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|  | **Professional Regulation Commission** |
| **COMPLETION REPORT** |

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

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| **Part I. General Information** |
| Name of Provider: |
| Provider Accreditation No.: | Expiry Date: |
| Contact Person: | Designation: |
| Contact No. 1:Contact No. 2:  |
| **Part II. Program Accreditation** |
| Title of the Program: |
| Program Accreditation No.: | Date of Accreditation: |
| Date Started: | Date Completed: |
| Venue: |
| Total Number of Participants: | Date Applied: |
| Executive Summary: |
| Proceedings (This part must include the following: relevant information, issues and concerns, records of discussion during the open forum, among others.) |
| **Part III. 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 |
| **PROCEDURE FOR THE SUBMISSION OF COMPLETION REPORT**  |
| Step 1. Secure Completion Report 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 Completion Report Form and comply the required documents. (Please provide one (1) set  for receiving copy.)Step 3. Proceed to Regulations Division of any of the PRC Regional Offices for submission. |
| **CHECKLIST OF REQUIREMENTS** |
| **Supporting Documents** |
| [ ] Hard and electronic copies of registration and/or attendance sheets (preferably in excel format);  Registration Sheets must show the name of participants and guests, PRC License Number (if  applicable), contact details and signature while the attendance sheet shall include the name of  participants, license numbers, expiry date and signature [ ] Actual program of activities with the list and profile of lecturers/resource persons and information  about any deviation from the approved program.[ ] lecture materials [ ] Summary of evaluation of resource persons in tabular form[ ] Summary of evaluation of learning of the participants[ ] Financial Report[ ] Relevant photographs[ ] Souvenir magazine, if available[ ] Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Note:**1. The Completion Report must be submitted within 30 calendar days after the CPD program offering and must include the Monitor’s Report.
2. The CPD Council shall have the right to specify additional requirements if deemed necessary and appropriate.
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