



Republic of the Philippines
Professional Regulation Commission
Manila



RESOLUTION NO. 2016-990
Series of 2016

**AMENDMENTS TO THE 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 the 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, Resolution No. 2013-774, Series of 2013 entitled "Revised Guidelines on the Continuing Professional Development (CPD) program for All Registered and Licensed Professionals" provides for the guidelines and procedure for the implementation of the CPD program;

WHEREAS, after a series of consultative meetings, the Commission finds the need to amend some of the provisions of the said guidelines in order to strengthen and enhance the implementation of the said guidelines.

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

SECTION 1. TITLE. – This Resolution shall be known as Amendments to the Revised Guidelines on the Continuing Professional Development Program or Amendments to CPD Guidelines.

SECTION 2. CREATION AND COMPOSITION OF CPD COUNCIL. – Section 5, Article II of Resolution No. 2013-774, Series of 2013 or the CPD Guidelines shall now read as follows:

"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 Chairperson or a member of the PRB so chosen by the PRB concerned to sit in the CPDC.

The first member shall be the president or any representative duly authorized by 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 twenty (20) working 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 organization, 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 3. OPERATIONAL PROTOCOL. – Section 12, Article II of the CPD Guidelines shall now read as follows:

“**SECTION 12. OPERATIONAL PROTOCOL.** – The CPDCs shall formulate their own Operational Protocols through a Resolution of the PRB concerned for proper implementation of the CPD program in accordance with their respective Professional Regulatory Laws and these CPD guidelines, which include the following but not limited to:

1. Specific date/s of regular monthly meeting/s;
2. Provide a list of additional requirements for accreditation as CPD provider and CPD program which are necessary for the development of their profession but not stated in the CPD guidelines; and
3. Provide guidelines for crediting various types of self-directed and/or lifelong learning activities.”

SECTION 4. QUALIFICATIONS FOR ACCREDITATION OF CPD PROVIDERS. – Section 14, Article III of the CPD Guidelines shall now read as follows:

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

A. Local CPD Provider

1. Individual/Sole Proprietor
 - 1.1 A registered and licensed professional of good standing;
 - 1.2 Non-conviction of a crime involving moral turpitude;
 - 1.3 Registered entity with the Department of Trade and Industry; and the Bureau of Internal Revenue; and
 - 1.4 As may be required by the CPD Council.
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;
 - 2.3 Duly registered with the Bureau of Internal Revenue and the Securities and Exchange Commission and/or other pertinent government bodies; and
 - 2.4 As may be required by the CPD Council.

3. Government Institutions / Agencies
 - 3.1 Any government institution / agency with mandate or program on CPD for professionals; and
 - 3.2 As may be required by the CPD Council.

B. Foreign CPD Providers

1. Foreign Entity / Firm / Association
 - 1.1 A duly registered entity, firm or association in the country / state of the applicant which intends to provide CPD program;
 - 1.2 Articles of Incorporation/Partnership/Creation or its equivalent, which includes as one of its purposes, the training and development of professionals;
 - 1.3 Accredited CPD Provider of the country of origin;
 - 1.4 Duly authenticated by the Philippine Embassy/Consulate/Legation in the country/state of the applicant and accompanied by an official English translation; and
 - 1.5 As may be required by the CPD Council.”

SECTION 5. CPD CREDIT UNITS. – Section 19, Article III of the CPD Guidelines shall now read as follows:

“SECTION 19. CPD CREDIT UNITS. – Registered and licensed professionals shall complete the required units every three (3) years as specified in Annex “A” (Credit Units Required per Profession) or as specified in their Professional Regulatory Law or as provided by the PRB and the Commission that may be issued.

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

Credit units may be earned by professionals who participate in programs that emanate from the PRB for the development of the profession.”

SECTION 6. MAXIMUM CREDITABLE UNITS FOR SELF-DIRECTED AND/OR LIFELONG LEARNING. – Section 20, Article III of the CPD Guidelines shall now read as follows:

“SECTION 20. MAXIMUM CREDITABLE UNITS FOR SELF-DIRECTED AND/OR LIFELONG LEARNING. – The maximum creditable units for self-directed and/or lifelong learning shall be determined by the CPD Council as approved by the Board and the Commission through their Operational Protocol.”

SECTION 7. QUALITY ASSURANCE REVIEW. – Sections 21 and 22, Article III of the CPD Guidelines are hereby consolidated under Quality Assurance Review.

