2nd Forum on Implementation of Mandatory Continuing Nursing Education

Nursing Council of Hong Kong
4 February 2026

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Chairman, Professional Development Committee

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Nurses Registration (Amendment) Ordinance 2024

Legislative Amendments

Came into operation on 26 July 2024

Providing new pathways for admission of qualified non-locally trained nurses to practise in the public healthcare system and social welfare sector

Making CNE a mandatory requirement for renewal of practising certificate

Other technical amendments (e.g. **minimum age requirement**)

Current CNE System



Current CNE System

- Encourage nurses to update and develop their knowledge and skills through continuing education

- CNE refers to any post-registration/post-enrolment educational, skill or experience updating which is **nursing specific or healthcare related** with an aim to enrich the nurses' contribution to quality health care and help them in their pursuit of professional goals

- Has been implemented on a **voluntary basis since November 2006**



Undergo CNE activities organised by CNE providers accredited by NCHK

Current CNE System

Validity of Practising Certificate

Practising certificates are valid for 3 years, from **1 January of the first year to 31 December of the third year**

CNE Cycle

The CNE cycle begins on **1 November (two months before issuance of practising certificate) and ends on 31 October of the third year (two months before expiration of certificate)**

Recommended CNE Points

- A minimum of **45 CNE points** is recommended for registered nurses and **30 CNE points** for enrolled nurses within the 3-year cycle
- Nurses who are newly registered/enrolled, and whose first practising certificates are valid for less than 3 years, may be allowed a **pro-rata reduction** in the required CNE points

Responsibilities of Nurses

To ensure their own competence in fulfilling the evolving roles and functions for which they are entrusted

To update and develop their knowledge and skills through continuing education

To maintain a comprehensive CNE records (with supporting documents)

To retain and produce CNE records (with supporting documents) within the appointed time when and as requested by NCHK

Responsibilities of Nurses

Points to note:

- Repeated attendance of a CNE programme/activity of the same topic and at the same level does not count for CNE points

- For auditing purposes, CNE records should be retained for at least six years after the period to which they relate

CNE Providers

Responsible for the overall development, implementation, evaluation and quality assurance of CNE programmes

Accreditation may be granted up to a period of **three years** in maximum

Submit application for re-accreditation **at least six months** before the end of each accreditation period

Report any organisational changes to NCHK **within 30 days**

Encourage to organise CNE programmes/activities every year

Implementation of Mandatory CNE

Implementation of Mandatory CNE

NEW CNE Cycle

1st Mandatory CNE Cycle: **Tentative 1 June 2026 to 31 May 2029**

Nurses must fulfill CNE requirements before renewal of practising certificate : **1 Jan 2030 – 31 Dec 2032**

Number of CNE points required in the 3-year cycle:

Registered Nurse

A minimum of **45 CNE points**

Enrolled Nurse

A minimum of **30 CNE points**

NEW CNE Cycle

The date for awarding CNE points to nurses should align with the course completion date established by the CNE Provider

1st Mandatory CNE Cycle: Tentative 1 June 2026 to 31 May 2029 for renewal practising certificate 1 Jan 2030 – 31 Dec 2032

Scenario 1
Enhancement Programme for Stroke (CNE Provider A)
Course Period: 2/5/2029 - **9/6/2029**
CNE Points: 15
→ CNE Points **should not** be counted toward the renewal of the practising certificate for the CNE cycle covering 1 June 2026 to 31 May 2029

Scenario 2
Enhancement Programme for Renal (CNE Provider B)
Course Period: 2/5/2029 - **31/5/2029**
CNE Points: 15
→ CNE Points **should** be counted toward the renewal of the practising certificate for the CNE cycle covering 1 June 2026 to 31 May 2029

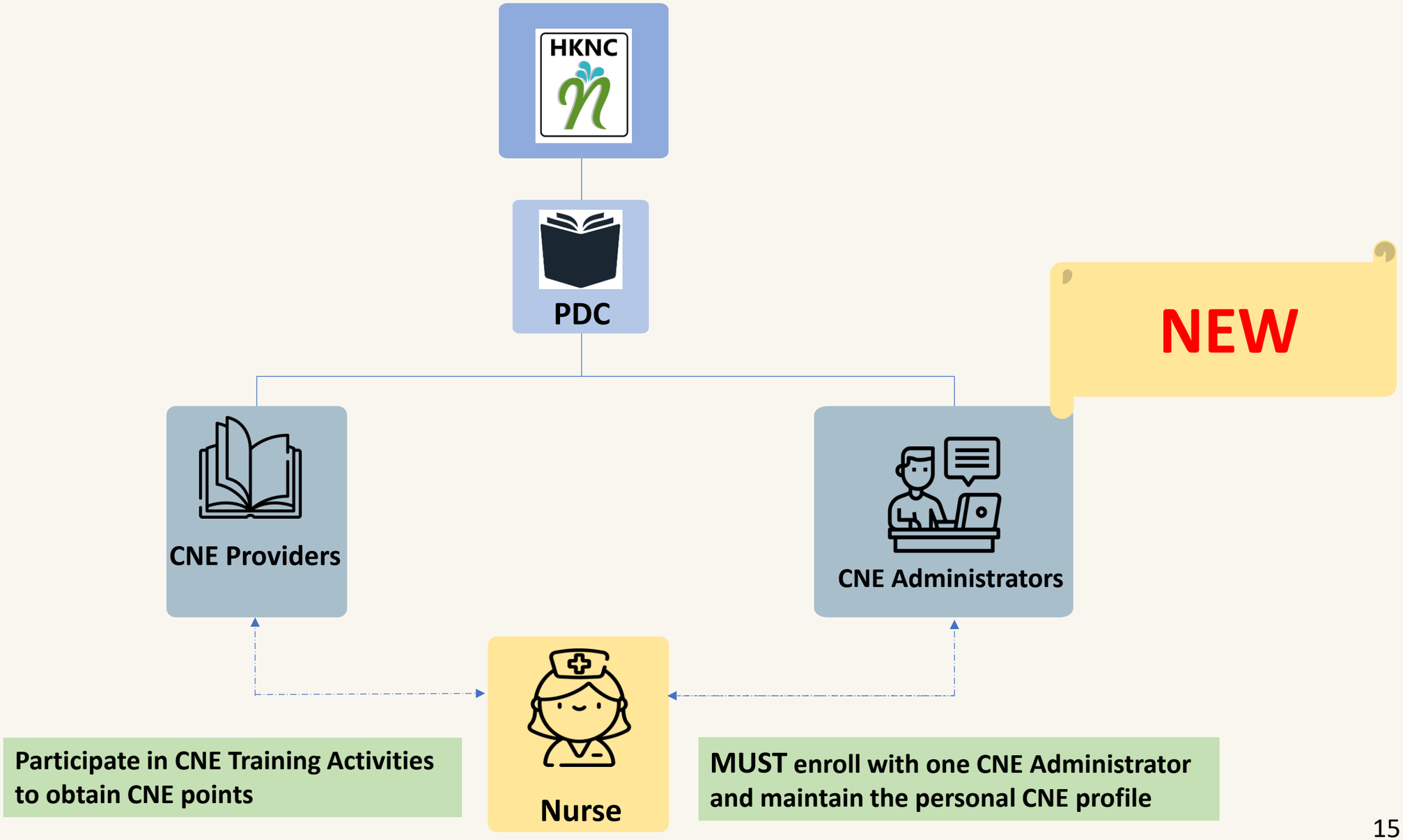
New CNE Points Conversion Table (Tentative)

