



Professional Regulation Commission

APPLICATION FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING

CPD Council for _____

Part I. Personal Information

Name:	
Profession:	License No.:
Date Issued:	Valid Until:
Residence Address:	
Telephone No.:	Fax No.:
Cellphone No.:	E-mail Address:
Company Name (if employed):	Position:
Company Address:	Telephone no.:

Self-Directed and/or Lifelong Learning:

- | | |
|--|---|
| <input type="checkbox"/> Invention / Patent | <input type="checkbox"/> Online Training |
| <input type="checkbox"/> Post-Graduate Studies | <input type="checkbox"/> Seminars / Technical Sessions / Conference |
| <input type="checkbox"/> Authorship | <input type="checkbox"/> Company sponsored training programs |
| <input type="checkbox"/> Diploma Program | <input type="checkbox"/> Professorial Chair |
| <input type="checkbox"/> Others _____ | |

Part II. Acknowledgment

<p>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.</p> <p>_____</p> <p style="text-align: center;">Signature Over Printed Name</p> <p>_____</p> <p style="text-align: center;">Position</p> <p>_____</p> <p style="text-align: center;">Date</p>	<p>SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">(Notary Public)</p>
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Part III. Action Taken

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

OIC, Standards and Inspection Division

ACTION TAKEN BY THE CPD COUNCIL

- | | |
|--|-----------------------------|
| <input type="checkbox"/> Approved | Credit Units Granted: _____ |
| <input type="checkbox"/> Disapproved | |
| <input type="checkbox"/> Deferred pending compliance _____ | |

_____ Chairperson		
_____ Member	_____ Member	
Date _____		

PROCEDURE FOR CREDITING OF SELF-DIRECTED AND/OR LIFELONG LEARNING

- 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. 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 Five Hundred Pesos (P 500.00).
- Step 5. Submit Application Form with attached supporting documents and one (1) photocopy of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

(comply only the document/s that is/are required to the application)

- Original and Photocopy of Certificate of Attendance
- Program of Activities
- Diploma / TOR / Certificate of Completion etc.
- Certificate of Patent
- Copy of published material/book
- Certificate of Entitlement / Appointment as Professorial Chair
- Others that may be required by the CPD Council

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 no later than five (5) years after completion of degree or program.
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 30 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.