“Every CPD provider shall be monitored and its performance shall be evaluated periodically during the validity of its accreditation.

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, pertinent Committee Chairs and members 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 professionals among the staff of relevant government or non-government 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.”

SECTION 8. MATRIX OF CPD ACTIVITIES. – As a guide for crediting CPD units, the Matrix of Activities is herein attached as Annex “B”.

SECTION 9. PRESCRIBED FORMS AND LIST OF DOCUMENTARY REQUIREMENTS. – The prescribed application form and list of requirements for applicant as local CPD provider is herein attached as Annex “C”; for foreign CPD provider as Annex “D”; for affidavit of undertaking as Annex “E”; for CPD program as Annex “F”; for self-directed and/or lifelong learning as Annex “G”; for monitoring report as Annex “H”; for completion report as Annex “I”; and for attendance sheet as Annex “J”.

SECTION 11. PRESCRIBED FEES. – The prescribed fees for accreditation are as follows:

Local CPD provider	P 5,000.00
Foreign CPD provider	P 8,000.00
CPD program per offering	P 1,000.00
Self-directed and/or Lifelong Learning per program	P 500.00

All Resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed.

This Resolution shall take effect fifteen (15) days from its full and complete publication in the Official Gazette or major newspaper of general circulation.

Copy hereof shall be furnished to Standards and Inspection Division, all Regional Offices and other involved units of the Commission for their guidance.

Done in the City of Manila, this 28th day of June, 2016.



TEOFILO S. PILANDO, JR.
Chairman



ANGELINE T. CHUA CHIACO
Commissioner



YOLANDA D. REYES
Commissioner

**MATRIX OF CREDIT UNITS REQUIRED PER PROFESSION
EVERY THREE (3) YEARS**

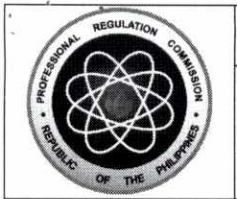
PROFESSIONS	NO. OF CPD UNITS
1. ACCOUNTANCY	120 CREDIT UNITS
2. AERONAUTICAL ENGINEERING	
3. AGRICULTURAL ENGINEERING	45 CREDIT UNITS
4. AGRICULTURE	
5. ARCHITECTURE	
6. CHEMICAL ENGINEERING	
7. CHEMISTRY	
8. CIVIL ENGINEERING	
9. CRIMINOLOGY	
10. CUSTOMS BROKERS	
11. DENTISTRY	
12. ELECTRICAL ENGINEERING	
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 ARCHITECTURE	
30. NURSING	
31. NUTRITION AND DIETETICS	
32. OCCUPATIONAL THERAPY	
33. OPTOMETRY	
34. PHARMACY	
35. PHYSICAL THERAPY	
36. PROFESSIONAL TEACHERS	
37. PSYCHOLOGY	
38. RADIOLOGIC TECHNOLOGY	
39. REAL ESTATE SERVICE	
40. RESPIRATORY THERAPY	
41. SANITARY ENGINEERING	
42. SOCIAL WORK	
43. VETERINARY MEDICINE	

PROFESSIONS	NO. OF CPD UNITS
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. MINE/MILL/QUARRY FOREMAN	
11. DETAILMAN	
12. X-RAY TECHNICIAN	
13. REAL ESTATE SALES PERSON	

