



Republic of the Philippines
Professional Regulation Commission
Manila



RESOLUTION No. 2013-774
Series of 2013

**REVISED GUIDELINES ON THE CONTINUING PROFESSIONAL DEVELOPMENT
(CPD) PROGRAM FOR ALL REGISTERED AND LICENSED PROFESSIONALS**

WHEREAS, Section 5 of Republic Act No. 8981, otherwise known as the "PRC Modernization Act of 2000", mandates that "[t]he Chairperson of the Commission, and the Commissioners as members thereof shall sit and act as a body to exercise general administrative, executive and policy-making functions of the Commission."

WHEREAS, Section 7(a) of R.A. No. 8981 empowers the Commission "[t]o administer, implement and enforce the regulatory policies of the national government with respect to the regulation and licensing of the various professions and occupations under its jurisdiction including the enhancement and maintenance of professional and occupational standards and ethics and the enforcement of the rules and regulations relative thereto";

WHEREAS, Section 7(c) of R.A. No. 8981 further provides for the Commission "[t]o review, revise and approve resolutions embodying policies promulgated by the Professional Regulatory Boards in the exercise of their powers and functions or in implementing the laws regulating their respective professions and other official actions on non-ministerial matters within their respective jurisdictions";

WHEREAS, to ensure the highest standards of professional practice and promote thereby the public interest in safeguarding life, health and property, the Commission through **Resolution No. 2008-466 series of 2008** provides for a continuing professional education program for all regulated professions;

WHEREAS, the Commission has determined the need to revise the existing guidelines on the continuing professional education program to further institutionalize and standardize the guidelines and procedures for the implementation of the Continuing Professional Education/Development Program;

WHEREAS, pursuant to Office Order No. 2013-60 (Composition of the Committee on the Revision of the Continuing Professional Education Guidelines), a series of consultative meetings was conducted to adopt a revised set of guidelines on the Continuing Professional Education/Development which shall now be known as "Continuing Professional Development Program Guidelines" or the "CPD Guidelines".

NOW, THEREFORE, the Commission hereby **RESOLVED**, as it now **RESOLVES**, to issue and promulgate the "Revised Guidelines on the Continuing Professional Development for All Registered and Licensed Professionals", which provide as follows:

ARTICLE I
TITLE, RATIONALE, OBJECTIVES AND DEFINITION OF TERMS

SECTION 1. TITLE. - This Resolution shall be known as the Continuing Professional Development program Guidelines or the CPD Guidelines.

SECTION 2. RATIONALE. - The State recognizes the role of professionals in nation-building and provides for the sustained development of a reservoir of professionals under Section 14, Article XII of the Constitution. Towards this end, the Commission promotes a program of continuing professional development.

SECTION 3. OBJECTIVES. - The overarching goals of the CPD shall be the promotion of the general welfare and interest of the public in the course of delivering professional services. Towards this end, CPD programs shall strive to:

- (1) Continuously improve the quality of the country's reservoir of registered professionals by updating them on the latest scientific/technological/ethical and other applicable trends in the local and global practice of the professions;
- (2) Provide support to lifelong learning in the enhancement of competencies of Filipino professionals towards delivery of quality and ethical services both locally and globally; and
- (3) Deliver quality continuing professional development (CPD) activities aligned with the Philippine Qualifications Framework (PQF) for national relevance and global comparability and competitiveness.

SECTION 4. DEFINITION OF TERMS. – As used in this Resolution, the following terms are defined as follows:

1. **CPD** - the inculcation of advanced knowledge, skills and ethical values in a post-licensure specialized or in an inter- or multi-disciplinary field of study for assimilation into professional practice, self directed research and/or lifelong learning.
2. **CPD Program** - a set of learning activities accredited by the CPD council such as seminars, workshops, technical lectures or subject matter meetings, non-degree training lectures and scientific meetings, modules, tours and visits which equip the professionals with advanced knowledge, skills, and values in specialized or in an inter- or multi-disciplinary fields of study, self-directed research and/or life-long learning.
3. **CPD Provider**- a natural or juridical person that conducts CPD programs accredited by the CPD Council to conduct CPD programs.
4. **Self-Directed Learning** - learning activities such as on-line trainings, local/international seminars/non-degree courses, institution/company sponsored training programs, and the like which did not undergo CPD accreditation but may be applied for and awarded CPD units by the respective CPD Councils.
5. **Lifelong Learning** - all learning activities undertaken throughout life for the development of competencies and qualifications.
6. **Authorship** - the creation of a new idea/work such as technical or professional books, instructional materials, and the like.
7. **Invention/Patent** - a technical solution to a problem in any field of human activity which is new, involves an inventive step and is industrially applicable.
8. **Post-graduate Academic Studies**- master's or doctoral units/degree earned from a school, college or university, or other institutions recognized by pertinent government bodies.

9. **Specialty Training** - a non-degree post-graduate training such as residency, externship, specialty and sub-specialty program conducted, or fellowship conferred, by an organization or society, and/or recognized by the pertinent government authority.
10. **Resource person** – a lecturer, speaker, presenter, panelist, reactor, analyst in a specialized field or the like in a seminar or similar activity.
11. **Diploma Program** – a program offered by an institution of higher learning which requires a baccalaureate or post-baccalaureate degree for admission.
12. **Professorial Chair** – An academic position awarded to a member of a faculty at the tertiary level who has distinguished himself/herself in the field of expertise.

ARTICLE II

CPD COUNCILS AND SECRETARIAT

SECTION 5. CREATION AND COMPOSITION OF CPD COUNCIL. - Every Professional Regulatory Board (PRB) shall create a Continuing Professional Development Council subject to approval by the Commission. This shall be known as the **CPD Council (CPDC)**.

Every CPDC shall be composed of a Chairperson and two (2) members.

