PHILIPPINE NURSES ASSOCIATION
1663 F.T. Benitez Street
Malate, Manila

REVISED GUIDELINES FOR CHAPTER ACCREDITATION

1. Chapter accreditation is good for two (2) years.
2. Submission for chapter accreditation to be made at any time during the year.
3. Submission of requirements for chapter accreditation to be received at the National Office should include the following:
   - 3.1 Application for duly accomplished
   - 3.2 Names of officers with home and business addresses and contact numbers
   - 3.3 Department and Committee chairpersons and members with home and business addresses and contact numbers
   - 3.4 Minutes of Board and Membership meetings
     - 3.4.1 Board meetings at least quarterly (4 times per year)
     - 3.4.2 Membership meetings at least once a year for small chapters
   - 3.5 Financial statements
     - 3.5.1 Endorsement papers from immediate past officers
     - 3.5.2 Statement of assets and liabilities
     - 3.5.3 Photocopy of passbook or certification of bank account
   - 3.6 Proofs of having conducted all the following: Continuing Education, Primary Health Care, Activities related to the PNA Thrusts
     - 3.6.1 Should include attendance, program and certificate
     - 3.6.2 For first time applicants, at least one (1) of each
     - 3.6.3 For chapters for renewal, at least two (2) of each
   - 3.7 List of members and status of membership
   - 3.8 Chapter By-laws duly signed
4. Copies of yearly status report sent to PNA.
5. Documents to be submitted covers the period from January to December of the past year. All documents should be properly labeled following the requirements in item number 3.
6. The PNA Office, through the Committee on Chapter Affairs shall process the submitted documents and shall notify the Chapter concerned not later than 30 days following receipt of the complete documents of the results. The notice shall bear the period within which the accreditation is valid.

Prepared By:

Ms. Lydia T. Manahan
Chair, Chapter Affairs

MS. Mary Grace Anne P. Batalla
Member, Chapter Affairs

Ms. Josephine E. Cariaso
Member, Chapter Affairs

Approved By:

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GOV. ARIEL V. PABELONIA, RN, MSN
Treasurer

Approved During the last Execom held last August 6, 2011 at the PNA National Office (Board Room)