

Note for Applicants

Waiver of Registration and Related Fees for Healthcare Professionals

As a token of appreciation to healthcare professionals in the fight against coronavirus disease-2019, the fees payable in respect of statutory registration / enrolment as well as issuance and/or renewal of practising certificates for 13 healthcare professions that take effect during the 3-year concession period from 1 July 2020 to 30 June 2023 will be waived by the Government if certain criteria are met.

2. Pursuant to Medical Laboratory Technologists (Fee Concessions) Regulation 2020, the fees payable for the first time registration in any part of the register, and the issuance / renewal of practising certificates for up to 3 times that first take effect during the concession period in respect of any part of the register will be waived.

Medical Laboratory Technologists Board

SUPPLEMENTARY MEDICAL PROFESSIONS ORDINANCE

(Chapter 359)

**MEDICAL LABORATORY TECHNOLOGISTS (REGISTRATION
AND DISCIPLINARY PROCEDURE) REGULATIONS**

**Application for Registration
as a Medical Laboratory Technologist**

I
(name in both English and Chinese)

of
(correspondence or home address in both English and Chinese)

.....

being qualified for registration under section 12(1)*(a)/(b)/(c) of the Supplementary Medical Professions Ordinance apply for registration as a medical laboratory technologist and request that my name be placed on Part of the Register.

2. I hold the following qualifications

.....

.....

.....

.....

3. I have the following professional experience

.....

.....

.....

.....

.....

4. My business address(es) *is/are as follows:

(English)

.....

(Chinese)

.....

5. My email address and telephone numbers are:

Email address:

Telephone number:

(Mobile)

(Home)

(Office)

6. I *†have/have not been convicted in Hong Kong or elsewhere of an offence punishable with imprisonment. I *have/have not been found guilty in Hong Kong or elsewhere of unprofessional conduct. I *am/am not the subject of an existing order under section 22(1)(i) or (ii) of the Supplementary Medical Professions Ordinance.

I declare that the information given in this application is correct to the best of my knowledge and belief.

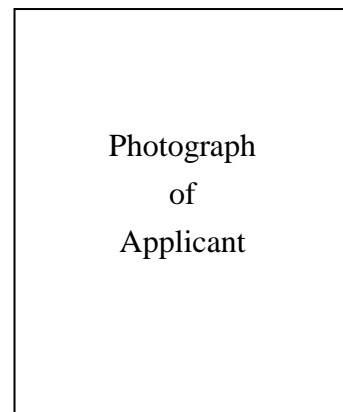
Signed at
.....
theday of 20..... }
(Signature of Applicant)

Before me,

.....
(Name in block letters)

.....
(Signature)

* Barrister / Commissioner for Oaths / Medical laboratory technologist registered in Part I of the Register / Registered medical practitioner / Solicitor.



† Please supply details of conviction.
* Delete as inappropriate.

MEDICAL LABORATORY TECHNOLOGISTS BOARD OF HONG KONG
REGISTRATION OF MEDICAL LABORATORY TECHNOLOGISTS
GUIDE TO APPLICANTS

Introduction

The purpose of registration is to ensure the professional competence and good conduct of medical laboratory technologists. The statutory basis for registration is contained in the Supplementary Medical Professions Ordinance (henceforth called the Ordinance) (Cap 359) and the Medical Laboratory Technologists (Registration and Disciplinary Procedure) Regulations (henceforth called the Regulations). Under the Ordinance, all practising medical laboratory technologists should be registered. Certain categories of person are, however, exempt from registration. For details, please refer to Appendix I.

2. The register of medical laboratory technologists is divided into three parts. Persons registered in Part I can practise without supervision, whereas those registered in Part II or III can only practise under the supervision of a person registered in Part I. The deadline for applications for provisional registration (Part III of the register) was 30 June 91. Provisional registration being a one-off exercise, applications for registration under this category are no longer entertained.

How to apply for registration

3. An application for registration should be made on the prescribed form obtainable in person or in writing from the Central Registration Office at 17/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong. The form can also be downloaded at <https://www.smp-council.org.hk/mlt/en/content.php?page=form>.

