

Hong Kong College of Paediatricians

Procedures for Application for Admission of Members

1. For application for Membership, the applicant should complete the application form and send it to the College Secretary together with true copies of all required documents **certified** by the proposer.
 2. The Membership Committee of the College will normally meet every three months to vet all applications and make recommendations to the College Council for approval. Successful or unsuccessful applicants will then be notified by the Secretary of the College.
 3. The application form must be submitted with all necessary payments as indicated on the checklist. The fees will be returned if the application is unsuccessful.
 4. Existing Associates should ensure that their subscription payment is up-to-date.
 5. In completing the application form, the applicant must ensure that:
 - (a) they are registered medical practitioners of Hong Kong within the meaning of Section 2 of the Medical Registration Ordinance (Cap 161). Please submit **certified** copies of Registration Certificate (new applicants) and current Annual Practising Certificate (existing associates and new applicants) issued by the Hong Kong Medical Council.
 - (b) they have completed a total of at least **three years** of recognized post-registration Paediatric training. Internship training is not considered. Applicants trained in Hong Kong should ask their training supervisor to review their log books and certify that they have fulfilled all the training requirements. The form "Record of Completion of Basic Training in Paediatrics" should be completed and submitted together with a **certified** true copy of the Summary of Training Record from the log book.
 - (c) they have been conferred a higher qualification recognized by the College. Please submit **certified** copies of the relevant certificates or diplomas.
 - (d) they should ask the proposer to check that all the requirements are fulfilled.
 - (e) they should produce documentary evidence of any overseas training they received. Overseas training requires to be accredited prospectively by the Accreditation Committee. Retrospective accreditation is feasible but subject to payment of a fee of HK\$10,000 (non-refundable). Please write to the Chairman of the Accreditation Committee to obtain the appropriate instructions and forms.
 6. Applications without the required certified documents and payment will not be processed.
 7. The College Secretariat will acknowledge receipt of the application by email or by phone.
- * **The College has full discretion on all Membership admissions**