

Registration Scheme for Tree Management Personnel

Application for Renewal of Registration

Notes to Registered Tree Management Personnel

1. INTRODUCTION

- 1.1. The Government of the Hong Kong Special Administrative Region (“Government”) has set up the Registration Scheme for Tree Management Personnel (“Scheme”) which aims to enhance the quality of tree management and maintenance work in Hong Kong.
- 1.2. Proper tree care is an effective means to minimise tree failure risks and is conducive to safeguarding public safety. For this reason, the Development Bureau (“DEVB”) of the Government considers it necessary to enhance the standard of arboriculture practitioners by introducing a registration scheme for tree management personnel who are responsible for tree inspection and various tree works, namely arborists, tree risk assessors, tree work supervisors, tree climbers and chainsaw operators.
- 1.3. Each registration and renewal will be valid for three years.

2. RENEWAL REQUIREMENTS

- 2.1. To be eligible for renewal, a registered tree management personnel must meet the following requirements for the corresponding types of tree management personnel:

Personnel Types	Renewal Requirements
Arborist	<p>(A) Work Experience Has a minimum of 1.5 years in-service records in the immediate past three years before expiry of the current registration; AND</p> <p>(B) Continuing Education in Arboriculture (“CEA”) <u>For first time renewal:</u> Has records of a minimum of 27 essential CEA hours in specified key job functions as required in paragraph 2.3 and has records of a minimum of 3 optional CEA hours, making a total of 30 minimum CEA hours during the immediate past three years before expiry of the current registration; OR <u>For every subsequent renewal after the first time renewal:</u> Has records of a minimum of 30 optional CEA hours during the immediate past three years before expiry of the current registration.</p>
Tree Risk Assessor	<p>(A) Academic Qualifications Certificate / diploma or above qualification(s) in arboriculture, tree management, tree risk assessment, landscape management, up to or above the standards of Level 3 in the Hong Kong Qualifications Framework, or equivalent in an appropriate discipline; AND</p> <p>(B) Professional Qualifications (i) Certified Arborist, Certified Arborist Utility Specialist, Certified Arborist Municipal Specialist or Board Certified Master Arborist of the International Society of Arboriculture; or (ii) Technician Member, Professional Member or Fellow Member of the Arboricultural Association of the United Kingdom; or</p>

Personnel Types	Renewal Requirements
	<p>(iii) European Tree Worker or European Tree Technician of the European Arboricultural Council; or</p> <p>(iv) General Member of the National Arborists Association of Australia (issued on or before 31 Dec 2010); or</p> <p>(v) Registered Qualified Arborist, Registered Practicing Arborist, Registered Consulting Arborist, Registered Consulting & Practicing Arborist of the Arboriculture Australia; or</p> <p>(vi) Accredited Arborist of the Hong Kong Institute of Landscape Architects; or</p> <p>(vii) equivalent; AND</p> <p>(C) Work Experience Has a minimum of 1.5 years in-service records in the immediate past three years before expiry of the current registration; AND</p> <p>(D) Continuing Education in Arboriculture (“CEA”) <u>For first time renewal:</u> Has records of a minimum of 21 essential CEA hours in specified key job functions as required in paragraph 2.3 and has records of a minimum of 4 optional CEA hours, making a total of 25 minimum CEA hours during the immediate past three years before expiry of the current registration; OR <u>For every subsequent renewal after the first time renewal:</u> Has records of a minimum of 25 optional CEA hours during the immediate past three years before expiry of the current registration.</p>
Tree Work Supervisor	<p>(A) Work Experience Has a minimum of 1.5 years in-service records in the immediate past three years before expiry of the current registration; AND</p> <p>(B) Continuing Education in Arboriculture (“CEA”) <u>For first time renewal:</u> Has records of a minimum of 15 essential CEA hours in specified key job functions as required in paragraph 2.3 and has records of a minimum of 5 optional CEA hours, making a total of 20 minimum CEA hours during the immediate past three years before expiry of the current registration; OR <u>For every subsequent renewal after the first time renewal:</u> Has records of a minimum of 20 optional CEA hours during the immediate past three years before expiry of the current registration.</p>

