



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

**Initial**

**Renewal**

**Date Filed:** \_\_\_\_\_

**Reference No:** \_\_\_\_\_

**Part I Personal Information:**

Name of Applicant :	License Number:	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	_____ (Notary Public)
_____ Date	

**Part III Action Taken:**

<b>Registration Section:</b> (Verification of License)	<b>Legal Section:</b> (Clearance of no derogatory record)
<b>Cash Section:</b> Amount: _____ O.R. No. _____ Date _____ Issued by: _____	<b>Accreditation and Compliance Section:</b> Process by: _____ Date: _____

Reviewed by:

Chief, Regulation Division

**ACTION BY THE BOARD OF ACCOUNTANCY**

**Approved**

**Disapproved**

\_\_\_\_\_  
**Board's Focal Person**

Date: \_\_\_\_\_

Assigned Accreditation No (for Initial): \_\_\_\_\_

## PROCEDURE FOR ACCREDITATION AS ACCOUNTING TEACHER

- Step 1. Secure three (3) copies of Application Form at the Accreditation and Compliance Section counter (Window 2 or download at [www.prc.gov.ph](http://www.prc.gov.ph))
- Step 2. Fill-out Application Form
- Step 3. Present the filled-out application form to Accreditation and Compliance Section processing window for evaluation and assessment.
- Step 4. Proceed to Registration Section for verification of License and Legal Section for notarization of application form and to secure clearance of no derogatory record.
- Step 5. Proceed to Cash Section to pay the prescribed fee of P1,500.00.
- Step 6. Submit two (2) copies of Application Form and one copy of supporting documents and copy of the official receipt to the Accreditation and Compliance Section designated window (one copy of the application form shall be the receiving copy)
- Step 7. Verify your application after 30 days from the time of submission by calling 310-1048 (Accreditation and Compliance Section)

## CHECKLIST OF REQUIREMENTS *(Original and Photocopy)*

### INITIAL

- Duly accomplished and notarized Application Form (with documentary stamp affixed in the original copy);
- Photocopy of CPA Board Certificate;
- Authenticated copy of diploma / transcript of records of the relevant graduate degree program (master's degree program);
- Photocopy of valid PRC ID;
- Duly notarized Certificate of Employment / Appointment as Faculty Member from the educational institution the CPA applicant is currently teaching;
- A sworn statement by the individual CPA that he/she 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);
- CPD Certificate/s ;
- Payment of prescribed fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)- P1,500.00
- Short Brown Envelope for the Certificate of Accreditation;
- Set of documentary stamps.

### RENEWAL

- Duly accomplished and notarized Application Form (with documentary stamp affixed in the original copy)
- Photocopy of the Expired Certificate of Accreditation;
- Photocopy of valid PRC ID
- Duly notarized Certificate of Employment / Appointment as Faculty Member from the educational institution the CPA applicant is currently teaching;
- CPD Certificate/s;
- Payment of prescribed fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission) – P1,500.00;
- 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 in Regional Offices.
2. Representative/s filing and claiming the Certificate of registration/Accreditation on behalf of the professional must present Authorization Letter and valid Identification Cards (IDs) of the professional and the representative.
3. Any discrepancy/ies or inconsistency/ies in the documents submitted in support to the application shall be supported by an Affidavit of Discrepancy.