Appendix 3

**Voluntary Continuing Professional Development Scheme**

**for Licensed Plumbers**

**Application form for One-off Accredited Activity**

 **Part I: Fact Sheet**

|  |  |
| --- | --- |
| Name of Organisation: |  |
|  |  |
| Address: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Name of Person in-charge: |  |
| Title or Position: |  |
| Telephone Number: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address: |  |

Appendix 3-1

Appendix 3

|  |
| --- |
| **Summary of the Programme to be provided**  |
| **Date:**  |
| **Time:**  |
| **Venue:**  |
| **Detail:** *(Training course materials such as presentation material will be provided separately)*  |

List of documents to be submitted together with this application form:

* Training course materials
* Resume of the presenter(s)/ speaker(s)
* Sample of CPD Certificate
* Itinerary for site visit activity (if applicable)

|  |  |
| --- | --- |
| Signature of Person in-charge: |  |
| Name of Person in-charge: |  |
| Date: |  |

(Application should be submitted to: Secretary of the CPD Course Panel, 46/F Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong)

Appendix 3 - 2