

APPLICATION FORM LANGUAGE PROFICIENCY REQUIREMENT CERTIFICATE OF MERIT AND/OR ATTAINMENT CERTIFICATE

語文能力嘉許狀 及/或 證書申請表格

Notes 請注意:

1. Please enclose a stamped (postage: HK\$2) self-addressed envelope for acknowledgement of receipt of application.
請附貼上港幣\$2郵票的回郵信封一個，以便寄回收到申請的覆函。
2. Please enclose photocopies of relevant supporting documents.
請附上相關證明文件的影印本。
3. Applicants who have already been granted full exemption from the Language Proficiency Requirement (LPR) in English Language should not apply for the Attainment Certificate (English Language) as the letter of notification issued by the Education Bureau regarding the granting of exemption is already proof that they have fulfilled the LPR.
已獲全面豁免英文科教師語文能力要求的申請人請勿申領相關的語文能力證書，因為教育局通知他們獲得豁免的專函已是證明他們達到語文能力要求的文件。
4. All application forms together with photocopies of relevant supporting documents should be sent by post or by hand to the Language Teacher Qualifications Team, Education Bureau at Room 1107, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.
所有申請表格連同相關證明文件的影印本須郵寄或送交至：香港灣仔皇后大道東213號胡忠大廈11樓1107室教育局語文教師資歷小組。

Please indicate the certificate(s) you are applying for by putting a tick ✓ in the appropriate box(es).
[Applicants may use this Application Form to apply for certificates for both English Language and Putonghua, but those applying for the Certificate of Merit should not apply for the Attainment Certificate for the same language subject.]
請在適當空格加上✓號，以表明申請領取的證書。
[申請人可用本表格同時申領英文科及普通話科的證書，但申領語文能力嘉許狀的人士請勿同時申領同一語文科目的語文能力證書。]

<input type="checkbox"/> Certificate of Merit (Putonghua) 嘉許狀(普通話科)	<input type="checkbox"/> Attainment Certificate (Putonghua) 語文能力證書(普通話科)
<input type="checkbox"/> Certificate of Merit (Eng. Lang.) 嘉許狀(英文科)	<input type="checkbox"/> Attainment Certificate (Eng. Lang.) 語文能力證書(英文科)

Name in English (Surname first) 英文姓名(先填姓氏)

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Name in Chinese 中文姓名: _____ HKID Card No. 香港身份證號碼: _____

Name in CC Code 中文商用電碼:

Sex 性別: (M=Male 男 F=Female 女) Telephone No. 聯絡電話: _____

Email Address 電郵地址: _____

Postal Address 郵遞地址: _____

Language Proficiency Levels 語文能力等級

(Please enclose photocopies of results notices 請附上成績單影印副本)

English Language 英文科				
Paper/Module 卷別 / 單元	Scales Level 範疇 等級	Paper Level 卷別等級	Awarding Institute/Authority 頒發成績機構	Year 年份
1. Reading	Not Applicable 不適用	<input type="checkbox"/>		
2. Writing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N.A. 不適用		
3. Listening	Not Applicable 不適用	<input type="checkbox"/>		
4. Speaking	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N.A. 不適用		
5. Classroom Language Assessment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N.A. 不適用		

(please turn overleaf 請轉下頁)

Putonghua 普通話科				
Paper/Module 卷別 / 單元	Scales Level 範疇等級	Paper Level 卷別等級	Awarding Institute/Authority 頒發成績機構	Year 年份
一 聆聽與認辨	Not Applicable 不適用	<input type="checkbox"/>		
二 拼音	Not Applicable 不適用	<input type="checkbox"/>		
三 口語	Not Applicable 不適用	<input type="checkbox"/>		
四 課堂語言運用	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N.A. 不適用		

Collection of Certificate(s) 領取證書方法

A letter will be sent to the successful applicants inviting them to collect the certificate(s) at the office of the Language Teacher Qualifications Team, Education Bureau in person or by an authorised representative.

我們將會以郵遞方式書面通知獲發證書的申請人親自或委託代表到教育局語文教師資歷小組領取證書。

Declaration 聲明

- (1) I declare that all information provided above is correct. I understand that if I give false or incorrect information, any qualification/certificate awarded may be revoked.
本人聲明以上資料全屬真確。本人明白如有提供虛假資料，教育局可撤消已經授予的資格/證書。
- (2) I agree that the data thus provided can be used by the Education Bureau for administrative purposes related to the Language Proficiency Requirement.
本人同意以上的個人資料可供教育局在處理有關語文能力要求的工作時使用。

Date
日期 _____

Applicant's Signature
申請人簽署 _____

For Office Use 此欄由職員填寫

Copies of Results Slips 成績單副本

Certificate not issued 不獲發證書

Certificate issued 獲發證書

Certificate of Merit (Putonghua) 嘉許狀(普通話科)

Serial No. 證書編號: _____

Attainment Certificate (Putonghua) 語文能力證書(普通話科)

Serial No. 證書編號: _____

Certificate of Merit (Eng. Lang.) 嘉許狀(英文科)

Serial No. 證書編號: _____

Attainment Certificate (Eng. Lang.) 語文能力證書(英文科)

Serial No. 證書編號: _____

Remarks 備註:

Checked by
核對人 _____

Date
日期 _____