



## 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 1/2" 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.
2. All applications must be originally-signed by the applicant and shall be delivered or mailed to:

**INTERNATIONAL AFFAIRS DIVISION (IAD)**  
**PROFESSIONAL REGULATION COMMISSION**  
PRC Main Building, 2<sup>nd</sup> Floor, International Affairs Division  
P. Paredes St. cor. Morayta St., Sampaloc, Manila

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