DATE FILED:

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last Name First Name Middle Name Married Name

PROFESSION: REGISTRATION NO.: REGISTRATION DATE:

(For Professional Teacher, please tick [ ] Elementary [ ] Secondary)

PLACE OF EXAM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF EXAM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VALIDITY DATE (PIC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEL. /CP NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SEX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE CHECK BOX FOR TYPE OF DOCUMENT TO BE REQUESTED:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | CERTIFICATION OF GOOD STANDING | NO. OF COPIES |  |  | PURPOSE: |  |  |
|  | CERTIFICATION OF PASSING | NO. OF COPIES |  |  | LOCAL |  |  OTHERS |
|  | CERTIFICATION OF REPORT OF RATING | NO. OF COPIES |  |  | ABROAD |  |  |
|  | OTHERS  | NO. OF COPIES |  |  | STATEBOARD |  |  Please specify: NCLEX, CGFNS, etc. |
|  |  |  |  |  | LEGAL |  |  |

**REMINDER: CERTIFICATION REQUIRES A VALID PROFESSIONAL IDENTIFICATION CARD (PIC).**

**Basic Requirements:**

1. Duly accomplished online application form
2. Valid Professional Identification Card (PIC)/e-PIC
3. One (1) Documentary Stamp Tax (DST) per copy

**Requirements for Authorized Representative:**

1. Non-registered professional must present any valid government-issued ID and Special Power of Attorney (SPA) duly executed individually by the applicant.
2. Registered professional must present a valid Professional Identification Card/e-PIC and authorization letter duly signed by the concerned applicant.

**Procedures:**

**Step 1.** On the appointment date, proceed to the appointment place and submit the duly accomplished online application form and all documentary requirements to the designated window of the concerned PRC Regional Office/Offsite Service Center for processing of documents; and

**Step 2**. Receive the signed copy/ies of the requested certification and sign on the releasing log sheet.