

Philippine Pediatric Society
SPECIALTY BOARD

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION AS
FELLOW**

Documents to be submitted (arranged chronologically):

- 01. Duly accomplished application form (PPS SB FORM 2024-4) available at the PPS website
- 02. Three (3) recent (within the last 6 months) 2 x 2 pictures with white background
- 03. Current PRC card (photocopy)
- 04. Certificate as Diplomate of the PPS (photocopy)
- 05. Certificate of post-residency training, if any photocopy
- 06. Marriage contract or any relevant supporting document if the applicant has changed names (certified true copy)
- 07. Letter of intent, including place of practice, addressed to the President
- 08. Certificate of good standing (from the national or chapter Secretary)
- 09. Three (3) letters of recommendation attesting to his / her good moral and professional conduct AND pediatric practice. The letters should be written by the recommending Fellows and not the applicant.
 - 09.1. Chapter President
 - 09.2. Department Chair
 - 09.3. One (1) or two (2) Fellows in good standing
- 10. Certificates of attendance with CPD units per year from Diplomate status (scanned copies of certificates arranged chronologically; if photocopies are submitted, the applicant must present the original certificates)
 - 10.1. At least sixty (60) units per year from the PPS Annual Convention
 - 10.2. At least twenty-five (25) units per year from PPS-accredited conferences
- 11. Certification from the Dean of a recognized medical school if an active faculty (at least an Assistant Professor) in Pediatrics for at least six (6) years
- 12. Non-refundable examination fee upon submission of the application
- 13. Written explanation for any deficiency in the requirements (if applicable)