MATRIX OF CPD ACTIVITIES

PROGRAM / ACTIVITY	CREDIT UNITS	SUPPORTING DOCUMENT
1. PROFESSIONAL TRACK (TRAINING OFFERED BY ACCREDITED CPD PROVIDERS, Face to Face / Online)		
1.1 PARTICIPANT	APPROVED CREDIT UNITS FOR THE PROGRAM	CERTIFICATE OF ATTENDANCE WITH NUMBER OF HOURS, SEMINAR PROGRAM AND LIST OF PARTICIPANTS
1.2 RESOURCE SPEAKER	3 CU PER HOUR	PHOTOCOPY OF CERTIFICATE, COPY OF PAPERS AND PROGRAM INVITATION
1.3 PANELIST / REACTOR	2 CU PER HOUR	CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM
1.4 FACILITATOR / MODERATOR	1 CU PER HOUR	CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM
1.5 MONITOR	TWICE THE NUMBER OF APPROVED CREDIT UNITS FOR THE PROGRAM	MONITORING REPORT, CERTIFICATE OF APPEARANCE AND THE AUTHORITY TO MONITOR
1.6 IN-SERVICE TRAINING	MAXIMUM OF 20 CU FOR A 12-MONTH PERIOD OR A FRACTION THEREOF UPON COMPLETION	CERTIFICATE OF TRAINING & TRAINING DESCRIPTION
2. ACADEMIC TRACK		
2.1 MASTER'S DEGREE OR EQUIVALENT	FULL CREDIT UNITS FOR COMPLIANCE PERIOD UPON COMPLETION OF DEGREE	UNIVERSITY CERTIFICATION / DIPLOMA AND TRANSCRIPT OF RECORDS (authenticated copy)
2.2 DOCTORATE DEGREE OR EQUIVALENT	FULL CREDIT UNITS FOR COMPLIANCE PERIOD UPON COMPLETION OF CANDIDACY ADDITIONAL FULL CREDIT UNITS FOR COMPLIANCE PERIOD UPON COMPLETION OF DEGREE	UNIVERSITY CERTIFICATION / DIPLOMA AND TRANSCRIPT OF RECORDS (authenticated copy)
2.3 PROFESSORIAL CHAIR	15 CU PER YEAR	CERTIFICATION OF GRANT OR APPOINTMENT PAPER
2.4 RESIDENCY / EXTERNSHIP / SPECIALTY / SUB-SPECIALTY PROGRAM	10 CU PER YEAR	HOSPITAL CERTIFICATION CERTIFICATE OF COMPLETION
2.5 FELLOWSHIP GRANT		
2.5.1 PARTICIPANT	2 CU PER GRANT	CERTIFICATION FROM THE GRANTING INSTITUTION AND/OR CERTIFICATE OF FELLOWSHIP
2.5.2 RESOURCE SPEAKER	4 CU PER GRANT	
2.5.3 RESEARCHER	5 CU PER GRANT	
2.6 POST GRADUATE DIPLOMA/CERTIFICATE	MAXIMUM OF 30 CU FOR AN 18-MONTH PERIOD OR A FRACTION THEREOF UPON COMPLETION	DIPLOMA / CERTIFICATION FROM THE INSTITUTION
3. SELF-DIRECTED (TRAINING OFFERED BY NON-ACCREDITED CPD PROVIDERS, Face to Face / Online)		
3.1 PARTICIPANT	CREDIT UNITS FOR THE PROGRAM AS EVALUATED BY THE CPD COUNCIL	CERTIFICATE OF ATTENDANCE WITH NUMBER OF HOURS, SEMINAR PROGRAM AND LIST OF PARTICIPANTS
3.2 RESOURCE SPEAKER	3 CU PER HOUR	PHOTOCOPY OF CERTIFICATE, COPY OF PAPERS AND PROGRAM INVITATION

