



Republic of the Philippines  
**PROFESSIONAL REGULATION COMMISSION**

## Frequently Asked Questions (FAQs)

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### **LICENSURE EXAMINATION**

**Q. What are the basic qualifications for the licensure examination?**

**A.** The basic qualifications are the following:

1. Must be a Filipino citizen, at least 18 to 21 years old and of good moral character.
2. Must be a Graduate or a Holder of a Degree from a school, college or university duly recognized by the government.
3. Has not been convicted of an offense involving moral turpitude with final judgment by a court of competent jurisdiction.

**(Other qualifications and/or requirements as may be stated in the concerned Professional Regulatory Law)**

**Q. What are the basic documents to be submitted by the applicants for licensure examination?**

**A.** The basic documents to be submitted are:

- a.) Transcript of records (TOR) with scanned picture and remarks "For Board Examination purposes only".
- b.) Birth Certificate from the Philippine Statistics Authority (PSA) on Security Paper.
- c.) Marriage Certificate from the Philippine Statistics Authority (PSA) for married women
- d.) 4 pcs. passport size picture with complete name-tag in white background
- e.) Community Tax Certificate (cedula)
- f.) Documentary Stamps

**(Additional requirements may be required by specific Professional Regulatory Boards)**

**Q. Are foreigners allowed to take the local professional licensure examinations?**

**A.** Foreigners will only be allowed to take the examinations if there is proof of reciprocity between the Philippines and the country of the foreigner. (Foreigners with dual citizenship or recognized Filipino citizen will be allowed to take the exam upon presentation of ID Certificate from the Bureau of Immigration and Certificate of Oath of Allegiance and Certificate of Dual Citizen/Certificate of Recognition as Filipino Citizen.)



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**Q. What is the procedure in filing applications for licensure examination?**

**A.** Application for licensure examination is done through the PRC Online Services. Applicants will log on to [www.prc.gov.ph](http://www.prc.gov.ph) or [www.prc-online.com](http://www.prc-online.com). Procedures in filing online application are also provided in the PRC website. After securing appointment date, the applicant will proceed to the Application Division, 3rd floor, PRC Annex Building, or to [Robinsons Malls \(Manila and Galleria\)](#) for submission of documentary requirements and issuance of the Notice of Admissions (NOA). Applicants from regions may proceed to the nearest [PRC Regional Offices](#).

**Q. Are there any requirements for those re-taking the examination?**

**A.** Conditional–applicants and repeaters shall apply again through online application. After securing appointment date, he/she shall submit the printed application form together with the evidence or proof of the previous examination such as Notice of Admission. Further, other documents shall be submitted when required in the professional regulatory laws.

**Q. How much is the examination fee?**

**A.** Examination Fee:

- Baccalaureate degree – P900.00
- Non-baccalaureate degree – P600.00
- Conditioned – P450.00
  
- For Dental Technician and Hygienist – P1,000.00
- For Ocular Pharmacology – P1,500.00

**Q. When is the deadline in filing of applications?**

**A.** Please see [Schedule of Licensure Examinations](#)

**Q. Where can examinees verify their room assignments?**

**A.** List of room assignments is posted at the PRC website and in \_\_\_\_\_ at PRC Office two (2) days before the start of the examination or earlier.

**Q. What time should examinees report at the testing centers?**

**A.** Examinees must be at the testing centers before 7:00 a.m. to accomplish examination forms and for further instructions. Late examinees are no longer admitted once the examination has already started unless there is valid reason.

**Q. What should examinees bring in the examination?**

**A.** The examinees should bring the following: Notice of Admission, mailing envelope, pencil, black ballpen, 1 long brown envelope and 1 transparent plastic envelope.



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- Q. Can an applicant who is abroad apply for a licensure examination through a representative?**
- A.** Yes, provided that the applicant secures and issues a special power of attorney appointing a representative to file the application and submit the documentary requirements. However, the Notice of Admission will be issued to the applicant upon personal appearance at the Application Division at least one (1) week before the first day of examination.
- Q. When are the results of examinations released?**
- A.** Examination results are released at an average of 3 days after the last examination day. But for Licensure Examination for Teachers, result is released at most 50 working days after the examination day.
- Q. How would the examinee know the result of the examination?**
- A.** The results of the examination are published in newspapers of general circulation and are posted and can be verified in the PRC Website.
- Q. What is the next step after passing the examination?**
- A.** Successful examinees will proceed for initial registration. Please see [Schedule for Registration](#)

### APPLICATION FOR REGISTRATION WITHOUT EXAMINATION

- Q. What is the procedure in filing application for registration without examination?**
- A.** The applicant shall fill-out the [Application Form for Registration without Examination](#) and submit the [Required Documents](#) for pre-evaluation to the Application Division at the PRC Central Office and Regional Offices processing counters.
- Q. How much is the fee for application for registration without examination?**
- A.** The application fee is P900.00 for baccalaureate degree, P600.00 for non-baccalaureate degree, and P450.00 for medical representative and real estate salesperson.
- Q. How long will it take for the application for registration without examination to be approved?**
- A.** Application for registration without examination is usually approved after three (3) months (except application for medical representative and real estate salesperson). Applicant may verify status of application at telephone number 736-2252.



