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|  | **Professional Regulation Commission** |
| **APPLICATION FORM**  **ACCREDITATION AS ACCOUNTING TEACHER** |

**Date Filed**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Initial Renewal**

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| **Part I Personal Information:** | | | | | | |
| Name of Applicant : | License Number: | | | | Certificate of Accreditation Number  (for Renewal) | |
| Home Address: | | | | | | |
| Tel. No./Fax Number.: | | Cellphone Number.: | | | | Email Address: |
| School where accounting degree was obtained: | | | | | | Year Graduated: |
| School/Educational Institution Currently Connected (Please use separate sheet if needed):  Name Address | | | | | | |
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| Subjects Handled or to be Handled: | | | | | | |
| **Part II Acknowledgment:** | | | | | | |
| 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 Date | | | | | | |
| **Part III Action Taken:** | | | | | | |
| **Registration Section:**  (Verification of License) | | | **Legal Service – Hearing and Investigation Division:**  (Clearance of no derogatory record) | | | |
| **Cash Section:**  Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  O.R. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Issued by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Regulation Division:**  Processed by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Reviewed by:**  **­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Chief, Regulation Division, Region: \_\_\_\_** | | | | | | |
| **ACTION BY THE BOARD OF ACCOUNTANCY**  Approved Disapproved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **BOARD FOCAL PERSON**  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assigned Accreditation No. (for Initial) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

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| **PROCEDURE FOR APPLYING ACCREDITATION**  **AS ACCOUNTING TEACHER** |

Step 1. Secure Application Form at the Regulation Division of at the nearest PRC Regional Office or download at [www.prc.gov.ph](http://www.prc.gov.ph);

Step 2. Fill-out Application Form and then proceed to Regulation Division processing window for evaluation and assessment;

Step 3. Proceed to Registration Section for verification of License/s;

Step 4. Proceed to Legal Service – Hearing and Investigation Division for clearance of no derogatory record;

Step 5. Proceed to cashier to pay the accreditation fee of P1,500.00;

Step 6. Submit application form with all the required documents and photocopy of official receipt to the Regulation Division designated window.

Step 7. Verify your application after \_\_\_\_\_ days from the time of submission.

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| **CHECKLIST OF REQUIREMENTS *(Present Original and Photocopy)*** |

* Duly accomplished Application Form;

🖵 Photocopy of Certificate of Registration;

🖵 Certified copy of diploma / transcript of records of the relevant graduate degree program;

🖵 Photocopy of valid Professional Identification Card (PIC);

🖵 Duly notarized Certificate of Employment / Appointment as Faculty Member from the educational institution the CPA applicant is currently teaching, which includes among others a statement that he or she has submitted his/her NBI Clearance, Diploma, Professional Tax Receipt (PTR) and Transcript of Records from the accounting school where the CPA has graduated and in its custody;

🖵 Sworn Statement by the individual CPA that he has at least three (3) years of meaningful experience in any of the areas of the practice of accountancy with a detailed description of such work experience (affix two (2) documentary stamps);

🖵 Certificate/s of CPD credit units earned;

🖵 Payment of accreditation fee (In Cash, Postal Money Order, Manager’s Check or Bank Draft payable to the Professional Regulation Commission)

🖵 Short Brown Envelope for the Certificate of Accreditation;

🖵 Four (4) pcs. documentary stamps.

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| **RENEWAL *(Present Original and Photocopy)*** |

🖵 Duly accomplished Application Form;

🖵 Photocopy of the expired Certificate of Accreditation;

🖵 Photocopy of valid Professional Identification Card (PIC);

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🖵 Duly notarized Certificate of Employment / Appointment as Faculty Member from the educational institution the CPA applicant is currently teaching which includes among others a statement that he or she has submitted his/her NBI Clearance, Diploma, Professional Tax Receipt (PTR) and Transcript of Records from the accounting school where the CPA has graduated and in its custody ;

🖵 Sworn statement by the individual CPA that he has at least three (3) years of meaningful experience in any of the areas of the practice of accountancy with a detailed description of such work experience (affix two (2) documentary stamps);

🖵 Certificate/s of CPD credit units earned;

🖵 Payment of accreditation fee (In Cash, Postal Money Order, Manager’s Check or Bank Draft payable to the Professional Regulation Commission);

🖵 Short Brown Envelope for the Certificate of Accreditation;

🖵 Four (4) pcs. documentary stamps.

**Note:**

1. Applications with incomplete documents will not be accepted. Documentary stamps are available at the PRC Costumer service counters and PRC Regional Offices.
2. Representative/s filing and claiming the Certificate of Accreditation on behalf of the professional must present Special Power of Attorney (SPA) and valid proof of identification of the professional and the representative.

3. Any discrepancy/ies or inconsistency/ies in the documents submitted in support to the application shall be supported by an Affidavit of Discrepancy.