

**Residential Care Homes for the Elderly and  
Residential Care Homes for Persons with Disabilities**

**Guidance Notes on Application for Registration of Home Manager**

**1. Qualification Requirement**

Registered Home Manager

1.1 Any person who wishes to apply for registration as a registered home manager under section 3A of the Residential Care Homes (Elderly Persons) Regulation and/or the Residential Care Homes (Persons with Disabilities) Regulation, must meet the following qualification requirements –

- (a) having completed a training course specified by Director of Social Welfare (DSW) (for the list of training courses approved by DSW, please refer to the Social Welfare Department (SWD) website [https://www.swd.gov.hk/en/pubsvc/lr/reghm\\_hw/reghm/index.html](https://www.swd.gov.hk/en/pubsvc/lr/reghm_hw/reghm/index.html));  
AND

fulfilling any of the following requirements –

- i. holding a professional qualification relating to healthcare<sup>1</sup> or social work specified by DSW; or a bachelor or higher degree, or an academic qualification regarded by DSW as equivalent; and having, within 3 years before making the application, worked in one or more residential care homes for the elderly (RCHEs) or residential care homes for Persons with Disabilities (RCHDs) for a total of at least 1 year in a position involving or assisting in the management of the RCHEs or RCHDs; or
- ii. being a registered health worker as defined by section 2 of the Residential Care Homes (Elderly Persons) Regulation or the Residential Care Homes (Persons with Disabilities) Regulation; and having worked in one or more RCHEs or RCHDs as a health worker for a total of at least 5 years; or
- iii. being a pre-material-date home manager<sup>2</sup> (must apply for registration during the 6-month period beginning on the material date, i.e., on or before 15 December 2024); or

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<sup>1</sup> Professional qualifications relating to healthcare refer to nurse, medical practitioner, Chinese medicine practitioner, occupational therapist, physiotherapist, and pharmacist.

<sup>2</sup> A pre-material-date home manager refers to a person who was employed as a home manager in an RCHE or RCHD immediately before the material date (i.e. 16 June 2024).

- iv. being a pre-material-date home manager who is a registered home manager (provisional) as defined by section 2 of the Residential Care Homes (Elderly Persons) Regulation or the Residential Care Homes (Persons with Disabilities) Regulation.
- (b) being a registered home manager as defined by section 2 of Residential Care Homes (Persons with Disabilities) Regulation/Residential Care Homes (Elderly Persons) Regulation.

### Registered Home Manager (Provisional)

- 1.2 Any person who wishes to apply for registration as a registered home manager (provisional) under section 3M of the Residential Care Homes (Elderly Persons) Regulation and/or the Residential Care Homes (Persons with Disabilities) Regulation, must meet the following qualification requirements –
  - (a) holding a professional qualification relating to healthcare<sup>1</sup> or social work specified by DSW; or
  - (b) holding a bachelor or higher degree, or an academic qualification regarded by DSW as equivalent; or
  - (c) being a pre-material-date home manager<sup>2</sup> (must apply for registration during the 6-month period beginning on the material date, i.e., on or before 15 December 2024).
- 1.3 If the applicant is not a pre-material-date home manager<sup>2</sup>, the applicant shall submit proof to the satisfaction of DSW that the applicant will be employed as a home manager in a RCHE/RCHD after registration.
- 1.4 Apart from meeting the qualification requirements as specified above, DSW may register the applicant as a registered home manager or registered home manager (provisional) if DSW is satisfied that the applicant is competent to perform the duties of a home manager; is fit and proper to be so registered (please refer to paragraph 10.4 of Chapter 10 in Codes of Practice for Residential Care Homes (Elderly Persons) and Residential Care Homes (Persons with Disabilities) for details). DSW may impose on the registration any condition that DSW considers appropriate, including any condition relating to continuous learning.

