

	Professional Regulation Commission APPLICATION FORM ACCREDITATION AS ACCOUNTING TEACHER
--	--

Date Filed: _____

Reference No: _____

Part I Personal Information:		
<input type="checkbox"/> Initial	<input type="checkbox"/> Renewal	Cert. of Accreditation Number (for Renewal)
Home Address: _____		
Tel. No./Fax Number.: _____	Cell Number.: _____	Email Address: _____
School where accounting degree was obtained: _____		Year Graduated: _____
Highest Degree Obtained: _____	Year Graduated: _____	School Where Obtained: _____
School/Educational Institution Currently Connected (Please use separate sheet if needed):		
Name: _____		Address: _____
_____		_____
_____		_____
Subjects Handled or to be Handled: _____		
Part II Acknowledgement:		
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.		SUBSCRIBED AND SWORN to before me this _____ day of _____ 20 ____ at _____, affiant Applicant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.
_____ Signature of Applicant	_____ Date	_____ (Notary Public)
Part III Action Taken:		
Registration Division: (Verification of License)	Legal Division: (Clearance of no derogatory record)	
Cash Division: Amount: _____ O.R. No. _____ Date _____ Issued by: _____	Standards & Inspection Division: Process by: _____ Date: _____	
Reviewed by:		
ATTY. MARIA LIZA M. HERNANDEZ OIC, Standards & Inspection Division		
<u>ACTION BY THE BOARD OF ACCOUNTANCY</u>		
<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved
_____ Chairman	_____ Vice Chairman	
_____ Member	_____ Member	
_____ Member	_____ Member	
_____ Member	_____ Member	
Date: _____	Assigned Accreditation No (for Initial): _____	

PROCEDURE FOR ACCREDITATION AS ACCOUNTING TEACHER

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 2)
- Step 2. Fill-out Application Form
- Step 3. Proceed to Standards & Inspection processing window for evaluation and assessment.
- Step 4. Proceed to Registration Division for verification of License and Legal and Investigation Division for notarization of application and to secure clearance of no derogatory record.
- Step 5. Proceed to cashier to pay the accreditation fee of P1,500.00.
- Step 6. Submit Application Form with all the required documents and official receipt to the Standards and Inspection Division designated window.
- Step 7. Verify your application after _____ days from the time of submission by calling 310-1048 (Standards & Inspection Division)

CHECKLIST OF REQUIREMENTS (Original and Photocopy)

INITIAL (2016 Application Only)

- Duly accomplished Application Form (Please notarize and affix documentary stamp in the original copy);
- Duly notarized Certificate of Employment / Appointment as Faculty Member from the educational institution the CPA applicant is currently teaching, which includes among others a statement that he or she has submitted his/her NBI Clearance, Diploma, Professional Tax Receipt (PTR) and Transcript of Records from the accounting school where the CPA has graduated and in its custody;
- Photocopy of updated PRC ID
- Certificate of Membership in Good Standing from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession;
- Certificates for CPD credit units earned (Affidavit of Undertaking is required for those with insufficient number of CPD units earned, however must satisfy the required number of units on or before July 31, 2016);
- Payment of accreditation fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)
- Short Brown Envelope for the Certificate of Accreditation;
- Set of documentary stamps.

INITIAL (2017- onwards)

- Duly accomplished Application Form (Please notarize and affix documentary stamp in the original copy);
- Photocopy of CPA Board Certificate;
- Certified copy of diploma / transcript of records of the relevant graduate degree program;
- Photocopy of updated PRC ID;
- Duly notarized Certificate of Employment / Appointment as Faculty Member from the educational institution the CPA applicant is currently teaching, which includes among others a statement that he or she has submitted his/her NBI Clearance, Diploma, Professional Tax Receipt (PTR) and Transcript of Records from the accounting school where the CPA has graduated and in its custody;
- Certificate of Membership in Good Standing from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession;
- A sworn statement by the individual CPA that he has at least three (3) years of meaningful experience in any of the areas of the practice of accountancy with a detailed description of such work experience (attached documentary stamp);
- Certificate of CPD units earned;
- Payment of accreditation fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)
- Short Brown Envelope for the Certificate of Accreditation;
- Set of documentary stamps.

RENEWAL

- Duly accomplished Application Form (Please notarized and affix documentary stamp in the original copy)
- Photocopy of the Expired Certificate of Accreditation;
- Photocopy of updated PRC ID
- Duly notarized Certificate of Employment / Appointment as Faculty Member from the educational institution the CPA applicant is currently teaching which includes among others a statement that he or she has submitted his/her NBI Clearance, Diploma, Professional Tax Receipt (PTR) and Transcript of Records from the accounting school where the CPA has graduated and in its custody ;
- A sworn statement by the individual CPA that he has at least three (3) years of meaningful experience in any of the areas of the practice of accountancy with a detailed description of such work experience (attached documentary stamp);
- Certificate of CPD credit units earned;
- Payment of accreditation fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission);
- Short Brown Envelope for the Certificate of Accreditation;
- Set of documentary stamps.

Note:

1. Applications with incomplete documents will not be accepted. Documentary stamps are available at the PRC customer service counters and PRC Regional Offices.
2. Representative/s filing and claiming the Certificate of registration/Accreditation on behalf of the professional must present Special Power of Attorney (SPA) and valid proof of identification of the professional and the representative.