Personnel Types	Renewal Requirements
Tree Climber	<p>(A) Work Experience Has a minimum of 1.5 years in-service records in the immediate past three years before expiry of the current registration; AND</p> <p>(B) Continuing Education in Arboriculture (“CEA”) <u>For first time renewal:</u> Has records of a minimum of 12 essential CEA hours in specified key job functions as required in paragraph 2.3 and has records of a minimum of 3 optional CEA hours, making a total of 15 minimum CEA hours during the immediate past three years before expiry of the current registration; OR <u>For every subsequent renewal after the first time renewal:</u> Has records of a minimum of 15 optional CEA hours during the immediate past three years before expiry of the current registration.</p>
Chainsaw Operator	<p>(A) Work Experience Has a minimum of 1.5 years in-service records in the immediate past three years before expiry of the current registration; AND</p> <p>(B) Continuing Education in Arboriculture (“CEA”) <u>For first time renewal:</u> Has records of a minimum of 12 essential CEA hours in specified key job functions as required in paragraph 2.3 and has records of a minimum of 3 optional CEA hours, making a total of 15 minimum CEA hours during the immediate past three years before expiry of the current registration; OR <u>For every subsequent renewal after the first time renewal:</u> Has records of a minimum of 15 optional CEA hours during the immediate past three years before expiry of the current registration.</p>

2.2. The minimum CEA hours for the corresponding types of registered tree management personnel for renewal of registration are as below -

	Registered Tree Management Personnel				
	Arborists	Tree Risk Assessors	Tree Work Supervisors	Tree Climbers	Chainsaw Operators
Minimum CEA Hours	30	25	20	15	15

2.3. Corresponding types of registered tree management personnel have to fulfil the minimum essential CEA hours under corresponding key job function areas for the first time renewal as below -

Key Job Functions	Registered Tree Management Personnel				
	Arborists	Tree Risk Assessors	Tree Work Supervisors	Tree Climbers	Chainsaw Operators
Arboriculture & horticulture (A&H) project administration and management	3	-	3	-	-
Occupational safety and health for A&H	3	3	9	9	9
Plant selection, cultivation and propagation	3	-	-	-	-
Planting, caring and management of plants	6	6	3	-	3
Diagnosis and treatment of pests and diseases	6	3	-	-	-
Survey, inspection and risk assessment	6	9	-	3	-

- 2.4. Details of the list of recognised CEA courses for specific key job functions, and the Guidelines on Application of CEA are available for reference in the Scheme's website (<https://www.greening.gov.hk/rstmp/en/home/index.html>) of the Greening, Landscape and Tree Management Section ("GLTMS").
- 2.5. Optional CEA hours should cover course or seminar relevant to the work of the registered personnel type which can enhance their knowledge, skills and techniques necessary for providing quality arboriculture services.
- 2.6. Registered tree management personnel should maintain a record of the CEA hours obtained in the immediate past three years before expiry of the current registration in the relevant Record Form(s) of Continuing Education in Arboriculture Courses (RSTMP-CEA) which is/are available for downloading from the Scheme's website for use. Registered tree management personnel must keep the Certificate(s) of Completion of the recognised CEA courses and evidence of other CEA courses that they have attended. When applying for renewal of registration, he/she has to submit the relevant Record Form(s) of CEA Courses (RSTMP-CEA) with the supporting documents to the Tree Management Personnel Registration Unit of the GLTMS ("Registration Unit").
- 2.7. Subject to paragraph 6.1 below, application for renewal must be made at the earliest six months in advance of and at least ten weeks before the expiry date of the current registration (the date and time of receipt of the e-form or the date of Post Office's stamp chop will be used). The registration will lapse automatically if no renewal application is received by the Registration Unit ten weeks before the expiry date of the current registration (please see paragraph 6.2 below). The Registration Unit will normally take six weeks for processing the renewal application (please see paragraph 5.6 below). Registered tree management personnel should submit their renewal application in time in accordance with this paragraph in order to ensure that the validity of their registration is maintained. If a renewal application is made by a registered tree management personnel in accordance with this paragraph and upon successful renewal of registration, the commencement date of the renewed

registration will start from the day following the original expiry date of the last registration.

