



Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

CPD Council for _____

☐ New

☐ Renewal

Accreditation No. _____

Expiry Date _____

Part I. Personal / Corporate Information

Name of Provider: _____	
Classification: ☐ Individual/Sole Proprietorship ☐ Firm/Partnership/Corporation ☐ Government Institution/Agency	
Address: _____	
Telephone No.: _____	Fax No.: _____
E-mail Address: _____	Website: _____
Contact Person: _____	Contact No.: _____

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)
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Part III. Action Taken

Continuing Professional Development Section: Processed by: _____ Date : _____	Cash Division: Amount : _____ O.R.No./Date : _____ Issued by : _____
Reviewed by: _____ Chief, Regulation Division	

ACTION TAKEN BY THE CPD COUNCIL

- ☐ Approved
- Accreditation No. _____
- ☐ Deferred pending compliance _____
- ☐ Disapproved due to _____

Chairperson

Member

Member

Date

PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

- Step 1. Secure Application Form at Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices, or download at PRC website (\).
- Step 2. Fill-out Application Form and comply the required documents.(Please provide one (1) set for receiving copy).
- Step 3. Proceed to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the 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 Five Thousand Pesos (P 5,000.00).
- Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices.
- Step 6. Verify your application after ____days from time of submission by calling telephone numbers: 310-10-48 (PRC-Main)/810-84-15 (PRC-PICC), or email at prc.cpdsecretariat@gmail.com

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

Individual / Sole Proprietor	Firm / Partnership / Corporation	Government Institution/Agency
☐ Résumé must include: relevant Educational background, current employment, profession, principal area of professional work & No. of years in the practice of the regulated profession ☐ Valid Professional Identification Card ☐ Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted ☐ List and photographs of Training equipment and facilities ☐ Instructional Design (one) ☐ Annual plan of proposed CPD Activities ☐ DTI Certificate of Registration (authenticated copy) ☐ NBI Clearance (original) ☐ BIR Certificate of Registration (authenticated copy) ☐ Affidavit of Undertaking (CPDD-06)	☐ Company Profile must Include Mission, Vision, Core Values and if any, a list of previous training activities conducted ☐ List of Officers with valid Professional ID Card (if Registered and Licensed Professional) ☐ List and photographs of training equipment and facilities ☐ Instructional Design (one) ☐ Annual plan of proposed CPD Activities ☐ Appointment paper from the managing partner authorizing the partner to manage CPD activities; or Board Resolution/Secretary Certificate of a Corporation authorizing an officer to manage CPD activities ☐ SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws (authenticated copy) ☐ BIR Certificate of Registration (authenticated copy) ☐ Affidavit of Undertaking (CPDD-06)	☐ Copy of charter or Republic Act establishing the agency ☐ Instructional Design (one) ☐ Annual plan of proposed CPD Activities ☐ Office Order or its equivalent from the head of Agency appointing its officer to manage the CPD activities

Renewal

- [] List of CPD activities for the last 3 years
- [] List and photographs of training equipments and facilities
- [] Annual plan of proposed CPD Activities
- [] General Information Sheet for Corporation or Partnership
- [] Amended Articles of Incorporation or Partnership and their respective by-laws, if there are changes
- [] **Appointment paper** from the managing partner authorizing the partner to manage CPD activities; or **Board Resolution/Secretary Certificate** of a Corporation authorizing an officer to manage CPD activities; or **Office Order or its equivalent** from the head of Agency appointing its officer to manage the CPD activities, if there are changes.
- [] Affidavit of Undertaking (CPDD-06)

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)
- [] Soft copy of the Application including supporting documents in PDF format saved in CD.
- [] Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only.

Note:

1. 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.
2. The period for processing the application is 60 days.
3. 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.
4. The Articles of Incorporation/Partnership shall include as one of its purposes the training and development of professionals; or in the case of commercial or industrial, provides for the training and development of its own professionals.