

**CHECKLIST FOR FILIPINO INTERIOR DESIGNERS APPLYING FOR INDONESIA – PHILIPPINES  
INTERIOR DESIGNER REGISTER (IPIDR)**

No.	Documentary Requirements
<input type="checkbox"/> 1.	Duly accomplished Application form for Registration as an Indonesia – Philippines Interior Designer with Significant Interior Design Work
<input type="checkbox"/> 2.	Original Certified True Copy of Transcript of Records
<input type="checkbox"/> 3.	Valid PRC Professional Identification Card
<input type="checkbox"/> 4.	Certificate of CPD Compliance which can be secured at PRC Regional Office nearest the applicant's residence by having the applicant's CPD credit units earned assessed by the Regional Office
<input type="checkbox"/> 5.	Original Certificate of No Pending Administrative Case issued by the PRC (Based on the available records of the Hearing and Investigation Division-Central Office as reflected in the Certificate that will be issued by the PRC Regional Office)
<input type="checkbox"/> 6.	Original Certificate of Good Standing issued by the APO
<input type="checkbox"/> 7.	Professional Experience: <b>7.1 Attachment 1:</b> Significant Interior Design Work Experience – Gained a minimum of not less than ten (10) years of continuous Interior Design practice after registration ( <i>Describe in retrospective order, beginning with the most recent one.</i> ) <b>7.2 Attachment 2:</b> Detailed Description of Significant Interior Design Work (Spent at least two (2) years in responsible charge of significant Interior Design work) ( <i>Describe, in detail, each work listed in the preceding page.</i> )
<input type="checkbox"/> 8.	Letter of Undertaking
<input type="checkbox"/> 9.	Flash drive/USB containing soft copies of the IPID application. Kindly scan the documents in an orderly manner based on the list above.
<input type="checkbox"/> 10.	Recent two (2) passport size pictures, white background with name tag (coat and tie for men; blazer for women)
<input type="checkbox"/> 11.	Payment: Php 1,240.00 non-refundable processing fee

Note:

1. An Interior Designer who is qualified to apply for registration as IPID shall submit his /her complete application documents to the Regulation Division of any PRC Regional Office, and pay the prescribed fee. Applications with incomplete documentary requirements shall be returned to the applicant for completion.
2. IAO shall process all eligible and complete application for registration as IPID, and endorse the application to the Philippine National Monitoring Committee for Indonesia-Philippines Interior Design, for assessment of the qualifications and professional experiences of applicant.
3. The Philippine National Monitoring Committee for Indonesia-Philippines Interior Design recommends the qualified applicants to be reviewed and endorsed by the IPIDC, thereafter, it shall jointly issue Certificate for applications approved by the IPIDC, upon payment of the prescribed registration fee.
4. All applications must be originally-signed by the applicant and shall be delivered to the nearest **PRC Regional Office – Regulation Division.**

**EMAILED APPLICATIONS OR COMPUTER-GENERATED SIGNATURES ON THE APPLICATION FORMS WILL NOT BE ACCEPTED**