

Date: 28 February 2023

Education Bureau Circular No. 2/2023

Arrangements for Restarting the Certification for Principalship Process

【Note: This Circular should be read by

- (a) Supervisors and Heads of government, aided (including special schools), Caput and DSS schools - for necessary action; and
- (b) Supervisors and Heads of private independent schools and Heads of Sections - for information.】

Summary

This circular informs schools of the arrangements for restarting the Certification for Principalship (CFP) process. It should be read in conjunction with Education Bureau Circular (EDBC) No. 1/2023 (which has replaced Education Bureau Circular No. 2/2019) that sets out the detailed arrangements for the CFP. This circular supersedes Education Bureau Circular No. 3/2019 dated 28 February 2019.

Background

2. Since the launch of the CFP requirement in the 2004/05 school year, there have been aspiring principals (APs) who could not attain the CFP upon expiry of the two-year CFP process. These APs may restart the CFP process.

3. APs whose CFP has expired are still eligible for appointment to principalship. They can renew their CFP upon appointment to a principal post. However, they may also choose to restart the CFP process before appointment to a principal post.

Restarting the CFP process

4. The major events of the CFP process are shown in the flow chart at Appendix I.

5. The CFP stems from the *Principals' Continuing Professional Development Framework*. It comprises three components:

- Needs Analysis (NA);
- Preparation for Principalship (PFP) Course; and
- Professional Development Portfolio (PDP).

6. APs who wish to restart their CFP process may not be required to go through all the three components again subject to the following conditions:

(a) Needs Analysis

APs do not have to re-take the NA if it was completed not more than 5 years ago counting from the issue date of the NA certificate awarded.

(b) Preparation for Principalship Course

APs do not have to re-take the PFP Course if it was completed not more than 5 years ago counting from the issue date of the PFP Course certificate awarded. However, if the Course was completed more than 5 years ago, the APs are required to update and refresh their knowledge and skills by re-taking at least one-third of the total PFP Course hours. The content of the PFP Course is updated from time to time. APs should select relevant topics based on their needs and interests. They should select new items as far as possible but “Action Research” is compulsory. The latest content of the [PFP Course](#) is contained on the web page of the Education Bureau.

(c) Professional Development Portfolio

All APs are required to submit a new PDP to present evidence of their continuing development and learning progress, as well as their growing preparedness for principalship.

7. This Bureau would inform teachers and schools of the details of the NA and the PFP Course from time to time. Requirements of the PDP are detailed in the Guidelines on Professional Development Portfolio for Aspiring Principals in [Annex A](#) of EDBC No. 1/2023.

Application

8. APs who wish to restart the CFP process should apply to the School Leadership and Professional Development Section of the Education Bureau by submission of an application form at [Appendix II](#)¹. They can restart the CFP process after approval is granted. In the approval letter, they will be informed of the CFP components they are required to go through again in the two-year CFP process.

¹ You may also apply through the e-form system on the EDB webpage (<https://eformss.edb.gov.hk/eformss/Login>). Please read the important notes on the e-form website carefully before completing the form.

