

## LICENSURE EXAMINATION AND REGISTRATION INFORMATION SYSTEM (LERIS)

### LERIS SERVICES

#### 1. Online Application

This is the process by which the applicant applies for the licensure examination through the PRC Web Portal by (a) filling-up electronic forms (eForm); (b) attaching the electronic /scanned copies of supporting documents; (c) submitting the eForm and the electronic / scanned copies of supporting documents; and (d) receiving notification / acknowledgement of transaction through the applicant's email address or through his mobile phone.

All information provided by the applicant will be considered **true, correct and exact representation of the scanned documents** (eDocs). These will be stored in the LERIS database as part of the applicant's / professional's **permanent record**. During the initial LERIS implementation it is required that the original supporting documents be submitted to PRC.

A confirmation message or acknowledgment receipt will be displayed onscreen and sent to applicant's email address. This contains instructions including fees and next steps.

(After paying the application fee online (refer to item number (2)) The applicant must personally go to PRC to

- Submit original supporting documents;
- Get Official Receipt from PRC Cashier, if needed;
- Get Notice of Admission (NOA) and
- Have photo and biometric signature taken to be stored in the LERIS database for purposes of identity verification prior to the Walk-in Examination and preparation of the licensure ID card

#### **NOTE:**

**Manual Re-scheduling of examination is not allowed.** Applicants who wish to take the examination on another date shall file a request for Cancellation of Application for examination at the Marine Engine Officers Division (MEOD) or Marine Deck Officers Division (MDOD). In such cases, the applicant is advised to re-apply online. No swapping of schedule with another applicant is allowed. Examination slots are on a first-come first-served basis.

Electronic linkages with related government agencies that provide data about the professionals will soon be established allowing paperless electronic data verification and authentication from source agencies, thereby eliminating the need to submit the original copies of the supporting documents.

#### 2. Online Payment

This is the process by which the applicant pays fees by using any of the payment systems that are available at the PRC Web Portal as indicated below. However, payment can be made through the PRC Cashier (**over-the-counter (OTC) payment**) if it is preferred by the applicant or in case online payment is not available for technical reasons.

- Bank ATM (automated teller machine) debit account scheme - using a bank (e.g. **Land Bank of the Philippines) ATM** account with enough peso balance
- Mobile phone short messaging system (SMS or text messaging) - using the **Globe G-Cash) electronic wallet** with enough peso balance

The examination fee is PhP 500.00 per subject or function. Approved fees and charges will be published as necessary. Payment of examination fee must be made at least seven (7) days before the scheduled examination.

**Acknowledgement** or **Confirmation Receipt** will be sent by email for payments made online. This serves as the **Official Receipt** that must be printed and presented to the PRC prior to the issuance of Notice of Admission (NOA).

### 3. Walk-in Examination

The PRC Walk-In Examination System (WES) is a computerized licensure examination available to examinees anytime. It is a multi-disciplinary examination system that allows professionals of various disciplines to take their respective examinations at the same time and at the same venue. It is a biometrically-secured interactive examination that randomly generates unique test set for each examinee.

#### Verification of Examinee Identity

The identity of the examinee is verified (prior to admittance into the Test Center) against the biometric identification of the examinee that has been previously stored in the LERIS database. After positive verification, the examinees take the computerized examination.

#### Grading

The grade is immediately computed automatically by LERIS upon completion of all subjects / functions.

#### 'Conditional' Grade

A WES examinee with 'conditional' grade will be required to take the WES removal examination (not the written / paper-based examination). An examinee with "conditional" status shall take the subjects to be removed on scheduled date and time.

#### 'Failed' Grade

An examinee who failed in the WES examination has two (2) options (a) re-take through the WES examination; or (b) re-take through the written / paper-based examination. After three consecutive failures, the examinee is required to take the next examination after one year.

### 4. Online Registration

After taking oath, the new professional must apply to register his / her professional license and request for certificates and endorsements using the Online Registration system. Subsequent registration renewal will also be through the Online Registration system. Similar to Online Application, the

documentary requirements will be submitted electronically to the PRC Web Portal.

Change in personal information (except name, birth data, and marital status) may be changed / updated during the registration process. Amendments in the name, birth date, birth place, sex, and marital status will go through a PRC legal process. Other changes such as additional educational, training and review information; address; and other similar information may be changed as necessary through the Online Registration.

## WES SCHEDULE

REGULAR EXAMINATIONS (Tuesday to Friday)	8:00 am - 12:00 pm
	1:00 pm - 5:00 pm

Examinations are conducted regularly except on Christmas, New Year and Holy Week.

## REQUIREMENTS FOR LERIS ONLINE SERVICES

### 1. Supporting Documents

Before applying for examination, all required supporting documents (birth certificate, diploma, transcript of records and other supporting documents) must be obtained and **scanned in jpeg format and for multiple-page documents in tif format**. The total size of all scanned documents must not be more than 10 megabytes. Original copies of all supporting documents as submitted only must be presented to PRC for validation and authentication. Failure to present the original documents invalidates your online application.

The following are the basic supporting documents for online submission

- a) Transcript of Records with Special Order and Date of Graduation with **SCANNED PICTURES AND WITH REMARKS "FOR BOARD EXAMINATION PURPOSES ONLY"**. [View Res.2004-200.](#) (Graduates of government schools and institutions/programs accredited by recognized accrediting agencies under the FAAP are exempted from SO [B]). **Graduates of New Schools/Degree/Programs must submit School Recognition and/or Permit to Operate.**
- b) NSO-issued of Birth Certificate (in NSO security paper; if NSO copy not very clear, bring copy from local civil registrar)
- c) NSO-issued Marriage Contract in NSO security paper (for married female only; if NSO copy not very clear, bring copy from local civil registrar)
- d) Community Tax Certificate (Cedula) for the current year
- e) Other specific requirements as required by the Commission and/or the Professional Regulatory Board.

## 2. E-mail Address

The applicant must create an email account prior to application for examination, registration, and other PRC online services. LERIS notifications and feedback will be sent to the applicant's e-mail address or to the applicant's mobile phone.

## 3. User Registration (Registration as a PRC / LERIS Client)

In order to facilitate and secure all transactions with the PRC, the client must register to establish his / her identity by providing

(a) "User Name" is a user-supplied name consisting of six (6) or more characters. This will be provided by the applicant / registrant whenever the client logs in the system;

(b) Password is a user-supplied code consisting of six (6) or more characters that will be provided by client to ensure full identification before any access to PRC information and / or online service is allowed; and

(c) Basic personal data such as name, address, birth date, etc

## 4. Payment

The applicant / registration may pay any PRC / LERIS service through the Online Payment System using the Land Bank of the Philippines (LBP) ATM Debit Account system or the Globe G-Cash, or in cash for over-the-counter payment at any PRC office.

## **ACCESS TO LERIS SERVICE**

The LERIS online services can be accessed from any computer system with Internet access. It can be from a home computer, Internet Café, any personal computer with Internet access or from the PRC Internet Kiosk located at the PRC premises.

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