

Pest Control Personnel Registration Scheme
Registration Handbook

2021

HONG KONG QUALITY ASSURANCE AGENCY

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This handbook shall be read with the relevant “Terms and Conditions”.

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1. Introduction

HKQAA Hong Kong Registration – Personnel Series was developed to acknowledge individuals' knowledge and competence in different sectors. The Pest Control Personnel Registration Scheme has been developed to formulate qualification required for the pest control industry. All qualified in-service practitioners are encouraged to register for the three types of pest control personnel, namely Pesticide Applicator, Provisional Pest Control Technician and Pest Control Technician, as appropriate on a voluntary basis. The scheme is to establish minimum qualification requirements for practitioners and to help them gain professional recognition in the industry. The applicants shall demonstrate they have fulfilled the preset requirements. This registration handbook outlines the registration processes and registration requirements of pest control personnel

2. Definition

Pesticide Applicator – means a person who is able to carry out pesticide application under the supervision.

Provisional Pest Control Technician – means a person who has knowledge with regards to pest control operations. The person can carry out pest control operations under the supervision.

Pest Control Technician – means a person who has knowledge and practical experience with regards to pest control operations. The person can carry out pest control operations independently or supervise other pesticide applicators and pest control technicians to carry out such operations.

3. Specific Limitations and Exclusion

Pest control operations, in the context of this scheme, refers to general pest control management and does not include fumigation. At the same time, the focus of the scheme is to acknowledge the expertise and capacity of a pest control practitioner, so the registration process does not include the person's occupational health and safety knowledge or health status.

4. Expected Benefits

Expected benefits for Scheme applicants include:

- a) Showcase professional competency;
- b) Display the Registration on your CV or name card; and
- c) Demonstrate professional skills, thereby increasing chances for promotion and career development.

5. Registration Requirements

To be eligible for registration, an applicant shall satisfy the following criteria for the corresponding types of pest control personnel:

Registration Type	Registration Requirements	Information Required
Pesticide Applicator	<ul style="list-style-type: none"> ❖ The applicant shall be at least 18 years old; and ❖ The applicant shall have completed at least Primary 6 or equivalent education level ¹; and ❖ The applicant shall have obtained relevant training courses ² qualification within 5 years; or ❖ The applicant shall have obtained relevant training courses ² qualification and have accumulated at least 2 years of relevant work experience within 5 years before submitting the application. 	<ul style="list-style-type: none"> ❖ Completed application form ❖ Photocopy of Hong Kong Identity Card ❖ Two copies of recent colour photograph³ ❖ Copy of academic qualifications ❖ Copy of certificates of training courses, issued by recognized organizations ❖ Copy of proofs of services or employment in pest control work ❖ Others (e.g., photocopy of testimonials, certificates of relevant education and qualifications; and oaths administered by government departments)

Registration Type	Registration Requirements	Information Required
Provisional Pest Control Technician	<ul style="list-style-type: none"> ❖ The applicant shall be at least 18 years old; and ❖ The applicant shall have completed at least Form 3 or equivalent education level ¹; and ❖ The applicant shall have obtained relevant training courses ² qualification within 5 	<ul style="list-style-type: none"> ❖ Completed application form ❖ Photocopy of Hong Kong Identity Card ❖ Two copies of recent colour photograph⁴

¹ Applicants having overseas qualification, especially those of a vocational nature (as opposed to a general education), may be asked to have their qualification assessed by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications whose assessment will be accepted for the purpose of determining whether the educational qualification requirement is met.

² Please refer to Appendix I for the relevant training courses specified under the scheme.