The Chairperson of the CPDC shall be the member of the PRB so chosen by the PRB concerned to sit in the CPDC.

The first member shall be the president or the Chair of the CPD Committee duly authorized by the Board of Directors/Trustees/Governors of the Accredited Integrated Professional Organization (AIPO)/Accredited Professional Organization (APO). In the absence of an AIPO/APO, the PRB shall submit within ten (10) working days from notification of such absence, a list of three (3) recommendees from the national professional organization/s (licensed professionals from scientific organization). The Commission shall designate the first member within thirty (30) days from receipt of the list.

The second member shall be the president or any representative duly authorized by the organization of deans or department heads of schools, colleges or universities offering the course requiring licensure examination. In the absence of such member, the PRB shall submit within ten (10) working days from notification of such absence, a list of three (3) recommendees from the academe. The Commission shall designate the second member within twenty (20) working days from receipt of the list.

SECTION 6. DISQUALIFICATIONS. - The chairperson, vice chairperson and members of the PRB shall not have any interest, directly or indirectly, as a CPD provider during their incumbency. The prohibition extends to members of their family and relatives within the fourth degree of consanguinity or affinity.

The CPDC member sitting as representative of the APO or the academe shall not participate in the deliberation where the APO or academe itself is the applicant.

In like manner, such CPDC member shall inhibit himself/herself from the deliberation when he/she has an interest in a CPD provider either as owner, officer, consultant or in any other capacity.

In such cases, another member of the PRB shall sit in the CPDC during the deliberation.

SECTION 7. TERMS OF OFFICE. - The term of office of the Chairperson of every CPDC shall be *co-terminus* with his/her incumbency in the PRB unless sooner replaced by the PRB concerned through a resolution, subject to approval of the Commission.

The first and second members shall have a term of office of two (2) years unless sooner replaced through a resolution by the AIPO/APO concerned or the organization of deans or heads of departments, respectively. However, CPDC members appointed by the Commission may be replaced before the end of the two-year period upon the recommendation of the PRB through a Resolution.

SECTION 8. POWERS AND FUNCTIONS OF THE CPDC. - The powers and functions of the CPDC shall include, but shall not be limited to, the following:

1. Ensure the adequate and appropriate provision of CPD programs for the profession;
2. Evaluate and act on applications for accreditation of CPD providers, CPD programs and self-directed and/or lifelong learning;
3. Monitor the implementation by the CPD providers of their programs;
4. Assess annually and upgrade criteria for accreditation of CPD providers and CPD programs;
5. Conduct researches, studies and benchmarking for international alignment of CPD programs;
6. Issue operational guidelines; and
7. Perform such other functions related or incidental to the implementation of the CPD.

SECTION 9. FUNCTIONS OF THE COUNCIL CHAIRPERSON. - The CPDC Chairperson shall have the following functions:

1. To preside over the meetings of the Council;
2. To direct or supervise the activities of the Council;
3. To submit the Council's annual report to the Planning and Monitoring Division not later than January 15 of the succeeding year;
4. To sign the Certificate of Accreditation ("CoA") of qualified CPD providers, the Certificate of Accreditation of Program/s ("CoAP"), and the Certificate of Credit Units (CCU) for self-directed and/or lifelong learning.

SECTION 10. CPD SECRETARIAT. - The Chairperson of the Commission shall designate or appoint the head of the CPD secretariat. The Secretariat shall have the following functions:

1. To record and prepare the minutes of meetings of all the CPDCs and furnish copies thereof to the PRBs.
2. To receive and conduct initial screening of applications for accreditation of CPD providers, programs and self-directed and/or lifelong learning.

3. To submit to the CPDCs applications for accreditation of CPD providers and CPD programs and self-directed and/or lifelong learning.
4. To keep all records, papers and other documents relative to the actions taken on applications for accreditation of CPD programs and providers as well as the crediting of self-directed and/or lifelong learning;
5. To release the CoA, CoAP and CCU; and
6. To provide administrative and technical support services to the CPDC.

The designated head of the Secretariat shall participate in the deliberations of the CPDCs but shall not vote.

SECTION 11. MEETINGS. - The CPDCs shall hold regular meetings once a month on dates to be fixed by them. Special meetings may be called by the CPDC Chairperson or upon written request of a member of a CPDC at least three (3) days prior to the said meeting.

SECTION 12. OPERATIONAL PROTOCOL. - The CPDCs shall formulate their own Operational Protocols for proper implementation of the CPD program in accordance with their respective Professional Regulatory Laws and these CPD Guidelines.

SECTION 13. BUDGETARY REQUIREMENTS. - Direct costs including full computerization of the CPD system and database development, enhancement of the Professional Identification Card to include CPD data, and honoraria of the Chairperson and members of the CPDC or their alternates as the case may be, and other expenses of the CPDCs shall be provided for in the annual Commission budget.

ARTICLE III

ACCREDITATION AND MONITORING OF CPD PROVIDERS AND PROGRAMS AND CREDITING OF SELF-DIRECTED AND/OR LIFELONG LEARNING

SECTION 14. QUALIFICATIONS FOR ACCREDITATION OF CPD PROVIDERS. - To obtain accreditation, the following qualifications shall be met:

1. Individual/Sole Proprietor

- 1.1 A registered and licensed professional of good standing;
- 1.2 Non-conviction of a crime involving moral turpitude; and
- 1.3 Registered entity with the Department of Trade and Industry and the Bureau of Internal Revenue.

2. Firm/Partnership/Corporation

- 2.1 A duly registered partnership, corporation, institution or organization;
- 2.2 The Articles of Incorporation/ Partnership includes as one of its purposes the training and development of professionals; and
- 2.3 Duly registered with the Bureau of Internal Revenue and the Securities and Exchange Commission and/or other pertinent government bodies

Government Institutions/Agencies may be accredited as CPD Providers subject to submission of documentary requirements and payment of prescribed fees.

