



Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council of/for _____

Part I. General Information

Name of Provider:
DE LA SALLE HEALTH SCIENCES INSTITUTE – COLLEGE OF MEDICAL RADIATION TECHNOLOGY

Accreditation No.: RAD- 2016-011 Expiration Date: JUNE 9, 2022

Contact Person: SHIRLEY A. TERCENIO, RN, MPA, PhD Designation: Chair, Continuing Professional Education

Contact No.: **046-481-8000 local 1470** Date of Application:

Proposed Program:
 Seminar Seminar/Workshop Residency Training Tours & Visits Others _____

Title of the Program:

Date to be offered: Time / Duration:

Place / Venue: No. of times program to be conducted:

Course Description:

Objectives:

Target Participants / No.: Registration / Seminar Fee to be collected:

Part II. Acknowledgment and Conformance

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: **Cash Division:**

Processed by: _____ Amount : _____

Date : _____ O.R.No./Date : _____

Issued by : _____

Reviewed by:

Chief, Regulation Division

ACTION TAKEN BY THE CPD COUNCIL

Approved for _____ Credit Units Accreditation No. _____

Disapproved

Deferred pending compliance _____

Chairperson

_____ _____
Member Member

Date _____

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

- Step 1. Secure Application Form at Regulation Division of any of the PRC 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 Regulation Division of any of the PRC 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 One Thousand Pesos (P 1,000.00).
- Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to Regulation Division of any of the PRC Regional Offices.
- Step 6. Verify your application after 45 days from time of submission at CPD Division by calling telephone numbers 810-84-15 (PRC-PICC), or email at prc.cpdsecretariat@gmail.com

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

- Specific course Objectives stating competencies to be gained from program
- Evaluation tool specific to course objectives set
- Program of Activities showing time/duration of topics/workshop
- Resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any)
- Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit (if applicable)
- Breakdown of expenses for the conduct of the program

Additional Requirements:

- Short brown envelope for the Certificate of Accreditation
- Two (2) sets of metered documentary stamps worth Twenty-Five Pesos (P25.00) each to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)
- 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 accreditation should be filed 45 days before the offering of the program/training.
2. 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.
3. The period for processing the application is 45 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.