



5 December 2024

Dear Members,

ITP CERTIFIED TRAINER SCHEME - MEMBERSHIP RENEWAL

BENEFITS OF BEING A CERTIFIED TRAINER

“C.T.” qualification is **valid for 5 years**, which can be shown as “Certified Trainer (Level 4)” on biz cards and will have one’s name enlisted in ITP’s Certified Trainer List for public access

MEMBERSHIP RENEWAL FEE

HK\$300 / 5 YEARS

CPD REQUIREMENT:

100 hours’ equivalent CPD for the last 5 years. Please fill in the details in the “Statement of Evidence“ form attached

UPDATING PERSONAL INFORMATION

You can fill in and email us the Renewal / Updating slip if there are any updates of your personal particulars.

We wish you ***A Promising and Productive Year of 2025!***

Sincerely,

Institute of Training Professionals

INSTITUTE OF TRAINING PROFESSIONALS 培訓專業學會

c/o Room 2212, Fortune Commercial Building, 362 Sha Tsui Road, Tuen Wan, Hong Kong

Tel: 2811 9923 Website: www.itp.org.hk Email: info@itp.org.hk

Facebook: www.facebook.com/ITPHK

Linkedin: www.linkedin.com/in/instituteoftrainingprofessionals/

Statement of Evidence

Instructions

1. To renew your Certified Trainer Scheme (CTS) membership status, please complete the following table to provide evidence for eligibility.
2. Information provided will be kept confidential and only be used for the renewal purpose.

Period	Duration (hours)	Nature of CPD

This is to declare that I have fulfilled the 100 CPD hours required by the Institute of Training Professionals for the Certified Trainer Scheme membership renewal purpose.

Signature (Full Name)

CTS Cert No.

Date

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RENEWAL / UPDATING SLIP

PERSONAL PARTICULARS

Fields with an asterisk (*) must be filled.

* **Date:** _____

* Membership Grade	<input type="checkbox"/> FITP	<input type="checkbox"/> MITP	<input type="checkbox"/> AMITP	<input type="checkbox"/> Affiliate	<input type="checkbox"/> Retired / Student Member
* Name (Dr/Mr./Ms)			* Membership No.		
Company			Position		
Contact Address					
Telephone			Mobile Phone		
Email Address			* Signature		
Remarks, if any					

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