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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 | PRC  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 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.