



Vienna Music Examination Board

# 認證幼兒音樂教育中心註冊申請表

## VMEB Certified ECME Training Centre Registration/Renewal Form

(Hong Kong Region 香港地區)

**New Registration** 首次申請註冊

**Renewal** 申請續期 CTC#.....

Complete in CAPITAL letters in English 請使用英文大寫字母填寫

### PART 1: APPLICANT'S INFORMATION

#### 第一部份：申請機構資料

*Upon successful registration or renewal, the Board will issue a certificate which will be sent by post to the address in Part 1. Please ensure that you have filled in the address correctly.*

考試局將簽發證書給成功註冊及續期的機構並會用郵寄方式寄往第一部份填寫的地址，請確保地址正確。

Organization Name 機構名稱	(English 英文) (Chinese 中文)
Year of Incorporation 成立年份	
Address 地址	
Telephone no. 電話	
Email Address 電郵	
Contact Person 聯絡人	
Website (if any) 網址(如有)	

### PART 2: BACKGROUND (Part 2 is NOT required for renewal)

#### 第二部分：背景資料 (如辦理續期不須填寫第二部分)

How many years has your organization been providing early childhood music education? 申請機構有多少年提供幼兒音樂教育的經驗?	
List out all types of early childhood music education programs available at your organization? 申請機構提供幼兒音樂教育的課程種類?	
Does your organization provide private or group early childhood music education lessons? 申請機構提供幼兒音樂教育課程的授課形式?	<input type="checkbox"/> One-to-one only 只提供一對一教授 <input type="checkbox"/> Group classes only 只提供班制教授 <input type="checkbox"/> Both 兩者皆有
How many teachers does your organization has for conducting early childhood music education programs (including both full-time and part-time teachers)? 申請機構教授幼兒音樂教育課程的導師數目(包括全職及兼職導師)?	
How many students currently studying early childhood music education programs in your organization? 申請機構學習幼兒音樂教育課程的學生人數?	
What is the age range of your students? 申請機構學習幼兒音樂教育課程的學生年齡範圍?	
Does your organization have any branches? 申請機構有沒有分校?	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有
How many classrooms does your organization has for conducting early childhood music education programs (including classrooms in headquarters and all branches)? 申請機構教授幼兒音樂教育的教室數目(包括總校及所有分校)?	

### PART 3: FEES 第三部份：費用

Licensing Fee* 牌照費#	每年港幣 HK\$20,000 <i>per year</i>
Certificate Fee* 簽發證書費#	每張 ‘畢業證書’ 港幣 HK\$720 <i>per ‘graduate’ certificate</i> 每張 ‘出席證書’ 港幣 HK\$240 <i>per ‘attendance’ certificate</i>

Licensing Fee\*: For “New Registration”, do NOT make any payment until your application is approved. An “Approval Result Statement” stating whether your application is approved or not will be issued normally within 2 weeks after receiving your application. If your application is approved, payment of Licensing Fee shall be made within 2 weeks from the date of issue of the Approval Result Statement. Otherwise, it shall be deemed that your organization has rejected the license.

Certificate Fee#: VMEB Certified ECME Training Centre may apply graduate and attendance certificates issued by the Board (co-signed with VMEB Certified ECME Training Centre) for their students, provided that students have completed the program in accordance to the Board’s ECME program structure (Schedule 1) and course syllabus, and submission of the required documents and payment of certificate fee (Schedule 2).

牌照費\*: 如屬首次申請註冊現階段請勿繳付任何費用。考試局會在收到申請表後約兩週內發出“結果通知書”，如果申請獲得批准申請機構須在結果通知書發出後兩週內繳付牌照費用，逾期未繳則示為放棄牌照。

簽發證書費#: 認證幼兒音樂教育中心可以為完成課程的學生申請由考試局簽發的畢業及出席證書(與認證幼兒音樂教育中心共同簽署)，唯該課程必須符合考試局幼兒音樂教育課程結構(附表一)及課程大綱要求，並提供所需文件及簽發證書費(附表二)。

