

1. ACCREDITATION OF RESPONSIBLE CARE OFFICER (APPLICATION RECEIVED THRU EMAIL)

An accreditation is an authorization, manifested in accreditation card, accorded to individuals who have complied with all the requirements. Once accredited, the person is called Accredited Responsible Care Officer (ARCO) who shall provide active leadership in the education and training of farmers, contracted applicators and relevant clients. Employment of an ARCO is one of the requirements in the issuance of license to operate for pesticide handlers such as importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user. The accreditation is valid for 3 years.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	Proprietors or employees of pesticide handlers (importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user) who have completed the required training course and passed the FPA examination (for new application) and attended at least two (2) symposia (for renewal of accreditation)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW & RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - @ FPA Website/Office Picture - from Applicant
2. Certificate of employment (1 original) / Proof of ownership, if owner (1 photocopy)	Employer of Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
FILING and PROCESSING				
1. Submit online the application with complete information and the certificate of employmen/proof of ownership	1. Open the email, check the application and the certificate.	none	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
2. Receive acknowledgement and the nature of deficiency if the submission is incomplete.	2. Acknowledge receipt of the email. If the information and documents are complete, encode in the incoming database.	none	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
	If incomplete, communicate the deficiency to the client.			
	2.1 Verify the data with the Agency records, evaluate and secure authorization for eSignature		1 hour	Admin Officer II PMID, 3rd Floor, FPA Bldg.
	2.2 Provide authorization of eSignature on the card		1.5 hours	Office of the Executive Director 2/F, FPA Building
2.3 Print and record the card	Admin Officer II PMID, 3rd Floor, FPA			



				Bldg.
	2.2 Review the documents	none	25 minutes	Planning Officer V PMID, 3rd Floor, FPA Bldg.
3. Receive notification	3. Send notification that the accreditation card is ready to pick up and to pay the required accreditation fee	none	5 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
PAYMENT and RELEASING				
4. Pay the corresponding fee	4. Issue Bill Form	None	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
	4.1 Issue Order of Payment	None		Admin Officer G/F, FPA Building
	4.2 Receive the payment and issue Official Receipt (OR)	PHP900		Cashier G/F, FPA Building
5. Present the original OR to authorized PMID staff for record purposes	5. Record the details of OR	None	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
6. Sign the Logbook, Receive the card.	6. Release the accreditation card.	None		
TOTAL		PHP900	4 hours	



2. ACCREDITATION OF AGRICULTURAL CERTIFIED PESTICIDE APPLICATOR (APPLICATION RECEIVED THRU EMAIL)

The certified pesticide applicator (CPA) is a person who has attended the required training, passed the FPA licensure examination and accredited as an individual with the capacity to safely manage the handling of pesticides. A CPA may be fumigator, exterminator, drone controller or drone spray crew supervisor with any of (1) Crops; (2) Grains; (3) Ornamentals; (4) Raw Wood Materials; (5) Seed Crops; (6) Trees; (7) Turfs; (8) Wood Packaging Materials as area of activity of coverage. Employment of a CPA is one of the requirements in the issuance of license to operate for pest control operator. The accreditation gives the CPA the right to apply restricted pesticides, but not to purchase and enter into commercial contracts for pest control work. The accreditation is valid for 1 year.

employment	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	<p>The following who have completed the required training course and passed the FPA exam (for new applicants) and attended at least one (1) symposium (for renewal of accreditation):</p> <ol style="list-style-type: none"> 1. Persons employed in FPA-licensed pest control operators (PCO) who fumigate agricultural crops/related products. 2. Persons employed or owners of companies/institutions as in-house agricultural fumigators/exterminators. The activity of exterminators herein does not refer to urban/household pest application. 3. Persons who are active CPAs and have an license from the Civil Aviation Authority of the Philippines to operate /fly drone and uses it in the application of pesticides (Drone Controller). 4. Persons who are active CPAs or Accredited Responsible Care Officers (ARCOs), knowledgeable and fully conversant with drone operation as well as with procedures in case of pesticide exposure (Drone Spray Crew Supervisor).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW & RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant
2. Certificate of employment (COE) - (1 original) / Proof of ownership in case the applicant is the owner of company and the one who signed the COE (1 photocopy)	Employer of Applicant
3. License from the Civil Aviation Authority of the Philippines (for Drone Controller) - (1 photocopy)	Civil Aviation Authority of the Phils.
4. Valid CPA accreditation (for Drone Controller)	To be provided by FPA
5. Valid CPA or ARCO accreditation (for Drone Spray Crew Supervisor)	To be provided by FPA