No. of CNE points awarded	Type of activities	
1	Each hour of a learning activity	
20	One research project with publication in professional journal	Principal researcher
10		Co-researcher
10	Author of an article published in professional journal	First author
5		Co-author
30	Author/editor of a published book on nursing/health care related areas	Sole author/editor
15		Joint author/editor
10	Author/editor of a chapter of a published book on nursing/health care related areas	Author/editor
5		Joint author/editor

New CNE Points Conversion Table (Tentative)

No. of CNE points awarded	Type of activities	
1	Any 2-hour clinical practicum/structured visit to hospitals or health care institutions	
~~8~~ → 5	Each oral presentation in nursing /health care related scientific conference	~~In international/national conference~~ Presentation author
~~5~~ → ~~4~~		~~In local conference~~ Co-author/joint author
~~6~~ → 3	Each poster presentation in nursing/ health care related scientific conference	First/sole author ~~in international/national conference~~
~~3~~ → 2		Co-author/joint author ~~in international/national conference~~
~~2~~		~~First/sole author in local conference~~
~~1~~		~~Co-author/joint author in local conference~~
1	Each oral presentation at an approved CNE ~~nursing~~ courses/seminars (irrespective of length of the presentation). ~~[excluding those~~ Lectures/presentations that are part of an educator's job expectation cannot be used to earn CNE points. ~~]~~	
1	Each hour of a learning activity from a non-local training course, programme, or learning event (e.g., conferences and workshops held outside Hong Kong). A maximum of 9 CNE points can be earned per 3-year CNE cycle in this category	

Basic Design of the Mandatory CNE System



Individual Nurse

- **Enrol with one CNE Administrator**

- Have **responsibility and obligation** to obtain CNE points throughout the 3-year CNE cycle to fulfil CNE requirements as prescribed by the Council
  - Participate CNE programmes/activities organised by accredited CNE Providers
  - Engage in other training activities e.g. non-local training activities which is nursing specific or healthcare related, publications and presentations

- **Submit the CNE records with documentary proofs to respective CNE Administrator**

- **Self-declaration of providing true and correct information to CNE administrator and NCHK**

CNE Provider

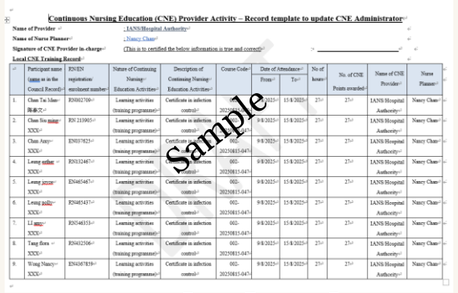
- **No need for previously accredited CNE Providers to re-apply for accreditation** due to the commencement of Mandatory CNE implementation cycle on 1 June 2026 tentatively

- **More stringent accreditation requirements** for CNE providers, for example, specify that a minimum of **four CNE programmes or activities** must be conducted each year

- Need to **catch up with the newly imposed requirements** ASAP, with a **maximum of 6-month grace period**

- Failure to comply may result in the **withdrawal of approval by the Council**, which is not liable for any damages or losses incurred by the Provider or related parties

CNE Provider


Continuous Nursing Education (CNE) Provider Activity – Record template to update CNE Administrator

Name of Provider: [AAN]Hospital Authority

Name of Nurse Planner: Nancy Chan

Signature of CNE Provider in charge: (This is to certified the below information is true and correct)

Local CNE Training Record

	Participant name (same as in the Council Record)	HKNI registration/ enrolment number	Nature of Continuing Nursing Education Activities	Description of Continuing Nursing Education Activities	Course Code	Date of Attendance From	Date of Attendance To	No of hours	No. of CNE Points awarded	Name of CNE Provider	Nurse Planner
1.	Chan Tai Man-Bill	R00002398	Learning activities (training programmes)	Certificate in infection control	002-20250815-04	9/8/2025	15/8/2025	25	25	[AAN]Hospital Authority	Nancy Chan
2.	Chan Siu mang XXX	RN 213905	Learning activities (training programmes)	Certificate in infection control	002-20250815-04	9/8/2025	15/8/2025	25	25	[AAN]Hospital Authority	Nancy Chan
3.	Chan Amy XXX	E00378254	Learning activities (training programmes)	Certificate in infection control	002-20250815-04	9/8/2025	15/8/2025	25	25	[AAN]Hospital Authority	Nancy Chan
4.	Leung esther XXX	E03132467	Learning activities (training programmes)	Certificate in infection control	002-20250815-04	9/8/2025	15/8/2025	25	25	[AAN]Hospital Authority	Nancy Chan
5.	Leung annie XXX	E04454674	Learning activities (training programmes)	Certificate in infection control	002-20250815-04	9/8/2025	15/8/2025	25	25	[AAN]Hospital Authority	Nancy Chan
6.	Leung sally XXX	E04454374	Learning activities (training programmes)	Certificate in infection control	002-20250815-04	9/8/2025	15/8/2025	25	25	[AAN]Hospital Authority	Nancy Chan
7.	Li amy XXX	E03446334	Learning activities (training programmes)	Certificate in infection control	002-20250815-04	9/8/2025	15/8/2025	25	25	[AAN]Hospital Authority	Nancy Chan
8.	Tang flora XXX	E04432506	Learning activities (training programmes)	Certificate in infection control	002-20250815-04	9/8/2025	15/8/2025	25	25	[AAN]Hospital Authority	Nancy Chan
9.	Wong Nancy XXX	E04187839	Learning activities (training programmes)	Certificate in infection control	002-20250815-04	9/8/2025	15/8/2025	25	25	[AAN]Hospital Authority	Nancy Chan

