

# CERTIFICATION COURSE FOR KINDERGARTEN PRINCIPALS (ENGLISH STREAM)

## APPLICATION GUIDE (Autumn 2025 Intake)

### 1. General Information

- Please read the programme and admission information on our *Programme Webpages* and in this *Application Guide* carefully before completing the application form.
- Please use BLOCK LETTERS in English and complete the application form in ink.
- Information provided in this application form must be accurate and complete, and all relevant supporting documents must be supplied with the application. Incomplete application materials will affect the process of admission to the programme.
- Please keep your application number for future reference.
- All submitted documents would not be returned.
- Applicants will be assessed individually on their academic achievements, professional qualifications and work experience.
- **Accreditation of non-local academic qualifications should be made through the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and such applicants should submit the assessment results in support of their applications.**
- Upon admission to the programme, applicants' data collected in this application form would be transferred to the student record system of the School for academic, teaching and administration purposes. Should you like to access or make correction of the information stated in this application form, please contact the programme administration team.
- Information contained on the Programme Webpages and in this Application Guide is subject to changes without prior notice.

### 2. Fees

- Application Fee: HK\$150\*
  - Tuition Fee: HK\$26,900\* (to be paid in 2 installments)
- \* Both application fee and tuition fee are non-refundable and non-transferable.

### 3. Application Deadline and Procedures

**Application deadline: 25 July 2025 (Friday)**

Interested applicants should submit the following documents before application deadline via “SCE Online Application System”, or by post/hand to:

Address	Early Childhood and Elementary Education Division School of Continuing Education, Hong Kong Baptist University 2/F, Franki Centre, 320 Junction Road, Kowloon Tong, Kowloon (Please mark “Application for CKGP (Eng)” on the envelope)
Opening hours of service counter	Monday to Friday: 9:00 am – 5:30 pm

An acknowledgement letter will be sent to applicants via email within 14 working days upon receipt of applications. For applicants who do not receive any notice by then, please contact the Programme Administration Section by email (sceeceed@hkbu.edu.hk) or telephone (3411 4310).

## Application Procedures and Required Documents

(Photocopies of all submitted documents should be in A4 size)

Application through online system	Application through hard-copy submission
<ol style="list-style-type: none"> <li>Download and complete the “Supplementary Form” and “Certification of Employment”; scan and save the completed forms as PDF format</li> <li>Enter “<b>SCE Online Application System</b>” and fill in the required data (i.e. personal information, qualifications and work experience)</li> <li>Upload the completed “Supplementary Form”, “Certification of Employment”, a recent photo and the <b>digital files</b> of the following supporting documents: <ul style="list-style-type: none"> <li>A photocopy of relevant proof of kindergarten teaching experience (at least 3 years)*;</li> <li>A photocopy of “Qualified Kindergarten Teacher (QKT)” or “Child Care Worker (CCW)” registration document*;</li> <li>A photocopy of “Certificate in Early Childhood Education (CE)” academic qualification proof or equivalent*;</li> <li>A photocopy of “Bachelor of Education in Early Childhood Education” academic qualification proof or equivalent* (Should an applicant possess a Postgraduate Diploma in Early Childhood Education (PGDECE), he/she is required to provide the documentary proof of both his/her PGDECE and bachelor degree.)</li> </ul> </li> <li>Pay an application fee of HK\$150 by credit card or PPS through the online payment gateway. All fees are non-refundable.</li> </ol>	<ol style="list-style-type: none"> <li>Complete and submit the “Application Form”, “Supplementary Form” and “Certification of Employment”</li> <li>Attach a recent photo together with the following supporting documents: <ul style="list-style-type: none"> <li>A photocopy of relevant proof of kindergarten teaching experience (at least 3 years)*;</li> <li>A photocopy of “Qualified Kindergarten Teacher (QKT)” or “Child Care Worker (CCW)” registration document*;</li> <li>A photocopy of “Certificate in Early Childhood Education (CE)” academic qualification proof or equivalent*;</li> <li>A photocopy of “Bachelor of Education in Early Childhood Education” academic qualification proof or equivalent* (Should an applicant possess a Postgraduate Diploma in Early Childhood Education (PGDECE), he/she is required to provide the documentary proof of both his/her PGDECE and bachelor degree.)</li> </ul> </li> <li>Pay an application fee of HK\$150 by cheque or provide any other payment proof (including acknowledgement notice of e-Banking services or customer advice of ATM payment). Please mark your full name on the back of the cheque or payment proof. (For details, please refer to “Application Fee Payment Instructions”.) All fees are non-refundable.</li> </ol> <p><i>Remarks: Applicants should make sure that the mail item meets the required postage and specifications of the Hong Kong Post Office, otherwise it might not be delivered to the School. For any late application due to delivery delay, the School reserves the right of not processing or accepting the application, and the paid application fee will not be refunded.</i></p>

**\*Remarks:** Successful applicants should bring the original copies of the above documents marked with an asterisk (\*) for verification on the specific date of registration. Successful applicants will be notified of the date and details of the student registration session in the admission letters by 8 August 2025.