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### REGISTRATION OF PROFESSIONALS

**Q. What is the procedure in filing application for initial registration?**

**A.** Application for registration can be done through the PRC Online Services. Successful examinees will log on to [www.prc.gov.ph](http://www.prc.gov.ph) or [www.prc-online.com](http://www.prc-online.com). After securing the printed oath form, the registrant will proceed to Window 12-Registration Division, PRC Main Building, Ground Floor, to personally submit requirements and sign in the Roster of Registered Professionals.

**Q. What are the requirements for initial registration?**

**A.** Applicants for registration are required to bring the following:

1. Printed Oath form
2. Two (2) passport size pictures in white background and full name tag
3. Two (2) documentary stamps
4. Community Tax Certificate

NOTE: Additional requirement maybe required by the [Professional Regulatory Board](#).

**Q. How much is the registration fee for successful examinees?**

**A.** The fees for initial registration are as follows:

For examinations requiring baccalaureate degrees:

Initial registration fee - P	600.00
Annual renewal fee	<u>450.00</u>
Total	P 1,050.00

For examinations requiring non-baccalaureate degrees:

Initial registration fee – P	450.00
Annual renewal fee	<u>420.00</u>
Total	P 870.00

For Medical Representative and Real Estate Salesperson

Initial registration fee – P	300.00
Annual renewal fee	<u>150.00</u>
Total	P 450.00

For Ocular Pharmacology – P 1,200.00



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**Q. When is the release of Professional Identification Card and Certificate of Registration?**

**A.** After the registration, there will be a schedule of oath taking to be administered by the Professional Regulatory Boards (PRBs). The new professionals will receive their professional identification cards and certificates of registration after the oath taking ceremonies.

For those who failed to attend the oath taking ceremonies, professional identification cards and certificates of registration may be claimed at Window-13 of Registration Division after five (5) working days from the date of oath taking .

**Q. Are Professional Identification Cards subject to expiration?**

**A.** Professional Identification Cards have a validity period of three (3) years for all professions and are renewable during the birth month of the professional.

### **RENEWAL OF PROFESSIONAL IDENTIFICATION CARD (PIC)**

**Q. How to apply for renewal of PRC license?**

**A.** Application for renewal of license can be done through:

1. PRC Online Services

Professional will log on to [www.prc.gov.ph](http://www.prc.gov.ph) or [www.prc-online.com](http://www.prc-online.com)

2. Walk-in application

Professionals can go directly to PRC office and selected Robinsons Mall for the renewal of their license.

**Q. What are the requirements for renewal of professional identification cards?**

**A.** One (1) passport size picture in white background with name tag is required for the renewal of professional identification card and payment of renewal fee.

A letter of authority must be presented if renewal is filed through an authorized representative.

**Note:** Additional requirement for professions with CPD units earned and other documents maybe required by the [Professional Regulatory Board](#).

**Q. How much is the renewal fee for professional identification card?**

**A.** The renewal fees are the following:

For professions requiring baccalaureate degrees:

P150.00 per year or total of P450.00 for three (3) years.



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For professions requiring non-baccalaureate degrees:

P140.00 per year or total of 420.00 for three (3) years.

A surcharge of P30.00 (baccalaureate degree) and P28.00 (non-baccalaureate degree) is added if license is renewed twenty (20) days after birth month.

**Q. How long will it take for a professional to claim the renewed professional identification card?**

**A.** For professionals who personally applied for ID renewal, professional identification card can be claimed within the day.

For those who filed via online application, a schedule of appointment shall be given as to when to claim the professional identification card.

## **REPLACEMENT OF LOST PROFESSIONAL IDENTIFICATION CARD**

**Q. What are the requirements in applying for a duplicate professional identification card**

- A.**
1. Duly accomplished application for professional identification card form
  2. Affidavit of Loss
  3. One (1) passport size picture in white background with full name tag.
  4. Letter of authority if filed through an authorized representative

**Q. Where to file and how much is the fee?**

**A.** Application for duplicate professional identification card can be filed at the Registration Division of PRC Manila, in PRC Regional Offices and in selected Robinsons Malls nationwide.

**Q. How long does it take to get a duplicate copy of professional identification card?**

**A.** Duplicate professional identification card is released within the day.

## **CHANGE OF STATUS DUE TO MARRIAGE**

**Q. Who may file?**

**A.** Any married female registered professionals who wish to use their married name may file for a petition for change of name due to marriage.



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Any representative with valid ID may file in behalf of the petitioner provided that the professional has signed the petition form for change of name due to marriage.

**Q. What are the requirements?**

- A.**
1. Duly accomplished and notarized Petition for Change of Name due to Marriage
  2. Original and photocopy of the Certificate of Marriage duly issued by the Philippine Statistics Authority
  3. Documentary Stamp
  4. 2 pieces passport size ID picture in white background with full name tag
  5. Photocopy of PRC ID
  6. Statutory fee of P225.00 on top of the renewal fee

**Q. How about if marriage was contracted abroad?**

- A.** For Marriages contracted abroad, please secure a Report of Marriage form the Philippine Statistics Authority.