SECTION 15. PROCEDURES FOR ACCREDITATION AND RE-ACCREDITATION OF CPD PROVIDERS. – An applicant for accreditation as CPD Provider must comply with the procedure in Annex A (Accreditation of CPD Providers), which forms an integral part of this Resolution.

The applicant must accomplish an application form for accreditation as CPD Provider (CPD Form No. 01).

The accreditation of a CPD Provider is valid for three (3) years, renewable for three (3) years. The renewal of accreditation shall be based on the CPD provider's performance of its responsibilities and obligations and compliance with the guidelines during the previous three (3)-year period.

The accreditation of any CPD provider may be revoked or suspended by the CPDC after due notice and hearing and for good cause, including failure to conduct a CPD program within a year from the issuance of the accreditation.

Upon the implementation of these Guidelines, national professional organizations which are currently accredited as CPD providers shall submit a list of duly recognized chapters and affiliates.

SECTION 16. ACCREDITATION OF CPD PROGRAMS. – A CPD provider shall submit to the CPDC program/s for accreditation.

Accreditation of the CPD program is valid for one (1) year. The CPD Provider must indicate the number of times the program will be offered to determine the fee.

SECTION 17. PROCEDURE FOR ACCREDITATION OF CPD PROGRAM. – A CPD Provider must follow the procedure for accreditation of CPD Program/s in Annex B (Accreditation of CPD Programs), which forms an integral part of this Resolution.

The applicant must accomplish an application form for accreditation of a CPD Program (CPD Form No. 02).

SECTION 18. PROCEDURE FOR EARNING CREDIT UNITS FOR SELF-DIRECTED AND/OR LIFELONG LEARNING. – A licensed professional may apply for credit units of self-directed and/or lifelong learning by complying with the procedure in Annex C (Earning Credit Units for Self-directed and/or Lifelong Learning Programs), which forms an integral part of this Resolution.

The applicant must accomplish an application form for earning credit units for self-directed and/or lifelong learning (CPD Form No. 03).

SECTION 19. CPD CREDIT UNITS. – Registered and licensed professionals shall complete the required credit units every three (3) years as specified in Annex E (Credit Units required per Profession).

Any excess CUs earned shall not be carried over to the next three-year period except credit units earned for doctoral and master's degrees or specialty trainings which shall only be credited once during the compliance period.

One lecture/workshop hour of a CPD Program shall be equivalent to one (1) CU.

SECTION 20. MAXIMUM CREDITABLE UNITS FOR SELF-DIRECTED AND/OR LIFE-LONG LEARNING. - A maximum of fifteen (15) CUs may be credited to a professional for self-directed and/or life-long learning within the compliance period of three (3) years. The CUs shall be determined on the basis of Annex D (Matrix of CPD Activities), which forms an integral part of this Resolution.

Any excess CUs earned shall not be carried over to the next three-year period.

Inventions shall be given full CUs for the compliance period.

SECTION 21. MONITORING OF CPD PROVIDERS. - Every CPD provider shall be monitored periodically during the validity of its accreditation to ensure compliance with the Guidelines.

SECTION 22. MONITORING OF CPD PROGRAMS. - Every CPD program shall be monitored to ensure compliance with the Guidelines.

For this purpose, the following shall act as CPD program monitors in the order of preference indicated hereunder:

1. CPDC member;
2. Any other member of the PRB;
3. Duly-designated APO Officers, Board Members and pertinent Committee Chairs from national and local chapters where the APO is not the provider of the program to be monitored;
4. Member of the academe who is not a participant in the CPD program; and
5. Duly-designated staff of relevant governmental or non-governmental organization.

The CPDCs shall set the qualifications for CPD monitors and draw up a list of such CPD monitors. It shall also approve a monitoring tool for CPD programs.

A CPD monitor shall be credited with twice the number of CUs approved for a CPD program for which he/she acted as a monitor.

SECTION 23. MONITORING REPORT. - Upon the completion of the CPD Program, the CPD monitor shall submit a report (**CPD Form No. 04**) within fifteen (15) working days. The report must include the monitor's observations and recommendations.

The CPDC shall furnish a copy of the monitoring report to the CPD Provider within fifteen (15) working days upon receipt thereof.

SECTION 24. CPD PROVIDER COMPLETION REPORT. - Upon the completion of an accredited CPD program, the CPD Provider shall submit a duly-notarized completion report (**CPD Form No. 05**) to the CPDC within fifteen (15) working days.

SECTION 25. GROUNDS FOR SUSPENSION, CANCELLATION, OR NON-RENEWAL OF ACCREDITATION OF A CPD PROVIDER. - The following shall constitute grounds or causes for suspension, cancellation, or non-renewal of the certificate of accreditation of a CPD provider:

1. Non-compliance with any of the prescribed requirements;
2. Substantial deviations from the approved program/s;
3. Misrepresentation such as submission of false completion reports, issuance of false statement/s as to credit units, or qualification/s as provider;
4. Failure to conduct at least one (1) CPD program within a year from the issuance of accreditation and every year thereafter; and
5. Any other violation of the Guidelines.

ARTICLE IV
FINAL PROVISIONS

SECTION 26. TRANSITORY PROVISION. – CPD Providers already accredited by the CPDCs shall retain their accreditation numbers.

SECTION 27. SEPARABILITY CLAUSE. - If any provision of this Resolution or any portion thereof, is declared unconstitutional or invalid, such judgment shall not affect, invalidate or impair any other part thereof.

SECTION 28. REPEALING CLAUSE. - The following Resolutions are hereby repealed: Resolution No. 2008-466 series of 2008 and Resolution No. 2009-542 series of 2009. All other Resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby amended accordingly.