Statement of purposes

4. A statement of purposes in relation to the personal data provided in the application form is shown at Appendix II.

Qualifications required for registration

5. Before completing the application form, applicants should study carefully the registrable qualifications specified in Appendix III for registration in Part I or II of the register.

Registration in other parts of the register

6. Registered medical laboratory technologists may, after they have attained further qualifications and work experience that qualify them for registration in other parts of the register, submit a fresh application for this purpose.

How to complete the application form

7. The completed application form should be witnessed and signed by a person belonging to one of the following categories:

- (a) Barrister;
- (b) Solicitor;
- (c) Commissioner for Oaths;
- (d) Registered medical practitioner; or
- (e) Medical laboratory technologist registered in Part I of the register.

8. The place where the witnessing has been done should be entered after 'Signed at' on page 2 of the application form.

9. Applicants having more than one business address should indicate which is the principal one with the symbol '#'.

Documents to be submitted together with the completed application form

10. Applicants should submit four passport-size (50mm x 40mm) photographs, including one to be affixed to the photograph box in the application form. In addition, a photocopy of the following documents, certified true by a person belonging to one of the categories stipulated in paragraph 7 above, should be submitted:

- (a) Hong Kong Identity Card, or Passport;
- (b) Diploma(s) or certificate(s) relating to the qualification(s) held. If a qualification is not one of those specified in section B of Appendix III, transcripts of study should also be produced;
- (c) Certification of professional experience in medical laboratory technology (e.g. certification from employer); and
- (d) Certification of present employment as a medical laboratory technologist (e.g. certification from employer).

11. Applicants applying for registration under section 12(1)(b) of the Supplementary Medical Professions Ordinance should –

- (a) Accompany their application with a printed copy of the completed Professional Training Information Form. The Excel form can be downloaded from the Board's website (<https://www.smp-council.org.hk/mlt/en/content.php?page=form>);
- (b) Submit the completed Professional Training Information Form in Excel file format via email to mltb@dh.gov.hk; and
- (c) Submit the curriculum and syllabus of all the relevant qualifications held in pdf file format via email to mltb@dh.gov.hk.

The curriculum and syllabus should provide information showing (i) the minimum credit requirement for the award of the qualification, (ii) the nominal study period; and (iii) credit / lecture hours of each subject taken.

12. Applicants applying for registration in Part I of the register should also ask their former and present employers to each complete the reply slip at Appendix IV and submit it together with their other application documents.

13. Where necessary, applicants may be requested to submit additional information in respect of his / her qualification(s) and / or work experience, to facilitate consideration of their applications. Late submission of information requested will lead to delay in the processing of applications.

Deadlines for submitting applications for registration

14. Section 21(1) of the Ordinance stipulates that ‘... a person who practises a profession without being registered in respect of that profession commits an offence’. This section came into effect since 1 August 1991 in relation to the medical laboratory technology profession. Registration under section 12(1) of the Ordinance is an ongoing exercise without any deadline.

Practising certificates

15. Under section 16(1) of the Ordinance, ‘a person registered shall not practise a profession in Hong Kong unless he is the holder of a practising certificate which is then in force’. Section 16(3) of the Ordinance states that ‘[w]here a practising certificate is issued pursuant to an application made under subsection (2), the certificate shall, subject to subsection (5), be in force for any period not exceeding 12 months and ending on 30 June in any year as may be specified in the certificate’. The need for a person practising medical laboratory technology in Hong Kong to hold a valid practising certificate became a mandatory requirement on 1 August 1991. Applicants who wish to apply for a practising certificate are requested to complete the letter at Appendix V.

Self-addressed mailing labels

16. Applicants are requested to fill in their correspondence address in the label sheet at Appendix VI. The completed label sheet should also be submitted with the application form.

Registration examination

17. Applicants who do not possess the formal qualifications specified in sections B and C of Appendix III but who have met the eligibility criteria specified by the Board may be invited to sit for a registration examination.