**Q. What is the standard turnaround time?**

- A.** The maximum turnaround time is two (2) months or 60 days from receipt of complete documents.

**Q. Are there any mailing services for claiming of IDs?**

- A.** None. Claiming of IDs with change of status should be picked-up by the professional herself or by her authorized representative with a valid ID Card and authorization letter.

**Q. Where to claim the ID Cards?**

- A.** Professional identification cards may be claimed at the Releasing Section, Window 21 of the Registration Division.

**Q. Can we make a follow-up on the status of our petitions?**

- A.** Yes. You may call at telephone number 736-2248 for you to be apprised on the status of the petition.

**Note:** Should there be any discrepancy on the entries of the Certificate of Marriage and verifications, a copy of the Certificate of Live Birth in security paper from the Philippine Statistics Office must also be submitted.



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### **CORRECTION OF ENTRIES/DATA**

**Q. Who may file?**

**A.** Any registered professionals who wish to correct their data (name and/or date of birth) to conform to the name and/or date of birth registered in the Philippines Statistics Authority.

OR any representative with valid ID may file in behalf of the petitioner provided that the professional has signed the petition form for correction of entries/data.

**Q. What are the requirements?**

- A.**
1. Duly accomplished and notarized Petition Form for Correction of entries/data
  2. Original and photocopy of the Certificate of Live Birth duly issued by the Philippine Statistics Authority for single female registered professional and male registered professional
  3. Original and photocopy of the Certificate of Marriage duly issued by the Philippine Statistics Authority for married women professionals
  4. Personal Affidavit
  5. Documentary Stamp
  6. 2 pieces passport size ID picture in white background with full nametag
  7. Photocopy of PRC ID
  8. Statutory fee of P225.00 on top of the renewal fee

**Q. When can an applicant claim his/her card with corrections?**

**A.** The maximum turnaround time is two (2) months or 60 days from receipt of complete document.

**Q. Are there any mailing services for claiming of IDs?**

**A.** None. Claiming of IDs with corrected entries/data should be picked-up by the professional or by their authorized representative with a valid ID card and an authorization letter.

**Q. Where to claim the ID Cards?**

**A.** Professional identification cards may be claimed at the Releasing Section, Window 21 of the Registration Division.

**Q. Can an applicant make a follow-up on the status of his/her petitions?**

**A.** Yes. The professional may call at Registration Division with telephone number 736-2248.





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### **REVERSION**

**Q. Who may file?**

**A.** A married female registered professional who was granted annulment of marriage or divorce or her authorized representative may file for a petition for reversion OR a widowed female professional.

**Q. What are the requirements?**

- A.**
1. Duly accomplished and notarized Petition Form for Correction of entries/data
  2. Original and photocopy of the Certificate of Live Birth issued by the Philippine Statistics Authority
  3. Original and photocopy of the Certificate of Marriage issued by the Philippine Statistics Authority
  4. 2 pieces passport size ID picture in white background with full nametag
  5. Photocopy of PRC ID
  6. Statutory fee of P225.00 on top of the renewal fee
  7. Documentary Stamp

**Additional Requirement under Each Category:**

**For Annulment:**

Original and photocopy of the Certificate of Marriage issued by the Philippine Statistics Authority **with annotation of annulment**  
Certified true copy of the Court's Decision on the granting of annulment  
Certified true copy of the Certificate of Finality on the grant of annulment

**For Widowed Women:**

Original and photocopy of Certificate of Death issued by the Philippine Statistics Authority

**For Presumptive Death:**

Original and photocopy of Court's Decision on presumptive death of husband issued by the Philippine Statistics Authority



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### **RE-MARRIAGE:**

**Q. Who may file?**

**A.** Any married female registered professionals who married once again in view of the death of a former spouse, annulment of marriage, presumptive death or has a final decree recognizing foreign judgment, and divorce decree before the Shar'jah Court or a representative provided that the petitioner already signed the petition form.

**Q. What are the requirements?**

- A.**
1. Duly accomplished and notarized Petition Form for Correction of entries/data
  2. Original and photocopy of the Certificate of Live Birth issued by the Philippine Statistics Authority
  3. Original and photocopy of the Certificate of Marriage issued by the Philippine Statistics Authority
  4. 2 pieces passport size ID picture in white background with full nametag
  5. Photocopy of PRC ID
  6. Statutory fee of P225.00 on top of the renewal fee
  7. Documentary Stamp

### **Additional Requirement under Each Category:**

**For Annulled Married Women:**

Original and photocopy of the Certificate of Marriage issued by the Philippine Statistics Authority with **annotation of annulment**

Original and photocopy of **Certificate of Marriage (Subsequent Marriage)** issued by the Philippine Statistics Authority

Certified true copy of the Court's Decision on the granting of annulment

Certified true copy of the Certificate of Finality on the grant of annulment

**For Widowed Women:**

Original and photocopy of Certificate of Death issued by the Philippine Statistics Authority