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
FILING and PROCESSING				
1. Submit online the application with complete information and the certificate of employmen/proof of ownership	1. Open the email, check the application and the certificate.	none	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
2. Receive acknowledgement	2. Acknowledge receipt of the email.	none	15 minutes	Admin Officer II PMID, 3rd Floor, FPA



and the nature of deficiency if the submission is incomplete.	If the information and documents are complete, encode in the incoming database.			Bldg.
	If incomplete, communicate the deficiency to the client.			
	2.1 Verify the data with the Agency records, evaluate and secure authorization for eSignature		1 hour	Admin Officer II PMID, 3rd Floor, FPA Bldg.
	2.2 Provide authorization of eSignature on the card		1.5 hours	Office of the Executive Director 2/F, FPA Building
	2.3 Print and record the card			Admin Officer II PMID, 3rd Floor, FPA Bldg.
	2.2 Review the documents	None	25 minutes	Planning Officer V PMID, 3rd Floor, FPA Bldg.
3. Receive notification	3. Send notification that the accreditation card is ready to pick up and to pay the required accreditation fee	None	5 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.

PAYMENT and RELEASING

4. Pay the corresponding fee	4. Issue Bill Form	None		Admin Officer II PMID, 3rd Floor, FPA Bldg.
	4.1 Issue Order of Payment	None	15 minutes	Admin Officer G/F, FPA Building
	4.2 Receive the payment and issue Official Receipt (OR)	PHP600		Cashier G/F, FPA Building
5. Present the original OR to authorized PMID staff for record purposes	5. Record the details of OR	None	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
6. Sign the Logbook. Receive the card.	6. Release the accreditation card.	None		
TOTAL		PHP600	4 hours	



3. ACCREDITATION OF FERTILIZER AND PESTICIDE RESEARCHERS (APPLICATION RECEIVED THRU EMAIL)

The fertilizer and pesticide (F/P) researchers conduct experiments to generate data to support F/P product registration. The research disciplines include:

- Pesticide Researcher - entomology, plant pathology, weed science, nematology, statistics, pesticide toxicology and analytical chemistry, rodent control, plant physiology, supervised pesticide residue trial (SPRT), and other allied research disciplines
- Fertilizer Researcher - plant nutrition

The applicants must apply for accreditation on the discipline well supported by their academic specialization, training, published research or current research undertakings, and years of research experience to indicate competence.

The accreditation is valid for two (2) years from the date of its issuance. Failure to renew the accreditation would automatically classify researcher to inactive status and therefore could not conduct research on efficacy trials for agrochemicals.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	<p>The following persons who have completed the required training course (for new application) and attended at least one (1) symposium (for renewal of accreditation)</p> <ol style="list-style-type: none"> 1. In-house researchers - Researchers employed in fertilizer and pesticide companies who have at least 3 years' research experience (for new researchers) and an authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience (on the additional discipline being applied for). 2. Independent researchers - Researchers who have at least 3 years' research experience (for new researchers) and authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience (on the additional discipline being applied for).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant
2. Approved/evaluated test protocol (1 original)	To be provided by the training association concerned
3. Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, for the discipline being applied for	Applicant
4. With at least 3 years' research experience on the discipline being applied for	Applicant
5. Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality	Employer of Applicant
RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant

2. Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, and years of research experience for the discipline being applied for	Applicant
3. Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality	Employer
EXPANSION OF ACCREDITATION FOR ADDITIONAL RESEARCH DISCIPLINE	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant
2. Approved/evaluated test protocol (1 original)	To be provided by the training association concerned
3. Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, and years of research experience for the discipline being applied for	Applicant
4. Authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience on the additional discipline being applied for. Presentation of research paper(s) may be requested by the FPA.	Applicant
5. Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality	Employer of Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
FILING and PROCESSING				
1. Submit the application with complete information and supporting documents thru email.	1. Open the email, check the application for the information and its supporting documents.	None	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
2. Receive acknowledgement and the nature of deficiency if the submission is incomplete.	2. Acknowledge receipt of the email. If the information and documents are complete, encode in the incoming database.	None	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
	If incomplete, communicate the deficiency to the client.			
	2.1 Verify the data with the Agency records, evaluate and secure authorization for eSignature		1 hour	Admin Officer II PMID, 3rd Floor, FPA Bldg.
	2.2 Provide authorization of eSignature on the card		1.5 hours	Office of the Executive Director 2/F, FPA Building
2.3 Print and record the card		Admin Officer II PMID, 3rd Floor, FPA Bldg.		



	2.2 Review the documents	None	25 minutes	Planning Officer V PMID, 3rd Floor, FPA Bldg.
3. Receive notification	3. Send notification that the accreditation card is ready to pick up and to pay the required accreditation fee	None	5 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
PAYMENT and RELEASING				
4. Pay the corresponding fee	4. Issue Bill Form	First discipline = PHP1,200	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
	4.1 Issue Order of Payment	Additional discipline (with separate ID) = PHP1,200		Admin Officer G/F, FPA Building
	4.2 Receive the payment and issue Official Receipt (OR)	Additional discipline (without separate ID) = PHP400		Cashier G/F, FPA Building
5. Present the original OR to authorized PMID staff for record purposes	5. Record the details of OR	None	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
6. Sign the Logbook. Receive the card.	6. Release the accreditation card.	None		
TOTAL		First discipline = PHP1,200 Additional discipline (with separate ID) = PHP1,200 Additional discipline (without separate ID) = PHP400	4 hours	



4. ACCREDITATION OF SAFETY DISPENSER (APPLICATION RECEIVED THRU EMAIL)

An accreditation is an authorization, manifested in accreditation card, accorded to individuals who have attended a training course and complied with all the requirements. Once accredited, the person is called fertilizer and pesticide Accredited Safety Dispenser (ASD) who shall advise buyers/end-users on the safe use, handling and storage of fertilizer and pesticide products at the store or during business operation, in the case of IBO. The ASD is one of the requirements in the issuance of license to operate for F/P Dealers. The accreditation is valid for 3 years.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	The following persons who have attended the required Accredited Safety Dispenser Training course: (1) Proprietors or employees of licensed fertilizer and pesticide dealers (2) Individual business operator (IBO) who do not have a permanent store/structure licensed by the FPA and is authorized to dispense registered fertilizer and/or pesticide products which are carried/owned by a licensed fertilizer/pesticide handler

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW and RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
FILING and PROCESSING				
1. Submit the application with complete information and supporting documents thru email.	1. Open the email, check the application for the information and its supporting documents.		15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
2. Receive acknowledgement and the nature of deficiency if the submission is incomplete.	2. Acknowledge receipt of the email.		15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
	If the information and documents are complete, encode in the incoming database.			
	If incomplete, communicate the deficiency to the client.			
	2.1 Verify the data with the Agency records, evaluate and secure authorization for eSignature		1 hour	Admin Officer II PMID, 3rd Floor, FPA Bldg.
	2.2 Provide authorization of eSignature on the card		1.5 hours	Office of the Executive Director 2/F, FPA Building
2.3 Print and record the card		Admin Officer II PMID, 3rd Floor, FPA Bldg.		
	2.2 Review the documents		25 minutes	Planning Officer V PMID, 3rd Floor, FPA Bldg.



