



Republic of the Philippines  
Professional Regulation Commission  
Manila

**CHECKLIST OF REQUIREMENTS  
FOR ACCREDITATION OF CPE / CPD PROGRAM / ACTIVITY, OR SOURCES  
IN ACCORDANCE WITH RESOLUTION NO. 2008-466 SERIES OF 2008**

Name of Provider: \_\_\_\_\_ Profession: \_\_\_\_\_  
\_\_\_\_\_

Title of the Program: \_\_\_\_\_  
\_\_\_\_\_

**For Juridical Entity and Natural Persons:**

- 1. Duly accomplished application for accreditation of CPE/CPD Program, Activity, or Source (CPE Form No. 05-2008).
- 2. Content / Outline (Topic/s of Seminar) and number of hours
- 3. Evaluation Methods to be used
- 4. Resume of speakers, lecturers, discussion leaders, panelists, reactors, moderators, and facilitators including their qualifications and current PRC license (if they are members of the regulated profession)
- 5. Actual Program and schedule (Should include the following: Time, Topic/s, Name of Resource Speaker/s / Facilitator/s / Reactor/s)
- 6. Proposed budget

**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 One Thousand Pesos (P1,000.00) / year.
- 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/s of program, activity, or source should be filed only by accredited providers.
- b. 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)
- c. Application/s should be filed **thirty days (30) prior to the conduct of program**, activity, or source.
- d. 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 signatory and authorized representative.

**APPLICATION WITH INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED.**

**REMINDER: COMPLETION REPORTS OF APPROVED PROGRAM SHOULD BE SUBMITTED WITHIN FIFTEEN (15) DAYS AFTER THE CONDUCT OF TRAINING / PROGRAM.**