Appendix H.
Arrangement in Sequence of Part 1
Written Examination Requirements
for First Time Application

1. **Cover Page** — *Title: “Requirements for Diplomate Part 1”* (New application), Name, Date of Submission

2. **General Table of Contents** — a listing of the sequence in which the requirements are arranged in the compilation; page number is required

3. **Application Form** (see Appendix D1)

4. **Jurat Notarization**

5. **Certificate of completion or Diploma of Residency Training** — photocopy

6. **Certificate of Good Standing from PMA**

7. **Valid PRC License**

8. **PBOG Certificate of Accreditation of Residency Training Program during the candidate’s period of training**

9. **Certification from Department Chair/ Medical Director and Medical Records Officer** that cases were admitted and performed by the applicant

10. **Certificate from attending physician of Transfer of Technical Responsibility (TTR) for cases submitted by applicant under the 25 cases**

11. **Tabulation of 25 MAJOR CASES** with 7 columns (in Arial font 12 points, and landscape view)
   - Name of Patient, Case number, Age, OB Score; State if Own or TTR (transfer of technical responsibility)
   - Date admitted/Date discharged
   - Admitting Diagnosis
   - Preoperative Diagnosis
   - Procedure + Anesthesia, Date done
   - Final Diagnosis (including morbidity and procedure)
   - Maternal-Fetal Outcome plus Complications/Histopathology report (as applicable)
12. **Compilation of Documents** for each of the 25 MAJOR CASES, in the sequence listed in the tabulation, and arranged as follows:
   - Admitting Face Sheet
   - Operative Record
   - Operative Technique
   - Friedman’s Curve or Partogram (for dystocia cases)
   - Histopathology Report

13. **Certificate from attending physician of Transfer of Technical Responsibility (TTR) for cases submitted by applicant, under the 35 cases**

14. **Tabulation of 35 CASES**
   with 7 columns (in Arial font 12 points, and landscape view)
   - Name of Patient, Case number, Age, OB Score; State if Own or TTR (transfer of technical responsibility)
   - Date admitted/Date discharged
   - Admitting Diagnosis
   - Preoperative Diagnosis
   - Procedure + Anesthesia, Date done
   - Final Diagnosis (including morbidity and procedure)
   - Maternal-Fetal Outcome plus Complications/Histopathology report (as applicable)

15. **Compilation of Documents** for each of the 35 CASES, in the sequence listed in the tabulation, and arranged as follows:
   - Admitting Face Sheet
   - Operative Record
   - Operative Technique
   - Histopathology Report

16. **Certification of Completion of Case Report and Research Paper from the Department Chair and Training Officer** (include the titles and dates of accomplishment of each).

**IMPORTANT**: All the above requirements must be submitted book-bound with soft cover (total of 2 identical book-bound copies, one for the PBOG and one receiving copy for the applicant).