|  |  |
| --- | --- |
|  | **Professional Regulation Commission** |
| **APPLICATION FOR ACCREDITATION AS SPECIALTY SOCIETY**  **OR OTHER SPECIALTY CATEGORIES** |

Professional Regulatory Board of/for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check appropriate box:

Specialty Society/Organization[[1]](#footnote-1) Sub-specialty Society[[2]](#footnote-2)

Multidisciplinary Specialty Society/Organization[[3]](#footnote-3) Other Specialty Categories[[4]](#footnote-4): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |
| --- | --- | --- |
| **Part I. Corporate Information** | | |
| Name of Society/Organization: | SEC Reg. No. (if applicable) | BIR Reg. No. |
| Address: | | |
| Telephone No.: |  | |
| E-mail Address: | Website: | |
| Contact Person: | Contact No.: | |
| Professional Qualification Title applying for: | | |
| **Part II. Acknowledgment and Conforme** | | |

|  |
| --- |
| 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.  I agree to the PRC Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

|  |  |
| --- | --- |
| **Part III. Action Taken** | |
| **Regulation Division:**  Processed by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Cashier:**  Amount : \_\_\_\_\_\_\_\_\_\_\_\_\_\_  O.R.No./Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Issued by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Reviewed by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chief PRO, Regulation Division | |
| ACTION TAKEN BY THE PRB Approved Accreditation No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Disapproved due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Deferment due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chairperson  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Vice Chairperson  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Member Member    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Member Member  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Member Member  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Note: The composition of PRB varies as to their number. | |

|  |
| --- |
| **PROCEDURE FOR ACCREDITATION AS SPECIALTY SOCIETY OR OTHER SPECIALTY CATEGORIES** |
| **Step 1.** Secure Application Form at Regulation Division of any of the PRC Regional Offices, or download at PRC  website ([www.prc.gov.ph](http://www.prc.gov.ph)).  **Step 2.** Fill-out Application Form and comply with the required documents. (Please provide one (1) set for receiving  copy).  **Step 3.** Proceed to Regulation Division - PRC Regional Offices where the National Office of the applicant is located for the examination of the completeness of the documentary requirements.  **Step 4.** Pay prescribed fee (in cash, Postal Money Order, Manager’s Check, Bank Draft payable to Professional  Regulation Commission) of P3,000.00/professional qualification title.  **Step 5.** Submit Application Form with attached supporting documents and photocopy of official receipt to Regulation Division - PRC Regional Offices where the National Office of the applicant is located.  **Step 6.** Verify your application after \_\_\_\_\_\_ days from the time of submission at the PRC Regional Office. |
| **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 \_\_\_\_\_\_\_\_ 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. |

1. **Specialty Society** - refers to an organization composed of [expert](https://dictionary.cambridge.org/us/dictionary/english/expert)s or specialists in a [particular](https://dictionary.cambridge.org/us/dictionary/english/particular) field of professional practice, duly registered with the Securities and Exchange Commission (SEC) which provides for a structured training program, modules with quality assurance assessment mechanism. [↑](#footnote-ref-1)
2. **Sub-specialty Society** – refers to an organization duly registered with the SEC or a group of experts within a specialty society which provides for a structured sub-specialized training programs, modules with quality assurance assessment mechanism. [↑](#footnote-ref-2)
3. **Multidisciplinary Specialty Organization** - refers to an organization composed of experts or specialists belonging to multiple professions, duly registered with the SEC which provides for a structured training program, modules with quality assurance assessment mechanism. [↑](#footnote-ref-3)
4. **Other Specialty Categories** - refers to any organizations or groups which provides for a structured training program, modules with quality assurance assessment mechanism that are seeking recognition and accreditation by the respective professional Boards [↑](#footnote-ref-4)