How to return the completed application form

18. The completed application form, together with all relevant documents, may be returned in person (either by the applicant or a representative) or by post to the Central Registration Office at 17/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong.

Warning against false declaration

19. Under section 12(2) of the Ordinance, ‘a person who wilfully procures himself or any other person to be registered by making or producing or causing to be made or produced, any false or fraudulent representation or declaration, whether in writing or otherwise, commits an offence’. Please note that the Board may verify information and documents submitted by applicants with the appropriate organisations.

Fees

20. The fees for sitting the registration examination, and for issuing a certificate of registration and a practising certificate are shown at Appendix VII. Applicants will be notified later of the method of payment.

Office hours of counter services and enquiry telephone numbers

21. Counter services in relation to applications for registration are provided from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:45 p.m. from Tuesdays to Fridays, and from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 6:00 p.m. on Mondays (except public holidays).

22. For enquiries, please call 2961 8653 or 2961 8652 during office hours.

November 2020

Exemptions

A. Under section 30(2) of the Ordinance, the following persons practising medical laboratory technology directly connected with and necessary for the discharge or performance of their duties shall while serving in the appointments specified be deemed to be registered:

- (a) a member of the Chinese People's Liberation Army; and
- (b) a person holding an appointment in a ship.

However, (a) and (b) shall not extend to any person specified therein who is practising medical laboratory technology privately in Hong Kong.

B. Extract from Schedule 4 to the Regulations:

Exemptions from the Ordinance

<u>Item</u>	<u>Person Exempt</u>	<u>Exempt Section</u>
PART 1		
1.	A registered medical practitioner while practising medicine	21(1)
2.	A dentist registered under section 8 of the Dentists Registration Ordinance (Cap 156) but who is not qualified to be so registered by virtue of having been registered under the repealed Dentists Registration Ordinance 1940 (1 of 1940, see Cap 156, 1950 Ed) while practising dentistry	21(1)
3.	A student in the course of undergoing any course of training to be a medical laboratory technologist, in medicine or in dentistry at the University of Hong Kong, The Chinese University of Hong Kong or The Hong Kong Polytechnic University	21(1)
4.	A veterinary surgeon registered under the Veterinary Surgeons Ordinance (Cap 529) in relation to any treatment by him of an animal	21(1) and (2)
5.	Chemists and Scientific Officers (Medical) employed by the Government of Hong Kong or the Hospital Authority within the meaning of the Hospital Authority Ordinance (Cap 113), and persons holding an academic or scientific appointment at the University of Hong Kong, The Chinese University of Hong Kong or The Hong Kong Polytechnic University, while discharging their official duties	21(1)

Statement of Purposes

Purpose of Collection

The personal data provided by you to the Medical Laboratory Technologists Board are to be used for the following purposes in relation to the Supplementary Medical Professions Ordinance (Cap 359) and the Medical Laboratory Technologists (Registration and Disciplinary Procedure) Regulations:

- (i) to process your application for registration and/or examination;
- (ii) to compile statistics;
- (iii) to prepare, maintain and publish the register;
- (iv) to process complaints or enquiries;
- (v) to send you materials issued by the Medical Laboratory Technologists Board; and
- (vi) any other legitimate purpose.

The provision of personal data is voluntary. However, if you do not provide sufficient information, the Medical Laboratory Technologists Board may be unable to process your application for registration.

Disclosure of Personal Data to the Public

2. Under section 11 of the Supplementary Medical Professions Ordinance, a list of the names, addresses, qualifications and dates of the qualifications of all persons whose names appear on the register has to be published annually in the Government of the Hong Kong Special Administrative Region Gazette. The correspondence address that you provide to the Medical Laboratory Technologists Board will appear in the Gazette and on the relevant Government website where the e-Gazette is published.

3. The names and the registration numbers of registrants will also be posted on the website (www.smp-council.org.hk/mlt/english/index.htm) of the Medical Laboratory Technologists Board.

