

游泳教師證書續期申請須知

由本年起本會將執行經已定立的游泳教師證書續期手續及要求,申請人於遞交申請時必須一併提交以下資料:

1. 身份證明文件(副本);
2. 游泳教師證書(正本);
3. 證書有效期內由以下機構蓋印或簽發之三年教學證明:康樂及文化事務署聘書(正本及副本)、學校聘書(正本及副本)、註冊團體聘書(正本及副本)、香港業餘游泳總會屬會負責人蓋印及簽署所發出之推薦信或詳述過往三年教學紀錄之個人書面聲明。
4. 申請表可於本會辦公室索取及本會網頁下載。
證書續期一般需時三個月,所需手續完成後,本會將致電申請人 同收條親身到本會領取。

申請人亦可填寫授權書,授權他人代為領取證書。授權書需申請人簽署以及填寫申請人、代領人之姓名、身份證號碼以茲記錄。

如申請人有任何疑問,可於辦公時間內致電與本會職員聯絡。

APPLICATION FOR RENEWAL OF HKASA SWIMMING TEACHER'S CERTIFICATE

I, _____ (name of certificate holder) _____ (certificate No.) hereby apply to the Hong Kong Amateur Swimming Association for renewal of my Swimming Teacher's Certificate *expired / expiring on _____.

HKID number : _____

Mailing address : _____

Contact Telephone no : (1) _____

(2) _____

In accordance with the requirement as set out by HKASA, I hereby attached the following documents for your consideration :

1. Copy of *HK Identify Card / passport
2. Original of the HKASA Swimming Teacher's certificate.
3. Non-refundable fee of HK\$300 payable to HKASA
4. Certified true copy or original copy of

___ employment contract of LSCD/school/registered institution

___ HKASA Affiliated Club's recommendations letter (signed & sealed), or

___ a declaration stating the record of swimming lessons conducted by me,
as evidence of my swimming teaching experience in the past 3 years.

___ In lieu of Item No.4, I elect to sit for the next assessment examination in order to re-new my certificate.

(Date of examination to be advised)

I declare all of the above-mentioned information/document(s) submitted by me are true and correct. I understand submission of any false or misleading information/document(s) will lead to permanent disqualification of my Swimming Teacher's Certificate.

Applicant's signature

*Delete as appropriate.

"✓" where appropriate.

Receipt No. _____

(For Office Use Only)

The application for renewal of the swimming teacher's certificate has been approved.

Date

Approved by HKASA

(Complete by ASA affiliated club)

To : Hong Kong Amateur Swimming Association

Date :

AFFILIATED CLUB'S RECOMMENDATION LETTER

I, (name of official)_____ am (position in club)_____ of (name of club)_____ affiliated to the Hong Kong Amateur Swimming Association since (year)_____ hereby support (name of certificate holder)_____ in his / her swimming teacher's certificate renewal. We confirm that he / she is a member of our club and has been actively engaged in our club's swimming teacher/training program for the following period : -

From (date)_____ to (date)_____

Authorized Signature with Club Chop

Contact Telephone No.

Name in Block

*Organizations/Department that are **NOT** affiliated club of the HKASA may use their own stationery. **Please ensure that content is similar to the above letter.**

(For Office Use Only)

Hong Kong Amateur Swimming Association

Room 1003, Queen Elizabeth Stadium, 18 Oi Kwan Road, Wanchai, Hong Kong

Tel : (852)2572 8594 Fax : (852)25910792 E-mail : hkasa@hkasa.org.hk Web-site : www.hkasa.org.hk

ACKNOWLEDGMENT OF RECEIPT

APPLICATION FOR RENEWAL OF HKASA SWIMMING TEACHER'S CERTIFICATE

We certify that (name of certificate holder) _____ has handed in the original HKASA swimming teacher's certificate to HKASA Office for application of renewal. His/her swimming teacher's certificate remains valid for three (3) months from the date indicated below.

Date :

Signed & stamped by the
Hong Kong Amateur Swimming Association