



### Professional Regulation Commission

### APPLICATION FORM ACCREDITATION OF TRAINING / PROGRAM OF REAL ESTATE SERVICE

Date Filed: \_\_\_\_\_  
Reference No.: \_\_\_\_\_

**Part I – Information**

Name of Provider:	
Accreditation No.	Expiration Date:
Title of the Training / Program:	
Date to be offered:	Place / Venue
Description:	
Objectives:	
Target Audience:	Registration Fee:

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

Names of Accredited Lecturer / Speaker	Accreditation No.	Validity

	Signature and Printed Name: _____ Position: _____ Date: _____
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<b>Cash Division:</b> Amount _____ O.R. No. _____ Date _____ Issued by: _____	Standards and Inspection Division:  Processed by: _____ Date: _____
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**Reviewed by:**

OIC, Standards and Inspection Division

**ACTION BY THE BOARD OF REAL ESTATE SERVICE**

- Approved for \_\_\_\_\_ Credit Units  Disapproved  
 Please submit the following:  
 Actual Program Schedule  
 Completion Report

\_\_\_\_\_ Chairman

\_\_\_\_\_ Member \_\_\_\_\_ Member

\_\_\_\_\_ Member \_\_\_\_\_ Member

Date: \_\_\_\_\_ Certificate of Accreditation No.: \_\_\_\_\_

## PROCEDURES IN APPLYING FOR ACCREDITATION FOR REAL ESTATE SERVICE

- Step 1. Secure ATP Application Form (SID-RES-03) at the Standards and Inspection Division counter or download at [www.prc.gov.ph](http://www.prc.gov.ph).
- Step 2. Proceed to Standards and Inspection Processing window for evaluation and assessment.
- Step 3. Pay processing fee of P3, 000.00 per program.
- Step 4. Submit application form with all the required documents and official receipts to the Standards and Inspection Division designated window.
- Step 5. Verify your application after \_\_\_\_\_ days from the time of submission by calling 314-00-48 (Standards and Inspection Division).

## CHECKLIST OF REQUIREMENTS

- Duly accomplished application form (Original Signed)
- Content / Outline (Topics of seminar and number of hours)
- Evaluation Methods to be used
- Actual Program Schedule (Should include the following: Time, Topic/s, Name of Accredited Resource Speaker/s / Lecturer/s)
- Proposed Budget
- Short brown envelope
- One (1) documentary stamp