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|  | **Professional Regulation Commission** |
| APPLICATION FOR ACCREDITATION OF CPD PROGRAM |

CPD Council of/for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **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 and Conforme** | | | | | | | | | | |

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| 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.  I agree to the PRC Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

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| **Part III. Action Taken** | |
| **Regulation Division:**    Processed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Cash Division:**  Amount :\_\_\_\_\_\_\_\_\_\_\_\_\_\_  O.R.No./Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Issued by :\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Reviewed by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chief, Regulation Division | |
| ACTION TAKEN BY THE CPD COUNCIL Approved for \_\_\_\_\_ Credit Units Accreditation No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Disapproved  Deferred pending compliance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chairperson  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Member Member  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **PROCEDURE FOR ACCREDITATION OF CPD PROGRAM** |
| Step 1. Secure Application Form at Regulation Division of any of the PRC Regional Offices, or download at  PRC website ([www.prc.gov.ph](http://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 Regulation Division of any of the PRC Regional Offices 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).  Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to  Regulation Division of any of the PRC Regional Offices.  Step 6. Verify your application after 45 days from time of submission at CPD Division by calling telephone  numbers 810-84-15 (PRC-PICC), or email at [prc.cpdsecretariat@gmail.com](mailto:prc.cpdsecretariat@gmail.com) |
| **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  [ ] Two (2) sets of metered documentary stamps worth Twenty-Five Pesos (P25.00) each to be affixed to  the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)  [ ] Soft copy of the Application including supporting attachments in PDF format saved in CD.  [ ] Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only. |
| **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 15 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. |