3. Receive notification	3. Send notification that the accreditation card is ready to pick up and to pay the required accreditation fee	None	5 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
PAYMENT and RELEASING				
4. Pay the corresponding fee	4. Issue Bill Form	None	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
	4.1 Issue Order of Payment	None		Admin Officer G/F, FPA Building
	4.2 Receive the payment and issue Official Receipt (OR)	PHP600		Cashier G/F, FPA Building
5. Present the original OR to authorized PMID staff for record purposes	5. Record the details of OR	None	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
6. Sign the Logbook. Receive the card.	6. Release the accreditation card.	None		
TOTAL		PHP600	4 hours	

5. ACCREDITATION OF TRAINING ASSOCIATION (APPLICATION RECEIVED THRU EMAIL)

Anchored on FPA's mandate to educate the agricultural sector on Presidential Decree 1144 and in the use, storage and handling of fertilizer, pesticide and other agricultural chemicals, the FPA recognized the expertise of organization/association whose members are engaged in crop protection related activities to manage the conduct of trainings and symposia for agricultural certified pesticide applicators, responsible care officers, and fertilizer and pesticide researchers. The accreditation is valid for 1 year.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Simple
Type of transaction	G2B - Government to Business
Who may avail	Organization/Association whose members are involved in crop protection and has the capacity to manage the conduct of FPA related trainings.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW	
1. Accomplished Application for Accreditation (1 original)	FPA office/website
2. SEC Registration (1 photocopy)	Securities and Exchange Commission
3. General Information Sheet (contains the roster of membership) (1 original)	Applicant
4. Association Profile (1 original)	Applicant
5. List of Trainors and their Qualifications (1 original)	Applicant
6. Training Module (1 original)	Applicant
RENEWAL (with an overall training evaluation rating of at least "Satisfactory")	
1. Accomplished Application for Accreditation (1 original)	FPA office/website
2. Updated General Information Sheet of the association/ organization (1 original)	Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Submit the application with complete information and supporting documents thru email.	1. Open the email, check the application for the information and its supporting documents.	None	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
2. Receive acknowledgement and the nature of deficiency if the submission is incomplete.	If the information and documents are complete, encode in the incoming database.	None	15 minutes	Admin Officer II PMID, 3rd Floor, FPA Bldg.
	If incomplete, communicate the deficiency to the client.			
	2.1 Verify the data with the Agency records, evaluate and secure authorization for eSignature			1 hour



	2.2 Provide authorization of eSignature on the certificate			Office of the Executive Director 2/F, FPA Building
	2.3 Print and record the certificate		1.5 hours	Admin Officer II PMID, 3rd Floor, FPA Bldg.
	2.2 Review the documents		30 minutes	Planning Officer V PMID, 3rd Floor, FPA Bldg.
3. Receive the certificate/ notification	3. Release the certificate/notify the training association thru email/text of the certificate	None	15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
TOTAL		None	3 hours & 45 minutes	

6 . ACCREDITATION OF RESPONSIBLE CARE OFFICER (WALK-IN CLIENT @ FPA CENTRAL OFFICE)

An accreditation is an authorization, manifested in accreditation card, accorded to individuals who have complied with all the requirements. Once accredited, the person is called Accredited Responsible Care Officer (ARCO) who shall provide active leadership in the education and training of farmers, contracted applicators and relevant clients. Employment of an ARCO is one of the requirements in the issuance of license to operate for pesticide handlers such as importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user. The accreditation is valid for 3 years.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	Proprietors or employees of pesticide handlers (importer-distributor, national distributor, area distributor, indenter/trader, pesticide supplier local subsidiary/representative, exporter, manufacturer, formulator, repacker, extruder, and end-user/institutional user) who have completed the required training course and passed the FPA examination (for new application) and attended at least two (2) symposia (for renewal of accreditation).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW & RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - @ FPA Website/Office Picture - from Applicant
2. Certificate of employment (1 original) / Proof of ownership, if owner (1 photocopy)	Employer of Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Submit application with complete information/ supporting documents	1. Receive the application and supporting documents and check the completeness	None	30 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	1.1. Issue Bill Form	None		
2. Pay the corresponding fee	2. Receive Bill Form and issue Order of Payment	None	15 minutes	Admin Officer G/F, FPA Building
	2.2 Receive the payment and issue Official Receipt (OR)	PHP900		Cashier G/F, FPA Building
3. Present the original OR to PMID	3. Record the details of OR in the application	None	1 hour	Admin Officer II PMID, 3rd Floor FPA Building
4. Wait for the issuance of accreditation card	4. Verify the data with the Agency records, evaluate and secure authorization for eSignature	None		Admin Officer II PMID, 3rd Floor, FPA Bldg.
	4.1 Provide authorization of eSignature on the card	None		1.5 hours



