PROFESSIONAL REGULATION COMMISSION
REGISTRATION DIVISION

ONLINE INITIAL REGISTRATION

Step	Applicant/Client	Service Provider	Duration of Activity	Office/Person Responsible	Fees	Required Documents
1	Go to www.prc-online.com @ prc.gov.ph. Follow instructions for online initial application	prc-online at prc.govp.h website	10 minutes	Registered Professional	None	- email address - mobile number - personal data - ID photo in jpg format
2	Submit printed Oath Form at Window 12. Wait for your name to be called at Window 9.	Receive Oath Form and retrieve Permanent Examination Registration Record Card (PERRC) for verification, forward PERRC to Window 7 or 8 for printing of Registry Sheet	2 minutes	Verification Officer	None	- Printed Oath Form
3	At Window 9, sign on the Registry Sheet, affix thumb mark and submit Oath Form, PERRC, brown envelope, documentary stamp and official receipt.	Receive accomplished Registry Sheet, Oath Form, PERRC, brown envelope, documentary stamp and official receipt. Issue claim slip and advise professional to attend the scheduled mass oathtaking for claiming of PIC and COR.	2 minutes	Registration Officer	None	- Duly accomplished Oath Form - Official Receipt - Documentary Stamp
4	On scheduled date, other registrants submit claim slip at Window 13. Wait for your name to be called at Window 14.	Receive claim slip and retrieve Professional Identification Card (PIC) and Certificate of Registration (COR).	2 minutes	Releasing Officer	None	- Claim slip - Official Receipt
5	Proceed to Window 14 and receive PIC, COR. Sign on the releasing log sheet	Release PIC and COR. Instruct to sign on the releasing log sheet.**	2 minutes	Releasing Officer	None	- Claim slip - Official Receipt
END OF TRANSACTION						

Note: Applicants for Professions requiring prior membership to Accredited Professional Organization (APO) shall submit proof of membership.