

教育條例 EDUCATION ORDINANCE
(第 279 章) (Chapter 279)

檢 定 教 員 申 請 書
APPLICATION FOR REGISTRATION AS A TEACHER

在此貼上
申請人
正面半身近照

Recent full-face
photograph of applicant to
be affixed here

1. 本人現申請註冊為檢定教員，有關本人的資料詳情如下：

I apply for registration as a teacher. For the purpose, my particulars are:

(a) 姓名 (* 先生 / 女士 / 夫人 / 小姐) Name (* Mr/Ms/Mrs/Miss)

(中文) (in Chinese) _____

(英文) (in English) _____

(與申請人之香港身份證上的姓名相同) (The name should be identical with that on applicant's HKID Card)

(b) 婚前姓名 [如適用] Maiden Name [if applicable] _____

(c) 住址 Residential Address _____

(d) 通訊地址 [如與住址不同] Correspondence Address [if different from the Residential Address] _____

(e) 電話號碼 Telephone Number _____

(f) 傳真號碼 Fax Number _____

(g) 現職學校名稱及電話號碼 [如適用] Name and Telephone Number of the school now serving [if applicable]

(電話號碼 Tel. No. _____)

(h) 香港身份證號碼 Hong Kong Identity Card Number _____

(i) 出生日期 Date of Birth _____ / _____ / _____

日 Day 月 Month 年 Year

(j) 學歷資格 Educational Qualifications

專業資格 (例如教育文憑 / 證書) Professional Qualification (e.g. Diploma/Certificate in Education)	頒授機構名稱 Name of Awarding Institute	年份 Year	主修科目 Major Subject(s)
學業資格 (例如學位、文憑或證書) Academic Qualification (e.g. Degree, Diploma or Certificate)	頒授機構名稱 Name of Awarding Institute	年份 Year	主修科目 Major Subject(s)

(k) 教學經驗 Teaching Experience

學校 School	由 (日/月/年) From (Day/Month/Year)	至 (日/月/年) To (Day/Month/Year)	任教級別及科目 Level(s) and Subject(s) Taught
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

(l) 准用教員編號 (如曾獲批准為准用教員) Permitted Teacher Reference No. (if previously approved as Permitted Teacher)

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- (m) 你是否曾在香港或其他地方被裁定已干犯刑事罪行，或曾遭拒絕註冊為校董或教員，或曾遭拒絕獲准許教學，或曾獲如此註冊或准許而其後註冊或准許被取消？(如任何情形適用，請提供詳情；如沒有此類紀錄，請填寫「無」及簽署)
Have you previously been convicted of a criminal offence in Hong Kong or elsewhere, or ever been refused to be registered as school manager or teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled? (If any situation applies, please give details. If there is no such record, please write "Nil" and sign)

2. 關於本人的品格，請向以下人士查詢，彼等對於本表格內所述各點^{*}均已知悉／並未知悉（兩名諮詢人均須為成年人，並且與申請人沒有親屬關係）：

The following persons who ^{*}are/are not aware of the statements made on this form may be referred to as regards my character (The two referees have to be adults who are not relatives of the applicant):

(a) 姓名（^{*}先生／女士／夫人／小姐）Name（^{*}Mr/Ms/Mrs/Miss）_____

地址 Address _____

職業 Occupation _____

(b) 姓名（^{*}先生／女士／夫人／小姐）Name（^{*}Mr/Ms/Mrs/Miss）_____

地址 Address _____

職業 Occupation _____

3. [#]茲附上 [#]I attach to this application the following:

本人的香港身份證副本（如你尚未持有香港永久性居民身份證，須同時提交由香港入境事務處簽發的有效工作簽證及受僱為教師的證明文件副本）

Copy of my Hong Kong Identity Card (If you do not possess a Hong Kong Permanent Identity Card, copies of valid employment visa issued by the Hong Kong Immigration Department and documentary proof of teacher employment have to be submitted as well)

本人的學業證書（如大學學位文憑）及專業資格證書（如教育文憑／證書）的副本（如你持有非本港學歷，須同時提交由香港學術及職業資歷評審局發出的學歷評估報告副本或其他有關學歷評估的文件副本）

