



香港護士管理局
**NURSING COUNCIL
OF HONG KONG**

香港灣仔皇后大道東182號
順豐國際中心1樓
1st Floor, Shun Feng International Centre,
182 Queen's Road East,
Wan Chai, Hong Kong.

貴處檔號：
Your Ref.：
本局檔號： NC 39/L
Our Ref.：
電話： 2527 8386
Tel. No.：

電郵地址：
E-mail: nc@dh.gov.hk
網址：
Website: www.nchk.org.hk
圖文傳真：
Fax No.: 2527 2277

29 September 2017

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

Dear Sir/Madam,

**Award of Certificates / Written Statements / Records of
Completion of Continuing Nursing Education ("CNE") Programmes/Activities**

As instructed by the Nursing Council of Hong Kong ("the Council"), I write to remind that your organisation, being an accredited provider of CNE of the Council, should strictly comply with the requirements of the award of certificates / written statements / records verifying an individual's participation and successful completion of each CNE programme / activity as laid down in the "Manual for Accreditation as a Provider of Continuing Nursing Education" ("the Manual").

It has come to the Council's attention that many of the accredited providers of CNE have failed to include all the required information in the certificates / written statements / records of completion of CNE programmes / activities as required in the Manual. In this regard, your attention is particularly drawn to the relevant requirements as set out in the Manual, which is reproduced as follows:

4.5 Verification of Participants and Successful Completion

Accredited providers must award certificates or written statements or provide records verifying an individual's participation and successful completion of each CNE programme/activity. They should include the following elements in the certificates/written statements/records:

- (1) Name of participant;
- (2) Name of the CNE programme/activity;
- (3) Period (please specify the dates of commencement and completion) and duration of the CNE programme/activity;

- (4) *Number of CNE hours and number of Council-CNE points awarded; and*
(5) *Name of the accredited CNE provider.*

The certificates/written statements/records should be duly signed by person-in-charge of the accredited providers.

Please critically review your organisation's certificates / written statements / records of completion of CNE programmes / activities and **ensure that all the required information is included in the said certificates / written statements / records.** In case of any non-compliance with the Council's requirements, the Council may withdraw the accreditation / re-accreditation status granted to the organisation any time and shall not be liable for any claim for damages or loss suffered by the provider or any other party arising therefrom.

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

Yours faithfully,



(Ms Alice TANG)

Secretary, Nursing Council of Hong Kong