

Office Use _____
Date Received: _____

Hong Kong Academy of Social Work
SD2: Form for CPD Record of Credential (Application/ Renewal)

PROFESSIONAL ADVANCEMENT LEVEL *	
<input type="checkbox"/>	Certified Social Worker (Level 1)
<input type="checkbox"/>	Certified Senior Social Worker (Level 2)
<input type="checkbox"/>	Certified Social Work Supervisor (Level 3)
<input type="checkbox"/>	Certified Social Work Specialist (Level 3) (Specialised area: _____)

PERSONAL PARTICULARS OF APPLICANT	
Salutation	Prof / Dr / Mr / Mrs / Ms (<i>circle as appropriate</i>)
English Name	
Email	
Expiry Date of credential (for credential renewal only)	

Proposed Continuous Professional Development (CPD) Activities

The applicant is required to submit their action plan ***no later than three months*** after the expiration of their credential. The proposed CPD activities must be completed within three months of the submission date, and documentary proof (such as attendance records) must be submitted to the Academy Office for verification after completion.

<input type="checkbox"/>	I have fulfilled 24 CPD points in the year
<input type="checkbox"/>	I have fulfilled _____ CPD points in the year, I pledge to fulfil the rest _____ points in the upcoming year (Please fill in)

CPD Activity	Organisation/ Training Provider	Time slog (yy/mm)	No. of hours	CPD Point	Course is on Accredited List ¹	Mode of CPD activities (item code) ²	Specialty/ Supervision (delete as appropriate) Related ³

Note:

1. Put ✓ if the course is on the accredited list. For courses not on the accredited list, please provide information of course details and document proof.
2. Please state the item code by referring to the *Scheme of Awarding CPD Points* (See Appendix 1).
3. For Level 3 applicants only. Please indicate specialty/ supervision by deleting as appropriate and putting ✓ if the CPD activity is specialty/ supervision related.
4. The unfulfilled CPD activities shall not be counted in the next 24 CPD points for renewal.

Scheme of Awarding CPD Points

Appendix 1

Item Code	Mode of CPD activities	Description of weighing	CPD Points to be awarded	Remarks
Education, Training & Practice				
1	Recognised/ accredited social work or social work profession related courses (including online courses)	1 hour of attendance	1	Courses leading to social work registration are excluded
2	Attending recognised/ accredited social work or social work profession related conference, seminars, workshops, etc.	1 hour of attendance	1	-
3	Invited/ guest lecture	1 hour of presentation	2	Remunerated jobs are excluded
4	Conference, seminars or other academic presentation	1 presentation conducted	2	Remunerated jobs are excluded
5	Study Visit	1 session of professional related study visit	1	A maximum of 4 CPD points will be recognized in a one-year cycle
6	Clinical practice, professional supervision, professional consultancy service	1 hour of service	2	Remunerated jobs are excluded

7	Social welfare and related committee(s), professional organizations	1 session of service provided	1	A maximum of 4 CPD points will be recognized in a one- year cycle
Publication				
8a	Refereed article/ book chapter in social work or related discipline	principal author	8	-
8b		co-author	4	
9a	Non-refereed article/ book chapter/ non-print publications (e.g. video, VCD, web-edition, etc.) in social work or related discipline	principal author	4	
9b		co-author	4	