

	Professional Regulation Commission
	APPLICATION FOR ACCREDITATION AS CPD PROVIDER(FOREIGN)

CPD Council for _____

☐ New	☐ Renewal	Accreditation No. _____
		Expiry Date _____

Part I. Personal / Corporate Information	
Name of Provider: _____	
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.	SUBSCRIBED AND SWORN to before me this _____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.
_____ Signature Over Printed Name	_____ (Notary Public)
_____ Position	
_____ Date	

Part III. Action Taken	
Continuing Professional Development Section:	Cash Division:
Processed by: _____	Amount : _____
Date : _____	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 (FOREIGN)

- 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 (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 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 Eight Thousand Pesos (P 8,000.00).
- 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

Initial	Renewal
[] Company Profile (must include Mission, Vision, Core Values and if any, a list of previous training activities conducted) [] List of Officers with current Professional ID Card (if applicable) [] 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; or its equivalent [] Proof of Registration of its creation in the country/state of the applicant which must be duly authenticated by the Philippine Embassy/ Consulate in the said country/state and accompanied by an official English translation thereof [] Affidavit of Undertaking (CPDD-06) subscribed and sworn before Philippine Embassy/Consulate in the country/state of the applicant	[] List of CPD activities for the last 3 years [] List and photographs of training equipment and facilities [] Annual plan of proposed CPD Activities [] General Information Sheet for Corporation or Partnership or its equivalent [] Amended Articles of Incorporation or Partnership and their respective by-laws or its equivalent, 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 its equivalent; if there are changes [] Affidavit of Undertaking (CPDD-06) subscribed and sworn before Philippine Embassy/Consulate in the country/state of the applicant

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 attachments 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.