

Date: 26 February 2024

Education Bureau Circular No. 3/2024

Arrangements for Renewing the Certification for Principalship

【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 updated arrangements for renewing the Certification for Principalship (CFP), including the revised application fee and the updated points to note for preparation of the school development portfolio. This circular supersedes Education Bureau Circular No. 3/2023 dated 28 February 2023.

Background

2. Education Bureau Circulars No. 31/2002 and No. 1/2024 (which has replaced Education Bureau Circular No. 1/2023) dated 17 July 2002 and 26 February 2024 respectively set out the requirement that from the 2004/05 school year, aspiring principals (APs) have to attain the CFP in addition to complying with the appointment conditions in force at the time, before they could be considered for appointment to principalship in public sector or DSS schools*. The CFP is valid for five years counting from the expiry of the two-year CFP process or the issue date of the CFP, whichever is the later.

3. Pursuant to the launch of the CFP requirement in the 2004/05 school year, there are APs whose CFP has expired when they are appointed as principals.

* For serving principals of private independent schools who have previously not received any formal professional training for newly appointed principals organised by the then Education Department / Education and Manpower Bureau, they need to comply with the CFP requirement before they can be considered for appointment to principalship in public sector or DSS schools from the 2004/05 school year onwards.

Appointment to Principalship after CFP Expiry

4. APs whose CFP has expired are still eligible for appointment to principalship. They do not need to seek renewal of the CFP immediately. However, upon appointment as principals, they will serve on an acting basis for two years. During this period, the acting principals so appointed must renew their CFP before the principalship can be confirmed, effective from the date of the CFP renewal. They will have to cease acting if they are unable to renew the CFP upon expiry of the two years of acting appointment.

Renewal of the CFP

5. To renew the CFP, the newly appointed principals are required to demonstrate leadership in the school situation through the submission of a school development portfolio. Details of the school development portfolio such as the organisation of contents, presentation format, application procedures for the CFP renewal, the fee and assessment criteria are contained in the [“Guidelines on School Development Portfolio – Renewing the Certification for Principalship”](#) which is available on the web page of the Education Bureau.

6. For those APs whose CFP has expired and who wish to hold a valid CFP before their appointment as principals, they may apply to restart the CFP process. Details of restarting the CFP process are contained in the Education Bureau Circular No. 2/2024 issued on 26 February 2024, which is available on the web page of the Education Bureau.

Validity

7. The renewed CFP would be valid for five years from the date of conferment.

Briefing

8. To provide support to APs on the preparation of the school development portfolio, briefing sessions are organised from time to time. Details are available in the Education Bureau’s Training Calendar System.

Enquiries

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

Ms W P LEE
for Permanent Secretary for Education