Sample

New Requirements for CNE Providers

- **Create a database** to facilitate verification by CNE administrators, which may include the following for each participant:
  - English Name and/or Chinese Name (same as the Council record)
  - Nurse Registration number / Enrolment number
  - Course title and category, distinctive course code, period of study, number of study hour(s), CNE point(s) awarded, name of CNE Provider

Ways to Facilitate CNE Administrators' Verification Works

Option 1: CNE providers submit participant information to the CNE administrators' platform for verification on request

Option 2: CNE providers develop their own platforms (i.e., webpage, Apps) for CNE administrators to access for verification

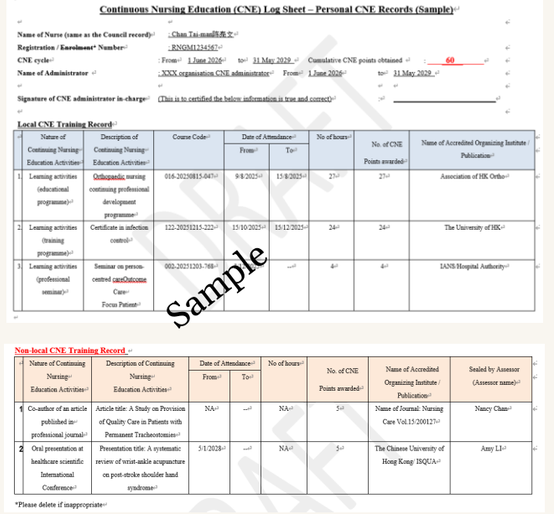
Responsibilities of CNE Administrator

- **Set up personal CNE profile** for nurses, process the calculation of the CNE points acquired by the nurses, and record the CNE points awarded
- **Review and accredit non-local CNE activities** that are not provided by NCHK-accredited local CNE Providers
- **Provide necessary documentary evidence** to the nurses who opt to register with a new CNE Administrator
- **Submit to the NCHK** a list of nurses with their CNE points accumulated within the reporting cycle and the **summary log sheet** for each individual, upon completion of each CNE cycle
- **Respond to** mandatory CNE-related **inquiries** from nurses
- **Reminder to nurses** who failed to obtain pro rata CNE annually

CNE Administrator

Database Creation for Nurses (1)

- Establish an electronic **data template for nurses**:
  - English Name and/or Chinese Name (same as the Council record)
  - Nurse Registration number / Enrolment number
  - Valid period of the practicing certificate
  - Commencement and end dates of the CNE cycle
  - CNE points required within the CNE cycle
  - Verified CNE programme information: course title and category, distinctive course code, period of study, number of study hour(s), CNE point(s) awarded, name of CNE Provider, name of the programme assessor who verified the non-local training activities



Continuous Nursing Education (CNE) Log Sheet – Personal CNE Records (Sample)

Name of Nurse (same as the Council record): Chan Tai-man陳泰文
Registration / Enrolment* Number: RNGM1234567
CNE cycle: From 1 June 2026 to 31 May 2029 Cumulative CNE points obtained : 60
Name of Administrator : XXX organisation CNE administrator From 1 June 2026 to 31 May 2029
Signature of CNE administrator in-charge: (This is to certified the below information is true and correct)

Local CNE Training Record

	Nature of Continuing Nursing Education Activities	Description of Continuing Nursing Education Activities	Course Code	Date of Attendance From	Date of Attendance To	No of hours	No. of CNE Points awarded	Name of Accredited Organizing Institute / Publication
1.	Learning activities (educational programme)	Orthopaedic nursing continuing professional development programme	016-20250815-047	9/8/2025	15/8/2025	27	27	Association of HK Ortho
2.	Learning activities (training programme)	Certificate in infection control	122-20251215-222	15/10/2025	15/12/2025	24	24	The University of HK
3.	Learning activities (professional seminar)	Seminar on person-centred careOutcome Care Focus Patient	002-20251203-768	...	...	4	4	IANH/Hospital Authority

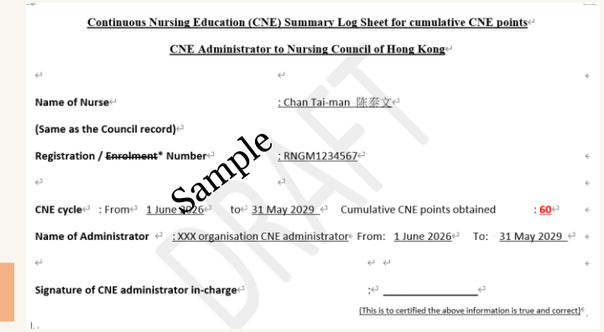
Sample

Non-local CNE Training Record

	Nature of Continuing Nursing Education Activities	Description of Continuing Nursing Education Activities	Date of Attendance From	Date of Attendance To	No of hours	No. of CNE Points awarded	Name of Accredited Organizing Institute / Publication	Sealed by Assessor (Assessor name)
1	Co-author of an article published in professional journal	Article title: A Study on Provision of Quality Care in Patients with Permanent Tracheostomies	NA	...	NA	5	Name of Journal: Nursing Care Vol.15/20012	Nancy Chan
2	Oral presentation at healthcare scientific International Conference	Presentation title: A systematic review of wrist-ankle acupuncture on post-stroke shoulder hand syndrome	5/1/2028	...	NA	5	The Chinese University of Hong Kong/ ISQUA	Amy LI

*Please delete if inappropriate

CNE Administrator



Database Creation for Submission to the Council (2)

- Establish an electronic data template (summary log sheet with cumulative CNE points) to be **submitted to the Council in each individual nurse's CNE point reporting cycle**:
  - English Name and/or Chinese Name (same as the Council record)
  - Nurse Registration number / Enrolment number
  - Valid period of the practicing certificate
  - Commencement and end dates of the CNE cycle
  - Total CNE points obtained by the nurse within the practicing certificate renewal cycle
  - Signature of the person-in-charge or designated delegate

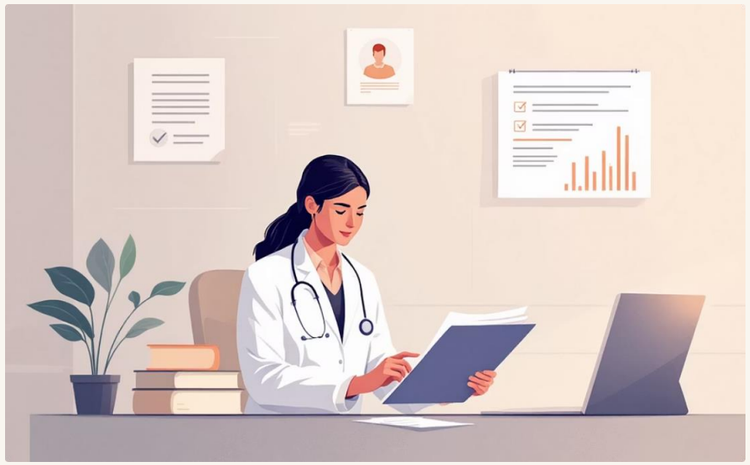
CNE Administrator

CNE Administrator must establish the following core positions:



Unit In-charge

Responsible for overseeing the day-to-day operations of the unit



Programme Assessor

Responsible for vetting non-local CNE activities and ensure accurate calculation of CNE points for nurses

CNE Administrator – Non-local Training Activities

- The programme assessor must have **respective expert experiences** to perform vetting of non-local training activities

Mechanism to Review and Accredit Non-local Training Activities

Programme Assessors could accredit the non-local training activities for CNE based on the following criteria:

1. **Non-Local training organisations which are on the Pre-Approved List on the Council's website;**

   or

2. The learning activity is acknowledged, **supported by the applicant's employing organisation**, regardless of whether there is official time relief or sponsorship for attending the activity;

   or

3. The learning activity is **awarded with CNE/CPE/CPD by respective Non-local professional organisation or statutory authority**

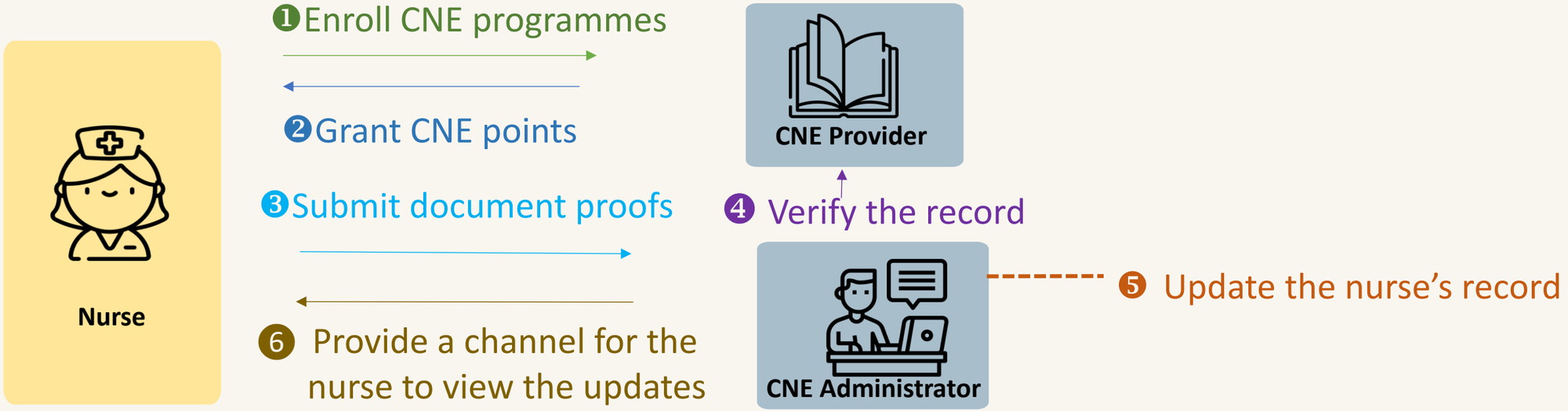
For other learning activities that do not fulfil the above criteria but deemed relevant and appropriate, CNE administrator **can seek PDC's advice**

Pre-approved List of Non-local Training Activities (Examples)

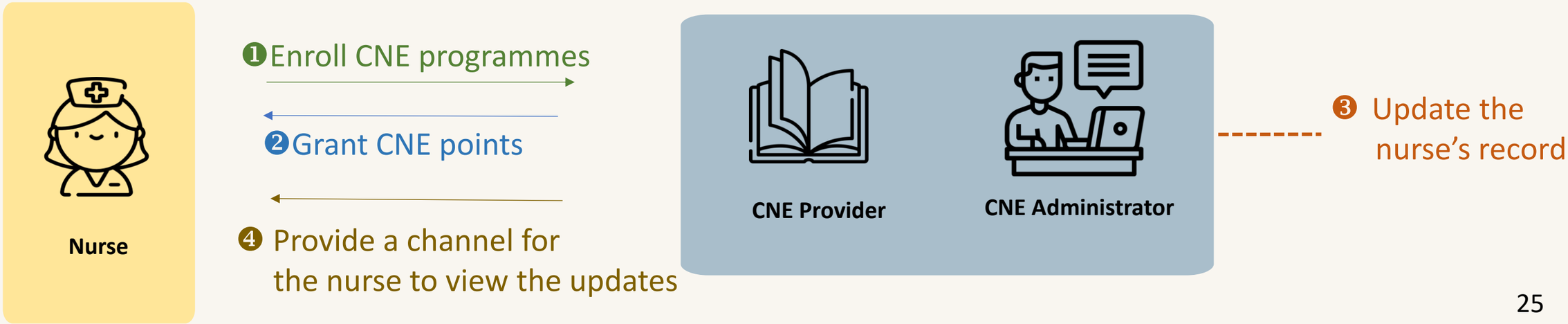
Organizer	Examples of Training Activities
International Council of Nursing (ICN)	ICN Congress, ICN NP/APN Network Conference
International Society for Quality in Health Care (ISQua)	ISQua International Conference
Institute for Healthcare Improvement (IHI) and BMJ	International Forum on Quality and Safety in Healthcare
Royal College of Nursing	RCN Congress, RCN International Nursing Research Conference
Sigma Theta Tau International Honor Society of Nursing	International Nursing Research Congress
American Academy of Nursing	Health Policy Conference
American Heart Association	International Stroke Conference
Chinese Nursing Association	Belt and Road International Nursing Congress
Asia Pacific Stroke Organisation	Asia Pacific Stroke Conference

Mechanism of Mandatory CNE

Local CNE Activities (Administrator and Provider by Two Different Organisations)