SECTION 29. EFFECTIVITY CLAUSE. The herein Resolution will take effect fifteen (15) days upon its full and complete publication in the Official Gazette or major newspaper of general circulation.

Done in the City of Manila, this 25th day of July , 2013.

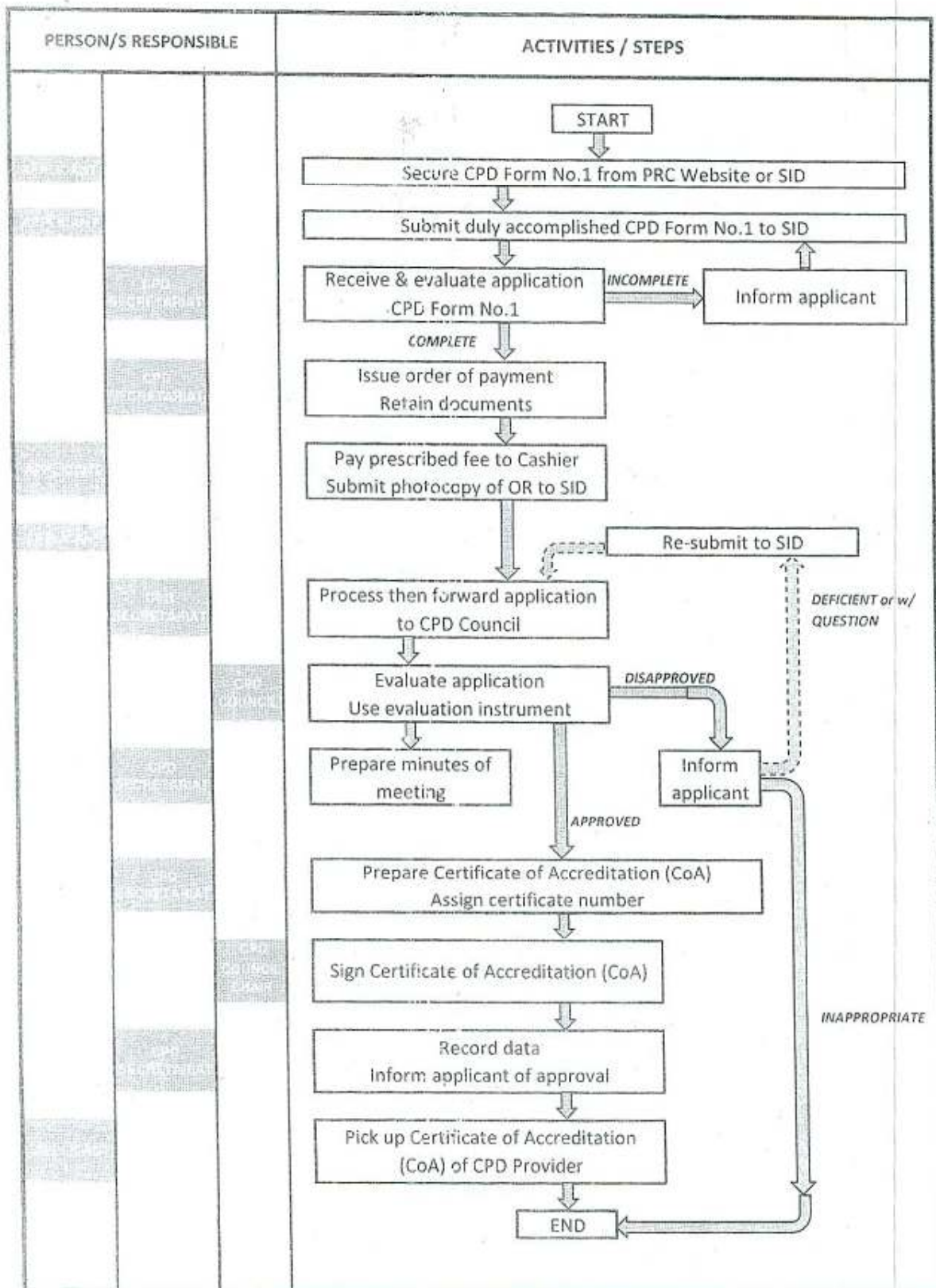

JENNIFER JARDIN-MANALILI
Commissioner


TERESITA R. MANZALA
Chairperson

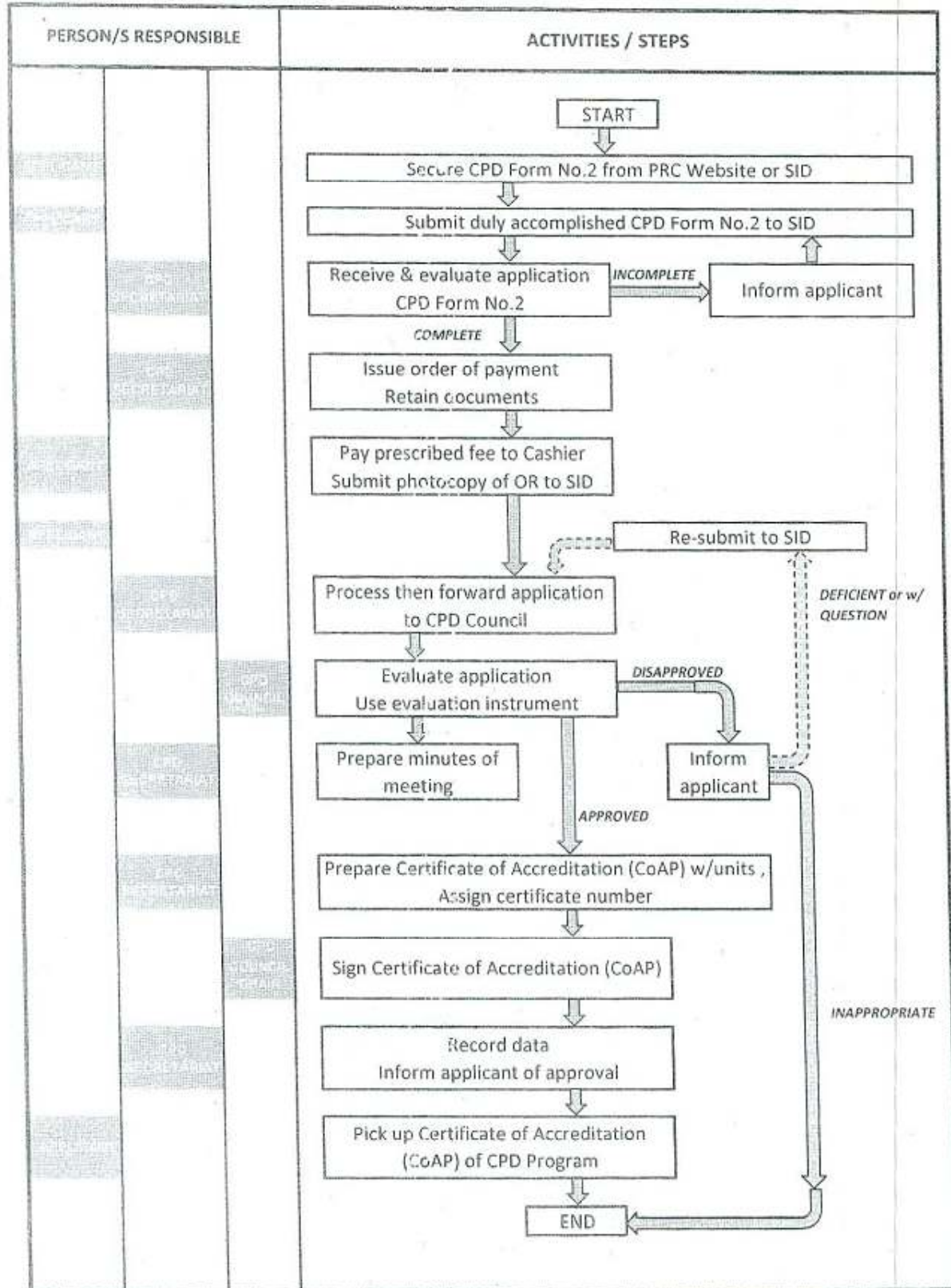
Vacant
Commissioner

DATE OF PUBLICATION IN THE
OFFICIAL GAZETTE : JULY 26, 2013 (PHIL. DAILY INQUIRER)
DATE OF EFFECTIVITY: AUG 10, 2013

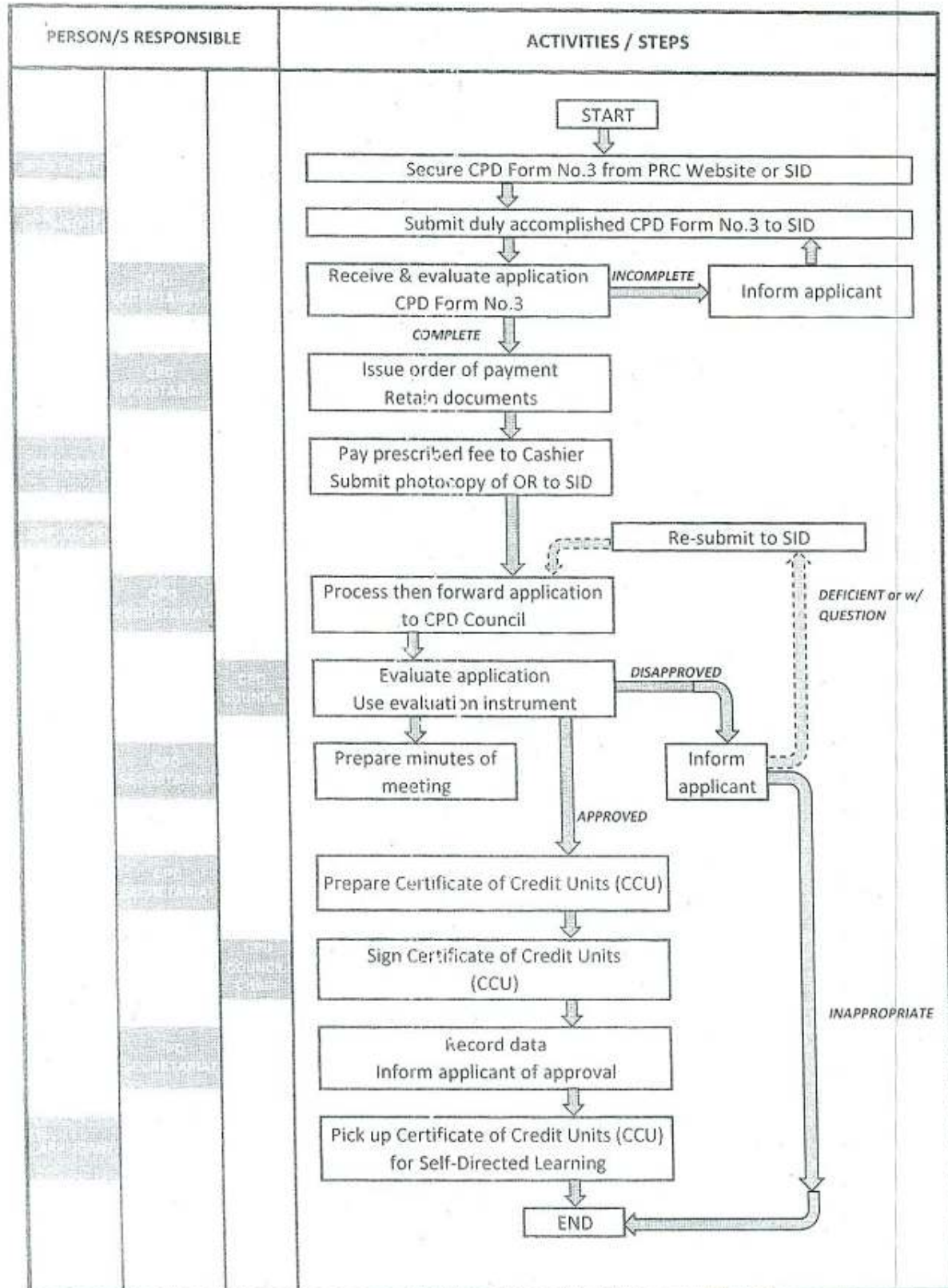
ANNEX A - ACCREDITATION OF CPD PROVIDER



ANNEX B - ACCREDITATION OF CPD PROGRAM



ANNEX C - ACCREDITATION FOR SELF-DIRECTED LEARNING



MATRIX OF CPD ACTIVITIES

PROGRAM/ACTIVITY	CREDIT UNITS	SUPPORTING DOCUMENT
1. SEMINARS/WORKSHOPS		
1.1. PARTICIPANT	1 CU PER HOUR	CERTIFICATE OF ATTENDANCE WITH NUMBER OF HOURS, SEMINAR PROGRAM AND LIST OF PARTICIPANTS
1.2 RESOURCE SPEAKER	5 CU PER HOUR	PHOTOCOPY OF CERTIFICATE, COPY OF PAPERS, AND PROGRAM INVITATION