3.3	PANELIST / REACTOR	2 CU PER HOUR		CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM
3.4	FACILITATOR / MODERATOR	1 CU PER HOUR		CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM
3.5	IN-SERVICE TRAINING	MAXIMUM OF 20 CU FOR A 12-MONTH PERIOD OR A FRACTION THEREOF UPON COMPLETION		CERTIFICATE OF TRAINING & TRAINING DESCRIPTION
3.6	PROGRAM / TRAINING MODULE DEVELOPMENT	10 CU PER MODULE		COPY OF MODULE AND EVALUATION
3.7	TECHNICAL PAPER	5 CU PER TECHNICAL PAPER <i>FOR PUBLISHED PAPER, SEE 3.8</i>		CERTIFICATION OF COMPLETION AND APPROVAL <i>FOR PUBLISHED PAPER, SEE 3.8</i>
3.8 ARTICLE PUBLISHED IN A REFEREED / PEER REVIEWED PROFESSIONAL JOURNAL				
3.8.1	AUTHOR/S	LOCAL 10 CU	INTERNATIONAL 10 CU	COPY OF PUBLISHED ARTICLE AND TABLE OF CONTENTS
		<i>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</i>		
3.8.2	PEER REVIEWER	2 CU PER ARTICLE		
3.9 PAMPHLET / BOOK OR MONOGRAPH				
3.9.1	AUTHOR/S	20 CU FOR SINGLE AUTHOR FOR PAMPHLET (LESS THAN 100 PAGES)	40 CU FOR SINGLE AUTHOR FOR BOOK OR MONOGRAPH (MORE THAN 100 PAGES)	COPY OF PUBLISHED BOOK
		<i>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</i>		
3.9.2	EDITOR	MAXIMUM OF 20 CU		
3.10	ARTICLE IN MAGAZINE / NEWSPAPER	MAXIMUM OF 5 CU PER ARTICLE <i>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</i>		PROOF OF PUBLICATION OF ARTICLE
3.11	INVENTIONS	FULL CREDIT UNITS FOR COMPLIANCE PERIOD		CERTIFIED COPY OF PATENT CERTIFICATE
3.12	STUDY TOURS/VISITS	2 CU / DAY (MAXIMUM OF 20 CU / TOUR)		CERTIFICATION FROM SPONSORING INSTITUTION
3.13	CONSULTANCY (e.g. Technical Meetings / Accreditation and other activities as per request of an institution, etc.)	1 CU PER HOUR		CERTIFICATE OF APPEARANCE AND INVITATION
3.14	SOCIO-CIVIC ACTIVITIES (e.g. Medical Missions, Outreach Programs, etc.)	1 CU PER HOUR		PROJECT PROPOSAL, REPORT AND PHOTOS
3.15	RECOGNITION / TITLE (e.g. Fellows, Hall of Fame Award, Outstanding Professional, Lifetime Achievement Awardee, etc.)	FULL CREDIT UNITS FOR COMPLIANCE PERIOD		COPY OF CERTIFICATION FROM THE AWARDING BODY (duly notarized)
4. SUCH OTHER ACTIVITIES TO BE RECOMMENDED BY THE CPD COUNCIL AND APPROVED BY THE BOARD AND THE COMMISSION				



Professional Regulation Commission

APPLICATION FORM Accreditation as Local CPD Provider

CPD Council for _____

New

 Renewal
 Accreditation No. _____

 Expiry Date _____

Part I. Personal / Corporate Information	
Name of Provider: _____	
Classification:	
<input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Firm/Partnership/Corporation <input type="checkbox"/> Government Institution/Agency	
Address: _____	
Telephone No.: _____	Fax No.: _____
E-mail Address: _____	Website: _____
Contact Person: _____	Contact No.: _____

Part II. Acknowledgment	
I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.	SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.
_____ Signature Over Printed Name	_____ (Notary Public)
_____ Position	
_____ Date	

Part III. Action Taken	
Standards & Inspection Division – CPD: Processed by: _____ Date : _____	Cash Division: Amount : _____ O.R.No./Date : _____ Issued by : _____

Reviewed by:

OIC, Standards and Inspection Division

ACTION TAKEN BY THE CPD COUNCIL	
<input type="checkbox"/> Approved <input type="checkbox"/> Deferred pending compliance _____ <input type="checkbox"/> Disapproved due to _____ _____	Accreditation No. _____ _____ _____
_____ Chairperson	
_____ Member	_____ Member
Date _____	

PROCEDURE FOR ACCREDITATION AS LOCAL CPD PROVIDER

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. 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)
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of Five Thousand Pesos (P 5,000.00).
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

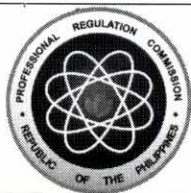
Individual / Sole Proprietor	Firm / Partnership / Corporation	Government Institution/Agency
<input type="checkbox"/> Résumé must include: relevant Educational background, current employment, profession, valid Professional Identification Card, principal area of professional work & No. of years in the practice of the regulated profession <input type="checkbox"/> Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> DTI Certificate of Registration (authenticated copy) <input type="checkbox"/> NBI Clearance (original) <input type="checkbox"/> BIR Certificate of Registration (authenticated copy) <input type="checkbox"/> Notarized Affidavit of Undertaking (_____)	<input type="checkbox"/> Company Profile must Include Mission, Vision, Core Values and if any, a list of previous training activities conducted <input type="checkbox"/> List of Officers with valid Professional ID Card (if applicable) <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> Appointment paper from the managing partner or Board Resolution of a Corporation authorizing a partner or officer to manage the CPD activities <input type="checkbox"/> SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws (authenticated copy) <input type="checkbox"/> BIR Certificate of Registration (authenticated copy) <input type="checkbox"/> Notarized Affidavit of Undertaking (_____)	<input type="checkbox"/> Agency Profile must include Name of Head of Agency and the Head of Department in charge of continuing education/training <input type="checkbox"/> Copy of charter or Republic Act establishing the agency <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> Office Order from the head of Agency appointing its officer to manage the CPD activities <input type="checkbox"/> Notarized Affidavit of Undertaking (_____)
Renewal		
<input type="checkbox"/> List of CPD activities for the last 3 years <input type="checkbox"/> List and photographs of training equipments and facilities <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> General Information Sheet for Corporation or Partnership <input type="checkbox"/> Amended Articles of Incorporation or Partnership and their respective by-laws, if there are changes <input type="checkbox"/> Appointment paper from the managing partner or Board Resolution of a Corporation authorizing a partner or officer to manage the CPD activities or Office Order from the head of government agency appointing its officer to manage the CPD activities, if there are changes. <input type="checkbox"/> Notarized Affidavit of Undertaking (_____)		

