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|  | **Professional Regulation Commission** |
| **APPLICATION FORM**  **ACCREDITATION OF TRAINING PROGRAM OF REAL ESTATE SERVICE** |

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

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

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| **Part I – Information** | | | | | |
| Name of Provider: | | | | | |
| Accreditation No. | | | Expiration Date: | | |
| Title of the Training / Program: | | | | | |
| Mode of Training Program:  **Conventional (Face-to-Face)\* Online**  **Conversion to online training program *(Accreditation No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*\*\***    ***\* subject to the existing guidelines and protocols set by the National Government and the COVID-19 Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF)***  ***\*\* previously issued Accreditation Number*** | | | | | |
| Date to be offered: | | | Place / Venue: ***(if online, indicate the meeting application to be used such as Zoom, Google Meet, Microsoft Teams, Skype, etc.)*** | | |
| Description: | | | | | |
| Objectives: | | | | | |
| Target Audience: | | Registration Fee: | | | |
| **Part II . Accredited Instructors/ Lecturers** (At least five ( 5) | | | | | |
| Names of Accredited Lecturer / Speaker | | | | Accreditation No. | Validity |
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| **Part III 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 of Applicant Date | | | | | |
| **Cash Section:**  Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  O.R. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Issued by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Regulations Division:**  Processed by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Reviewed by:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Chief, Regulations Division, Region: \_\_\_\_ | | | | | |
| **ACTION BY THE BOARD OF REAL ESTATE SERVICE**  Approved for \_\_\_\_\_\_ Credit Units  Disapproved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chairman  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Member Member  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Member Member  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certificate of Accreditation No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**PROCEDURES IN APPLYING FOR ACCREDITATION OF TRAINIING PROGRAM FOR REAL ESTATE SERVICE PRACTITIONERS**

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

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

Step 3. Proceed to Cash Section for the payment of Accreditation Fee of P3,000.00 per program.

Step 4. Submit application form with all the required documents and official receipt to the Regulation Division designated window.

Step 5. Verify your application after \_\_\_\_\_\_\_ days from the time of submission.

**CHECKLIST OF REQUIREMENTS**

[ ] Duly accomplished application form (Original Signed);

[ ] Copy of the Certificate of Accreditation as Training Provider;

[ ] Content/outline/syllabi (topics of training program and number of hours);

[ ] Evaluation tool for the training program;

[ ] Actual Program Schedule (should include the following: Time, Topic/s, Name of

Accredited Instructor/s/Lecturer/s and number of Hours per Topic);

[ ] Estimated cost and projected income of the program;

[ ] Short brown envelope; and

[ ] Two (2) pcs. documentary stamp.