











Registration for Care Professionals of Residential Care Homes for the Elderly and Persons with Disabilities

Introduction

Pursuant to the Residential Care Homes (Elderly Persons) Regulation and Residential Care Homes (Persons with Disabilities) Regulation, any person who wishes to be a home manager or a health worker (care professionals) in a residential care home (RCH) for the elderly and persons with disabilities, must apply to the Director of Social Welfare (DSW) to be registered as a registered home manager / registered home manager (provisional) or registered health worker, as well as to make timely application for renewal of registration.



Qualification Requirement for Care Professionals of RCHs

Care Professionals	Qualification Requirement for Registration
Registered Home Manager	<ul style="list-style-type: none">  The applicant has completed a training course specified by DSW[#] and meets one of the following criteria – <ul style="list-style-type: none">  holding a professional qualification relating to healthcare 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 RCHs for a total of at least 1 year in a position involving or assisting in the management of the RCHs; or  having worked in one or more RCHs as a health worker for a total of at least 5 years; or  being a pre-material-date home manager*
Registered Home Manager (Provisional)	<ul style="list-style-type: none">  The applicant holds a professional qualification relating to healthcare or social work specified by DSW; or a bachelor or higher degree (or an academic qualification regarded by DSW as equivalent)[^]; or  The applicant is a pre-material-date home manager*
Registered Health Worker	<ul style="list-style-type: none">  The applicant has completed a course of training approved by DSW[#]; or  By reason of the person's education, training, professional experience and skill in health work, satisfies DSW that the person is a suitable person to be registered as a registered health worker

The list of training courses approved by DSW has been uploaded to the Social Welfare Department (SWD) website

* A pre-material-date home manager refers to a person who was employed as a home manager in an RCH for the elderly or persons with disabilities immediately before the material date (i.e. 16 June 2024). The period for submission of application is from 16 June 2024 to 15 December 2024

[^] The applicant must submit proof to the satisfaction of DSW that he/she will be employed as a home manager after registration (except that the applicant is a pre-material-date home manager)

Application for Registration as Care Professionals of RCHs



Registration Requirement

- ◆ meets the qualification requirement;
- ◆ is competent to perform the relevant duties;
- ◆ is fit and proper to be so registered;
- ◆ has paid the applicable fee for the registration; and
- ◆ has complied with all the conditions (if any) imposed by DSW in relation to registration



Fit and Proper Requirement

In deciding whether a person is fit and proper, the following will be considered –

- ◆ criminal record
- ◆ any professional or academic qualification has been revoked and the reason for the revocation [only applicable to registered home manager and registered home manager (provisional)]

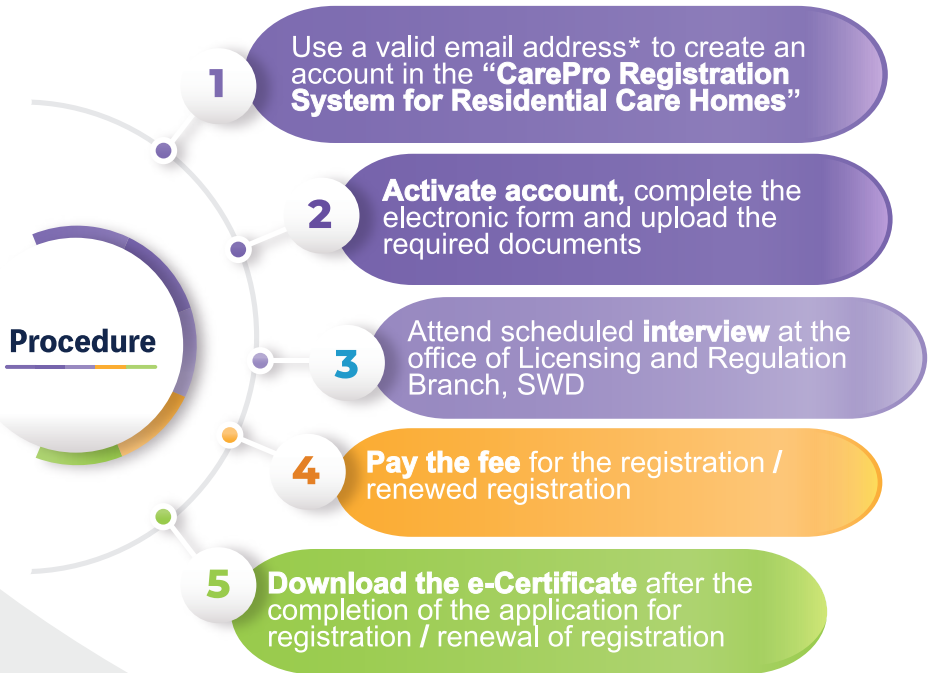
Validity Period of Registration

Care Professionals	Validity Period	Renewal of Registration
Registered Home Manager / Registered Health Worker	Not exceeding 5 years	Application must be made at least 3 months before, but not earlier than 6 months before the expiry of the registration*
Registered Home Manager (Provisional)	Not exceeding 2 years	Non-renewable

* SWD will arrange those having registered as health workers before 16 June 2024 to submit their renewal applications in phases



Procedure on Application for Registration / Renewal of Registration



* “iAM Smart” will be introduced to streamline the login flow

Under normal circumstances, application for registration / renewal of registration would take about **3 months** if all the submitted documents are accurate and in order. In-service applicants must allow sufficient time when submitting applications for renewal of registration, in order to avoid any disruption to their current employment.



<https://cprs.swd.gov.hk>
CarePro Registration System
for Residential Care Homes

Reporting Requirement

During the validity period of the registration, applicant must report to DSW in writing under the following circumstances –

Circumstances	Reporting Period
① Being prosecuted or convicted of an indictable offence* in Hong Kong	
② Being prosecuted or convicted of an offence punishable with imprisonment in a place outside Hong Kong	Report as soon as possible
③ Being revoked for any professional or academic qualification [For registered home manager / registered home manager (provisional) only]	
④ Change in name or correspondence address	Report within 3 months from the date of change

Appeals

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 Licensing and Regulation Branch of SWD.

* In accordance with section 14A of the Criminal Procedure Ordinance (Cap. 221), an offence is an indictable offence if the related provision uses the phrases “upon indictment” or “on indictment”. Generally speaking, offences not required reporting may include fixed penalty offences etc., provided that the person has paid the relevant fixed penalty within the specified period (such as illegal parking)

Enquiry

Development Section Licensing and Regulation Branch Social Welfare Department



3104 0776 (Home Manager)
3104 0714 / 3104 0702 (Health Worker)



https://www.swd.gov.hk/en/pubsvc/lr/reghm_hw/



This leaflet is for general reference only. For more details, please refer to the Residential Care Homes (Elderly Persons) Regulation and Residential Care Homes (Persons with Disabilities) Regulation