



香港護士管理局  
NURSING COUNCIL  
OF HONG KONG

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29 March 2018

To: Person-in-charge  
Accredited providers of Continuing Nursing Education of  
the Nursing Council of Hong Kong

Dear Sir/Madam,

**Updated “Manual for Accreditation as a Provider of  
Continuing Nursing Education” (“Manual”) and  
Award of Certificates / Written Statements / Records of Completion of  
Continuing Nursing Education (“CNE”) Programmes/Activities**

Further to our letter of 29 September 2017, I write to inform you that the Council has recently promulgated the updated Manual as detailed in the ensuing paragraphs.

Having considered the operations of accredited providers, the Council has recently reviewed the requirements on the signing of CNE Certificates by the person-in-charge of the accredited providers. The relevant provision in the Manual has been updated and reproduced as follows:

*4.5 Verification of Participants and Successful Completion*

....

*The certificates/written statements/records should be duly signed by person-in-charge of the accredited providers or the officer(s) personally delegated by the person-in-charge of the accredited providers in writing. The written records of all the delegation should be properly kept for at least six years and made available for the Council's inspection when necessary and reported to the Council within 30 days of the effective date of the delegation by using the form at Section 9 (Appendix: Form for Reporting Organisational Changes for Accredited CNE Providers).*

The opportunity is also taken to draw your attention to the following concerning the requirements for the award of CNE Certificates and delegation of officer(s) to sign the CNE Certificates:

- (a) all the required information as set out in the Manual must be included in the CNE Certificates;
- (b) the “Application Form for Accreditation/Re-accreditation as a Provider of CNE” and “Form for Reporting Organisational Changes for Accredited CNE Providers” at the Manual are updated accordingly to incorporate the necessary information/report of the delegation. Accredited providers are required to use the updated application form for the applications for re-accreditation with immediate effect;
- (c) the officer(s) signing the CNE Certificates must be **personally delegated** by the person-in-charge of the accredited providers; and
- (d) the delegation or changes to the delegation should be reported to the Council **within 30 days** of the effective date of delegation by using the “Form for Reporting Organisational Changes for Accredited CNE Providers” at the Manual.

Your organisation, as an accredited CNE provider, is required to strictly comply with the requirements as set out in the updated Manual (March 2018 version) **with immediate effect**. The electronic copy of the Manual is now available at the Council’s website at [www.nchk.org.hk](http://www.nchk.org.hk). If your organisation, as an accredited CNE provider, fails to comply with the requirements stipulated in the Manual, the Council reserves the right to withdraw the accreditation/re-accreditation status granted to your organisation any time and shall not be liable for any claim for damages or loss suffered by your organisation or any other parties arising therefrom. The Council may also require your organisation to rectify any non-compliance of the requirements set out in the Manual during the accreditation period or before the re-accreditation is granted.

If you have any enquiries about the updated Manual, please contact Mr Ivan WONG, Assistant Secretary of the Council, at 2527 8386.

Yours faithfully,



(Ms Alice TANG)

Secretary, Nursing Council of Hong Kong