1.3 PANELIST/REACTOR	3 CU PER HOUR	CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM
1.4 FACILITATOR/MODERATOR	2 CU PER HOUR	CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM
2. POST GRADUATE /SPECIALTY TRAINING		
2.1 MASTER'S DEGREE	1 CU PER ACADEMIC UNIT 20 CU ADDITIONAL UPON COMPLETION OF DEGREE	UNIVERSITY CERTIFICATION DIPLOMA AND TRANSCRIPT OF RECORDS
2.2 DOCTORAL DEGREE	2 CU PER ACADEMIC UNIT 30 CU ADDITIONAL UPON COMPLETION OF DEGREE	UNIVERSITY CERTIFICATION DIPLOMA AND TRANSCRIPT OF RECORDS
2.3 RESIDENCY / EXTERNSHIP/ SPECIALTY/SUB-SPECIALTY PROGRAM	10 CU PER YEAR	HOSPITAL CERTIFICATION CERTIFICATE OF COMPLETION
2.4 FELLOWSHIP	15 CU PER YEAR	CERTIFICATION FROM THE GRANTING INSTITUTION, AND/OR CERTIFICATE OF FELLOWSHIP
3. SELF-DIRECTED AND/OR LIFELONG LEARNING		
3.1 TRAINING MODULE	10 CU PER COMPLETE SET OF MODULE	COPY OF MODULE AND EVALUATION
3.2 TECHNICAL PAPER/PROFESSIONAL JOURNAL ARTICLE	5 CU / PROFESSIONAL / TECHNICAL ARTICLE	COPY OF PUBLISHED ARTICLE AND EVALUATION
3.3 RESEARCH / INNOVATIVE PROGRAMS / CREATIVE PROJECTS	10 CREDIT UNITS	PUBLISHED TECHNICAL REPORT/PAPER
