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

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 ***Instruction:***

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

 *Any false statement is subject to legal prosecution.* Reference No.: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| **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 . Instructors/ Lecturers** (At least five ( 5) |
| Name | Profession | PRC Registration No.  | Expiry Date | PRCAccreditation 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 over printed name Date |
| **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 SERVICE**[ ]  Approved [ ]  Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member Member  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certificate of Accreditation No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

**PROCEDURES IN APPLYING FOR ACCREDITATION AS TRAINING PROVIDER FOR REAL ESTATE SERVICE PRACTITIONERS**

 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 the payment of Accreditation Fee of P5,000.00;

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

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

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

 [ ] Authenticated copy of Certificate of Registration, Current Articles of Incorporation, By-Laws and General Information Sheet issued by SEC /authenticated copy of the Charter of State Colleges and Universities;

 [ ] Endorsement from national or head office (if a chapter);

 [ ] Certificate of Recognition issued by CHED (for Colleges and Universities);

 [ ] Current Mayor’s Permit;

 [ ] Certificate of Registration as Real Estate Practitioner of the director or officer-in-charge of the training or seminar;

 [ ] List and photographs of facilities use for the training;

 [ ] Pool of accredited lecturers (at least five);

 [ ] Syllabi of each activities to be offered;

[ ] Latest Financial Statements audited by a BOA accredited CPA duly received by SEC;

 [ ] Short brown envelope and

 [ ] Two (2) pcs. documentary stamps.

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

 [ ] Photocopy of the expired Certificate of Accreditation;

 [ ] Authenticated copy of Certificate of Registration, Current Articles of Incorporation, By-Laws and General Information Sheet issued by SEC /authenticated copy of the Charter of State Colleges and Universities;

 [ ] Endorsement from national or head office,( if a chapter);

 [ ] Mayor’s permit;

 [ ] Photocopy of Certificate of Registration as Real Estate Practitioner of the Director or Officer-in-charge of the training or seminar (for newly appointed director of officer-in-charge);

 [ ] Syllabi for each activity to be offered;

 [ ] Short brown envelope and

 [ ] Two (2) pcs. documentary stamps.