³ Please refer to Section 6.1.5 for the detailed specification of photograph requirement.

	years before submitting the application.	❖ Copy of academic qualifications
Pest Control Technician	<ul style="list-style-type: none"> ❖ The applicant shall be at least 18 years old; and ❖ The applicant shall have completed at least Form 3 or equivalent education level¹; and ❖ The applicant shall have obtained relevant training courses² qualification; and ❖ The applicant shall have accumulated at least 3 years of relevant work experience within 5 years before submitting the application 	<ul style="list-style-type: none"> ❖ Copy of certificates of training courses, issued by recognized organizations ❖ Others (e.g., photocopy of testimonials, certificates of relevant education and qualifications; and oaths administered by government departments) ❖ Only for Pest Control Technicians: Copy of proofs of services or employment in pest control work

6. Registration Process

6.1 Application

6.1.1 Appropriate application form(s) can be obtained from HKQAA office or downloaded from the website of HKQAA. Collection of application form opening time shown below:

Monday to Friday	9:30 a.m. to 12:00 noon; 2:00 p.m. to 5:30 p.m.
Saturday, Sunday and Public Holidays	Closed

Website: [Hong Kong Quality Assurance Agency](http://www.hkqaa.org.hk)

6.1.2 Application fees are not refundable. Unsuccessful applicants, who do not meet requirements and / or fail to submit accurate or adequate information, will be refunded the registration fee.

	Item	Validity	Fee (HKD)
1.	Application fee for new registration and renewal	--	\$200
2(a)	New or renewal registration for Pesticide Applicator	5	\$650
2(b)	New or renewal registration for Provisional Pest Control Technician	5	\$1,000
2(c)	New or renewal registration for Pest Control Technician	3	\$1,300
2(d)	Suspension of Pest Control Technician Registration	5	\$650

3.	Replacement of registration card and / or registration letter	--	\$300
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6.1.3 Submit the completed application form(s) together with supporting documents and required fee in person or by mail to HKQAA – 19/F, K. Wah Centre, 191 Java Road, North Point, HK. Submission of application opening time is shown below:

Monday to Friday	9:30 a.m. to 12:00 noon; 2:00 p.m. to 5:30 p.m.
Saturday, Sunday and Public Holidays	Closed

6.1.4 Payment can only be made by cheques or bank account transfer. Cheques shall be crossed and made payable to “Hong Kong Quality Assurance Agency”. Post-dated cheque will not be accepted. A copy of the remittance advice shall be submitted together with the application when pay by bank account transfer. Payment details shall be referred to relevant Application Form(s).

6.1.5 When an applicant submits registration application to HKQAA (including new registration, registration renewal, replacement of registration card and / or registration letter), he/she shall submit two recent color photographs and a copy of the HKID card with the application. The photograph would have the same format as passport photograph with detailed requirements as follows:

- ❖ Photograph shall show full frontal face with clear facial features
- ❖ Plain white background
- ❖ Size: 40mm (W) x 50mm (H)

When you take the photo, please do not wear head dress, and avoid heavy make-up or overly dark or overly light-coloured clothing.

The photograph will not be accepted if the applicant in the photograph is:

- ❖ Not centered
- ❖ Wearing a frame across eyes
- ❖ With hair across eyes or eyebrows
- ❖ Seen with flash reflection on face / glasses
- ❖ Wearing head dress
- ❖ With shadow
- ❖ Too light
- ❖ Too dark

6.2 Review of Application Information

Upon receipt of the application, the information will be reviewed by HKQAA to confirm its accuracy and adequacy. Applicants and/or their endorsers and/or their referees will be contacted if further information is required. After review, formal approval will be arranged.

6.3 Confirmation of Registration

Applicants will be notified of the review results in writing generally by ordinary mail.

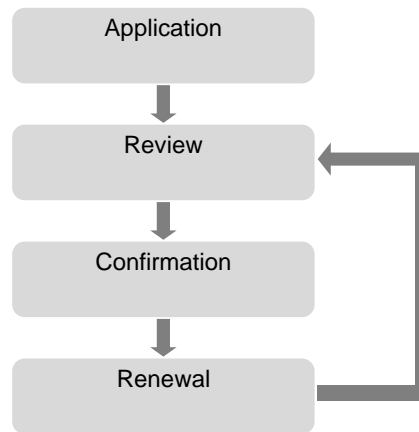


Figure 1. Registration Process

6.4 Collection of Registration Documents

Upon approval of application, a registration card for each type of pest control personnel, in addition to a registration letter, will be issued to the registered personnel. The registered personnel's registration details, including the name, registered personnel type, photo, registration number and registration expiry date will be displayed on the registration card.

