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

**CPD COUNCIL OF/FOR** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Part I. General Information** |
| Name of Provider: |
| Accreditation No.:  | Expiration Date: |
| Contact Person: | Designation: |
| Contact No.: E-mail add.: | Date of Application: |
| Proposed Program: |
|  Conference Seminar Online Learning      Convention Workshop Educational/Study Tour   Forum Training Program Others: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title of the Program: |
| Date to be offered: | Duration: | Time:  |
| Venue and Address: | No. of times program to be conducted: |
| Course Description: |
| Objectives: |
| Number of Target Participants: | Registration 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.I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature Over Printed Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |

|  |
| --- |
| **Part III. Assessment** |
| **Regulation Division:**Assessed by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Cash Division:**Amount : \_\_\_\_\_\_\_\_\_\_\_ O.R. No.: \_\_\_\_\_\_\_\_\_\_\_\_Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Issued by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Part IV. Action taken by the CPD Council** |
|  Approved for \_\_\_\_\_ credit units Accreditation No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deferred pending compliance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Disapproved due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member MemberDate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PROCEDURE FOR ACCREDITATION OF CPD PROGRAM**  |
| Step 1. Secure application form at Regulations 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 attach supporting documents listed hereunder. Provide one (1)  set for receiving copy.Step 3. Proceed to Regulations Division of any of the PRC Regional Offices for checking and assessment.Step 4. If the assessment is favorable, pay prescribed fee of One Thousand Pesos (₱ 1,000.00) per  program offering. Government agencies and instrumentalities offering CPD Programs free of  charge, do not have to pay a fee. If not favorable, go back to Step 3.Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to  Regulations Division of any of the PRC Regional Offices, at least fifteen (15) working days prior to  offering.Step 6. Follow-up the application ten (10) working days after submission at CPD Division (Central Office),  telephone numbers (+632) 8810-84-15 (PRC-PICC), or email at cpdd.applications@gmail.com |
| **CHECKLIST OF REQUIREMENTS** |
| **Supporting Documents** |
| [ ] Instructional Design as prescribed by the relevant Board. [ ] Program of Activities showing time/duration of topics/workshop and resource persons with position  and office, and evaluation period. [ ] Evaluation method or tool that measures the learning gained by the participants specific and  appropriate to course objectives set[ ] Resume of resource persons relevant to CPD program applied for.[ ] Photo copy of valid Professional Identification Card of resource persons if registered professional.  Otherwise, submit photocopy of government-issued or company Identification Card.[ ] Valid Special Temporary Permit if the resource person is a foreigner and if engagement is more than three (3) days or there is physical contact with patients in the case of medical and allied professions.[ ] Breakdown of expenses for the conduct of the CPD program.[ ] *For Online Learning,* Declaration of Minimum Technical Requirements (e.g. Operating System,  Processor, Memory, Browser, Internet Connection, etc.) |
| **Additional Requirements** |
| [ ] Short brown envelope for the Certificate of Accreditation[ ] One (1) set of metered documentary stamps worth Twenty-Five Pesos (₱ 25.00) 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 flash drive. |
| **Note:**1. Application for accreditation should be filed 15 working days before the offering of the program/training.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation on behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative. In the case of national organizations with chapters/councils, endorsement from the national board.
3. The period for processing the application is 10 working days, subject to the stipulations in these guidelines.
4. If additional requirement/s is/are needed, a period of another 10 working 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.
5. The CPD Council shall have the right to specify additional requirements if deemed necessary and appropriate.
 |