

Philippine Pediatric Society
SPECIALTY BOARD

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

Documents to be submitted (arranged chronologically):

- 01. Letter of intent addressed to the President
- 02. Duly accomplished application form (PPS SB FORM 2026-5) available at the PPS website
- 03. Two (2) 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 Fellow of the PPS (photocopy)
- 06. Birth certificate (certified true copy)
- 07. Certificate of good standing (from the national or chapter Secretary)
- 8. Three (3) letters of recommendation attesting to his / her good moral and professional conduct. The letters should be written by the recommending Fellows and not the applicant.
 - ___ a. Chapter President
 - ___ b. Two (2) or three (3) Fellows in good standing
- 9. Certificates of attendance with CPD units per year during the last three (3) years 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.
- 10. 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
- 11. Non-refundable examination fee upon submission of the application
- 12. 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.