

PROFESSIONAL REGULATION COMMISSION INFORMATION AND COMMUNICATION TECHNOLOGY DIVISION

ASSISTANCE FOR EXAMINATION APPLICATION, INITIAL REGISTRATION AND RENEWAL OF LICENSE

Step	Applicant/Client	Service Provider	Duration of Activity	Office/Person Responsible	Fees	Required Documents
UPLOADING OF PHOTO						
1	Secure and fill out Service Request (SR) Form then submit to ICT Division	Retrieve/upload photo of the applicant / registrant / professional	5 minutes	ICT Division	None	SR Form
END OF TRANSACTION						
CORRECTION OF DATA (NAME)						
1	Secure and fill out SR form then submit to ICT Division	Correct the name of the applicant as specified in the SR Form	5 minutes	ICT Division	None	SR Form
END OF TRANSACTION						
CORRECTION OF DATA (EXAMINATION PLACE)						
1	Secure and fill out SR form then submit to ICT Division	Correct the Examination Place of the applicant as specified in the SR Form	5 minutes	ICT Division	None	SR Form
END OF TRANSACTION						
PAYMENT CONCERNS (PAYMENT PENDING)						
1	Secure and fill out SR form then submit to ICT Division both the SR form and Official Receipt	Attend to the concern specified in the SR Form	10 minutes	ICT Division	None	SR Form
END OF TRANSACTION						
PASSWORD RESETTING						
1	Secure and fill out SR form then submit to ICT Division	Reset the password of the applicant's account	3 minutes	ICT Division	None	SR Form
END OF TRANSACTION						
ACCOUNT ACTIVATION						
1	Secure and fill out SR form then submit to ICT Division	Activate the applicant's account	3 minutes	ICT Division	None	SR Form
END OF TRANSACTION						
CHANGING OF EXAMINATION DATE						
1	Secure and fill out SR form then submit to ICT Division	Edit the applicant's examination date	3 minutes	ICT Division	None	SR Form
END OF TRANSACTION						