## 2. Application Procedure

- 2.1 If the applicant meets the requirements for registration as a registered home manager or registered home manager (provisional), he/she may make an application electronically (or through the relevant training institutes) on the “CarePro Registration System for Residential Care Homes” (CPRS) ([cprs.swd.gov.hk/](http://cprs.swd.gov.hk/)). The applicant shall submit the application and upload the required documents (please refer to the Annex of this Guidance Notes for details).
- 2.2 Upon receiving the application and the required documents, the Development Section of Licensing and Regulation Branch will conduct a preliminary screening and may contact the applicant or training institutes for supplementary information and document(s) when necessary.
- 2.3 The applicant will be notified of the date, time and location of the registration interview through CPRS after the preliminary screening.
- 2.4 The applicant shall attend the registration interview according to the date and time specified in the email and bring along with the original copy of his/her Hong Kong Identity Card.
- 2.5 SWD reserves the right to request the applicant to submit the original copy of related document(s) for verification during the registration process.
- 2.6 The applicant must undergo interview, assessment, document verification and settlement of registration fee in order to complete the registration process.

## 3. Validity Period of Registration

Type of Registration	Validity Period
Registered home manager	Not exceeding 5 years
Registered home manager (provisional)	Not exceeding 2 years

## 4. Renewal of Registration

- 4.1 A registered home manager may apply for renewal of his/her registration through CPRS. The application must be made at least 3 months before, but not earlier than 6 months before, the expiry of registration.

- 4.2 Generally speaking, the registration of registered home manager (provisional) is not renewable.

## **5. Registration Fee and Payment Methods**

- 5.1 The current fee for registration as a registered home manager or a registered home manager (provisional) is \$345 and the renewal fee of a registered home manager is \$235. All fees paid are non-refundable.
- 5.2 A “General Demand Note” will be issued through CPRS and email by the Development Section of Licensing and Regulation Branch after the registration interview. The applicant may settle the payment at post office, convenience store, or through Automated Teller Machine (ATM), PPS, etc.

## **6. Issuance of Certificate**

The applicant will receive an email notification and the certificate through CPRS within 10 working days after payment.

## **7. Change of Certificate**

- 7.1 If the registered home manager or registered home manager (provisional) has changed his/her name, he/she shall submit an application for change of certificate through CPRS and upload related supporting documents in relation to change of name (e.g. copy of deed poll, new Hong Kong Identity Card, etc.).
- 7.2 A “General Demand Note” will be issued to the applicant through CPRS and email after review and approval of the application. The updated certificate will be issued to the applicant through CPRS and email by the Development Section of the Licensing and Regulation Branch after the applicant has settled the application fee of \$345.

## **8. Register of Home Managers**

- 8.1 Under section 3X of the Residential Care Homes (Elderly Persons) Regulation and the Residential Care Homes (Persons with Disabilities) Regulation, DSW must keep a register containing the name and correspondence address of persons registered as registered home managers and registered home managers (provisional). The register must be made available for public inspection free of charge at the offices of the Government directed by DSW (the register is currently kept at the office of the Development Section of Licensing and Regulation Branch)

during office hours.

- 8.2 Under section 3X(4) of the Residential Care Homes (Elderly Persons) Regulation and the Residential Care Homes (Persons with Disabilities) Regulation, DSW may make any amendment to the register that DSW considers necessary for securing its accuracy or keeping it up-to-date.
- 8.3 DSW must remove the name of a person from the register if –
- (a) the person has died;
  - (b) the person's registration ceases to have effect on expiry or cancellation;
  - (c) the person makes a written request to DSW for cancelling the registration; or
  - (d) the person was also registered as a registered home manager or a registered home manager (provisional) under the Residential Care Homes (Elderly Persons) Regulation/the Residential Care Homes (Persons with Disabilities) Regulation; and that registration is cancelled under section 3I(1)(a) or (b) or 3T(1)(a) or (b) of the Regulations.

## **9. Appeal**

If the applicant disagrees with the decision of DSW to refuse registration/renewal of registration or cancel registration, he/she may, by written notice, appeal to the Secretary for Labour and Welfare through the Development Section of Licensing and Regulation Branch of SWD.