Original and photocopy of **Certificate of Marriage (Subsequent Marriage)** issued by the Philippine Statistics Authority



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#### **For Presumptive Death:**

Original and photocopy of Court's Decision on presumptive death of husband issued by the Philippine Statistics Authority

Original and photocopy of Certificate of Marriage (**Subsequent Marriage**) issued by the Philippine Statistics Authority

#### **LOST COPY OF CERTIFICATE OF REGISTRATION (BOARD CERTIFICATE)**

**Q. What are the requirements for applying a duplicate copy of lost or destroyed Certificate of Registration (Board Certificate)?**

**A. The requirements are :** 1) Duly accomplished [Action Sheet for Registration Certificate Replacement](#) 2) Affidavit of Loss/Damaged Certificate of Registration 3) Passport size picture with name tag in white background and application fee of P300.00

**Q. Where to file and how much is the fee?**

**A.** Application for a duplicate copy of lost or destroyed Certificate of Registration (Board Certificate) can be filed at the Registration Division in the Central Office, and at the [PRC Regional Offices](#).

**Q. How long does it take to get a duplicate copy of Certificate of Registration (Board Certificate)?**

**A.** The duplicate certificate of registration is released after ten (10) working days upon the receipt of complete requirements.

#### **CERTIFICATIONS AND AUTHENTICATIONS**

**Q. What are other documents that can be obtained from and processed by PRC and their corresponding fees?**

**A.** The other documents that can be obtained from the Commission and their corresponding fees are as follows:

1. Certification of Good Standing/Report of Rating/Passing/Placer/Without Examination/Underage.

**Requirements:** Photocopy of updated professional identification card, documentary stamp, Certification fee of P75.00/copy (released after 3 working days for regular lane) and P200.00/copy (released within the day for express lane)



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2. Certified True Copy/Authentication of Report of Rating/Passing/Professional Identification Card/Certificate of Registration.

**Requirements:** Original and photocopy of document to be authenticated, documentary stamp, Certification fee of P75.00/copy (released after 3 working days) and P200.00/copy (released within the day)

**Note:**

For Express lane: certification / authentication of Report of Rating and Passing: Cut –off time of application is 4:00 pm

For Express lane: certification of good standing and authentication of Professional Identification Card and Certificate of Registration: Cut-off time of application is 3:00 pm.

3. Certification of Institutional Performance and List of Examinees in Various Licensure Examinations – P75.00/page

**Requirements:**

- Duly accomplished form and signed by the Registrar/Dean/President.
- P75.00 for the certification fee
- P75.00 for the list and P50.00 for the succeeding pages

## **STATEBOARD VERIFICATION/VALIDATION OF REGISTRATION/LICENSE**

**Q. What are the requirements in filing Stateboard Verification/Validation of Registration/License?**

- A.** The requirements for filing are:
1. Photocopy of updated Professional Identification card/license
  2. Verification form coming from the requesting office/country

**Q. What is the procedure in filing Stateboard Verification/Validation of Registration/License and where to file?**

- A.**
1. Secure stateboard verification slip at Window-C of Records Division (Ground Floor, PRC Annex Bldg.) and accomplish it.
  2. Proceed to Legal Division (2<sup>nd</sup> Floor, PRC Main Bldg.) for clearance
  3. Pay certification /processing fee of (P200.00/copy) at Cash Division (Ground Floor, PRC Main Bldg.)
  4. Proceed to Customer Service Center (CSC) near public entrance gate and purchase documentary stamp



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5. Submit SBVS, Stateboard Verification documents and PRC & CSC official receipts at Window-C of Records Division

For regional applicants, please proceed to nearest [PRC Regional Offices](#).

**Q. Can an applicant who is abroad apply for stateboard verification through a representative?**

**A.** Yes, provided that a letter of authority is issued to the authorized representative.

**Q. Is the applicant/representative allowed to mail personally the stateboard verification documents?**

**A.** Mailing is strictly an office-to-office transaction. The PRC is the agency authorized to process requests for verification and completion of documents coming from different countries.

## **CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

**Q. What are the requirements for the Continuing Professional Development?**

**A.** For Local CPD Provider

1. Individual/Sole Proprietorship
  - A registered and licensed professional of good standing
  - Non-conviction of a crime involving moral turpitude
  - Registered entity with the Department of Trade and Industry and Bureau of Internal Revenue
  - As may be required by the CPD Council
2. Firm/Partnership/Corporation
  - A duly registered partnership, corporation, institution or organization
  - The Articles of Incorporation/Partnership
  - Duly registered with the Bureau of Internal Revenue and the Securities and Exchange Commission and/or other pertinent government bodies
  - As may be required by the CPD Council
3. Government Institutions/Agencies
  - Any government institution/agency with mandate or program on CPD for professionals



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• As may be required by the CPD Council  
For Foreign CPD Provider