Applicants shall bring along the original Hong Kong Identity Card for collecting the registration card and registration letter in person in HKQAA by appointment or request for the collection by post (in the latter case, HKQAA will post it by ordinary mail to their correspondence address).

7. Refund Arrangement

7.1 Refund of Registration fee

Application fees are not refundable. Registration fee will be refunded by bank transfer to an unsuccessful applicant (e.g. if the applicant cannot provide sufficient information). Within 3 months after HKQAA notifies the applicant that the application has failed, the applicant can reach out to HKQAA to apply for a refund. Otherwise, the HKQAA will consider the applicant has given up the registration fee automatically.

8. Renewal

8.1 Renewal Requirement

Renewal applications must be made at least 2 months before and no earlier than 6 months before the expiry date. Registered personnel who wish to apply for renewal shall fulfill the following requirements:

Types of Renewal	Renewal Requirement	Validity
Pesticide Applicator	<ul style="list-style-type: none"> ❖ Applicants must accumulate at least 2 years of relevant work experience within 5 years before submitting the renewal application ❖ If the applicant cannot provide the relevant work experience, the applicant can choose to submit the relevant re-training qualification⁵ within 5 years 	The validity period of each registration and renewal application is 5 years
Provisional Pest Control Technician	<ul style="list-style-type: none"> ❖ Applicants who have accumulated enough work experience, can apply for renewal as a Pest Control Technician ❖ If the applicant cannot provide the relevant work experience, the applicant can choose to submit the renewal fee to renew the registration for 5 years, and continue to accumulate work experience 	The validity period of each registration and renewal application is 5 years
Pest Control Technician	<ul style="list-style-type: none"> ❖ Applicants must accumulate at least 1 year of relevant work experience within 3 years before submitting the renewal application ❖ If the applicant cannot provide the relevant work experience, the applicant can choose to submit the relevant re-training qualification within 3 years 	The validity period of each registration and renewal application is 3 years

8.2 Renewal Requirement

Registrants wishing to renew their registration shall submit the required fees according to clause 6.1.4 along with the following documents in person or by mail to HKQAA.

- a) the completed application form, two recent color photographs
- b) a copy of the HKID card,
- c) two recent color photographs,
- d) a copy of proofs of services or employment in pest control work.

HKQAA will update the registration status to “De-list” on the list of registered Pest Control Personnel given that the registrant does not timely submit the renewal application before the expiration of the

⁵ Depending on the type of registration, the applicants need to refer to Appendix 1 and re-take relevant training courses.

registration. The relevant changes will be announced on the website of HKQAA but the registrant will not be notified of such change.

8.3 Suspension of Registration

Registrants who have been registered as technicians, if they intend to temporarily withdraw from the industry before the expiry of the current registration, can choose to submit the relevant forms and fees, to temporarily suspend their registration. The maximum period of suspension is 5 years each time. Before the expiration of the suspension, the registrant shall submit a new application for suspension to HKQAA. Otherwise, HKQAA would consider the registrant has given up his/her qualification automatically.

Please note that technicians who are in a "suspended" state should not continue to engage in pest control work as registered personnel under this scheme.

8.4 Reactivation of Registration

Pest control technicians who have suspended their registration may choose to apply for reinstatement of registration to HKQAA through the following channels:

- 1) Submit the relevant re-training qualification for a Pest Control Technician obtained within the past 6 months; or
- 2) Submit at least 3 years of relevant work experience in the 5 years before the time of submission.

After the pest control technicians reactivate their registration, they must follow the normal procedures and apply for renewal every 3 years.

9. Replacement of Registration Card and / or Registration Letter

Any applicant who has lost/ damaged/ changed personal particulars and requests for the re-issuance of the registration card and / or registration letter shall submit the completed replacement application form, a recent color photograph, a copy of the HKID card and required fee in person or by mail to HKQAA. The required fee for the replacement of registration card and / or Registration Letter is HKD 300. Any application of replacement of registration card due to damage, an original damaged registration card shall be returned to HKQAA.