Additional Requirements:

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

- Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
- The period for processing the application is 30 days.
- If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.



Professional Regulation Commission

APPLICATION FORM Accreditation as Foreign CPD Provider

CPD Council for _____

New

Renewal

Accreditation No. _____

Expiry Date _____

Part I. Personal / Corporate Information

Name of Provider: _____

Address: _____

Telephone No.: _____

Fax No.: _____

E-mail Address: _____

Website: _____

Contact Person: _____

Contact No.: _____

Part II. Acknowledgment

I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.

Signature Over Printed Name

Position

Date

(Notary Public)

Part III. Action Taken
Standards & Inspection Division – CPD:

Processed by: _____

Date : _____

Cash Division:

Amount : _____

O.R.No./Date : _____

Issued by : _____

Reviewed by:

OIC, Standards and Inspection Division

ACTION TAKEN BY THE CPD COUNCIL
 Approved Accreditation No. _____

 Deferred pending compliance _____

 Disapproved due to _____

Chairperson

Member

Member

Date _____

PROCEDURE FOR ACCREDITATION AS FOREIGN CPD PROVIDER

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. 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)
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of Eight Thousand Pesos (P 8,000.00).
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

Initial	Renewal
<input type="checkbox"/> Company Profile (must include Mission, Vision, Core Values and if any, a list of previous training activities conducted)	<input type="checkbox"/> List of CPD activities for the last 3 years
<input type="checkbox"/> List of Officers with current Professional ID Card (if applicable)	<input type="checkbox"/> List and photographs of training equipment and facilities
<input type="checkbox"/> List and photographs of training equipment and facilities	<input type="checkbox"/> Annual plan of proposed CPD Activities
<input type="checkbox"/> Instructional Design (one)	<input type="checkbox"/> General Information Sheet for Corporation or Partnership or its equivalent
<input type="checkbox"/> Annual plan of proposed CPD Activities	<input type="checkbox"/> Amended Articles of Incorporation or Partnership and their respective by-laws or its equivalent, if there are changes
<input type="checkbox"/> Appointment paper from the managing partner or Board Resolution of a Corporation or its equivalent authorizing a partner or officer to manage the CPD activities	<input type="checkbox"/> Appointment paper from the managing partner or Board Resolution of Corporation or its equivalent authorizing a partner or an officer to manage the CPD activities, if there are changes
<input type="checkbox"/> Proof of Registration of its creation in the country/state of the applicant which must be duly authenticated by the Philippine Embassy/ Consulate/Legation in the said country/state and accompanied by an official English translation thereof	<input type="checkbox"/> Notarized Affidavit of Undertaking (_____) before Philippine Embassy / Consulate / Legation in the country/state of the applicant
<input type="checkbox"/> Notarized Affidavit of Undertaking (_____) before Philippine Embassy / Consulate / Legation in the country/state of the applicant	

Additional Requirements

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

- Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
- The period for processing the application is 30 days.
- If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.



Professional Regulation Commission

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
_____.

