



13. ONLINE ADMINISTRATION OF FPA EXAM AND RELEASE OF PASSERS VIA FPA WEBSITE

The FPA administer examinations to the participants of Certified Pesticide Applicator (CPA) and Accredited Responsible Care Officer (ARCO) Trainings. Passing the exam is one of the requirements in the accreditation of individuals who want to become CPA or ARCO.

Division	PLANNING, MANAGEMENT AND INFORMATION DIVISION
Classification	Complex
Type of transaction	G2C - Government to Citizen
Who may avail	Training participants who completed the required training for CPA/ARCO and were certified by the concerned FPA Accredited Training Association (FATA)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished application with 1x1 picture	Link is to be provided by FPA-PMID
2. Attended/Completed the required training course	Certification is to be provided to FPA by the training association concerned

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Responsible Persons
1. Requested for a link to access the application form in google form	1. Provided the link individually or to the concerned FATA	None	5 minutes	Admin Officer III PMID 3/F, FPA Bldg.
2. Submit online duly accomplished application with 1x1 picture	2. Check the completeness of application: * If found complete, process it and prepare the Notice of Exam. * If not, inform the applicant of the lacking info.	None	1 day	Admin Officer III PMID 3/F, FPA Bldg.
	2.1 Issue the Notice	None	5 minutes	Admin Officer V PMID 3/F, FPA Bldg.
3. Receive the Notice of Exam	3. Email the Notice	None	5 minutes	Admin Officer III PMID 3/F, FPA Bldg.
	3.1 Coordinate and email with the Regional Officers the list of examinees with approved date and time	None	1 day	
4. Go to the exam place and take the online exam	4. Online exam administration	None	2.5 hours	Admin Officer III PMID 3/F, FPA Bldg,
5. Wait for the release of the result	5. Check the exam answers, compute the rating, and secure approval for eSignature of the Executive Director	None	3 days	Admin Officer III PMID 3/F, FPA Bldg,
	5.1 Review	None	25 minutes	Admin Officer V PMID 3/F, FPA Bldg.
	5.2 Receive the approval for esignature	None	40 minutes	Executive Director 2/F, FPA Building
	5.5 Prepare the result of rating	None	1 day	Admin Officer III PMID 3/F, FPA Bldg,
6. Browse the FPA website	6. Publication of exam passers at FPA website	None	10 minutes	Info Technology Officer I PMID, 3rd Floor FPA Building
TOTAL			6 days and 4 hours	