### PART 4: TERMS AND CONDITIONS 第四部分：條款及規則

1. The “Board” means Vienna Music Examination Board.  
“考試局”指維也納音樂考試局。
2. The processing time for new registration/renewal normally takes about two weeks upon received all required documents and applicable fees. The Board has the sole discretion right whether to approve or reject any registration/renewal without giving any reasons. To cover the Board’s administration cost, any payment made are non-refundable and non-transferable in any cases including but not limited to the event that your registration or renewal is not approved.  
在收妥所需文件及費用後需時約兩週處理申請註冊或續期，考試局有權批准及否決任何申請註冊或續期而不須作任何解釋。註冊及續期費用將用作抵消行政成本費用故在任何情況下所繳付之費用將不獲退款或轉讓(包括但不限於未能成功註冊或續期等)。
3. VMEB Certified ECME Training Centre must strictly follow all relevant rules and regulations set by the Board, which may be amended by the Board from time to time at the Board’s sole discretion. Any rights granted by the Board are non-exclusive.  
認證幼兒音樂教育中心必須接受所有由考試局制定及不時修訂的相關條款及規則，考試局有權隨時更改任何條款及規則。所有由考試局授權之權利為非專屬權。
4. It is the responsibility of VMEB Certified ECME Training Centre to obtain all necessary licenses and registrations if so required by any authority or Act or Law of the territory in which it operates.  
認證幼兒音樂教育中心必須遵守所在國家的相關法律，包括但不限於申請相關政府註冊等。
5. There is no partnership or agency or employer and employee relationship between the Board and VMEB Certified ECME Training Centre. VMEB Certified ECME Training Centre agreed to fully indemnify, defend and hold the Board (including the Board’s associates and affiliates) harmless from and against any and all claims, lawsuits, actions, proceedings, demands, damages, costs and expenses whatsoever arising out of or relating to any activities conducted, whether directly or indirectly, by VMEB Certified ECME Training Centre, and agreed that the Board shall not be held any responsibilities and liabilities to VMEB Certified ECME Training Centre and anyone for any direct, indirect, incidental, special or consequential loss or damages, liabilities and claims, if any, arising from any activities conducted by VMEB Certified ECME Training Centre.  
考試局與認證幼兒音樂教育中心並沒有僱主及僱員關係，認證幼兒音樂教育中心亦非考試局的代表。認證幼兒音樂教育中心同意保障考試局及其有關人仕免受一切因認證幼兒音樂教育中心直接或間接引起的訴訟費用、索償、責任、損失、賠償和費用的支付，並同意考試局無須對認證幼兒音樂教育中心及任何人仕因認證幼兒音樂教育中心的行為或服務負上任何責任。
6. Notwithstanding to any terms and clauses, the Board has the sole discretion right to suspend, terminate, cancel and void the VMEB Certified ECME Training Centre’s license and rights at any time without any compensation to VMEB Certified ECME Training Centre and without holding any liabilities to VMEB Certified ECME Training Centre if the Board has received reasonable complaints against VMEB Certified ECME Training Centre, or that VMEB Certified ECME Training Centre acts in ways or engages in activities which the Board believes that such actions or activities may damage the reputation of the Board, jeopardize the general interest of the Board, or bring the Board into disrepute, damages or losses.

在收到對認證幼兒音樂教育中心的合理投訴及經查證後，或考試局認為認證幼兒音樂教育中心的行為將會對考試局做成名聲受損或其它任何形式上的損失或傷害，考試局有權即時終止申請機構的認證幼兒音樂教育中心牌照及權利而不須要作出賠償或退款。

7. VMEB Certified ECME Training Centre is required to inform the Board within 14 days should there be any changes of contact information or particulars.

如認證幼兒音樂教育中心的聯繫資料或其它資料有更改必須在十四天內通知考試局。

8. VMEB Certified ECME Training Centre agreed that the Board has the right to include the name, contact and general information of VMEB Certified ECME Training Centre in the Board's website and publications.

考試局有權把認證幼兒音樂教育中心的聯繫資料發佈在考試局的網站及刊物內。

## PART 5: DECLARATION

### 第五部分：聲明

I/we understand and accept all the terms and conditions stated above, and confirm that all information provided by me/us are accurate and correct. I/we agreed that the Board may perform a background and information check on me/us including but not limited to contacting the law enforcement department or relevant authorities. I/we further acknowledge that I/we shall be facing and responsible for all legal consequences for providing any fake information or documents.