Copies of my academic certificate(s) (e.g. university degree diploma) and professional qualification certificate (e.g. Diploma/ Certificate in Education) (If you are holding non-local qualifications, copy of qualifications assessment report issued by Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) or other relevant qualifications assessment document(s) has/have to be submitted as well)

更改姓名的正式文件（如改名契或結婚證書）的副本（如你在香港身份證上的姓名與學業或專業資格證書上的不同）

Copy of official document (e.g. deed poll or marriage certificate) certifying that my name has been changed (If your name on the Hong Kong Identity Card is different from that in the academic or professional qualification certificate(s))

其他有關文件
Other relevant document(s) _____

4. 本人已閱讀及明白本申請書的申請須知 A 部有關《教育條例》第 46(g)條及第 87(1)(k)條的內容。本人同意教育局為核實本申請書內的資料而進行必要的查詢。本人授權包括海外的所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料。就本人所知及所信，本申請書一切內容均屬真實及詳盡。

I confirm that I have read and understood the contents of Section 46(g) and Section 87(1)(k) of the Education Ordinance given in Part A of the Guidance Notes of this application form. I consent to the Education Bureau making any necessary enquiries for verification of the information given in this application form. I authorize all government departments and other organisations or agencies including those overseas to release any record or information as may be required for these enquiries. The contents of this application are true and complete to the best of my knowledge and belief.

(日期) (Date) _____ (簽署) (Signature) _____
(申請人) (Applicant)

* 請刪去不適用者 Delete as appropriate

請在適當的空格內加上「✓」號 Please insert a "✓" in the appropriate boxes

請單面列印此頁
Please print this page on one side only

申請人姓名
Name of Applicant
通訊地址
Correspondence Address

(請填寫你的姓名及地址)
(Please fill in your name and address)

申請人姓名
Name of Applicant
通訊地址
Correspondence Address

(請填寫你的姓名及地址)
(Please fill in your name and address)

申請人姓名
Name of Applicant
通訊地址
Correspondence Address

(請填寫你的姓名及地址)
(Please fill in your name and address)

[只供部門使用] [Office use only]

致：申請人
To: The applicant

日期 Date _____

檢定教員申請書覆函
Acknowledgement of Application for Registration as a Teacher

我們已收到你的檢定教員申請書，現正詳加審閱。若申請過程中需要你提供更多資料，則會另函與你聯絡。

Your application for registration as a teacher has been received and is now being processed. If further information is required, another letter will be sent to you.

如有任何垂詢，請電 2520 0325 與教師註冊組聯絡。

In case of enquiry, please contact the Teacher Registration Team at 2520 0325.

教育局
教師註冊組
Teacher Registration Team
Education Bureau

檢定教員申請須知

A. 《教育條例》有關的規定

1. 第 42 條

- (1) 任何人不得在學校任教，除非他是一
 - (a) 檢定教員；或
 - (b) 准用教員。
- (2) 准用教員除非按照就該教員而發出的准用教員許可證上所指明的條件或限制任教，否則不得在學校任教。

2. 第 87 條

- (3) 任何人如一
 - (e) 違反第 42(1)或(2)條；
 - (f) 僱用或准許任何人違反第 42(1)或(2)條而在學校教學；即屬犯罪，一經定罪，可處第 5 級罰款及監禁 2 年。

3. 拒絕教員註冊的理由

第 46 條

如常任秘書長覺得申請人有以下情況，可拒絕該申請人註冊為教員—

- (a) 該人並非出任教員的適合及適當人選；
- (b) 該人被裁定已犯可判處監禁的罪行；
- (c) 該人的准用教員許可證以前曾被取消；
- (d) 該人健康狀況不適宜；
- (e) 該人並沒有具備所訂明的資格；
- (f) 該人已年滿 70 歲；或
- (g) 該人在提出以下任何申請時，即—
 - (i) (由 1993 年第 42 號第 17 條廢除)
 - (ii) 註冊為校董或教員；或
 - (iii) 僱用校內准用教員，或在與該等申請有關的事項中，作出的陳述或提供的資料在要項上屬虛假，或因在要項上有所遺漏而屬虛假。

4. 第 87 條

- (1) 任何人如一
 - (k) 在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假，即屬犯罪，一經定罪，可處罰款\$250,000 及監禁 2 年。

