



Professional Regulation Commission

APPLICATION FORM FOR ACCREDITATION OF PROVIDER OF REAL ESTATE SERVICE TRAINING PROGRAM

Instruction:

This application must be accomplished by the applicant. Any false statement is subject to legal prosecution.

Date Filed: Reference No.:

Part I - Personal /Corporate Information

Name of Provider
Classification: Individual, Institution, Organization, Association, Others
Address:
SEC Registration No., DTI Reg. No. (For Sole Proprietorship)
Tel. No., Fax No.:
Email Address:, Website:

Part II . Lecturers / Resource Speakers (At least five(5)).

Table with 6 columns: Name, Profession, PRC License / ID No., Expiry Date, Accreditation No., Validity

Part III. Acknowledgement

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.
SUBSCRIBE AND SWORN to before me affiant exhibited to me the applicant's Community Tax Certificate No.: dated issued at.
Printed Name and Signature of President/ Head / Director Date (Notary Public)

Cash Division: Amount, O.R. No., Date, Issued by:
Standards and Inspection Division: Process by: Date:

Reviewed by:

OIC, Standards and Inspection Division

ACTION BY THE BOARD OF REAL ESTATE SERVICE

Approved Disapproved
Chairman
Member
Member
Member

Date: Certificate of Accreditation No.:

PROCEDURES IN APPLYING FOR ACCREDITATION FOR PROVIDER OF REAL ESTATE TRAINING PROGRAM

- Step 1. Secure AP Application Form (SID-RES-02) at the Standards and Inspection Division counter or download at www.prc.gov.ph.
- Step 2. Fill-out Application Form then proceed to Legal Division for notarization of application.
- Step 3. Proceed to Standards and Inspection Processing window for evaluation and assessment.
- Step 4. Pay processing fee of P5,000.00.
- Step 5. Submit application form with all the required documents and official receipts to the Standards and Inspection Division designated window.
- Step 6. Verify your application after _____ days from the time of submission by calling 314-00-48 (Standards and Inspection Division).

CHECKLIST OF REQUIREMENTS (*Original and Photocopy*)

- [] Authenticated copy of Certificate of Registration, current Article of Incorporation and By-Laws issued by SEC / DTI for single proprietor
- [] Certificate of Recognition issued by CHED (for Colleges and Universities)
- [] Contract of Lease or proof of ownership
- [] Organizational Structure
- [] Biodata of Director/Head of Staff, with latest 2 x 2 photograph (with white background and nametag)
- [] Schedule of Fees
- [] Latest Financial Statement submitted to SEC and signed by a CPA duly accredited by BOA (Board of Accountancy).
- [] Inventory of Facilities and educational materials
- [] Syllabi of all subjects to be offered
- [] Mayor's Permit
- [] Pool of accredited lecturers (at least five)
- [] Endorsement from national or head office if chapter of local office.
- [] Short brown envelope
- [] Two (2) pcs. documentary stamps