



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 _____ Position _____ Date _____ (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 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 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 Eight Thousand Pesos (P 8,000.00).
- 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

Initial	Renewal
<ul style="list-style-type: none"> <input type="checkbox"/> Company Profile (must include Mission, Vision, Core Values and if any, a list of previous training activities conducted) <input type="checkbox"/> List of Officers with current Professional ID Card (if applicable) <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> Appointment paper from the managing partner or Board Resolution of a Corporation or its equivalent authorizing a partner or officer to manage the CPD activities <input type="checkbox"/> Proof of Registration of its creation in the country/state of the applicant which must be duly authenticated by the Philippine Embassy/ Consulate/Legation in the said country/state and accompanied by an official English translation thereof <input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06) before Philippine Embassy / Consulate / Legation in the country/state of the applicant 	<ul style="list-style-type: none"> <input type="checkbox"/> List of CPD activities for the last 3 years <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> General Information Sheet for Corporation or Partnership or its equivalent <input type="checkbox"/> Amended Articles of Incorporation or Partnership and their respective by-laws or its equivalent, if there are changes <input type="checkbox"/> Appointment paper from the managing partner or Board Resolution of Corporation or its equivalent authorizing a partner or an officer to manage the CPD activities, if there are changes <input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06) before Philippine Embassy / Consulate / Legation 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)

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 30 days.
3. 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.