

**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 department chair & 2 PPS Fellows in good standing.
 - 8.2. Applicants without hospital base:
 - i. NCR: from department chair and 2 PPS Fellows in good standing from the area of practice.
 - ii. Non-NCR: from the department chair and 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completed within 5 years prior to the application & approved by the PPS Committee on Research Forum & Workshop, if unpublished (1 copy each)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 in addition to the PPS Annual Convention (if the examination will be taken more than a year after the completion of residency)
12. *A candidate may take the written examination for three (3) times. Those with three (3) failures must earn 100 CPE Units excluding those from the PPS Annual Convention, before being allowed to take the written examination again. After the fourth failure, the candidate must earn 200 CPE Units excluding those from the PPS Annual Convention.*

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.
3. Certificate of attendance to PPS Annual Convention earning at least 60 units per convention

Note: An active faculty in Pediatrics in a recognized 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.

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.