

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 for six (6) or three (3) years. 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. Abstract of research paper, as primary author, completed after certification as Diplomate IF the applicant has been in pediatric practice for three (3) years only.
- 11. Certificates of attendance with CPD units per year during the last three (3) years (if with research paper) or six (6) years (if without research paper) prior to application (scanned copies of certificates arranged chronologically; if photocopies are submitted, the applicant must present the original certificates)
 - 11.1. At least sixty (60) units per year from the PPS Annual Convention
 - 11.2. At least twenty-five (25) units per year from PPS-accredited conferences
- 12. 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
- 13. Non-refundable examination fee upon submission of the application
- 14. Written explanation for any deficiency in the requirements (if applicable)