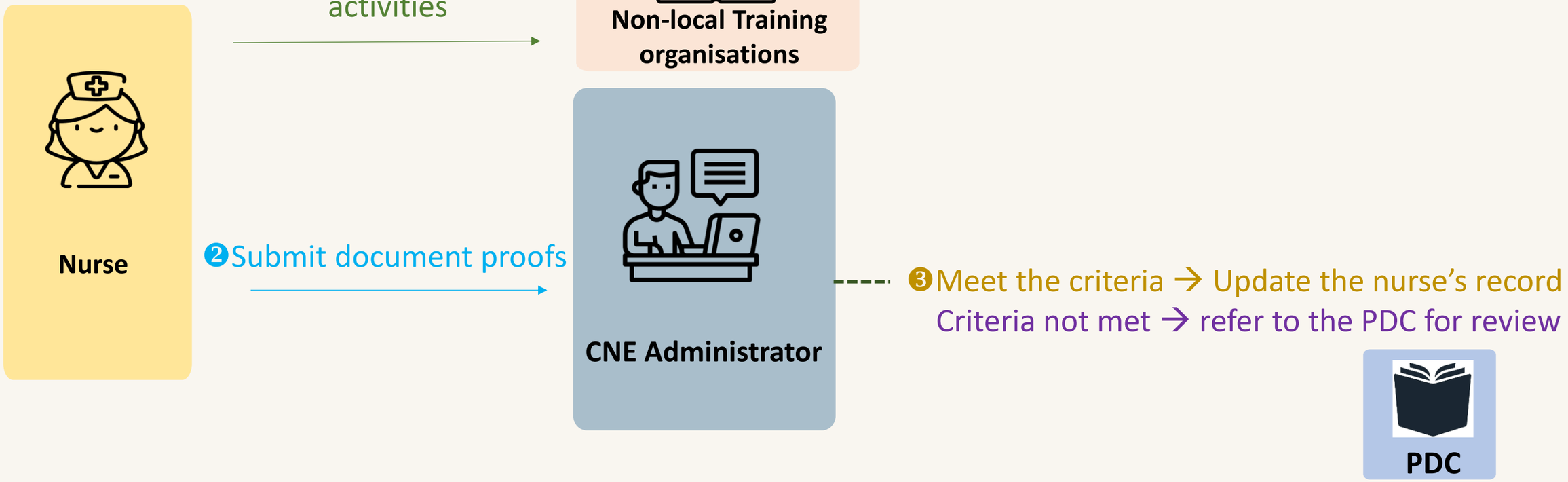


Local CNE Activities (Administrator and Provider within same Organisation)



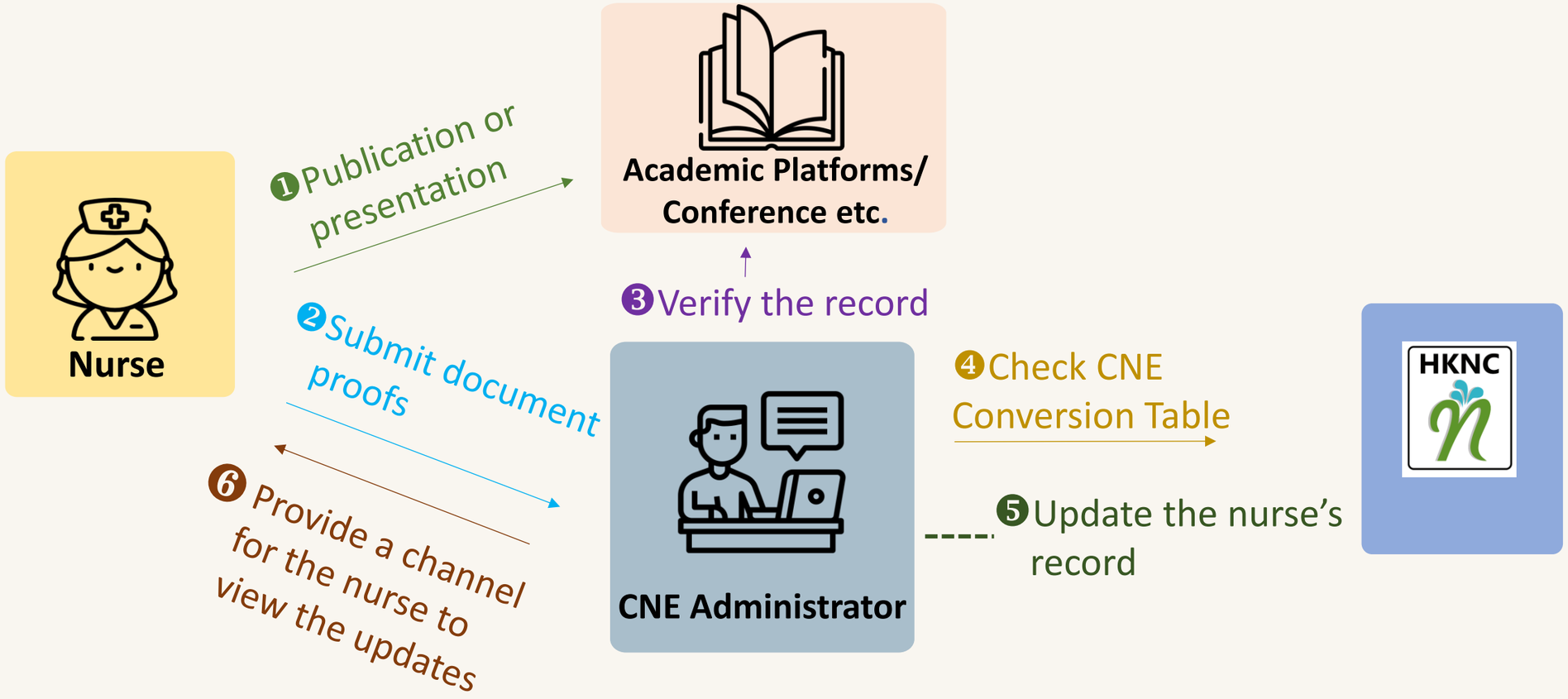
Mechanism of Mandatory CNE

Non-local Training Activities



Mechanism of Mandatory CNE

Publication and Presentation CNE Activities



Mechanism of Mandatory CNE

Practising Certificate Renewal Cycle (Fulfill the Requirements)

❸Issue practising certificate



Nurse

❶a) Submit declaration & registration fee

❶b) Inform to process practising certificate renewal

❷b) Release the summary copy of CNE report

HKNC

❷a) Submit the summary of CNE report



CNE Administrator

Annual reminder to alert CNE shortfall



Registered Nurse: 45 CNE Points

Enrolled Nurse: 30 CNE Points

NCHK- Non-compliance of Individual Nurse

Obligation to Obtain CNE Points

- Nurses must obtain CNE points throughout the 3-year cycle to fulfill the requirements prescribed by the Council for renewal of practising certificates

Consequences of Non-Compliance

Failure to comply may result in significant consequences, including:

- **Delays in the issuance** of the Practising Certificate
- **Disruption of practice etc.**

Special Extension Granted by NCHK

- Individual nurses may submit a **written explanation**, accompanied by relevant documentation to the Council through the CNE Administrator
- NCHK may grant a **special extension period** (e.g. 6 months) after reviewing the submitted case
- **CNE points earned during the extension period will not be counted toward the subsequent CNE cycle**

