**CHECKLIST OF REQUIREMENTS**

**FOR ACCREDITATION OF SPECIALTY SOCIETY/ORGANIZATION AND OTHER SPECIALTY CATEGORIES PROVIDING STRUCTURED TRAINING PROGRAMS FOR PROFESSIONALS**

**PER PROFESSIONAL QUALIFICATION TITLE**

**For Initial Application for Accreditation:**

1. Application form for accreditation
2. Authenticated Copy of the Certificate of Registration from the SEC
3. Authenticated Copy of the Articles of Incorporation and by-laws
4. Authenticated Copy of the Certificate of Registration from the BIR
5. For professions with existing Specialty Society/Organization or other Specialty Categories, certified list of training institutions, if applicable, and training programs with assessment mechanisms
6. Certified list of the composition of the Specialty Boards with their valid Professional Identification Card for local professionals
7. Such other documentary requirements as the Board may reasonably require (please see below additional documentary requirements for initial application)

**Additional Requirements:**

Short brown envelope for the Certificate of Accreditation

Two (2) sets of metered documentary stamps each to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

**Note:** The accreditation is valid for five (5) years subject to renewal. *Provided,* that the CPSP-CATS Committee concerned shall monitor and evaluate, every two (2) years or whenever necessary, compliance by the accredited Specialty Society/Organization or other Specialty Categories with all the conditions of their accreditation during the five (5) year period.

**PROFESSION-SPECIFIC REQUIREMENTS**

**(ADDITIONAL DOCUMENTARY REQUIREMENTS FOR INITIAL APPLICATION AS MAY BE PRESCRIBED BY THE PROFESSIONAL REGUALTORY BOARD CONCERNED)**

**Dentistry:**

1. Letter to the Chairperson of the PRB of Dentistry indicating that the Dental Specialty Society or Sub-specialty Society applying to offer or provide structured training programs must: a) have a President who is a Certified Specialist (recognized specialist of the specialty society); b) Be composed of members of the Accredited Integrated Professional Organization of dentists, dental hygienist and dental technologists in the Philippines; c) Be capable of strictly adhering to ALL the identified Professional Practice Outcomes in the Level Alignment Matrix of the issued PRB of Dentistry Resolution; d) Follow ALL the processes indicated in the issued PRB of Dentistry Resolution Guidelines on the Implementation of the CPSP of the concerned Professional Qualification Title; and e) Be recognized by a reputable international dental organizations (with supporting document/s)
2. For existing Dental Specialty Society or Sub-Specialty Society, certified list of training institutions, if applicable, and training programs with assessment mechanisms compliant and aligned with the issued PRB of Dentistry Resolutions on the Guidelines on the Creation and Implementation of the Career Progression and Specialization Program of the concerned Professional Qualification Title
3. Certified list of the composition of the Specialty Executive Boards with their valid Professional Identification Cards for local professionals;
4. Certified list of previously recognized specialists;
5. The credentials of at least nine (9) of either of its officers or members pertain to the specialty training beyond undergraduate level which could be any of the following: 1) At least ten (10) years teaching experience in the specialty field with a minimum load of ten (10) hours a week AND must have a local/international advanced education and training of the specialty field for at least one (1) year full-time; 2) An international advanced education and training of the specialty field for at least two (2) years full-time; 3) Previously issued Certificate of Recognition as Specialist by the Specialty Society;
6. Such other documentary requirements as the Board may reasonably require through a Board Resolution