5. 教育（豁免）（提供非正規課程的私立學校）令

根據自 2004 年 7 月 1 日起實施的《豁免令》規定，所有提供非正規課程的私立學校(提供補習班、商科、語文及電腦課程等教育課程的私立學校)在符合所指明的條件下，均獲豁免受到《教育條例》和《教育規例》內與僱用教員和教員資格等有關的某些條文規定管限。

B. 檢定教員資格

申請人須具備《教育規例》附表 2 第 I 部所訂明的其中一項資格，詳情如下：

- (1) 指明院校¹的認可²學位，並且有認可教員文憑、證書或相等的教學資格；
- (2) 指明院校的教育學位；
- (3) 香港政府發出的教師證書；
- (4) 香港政府師範學校證書，並且有 5 年認可教學經驗；
- (5) 香港政府夜學部教師證書，並且有 5 年認可教學經驗；
- (6) 香港教育署向已完成訓練課程及筆試與實習合格的教員發出的“合格教師”或“合格幼稚園教師”資格證書，並且有認可的教學經驗；
- (7) 常任秘書長認為與第(1)、(2)、(3)、(4)、(5)或(6)段所指明資格相等的任何其他教育訓練及經驗（見註 1）。

任何人士在學校任教而並未具備上列所訂明的資格，其學校須提交僱用非檢定教員的申請(表格 10 或 11)。

C. 申請手續

1. 申請表格（表格 8）可在教育局網頁（<http://www.edb.gov.hk>）下載或在下列辦事處索取：
 - (a) 九龍旺角亞皆老街 113 號
3 樓 302 室
教育局
教師註冊組
（電話：2520 0325）
 - (b) 區域教育服務處
 - (c) 民政事務處
2. 申請人須用黑色墨水筆或原子筆及以正楷填寫表格 8，並貼上近照（見註 2），連同申請人的香港身份證、學業證書、專業資格證書及其他有關文件的副本，用掛號方式寄往九龍旺角亞皆老街 113 號 3 樓 302 室教育局教師註冊組（見註 3）。
3. 在填寫表格 8 第 1(m)段時，申請人如曾在香港或其他地方被裁定已干犯刑事罪行，或曾遭拒絕註冊為校董或教員，或曾遭拒絕發給准用教員許可證，或曾遭取消其校董或教員的註冊或准用教員許可證者，須將該事的詳細情形披露。如無這類事情，申請人須寫上「無」，並在旁簽署。
4. 教師註冊組於接獲申請後，可能會約見該申請人，屆時申請人須帶同以上第 2 段所述文件的正本及副本，以作審核（見註 3）。如申請人為幼稚園、私立中學／小學、資助、按位津貼、直接資助計劃、國際或英基學校協會屬下學校的現職教師，以上第 2 段所述文件的副本可由申請人的校監／校長批註（見註 4）而毋須接受面見（詳情請參閱教育局有關教師註冊修訂程序的最新通告。）
5. 申請經審核及批准後，教師註冊組會以掛號郵遞寄出「檢定教員證明書」（表格 9）給申請人。

¹ “指明院校”指嶺南大學、香港教育學院、香港大學、香港理工大學、香港中文大學、香港浸會大學、香港城市大學、香港演藝學院、香港科技大學、香港公開大學以及根據《專上學院條例》註冊的任何專上學院。

² “認可”指獲常任秘書長認可。

註 1

非本港學歷

申請人如持有非本港學歷／專業資格，須提供下列文件：

- (a) 學業及專業資格證書副本及
- (b) 香港學術及職業資歷評審局發出的學歷評估報告副本或其他有關學歷評估的文件副本（如申請人持有本港專業資格證書，則不用提交學歷評估報告作為申請註冊檢定教員之用）。

註 2

相片

申請人的相片必須為正面半身近照，並應貼在申請表格上。照片大小必須為 5 厘米乘 3.8 厘米；所用相紙必須為普通薄光面相紙及未經貼用者。

註 3

如申請人未能於三個月內（由本局發出的書面通知當日起計算）提交所須文件，本局將不會繼續處理有關申請。

註 4

每份經批註的文件副本須載有下列資料：

- (a) 校監／校長在「已查閱正本」字樣下簽署（影印本或印章本的簽署恕不接受）；
- (b) 校監／校長的姓名及職位；
- (c) 學校名稱(或校印)及
- (d) 查閱文件正本的日期。