10. De-registration or Denial of Application

HKQAA is entitled, at its sole and absolute discretion, to (i) deregister the registration of the Applicant⁶; or (ii) reject the application lodged by the Applicant by issuing a written notice to the Applicant if:-

- ❖ If the Applicant fails to comply with the requirements stated on this Handbook and the relevant Terms and Conditions;
- ❖ If the Applicant commits misconduct or neglect in a professional respect;
- ❖ If the registration of the Applicant was obtained by misrepresentation or fraud;

⁶ Depending on the context, this refers to individuals who have applied for registration under this scheme but their registration have not been confirmed, and/or individuals with confirmed registration.

- ❖ If the Applicant is charged with professional-related laws;
- ❖ If the Applicant is convicted of any offence which may bring the profession into disrepute;
- ❖ If the Applicant is subject to a complaint under Clause 14 of the Terms and Conditions and after investigation HKQAA considers it appropriate to deregister the Applicant or refuse/ reject the Application of the Applicant, as the context so admits;
- ❖ If the Applicant fails to pay any charges or fees as required under Terms and Conditions and/ or this Handbook;
- ❖ If the Applicant does not timely submit the renewal application before the expiration of the registration; or
- ❖ If there develop any events, matters or circumstances which, in the opinion of HKQAA, make or may make it inadvisable, inexpedient or impracticable for the Applicant to remain registered under the Scheme or for HKQAA to proceed with the Application.

11. Complaint and Appeal Handling

11.1 Renewal Requirement

Details of complaint shall be submitted in writing by post, by fax: (852) 2202 9222 or via e-mail hkqaa@hkqaa.org to HKQAA.

The Applicant registered under the Scheme will be asked to respond to questions from HKQAA with regard to the complaint where necessary. Depending on the results of the review of such complaints, HKQAA may exercise its discretion under Clause 12.1 of the Terms and Conditions to de-register the Participant, or reject the application of the Applicant.

11.2 Appeal

In the event that the Applicant wishes to appeal against the decision of HKQAA, it shall, within 21 calendar days after being officially informed by HKQAA of such decision, give a notice in writing to HKQAA of its desire to appeal against such decision and the grounds of its appeal.

Appendix I – Relevant Training Courses

- 1) The following criteria are used for recognizing pest control training courses:
 - a) Relevant courses recognised under the Qualifications Framework (QF) by the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap. 592); or
 - b) Relevant courses operated by self-accrediting operators listed under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap. 592); or
 - c) Relevant courses operated by operators which had previous pest control courses recognised by QF;
- 2) All courses shall include elements of evaluating the student's performance (such as a written test); and
- 3) Training course for Technicians shall obtain QF Level 3 or above.

Examples of recognized pest control training courses for *Pesticide Applicator* are as follows:

Institution	Name of Program	Remarks
HKU School of Professional and Continuing Education (HKUSPACE)	Pest Control and Pesticide Safety Core Course	-
The Hong Kong Polytechnic University, School of Professional Education and Executive Development (SPEED)	Pest Control and Pesticide Safety and Health for Industrial Undertakings	-
Employee Retraining Board	Foundation Certification in Pest Control Worker Training	QF Level 1

Examples of recognized pest control training courses for *Provisional Pest Control Technicians* and *Pest Control Technicians* are as follows:

Institution	Name of Program	Remarks
HKU School of Professional and Continuing Education (HKUSPACE)	Certificate for Module (Pest Management)	QF Level 3
The Hong Kong Polytechnic University, School of Professional Education and Executive Development (SPEED)	Certificate for Module (Top-up Course for Pest Control and Pesticide Safety for Industrial Undertakings)	QF Level 3
United Charter Consultancy Limited	Certificate in Pest Control, Pesticide Safety and Health	QF Level 3
Hong Kong Institute of Vocational Education (IVE)	Professional Certificate in Public Health Pest Control and Management	QF Level 4

