objects, interests and integrity of the Academy and shall observe all the Academy's Rules of Code of Professional Conduct.

A member of the Academy shall cease to be a Member:

- a) if such Member resigns by giving notice in writing of *resignation*
- b) if such Member becomes of *unsound mind*
- c) if such Member *fails to renew his/her annual subscription fee*
- d) if such Member otherwise *ceases to qualify* for membership
- e) if such Member's *conduct have been prejudicial to interests of the Academy*
- f) if such member *violates any regulations of code of conduct and professional ethics.*

Code of Ethics

- a) To conduct myself with Honesty, Integrity, Professionalism and uphold the highest moral principles and avoid any conduct detrimental to my Profession.

- b) To promote and guard my own Professional reputation and that of my Professional Academy.

- c) To uphold the Objects of the Academy and abide by the rules, and code of professional business ethics of Academy of Professional Certification Ltd.

- d) Individuals certified as Certified Risk Planners are expected to adhere to the *certification 's published code of ethics and requirements of continuing professional development (CPD)*. Failure to do so may result in removal of certification or denial of recertification.

ENFORCEMENT

Upon a formal complaint issued against any member of this Academy or other person indicating a violation of any section of this Code of Conduct and Ethics, the Ethics Committee will set up and investigate the allegations and make a recommendation to the Board of Directors and the Council regarding any disciplinary action to be taken against the accused member.

Discipline may range from a formal reprimand and warning to a temporary or permanent suspension from the Academy upon the discretion of the Board of Directors, and the Council.