



Professional Regulation Commission

APPLICATION FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING

CPD Council for _____

Part I. Personal Information

Name:
Profession: License No.:
Date Issued: Valid Until:
Residence Address:
Telephone No.: Fax No.:
Cellphone No.: E-mail Address:
Company Name (if employed): Position:
Company Address: Telephone no.:
Self-Directed and/or Lifelong Learning:
Invention / Patent
Post-Graduate Studies
Authorship
Diploma Program
Others
Online Training
Seminars / Technical Sessions / Conference
Company sponsored training programs
Professorial Chair

Part II. Declaration and Attestation

I am aware and I give my consent to the collection of the data required by this application form.
SUBSCRIBED AND SWORN to before me this ___ day of ___ 20__ at ___, affiant exhibited to me his/her valid government issued ID ___ issued at ___ on ___.
I further attest that all particulars and supporting documents provided by me are correct and complete. I am aware that any false statement or fraudulent document will lead to the rejection of my application or to the cancellation of my PIC already issued, and may also render me liable under applicable administrative and criminal laws.
Signature Over Printed Name
Date
(Notary Public)

Part III. Action Taken

Continuing Professional Development Section: Cash Division:
Processed by: Amount :
Date : O.R.No./Date :
Issued by :

Reviewed by:
Chief, Regulation Division

ACTION TAKEN BY THE CPD COUNCIL
Credit Units Granted:
Approved
Disapproved
Deferred pending compliance
Chairperson
Member
Member
Date

PROCEDURE FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING

- Step 1. Secure Application Form at PRC-PICC Ground Floor or at any of the Regional Offices, or download at PRC website (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 PRC-PICC Ground Floor, 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 Five Hundred Pesos (P 500.00).
- Step 5. Affix documentary stamp on the application form.
- Step 6. Submit Application Form with attached supporting documents and photocopy of official receipt to PRC-PICC Ground Floor, or at any of the Regional Offices.
- Step 7. Verify your application after 60 days from time of submission by calling telephone numbers: 810-84-15 (PRC-PICC), or email at prc.cpdsecretariat@gmail.com

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

Comply/submit only the document/s required to support your application. Refer to the Matrix of CPD Activities and/or in the Operational Guidelines of your profession for guidance. (This can be viewed at www.prc.gov.ph under the Continuing Professional Development tab)

- Original and Photocopy of Certificate of Attendance
- Program of Activities
- Diploma / TOR /Certificate of Completion, etc.
- Certificate of Patent
- Copy of published material/book
- Certificate of Entitlement /Appointment as Professorial Chair
- Others that may be required by the CPD Council

Additional Requirements:

- 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. Application for CPD Credit units of Master's degree or its equivalent and Doctoral degree or its equivalent shall be filed not later than five (5) years from completion of the said degrees.
2. Representative/s filing and claiming application/s for crediting of self directed and/or lifelong learning in behalf of the applicant must present a letter of authorization and valid identification cards of both the applicant and the representative.
3. The period for processing the application is 60 days.
4. 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.