## **10. Reporting Requirements**

- 10.1 Under section 3W of the Residential Care Homes (Elderly Persons) Regulation/the Residential Care Homes (Persons with Disabilities) Regulation, a registered home manager or a registered home manager (provisional) must report to DSW as soon as reasonably practicable after the event occurs, if –
- (a) a prosecution is started against the manager for an indictable offence in Hong Kong;
  - (b) the manager is convicted of an indictable offence in Hong Kong;
  - (c) a prosecution is started against the manager for an offence punishable with imprisonment (however described) in a place outside Hong Kong;
  - (d) the manager is sentenced to imprisonment (however described) in a place outside Hong Kong, whether or not the sentence is suspended; or

- (e) any professional or academic qualification of the manager (whether or not relating to healthcare or social work) is revoked.
- 10.2 If any event specified above occurs, the registered home manager or the registered home manager (provisional) shall report to DSW through the CPRS as soon as possible.
- 10.3 If there is any change in name or correspondence address, the registered home manager or the registered home manager (provisional) must report within 3 months from the date of change. He/she shall submit an application for change of certificate through CPRS in accordance with paragraph 7 of this Guidance Notes (if applicable) to facilitate the updating of the register of home managers.

## **11. Continuous Learning**

- 11.1 A home manager should enhance his/her competence in managing the daily operation of residential care homes (RCHs) and the overall service quality of RCHs through continuous learning, including taking relevant training courses.
- 11.2 If a registered home manager or a registered home manager (provisional) has been registered for a long period of time before taking up employment or returning to the residential care service industry, he/she should take relevant training courses in order to revise and update related knowledge and skills.

## **12. Enquiry**

Tel : 3104 0776  
Fax : 3620 3134  
Email : [cprs\\_hmhw@swd.gov.hk](mailto:cprs_hmhw@swd.gov.hk)  
Website : [www.swd.gov.hk](http://www.swd.gov.hk)  
Office : Development Section  
Licensing and Regulation Branch  
Social Welfare Department  
Address : 5/F, THE HUB, 23 Yip Kan Street,  
Wong Chuk Hang, Hong Kong

**Application for Registration as a Registered Home Manager/  
Registered Home Manager (Provisional)**

**List of Documentary Proof**

Please upload the copy of the following supporting documents upon submission of the application form for registered home manager/registered home manager (provisional) through CPRS ([cprs.swd.gov.hk](https://cprs.swd.gov.hk)) –

<b>(1) Applicable to all application</b>
• Completed application form
• Copy of Hong Kong Identity Card
• Copy of proof of the academic qualifications (if any)
• Supporting documents in relation to change in name (if any)
• Copy of prosecution documents or conviction documents issued by court (if any)

<b>(2) Applicable to application of a registered home manager</b>
• Copy of certificate of training for home managers (Course A)/(Course B) or supporting documents
• Copy of proof of employment in RCHE/RCHD
• Copy of supporting documents in relation to professional qualification relating to healthcare or social work (if any)
• Copy of Health Worker Registration Card/Certificate of Health Worker Registration (if any)
• Proof of employment of pre-material-date home manager (if any)
• Copy of Certificate of Registered Home Manager/Home Manager (Provisional) (if any)
• Copy of supporting documents in relation to revocation of the professional or academic qualification (if any)

<b>(3) Applicable to application of a registered home manager (provisional)</b>
• Copy of certificate of training for home managers (Course A)/(Course B) or supporting documents (if any)
• Copy of proof of employment in RCHE/RCHD (if any)
• Copy of supporting documents of professional qualification relating to healthcare or social work (if any)
• Conditional appointment letter (if any)
• Copy of supporting documents in relation to revocation of the professional or academic qualification (if any)

(Remarks: The list is for reference only. Submission of additional supporting documents may be required depending on the merits of individual application.)