	4.2 Print and record the card	None		Admin Officer II PMID, 3rd Floor, FPA Bldg.
	4.3 Review the documents	None	30 minutes	Planning Officer V PMID, 3rd Floor, FPA Bldg.
5. Receive the card or the notification	5. Release accreditation card or notify the client thru email/text/call that his/her accreditation card is ready for pick-up	None	15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
TOTAL		PHP900	4 hours	



7. ACCREDITATION OF AGRICULTURAL CERTIFIED PESTICIDE APPLICATOR (WALK-IN CLIENT @ FPA CENTRAL OFFICE)

The certified pesticide applicator (CPA) is a person who has attended the required training, passed the FPA licensure examination and accredited as an individual with the capacity to safely manage the handling of pesticides. A CPA may be fumigator, exterminator, drone controller or drone spray crew supervisor with any of (1) Crops; (2) Grains; (3) Ornamentals; (4) Raw Wood Materials; (5) Seed Crops; (6) Trees; (7) Turfs; (8) Wood Packaging Materials as area of activity of coverage. A CPA is one of the requirements in the issuance of license to operate for pest control operator. The accreditation gives the CPA the right to apply restricted pesticides, but not to purchase and enter into commercial contracts for pest control work. The accreditation is valid for 1 year.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	<p>The following who have completed the required training course and passed the FPA exam (for new applicants) and attended at least one (1) symposium (for renewal of accreditation):</p> <ol style="list-style-type: none"> Persons employed in FPA-licensed pest control operators (PCO) who fumigate agricultural crops/related products. Persons employed or owners of companies/institutions as in-house agricultural fumigators/exterminators. The activity of exterminators herein does not refer to urban/household pest application. Persons who are active CPAs and have an license from the Civil Aviation Authority of the Philippines to operate /fly drone and uses it in the application of pesticides (Drone Controller). Persons who are active CPAs or Accredited Responsible Care Officers (ARCOs), knowledgeable and fully conversant with drone operation as well as with procedures in case of pesticide exposure (Drone Spray Crew Supervisor).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW & RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant
2. Certificate of employment (COE) - (1 original) / Proof of ownership in case the applicant is the owner of company and the one who signed the COE (1 photocopy)	Employer of Applicant
3. License from the Civil Aviation Authority of the Philippines (for Drone Controller) - (1 photocopy)	Civil Aviation Authority of the Phils.
4. Valid CPA accreditation (for Drone Controller)	To be provided by FPA
5. Valid CPA or ARCO accreditation (for Drone Spray Crew Supervisor)	To be provided by FPA

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Submit application with complete information/ supporting documents	1. Receive the application and supporting documents and check the completeness	None	30 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	1.1. Issue Bill Form	None		



2. Pay the corresponding fee	2. Receive Bill Form and issue Order of Payment	None	15 minutes	Admin Officer G/F, FPA Building
	2.2 Receive the payment and issue Official Receipt (OR)	PHP600		Cashier G/F, FPA Building
3. Present the original OR to PMID	3. Record the details of OR in the application	None	1 hour	Admin Officer II PMID, 3rd Floor FPA Building
4. Wait for the issuance of accreditation card	4. Verify the data with the Agency records, evaluate and secure authorization for eSignature	None		Admin Officer II PMID, 3rd Floor, FPA Bldg.
	4.1 Provide authorization of eSignature on the card	None	1.5 hours	Office of the Executive Director 2/F, FPA Building
	4.2 Print and record the card	None		Admin Officer II PMID, 3rd Floor, FPA Bldg.
	4.3 Review the documents	None	30 minutes	Planning Officer V PMID, 3rd Floor, FPA Bldg.
5. Receive the card or the notification	5. Release accreditation card or notify the client thru email/text/call that his/her accreditation card is ready for pick-up	None	15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
		PHP600	4 hours	



8. ACCREDITATION OF FERTILIZER AND PESTICIDE RESEARCHERS (WALK-IN CLIENT @ FPA CENTRAL OFFICE)

The fertilizer and pesticide (F/P) researchers conduct experiments to generate data to support F/P product registration. The research disciplines include:

- Pesticide Researcher - entomology, plant pathology, weed science, nematology, statistics, pesticide toxicology and analytical chemistry, rodent control, plant physiology, supervised pesticide residue trial (SPRT), and other allied research disciplines
- Fertilizer Researcher - plant nutrition

The applicants must apply for accreditation on the discipline well supported by their academic specialization, training, published research or current research undertakings, and years of research experience to indicate competence.

