



Certified Trainer (C.T.) Scheme Membership Renewal Form

SECTION I

Name (Dr/Mr./Ms)		Membership No.	
Company		Position	
Telephone		Mobile Phone	
Email Address			
Contact Address			

SECTION II

- C.T. qualification/status is valid for 5 years
- During the period a Certified Trainer is expected to keep him/herself updated through CPD, at the minimum rate of 20 hours equivalent per year (For renewal, 100 training hours should be provided)
- Renewal fee: HK\$300 for 5 years
- All documents submitted will be kept with strict confidentiality and will be disposed upon expiry of this application

CPD Record

Title of Training Attended	Name of Training Provider	Duration of Training (DD/MM/YY- DD/MM/YY)	Total CPD hours attained	Training Competency Development (See P.2)
Sample: Training Skills Workshop	ABC Consultant	01/12/23-05/01/24	20	1.2, 2.1

Competence of CT Scheme

Area 1. Training Approach & Delivery:
1.1 Instructional and Presentation techniques
1.2 Training methods
1.3 Facilitation skills
1.4 Consulting skills
1.5 Coaching skills
1.6 Process skills
1.7 Performance observation skills
Area 2. Training and Development Knowledge:
2.1 Technology for training and development
2.2 Assessing training needs
2.3 Training evaluation and business impact
2.4 Learning theories
2.5 Learning psychology and adult learning
Area 3. Training and Development in Organizations:
3.1 Program design and development
3.2 Employee development
3.3 Organization development
Area 4. Management of Training Functions:
4.1 Training administration
4.2 Knowledge management
4.3 Drawing up training proposals
4.4 Program marketing & promotion
4.5 Training reporting
4.6 Training budgeting

SECTION III

Declaration:

I declare that all information given in the form above is accurate and complete. I understand that the information provided will become my record and may be used for all purposes relating to CT application. I also understand that the CT application will be considered and approved by the ITP CT Assessment Panel. All application fee is non-refundable and non-transferable.

SIGNATURE: _____

DATE: _____