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|  | **Professional Regulation Commission** |
| **COMPLETION REPORT ON CPD PROGRAM** |

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

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| **Part I. General Information** |
| Name of Provider: |
| Accreditation No.: | Expiry Date: |
| Contact Person: | Designation: |
| Contact No.:  |
| **Part II. Program Accreditation** |
| Title of the Program: |
| Accreditation No.: | Date of Accreditation: |
| Date Started: | Date Completed: |
| Place / Venue: |
| Total Number of Participants: | Date Applied: |
| Executive Summary: |
| **Part III. 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 |
| **PROCEDURE FOR COMPLETION REPORT**  |
| Step 1. Secure Completion Report 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 Completion Report 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 submission. |
| **CHECKLIST OF REQUIREMENTS** |
| **SUPPORTING DOCUMENTS** |
| [ ] List of Participants (Name & PRC License No.)[ ] List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)[ ] Actual Program of Activities[ ] Summary of evaluation of Speakers in Tabular Form[ ] Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Note:**Completion Report must be submitted within thirty (30) calendar days after the CPD program offering. |