個人資料收集

1. 教育局會利用本表格所載的個人資料，作以下其中一種或多種用途：
 - (a) 教師註冊；
 - (b) 提供教育服務；
 - (c) 進行研究及編製統計資料，以便規劃教育服務；
 - (d) 處理有關教育專業人員發展的事宜；及
 - (e) 執行《教育條例》及《教育規例》（第 279 章）。
2. 申請人必須在本表格上填寫個人資料。申請人如不提供這些資料，申請的處理工作及結果或會受影響。
3. 本表格所蒐集的個人資料，或會向政府其他部門／決策局披露，作上文所述用途。
4. 根據《個人資料（私隱）條例》第 18 和 22 條及附表 1 第 6 原則的規定，你有權要求查閱及改正你的個人資料。要求查閱的權利，包括要求提供本表格所載個人資料的副本，但須繳付費用。
5. 如欲查詢有關本表格所蒐集的個人資料，包括要求查閱及改正資料事宜，請聯絡教育局教師註冊組，地址如下：
 - 九龍旺角亞皆老街 113 號
 - 3 樓 302 室
 - 教育局
 - 教師註冊組
 - （電話：2520 0325）

GUIDANCE NOTES
APPLICATION FOR REGISTRATION AS A TEACHER

A. Relevant Provisions of the Education Ordinance

1. Section 42

(1) No person shall teach in a school unless he is —

- (a) a registered teacher; or
- (b) a permitted teacher.

(2) No permitted teacher shall teach in a school otherwise than in accordance with the conditions or limitations specified in the permit to teach issued in respect of such teacher.

2. Section 87

(3) Any person who —

- (e) contravenes section 42(1) or (2);
- (f) employs or permits any person to teach in a school in contravention of section 42(1) or (2),

shall be guilty of an offence and shall be liable on conviction to a fine at level 5 and to imprisonment for 2 years.

3. Grounds for refusal to register teacher

Section 46

The Permanent Secretary may refuse to register an applicant as a teacher if it appears to him that the applicant —

- (a) is not a fit and proper person to be a teacher;
- (b) has been convicted of an offence punishable with imprisonment;
- (c) is a person in respect of whom a permit to teach has previously been cancelled;
- (d) is medically unfit;
- (e) does not possess the prescribed qualifications;
- (f) has attained the age of 70 years; or
- (g) in making or in connection with any application-
 - (i) (Repealed 42 of 1993 s. 17)
 - (ii) for registration as a manager or a teacher; or
 - (iii) to employ a person as a permitted teacher in a school,has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.

4. Section 87

(1) Any person who —

- (k) in or in connection with any application under this Ordinance makes any statement or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular,

shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years.

5. Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order

Under the Exemption Order which comes into operation on 1 July 2004, all private schools that offer non-formal curriculum (private schools which offer educational courses such as tutorial, commercial, language and computer courses) are exempted from certain requirements of the provisions of the Education Ordinance and Regulations relating to employment of teachers, teachers' qualifications and other categories subject to compliance with specified conditions.

B. Qualifications for Registered Teacher

The applicant should possess one of the prescribed qualifications as specified in Part I of the Second Schedule of the Education Regulations:

- (1) An approved³ degree of a specified institution⁴ together with an approved teacher's diploma, certificate, or like qualification to teach;
- (2) a degree in education of a specified institution;
- (3) a teacher's certificate issued by the Hong Kong Government;
- (4) a Hong Kong Government Normal School Certificate and 5 years approved teaching experience;
- (5) a Hong Kong Government Evening Institute teacher's certificate and 5 years approved teaching experience;
- (6) a certificate of status as "Qualified Teacher" or "Qualified Kindergarten Teacher" issued by the Hong Kong Education Department to a teacher who has completed an approved course of training and passed a written and practical test, and approved teaching experience;
- (7) any other educational training and experience which in the opinion of the Permanent Secretary is equivalent to the qualifications specified in paragraph (1), (2), (3), (4), (5) or (6). (See Note 1)

For a person who teaches in a school but does not possess the above prescribed qualification(s), the school should apply for permission to employ him/her as an unregistered teacher (Form 10 or 11).