The accreditation is valid for two (2) years from the date of its issuance. Failure to renew the accreditation would automatically classify researcher to inactive status and therefore could not conduct research on efficacy trials for agrochemicals.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	<p>The following persons who have completed the required training course (for new application) and attended at least one (1) symposium (for renewal of accreditation)</p> <ol style="list-style-type: none"> 1. In-house researchers - Researchers employed in fertilizer and pesticide companies who have at least 3 years' research experience (for new researchers) and an authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience (on the additional discipline being applied for). 2. Independent researchers - Researchers who have at least 3 years' research experience (for new researchers) and authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience (on the additional discipline being applied for).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant
2. Approved/evaluated test protocol (1 original)	To be provided by the training association concerned
3. Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, for the discipline being applied for	Applicant
4. With at least 3 years' research experience on the discipline being applied for	Applicant
5. Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality	Employer of Applicant
RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant

2. Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, and years of research experience for the discipline being applied for	Applicant
3. Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality	Employer
EXPANSION OF ACCREDITATION FOR ADDITIONAL RESEARCH DISCIPLINE	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture - Applicant
2. Approved/evaluated test protocol (1 original)	To be provided by the training association concerned
3. Latest Resume which includes information on academic specialization, trainings, published research or current research undertakings, and years of research experience for the discipline being applied for	Applicant
4. Authorship of one (1) publication in a refereed journal or two (2) publications in non-refereed journals or at least 5 years' research experience on the additional discipline being applied for. Presentation of research paper(s) may be requested by the FPA.	Applicant
5. Certification - in case of in-house researchers where publication of researches are not allowed due to confidentiality	Employer of Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Submit application with complete information/ supporting documents	1. Receive the application and supporting documents and check the completeness	None	30 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	1.1. Issue Bill Form	None		
2. Pay the corresponding fee	2. Receive Bill Form and issue Order of Payment	None	15 minutes	Admin Officer G/F, FPA Building Cashier G/F, FPA Building
	2.2 Receive the payment and issue Official Receipt (OR)	First discipline = PHP1,200 Additional discipline (with separate ID) = PHP1,200 Additional discipline (without separate ID) = PHP400		
3. Present the original OR to PMID	3. Record the details of OR in the application	None	1 hour	Admin Officer II PMID, 3rd Floor FPA Building Admin Officer II PMID, 3rd Floor, FPA Bldg.
4. Wait for the issuance of accreditation card	4. Verify the data with the Agency records, evaluate and secure authorization for eSignature	None		
	4.1 Provide authorization of eSignature on the card	None	1.5 hours	Office of the Executive Director 2/F, FPA Building Admin Officer II PMID, 3rd Floor, FPA Bldg.
	4.2 Print and record the card	None		



	4.3 Review the documents	None	30 minutes	Planning Officer V PMID, 3rd Floor, FPA Bldg.
5. Receive the card or the notification	5. Release accreditation card or notify the client thru email/text/call that his/her accreditation card is ready for pick-up	None	15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
		First discipline = PHP1,200 Additional discipline (with separate ID) = PHP1,200 Additional discipline (without separate ID) = PHP400	4 hours	

9. ACCREDITATION OF SAFETY DISPENSER (WALK-IN CLIENT @ FPA-CENTRAL OFFICE)

An accreditation is an authorization, manifested in accreditation card, accorded to individuals who have attended a training course and complied with all the requirements. Once accredited, the person is called fertilizer and pesticide Accredited Safety Dispenser (ASD) who shall advise buyers/end-users on the safe use, handling and storage of fertilizer and pesticide products at the store or during business operation, in the case of IBO. The ASD is one of the requirements in the issuance of license to operate for F/P Dealers. The accreditation is valid for 3 years.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	The following persons who have attended the required Accredited Safety Dispenser Training course: (1) Proprietors or employees of licensed fertilizer and pesticide dealers (2) Individual business operator (IBO) who do not have a permanent store/structure licensed by the FPA and is authorized to dispense registered fertilizer and/or pesticide products which are carried/owned by a licensed fertilizer/pesticide handler