#### 4. Application Fee Payment Instructions

*(Applicable to application through hard-copy submission only)*

##### e-Banking / ATM

##### (A) e-Banking

Payment through HSBC / Hang Seng Bank / JETCO e-banking:

- HSBC <https://www.hsbc.com.hk/>
- Hang Seng Bank <https://bank.hangseng.com>
- JETCO <https://www.jetco.com.hk>

e-Banking	
i.	Choose “Bill Payment”.
ii.	Choose “Hong Kong Baptist University”.
iii.	Choose bill type “07” for “SCE Application Fee”.
iv.	Key in the <b>8-digit</b> bill number. The <b>first four digits</b> are the <b>prgoramme code</b> – “ <b>8185</b> ”. The <b>fifth to eighth digits</b> are the <b>first four digits</b> of your <b>Hong Kong ID Card number</b> . (Please refer to Section C: “Steps to Key in Bill Number”.)
v.	Key in the exact amount of HK\$150.
vi.	Please print out and attach the acknowledgement notice to the application form as proof of payment. You are reminded to keep a copy of the notice for record as no other receipt will be issued by the School.

##### (B) ATM

HSBC/Hang Seng Bank ATM Machine		JETCO ATM Machine
1.	Choose “Bill Payment”.	1. Choose “Bill Payment”.
2.	Choose “Education – Universities”.	2. Choose “Education”.
3.	Choose “Hong Kong Baptist University”.	
4.	Key in / Choose bill type “07” for “SCE Application Fee”.	
5.	Key in the <b>8-digit</b> bill number. The <b>first four digits</b> are the <b>prgoramme code</b> – “ <b>8185</b> ”. The <b>fifth to eighth digits</b> are the <b>first four digits</b> of your <b>Hong Kong ID Card number</b> . (Please refer to Section C: “Steps to Key in Bill Number”.)	
6.	Key in the exact amount of HK\$150.	
7.	Please print out and attach the customer advice to the application form as proof of payment. You are reminded to keep a copy of the advice for record as no other receipt will be issued by the School.	

##### (C) Steps to Key in Bill Number

Please refer to the following example:

Programme Code for Certification Course for Kindergarten Principals	HKID Card Number	Please key in	8-digit bill number
<b>8 1 8 5</b>	A123456(7) or XE678910(1)		8 1 8 5 1 2 3 4 8 1 8 5 6 7 8 9

Remarks:

*The application fee submitted is non-refundable, irrespective of the application status of applicants.*

##### Cheque Payment

The application fee of HK\$150 can be paid by a crossed cheque made payable to “HONG KONG BAPTIST UNIVERSITY”. Please mark your full name on the back of the cheque. Postdated cheques are not accepted.

## 5. Information Seminar

Date	21 May 2025 (Wednesday)
Time	7:00 pm - 8:00 pm
Venue	via Zoom Platform (Please refer to the programme website <a href="http://hkbusce.hk/eckgp">hkbusce.hk/eckgp</a> for details.)

## 6. Notification of Admission Result

- Applicants will be assessed individually on their academic achievements, professional qualifications and work experience. Interview may be arranged for the selected applicants.
- Applicants will be notified of their admission results through email by 8 August 2025. Successful applicants are requested to attend the student registration session and pay the tuition fee by the date specified in the notification email.

## 7. Course Schedule

Course Commencement	Early September 2025
Course Duration	12 months
Venue	HKBU-SCE Wanchai Learning Centre <sup>△</sup>

<sup>△</sup> Part of the class sessions may be held at other learning centres of SCE, as deemed necessary.

## 8. Enquiry

Tel. : 3411 4310                      Email : [sceceed@hkbu.edu.hk](mailto:sceceed@hkbu.edu.hk)  
Fax : 3411 4302                      Website : [hkbusce.hk/eckgp](http://hkbusce.hk/eckgp)