**THE LAW SOCIETY OF HONG KONG**

**DEPARTMENT OF STANDARDS AND DEVELOPMENT**

# APPLICATION FOR ACCREDITATION OF RISK MANAGEMENT EDUCATION CORE PROGRAMME FOR NON‑PRINCIPALS

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|  |  |  | Tel:  Fax:  Email: | |  | |  | FOR OFFICE USE Action taken on application: | | | |  |
|  | Application Date |  | Tel, Fax and Email of Applicant | |  | |  | **Approved: credited with \_\_\_\_CPD**  **points** | | | |  |
| 1. | Name and address of Applicant (person completing the form) | | | |  | |  |  | | | |  |
|  |  | |  | Accreditation denied, noCPD credit is granted | | | |  |
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| 2. | Name of firm | | | |  | |  | Comments (see attached): | | | |  |
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| 3. | Title of educational activity  **RISK MANAGEMENT**  \* Category :  \* Code :  Level:  Language (Medium of Instructions) : | | | | 4. | | Date and location of course | | | | | |
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| 5. | Application Fee (attached, if applicable)  Yes No | | | | | | | | | | | |
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| 6. | Name, professional/educational background, practical / teaching experience, relevant experience in risk management issues (if any) and current employment of tutor(s) (short C.V.'s may be submitted in lieu of description) | | | | | | | | | | | |
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| 7. | Please provide a complete description of all materials to be distributed to participants Looseleaf Bound Typewritten Typeset Total Pages (estimated) \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |
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| 8. | Description of physical facilities (check all that apply) Classroom Theatre Writing Surface Other – describe:  Seating Seating available | | | | | | | | | | | |
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| 9. | Target Audience: | | | 10. | | Estimated Number of Participants: | | | | | | |
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| 11. | Method of evaluation of programme (check all that apply)  Participant critique Independent evaluation form Other – describe:  (Law Society form) | | | | | | | | | |
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| 12. | Has a course or any part of a course of a similar nature been offered and accredited as an RME course before? Yes No  If yes, please indicate title, dates and sponsoring agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  If yes, please indicate no. of any CPD points awarded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Were the same tutors used? Yes No  If no, list new presenter(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | | | | | | | | | |
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| 13. | I have reviewed the criteria for accreditation and made them known to each of the tutors.    Yes No | | | | | | | | | |
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|  | OUTLINE OF COURSE PRESENTATION | | | | | | | | | |
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|  | Please also provide detailed outline of course on reverse side, and attach programme agenda / brochure. | | | | | | | | | |
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| 14. | Time during which each segment will be offered | Subject content of each segment | | | Presenter(s) | | Teaching technique used in each segment | | | Total amount of time devoted to each segment |
|  |  |  | | |  | |  | | |  |
|  | Registration fee to be charged your registrants in HK dollars: $ | | | | | | Total hours  (excl. breaks) | | |  |

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| 15. | In consideration of the Law Society accrediting this course, the sponsoring organisation agrees (1) to meet the criteria for RME and CPD accreditation, (2) to offer the course materially in the way presented in this application, (3) to allow the Law Society of Hong Kong, a member thereof or such other person(s) as it shall designate, to attend, audit and view the programme, (4) to submit promptly to the Law Society all materials and information relating to its provision of the course upon request, and (5) to transmit an evaluation summary to the Department of Standards and Development of the Law Society by email within **seven (7) days** following the completion of the course, as detailed in this form  Signature of applicant for and on  Behalf of the firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | **Personal Information Collection Statement**  The personal data (“the data”) collected in this application form (“this Application”) for accreditation of Risk Management Education Core Programme for Non-Principals will be used by the Law Society of Hong Kong (“the Society”) for the purposes of processing this Application, evaluating the merits of this Application, auditing performance of the accredited courses, compiling statistics and keeping records of the accredited courses and other related matters.  In making this Application, it is obligatory for you to supply the Society with the data requested in this application form except as otherwise indicated. The consequence for you if you fail to supply such data is that the Society will not be able to process this Application.  The data may be provided to such persons within the Society whose proper business it is to have access to and assist in the processing of this Application and related matters. The data may also be provided to the Hong Kong Academy of Law Limited and to other persons who may help the Society in attaining the purposes above mentioned.  Any data that is provided to anyone outside of the Society will be restricted to what is necessary and not excessive to achieve any intended purpose.  You have the right to request access to and correction of the data. Any such request should be addressed to the Secretary General, the Law Society of Hong Kong, 3/F, Wing On House, 71 Des Voeux Road Central, Hong Kong.  The Privacy Policy Statement of the Society is available on its website at [www.hklawsoc.org.hk](http://www.hklawsoc.org.hk) |