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|   | **Professional Regulation Commission** |
| **APPLICATION FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING** |

CPD Council for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Part I. Personal Information** |
| Name: |
| Profession: | License No.: |
| Date Issued: | Valid Until: |
| Residence Address: |
| Telephone No.: | Fax No.: |
| Cellphone No.: | E-mail Address: |
| Company Name (if employed): | Position: |
| Company Address: | Telephone no.: |
| Self-Directed and/or Lifelong Learning: |
|  | Invention / Patent |  | Online Training |
|  | Post-Graduate Studies |  | Seminars / Technical Sessions / Conference |
|  | Authorship |  | Company sponsored training programs |
|  | Diploma Program |  | Professorial Chair |
|  | Others \_\_\_\_\_\_\_\_\_\_ |  |  |
| **Part II. Declaration and Attestation** |
| I am aware and I give my consent to the collection of the data required by this application form.I further attest that all particulars and supporting documents provided by me are correct and complete. I am aware that any false statement or fraudulent document will lead to the rejection of my application or to the cancellation of my PIC already issued, and may also render me liable under applicable administrative and criminal laws.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Over Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, affiant exhibited to me his/her valid government issued ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Notary Public) |
| **Part III. Action Taken** |
| **Continuing Professional Development Section:**Processed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Cash Division:**Amount :\_\_\_\_\_\_\_\_\_\_\_\_\_\_O.R.No./Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_Issued by :\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Reviewed by:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Chief, Regulation Division |
| ACTION TAKEN BY THE CPD COUNCIL Approved Credit Units Granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Disapproved Deferred pending compliance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member MemberDate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PROCEDURE FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING**  |
| Step 1. Secure Application Form at PRC-PICC Ground Floor or at any of the Regional Offices, or download at  PRC website ([www.prc.gov.ph](http://www.prc.gov.ph)).Step 2. Fill-out Application Form and comply the required documents.  (Please provide one (1) set for receiving copy)Step 3. Proceed to PRC-PICC Ground Floor, or at any of the Regional Offices for evaluation and assessment.Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager’s Check, Bank Draft payable to  Professional Regulation Commission) of Five Hundred Pesos (P 500.00).Step 5. Affix documentary stamp on the application form. Step 6. Submit Application Form with attached supporting documents and photocopy of official receipt to  PRC-PICC Ground Floor, or at any of the Regional Offices.Step 7. Verify your application after 60 days from time of submission by calling telephone numbers: 810-84-15 (PRC-PICC), or email at prc.cpdsecretariat@gmail.com |
| **CHECKLIST OF REQUIREMENTS** |
| **SUPPORTING DOCUMENTS****Comply/submit only the document/s required to support your application. Refer to the Matrix of CPD Activities and/or in the Operational Guidelines of your profession for guidance. (This can be viewed at** [**www.prc.gov.ph**](http://www.prc.gov.ph) **under the Continuing Professional Development tab)** |
| [ ] Original and Photocopy of Certificate of Attendance[ ] Program of Activities[ ] Diploma / TOR /Certificate of Completion, etc.[ ] Certificate of Patent[ ] Copy of published material/book[ ] Certificate of Entitlement /Appointment as Professorial Chair[ ] Others that may be required by the CPD Council |
| **Additional Requirements:**[ ] Soft copy of the Application including supporting attachments in PDF format saved in CD.[ ] Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only. |
| **Note:**1. Application for CPD Credit units of Master’s degree or its equivalent and Doctoral degree or its equivalent shall be filed not later than five (5) years from completion of the said degrees.
2. Representative/s filing and claiming application/s for crediting of self directed and/or lifelong learning in behalf of the applicant must present a letter of authorization and valid identification cards of both the applicant and the representative**.**
3. The period for processing the application is 60 days.
4. If additional requirement/s is/are needed, a period of 15 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.
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