1. Foreign Entity/Firm/Association

- A duly registered entity, firm or association in the country/state of the applicant which intends to provide CPD program
- Articles of Incorporation/Partnership/Creation or its equivalent
- Accredited CPD Provider of the country of origin
- Duly authenticated by the Philippine embassy/Consulate/Legation in the country/state of the applicant and accompanied by an official English translation
- As may be required by the CPD Council

**Q. How long is the processing time of the application for accreditation as CPD Provider?**

**A.** The processing of the application is 30 days upon receipt of complete documents.

**Q. How long is the validity of accreditation for CPD Provider?**

**A.** The validity of accreditation of CPD Provider is three (3) years and renewable thereafter.

## ASEAN ARCHITECT

**Q. Who is eligible for the registration as an ASEAN Architect (AA)?**

**A.** An Architect who meets all the following qualifications and conditions shall be eligible for registration as an AA:

- 1.) Has completed a 5-year recognized architectural program or its equivalent in a university or school accredited by CHED;
- 2.) Possesses a current and valid professional registration and licensing certificate to practice architecture in the Philippines issued by the PRC;



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- 3.) Has gained practical and diversified experience of not less than ten (10) continuous architectural practice after graduation, of which five (5) years shall be after licensure/ registration;
- 4.) Has spent at least two (2) years in responsible charge of significant architectural work;
- 5.) Has complied with the CPE/CPD policy of the Philippines at a satisfactory level;
- 6.) Has not been convicted or charged of any serious violation of technical, professional and ethical standards, local and international, for the practice of architecture or of any crime which involves moral aptitude.

#### **Q. What are the documentary requirements for application as ASEAN Architects?**

**A.** Documentary requirements for application as ASEAN Architect are the following:

- a.) Letter of Intent (3 copies)
- b.) Duly accomplished ASEAN Architect Registry (AAR) Form No. 001-2014 with attached Certificate/s of Employments covering a period not less than seven (7) years; Certification of Project completion
- c.) CPD (Continuing Professional Development) Certificate of Credit Units earned
- d.) Copy of Diploma
- e.) Certified True Copy of Transcript of Records
- f.) CHED Certificate of Equivalency (when applicable)
- g.) PRC Certificate of Registration
- h.) Valid PRC Professional Identification Card
- i.) Certificate of No Pending Administrative Case issued by the PRC
- j.) Certificate of Good Standing issued by the IAPOA
- k.) Original Copy of valid NBI Clearance
- l.) Signed Statement of Compliance with of Ethics (Notarized)
- m.) Recent four (4) passport size pictures, white background with name tag (coat and tie for men; blazer for women)
  - Documents must be in triplicate copies



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### Q. How much is the fee?

A. The fees for initial registration are as follows:

Processing Fee P 2,000.00

Registration Fee 5,000.00

Renewal Fee 5,000.00

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TOTAL P 12,000.00

### Q. What is the process?

A. a.) Applications for registration in the ASEAN Architect Registry shall be submitted to the Professional Regulatory Board of Architecture, through the PRC International Affairs Division (IAD)

b.) The Professional Regulatory Board (PRB) of Architecture will endorse all complete and eligible applications to ASEAN Monitoring Committee on Architectural Services of the Philippines (AMCASP) for evaluation and subsequent endorsement to PRC.

c.) A membership certificate of registration will be issued to the successful applicant with a validity of 3 years from the date of registration, and shall be renewed on a 3-year basis.

### Q. How long is the validity of the registration?

A. The issuance of the membership certificate of registration is valid for 3 years from the date of registration, and shall be renewed on a 3-year basis.

## APEC ARCHITECT

### Q. Who is qualified for registration to the APEC Architect?

A. An architect who shall be eligible for registration:





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1. Must have completed a degree in Bachelor of Science in Architecture obtained from a duly recognized and accredited educational institution.
2. Must have completed a prescribed period of practical diversified training for a minimum period equivalent to a total of 2 years.
3. Fulfillment of registration /licensing requirements for recognition as an architect in a home economy is accepted as meeting this criterion for an APEC Architect, thus the purpose of this criterion is, in the first instance, to establish eligibility for registration as an APEC Architect, not for registration in another economy.
4. Must satisfy the home economy Monitoring Committee that they have completed a minimum period of professional practice of & years; after initial registration/licensure as an architect.
5. Continuing Professional Development in relevance to the Republic Act 9266, the Architect's Act of 2002, stipulates the importance of a continuing professional development program so that architects are current and updated in their practice; and to enhance the profession and maintain high professional, ethical and technical standards.
6. A candidate for registration as APEC Architect must have a current and active membership in the United Architects of the Philippines (UAP), the Integrated and Accredited professional Organization of Architects (IAPOA).