4. The main purpose of publishing such information is to protect the public by creating a public record of persons who are registered medical laboratory technologists and are entitled to practise the profession in Hong Kong.

Classes of Transferees

5. The personal data that you provide are mainly for use within the Medical Laboratory Technologists Board, but, if required, they may also be disclosed to other government departments,

bureaux, agencies and authorities for the purposes mentioned in paragraph 1 above. Apart from such disclosure, your data may only be disclosed to other parties where you have consented to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

Access to Personal Data

6. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasions as mentioned in paragraph 1 above. A fee may be imposed for complying with a data access request.

Enquiries

7. Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:

Secretariat, Medical Laboratory Technologists Board
2/F, Shun Feng International Centre
182 Queen's Road East
Wan Chai, Hong Kong
Tel No.: 2527 8380
Fax No.: 2865 5540
Email: mltb@dh.gov.hk

Qualifications

Registration criteria are stipulated in section 12(1) of the Ordinance. Under section 15A of the Ordinance, the Medical Laboratory Technologists Board has the authority to hold examinations. Relevant extracts from the Ordinance are reproduced in section A of this Appendix. The qualifications/criteria for registration under sections 12(1)(a), 12(1)(b) and 12(1)(c) of the Ordinance are described in sections B, C and D respectively.

A. Extracts from the Ordinance

- Section 12 (1) Subject to this Ordinance, the following persons are qualified to be registered -
- (a) a person who -
 - (i) holds such degree, diploma or other document as may be prescribed, issued by any examining body as may be prescribed or by the board; or
 - (ii) holds any such degree, diploma or other document and has the prescribed experience; or
 - (b) a person who holds such other degree, diploma or any other document of any examining body, which together with appropriate experience, may from time to time be recognized by the Council as qualifying the holder thereof to be registered; and in deciding whether or not to so recognize the Council may consult the relevant board; or
 - (c) a person who, on the date on which this section commenced to apply to a profession, is practising that profession and who by reason of his education, training, professional experience and skill satisfies the Council, after consultation with the relevant board, that he is a fit person to be registered.
- Section 15A Each board may -
- (a) hold examinations for the purposes of sections 12(1)(a) and 15(2) and (2A) as and when it considers expedient or necessary;
 - (b) conduct such examinations itself or appoint examiners to conduct them on its behalf; and
 - (c) specify conditions as regards the eligibility of persons to sit for -
 - (i) any examination held under paragraph (a);
 - (ii) any examination so held which is of a particular class; or
 - (iii) any particular examination so held.

B. Qualifications for registration under section 12(1)(a) of the Ordinance

(1) A person who holds any of the following qualifications, together with not less than three years of post-qualification work experience (at least two years of which is gained in Hong Kong) recognised by the Medical Laboratory Technologists Board, is eligible for registration in Part I of the register. A person who has such other experience, acquired before obtaining these qualifications, as may be accepted by the Board in a particular case subject to such conditions (if any) relating to the acquisition of post-qualification experience as the Board may impose, is also eligible for registration in Part I of the register. The qualifications are:

- (a) a Higher Certificate in Medical Laboratory Technology issued by the Department of Extra-mural Studies of the University of Hong Kong;
- (b) a Higher Diploma in Medical Laboratory Science issued by the Hong Kong Polytechnic or The Hong Kong Polytechnic University; or
- (c) a Bachelor of Science in Biomedical Science awarded by the Hong Kong Polytechnic or The Hong Kong Polytechnic University; or
- (d) a Bachelor of Science in Medical Laboratory Science awarded by the Hong Kong Polytechnic University.

(2) A person who holds any of the above qualifications but who does not possess the required experience, or who holds one of the following qualifications is eligible for registration in Part II of the register.

- (a) a Diploma in Medical Laboratory Science issued by the Hong Kong Polytechnic;
- (b) an Ordinary Certificate in Medical Laboratory Technology issued by the Department of Extra-mural Studies of the University of Hong Kong;
- (c) a Certificate of Competency in Medical Laboratory Technology issued by the Medical and Health Department of the Hong Kong Government prior to 1982; or
- (d) a Certificate from the Board that he has passed an examination relating to the profession of a medical laboratory technologist conducted under section 15A of the Ordinance for the purposes of section 12(1)(a) of the Ordinance.