- 2.8. Registered tree management personnel should inform the Registration Unit of any change of their correspondence address and email address via e-mail at rstmp@devb.gov.hk.

3. REGISTRATION DOCUMENTS

- 3.1. Upon approval of the renewal application, a new electronic registration card for each type of tree management personnel, in addition to an approval letter, will be issued to the registered personnel, which displays the registered personnel's name, recent photo, registration number and a QR code to link to the registered personnel's registration details, including the name, registered personnel type(s) and the renewed expiry date(s) of the registration, on the registration website (<https://www.greening.gov.hk/rstmp/en/home/index.html>). The QR code would facilitate direct access to the registration website for retrieval of registration details of a particular registered personnel by the industry, private property owners, property management personnel and government tree management departments.

4. RENEWAL FEE

- 4.1. Renewal of registration under the Scheme is free of charge.

5. HOW TO APPLY

- 5.1. Registered tree management personnel shall submit the renewal application via the internet using the renewal e-form available in the Scheme's website (<https://www.greening.gov.hk/rstmp/en/home/index.html>) and upload the digital copies of the supporting documents and materials, including but not be limited to the items listed in (a) to (f) below. The item at (a) below should be attached in Microsoft Excel format and the items at (b) to (e) below should be attached in pdf format when attached to the renewal e-form. Registered tree management personnel may also submit the renewal applications by post to the Registration Unit (Address: 16/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong). Submission of an application by post shall include a duly completed and signed renewal application form (RSTMP04(11/2023)) and the relevant supporting documents and materials, including but not be limited to the following: –
 - (a) Duly completed Record Form(s) of CEA Courses (RSTMP-CEA) for the registered personnel type(s) in respect of which the applicant is applying for renewal of registration, recording the number of CEA hours obtained in the immediate past three years before expiry of the current registration. The Record Form of CEA Course (RSTMP-CEA) is available for downloading in the Scheme's website for use;
 - (b) Photocopy of the Certificate(s) of Completion of the recognised CEA courses attended, and proof(s) of attendance of other CEA courses attended (such as electronic verification of attendance with verifying signature from the course provider, transcript, programme outline, prospectus, enrolment brochure of the seminar showing the length of the contact hours (excluding any meal breaks));
 - (c) Photocopy of documentary proof(s) of having a minimum of 1.5 years in-service records in the immediate past three years before expiry of the current registration of the personnel type. Examples of the documentary proof are employment reference stating the company name, period of service, post title and duties (e.g. tree care work, tree risk assessment etc) of the registered tree management personnel. If the registered tree management personnel cannot provide documentary proof for his/her relevant in-service record, he/she may provide proof(s) of the relevant facts by making a statutory declaration, oath or affirmation;

- (d) For the first time renewal of registration of Tree Risk Assessors, duly completed Academic and Professional Qualification Form for Registered Tree Risk Assessor (RSTMP-TRA(06/2023) which is available for downloading in the Scheme’s website for use, and photocopy of documentary proof(s) of the required academic and professional qualifications (see Section 2 above);
- (e) Photocopy of the registered tree management personnel’s personal identity document or verifying his/her identity by presenting his/her Hong Kong Identity Card (“HKID Card”) in person; and
- (f) One colour photograph of the registered tree management personnel taken recently.
- (i) The photograph shall have the same format as passport photograph with detailed requirements as follows:
- Photograph should show full frontal face with clear facial features.
 - Plain light colour background
 - Size: 40mm (W) x 50mm (H)
- (ii) Registered tree management personnel can submit the photograph in hardcopy, or in the form of digital file (only in CD or through uploading in renewal e-form). The acceptable file format of the digital photograph are as follows:

Image type:	JPEG
File size:	5MB or below
Acceptable dimension:	Captured by scanner (600dpi) – Photograph size: 40mm (W) x 50mm (H) Captured by digital camera – Image size: 1200px(W) x 1500px(H)

- 5.2. Registered tree management personnel is allowed to apply for renewal of registration for more than one personnel type in one application provided that he/she fulfills the relevant renewal requirements.
- 5.3. Registered tree management personnel may choose to produce his/her HKID Card in person to the Registration Unit for verifying his/her identity provided in the application form in lieu of the provision of photocopy of his/her personal identity document as required in paragraph 5.1(e) above. Registered tree management personnel is required to contact the Registration Unit via e-mail at rstmp@devb.gov.hk or via telephone at 2848 2334 for making appointment for such arrangement upon submission of the application.
- 5.4. Applications with incomplete information or missing documents, or not submitted in or with the form(s) as specified in this Notes will not be processed.
- 5.5. Registered tree management personnel may be required to verify the information submitted in person, and provide the original documents, e.g. HKID Card, documentary proofs of attendance of CEA courses, employment references, academic and professional qualifications for Tree Risk Assessor etc. for inspection, and/or to provide supplementary information for processing the renewal application when requested by the Registration Unit. Failure to provide the original documents for verification and/or supplementary information for processing the renewal application will render the application rejected.
- 5.6. The Registration Unit will normally notify the registered tree management personnel within 5 working days upon receipt of duly completed renewal application form, and the result of renewal application in writing within 6 weeks upon receipt of all necessary supporting documents, or upon

satisfactory verification of documents and/or receipt of supplementary information by the Registration Unit.

6. IMPORTANT POINTS

- 6.1. Registered tree management personnel may apply for extension of the validity period of his/her current registration for specific personnel type(s) for six months by sending a written request to the Registration Unit at rstmp@devb.gov.hk or in writing stating the reason(s) for applying for the extension of validity period of registration for specific personnel type(s), the registration number and his/her name. Application for extension of validity period of registration can be made at the earliest six months in advance of and at the latest ten weeks before the expiry date of the current registration. The Registration Unit will normally process the application for extension of the validity period of the current registration upon receipt of all necessary information within six weeks, and will notify the applicant of the result of the application in writing. After the grant of the extension and upon successful renewal of registration, the commencement date of the renewed registration will start from the day following the original expiry date of the last registration before the grant of the extension. Each registered tree management personnel may be granted one extension only for each registered personnel type in each term of registration.
- 6.2. Subject to paragraph 6.1 above, the registration of a registered tree management personnel will lapse automatically if no renewal application is received by the Registration Unit ten weeks before the expiry date of the current registration. If a renewal application is made by a registered tree management personnel in accordance with paragraph 2.7 above but the Registration Unit considers that the registered tree management personnel fails to fulfil the applicable renewal requirement(s) as provided herein, the Registration Unit may reject the renewal application. If the registration of the registered tree management personnel has lapsed or the renewal application of the registered tree management personnel has been rejected under this paragraph or other paragraphs herein, the registered tree management personnel will be de-listed from the register for the specific personnel type(s) upon expiry of the current registration. Moreover, a registered tree management personnel may at any time during the validity period of his/her registration make a written request to the Registration Unit for termination of his/her registration and upon the Registration Unit's acceptance of the request, the registered tree management personnel will be de-listed from the register for the specific personnel immediately. **Once delisted from a specific personnel type, he/she can only apply for registration on the same personnel type again one year after the date of de-listing.**
- 6.3. It is the applicant's responsibility to complete the application form fully and truthfully and attach all the necessary supporting documents and materials. Any misrepresentation, omission or provision of false or misleading information may, without prejudice to any powers, rights, remedies and claims the Government may have hereunder or in law, entitle the Government to reject or disqualify the application immediately or as the case may be, and terminate immediately the registration under the Scheme. If the renewal application of a registered tree management personnel is rejected or disqualified under this paragraph, the registered tree management personnel will be de-listed from the register for the specific personnel type(s) upon expiry of the current registration. If the registration of the registered tree management personnel has been terminated under this paragraph, the registered tree management personnel will be de-listed from the register for the specific personnel type(s) immediately. **Once delisted from a specific personnel type, he/she can only apply for registration on the same personnel type again one year after the date of de-listing.**
- 6.4. Applicants are prohibited from offering any advantages (e.g. money, gift, etc.) as defined in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) ("PBO") to any employees of the GLTMS in the conduct of or in relation to the Scheme. It is also an offence under the PBO to offer any advantages to an employee of the GLTMS as an inducement to or reward for facilitating or expediting the processing of applications.