**Q. What are the requirements to be registered as an APEC Architect?**

**A.** Prepare the Binder (preferred to be in A4 size in portrait form) of your Submission in One (1) original and two (2) copies of the following:

1. Covering letter
2. Three (3) copies of 2" x 2" photographs taken during the last 6 months
3. Completed forms for application for registration as an APEC Architect
4. Photocopies of documents and other submittals required in the forms for application



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5. Detailed curriculum vitae indicating your employment history, experiences, awards and achievements, involvement in the UAP-IAPOA, and civic involvement
6. Certified True Copy of IAPOA Certificate
7. Certification of Authenticity of Information and Document
8. NBI Clearance

**Q. How much is the fee?**

**A.** The fees for initial registration are as follows:

Application Fee – US \$ 50.00

Processing Fee -US \$ 200.00 – if application is endorsed by the Monitoring Committee Philippine Section to the Central Council

Registration Fee – US \$ 250.00 – if the Central Council accepts and approves the applicant's registration

**Q. How long is the validity of the registration?**

**A.** The issuance of the membership certificate of registration is valid for 3 years from the date of registration, and shall be renewed on a 3-year basis.

## **ASEAN CHARTERED PROFESSIONAL ENGINEERS**

**Q. Who is eligible for the registration as an ASEAN Chartered Professional Engineer?**

**A.** A professional engineer who possesses the following qualifications:

- ✓ possesses a current and valid professional registration or licensing certificate to practice engineering works in the Philippines by the PRC
- ✓ has acquired experience of not less than seven (7) years of active practice
- ✓ has complied with CPE/CPD

**Q. What are the documentary requirements for application as ACPE?**

- ✓ Letter of Intent



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- ✓ Duly accomplish ACPE Application form No. 001-2013 with attached Certificate/s of Employment covering a period not less than seven (7) years: Certification of Project Completion
- ✓ CPE/CPD Certificate of Credit Units earned
- ✓ Copy of Diploma
- ✓ Certified True Copy of Transcript of Records
- ✓ CHED Certificate of Equivalency (when applicable)
- ✓ PRC Certificate of Registration
- ✓ Certificate of No Pending Administrative Case issued by the PRC
- ✓ Certificate of Good Standing issued by the respective APO
- ✓ Original copy of valid NBI Clearance
- ✓ Signed Statement of Compliance with Code of Ethics (Notarized)
- ✓ Recent four (4) passport size pictures, white background with name tag (coat and tie for men; blazer for women)

**Q. How much is the fee?**

- ✓ Processing Fee – Php 2,000.00
- ✓ Registration Fee – Php 5, 000.00
- ✓ Renewal Fee – Php 5,000.00

**Q. How long is the validity of the registration?**

**A.** The issuance of the membership certificate of registration is valid for 3 years from the date of registration, and shall be renewed on a 3-year basis.

## **APEC ENGINEER**

**Q. Who is qualified for admission to the APEC Engineer?**

**A.** Eligibility for admission shall be limited only for engineers who have:

1. Completed an accredited or recognized engineering program;
2. Been assessed as eligible for independent practice
3. Gained a minimum of seven (7) years professional experience after registration
4. Spent at least two (2) years in responsible charge of significant engineering work;
5. Maintained continuing professional development at a satisfactory level



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**Q. What are the requirements to be registered as an APEC Engineer?**

**A.** What are the requirements to be registered as an APEC Engineer?

1. Has completed a recognized engineering program or its equivalent in a university or school accredited by CHED
2. Possesses a current and valid PRC professional registration or license to practice engineering in the Philippines
3. Has gained experience of not less than seven (7) years of active and practical engineering experience
4. Has spent at least two (2) years in responsible charge of significant engineering works within the seven (7) years prescribed practice
5. Has complied with CPD program of the Philippines
6. Has confirmed signature on the statement of compliance with codes of ethics
7. Has not been charged or convicted of any crime involving moral aptitude and illegal practices.

**Q. How much is the fee?**

**A.** The fees for initial registration are as follows:

Application Fee	P 2,500.00
Renewal Fee	<u>10,000.00</u>
TOTAL	P 12,500.00

**Q. How long is the validity of the registration?**

**A.** The issuance of the membership certificate of registration is valid for 3 years from the date of registration, and shall be renewed on a 3-year basis.

### **FILING OF FORMAL COMPLAINTS**

**Q. Where to file and how much is the fee?**

**A.** Filing of complaint is done in the Legal Division, 2<sup>nd</sup> Floor, PRC Main Building.

Docket Fee: P245.00



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Appeal Fee: P470.00

### SPECIAL TEMPORARY PERMIT

**Q. What is a Special Temporary Permit (STP)?**

**A.** A Special Temporary Permit (STP) is a privilege given to a foreign professional who is allowed to practice his/her profession in the Philippines for a period of time.

**Q. Who are the foreign professionals covered by the Special Temporary Permit (STP)?**

**A.** All foreign professionals who will practice the profession in the Philippines. PRC Resolution No. 668-2012 provided the following categories:

1. Foreign nationals applying for registration with or without examination under reciprocity or other international agreement – Categories A
2. Foreign professionals to practice a profession in the Philippines under reciprocity or other international agreements – Categories B
3. Foreign professionals who are to be engaged by the Government as Consultants in foreign-funded, joint venture, or foreign assisted projects – Categories C
4. Foreign professionals who are to be employed by local and foreign private firms or institutions pursuant to law – Categories D
5. Foreign health professionals for humanitarian mission for a limited period of time – Categories E
6. Foreign Professionals under P.D. 541, “Allowing Former Filipino Professionals to Practice their Respective Professions in the Philippines” – Categories F

