



Professional Regulation Commission

COMPLETION REPORT FORM ON CPD PROGRAM

CPD Council for _____

Part I. General Information	
Name of Provider:	
Accreditation No.:	Expiry Date:
Contact Person:	Designation:
Contact No.:	
Part II. Program Accreditation	
Title of the Program:	
Accreditation No.:	Date of Accreditation:
Date Started:	Date Completed:
Place / Venue:	
Total Number of Participants:	Date Applied:
Executive Summary:	
Part III. Acknowledgment	
<p>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.</p> <p style="text-align: center; margin-top: 20px;">_____ Signature Over Printed Name</p> <p style="text-align: center; margin-top: 10px;">_____ Position</p> <p style="text-align: center; margin-top: 10px;">_____ Date</p>	<p>SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.</p> <p style="text-align: center; margin-top: 20px;">_____ (Notary Public)</p>

PROCEDURE FOR COMPLETION REPORT
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| <p>Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).</p> <p>Step 2. Fill-out Application Form and comply the required documents. Please provide one (1) set for receiving copy.</p> <p>Step 3. Proceed to Standards and Inspection Division processing window for submission.</p> |
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CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

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| <p><input type="checkbox"/> List of Participants (Name & PRC License No.)</p> <p><input type="checkbox"/> List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)</p> <p><input type="checkbox"/> Summary of evaluation of Speakers in Tabular Form</p> <p><input type="checkbox"/> Others _____</p> |
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<p>Note: Completion Report must be submitted within fifteen (15) working days after the CPD program offering.</p>
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