

Philippine Pediatric Society
SPECIALTY BOARD

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR RECLASSIFICATION AS FELLOW

Documents to be submitted (arranged chronologically):

- ___ 01. Letter of intent, indicating the place and nature of practice, addressed to the President
- ___ 02. Duly accomplished application form (PPS SB FORM 2026-4) available at the PPS website
- ___ 03. Three (3) recent (within the last 6 months) 2 x 2 pictures with white background
- ___ 04. Current PRC card (photocopy) or photocopy of receipt of payment as proof of renewal
- ___ 05. Certificate as Diplomate of the PPS (photocopy)
- ___ 06. Letter from the Section Head is the applicant is currently on subspecialty training OR certificate of subspecialty training, if any (photocopy)
- ___ 07. Marriage contract or any relevant supporting document if the applicant has changed names (certified true copy)
- ___ 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.
 - ___ a. Chapter President
 - ___ b. Department Chair
 - ___ c. 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)
 - ___ a. At least sixty (60) units per year from the PPS Annual Convention
 - ___ b. At least twenty-five (25) units per year from PPS-accredited conferences
 - ___ c. If a previous application has been denied due to lack of CPD units, the applicant must submit certificates of attendance with at least twenty-

five (25) units per year from PPS-accredited conferences AND sixty (60) units per year from the PPS Convention.

- ___ 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)

NOTE: Applications with deficiencies and unsatisfactorily explained or not at all will be automatically denied.