

PROFESSIONAL REGULATION COMMISSION

CONTINUING PROFESSIONAL DEVELOPMENT ACCREDITATION SYSTEM

PROVIDER APPLICATION MANUAL

PROVIDER APPLICATION (PUBLIC SIDE)



Applicants can access the site via this LINK



Proceed with the application by

clicking the

APPLY AS CPD PROVIDER button



After clicking the APPLY AS CPD PROVIDER button, the Terms of Service should appear.

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PROFESSIONAL REGULATION CO Continuing Professional Develop	TERMS OF SERVICE	RNING	LOG IN AS PR	OVIDER	
Provider Typ SELECT F Provider Nat PROFESS	CONTINUING PROFESSIONAL DEVELOPMENT ACCREDITATION SYSTEM. Welcome to the PRC CPD ACCREDITATION SYSTEM. Your use of this system means that you agree to the terms and conditions as defined below. The PRC may update or modify the Terms of Service from time to time without notifying you; therefore, your continued use of the Service after such modification will constitute your acceptance. PRIVACY The information gathered from this site will be treated as highly confidential. The PRC may use your contact information in order to send an e-mail and/or other communications regarding your status or updates about this service. We may also use your data for statistics, summaries, research and studies for the development of new markets and standards. SECURITY POLICY PRC deploys intrusion detection systems, firewalls, encryption systems and other internal controls which are meant to safeguard, physically	p not abbreviate.			
Contact Us About CPD	and logically, all our servers and information systems, including the data stored in these systems. Furthermore, it has an in-house Database Management and Network Management Division that secures the maintenance of the whole facility. Website Authentication CPD Accreditation System is secure. Digital Certificates are installed and running. The browser address bar in Green authenticates that surfing on this site is secure.		f		
	 Email Online application as a provider and program will generate a corresponding email which will be sent to the applicants' personal email address. PRC encourages applicants to continually check and verify their email to assure that all information is correct. Password Protection All applicants visiting the CPD Accreditation System pass through the Log-in authentication process. You are advised to keep your 			ç	

After reading the Terms of Service, proceed with the application by clicking the

button

Yes, I have read, understood and agree to this Terms of Service.



Select your provider type using

option.

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SELECT PROFESSION





SECLECT PROVIDER TYPE	
LOCAL	

FOREIGN

After selecting your provider type, proceed by selecting your classification using







Provider Type	Classificati	on
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	Select the provider type.	Select the appropriate classification of the provider.
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Select an Option		*
		Select the profession you're applying for.
Provider Name		the second se
PROFESSIONAL REGULATION COMMISSION		
1	and the second	Type the complete provider name as stated in the business permit. Do not abbreviate.

Proceed by inputting your general information at the space provided and select your region

Using the SELECT REGION

option

then click the next button.



Proceed by inputting your resume information at the space provided then click the next button.

	Resume	Company Profile	Training Facilities	Others	Confirmation
Firstname		Middlename		Lastname	
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Proceed by inputting your company profile at the space provided then click the next button.



Proceed by inputting information about your training facilities at the space provided then click the next button.



Proceed by inputting other information at the space provided then click the next button.

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BIR OCN	Er 20000040024EC	TIN		E. 1724EC78000
DTI REGISTRATION NO.	EX. 3KC00001233436	03/02/2018		EX. 123430/03000
NBI CLEARANCE NO.		03/02/2018		
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FULLNAME Type the full name of the person	i to contact in case of verifications.	Position / Designation	Type here the position of the c	ontact person in the organization
Department / Division / Office	contact person in the erronization	Email Address	rosa Wa will be conding importa	at notices to your a mail account
Type the landline number or mobile r	contact person in the organization.	iype a valid e-mail add	ress. we will be sending importa	nt nonces to your e-mail account
First Previous		Click he	pre —	Next Last

Submit the application by clicking

SUBMIT APPLICATION

The

button.

Training Activity Conducted:		
OTHERS		
BIR OCN: TIN: Valid Until:		
DTI Registration No.: Valid Until:		
NBI Clearance No.: Valid Until:		
CONTACT PERSON		
Fullname:		
Position/Designation:		
Department/Office:		
Email:		
Contact No:		
(Your information cannot be updated after you proceed, please thoroughly review any misspellings or capitalizations on your information).		

Proceed by clicking the



button.

Proceed!





A notification will pop-up indicating that the application is received after clicking the submit button.



Local Application Received!

Click OK and proceed to print the forms that will pop-up in your browser, please follow the instructions and bring all documents required in your application.



A new tab will open and show the applicant a form to download.

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And an order of payment to download as well.

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	Order of Payment # Payor Date FEE PAYMENT FOR APPLICA TOTAL AMOUNT	PROV-2018-144 EDMAR BORBON March 02, 2018 ATION AS CPD PROVIDER	AMOUNT PHP 1000 PHP 1000		

The email sent to the applicant will contain the requirements needed to submit at the PRC office after payment. (Payment will be done at the PRC office)

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Gmail -	←	1 of 1,449 < >
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Sent Main Drafts More ▼	APPLICATION FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING	
Pao * +	Dear Franzchecska Pedrosa Jallorina; Thank you for your application for crediting of self directed and/or lifelong learning. Please submit the following requirements as listed below at the PRC Central Office, PRC-PICC or at any nearest Regional Office for further evaluation of your application. Comply only the document/s that is/are required to the application. • Original and Photocopy of Certificate of Attendance • Program of Activities • Diploma / TOR / Certificate of Completion • Certificate of Patent • Copy of published material/book • Certificate of Entitlement / Appointment as Professorial Chair You can get your application form here. Thank you.	
	This email is system generated. The recipient should check the email for threats with proper software, as the commission does not accept liability for any damage inflicted by viewing the content of this email.	

DO NOT REPLY.

Once the council has approved the application, the applicant will receive an email containing the username and password for their provider account.



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PROVIDER APPLICATION (SECRETARIAT SIDE)



Input the username and password, then click the Login button to proceed.



Click the Providers

tab

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In Number of program per status



Lill Number of program per type

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Click the 💿 button to view provider details

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	Showing 1 to	9 of 9 entries							Previo	ous 1 Next

Input the OR number and date of payment to tag the application, then click

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After tagging the application, click the

LIST OF REQUIREMENTS button

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Check if the application has the correct requirements and input any remarks, then click the button

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Click the council actions button to check actions taken by the council

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Here you can check the status of the application

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PROVIDER APPLICATION (COUNCIL SIDE)



Input the username and password, then click the Login button to proceed.



Click the Transactions



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Click the solution to view the details of the application

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Click the ACTION tab



Select the action from

X

