



Professional Regulation Commission

COMPLETION REPORT ON CPD PROGRAM

CPD Council for _____

Part I. General Information

Name of Provider:	
Accreditation No.:	Expiry Date:
Contact Person:	Designation:
Contact No.:	

Part II. Program Accreditation

Title of the Program:	
Accreditation No.:	Date of Accreditation:
Date Started:	Date Completed:
Place / Venue:	
Total Number of Participants:	Date Applied:

Executive Summary:

Part III. 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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PROCEDURE FOR COMPLETION REPORT

- 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 submission.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

- List of Participants (Name & PRC License No.)
- List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)
- Summary of evaluation of Speakers in Tabular Form
- Others _____

Note:

Completion Report must be submitted within fifteen (15) working days after the CPD program offering.