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

***Instruction:***

*This application must be accomplished by the applicant.* Date Filed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Any false statement is subject to administrative sanction and criminal prosecution.*  Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Part I – Personal Data** |
| Last Name | First Name | Middle Name |
| Citizenship: | Valid Special Temporary Permit Number (Authenticated copy) for foreigner |
| Date of Birth: | Civil Status: | Sex: |
| Mailing Address: | E-Mail Address: |
| Tel. No. | Cell No. | Fax No. |
| **Part II – Professional Course Taken** |
| Profession: | Registration No. | Year last Paid |
| **Part III – Experiences**  |  |
| Date of Service | Work Experience | Employer |
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| **Part IV - 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 V - 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 REAL ESTATE SERVICES** [ ]  Approved [ ]  Disapproved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member Member Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certificate of Accreditation No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PROCEDURES IN APPLYING FOR ACCREDITATION AS INSTRUCTOR / LECTURER OF REAL ESTATE TRAINING PROGRAMS AND CPD PROGRAMS** |

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

Step 2. Fill-out Application Form 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 Cash Section for payment of accreditation fee of P1,500.00.

Step 6. Submit Application Form with all the required documents and official receipt to the Regulation Division designated window.

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

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| **CHECKLIST OF REQUIREMENTS FOR INITIAL APPLICATION**  |

[ ] One (1) pc. 2 x 2 photograph (colored, white background) – for File Card;

 [ ] Resume with latest 2 x 2 photograph (colored, white background;)

[ ] Affidavit with a statement of ten (10) years experience in Real Estate Education or 10 years experience in the practice of Real Estate, which in both cases has to be supported by certifications as claimed;

[ ] Affidavit with a statement of five (5) years experience in lecturing and teaching Real Estate topics/subjects and related fields supported by certifications as claimed;

 [ ] Photocopy of current NBI clearance;

 [ ] PRC Certificate of Registration, if applicable;

 [ ] Photocopy of Professional Identification Card, if applicable;

 [ ] Current Professional Tax Receipt;

 [ ] Short brown envelope; and

 [ ] Four (4) pcs. documentary stamps.

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| **CHECKLIST OF REQUIREMENTS FOR RENEWAL APPLICATION** |

 [ ] Photocopy of expired Certificates of Accreditation as Instructor/Lecturer;

[ ] Affidavit summarizing the accomplishments as instructors/lecturers for the past year supported by certificates of recognition or appreciation as claimed;

 [ ] Photocopy of current NBI clearance;

 [ ] Photocopy of valid Professional Identification Card, if applicable;

 [ ] Photocopy of current Professional Tax Receipt;

 [ ] Short brown envelope; and

 [ ] Four (4) pcs. documentary stamps.