



**APPLICATION FOR REGISTRATION AS  
ASEAN CHARTERED PROFESSIONAL ENGINEER (ACPE)**

**CHECKLIST OF REQUIREMENTS**

1	Letter of Intent
2	Duly signed accomplished ACPE Application Form IAO-QRD-08 Rev. 03
3	Certificate of CPD Compliance issued by the PRC Regional Office
4	Certified True Copy of Transcript of Records
5	Updated copy of PRC Professional Identification Card
6	Original Certificate of No Pending Administrative Case issued by the PRC
7	Certificate of Good Standing issued by the respective APO
8	Original Copy of valid NBI Clearance
9	Signed Statement of Compliance with Code of Ethics - Notarized
10	Certificate/s of Employment covering a period not less than seven (7) years and/or Certification of Project completion
11	Passport size picture (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches) -Colored, with white background and name tag in the format: First Name, Middle Initial, Last Name, and Extension Name, if any -Taken within three (3) months prior to the filing of the application -Applicant must be wearing a coat and tie for men and blazer for women
12	Payment: Php 2,000.00 non-refundable processing fee

**Important Note:** Applicant must submit his/ her application through the ACPE online application system (<https://online.prc.gov.ph/>) and upload all documentary requirements in one pdf file in the online application system to facilitate the processing of the application. **Kindly scan the documents in an orderly manner based on the list above.**

For applicants with difficulty accessing the ACPE online application system, please submit the following at the PRC-Regional Office nearest the applicants' place:

	Three (3) sets of hard copies of accomplished application forms including the abovementioned supporting documents – One original and two duplicate copies - Officio size (8 ½"x 13") of paper shall be used throughout; - Photocopies of large documents shall be reduced accordingly; - Must be submitted in a loop wires (spiral binder) with each paper page in a back-back format
	Soft copy of ACPE application including all attachments in USB flash disk
	Payment: Php 2,000.00 non-refundable processing fee