NCHK- Control and Monitoring Mechanism

NCHK Control and Monitoring Mechanism for both CNE Administrators and CNE Providers

- **Audit** the accredited organisations
- Upon discovery of **non-compliance**, the Council will notify the accredited organisation, providing **a two-month period to rectify the issue** and submit evidence of correction.
- If the issue persists, the Council will issue **second and third reminders**, each with a two-month allowance for compliance and evidence submission

- **Failure to comply after three reminders** may lead to immediate **withdrawal of approval by the Council**, which is not liable for any damages or losses incurred by the Provider/Administrator or related parties

NCHK- Mechanism of Appeal System

CNE Points Dispute

- Nurses, CNE providers, and administrators are encouraged to **resolve enquiries directly** through **diligent review**, **open communication**, and the submission of valid documentation to ensure a **fair outcome**

Complaint Process

- Nurses may submit formal complaints against CNE Providers/Administrators to the Council, with supporting documentary evidence
- The Council's PDC will investigate the matter
- Following the investigation, the Council will issue a formal response to the nurse and provide copies to the relevant administrative parties. If applicable, recommendations will also be provided with the CNE Provider/Administrator

Response of Expression of Interest (EOI) & Next Step

EOI Invitation

The purpose was to **invite noncommittal feedback** to **understand the availability of potential CNE Providers with substantial experience and the requisite capability** to be awarded as CNE Administrators

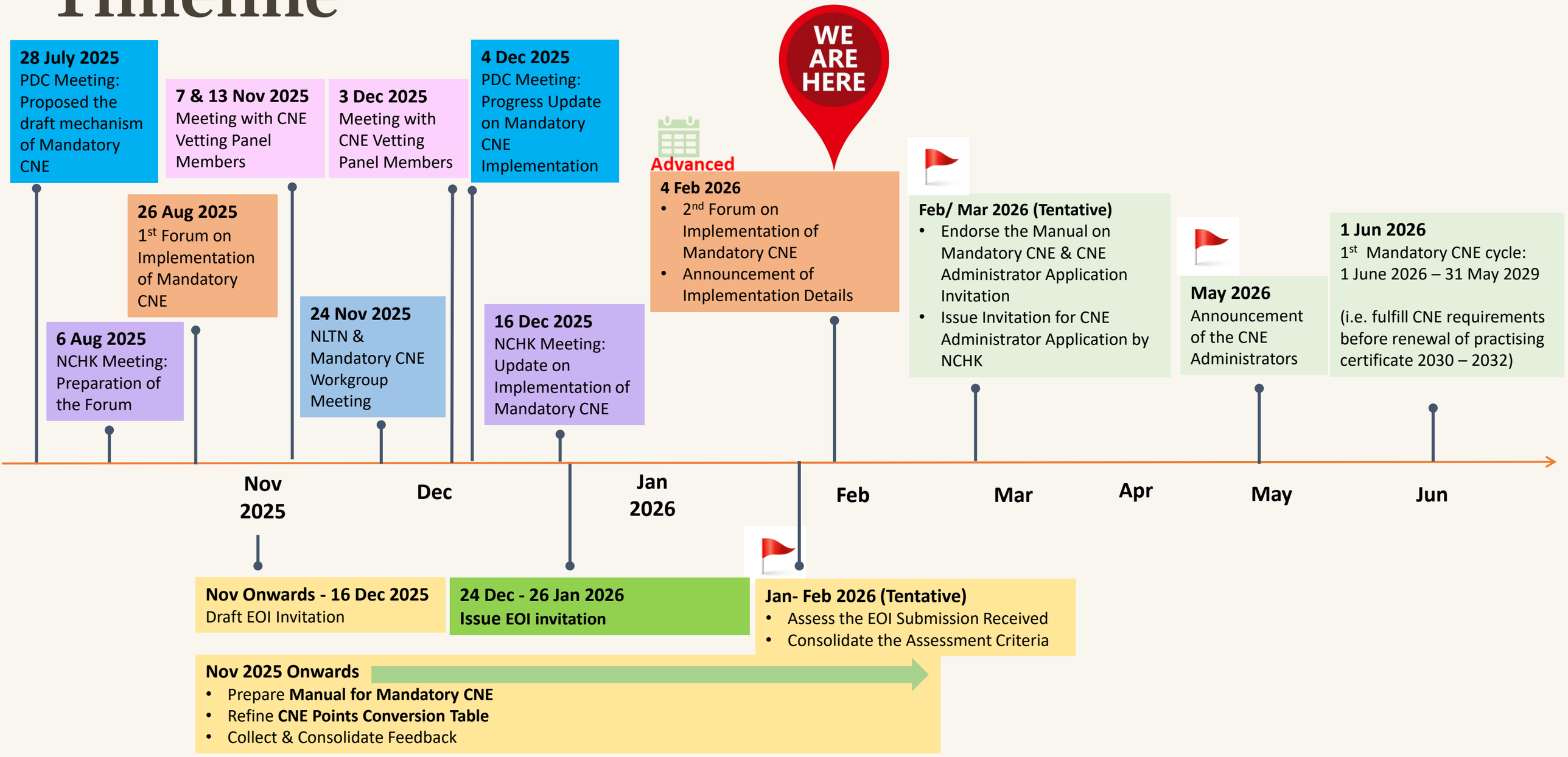
The Invitation for Expression of Interest (EOI) was sent to all CNE Providers (except DH and HA) on **24 December 2025** and deadline at **noon, 26 January 2026**

34 applications were received by the deadline

Formal Invitation

The submission of applications for the CNE Administrator will be required following the **issuance of a formal invitation for application**

Timeline


28 July 2025
PDC Meeting: Proposed the draft mechanism of Mandatory CNE
6 Aug 2025
NCHK Meeting: Preparation of the Forum
26 Aug 2025
1st Forum on Implementation of Mandatory CNE
7 & 13 Nov 2025
Meeting with CNE Vetting Panel Members
24 Nov 2025
NLTN & Mandatory CNE Workgroup Meeting
3 Dec 2025
Meeting with CNE Vetting Panel Members
4 Dec 2025
PDC Meeting: Progress Update on Mandatory CNE Implementation
16 Dec 2025
NCHK Meeting: Update on Implementation of Mandatory CNE
WE ARE HERE
Advanced
4 Feb 2026
• 2nd Forum on Implementation of Mandatory CNE
• Announcement of Implementation Details
Feb/ Mar 2026 (Tentative)
• Endorse the Manual on Mandatory CNE & CNE Administrator Application Invitation
• Issue Invitation for CNE Administrator Application by NCHK
May 2026
Announcement of the CNE Administrators
1 Jun 2026
1st Mandatory CNE cycle: 1 June 2026 – 31 May 2029
(i.e. fulfill CNE requirements before renewal of practising certificate 2030 – 2032)
Nov 2025
Dec
Jan 2026
Feb
Mar
Apr
May
Jun
Nov Onwards - 16 Dec 2025
Draft EOI Invitation
24 Dec - 26 Jan 2026
Issue EOI invitation
Jan- Feb 2026 (Tentative)
• Assess the EOI Submission Received
• Consolidate the Assessment Criteria
Nov 2025 Onwards
• Prepare Manual for Mandatory CNE
• Refine CNE Points Conversion Table
• Collect & Consolidate Feedback