**Q. What are the documentary requirements for the issuance of a Special Temporary Permit (STP)?**

**A.** Documentary Requirements are provided under [PRC Resolution No. 668 – 2012](#)

*Common requirements are as follows:*

1. Letter request from the applicant for the issuance of a STP indicating the venue and the specific date of the undertaking of a foreign professional
2. Duly accomplished and notarized STP application form



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3. Photocopy of applicant's valid passport as proof of citizenship and proof of entry in the Philippines
4. Authenticated official document issued by the appropriate government office/agency of the foreign country certifying that the applicant is a registered professional therein
5. Four (4) passport size pictures white background with name tag

*Specific requirements for each category:*

1. For foreign nationals applying for registration with or without examination under reciprocity or other international agreement (Category A)
  - a. Authenticated copy of the international agreement or law of the state/country of the applicant showing that the requirements for registration or licensing from the country of origin are substantially the same as those required and contemplated by the laws of the Philippines
2. For foreign professionals to practice a profession in the Philippines under reciprocity or other international agreements (Category B)
  - a. Authenticated copy of the international agreement or law of the state/country of the applicant showing that the requirements for registration or licensing from the country of origin are substantially the same as those required and contemplated by the laws of the Philippines
3. For foreign professionals who are to be engaged by the Government as Consultants in foreign-funded, joint venture, or foreign assisted projects (Category C)
  - a. Copy of contract of consultancy services or a memorandum of agreement between the government agency and the foreign professional indicating the Terms of Reference, nature of consultancy, period, scope and project details.  
  
In case of joint venture between two private entities, any of the parties thereto shall submit the application
4. For foreign professionals who are to be employed by local and foreign private firms or institutions pursuant to law (Category D)
  - a. Copy of the contract of employment, consultancy agreement or service contract including project details, scope of work, nature and duration of engagement of the foreign professional



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5. For foreign health professionals for humanitarian mission for a limited period of time (Category D)
  - a. Name of Filipino healthcare professional/s who will ensure continuity in the provision of medical care to the beneficiaries
  - b. Letter indicating foreign professional/s will conduct humanitarian mission with the undertaking that no fees will be charged
6. For foreign professionals under P.D. 541, "Allowing Former Filipino Professionals to Practice their Respective Professions in the Philippines"
  - a. Proof of date of entry in the Philippines must be within six (6) months before the filing of the application for renewal
  - b. Photocopy of previously issued PRC Professional Identification Card

*Additional documentary requirements:*

1. Professional liability insurance, whenever applicable and required by the professional regulatory law
2. Photocopy of license of understudy
3. Other documents as may be required by the concerned Professional Regulatory Boards

Note: The document must be duly authenticated by the Philippine Embassy/Consulate/Legation to the country/state of the applicant and have a copy of the official English translation thereof.

### **Q. Where to submit requirements? What is the procedure?**

1. The International Affairs Division or the Regional Office where the application is submitted shall initially assess the completeness of the documentary requirements contained therein. Applications with complete documentary requirements shall be endorsed within three (3) working days to the appropriate Professional Regulatory Board for determination and promulgation of Board resolution.
2. Applications with incomplete documentary requirements if personally delivered shall be returned to the applicant/representative for completion.

If the application is received through mail, the same shall be returned by mail with information of deficiency within three (3) working days from receipt thereof.



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3. The concerned Professional Regulatory Board shall act upon the application submitted within three (3) working days from receipt thereof.
4. Applications approved for registration with or without examination by the Professional Regulatory Board shall be issued a corresponding Board resolution approved by the Commission in no more than three (3) working days from receipt thereof.

Applications approved for the issuance of Special temporary Permit by the Professional Regulatory board shall be issued a corresponding Board resolution approved by the Commission in no more than three (3) working days from receipt thereof.

Applications approved for the issuance of a Professional Identification Card under P.D. 541 by the Professional Regulatory Board shall be referred to the Registration Division.

5. Applications denied by the Professional Regulatory Board shall be issued a corresponding letter signed by the Chairman of the Board. The letter of denial shall be sent through mail to the applicant or his duly authorized representative within three (3) working days from receipt by the International Affairs Division of the Notice of Denial from the Board.

**Q. What are the corresponding fees for STP application?**

- A.** Upon filing of application, with the exception of application of renewal under P.D. 541, the applicant shall pay non-refundable processing fee of three thousand pesos (Php 3,000.00) for each application for Special Temporary Permit. Upon approval of the Special Temporary Permit through a Board Resolution and Special Temporary Permit ID, payment of eight thousand pesos (Php 8,000.00) in case payment of the assessed due is separate payment from Special temporary Permit.

**Q. Who may file application for issuance of Certificate of Registration, Professional Identification Card or Special temporary Permit?**

- A.** All applications, with the exception of the application of renewal under P.D. 541, shall be filed by the individual applicant/sponsoring/hiring/contracting institutions through their duly authorized representatives. All applications shall be considered duly filed upon submission of complete requirements and payment of prescribed fees.





