



### **Notice of Swimming Teacher's Certificate renewal**

The Swimming Teacher's Certificate is valid for 3 years. To renew the Certificate, please follow the appended procedures at the HKGSA office in person.

#### **Application procedure:**

- I. The applicant can renew the Certificate within 3-month prior to the expiry date of the current certificate at the HKGSA Office (Address: Unit L, 9/F, MG Tower, 133 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong).
- II. Required documents
  1. Completed renewal form. The renewal form can be downloaded from our website <http://www.hkgswimming.org.hk>
  2. Original valid Swimming Teacher's Certificate (Please do not laminate the certificate!)
  3. Original & copy of any one of the following:
    - i. Employment contract of LCSD / school / registered institution
    - ii. HKGSA Affiliated Club's **recommendation letter** of which the applicant registered under as a HKGSA Registered Coach\*
    - iii. Indicated in the renewal form to sit for the next assessment examination. (Date of examination to be advised by HKGSA)

\* HKGSA Registered Affiliated Club Coach: Applicant recommended by Affiliated Club must be a HKGSA Registered Coach throughout the 3-year valid period of the Swimming Teacher's Certificate otherwise the applicant must re-register with HKGSA and pay the renewal fee of HK\$200 per year for any non-registered year.

- III. Certificate validity period: 3 years
- IV. Renewal Fee: HK\$300 (Only accept payment in crossed cheque made payable to "HKGSA")
- V. Processing time: within 3 months (The pick-up list would be posted on HKGSA website)
- VI. Violation of renewal procedures  
Renewing expired certificate - Besides the required documents mentioned above, applicants must enclose an explanation letter along with valid supporting document(s). Certificate expired for over 1 year will have to pay HK\$100 per year in arrear.

Non-registered Affiliated Club coach - Besides the required documents mentioned above, applicants must enclose an explanation letter along with HK\$200 per year for payment of registration in arrear.

**Resitting the examination is required if the applicant did not adhere to the renewal procedures twice (i.e. non-registered Affiliated Club coach or the last certificate has expired more than 3 months).**

**In case of any dispute, HKGSA reserves the right of final decision**