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| A close up of a sign  Description automatically generated |  | **For Office use**  Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date returned : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Application for Recognition as a CE Activity**

##### To: Chairperson, Continuing Education Committee, HKAEP

I hereby apply for HKAEP’s recognition of the following as a CE Activity.

I have attached a brochure/ flyer/ information which outlines the content of the activity to confirm that the organizer/speaker meet the criteria for recognition of CE activities (details please refer to the HKAEP website).

| **Date of activity** | **Title of Activity** | **Details, e.g. name of organizer, presenter or provider, conference topics, nature, etc.** | **Duration of activity**  **(hours)** |
| --- | --- | --- | --- |
|  |  |  |  |

Name (please print, last name first): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Note: -** This form may be photocopied if additional sheets are required.

- Please note that the vetting procedure will take about 8 weeks, counting from the day when all required documents are provided.

- The HKAEP Continuing Education Committee reserves the right to make the final decision for all CE recognition applications.

- Please e-mail this form with supporting documents to “admin@hkaep.org.hk”.

# **REPLY**

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* The captioned activity is recognized by the HKAEP as a CE activity. The number of points (CEUs) assigned is \_\_\_\_\_\_\_\_.

❒ The captioned activity is NOT recognized by the HKAEP as a CE activity. Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Continuing Education Committee, HKAEP