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**Q. Who may be issued Special temporary Permit?**

- A.** Only foreign nationals, including former Filipinos, as natural persons, who want to engage in the general practice of state-regulated professions as defined under the pertinent Professional Regulatory Laws can be issued a Special Temporary Permit. Juridical persons such as partnerships, corporations, or associations of foreign nationals cannot be issued Special Temporary Permits.

**Q. Who may apply application for renewal under P.D. 541?**

- A.** All applications for the renewal of Professional Identification Card for Former Filipinos under P.D. 541 shall be filed by the individual applicant or any duly authorized representative. All applications shall be considered duly filed upon submission of complete requirements and payment of prescribed fees.

**Q. Who is liable for the records of foreign professionals?**

- A.** The International Affairs Division shall maintain a Roster of Foreign Professionals allowed to practice their professions and issued Certificate of Recognitions and Professional Identification Cards or Special Temporary Permits. The Roster shall include the following data: complete name, citizenship, profession, address in the country of origin, address in the Philippines, name of sponsoring group or employer, duration of the Special Temporary Permit, place of the activity and type of activity/nature of work.

Foreign professionals who are allowed to practice a profession with or without examination shall register with the Registration Division of the Professional Regulation Commission.

Data pertaining to foreign professionals shall remain confidential from any person/entity without the express written authority from the Commission.

A list of issued Certificates of Registration, Professional Identification Cards and Special temporary Permits, shall be posted in the official website of the Professional Regulation Commission within seven (7) days upon issuance thereof. In the case of issued Special Temporary Permits, the list shall also be posted for seven (7) days within the duration of the STP.

**Q. Who will be responsible for the monitoring of foreign professionals?**

- A.** Foreign professionals who have been issued Certificates of Registration and Professional Identification Cards or Special Temporary Permits shall be regularly



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monitored by the concerned Professional Regulatory Board through the Standards and Inspection Division.

The foreign professional shall inform the Commission through the International Affairs Division of any change in his/her place of residence in the Philippines within ten (10) days from such change.

Foreign professionals or their representatives shall submit a report of their accomplishments to the appropriate Professional Regulatory Board, copy furnished the International Affairs Division, within five (5) working days upon expiration of the Special Temporary Permit. Non-submission of the accomplishment report shall render the applicant/sponsoring/hiring/contracting institution ineligible for the renewal or issuance of prospective Special Temporary Permit

The Professional Regulatory Board with the Standards and Inspection Division may conduct inspection of the activities and shall issue an Inspection report to the Commission, indicating if the foreign professional, corporation or employer has or has not committed any violations of applicable laws.

### **Q. What are the grounds for cancellation of Special Temporary Permit?**

- A.** The Special temporary Permit may be cancelled by the Professional Regulatory Boards upon valid complaint after due notice and hearing on the following grounds:
1. Misrepresentation of facts in the application.
  2. Submission of falsified or tampered documents.
  3. Violations of conditions of the Permit.
  4. Injury/death or damage to property in the performance of the duty.
  5. Foreign national who has been declared as an undesirable alien by competent authorities.
  6. Any violation under the Professional Regulatory Laws and rules thereof.

### **Q. What is the validity of the permit?**

- A.** The Special Temporary Permit shall be valid for the period specified in the Board Resolution approved by the Commission. In no case, shall it exceed one (1) year unless renewed/extended.



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**Q. How to renew/extend a Special temporary Permit?**

- A.** Application for extension of the Special Temporary Permit must be filed at least fifteen (15) days prior to the expiration of the permit issued.

### ACCREDITATION AS ACCOUNTING TEACHER / CPA IN COMMERCE AND INDUSTRY / AND INDIVIDUAL CPA / FIRM / PARTNERSHIP OF CPAs IN THE PRACTICE OF PUBLIC ACCOUNTANCY

**Q. What is the procedure? What are the requirements?**

- A.** This procedure is applicable to all categories.
1. Secure application form at Window-2 of Standards and Inspection Division (located near public entrance gate). Application form can also be downloaded at [www.prc.gov.ph](http://www.prc.gov.ph)
  2. Proceed to Standards and Inspection Division to submit filed-out application form, evaluation and assessment.
  3. Proceed to Registration Division for verification of license, to Legal Division for notarization of application and to secure clearance of no derogatory record.
  4. Proceed to Cash Division to pay the prescribed fee.
  5. Submit application form, official receipt and other required documents to Standards and Inspection Division.

**Q. What are the requirements?**

- A.** Please click link for the requirements of the following:

[AS ACCOUNTING TEACHER](#)

[AS CPA IN COMMERCE AND INDUSTRY](#)

[AS INDIVIDUAL CPA](#)

[FIRM](#)

[PARTNERSHIP OF CPAs IN THE PRACTICE OF PUBLIC ACCOUNTANCY](#)



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### FILING OF FORMAL COMPLAINTS

**Q.** Where to file and how much is the fee?

**A.** Filing of complaint is done in the Legal Division, 2<sup>nd</sup> Floor, PRC Main Building.

Docket Fee: P245.00

Appeal Fee: P470.00