|  |  |
| --- | --- |
|  | **Professional Regulation Commission** |
| **APPLICATION FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING** |

CPD Council of/for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Part I. Personal Information** | | | |
| Name: | | | |
| Profession: | | License No.: | |
| Date Issued: | | Valid Until: | |
| Residence Address: | | | |
| Telephone No.: | | Fax No.: | |
| Cellphone No.: | | E-mail Address: | |
| Company Name (if employed): | | Position: | |
| Company Address: | | Telephone no.: | |
| Self-Directed and/or Lifelong Learning: | | | |
|  | Invention / Patent |  | Online Training |
|  | Post-Graduate Studies |  | Seminars / Technical Sessions / Conference |
|  | Authorship |  | Company sponsored training programs |
|  | Diploma Program |  | Professorial Chair |
|  | Others \_\_\_\_\_\_\_\_\_\_ |  |  |
| **Part II. Acknowledgment and Conforme** | | | |
| 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 agree to the PRC Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | | |
| **Part III. Action Taken** | | | |
| **Regulation Division:**  Processed by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Cash Division:**  Amount : \_\_\_\_\_\_\_\_\_\_\_\_\_\_  O.R.No./Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Issued by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Reviewed by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chief, Regulation Division | | | |
| ACTION TAKEN BY THE CPD COUNCIL Approved Credit Units Granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Disapproved  Deferred pending compliance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chairperson  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Member Member  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

|  |
| --- |
| **PROCEDURE FOR CREDITING OF SELF-DIRECTED AND/OR LIFELONG LEARNING** |
| Step 1. Secure Application Form at Regulation 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 comply the required documents. (Please provide one (1) set for  receiving copy)  Step 3. Proceed to Regulation Division of any of the PRC 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 One Thousand Pesos (P 1,000.00).  Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to  Regulation Division of any of the PRC Regional Offices.  Step 6. Verify your application after 60 days from time of submission at CPD Division by calling telephone  number 810-84-15 (PRC-PICC), or email at [prc.cpdsecretariat@gmail.com](mailto:prc.cpdsecretariat@gmail.com) |
| **CHECKLIST OF REQUIREMENTS** |
| **SUPPORTING DOCUMENTS**  **(comply only the document/s that is/are required to the application)** |
| [ ] Original and Photocopy of Certificate of Attendance  [ ] Program of Activities  [ ] Diploma / TOR /Certificate of Completion, etc.  [ ] Certificate of Patent  [ ] Copy of published material/book  [ ] Certificate of Entitlement /Appointment as Professorial Chair  [ ] Others that may be required by the CPD Council |
| **Additional Requirements:**  [ ] Short brown envelope for the Certificate of Accreditation  [ ] Two (2) sets of metered documentary stamps worth Twenty-Five Pesos (P25.00) 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 CD.  [ ] Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only. |
| **Note:**   1. Application for CPD Credit units of Master’s degree or its equivalent and Doctoral degree or its equivalent shall be filled not later than five (5) years from completion of the said degrees. 2. 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**.** 3. The period for processing the application is 60 days. 4. 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. |