	Professional Regulation Commission
	APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council for _____

Part I. General Information

Name of Provider:

Accreditation No.:	Expiration Date:
Contact Person:	Designation:
Contact No.:	Date of Application:

Proposed Program:
☐ Seminar ☐ Seminar/Workshop ☐ Residency Training ☐ Tours & Visits ☐ Others _____

Title of the Program:

Date to be offered:	Time / Duration:
Place / Venue:	No. of times program to be conducted:

Course Description:

Objectives:

Target Participants / No.:	Registration / Seminar Fee to be collected:

Part II. Acknowledgment

I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.	SUBSCRIBED AND SWORN to before me this _____ day of _____ 20___ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.
_____ Signature Over Printed Name _____ Position _____ Date	_____ (Notary Public)

Part III. Action Taken

Standards & Inspection Division – CPD:	**Cash Division:**
Processed by: _____ Date : _____	Amount : _____ O.R.No./Date : _____ Issued by : _____

Reviewed by:

OIC, Standards and Inspection Divison

ACTION TAKEN BY THE CPD COUNCIL

☐ Approved for _____ Credit Units   Accreditation No. _____
☐ Disapproved
☐ Deferred pending compliance _____
_____

_____
Chairperson

_____   _____
Member   Member
Date_____

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

Step 1.   Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).

Step 2.   Fill-out Application Form and comply the required documents. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)

Step 3.   Proceed to Standards and Inspection Division processing window for evaluation and assessment.

Step 4.   Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of One Thousand Pesos (P 1,000.00) per offering of the program.

Step 5.   Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

[ ]   Specific course Objectives stating competencies to be gained from program

[ ]   Evaluation tool specific to course objectives set

[ ]   Program of Activities showing time/duration of topics/workshop

[ ]   Resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any)

[ ]   Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit, if applicable

[ ]   Breakdown of expenses for the conduct of the program

Additional Requirements:

[ ]   Short brown envelope for the Certificate of Accreditation

[ ]   One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

1. Application for accreditation should be filed 45 days before the offering of the program/training.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
3. The period for processing the application is 45 days.
4. If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.