本人及申請機構清楚明白及接受以上所有條款及規則，並保證本人及申請機構所提供的資料均正確無誤。本人及申請機構同意考試局可以對本人及申請機構進行背景及資料審查(包括但不限於聯絡執法部門或有關機構)以確認本人及申請機構所提供的資料及文件的真實性，本人及申請機構明白及知悉如提供任何虛假資料或文件將會面對及負上法律責任。

.....  
Authorized Signature  
授權人簽名

.....  
Name of Signatory  
授權人姓名

.....  
Position of Signatory  
授權人職位

.....  
Date  
日期

After completing this form, please send the (1) **required documents** and (2) **payment receipt** by email to [international.admin@vmeb.org](mailto:international.admin@vmeb.org) or by post to the address below:

填妥報名表後請把 (1) **所需報名文件** 及 (2) **繳款收據** 電郵至 [international.admin@vmeb.org](mailto:international.admin@vmeb.org) 或郵寄至以下地址:

Registration Division  
International Exam Administration Office  
Vienna Music Examination Board  
Room 403, 4/F, Valley Centre,  
80-82 Morrison Hill Road, Wan Chai,  
**Hong Kong**

香港灣仔摩利臣山道 80-82 號  
柏餘中心 4 樓 403 室  
維也納音樂考試局  
國際考試行政辦公室 - 註冊部

### Required Documents 所需文件

1. **This VMEB Certified ECME Centre Registration/Renewal Form (Hong Kong Region)**  
認證幼兒音樂教育中心註冊申請表(香港地區)
2. **Copy of business registration certificate or document**  
申請機構的營業登記文件副本
3. **Brochure, leaflet or a summary of your organization (for new registration only)**  
申請機構的簡介、小冊子等 (申請續期無需遞交)



\*The Board may request the applicant to provide additional information or documents

\*考試局可能會要求申請者提供其它資料及文件

**Payment Method 付款方法**

*For "New Registration", do NOT make any payment until your application is approved.*  
如屬首次申請註冊現階段請勿繳付任何費用

All payments made are non-refundable and non-transferrable. Payment can be made by:  
所有已繳付之款項將不得退款及不能轉讓。繳款可使用以下方式:

<p style="text-align: center;"><b>Faster Payment System (FPS) 轉數快</b></p> <p style="text-align: center;">Use FPS to pay to email address 使用轉數快(FPS)付款至電郵地址</p> <p style="text-align: center;"><b>international.admin@vmeb.org</b></p>	<p style="text-align: center;"><b>HSBC PayMe</b></p> <p style="text-align: center;">Use PayMe App to scan the QR code 使用 PayMe 應用程式掃描二維碼</p> <div style="text-align: center;"></div> <p style="text-align: center;"></p>
<p style="text-align: center;"><b>Cheque 支票付款</b></p> <p>Hong Kong dollar cheque made payable to "<b>Vienna Music Examination Board Limited</b>". Please write down contact person's name and tel. no. at the back of the cheque and send the cheque by post to the above address 港圓支票抬頭 "<b>維也納音樂考試局有限公司</b>", 請在支票背面寫上聯絡人姓名及電話並郵寄至上述地址</p>	

Corresponding Address 回郵地址

(This should be the same as the address in PART 1 of this form 須與第一部份填寫的地址相同)

To 收件人:	
Address 地址:	