3.4 BOOK / MONOGRAPH	[25-50Pp] [51-100Pp] [101 OR MORE Pp]	PUBLISHED BOOK WITH PROOF OF COPYRIGHT
SINGLE AUTHOR 2 AUTHORS 3 OR MORE EDITOR	20 CU 30 CU 40 CU 10 CU 20 CU 30 CU 5 CU 10 CU 20 CU	
	1/2 OF THE CU OF AUTHOR/S	PUBLISHED BOOK WITH PROOF OF AUTHORSHIP
3.5 ARTICLE	[1-3Pp] [4-6Pp] [7 OR MORE Pp]	PROOF OF PUBLICATION OF ARTICLE
SINGLE AUTHOR 2 AUTHORS 3 OR MORE	4 CU 6 CU 8 CU 3 CU 4 CU 6 CU 2 CU 3 CU 4 CU	
3.6 PROFESSIONAL JOURNAL EDITOR	5 CU PER ISSUE	COPY OF PUBLISHED JOURNAL
3.7 PEER REVIEWER	2 CU / ARTICLE	COPY OF PUBLISHED ARTICLE/ BOOK
3.8 INVENTIONS	FULL CREDIT UNITS FOR COMPLIANCE PERIOD	CERTIFIED COPY OF PATENT CERTIFICATE
3.9 SHORT-TERM POST-GRADUATE / IN-SERVICE TRAINING	0.25 CU PER HOUR (MAXIMUM OF 30 CU / TRAINING)	CERTIFICATE OF TRAINING & TRAINING DESCRIPTION
3.10 STUDY TOURS/VISITS	2 CU / DAY (MAXIMUM OF 20 CU / TOUR)	CERTIFICATION FROM SPONSORING INSTITUTION
3.11 PROFESSORIAL CHAIR	FULL CREDIT UNITS FOR COMPLIANCE PERIOD	CERTIFICATION OF GRANT OR APPOINTMENT PAPER
SUCH OTHER ACTIVITIES TO BE RECOMMENDED BY THE COUNCIL AND APPROVED BY THE COMMISSION		

