



## Institute of Training Professionals - Membership Application Form

(Please type or print, tick and delete where appropriate.)

(For Student Member, please fill in the the items with \*\* only.)

LAST NAME **		GIVEN NAMES **		NAME IN CHINESE **	
MAILING ADDRESS **		DATE OF BIRTH (DD-MM-YY) (Only for Applicant of Retired Member)			
		E-MAIL **		CONTACT TELEPHONE **	
ACADEMIC INSTITUTE'S ** / EMPLOYER'S NAME (AND ADDRESS, if possible)					
CURRENT POST (JOB TITLE)				DATE APPOINTED TO CURRENT POST	
NATURE OF EMPLOYER'S BUSINESS		JOB TITLE OF YOUR DIRECT SUPERVISOR		AVERAGE HOURS SPENT ON TRAINING PER WEEK	
YOUR CURRENT RESPONSIBILITIES					
ACADEMIC AND PROFESSIONAL QUALIFICATIONS (PLEASE ENCLOSE SUPPORTING COPIES)				DATE AWARDED	WAS THE AWARD BY EXAMINATION
					YES / NO
					YES / NO
					YES / NO
					YES / NO
SIGNIFICANT COURSES ATTENDED (ESPECIALLY IN HR/TRAINING)				ATTENDANCE	
COURSE TITLES	ORGANIZING INSTITUTES	DATE FROM	DATE TO		
				FULL-TIME / PART-TIME	
				FULL-TIME / PART-TIME	
				FULL-TIME / PART-TIME	
EMPLOYMENT HISTORY (LAST FIVE YEARS IN DECENDING CHRONOLOGICAL ORDER)					
EMPLOYERS		POSITIONS HELD	DATE FROM	DATE TO	
ARTICLES AND PUBLICATIONS			COMMITTEE / BOARD MEMBERSHIP OF OTHER INSTITUTES		
MEMBERSHIP CLASS SOUGHT					
FELLOW / MEMBER / ASSOCIATE / STUDENT / AFFILIATE / CORPORATE / RETIRED*					
<p><b>DECLARATION</b> I, the undersigned, certify the information provided in this form are true, and do hereby apply for membership. I agree to abide by the Articles and Regulations of the Institute for the time being in force and the Rules of any Branch or Section of the Institute to which at any time I may belong.</p> <p><b>SIGNATURE:</b> _____ <b>DATE:</b> _____</p>					

Please complete the application form and return to the Institute office together with copies of relevant education, employment and professional reference. All the personal information collected will be handled confidentially.

**Institute of Training Professionals** c/o Room 2212, Fortune Commercial Building, 362 Sha Tsui Road, Tsuen Wan, Hong Kong  
 Tel: (852) 2811 9923      Email: info@itp.org.hk      Web Site: www.itp.org.hk      Facebook: www.facebook.com/ITPHK



## OBJECTIVES OF ITP

- To represent the interests of training professionals of all levels.
- To develop and promote public understanding of the training profession.
- To promote and maintain recognized standards for training through continuous professional development.
- To provide, through local and international seminars/meetings and publications, a regular service of information and advice to members, outside bodies and individuals requiring guidance on training
- To maintain contacts with other local institutions and overseas bodies engaged in the profession.

## MEMBERSHIP GRADES AND CRITERIA

### \*Professional Designation

Grade / *Designation	Academic Qualifications and/or Requirements	Experience in Training	Annual Fee
<b>Fellow</b> <b>*FITP</b>	By invitation only	10 years in senior position	\$300
<b>Member</b> <b>*(MITP)</b>	Diploma or degree in HR/Training Management; or equivalent	3 years	\$200
<b>Associate</b> <b>*(AMITP)</b>	Certificate in HR/Training; or equivalent	Actively engaged in HR/Training	\$150
<b>Student</b>	Full-time students undertaking HR / Training related studies	N/A	F R E E
<b>Affiliate</b>	Individuals interested in maintaining contacts with ITP	N/A	\$100
<b>Corporate Member</b>	By invitation only. 5 nominees are eligible to join all the Institute's	N/A	\$1,500
<b>Retired Member</b>	Retain previous designation if age over 65 with not less than 5 years' membership and not in full-time employment	N/A	F R E E

**Note:** Final admission decision rests with the Executive Committee of ITP.