Annex A

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|  | **Professional Regulation Commission** |
| **APPLICATION FORM** **ACCREDITATION OF SPEAKER/LECTURER FOR****REAL ESTATE SERVICE TRAINING PROGRAM AND SEMINARS,** **CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AND** **CAREER PROGRESSION AND SPECIALIZATION (CPS) PROGRAMS** |

***Instruction:***

*This application must be accomplished by the applicant.* Date Filed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Declaration of false statement is subject to administrative sanction and criminal prosecution.*  Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_ Initial \_\_\_\_\_ Renewal

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| **Part I – Personal Data** |
| Last Name | First Name | Middle Name |
| Citizenship: | Valid Special Temporary Permit Number (Authenticated copy) for foreigner |
| Date of Birth: | Civil Status: | Sex: |
| Mailing Address: | E-Mail Address: |
| Tel. No. | Cell No. | Fax No. |
| **Part II – Professional Course Taken** |
| Profession: | Registration No. | Year last Paid |
| **Part III – Experiences**  |  |
| Date of Service | Working/Teaching Experience | Employer |
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| Attach another page if not enough |
| **Part IV - Acknowledgment** |  |  |
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| **Part V - Action Taken:** |
| **Registration Section:****(verification of license)** | **Legal Service – Hearing and Investigation Division:**(Certificate of No Pending Case) |
| **Cash Section:**Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_O.R. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Issued by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Regulation Division:**Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  **Reviewed by:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Chief, Regulation Division, Region: \_\_\_\_  |
| **ACTION BY THE BOARD OF REAL ESTATE SERVICE** [ ]  Approved Deferred [ ]  Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member Member Member Member  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certificate of Accreditation No. \_\_\_\_\_\_\_\_\_\_\_\_\_ Valid Until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PROCEDURES IN APPLYING FOR ACCREDITATION AS INSTRUCTOR / LECTURER OF REAL ESTATE TRAINING PROGRAMS AND CPD PROGRAMS** |

Step 1. Secure Application Form at the Regulation Division of the nearest PRC Regional Office or download at [www.prc.gov.ph](http://www.prc.gov.ph).;

Step 2. Fill-out Application Form then proceed to Regulation Division processing window for evaluation and assessment;

Step 3. Proceed to Registration Division for verification of license/s;

Step 4. Proceed to Legal Division/Legal Service for certificate of no pending case;

Step 5. Proceed to Cash Division for payment of accreditation fee of P1,500.00;

Step 6. Submit Application Form with all the required documentary attachments and the official receipt to the Regulation Division designated window.

Step 7. Verify your application form Regulation Division after \_\_\_\_\_ days from the time of submission.

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| **CHECKLIST OF REQUIREMENTS FOR ACCREDITATION**  |

1. Duly accomplished Application Form for Speaker/Lecturer (Annex A)
2. Declaration as a competent Speaker/Lecturer with the following details: 1. that he/she has at least seven (7) years active experience in real estate professional practice with supporting documents as claimed, of which at least five (5) years pertain to teaching experience in a real estate subjects either as speaker/lecturer/instructor/mentor in real estate training and seminars, BSREM course, CPD or CPS programs, workshops, real estate reviews and others, with proof as claimed and also attaching the participants/attendees evaluation results (PER) per subject/topic or summary thereof, as Certified by the Training Director and attested by the Provider’s President (Annex B);

3. Original copy of current NBI Clearance;

4. Photocopy of valid Professional Identification Card (PIC) for at least six (6) months;

5. Current Professional Tax Receipt (PTR) per profession, if more than one (1) license;

6.Certificate of Completion on Trainer’s Training attended as Basic Course of Speakers/Trainers;

7. Photocopy of the Official Receipt for the payment of prescribed fee;

8. Short Brown Envelope; and

9. Two (2) pcs. Documentary Stamp

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| **CHECKLIST OF REQUIREMENTS FOR RENEWAL OF ACCREDITATION** |

1. Duly accomplished Renewal Application Form for Speaker/Lecturer;
2. Declaration as an expert speaker/lecturer with the following details: lectures conducted with subjects and hours taught during the validity of the accreditation with ~~S~~proof as claimed and also attaching the participants’/attendees’ evaluation results (PER) per subject/topic or summary thereof, as Certified by the Training Director and attested by the Provider’s President (Annex C);
3. Original copy of current NBI Clearance;
4. Photocopy of valid PIC for at least six (6) months;
5. Current PTR per profession, if more than one (1) License;
6. Certificate of Completion of the Speaker’s/Lecturer’s Enhancement Training Program conducted by Board for the first renewal or proof of attendance to any Speaker’s/Lecturer’s enrichment program on the subsequent renewal;
7. Photocopy of the Official Receipt for the payment of prescribed fee;
8. Short Brown Envelope;
9. Two (2) pcs. Documentary Stamp