ANNEX E

MATRIX FOR GRANTING CPD CREDIT UNITS

PROFESSIONS	NO. OF CPD UNITS
1. ACCOUNTANCY	45 CREDIT UNITS
2. AERONAUTICAL ENGINEERING	
3. AGRICULTURAL ENGINEERING	
4. AGRICULTURE	
5. ARCHITECTURE	
6. CHEMICAL ENGINEERING	
7. CHEMISTRY	
8. CIVIL ENGINEERING	
9. CRIMINOLOGY	
10. CUSTOMS BROKERS	
11. DENTISTRY	
12. ELECTRICAL ENGINEERING	
13. ELECTRONICS ENGINEERING	
14. ENVIRONMENTAL PLANNING	
15. FISHERIES	
16. FORESTRY	
17. GEODETIC ENGINEERING	
18. GEOLOGY	
19. GUIDANCE AND COUNSELING	
20. INTERIOR DESIGN	
21. LANDSCAPE ARCHITECTURE	
22. LIBRARIAN	
23. MECHANICAL ENGINEERING	
24. MEDICAL TECHNOLOGY	
25. MEDICINE	
26. METALURGICAL ENGINEERING	
27. MIDWIFERY	
28. MINING ENGINEERING	
29. NAVAL ARCHITECT & MARINE ENGINEERING	
30. NURSING	
31. NUTRITION AND DIETETICS	
32. OPTOMETRY	
33. PHARMACY	

ANNEX E

34. PHYSICAL THERAPY AND OCCUPATIONAL THERAPY	45 CREDIT UNITS
35. PSYCHOLOGY	
36. PROFESSIONAL TEACHERS	
37. RADIOLOGIC TECHNOLOGY	
38. REAL ESTATE SERVICE	
39. RESPIRATORY THERAPY	
40. SANITARY ENGINEERING	
41. SOCIAL WORK	
42. VETERINARY MEDICINE	NO. OF CPD UNITS
PROFESSIONS	
1. CHEMICAL TECHNICIAN	30 CREDIT UNITS
2. DENTAL TECHNICIAN	
3. DENTAL HYGIENIST	
4. MASTER ELECTRICIAN	
5. ELECTRONICS TECHNICIAN	
6. MASTER PLUMBING	
7. CERTIFIED PLANT MECHANIC	
8. MEDICAL LABORATORY TECHNICIAN	
9. METALURGICAL PLANT FOREMAN	
10. MIDWIFERY	
11. MINE/MILL/QUARRY FOREMAN	
12. MINING ENGINEERING	
13. DETAILMAN	
14. X-RAY TECHNICIAN	
15. REAL ESTATE SALES PERSON	



Republic of the Philippines
Professional Regulation Commission
Manila

CPD COUNCIL FOR _____

Application for Accreditation as CPD PROVIDER

New

Renewal: Accreditation No. _____
Expiry Date _____

Name of Provider _____	
Address _____	
Tel. No. _____	Fax No. _____
Email Address _____	Website _____
Contact Person _____	Contact No. _____

Classification

Individual/Sole Proprietor Firm/Partnership/Corporation Government Institution/Agency

SUPPORTING DOCUMENTS

Individual/Sole Proprietor	Firm/Partnership/Corporation	Government Institution/Agency
<p>____ Résumé (must include: relevant educational background, current employment, profession, current Professional Identification Card, principal area of professional work & number of years in the practice of the regulated profession)</p> <p>____ Company Profile must include mission, vision, core values and if applicable, a list of previous training activities conducted</p> <p>____ DTI Certificate of Registration (authenticated copy)</p> <p>____ NBI Clearance</p> <p>____ BIR Certificate of Registration</p> <p>____ Methodology for development, conduct and evaluation of programs</p> <p>____ List of training equipment and Facilities</p> <p>____ Annual plan of proposed CPD Activities</p> <p>____ Notarized Affidavit of Undertaking (CPD Form No. 06)</p>	<p>____ Company Profile (must include mission, vision, core values and if applicable, a list of previous training activities conducted)</p> <p>____ NBI Clearance of partners or Chairman and members of the Board of Directors</p> <p>____ SEC Certificate of Registration and Articles of Incorporation/By-laws (authenticated copy)</p> <p>____ List of Officers with current Professional ID Card (if applicable)</p> <p>____ BIR Certificate of Registration</p> <p>____ Methodology for development, conduct and evaluation of programs</p> <p>____ List of training equipment and facilities</p> <p>____ Annual plan of proposed CPD Activities</p> <p>____ Notarized Affidavit of Undertaking (CPD Form No. 06)</p>	<p>____ Agency Profile (must include Name of Head of Agency and the Head of Department in charge of continuing education/training)</p> <p>____ Copy of charter or Republic Act establishing the agency</p> <p>____ Methodology for development, conduct and evaluation of programs</p> <p>____ List of training equipment and facilities</p> <p>____ Annual plan of proposed CPD Activities</p> <p>____ Notarized Affidavit of Undertaking (CPD Form No 06)</p>

Additional requirements for renewal applicants:

- ____ 1. List of CPD activities for the last three years; and
- ____ 2. Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two years

Signature Over Printed Name

Position

Date

.....
Processed by: _____

Date : _____

Amount Paid: _____

O.R. No./Date: _____

Cash Section: _____

ACTION TAKEN

- Approved
- Deferred pending compliance _____
- Disapproved due to _____

Chairperson

Member

Member

Accreditation No. _____

Date _____

Additional Requirements:

1. Payment of the prescribed accreditation fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission amounting to Five Thousand Pesos (P5,000.00)).
2. Three (3) photocopies of official receipt
3. Short brown envelope for the Certificate of Accreditation
4. One set of metered documentary stamps worth Twenty-One Pesos (P21.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Instruction For Filing:

1. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the Individual/Sole Proprietor, Firm/Partnership/Corporation, Government Institution/Agency must present letter of authorization and valid identification cards of the authorized signatory and the representative.

