



Republic of the Philippines
Professional Regulation Commission
Manila

**CHECKLIST OF REQUIREMENTS
FOR ACCREDITATION OF CPE / CPD PROVIDERS IN ACCORDANCE WITH
RESOLUTION NO. 2008-466 SERIES OF 2008**

Name of Applicant-Provider: _____ Profession: _____

A.1 In case of juridical entity:

- A.1.1. Duly accomplished application for accreditation of CPE/CPD Provider (CPE Form No. 03-2008).
- A.1.2. Authenticated copy of SEC Certificate of Registration and Articles of Incorporation and By-laws
For Government Institution/Agency: Mandate of the government institution (Creation of the institution)
- A.1.3. List of Officers with PRC License Number and Expiry Date (if officer is a member of a regulated profession)
- A.1.4. Mechanism of measuring quality of program, activity or source being offered
- A.1.5. Criteria for selecting and evaluating speakers, resource persons or lecturers
- A.1.6. Plans for CPE programs or activities for the year applied
- A.1.7. Proof of past CPE activities or programs conducted / arranged (immediate past year) for applicants renewing accreditation (not required for first time applicant).

A.2. In case of natural persons:

- A.2.1. Duly accomplished application for accreditation of CPE/CPD Provider (CPE Form No. 03-2008).
- A.2.2. DTI Certificate of Registration
- A.2.3. Mechanism of measuring quality of program, activity or source being offered
- A.2.4. Criteria for selecting and evaluating speakers, resource persons or lecturers
- A.2.5. Resume must include: relevant educational background, current employment, profession, PRC license number and date of expiration, principal area of professional works and number of years in the legal practice of the regulated profession
- A.2.6. Valid NBI Clearance

Additional Requirements:

- 1. Payment of the prescribed accreditation fee (in Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission amounting to Five Thousand Pesos (P5,000.00).
- 2. Three (3) photo copies of official receipt
- 3. Short brown envelope for the Certificate of Accreditation
- 4. One set of metered documentary stamp worth Twenty-One Pesos (Php21.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service Counters and PRC Regional Offices)

Remarks: _____

Additional Instructions:

- a. Application should be filed in **three (3) copies**: One (1) original signed and/or two (2) photo copies with the complete requirements with folder and paper fastener. (Pls. provide one set for receiving copy)
- b. Representative(s) filing application for accreditation and claiming the Certificate of Accreditation in behalf of the company / institution / single proprietor, must present letter of authorization and valid identification card of the authorized signatory and the representative.

APPLICATIONS WITH INCOMPLETE REQUIREMENTS WILL NOT BE ACCEPTED