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW and RENEWAL	
1. Accomplished Application for Accreditation with 1x1 picture, white background (1 original)	Form - FPA Website / Offices Picture – Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Submit application with complete information/ supporting documents	1. Receive the application and supporting documents and check the completeness	None	30 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	1.1. Issue Bill Form	None		
2. Pay the corresponding fee	2. Receive Bill Form and issue Order of Payment	PHP 600	15 minutes	Admin Officer G/F, FPA Building
	2.2 Receive the payment and issue Official Receipt (OR)	None		Cashier G/F, FPA Building
3. Present the original OR to PMID	3. Record the details of OR in the application	None	1 hour	Admin Officer II PMID, 3rd Floor FPA Building
4. Wait for the issuance of accreditation card	4. Verify the data with the Agency records, evaluate and secure authorization for eSignature	None		Admin Officer II PMID, 3rd Floor, FPA Bldg.
	4.1 Provide authorization of eSignature on the card	None	1.5 hours	Office of the Executive Director 2/F, FPA Building
	4.2 Print and record the card	None		Admin Officer II PMID, 3rd Floor, FPA Bldg.
	4.3 Review the documents	None	30 minutes	Planning Officer V PMID, 3rd Floor, FPA Bldg.
5. Receive the card or the notification	5. Release accreditation card or notify the client thru email/text/call that his/her accreditation card is ready for pick-up	None	15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
		PHP600	4 hours	

10. ACCREDITATION OF TRAINING ASSOCIATION (WALK-IN)

Anchored on FPA's mandate to educate the agricultural sector on Presidential Decree 1144 and in the use, storage and handling of fertilizer, pesticide and other agricultural chemicals, the FPA recognized the expertise of organization/association whose members are engaged in crop protection related activities to manage the conduct of trainings and symposia for agricultural certified pesticide applicators, responsible care officers, and fertilizer and pesticide researchers. The accreditation is valid for 1 year.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION (PMID)
Classification	Simple
Type of transaction	G2B - Government to Business
Who may avail	Organization/Association whose members are involved in crop protection and has the capacity to manage the conduct of FPA related trainings.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEW	
1. Accomplished Application for Accreditation (1 original)	FPA office/website
2. SEC Registration (1 photocopy)	Securities and Exchange Commission
3. General Information Sheet (contains the roster of membership) (1 original)	Applicant
4. Association Profile (1 original)	Applicant
5. List of Trainors and their Qualifications (1 original)	Applicant
6. Training Module (1 original)	Applicant
RENEWAL	
1. Accomplished Application for Accreditation (1 original)	FPA office/website
2. Overall training evaluation rating of at least Satisfactory	To be provided by PMID
3. Updated General Information Sheet of the association/ organization (1 original)	Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Person
1. Submits application with complete information and supporting documents	1. Receive the required documents and check the completeness of information and supporting documents	None	30 minutes	Admin Officer II PMID, 3rd Floor FPA Building
	1.1 Verify data with agency records, evaluate and secure authorization for eSignature	None	1 hour	Admin Officer II PMID, 3rd Floor FPA Building
2. Wait for the certificate	2. Provide authorization of eSignature on the certificate	None	1.5 hours	Office of the Executive Director 2/F, FPA Building
	2.1 Print and record the certificate	None		Admin Officer II PMID, 3rd Floor, FPA Bldg.
	2.2 Review the documents	None	30 minutes	Planning Officer V PMID, 3rd Floor, FPA Bldg.
3. Receive the certificate/ notification	3. Release the certificate/notify the training association thru email/text of the certificate	None	15 minutes	Admin Officer II PMID, 3rd Floor FPA Building
TOTAL		None	3 hours & 45 minutes	