/mel



Republic of the Philippines
Professional Regulation Commission
Manila

CPD COUNCIL FOR _____
Application Form for Accreditation of CPD Program

Name of CPD Provider _____	
Accreditation No. _____	Expiration Date _____
Contact person _____	Designation _____
Contact Number _____	Date of Application _____

- Proposed Program**
- | | | |
|---|---|---|
| <input type="checkbox"/> Seminar | <input type="checkbox"/> Seminar/Workshop | <input type="checkbox"/> Subject Matter Meeting |
| <input type="checkbox"/> Tours & visits | <input type="checkbox"/> Technical Lecture | <input type="checkbox"/> Non Degree Training |
| | <input type="checkbox"/> Scientific Meeting | <input type="checkbox"/> Others _____ |

Title of the Program:	
Date to be Offered:	Time/Duration:
Place/Venue:	No. of times program to be conducted:
Course Description:	
Objectives:	
Target Participants/No.:	Registration/Seminar Fee to be collected:

Documents Required for Submission to CPD Council:

- Specific course objectives stating competencies to be gained from program
- Evaluation tool specific to course objectives
- Program of Activities showing time/duration of topics/workshop
- Resume of speakers for program applied for showing expertise in topic/s of program; show certificates or citations (if any)
- Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit, if applicable
- Breakdown of expenses for the conduct of the program

Signature Over Printed Name

Position

Date

.....
Processed by: _____
Date : _____

Amount Paid: _____
O.R. No./Date: _____
Cash Section: _____



Republic of the Philippines
Professional Regulation Commission
Manila

CPD COUNCIL FOR _____

APPLICATION FOR CREDITING
OF SELF DIRECTED AND/OR LIFELONG LEARNING

Name _____		
Family Name	First Name	Middle Name
Professional License No. _____	Date Issued _____	
Date of Last Renewal _____	Expiry Date _____	
Date of Birth _____		
Residence Address _____		
Telephone No. _____	Fax No. _____	
Cellphone No. _____	E-Mail Address _____	
Education Highest Educational attainment _____		
Current Employment Company Name _____ Position _____		
Company Address _____		Tel. No. _____

Self-directed and/or Lifelong Learning:

- | | |
|--|--|
| <input type="checkbox"/> Invention/Patent | <input type="checkbox"/> Online training |
| <input type="checkbox"/> Post-Graduate Studies | <input type="checkbox"/> Seminars/Convention/Conference |
| <input type="checkbox"/> Authorship | <input type="checkbox"/> Company sponsored training programs |
| <input type="checkbox"/> Diploma Program | <input type="checkbox"/> Professorial Chair |
| <input type="checkbox"/> Others _____ | |

Documents Submitted:

- | | |
|--|---|
| <input type="checkbox"/> Original and Photocopy of Certificate of Attendance | <input type="checkbox"/> Certificate of Patent |
| <input type="checkbox"/> Program of Activities | <input type="checkbox"/> Copy of published material/book |
| <input type="checkbox"/> Diploma/TOR/Certificate of Completion/etc. | <input type="checkbox"/> Certificate of Entitlement/Appointment as Professorial Chair |

Signature Over Printed Name

Position

Date

=====
Processed by: _____
Date : _____

Amount Paid: _____
O.R. No./Date: _____
Cash Section: _____



Republic of the Philippines
Professional Regulation Commission
Manila

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

MONITORING REPORT

Name of the Council: _____
 Name of Provider : _____
 Provider Accre. No. : _____ Expiration Date: _____
 Title of the Program : _____
 Date /Venue of Program: _____
 Approved Credit Units: _____
 Program Accre. No. : _____ Date Approved: _____

ACTUAL SCHEDULE OF ACTIVITIES: (Indicate the Topics & Time per Activity)

TOPICS	TIME		REMARKS	
	Approved per program	Actual	Compliant	Not Compliant

SPEAKERS:

SPEAKERS		REMARKS	
Approved per program	Actual	Compliant	Not Compliant

CONDUCT OF ACTIVITIES:

TOPICS		REMARKS	
Approved per program	Actual	Compliant	Not Compliant

TOTAL NUMBER OF PARTICIPANTS: _____

MONITORED BY:

(Signature over Printed Name)

(Position/Designation)

Date: _____



Republic of the Philippines
Professional Regulation Commission
Manila

CPD COUNCIL FOR _____

Completion Report on CPD Program

Name of CPE Provider _____	
Accreditation No. _____	Expiry Date _____
Contact person _____	Designation _____
Contact Number _____	Date of Application _____

Title of Program _____	
Program Accreditation No. _____	Date of Accreditation _____
Date Started _____	Date Completed _____
Venue _____	
Total No. of Participants _____	

EXECUTIVE SUMMARY:

Supporting Documents:

- _____ List of Participants (Name & PRC License No.)
- _____ List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)
- _____ Evaluation forms accomplished by participants
- _____ Others _____

Certified Correct By:

(Signature Over Printed Name)

Position

Date

Duly Notarized



Republic of the Philippines
Professional Regulation Commission
Manila

AFFIDAVIT OF UNDERTAKING

I, _____, of legal age, resident of _____, after having been duly sworn, depose and state that in connection with my application as a CPD Provider, I shall:

1. Comply with the requirements in the CPD Guidelines;
2. Conduct at least one (1) accredited CPD program within a year from the issuance of the accreditation and every year thereafter;
3. Ensure that the CPD activities conducted meet the criteria set forth by the CPDC;
4. Observe the approved program in the conduct thereof; and
5. Submit genuine and correct documents in support of this application and other reports required by the CPDC.

In witness whereof, I hereby affix my signature this ____ day of _____, 20__.

Affiant _____

Position

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20__ affiant exhibiting to me his/her _____ issued on _____ at _____.

NOTARY PUBLIC

Doc. No: _____
Page No.: _____
Book No. _____
Series of _____