GUIDELINES IN ORGANIZING PNA CHAPTER ABROAD

Approved by PNA Executive Committee

July 25, 2009

Part I. DEFINITION

A PNA Chapter Abroad is defined as an organization of PNA Chapter located outside the Philippines after having successfully met the accreditation requirements set forth by the Chapter Affairs Committee of PNA National Office.

The following conditions shall be considered for the purpose of establishing a PNA Chapter Abroad:

1. Presence of at least 25 members and with complete set of duly elected officers.
2. Initiated by a Filipino nurse residing and/or practicing her profession abroad.
3. The Filipino nurse organizer of this chapter must be a current member of PNA and of good moral standing in the community.

Part II. APPLICATION PROCESS

1. The organizer/s of PNA Chapter Abroad shall write a letter to PNA National Office addressed to its current National President expressing the reason for establishing a PNA Chapter in their present locality to include but not limited to the following:
   - 1.1 Promotion and upliftment of the status and image of Filipino nurses abroad
   - 1.2 Protection of rights and interests of Filipino nurses
   - 1.3 Forging partnerships with PNA pertinent to projects of priority
   - 1.4 Information dissemination
   - 1.5 Human resource development (e.g. scholarship grants, research fund assistance and similar projects, etc)

2. The Application Form A must be accomplished by the organizer/s and send to the National PNA Office together with the non-refundable processing fee equivalent to P10,000.00.

3. Upon receipt of the Letter of Intent, the PNA shall send the accreditation requirements to the concerned party and a “Probationary status” will be issued to the chapter good for six months.

4. After a year of full compliance to the requirements including submission of Annual Report (Narrative/ activity and Financial Reports), a Letter of Accreditation with PNA seal will be re-issued good for two years.

5. Upon initial review of the accreditation application, the concerned party shall be advised for any lack of requirements.

Part III. ACCREDITATION PROCESS

- After a year of good standing status and full payment of the required fee (25% of Annual Membership Fee to the Chapter shall be remitted to PNA National Office for every member), a Certificate of Accreditation shall be issued by the PNA Chapter Affairs Committee to the organizer/s.

- Re-Accreditation Process: Only PNA Chapter Abroad with complete Annual Report (activities and financial reports)required annual fee of members, and re-accreditation fee of P5,000.00 or its equivalent will be granted re-accreditation from PNA National Office.

Part IV. REVOCATION OF ACCREDITATION

The certificate of accreditation of the Chapter may be revoked based on the following grounds:

1. Failure to submit annual report
2. Failure to pay annual Fee (25% of their membership fee per year)
3. Misrepresentation of PNA
4. Activities / Projects that is not consistent to the Vision and Mission of PNA

Part V. BENEFITS OF PNA MEMBERS ABROAD

1. Free online access to Philippine Journal of Nursing (PJN).
2. Free legal advice / legal consultation on matters affecting the practice of their nursing profession.
3. A 10% discount when attending continuing professional education (CPE) seminars / training in the Philippines.
4. A 10% discount when availing dormitory room in PNA National Office.

5. Access to information pertinent to nursing profession thru PNA website or library.

MPA/TIB July 25, 2009

Application Form of PNA Chapter Abroad
Form A

Date of Application: _____

Country of Origin: _____

Organizer/s: _____

Permanent Address: _____

Contact Numbers: _____ **(Mobile Phone)**

_____ **(Landline number)**

_____ **(Facsimile number)**
_____ **(Email address)**

Purpose of Organizing PNA Chapter Abroad: _____

(*It would also be appropriate if you write your history in a capsule and include it as an attachment)*

List of Officers: _____

List of members:

Complete Name Age: Civil Status Place of Employment

Attached your Constitution and bylaws.((*For authenticity, like in any national by laws, all pages should be signed by all officers and on the last page, the name of the officers (and their position) who presented the by laws should be written and duly signed.)*

Registration Documents in the country of origin:

Strategic Plan of Actions