

02 May 2013

**FDA MEMORANDUM CIRCULAR**

No.: 2013-016

**SUBJECT: GUIDELINES ON ELECTRONIC REGISTRATION FOR TRAINING AND SEMINARS (E-COURSE REGISTRATION)**

Electronic registration (E-Course Registration) for trainings and seminars offered by the Food and Drug Administration under the Policy and Planning Office through the FDA Academy aims to facilitate and automate all training applications.

The FDA shall continuously improve the system of on-line application for the convenience of the applicants and efficiency of service.

**Procedure:**

The following are the procedures that must be strictly observed for a successful on-line or electronic application.

1. Email a duly accomplished **COURSE REGISTRATION FORM** between 08:00 am-11:00 am to [e-nroll@fda.gov.ph](mailto:e-nroll@fda.gov.ph) containing the following:

**(Subject) COURSE CODE-FAMILY NAME**  
(e.g. QCDRR- DELACRUZ)

**(Body of email)**

Type of Course:

Name of Applicant: Last Name, First Name, Middle Initial

Company(ies):

**(Attachments)**

1. **COURSEREGISTRATION\_FORM.pdf**
2. 2 x 2 picture with name tag (jpg format)
3. **\*Authorization\_letter.pdf**

**\*for QPIRA applicants ONLY**

NOTE: Downloadable forms are available from our website at [www.fda.gov.ph](http://www.fda.gov.ph)

2. Guidelines in filling-up the **E-COURSE REGISTRATION FORM (COURSE REGISTRATION\_FORM.pdf)**:
  - 2.1 Fill in the required information in **ALL CAPS**. Boxes with red asterisk (\*) are mandatory fields.
  - 2.2 Tick the appropriate box under the Type of Course. **ONLY** one course is allowed per email.
  - 2.3 **DO NOT RENAME THE FORM**, make sure that the form maintains its correct filename (**COURSE REGISTRATION\_FORM.pdf**, **Authorization\_letter.pdf**)
  - 2.4 **DO NOT MISSPELL ANY ENTRY**. The name submitted will be reflected exactly on the certificates.
  - 2.5 Make sure to input the appropriate e-mail address in the **COURSE REGISTRATION FORM** under **PERSONAL DATA (COURSE REGISTRATION\_FORM.pdf)**. This email address shall be the recipient of FDA replies during the registration process. If possible, the email address of the sender should be the same as the email address entered under the **PERSONAL DATA**.
3. A system-generated email shall be sent to indicate receipt of the application. All applications received from 11:00 AM onwards will be processed the following day.
4. The application will undergo verification process.
  - 4.1 For approved application a system-generated reply containing the **COURSE REGISTRATION ASSESSMENT FORM** will be sent electronically.
  - 4.2 For disapproved application a system-generated reply indicating the reason will be sent. The applicant will need to re-start the application process.
5. Pay the corresponding fee at any **DBP branch using the Account Name: Food and Drug Administration Special Fund, Account Number: DBP 0430-013669-030** or at the FDA Cashier. The **ASSESSMENT FORM** shall be valid only for 5 working days from the time it is sent. Failure to pay within 5 working days will automatically cancel your application and a new registration form must be submitted.




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6. A scanned copy of the DBP deposit slip or the original receipt (OR) must be emailed back to [e-nroll@fda.gov.ph](mailto:e-nroll@fda.gov.ph) replying to the same email thread during the process.
  - 6.1 Scanned copy of DBP deposit slip or the original receipt (OR) sent within five (5) days will receive a **CONFIRMATION SLIP** granted on the date specified on the application.
  - 6.2 Scanned copy of DBP deposit slip or the original receipt (OR) **NOT** sent within five (5) days may be rescheduled on the next available course date.
7. Bring a copy of the confirmation slip on the day(s) of the course. A confirmation slip is required for attendance and release of certificates.

All memorandum circulars, resolutions, orders, and other issuances or parts thereof which are inconsistent with these guidelines are hereby repealed, amended or modified accordingly.

This Order shall take effect on 14 May 2013.

  
**KENNETH Y. HARTIGAN-GO, MD**  
Acting Director IV