## SCHEDULE 1 附件一

### Early Childhood Music Education Program Structure

#### 考試局幼兒音樂教育課程結構

<b>Syllabus</b> 課程大綱	<p>The Program must be designed based on the Board's early childhood music education course syllabus (available at the Board's official website <a href="http://www.vmeb.org">www.vmeb.org</a>). The Board may revise the ECME program structure and the course syllabus from time to time</p> <p>課程必須使用考試局的幼兒音樂教育課程大綱(請參閱考試局官方網站 <a href="http://www.vmeb.org">www.vmeb.org</a>)，考試局會不定期對課程結構及課程大綱作出修改</p>								
<b>Lesson Plan</b> 課程計劃	<p>VMEB Certified ECME Training Centre and VMEB Certified ECME Trainers may create their own lesson plans and teaching materials based on the Board's ECME course syllabus</p> <p>認證幼兒音樂教育中心及認證幼兒音樂教育導師可依據考試局的幼兒音樂教育課程大綱編寫合適的課程計劃及教案</p>								
<b>Training Venue</b> 授課地點	<p>The Program must be conducted at VMEB Certified ECME Training Centre</p> <p>學生必須在認證幼兒音樂教育中心上課</p>								
<b>Teacher</b> 課程導師	<p>The Program must be conducted by VMEB Certified ECME Trainer</p> <p>課程必須由認證幼兒音樂教育導師任教</p>								
<b>Language</b> 教學語言	<p>The Program may be conducted in any language</p> <p>不設限制，認證幼兒音樂教育導師可自由選擇教學語言</p>								
<b>Class Size</b> 每班人數	<p>There is no restriction in class size. Between 4 to 10 students per trainer is highly suggested</p> <p>不設上下限，但見意每位導師同一時間指導四至十名學生</p>								
<b>Levels</b> 級別	<p>There are 5 levels for different age groups. Students may join the appropriate level according to their age group even though they have not studied any lower age levels before</p> <p>按入學年齡分五個級別，適齡之兒童可直接報讀合適的級別，無需從第一級開始</p>								
<u>Level 1 第一級</u>	<table><tr><td>Admitting ages 入學年齡:</td><td>Under 1 year old 一歲以下</td></tr><tr><td>Attendance certificate 出席證書:</td><td>12 sessions 堂 (<i>min 80% attendance</i> 最少八成出席率)</td></tr><tr><td>Graduate certificate 畢業證書:</td><td>24 sessions 堂 (<i>min 80% attendance</i> 最少八成出席率)</td></tr><tr><td>Duration of each session 每堂課長:</td><td>45 minutes 分鐘</td></tr></table>	Admitting ages 入學年齡:	Under 1 year old 一歲以下	Attendance certificate 出席證書:	12 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)	Graduate certificate 畢業證書:	24 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)	Duration of each session 每堂課長:	45 minutes 分鐘
Admitting ages 入學年齡:	Under 1 year old 一歲以下								
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Graduate certificate 畢業證書:	24 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)								
Duration of each session 每堂課長:	45 minutes 分鐘								
<u>Level 2 第二級</u>	<table><tr><td>Admitting ages 入學年齡:</td><td>1 to 2 years old 一至二歲</td></tr><tr><td>Attendance certificate 出席證書:</td><td>12 sessions 堂 (<i>min 80% attendance</i> 最少八成出席率)</td></tr><tr><td>Graduate certificate 畢業證書:</td><td>36 sessions 堂 (<i>min 80% attendance</i> 最少八成出席率)</td></tr><tr><td>Duration of each session 每堂課長:</td><td>Min 最少 45 min, Max 最長 60 min 分鐘</td></tr></table>	Admitting ages 入學年齡:	1 to 2 years old 一至二歲	Attendance certificate 出席證書:	12 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)	Graduate certificate 畢業證書:	36 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)	Duration of each session 每堂課長:	Min 最少 45 min, Max 最長 60 min 分鐘
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Attendance certificate 出席證書:	12 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)								
Graduate certificate 畢業證書:	36 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)								
Duration of each session 每堂課長:	Min 最少 45 min, Max 最長 60 min 分鐘								
<u>Level 3 第三級</u>	<table><tr><td>Admitting ages 入學年齡:</td><td>2 to 3 years old 二至三歲</td></tr><tr><td>Attendance certificate 出席證書:</td><td>12 sessions 堂 (<i>min 80% attendance</i> 最少八成出席率)</td></tr><tr><td>Graduate certificate 畢業證書:</td><td>36 sessions 堂 (<i>min 80% attendance</i> 最少八成出席率)</td></tr><tr><td>Duration of each session 每堂課長:</td><td>Min 最少 45 min, Max 最長 60 min 分鐘</td></tr></table>	Admitting ages 入學年齡:	2 to 3 years old 二至三歲	Attendance certificate 出席證書:	12 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)	Graduate certificate 畢業證書:	36 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)	Duration of each session 每堂課長:	Min 最少 45 min, Max 最長 60 min 分鐘
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Graduate certificate 畢業證書:	36 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)								
Duration of each session 每堂課長:	Min 最少 45 min, Max 最長 60 min 分鐘								
<u>Level 4 第四級</u>	<table><tr><td>Admitting ages 入學年齡:</td><td>3 to 4 years old 三至四歲</td></tr><tr><td>Attendance certificate 出席證書:</td><td>12 sessions 堂 (<i>min 80% attendance</i> 最少八成出席率)</td></tr><tr><td>Graduate certificate 畢業證書:</td><td>36 sessions 堂 (<i>min 80% attendance</i> 最少八成出席率)</td></tr><tr><td>Duration of each session 每堂課長:</td><td>60 minutes 分鐘</td></tr></table>	Admitting ages 入學年齡:	3 to 4 years old 三至四歲	Attendance certificate 出席證書:	12 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)	Graduate certificate 畢業證書:	36 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)	Duration of each session 每堂課長:	60 minutes 分鐘
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Attendance certificate 出席證書:	12 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)								
Graduate certificate 畢業證書:	36 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)								
Duration of each session 每堂課長:	60 minutes 分鐘								
<u>Level 5 第五級</u>	<table><tr><td>Admitting ages 入學年齡:</td><td>4 to 6 years old 四至六歲</td></tr><tr><td>Attendance certificate 出席證書:</td><td>12 sessions 堂 (<i>min 80% attendance</i> 最少八成出席率)</td></tr><tr><td>Graduate certificate 畢業證書:</td><td>36 sessions 堂 (<i>min 80% attendance</i> 最少八成出席率)</td></tr><tr><td>Duration of each session 每堂課長:</td><td>60 minutes 分鐘</td></tr></table>	Admitting ages 入學年齡:	4 to 6 years old 四至六歲	Attendance certificate 出席證書:	12 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)	Graduate certificate 畢業證書:	36 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)	Duration of each session 每堂課長:	60 minutes 分鐘
Admitting ages 入學年齡:	4 to 6 years old 四至六歲								
Attendance certificate 出席證書:	12 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)								
Graduate certificate 畢業證書:	36 sessions 堂 ( <i>min 80% attendance</i> 最少八成出席率)								
Duration of each session 每堂課長:	60 minutes 分鐘								
<b>Accompany</b> 家長陪課	<p>For Level 1 to Level 3, each student must be accompanied by an adult (e.g. parent, guardian) in class. For Level 4 and Level 5, students are encouraged, though not compulsory, to attend classes on their own.</p> <p>第一級至第三級的學生必須由一位成人(如家長、監護人等)陪伴上課，第四級及第五級建議學生無需成人陪伴上課</p>								
<b>Period</b> 課程完成限期	<p>Except in special situation, students must complete each level within 12 months</p> <p>除特殊情況外，學生必須在十二個月內完成一個級別</p>								

