



St John

香港聖約翰救護機構

Hong Kong St. John Ambulance

香港麥當勞道二號 聖約翰大廈 St. John Tower, 2 MacDonnell Road, Hong Kong

24 小時緊急救護車熱線 :

24-hour Emergency Ambulance Services:

電話/Tel: 1878000

理事會 (Council)

救傷會 (Association)

救傷隊 (Brigade)

少青團 (Youth)

電話/Tel: 2530 8006 – 8008

電話/Tel: 2530 8020 – 8024

電話/Tel: 2530 8032 – 8034

電話/Tel: 2530 8057 – 8059

傳真/Fax :2515 0205

傳真/Fax :2976 0457

傳真/Fax :2530 2727

傳真/Fax :2530 4867

Group Application Procedures and Guidelines:

I. Enrollment

a. In Person:

On completion of the application form, please return it either in person or by an authorized representative to Hong Kong St. John Ambulance Association, 4/F., St. John Tower, 2 MacDonnell Road, Hong Kong. Office Hours: Mondays to Fridays from 8:30am to 6:18pm (except Saturdays, Sundays and Public Holidays).

b. By Mail:

Please complete the application form and then mail to Hong Kong St. John Ambulance Association, 4/F., St. John Tower, 2 MacDonnell Road, Hong Kong.

c. By fax or email:

Please complete and return the application form to the Association by fax (fax no. 2976 0457) or by email (email: assn@stjohn.org.hk).

II. Admission

- The Association reserves the right to refuse any application. A notification sheet will be sent to the applicant. **Upon acceptance of application, refund or changing course will not be accepted.**
- Applicants can arrange to have their places substituted should they be unable to attend the course by notifying the Association at least one week prior to course commencement with \$100 Administration Fee to be charged.
- The notification sheet will be sent to the applicant before course commencement date. If applicant has not received the notification sheet three days before class begins, please contact the Association at 2530 8020-24 or email to: assn@stjohn.org.hk.
- The charge for duplicate receipt of course fee is \$50.

III. Personal information of applicant

The personal data provided by means of this form will be used for course admission purposes and future contact. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application or application documents will be returned to you. Enquiries concerning personal data collected can be sent in writing to: "Training Manager, St John Ambulance Association, 4/F., St. John Tower, 2 MacDonnell Road, Hong Kong".

IV. Completion of Admission

- Upon completion of admission, the applicant is admitted to be a student of the St. John Ambulance Association; he/she has to abide by the class and examination regulations. Requests on switching class will not be accepted. **No refund will be made after payment.**
- In case the student has signs and symptoms of an upper respiratory infection, common cold or flu, the student should wear a face mask when attending classes.
- First Aid Course Manual, Bandages Pack & Disposable Faceshields can be purchased at the Office of St John Ambulance Association or by mail order along with the course application

V. Special case

- If applicant suffers from physical or mobility constraint, i.e. knee flexion, fitted with artificial limb, visual and hearing impairments etc., and required for special assistance and arrangement while attending the course, an application form of **Special Needs Arrangement** upon course registration should be submitted to the Association where an administrative fee of \$50 may be charged.
- If applicant is pregnant or has a special medical condition, an application for **Re-scheduling of Course / Examination by Recommendation from Registered Doctor / Registered Chinese Medicine Practitioner**, assessed and approved by an attending physician or Registered Chinese Medicine Practitioner should be submitted to the Association in support of the applicant's attending the practical training and examination.

The Association reserves the right to amend the above guidelines from time to time without notifying individual applicant. Please refer to the Association website for most updated information.



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Guidelines for Training and Examination Arrangements

Hong Kong St John Ambulance Association has arranged regular cleaning and disinfection of all classrooms and training equipment to maintain a hygienic environment.

All participants of courses and examinations are required to observe the following guidelines:

Classrooms / Examination Premises

- 1 **Personal Hygiene:** Individuals with respiratory symptoms (e.g., coughing, shortness of breath) are advised to bring and wear a surgical mask properly while on the premises.
- 2 **Health Reporting:** If you feel unwell during a lesson or examination, please inform the lecturer/instructor or invigilator immediately.
- 3 **Hand Hygiene for Practical:** Before practical sessions or examinations, participants must sanitize their hands with 70-80% alcohol-based hand rub as directed and follow all onsite hygiene protocols.

Other Arrangements

- 4 **Rescue Breath Procedure:** candidates are required to perform "mouth-to-mouth resuscitation" during both CPR practical sessions and examinations. To ensure personal hygiene, the use of a face shield is mandatory throughout. Candidates are requested to bring their own face shields for practical classes, while the Association will provide one complimentary face shield to each candidate during the examination.
- 5 **Waste Disposal:** All used masks and gloves must be disposed of in the lidded rubbish bins provided.

Thank you for your cooperation. For enquiries, please contact the Association staff at 2530 8020-24.

Hong Kong St John Ambulance Association

1 June 2026



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S.J.A.A.104

**Group Application Form for FA/BFA/ODRC/3HT/IFA/ACPR/CHCPR/ICPR/AED/CPRAED/ICFAW/
PHTLS/HN/AMLS/AHDR/BPLS/BLSO/BLS/PETFA/SSE/ECG/3HTMH/BICM/EHN**

(Please complete this form in Block Letters)

Name of requesting organization: (English) _____

Proposed Course: _____ (Please specify the course name)

Proposed Date: _____ or _____ to _____ No. of Candidates: _____
(Required fields)

Proposed Time:* from _____ am / pm to _____ am / pm
(Required fields) (* Please add an extra hour of break to the full-day course)

Proposed Exam Date: _____ Time : _____ am / pm to _____ am / pm
The examination shall be conducted 7 working days after the completion of course for Certificate in First Aid (FA) and One Day First Aid Refresher (ODRC) Course and is for 3 hours.

Proposed Venue: _____
(Required field)

Medium of Instruction: *Cantonese / English / Putonghua (*Please tick the appropriate box)

Recommended Lecturer / Instructor (if applicable) : _____

Applying for AED/CPRAED course, please indicate the AED Model No.: _____

Remark : Non-profit making organization (if applicable)

Applicant information :

Contact Person Name	:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
Postal Address	:	_____) _____
Telephone No.	:	_____ (Office) _____ (Mobile)
Fax No.	:	_____ Email Address: _____
Signature	:	_____ Date: _____

CNE Certificate:

Upon the completion of a course, nursing and healthcare related staff can be awarded with CNE Certificate and points. The CNE Certificate will be issued at the time of issuing course certificate.

Please list out the name of the relevant applicants.

Internal Use Only

Course Code :	Lecturer / Instructor :
Outgoing / CE :	ATM : _____ Date : _____
Equipment Lease Date :	Equipment Return Date :
Training Assistant :	Date : _____