Questions

Frequently Asked Questions

Q1: CNE Administrator Liabilities

What are the **liabilities** when assuming the role of **CNE Administrator?**

Answer

Assuming the role of a CNE Administrator involves **responsibilities** outlined in the manual, and includes responsibility for the accuracy of participants' information and compliance with data privacy regulations

If **non-compliance is found**, the Council will **notify the accredited organisation** and **provide two months to correct the issue and submit evidence**. If the issue continues, the Council will issue **second and third reminders**, each allowing an additional two months for compliance

If non-compliance persists after the third reminder, the **Council may withdraw approval** immediately. The Council is not responsible for any damages or losses incurred by the Administrator, or related parties as a result of the withdrawal of accreditation

Q2: CNE Administrator Accreditation period, requirement to be IC & Assessor

What is the **accreditation period** of CNE Administrators? **Requirement** to be In-charge and Programme Assessor?

Answer

Similar to CNE Providers, CNE Administrators receive Council accreditation for **a three-year term**, requiring renewal to maintain their status

CNE Administrator unit **In-charge** is responsible for **overseeing the day-to-day operations** of the CNE Administrator unit; and **professional qualification** is to be obtained and shown by this person

Programme Assessors must be **registered nurses** holding a **nursing-related degree or higher**. Candidates require **5+ years of post-registration/enrollment experience** and expert proficiency in **teaching, staff development, or international convention organisation**

Q3: CNE Administrator Selection

Can the **CNE Administrators refuse to serve some nurses**? Can the nurses freely choose their own CNE Administrator?

Answer

A employer will be the CNE Administrator of its employees by default if it is an accredited CNE Administrator

Nurses can choose their own CNE Administrator if their employer is not an accredited CNE Administrator

Q4: No. of Programme Assessor

Can a **Nurse Planner** at the same time act as a **Programme Assessor**? **How many** of Programme Assessor(s) is/are required?

Answer

Programme Assessors are primarily responsible for:

- **Validating non-local CNE activities**
- Processing the calculation of CNE points for participants

Nurse Planners play a programmatic role, participating in **all stages of local CNE programme development**

While holding both roles is permitted, however, doing so within a single organisation may result in a **heavy workload for the individual**

Number of Assessor depends on **organisation need**

Q5: CNE Provider Database

What are the consequences if a CNE Provider **without an electronic database creation/paper form database creation**?

Answer

CNE Providers are required to **establish database creation to facilitate verification by CNE Administrators**. The database must record the same data as that in the CNE Administrator. While having an **electronic database is preferable**, there are two methods to facilitate effective communication between Providers and Administrators

Failure to establish an effective database may **hinder the verification process** and **compliance with regulatory requirements**

Q6: Documents to be Submitted to Administrator by Individual Nurse

What kind of **documents** are required to be submitted by nurses to the Administrators?

Answer

For Local CNE Provider Programme: Attendance proof with CNE points indicated

For Non-local Training Activities: Attendance proof/certificate along with detailed information on the: category of activity, programme name/title, content of programme, duration, and mode of training, etc.

(Supplementary in separate sheet(s) if necessary)

Title of the Programme/ Activity	Name of Regulatory Body /organisation	Objectives	Held Period & Location	Speaker(s) (Name(s) & Professional Qualifications)	Period & Total CNE point(s) obtained	Mode of Training/ Education e.g. Conference/ workshop	Remarks

Sample

Nurses should submit the CNE records with documentary proofs to CNE Administrator within **one month** of receiving certificate

Q7: Access to Individual CNE Record

How will individual nurses be informed by the CNE Administrator regarding the updated status of their CNE points?

Answer

CNE Administrator should provide a channel for nurses to access to their latest individual CNE record

Q8: Change of CNE Administrator

Is a nurse allowed to **switch CNE Administrator**?

Answer
A nurse can switch CNE Administrators

The nurse must **obtain a verified CNE record** from the original Administrator and provide it to the new CNE Administrator

Q9: Nurse Fails to Meet CNE Requirement

What are the consequences if a **nurse fails to meet the CNE requirement** within 3-years cycle?

Answer

If a nurse fails to obtain the required CNE points within the designated cycle, the Council **will not issue the practicing certificate**

Individual nurses may submit a **written explanation**, accompanied by relevant documentation to the Council through the CNE Administrator

NCHK may grant a **special extension period** (e.g. 6 months) after reviewing the submitted case

CNE points earned during the extension period will not be counted toward the subsequent CNE cycle

Q10: Document Templates

Will the Council provide a **template** to CNE Administrators for submission of CNE points of nurses at the end of each CNE cycle?

Answer

The following sample templates will be available:

1. Continuing Nursing Education (CNE) Provider Activity – Record template to update CNE Administrator

2. Continuing Nursing Education (CNE) Log Sheet – Personal CNE Records

3. Continuing Nursing Education (CNE) Summary Log Sheet for cumulative CNE points – Record for CNE Administrator to NCHK (each individual nurse renewal cycle)

1. Continuing Nursing Education (CNE) Provider Activity – **Record template to update CNE Administrator**

Continuing Nursing Education (CNE) Provider Activity – Record template to update CNE Administrator (Sample)

Name of Provider : IANS/Hospital Authority

Name of Nurse Planner : Nancy Chan

Signature of CNE Provider in-charge (This is to certified the below information is true and correct) : _____

