ONLINE PROCEDURE
(updated as of May 30, 2019)

1. Log on to ***online.prc.gov.ph*** *or* ***online1.prc.gov.ph***
2. Read the WEBSITE'S USER GUIDE
3. **For EXISTING ACCOUNT, click SIGN-IN**
   For NEW ACCOUNT, click REGISTER, complete the required information, save and upload 2x2 ID picture in white background
4. Select Transaction (Examination, Initial Registration, Renewal, Duplicate or Certifications)
5. Select Preferred PRC Regional Office. Click **RESCHEDULE?** if you wish to change the system-generated schedule. **NO SAME-DAY APPOINTMENT POLICY. TRANSACT ONLY AT THE INDICATED APPOINTMENT PLACE**
6. Choose payment option (**LANDBANK, UCPB** (3-day validation) or **PRC CASHIER).** If you chose **PRC CASHIER**, pay only on your appointment date
7. Click **PRINT DOCUMENT** and **PRINTER ICON** to print for:
Examination	→ Application Form
Initial Registration	→ Oath Form
Renewal	→ Renewal Form
Duplicate PIC	→ Application for PIC
Certification	→ Order of Payment/Claim Slip
8. Proceed to the selected PRC Office on your appointment date to submit form/requirements

For RENEWAL, affix signature at the **UNDERTAKING** portion of the Form if no CPD units earned yet. For those who have accumulated CPD units, prepare original and photocopies of certificate/s of training/seminar/conference, etc. and other supporting documents for evaluation