C. Qualifications for registration under section 12(1)(b) of the Ordinance

A person who holds non-local qualifications in medical laboratory science or other qualifications not specified in section B above may apply for registration under section 12(1)(b) of the Ordinance. Assessment will be made on individual merits, having regard to –

- (a) the standard of the qualification (only academic qualification at higher diploma or above would be considered); and
- (b) whether the programme(s) covers an adequate number of medical laboratory science-relevant subjects.

(1) An applicant who holds a qualification recognised by the Supplementary Medical Professions Council on the recommendation of the Medical Laboratory Technologists Board is eligible for registration in Part II of the register. Experience is not required for Part II registration.

(2) An applicant who holds a qualification recognised by the Supplementary Medical Professions Council on the recommendation of the Medical Laboratory Technologists Board, together with at least three years of post-qualification recognised work experience (at least two years of which is gained in Hong Kong), is eligible for registration in Part I of the register.

D. Criteria for registration under section 12(1)(c) of the Ordinance

Applicants who possess very rich experience in practising medical laboratory technology but who do not possess any formal qualifications may apply for registration under section 12(1)(c) of the Ordinance. Each application will be considered on its individual merits on a case-by-case basis. The relevance, duration and level of responsibility of the work experience concerned will be taken into consideration.

E. Approving authorities for registration under section 12(1)(b) / 12(1)(c) of the Ordinance

Under section 12(1)(b) / 12(1)(c) of the Ordinance, the Supplementary Medical Professions Council will decide whether a person is qualified for registration and the part of the register in which the name of the person should be entered. The Council may consult the Medical Laboratory Technologists Board before arriving at a decision. The approving authority for registration applications by persons qualified to be registered is the Board.

REPLY SLIP

To: Secretary, Medical Laboratory Technologists Board
2/F, Shun Feng International Centre
182 Queen's Road East, Wanchai, Hong Kong

Application for Registration as a Part I Medical Laboratory Technologist
-- Mr/Miss/Ms

The above person wishes to apply for Part I registration. I confirm that (please tick as appropriate):

He/She has/had been under continuous employment on a *full-time/part-time basis# with this organisation holding the position of _____
_____ from _____ to _____.
(Post Title)

During the above period, he/she took leave for more than one month for the following period(s):
From _____ to _____ and
From _____ to _____ and
From _____ to _____.

He/She did not take leave exceeding one month during his/her employment.

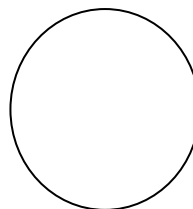
Signature: _____

Name: _____

Post Title: _____

Company Name: _____

Date: _____



Company's chop if applicable

*Please delete as appropriate

#Please provide details if the appointment was on a part-time basis

Central Registration Office
17/F, Wu Chung House
213 Queen's Road East
Wan Chai, Hong Kong

Dear Sir/Madam,

Application for Practising Certificate

If my application for registration as a medical laboratory technologist is approved, please treat this letter as my application for a practising certificate under section 16 of the Supplementary Medical Professions Ordinance Cap. 359.

Signature _____

Name _____

Hong Kong Identity Card/Passport No. _____

Date _____

IMPORTANT NOTE: The need for a person practising medical laboratory technology in Hong Kong to hold a valid practising certificate became a mandatory requirement on 1 August 1991.

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

FEES

<u>Item</u>	<u>Particular</u>	<u>Fee (w.e.f. 1.1.2016)</u>
1.	Registration under section 13 of the Ordinance	HK\$1,330
2.	Practising certificate issued under section 16 of the Ordinance (be in force for any period not exceeding 12 months and ending on 30 June in any year)	HK\$435
3.	Examination fee for any examination conducted under section 15A of the Ordinance	HK\$1,750