- 6.5. Applicants are reminded that it is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits a criminal offence and is liable on conviction to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).
- 6.6. The personal data and other supplementary information that are provided in the application may be disclosed to Government bureaux and departments for processing the applications or any other legitimate purposes as may be required, authorised or permitted by law.
- 6.7. In accordance with the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), applicants have the right to request access to and correction of the personal data supplied in their applications.
- 6.8. To ensure fair and impartial procedures for handling matters related to registration and performance monitoring of registered tree management personnel, a Disciplinary Panel and an Appeal Board are established under DEVB. Any applicant, complainant or defendant who does not accept the decision made by the Registration Unit on registration matters, or the decision made by the Disciplinary Panel on disciplinary cases may submit his or her appeal request to the Appeal Board for a review of the case, and the Appeal Board's decision is final. Details of the appeal arrangement are available in the registration website (<https://www.greening.gov.hk/rstmp/en/home/index.html>).
- 6.9. In the event of any inconsistency between the English and Chinese versions of this “Notes to Registered Tree Management Personnel on Application for Renewal of Registration” and the English and Chinese versions of the renewal application form, the English versions shall prevail.

7. GOVERNMENT DISCLAIMERS

- 7.1. Whilst the information provided by the Government in this “Notes to Registered Tree Management Personnel on Application for Renewal of Registration” and the renewal application form (collectively, the “Application Documents”) has been prepared in good faith, none of them claims to be comprehensive or to have been independently verified. Neither the Government, nor any of its officers, agents or advisors, accepts any liability or responsibility as to, or in relation to, the adequacy, accuracy or completeness of the information contained in the Application Documents or any other written or oral information which is, has been or will be provided or made available to any applicant; nor do they make any representation, statement or warranty, express or implied, with respect to such information or to the information on which the Application Documents is based. Any liability in respect of any such information or any inaccuracy in the application form or omission from the application form and other Application Documents is expressly disclaimed. Nothing in the application form and other Application Documents nor in any other written or oral information which is, has been or will be provided or made available to any applicant should be relied on as a representation, statement or warranty as to the intentions, policy or action in future of the Government, its officers or agents.
- 7.2. Neither the renewal application form nor any invitation for submission of renewal applications under the Scheme constitutes an offer.
- 7.3. The submission of a renewal application form by an applicant shall be taken to be an acceptance of the terms of these disclaimers by the applicant.

8. ENQUIRIES

- 8.1. For general enquiries regarding the Scheme, please contact the Tree Management Personnel Registration Unit of the GLTMS at rstmp@devb.gov.hk or 2848 2334. Alternatively, registered tree management personnel may visit the Scheme's website <https://www.greening.gov.hk/rstmp/en/home/index.html> for more information.