C. Application Procedures

1. Application forms (Form 8) can be downloaded from the homepage of the Education Bureau (<http://www.edb.gov.hk>) and are obtainable from the following offices:
 - (a) Teacher Registration Team
Education Bureau
Unit 302, 3/F
113 Argyle Street, Mongkok
Kowloon
(Tel.: 2520 0325)
 - (b) Regional Education Offices
 - (c) District Offices
2. The applicant should complete Form 8 in block letters and in black ink and affix a recent photograph (see Note 2) in the space provided. This form, together with photocopies of Hong Kong Identity Card, academic and professional qualification certificates and other related documents of the applicant should be sent by registered post to the Teacher Registration Team, Education Bureau at Unit 302, 3/F, 113 Argyle Street, Mongkok, Kowloon (see Note 3).

³ "approved" means approved by the Permanent Secretary.

⁴ "specified institution" means the Lingnan University, The Hong Kong Institute of Education, the University of Hong Kong, The Hong Kong Polytechnic University, The Chinese University of Hong Kong, the Hong Kong Baptist University, the City University of Hong Kong, The Hong Kong Academy for Performing Arts, The Hong Kong University of Science and Technology, The Open University of Hong Kong and any Post Secondary College registered under the Post Secondary Colleges Ordinance.

3. **In completing paragraph 1(m) of Form 8, an applicant who has been convicted of a criminal offence in Hong Kong or elsewhere, or has been refused to be registered as a school manager or teacher, or has been refused to be issued a permit to teach, or has had his registration as a school manager or teacher or his permit to teach cancelled, has to disclose the full circumstances of such matter. If there is no such matter, the applicant has to write “NIL” and sign his name.**
4. The applicant may be invited to attend an interview. He/She is required to bring along all original documents and photocopies as specified in paragraph 2 above for verification (see Note 3). If the applicant is a serving teacher of a kindergarten, private primary/secondary, aided, caput, Direct Subsidy Scheme, international or English Schools Foundation school, the photocopies of the documents as specified in paragraph 2 above can be **endorsed** (see Note 4) by his/her school supervisor/principal and interview will not be required. (For details, please refer to the EDB Circular on Revised Procedures for Teacher Registration currently in force.)
5. After processing, the successful applicant will be issued a Certificate of Registration As A Teacher (Form 9) and the Certificate will be sent by registered post.

Note 1

Non-local educational qualifications

If an applicant possesses non-local academic/professional qualifications, the following documents are required :

- (a) copies of academic and professional qualification certificates and
- (b) copy of qualifications assessment report issued by HKCAAVQ or other relevant qualifications assessment document(s) (for applicant who possesses local certificate of professional qualification, qualifications assessment report is not required for the purpose of application for registration as a teacher).

Note 2

Photograph

One recent full-face photograph of the applicant is required to be affixed to the application form. The size of the photograph must be 5 cm x 3.8 cm. It should be printed on normal thin photographic paper and has not been used.

Note 3

The application will not be further processed if the applicant does not provide the necessary document(s) within three months from the date of our written notice.

Note 4

Each endorsed photocopy of the required documents should contain the following information:

- (a) School supervisor/principal's signature (photocopied or stamped signature is not accepted) against the words "Original Seen";
- (b) School supervisor/principal's name and post;
- (c) School name (or school chop) and
- (d) Date of sighting the original documents.

COLLECTION OF PERSONAL DATA

1. The personal data provided in this form will be used by the Education Bureau for one or more of the following purposes:
 - (a) teacher registration;
 - (b) provision of education services;
 - (c) conduct of research and compilation of statistics to facilitate planning of education services;
 - (d) processing of matters relating to the development of the education profession; and
 - (e) administration and enforcement of the Education Ordinance and Regulations (Cap. 279).
2. The provision of personal data by means of this form is obligatory. Failure to provide these data may affect the processing and outcome of your application.
3. The personal data collected in this form may be disclosed to other government departments/bureaux for the purposes mentioned above.
4. You have a right to request access to and correction of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form. This is however subject to payment of a fee.
5. Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:

Teacher Registration Team
Education Bureau
Unit 302, 3/F
113 Argyle Street, Mongkok
Kowloon
(Tel.: 2520 0325)