Fee

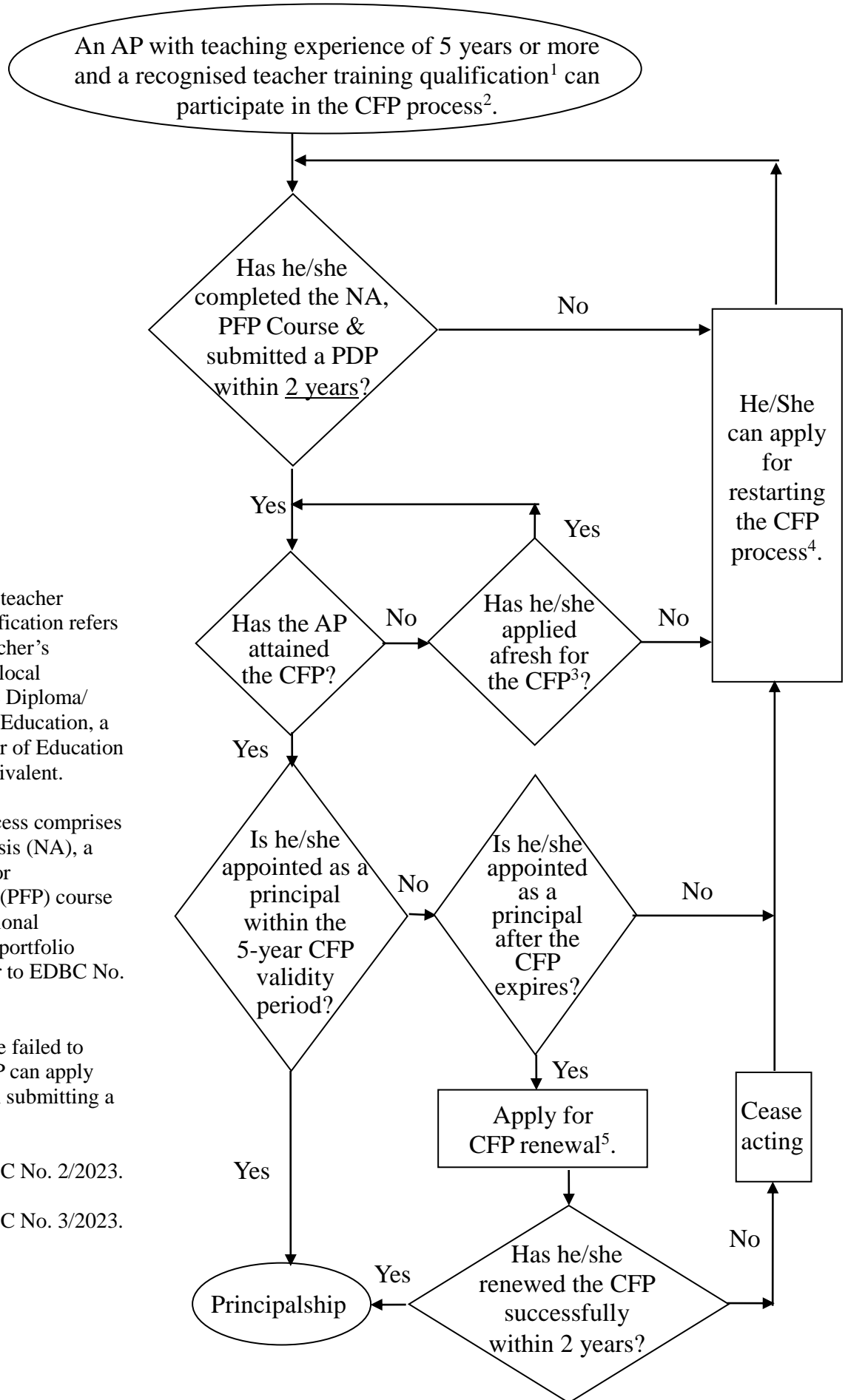
9. Applicants are required to pay a non-refundable fee levied on each CFP application by the Education Bureau. Owing to an increase in administrative costs, the non-refundable fee will increase to \$1,311, effective from the issue date of this circular. No fee is levied on the second submission of the portfolio within the two-year CFP process. Other fees also apply. They pertain to the NA and the PFP Course and applicants are required to pay the relevant fees to the course providers accordingly.

Enquiries

10. For enquiries, please contact the School Leadership and Professional Development Section on 3509 7467.

Ms W P LEE
for Permanent Secretary for Education

Major Events of the Certification for Principalship (CFP) Process



Note:

¹ A recognised teacher training qualification refers to a local Teacher's Certificate, a local Post-graduate Diploma/ Certificate in Education, a local Bachelor of Education degree or equivalent.

² The CFP process comprises a needs analysis (NA), a preparation for principalship (PFP) course and a professional development portfolio (PDP). (Refer to EDBC No. 1/2023.)

³ APs who have failed to attain the CFP can apply again through submitting a PDP afresh.

⁴ Refer to EDBC No. 2/2023.

⁵ Refer to EDBC No. 3/2023.

Ref No.: _____ (For office use only)

Restarting the Certification for Principalship (CFP) Process Application Form

[Please complete this form in block letters.]

Please return the completed application form to the School Leadership and Professional Development Section of the Education Bureau on 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong by registered mail.

Name of Applicant <i>(must be identical with that of the applicant's HK Identity Card)</i> : (English) (Chinese)	
Correspondence Address:	
Contact Telephone No.: (School / Office): (Home / Mobile):	
Fax No.:	E-mail Address:
HK Identity Card / Passport No.:	Registered Teacher / Permitted Teacher No.:
Name and Address of Applicant's School / Organisation:	
* Type of School (if applicable): i. Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Special <input type="checkbox"/> ii. Government <input type="checkbox"/> Aided <input type="checkbox"/> DSS <input type="checkbox"/> Others (Please specify) _____	
* Teaching Experience 5 Years <input type="checkbox"/> 6 – 10 Years <input type="checkbox"/> 11 – 15 Years <input type="checkbox"/> over 15 Years <input type="checkbox"/>	
Current Position in School / Organisation:	
* Completion of Needs Analysis: Yes <input type="checkbox"/> No <input type="checkbox"/> # Issue date of certificate: _____	
* Completion of Preparation for Principalship Course: Yes <input type="checkbox"/> No <input type="checkbox"/> # Issue date of certificate: _____	
*Submitted Portfolio Before: Yes <input type="checkbox"/> No <input type="checkbox"/> *Attained CFP: Yes <input type="checkbox"/> No <input type="checkbox"/> # Issue date of certificate: _____	

* Please tick as appropriate.

Please attach copies of certificate(s)/certifying letter(s).

Declaration:

I hereby apply for restarting the CFP process and I declare that the information contained in this application form is true and accurate.

Applicant's Signature: _____

Date: _____

COLLECTION OF PERSONAL DATA

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the application for Certification of Principalship;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes / activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant / Subsidised Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) personnel, agent, service provider or organizations, including Teacher Education Universities (TEUs), engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
 - (d) where you have given your prescribed consent to such disclosure; and
 - (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Senior Professional Development Officer (School Leadership and Professional Development)2 at 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or email to spdoslpd2@edb.gov.hk.