

**THE SPECIALTY BOARD
PHILIPPINE PEDIATRIC SOCIETY, INC.
CHECKLIST FOR APPLICANTS TO THE PPS SB CERTIFYING EXAMINATIONS**

CHECKLIST FOR WRITTEN-ORAL EXAMINATION

Name of Applicant _____
Evaluating Board Member _____
Date _____

For Written-Oral Examinations, please evaluate Part I and II.

PART I. REQUIREMENTS FOR WRITTEN EXAMINATION

1. Duly accomplished application forms (ALL entries MUST be filled)
2. Recent (within the last 6 months) 2 x 2 colored pictures with white background (3)
3. Diploma from a recognized medical school (certified true copy)
4. PRC Board of Medicine certificate of licensure (certified true copy)
5. Current PRC card (photocopy)
6. Diploma from a PPS-accredited residency training program (certified true copy)
Note: Please do not leave original supporting documents with the PPS.
7. Letter of intent
8. Letters of recommendation (3 letters)
Note: The letters must attest to the applicant's good moral & professional conduct. They must be composed by the recommending Fellows themselves & not by the applicants.
 - 8.1. Applicants with hospital base:
 - i. NCR: from the department chair & 2 PPS Fellows in good standing.
 - ii. Non-NCR: from the chapter president & 2 PPS Fellows in good standing.
 - 8.2. Applicants without hospital base:
 - i. NCR: from 3 PPS Fellows in good standing from the area of practice.
 - ii. Non-NCR: from the chapter president & 2 PPS Fellows in good standing from the area of practice.
9. If the applicant has changed names, submit a copy of the marriage contract or any relevant supporting document. (certified true copy)
10. Submit research paper with approval letter from research committee completed within 5 years prior to the application & approved by the PPS Committee on Research Forum & Workshop, if unpublished (1 copy each)
 - 10.1. Authorship
 - i. Senior author (1 research paper)
 - ii. Co-author (2 researches). Co-authorship must be confirmed by the primary author through a letter addressed to the secretary of the PPS
 - 10.2. Publication
 - i. For published paper/s please submit a copy/photocopy of the full journal article in publication.
 - ii. Non-published – approved by the PPS Committee on Research Forum & Workshop (attach approval letter)
11. Certificates of attendance with CPD units: minimum of 25 units per year (if the examination will be taken more than a year after the completion of residency)

IMPORTANT. Should the applicant fail to pass the written examination, the applicant should retrieve the supporting documents he/she submitted with the application within a month after the examination, after which the PPS will discard the documents. The PPS will NOT store these documents.

PART II – ADDITIONAL REQUIREMENTS IF APPLYING ALSO FOR THE ORAL EXAMINATION
IMMEDIATELY AFTER PASSING THE WRITTEN EXAMINATION

1. Any one (1) of the following:
 - 1.1. Pediatric practice (after completion of 3 year residency training program)
 - i. Graduate of Levels I, II & III programs – 2 years
 - ii. Chief resident of Level III programs and graduates of level IV programs – 1 year
 - 1.2. Chief residents of Level IV programs
 - 1.3. Two years of fellowship training in a subspecialty accredited by the respective subspecialty board
 - 1.4. Master's degree related to Pediatrics
 - 1.5. Full time faculty in Pediatrics for at least 2 years in a recognized medical school
2. Certificates of attendance with CPD units: minimum of 25 units per year in the last three (3) years
3. Certificate of attendance to PPS Convention earning at least 60 units per convention

Note: An active faculty in Pediatrics in a medical school submit a certification from the medical school signed by the Dean.
For Chief Residents of level IV programs, CPD units required only if oral exam is to be taken more than 1 year after graduating from residency.
4. Non-refundable examination fee upon submission of the application.