|  |  |
| --- | --- |
|  | **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.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Over Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, affiant exhibited to me his/her valid government issued ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Notary Public) |
| **Part III. Action Taken** |
| **Standards & Inspection Division – CPD:** Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Cash Division:** 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 MemberDate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **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.
 |