

**ASEAN CHARTERED PROFESSIONAL ENGINEER - PHILIPPINES**

**APPLICANT'S CHECKLIST**

* Letter of intent ( 3 copies )
* Duly accomplished ACPE Application Form No. 001-2013 with attached Certificate/s of Employment covering a period not less than seven (7) years; Certification of Project completion
* CPD Certificate of Credits Units earned
* Copy of Diploma
* Certified True Copy of Transcript of Records
* CHED Certificate of Equivalency (when applicable)
* PRC Certificate of Registration
* Valid PRC Professional Identification Card
* Certificate of No Pending Administrative Case issued by the PRC
* Certificate of Good Standing issued by the respective APO
* Original Copy of valid NBI Clearance
* Signed Statement of Compliance with Code of Ethics (Notarized)
* Recent four (4) passport size pictures, white background with name tag

 (coat and tie for men; blazer for women)

* Payment \_\_\_\_\_ Cash \_\_\_\_\_\_\_\_ Check \_\_\_\_\_\_\_\_\_\_ Receipt No. \_\_\_\_\_\_\_\_\_\_

 *( P 2,000.00 - non-refundable processing fee )*

 Payment Received by \_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Note:

1. Triplicate copies of the accomplished application forms, including copies of all supporting documents must be submitted; legal size (8 ½” x 13”) of paper shall be used throughout; photocopies of large documents shall be reduced accordingly. Each set shall be submitted 1 1/2'” 3-Ring Presentation binder. Documents shall be in a clear sheets inserts, complete with table of contents/tab.

1. All applications must be originally-signed by the applicant and shall be delivered or mailed to:

**INTERNATIONAL AFFAIRS OFFICE (IAO)**

PROFESSIONAL REGULATIONS COMMISSION – PHILIPPINE INTERNATIONAL

CONVENTION CENTER (PRC – PICC)

3rd Floor, Delegation Building, PICC Complex

***EMAILED APPLICATIONS OR COMPUTER-GENERATED SIGNATURES ON THE APPLICATION FORMS WILL NOT BE ACCEPTED.***