## **SCHEDULE 2 附件二**

### **Conditions for the Application of ECME Certificates**

#### **認證幼兒音樂教育證書簽發條款**

VMEB Certified ECME Training Centre may apply graduate and attendance certificates issued by the Board (co-signed with VMEB Certified ECME Training Centre) for their students, subject to the satisfactory of all of the following conditions:

認證幼兒音樂教育中心可以向考試局為完成課程的學生申請由考試局簽發的幼兒音樂教育畢業及出席證書(與認證幼兒音樂教育中心共同簽署)，但必須符合以下條件：

- (1) Submission of Letter of Guarantee (i.e., a document proving that students have completed a program in accordance to the Board's Early Childhood Music Education Program Structure) signed by Certified ECME Training Centre;

提交由認證幼兒音樂教育中心簽名的 Letter of Guarantee 證明學生所完成的課程完全符合考試局幼兒音樂教育課程結構要求;

- (2) Submission of Instructor Report (i.e., student attendance record) signed by Certified ECME Trainer;

提交由認證幼兒音樂教育導師簽名的 Instructor Report 證明學生的上課紀錄;

- (3) Submission of copy of students' ID card, passport or birth certificate. The document must show students' (a) full name and (b) date of birth; and

提交學生的身份證明文件複印本，身份證明文件必須清楚顯示學生英文姓名及出生日期；及

- (4) Payment of Certificate Fee

繳付簽發證書費用

**Note:** The Board has the sole discretionary right to amend any conditions and to impose additional conditions at any time. VMEB Certified ECME Training Centre must comply to all the updated conditions and requirements.

注意：考試局有權隨時更改及加入新的認證幼兒音樂教育證書簽發條款，認證幼兒音樂教育中心必須遵守所有最新之條款及要求。