|  |  |
| --- | --- |
|  | **Professional Regulation Commission** |
| **APPLICATION FOR ACCREDITATION AS CPD PROVIDER(FOREIGN)** |

CPD Council of CHEMISTRY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **New** |  | **Renewal** | Accreditation No. |  |
|  |  |  |  | Expiry Date |  |

|  |  |
| --- | --- |
| **Part I. Personal / Corporate Information** | |
| Name of Provider: | |
| Address: | |
| Telephone No.: | Fax No.: |
| E-mail Address: | Website: |
| Contact Person: | Contact No.: |
| **Part II. Acknowledgment** | |
| I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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 Accreditation No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Deferred pending compliance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Disapproved due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chairperson  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Member Member  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |
| --- | --- |
| **PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (FOREIGN)** | |
| Step 1. Secure Application Form at Window 15, 16, or 17 of the Registration Division, PRC-PICC, 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 Window 15, 16, or 17 of the Registration Division, PRC-PICC, 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 Eight Thousand Pesos (P 8,000.00).  Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to  Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices.  Step 6. Verify your application after \_\_\_days from time of submission by calling telephone numbers:  310-10-48 (PRC-Main)/810-84-15 (PRC-PICC), or email at [prc.cpdsecretariat@gmail.com](mailto:prc.cpdsecretariat@gmail.com) | |
| **CHECKLIST OF REQUIREMENTS** | |
| **SUPPORTING DOCUMENTS** | |
| **Initial**  [ ] Company Profile (must include Mission, Vision,  Core Values and if any, a list of previous training  activities conducted)  [ ] List of Officers with current Professional ID  Card (if applicable)  [ ] List and photographs of training equipment  and facilities  [ ] Instructional Design (one)  [ ] Annual plan of proposed CPD Activities  [ ] **Appointment paper** from the managing partner  authorizing the partner to manage CPD activities;  or **Board Resolution/Secretary Certificate** of a  Corporation authorizing an officer to manage CPD  Activities; **or its equivalent**  [ ] Proof of Registration of its creation in the  country/state of the applicant which must be  duly authenticated by the Philippine Embassy/  Consulate in the said country/state and  accompanied by an official English translation  thereof  [ ] Affidavit of Undertaking (CPDD-06) subscribed  and sworn before Philippine Embassy/Consulate  in the country/state of the applicant | **Renewal**  [ ] List of CPD activities for the last 3 years  [ ] List and photographs of training equipment  and facilities  [ ] Annual plan of proposed CPD Activities  [ ] General Information Sheet for Corporation or  Partnership or its equivalent  [ ] Amended Articles of Incorporation or  Partnership and their respective by-laws or its  equivalent, if there are changes  [ ] **Appointment paper** from the managing  partner authorizing the partner to manage  CPD activities; or **Board Resolution/**  **Secretary Certificate** of a Corporation  authorizing an officer to manage CPD  activities; **or its equivalent**, if there are  changes  [ ] Affidavit of Undertaking (CPDD-06)  subscribed and sworn before Philippine   Embassy/Consulate in the country/state of the  applicant |
| **Additional Requirements**  [ ] Short brown envelope for the Certificate of Accreditation  [ ] One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the  Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)  [ ] 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. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative. 2. The period for processing the application is 60 days. 3. 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. | |