Local CNE Training Record

	Participant name (same as in the Council Record)	RN/EN registration/ enrolment number	Nature of CNE Activities - Category	Description of CNE Activities / Title	Course Code	Date of Attendance		No of hours	No. of CNE Points awarded	Name of CNE Provider	Nurse Planner
						From	To				
1.	Chan Tai Man 陈泰文	RN002709	Learning activities (training programme)	Certificate in infection control	002-20250815-047	9/8/2025	15/8/2025	27	27	IANS/Hospital Authority	Nancy Chan
2.	Chan Siu ming XXX	RN 213905	Learning activities (training programme)	Certificate in infection control	002-20250815-047	9/8/2025	15/8/2025	27	27	IANS/Hospital Authority	Nancy Chan
3.	Chan Amy XXX	EN037625	Learning activities (training programme)	Certificate in infection control	002-20250815-047	9/8/2025	15/8/2025	27	27	IANS/Hospital Authority	Nancy Chan
4.	Leung esther XXX	RN132467	Learning activities (training programme)	Certificate in infection control	002-20250815-047	9/8/2025	15/8/2025	27	27	IANS/Hospital Authority	Nancy Chan
5.	Leung joyce XXX	EN465467	Learning activities (training programme)	Certificate in infection control	002-20250815-047	9/8/2025	15/8/2025	27	27	IANS/Hospital Authority	Nancy Chan
6.	Leung polly XXX	RN465437	Learning activities (training programme)	Certificate in infection control	002-20250815-047	9/8/2025	15/8/2025	27	27	IANS/Hospital Authority	Nancy Chan
7.	LI amy XXX	RN546353	Learning activities (training programme)	Certificate in infection control	002-20250815-047	9/8/2025	15/8/2025	27	27	IANS/Hospital Authority	Nancy Chan
8.	Tang flora XXX	RN432506	Learning activities (training programme)	Certificate in infection control	002-20250815-047	9/8/2025	15/8/2025	27	27	IANS/Hospital Authority	Nancy Chan
9.	Wong Nancy XXX	EN4367859	Learning activities (training programme)	Certificate in infection control	002-20250815-047	9/8/2025	15/8/2025	27	27	IANS/Hospital Authority	Nancy Chan

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2. Continuing Nursing Education (CNE) Log Sheet – **Personal CNE Records**

Continuing Nursing Education (CNE) Log Sheet – Personal CNE Records (Sample)

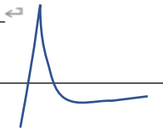
Name of Nurse (same as the Council record) : Chan Tai-man陈泰文

Registration / ~~Enrolment~~* Number : RNGM1234567

CNE cycle : From 1 June 2026 to 31 May 2029 Cumulative CNE points obtained : 60

Name of Administrator : XXX organisation CNE administrator From 1 June 2026 to 31 May 2029

Signature of CNE administrator in-charge (This is to certified the below information is true and correct) :



Local CNE Training Record

	~~Nature of~~ Continuing Nursing Education Activities	~~Description of~~ Continuing Nursing Education Activities	Course Code	Date of Attendance		No of hours	No. of CNE Points awarded	Name of Accredited Organizing Institute / Publication
				From	To			
1.	Learning activities (educational programme)	Orthopaedic nursing continuing professional development programme	016-20250815-047	9/8/2025	15/8/2025	27	27	Association of HK Ortho
2.	Learning activities (training programme)	Certificate in infection control	122-20251215-222	15/10/2025	15/12/2025	24	24	The University of HK
3.	Learning activities (professional seminar)	Seminar on person-centred careOutcome Care	002-20251203-768	3/12/2025	--	4	4	IANS/Hospital Authority

Non-local CNE Training Record

	Nature of Continuing Nursing Education Activities	Description of Continuing Nursing Education Activities	Date of Attendance		No of hours	No. of CNE Points awarded	Name of Accredited Organizing Institute / Publication	Sealed by Assessor (Assessor name)
			From	To				
1	Co-author of an article published in professional journal	Article title: A Study on Provision of Quality Care in Patients with Permanent Tracheostomies	NA	--	NA	5	Name of Journal: Nursing Care Vol.15/200127	Nancy Chan
2	Oral presentation at healthcare scientific International Conference	Presentation title: A systematic review of wrist-ankle acupuncture on post-stroke shoulder hand syndrome	5/1/2028	--	NA	5	The Chinese University of Hong Kong/ ISQUA	Amy LI

*Please delete if inappropriate

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3. Continuing Nursing Education (CNE) Summary Log Sheet for cumulative CNE points – **Record for CNE Administrator to NCHK** (each individual nurse renewal cycle)

Continuing Nursing Education (CNE) Summary Log Sheet for cumulative CNE points

CNE Administrator to Nursing Council of Hong Kong

Name of Nurse : Chan Tai-man 陈泰文

(Same as the Council record)

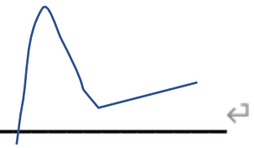
Registration / ~~Enrolment~~* Number : RNGM1234567

CNE cycle : From 1 June 2026 to 31 May 2029 Cumulative CNE points obtained : 60

Valid period of the practicing certificate From: 1 Jan 2027 to 31 Dec 2029

Name of Administrator : XXX organisation CNE administrator From: 1 June 2026 To: 31 May 2029

Signature of CNE Administrator in-charge :



(This is to certified the above information is true and correct)

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Q11: Course Code

What is the formation of a distinctive **Course Code**?

Answer

Illustration of course code formation:-

CNE Provider code	Year	Month	Date	001-999 (Serial number of events held by CNE Provider)
010	2025	12	01	015
Course code :	**010 – 2025 – 12 – 01 – 015**			

Each CNE Provider will be granted an organisation code.
The List of organisation codes will be available on the Council's website at http://www.nchk.org.hk .

Q12: Period for Retention of CNE Record

How long should CNE Administrators/Providers **retain client's CNE record**?

Answer

Records of all CNE programmes and activities must be **retained for six years** and made readily accessible for Council audits

Q13: Notification to CNE Administrator for Submission of CNE Summary

How would NCHK notify CNE Administrators to submit summary of CNE points obtained by individual nurses in every practising certificate renewal cycle?

Answer

Nurses should inform their CNE Administrators and request them to submit the CNE summary to NCHK when they apply for practising certificate renewal

Q14: Provision of Financial Documents

Some organisations face **challenges in providing financial documents** when applying for the CNE Administrator position, as these documents are managed centrally. Can they submit alternatives instead?

Answer

We encourage organisations to submit all relevant documents

An organisation may **request an exemption from submitting financial statements by providing a formal statement**. It's important to remember that CNE Administrators must **meet various accreditation requirements** beyond just financial documentation

Q15: Subsidy

Will there be any **subsidy** from the Council to CNE Administrators for developing the **electronic data-keeping/record system?**

Answer

There will be **no subsidy** provided by the Council to CNE Administrators

CNE Administrators are required to **submit copies of their audited accounts and financial statements** for the past three years as part of the evaluation when applying for the role of CNE Administrator

Proposals for an **client charging system** should include indicative charges for the proposed services, if applicable

Thank you