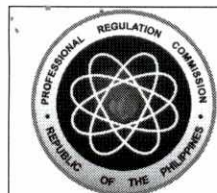
NOTARY PUBLIC

Doc. No: _____

Page No.: _____

Book No. _____

Series of _____



Professional Regulation Commission

APPLICATION FORM Accreditation of CPD Program

CPD Council for _____

Part I. General Information	
Name of Provider: _____	
Accreditation No.:	Expiration Date:
Contact Person:	Designation:
Contact No.:	Date of Application:
Proposed Program: <input type="checkbox"/> Seminar <input type="checkbox"/> Seminar/Workshop <input type="checkbox"/> Residency Training <input type="checkbox"/> Tours & Visits <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:
Part II. Acknowledgment	
I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.	SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.
_____ Signature Over Printed Name	_____ (Notary Public)
_____ Position	
_____ Date	
Part III. Action Taken	
Standards & Inspection Division – CPD: Processed by: _____ Date : _____	Cash Division: Amount : _____ O.R.No./Date : _____ Issued by : _____
Reviewed by: <div style="text-align: center; margin-top: 20px;"> _____ OIC, Standards and Inspection Division </div>	
<u>ACTION TAKEN BY THE CPD COUNCIL</u>	
<input type="checkbox"/> Approved for ____ Credit Units Accreditation No. _____ <input type="checkbox"/> Disapproved <input type="checkbox"/> Deferred pending compliance _____	
_____ Chairperson	
_____ Member	_____ Member
Date _____	

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. 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)
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of One Thousand Pesos (P 1,000.00) per offering of the program.
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

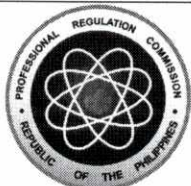
- Specific course Objectives stating competencies to be gained from program
- Evaluation tool specific to course objectives set
- Program of Activities showing time/duration of topics/workshop
- Resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (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

Additional Requirements:

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

1. Application for accreditation should be filed 45 days before the offering of the program/training.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
3. The period for processing the application is 45 days.
4. If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.



Professional Regulation Commission

APPLICATION FORM Crediting of Self-Directed and/or Lifelong Learning

CPD Council for _____

Part I. Personal Information

Name: _____	
Profession: _____	License No.: _____
Date Issued: _____	Valid Until: _____
Residence Address: _____	
Telephone No.: _____	Fax No.: _____
Cellphone No.: _____	E-mail Address: _____
Company Name (if employed): _____	Position: _____
Company Address: _____	Telephone no.: _____

Self-Directed and/or Lifelong Learning:

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

Part II. Acknowledgment

I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

Signature Over Printed Name

Position

Date

SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.

(Notary Public)

Part III. Action Taken

Standards & Inspection Division – CPD:

Processed by: _____
Date : _____

Cash Division:

Amount : _____
O.R.No./Date : _____
Issued by : _____

Reviewed by:

OIC, Standards and Inspection Division

ACTION TAKEN BY THE CPD COUNCIL

- | | |
|---|-----------------------------|
| <input type="checkbox"/> Approved
<input type="checkbox"/> Disapproved
<input type="checkbox"/> Deferred pending compliance _____ | Credit Units Granted: _____ |
|---|-----------------------------|

Chairperson

Member

Member

Date _____

PROCEDURE FOR CREDITING OF SELF-DIRECTED AND/OR LIFELONG LEARNING

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. Please provide one (1) set for receiving copy.
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of Five Hundred Pesos (P 500.00).
- Step 5. Submit Application Form with attached supporting documents and one (1) photocopy of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

(comply only the document/s that is/are required to the application)

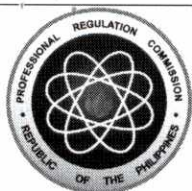
- Original and Photocopy of Certificate of Attendance
- Program of Activities
- Diploma / TOR / Certificate of Completion etc.
- Certificate of Patent
- Copy of published material/book
- Certificate of Entitlement / Appointment as Professorial Chair
- Others that may be required by the CPD Council

Additional Requirements:

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

1. Application for accreditation should be filed no later than five (5) years after completion of degree or program.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
3. The period for processing the application is 30 days.
4. If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.

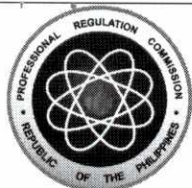


Professional Regulation Commission

MONITORING REPORT

CPD Council for _____

Name of Provider:							
Provider Accreditation No.:				Expiration Date:			
Title of the Program:							
Date / Venue of the Program:							
Credit Units Provisionally Given:							
Program Accreditation No.:				Date Approved:			
Evaluation of Program: (indicate the topics & time per activity, use separate sheet if needed)							
APPROVED Program of Activities				ACTUAL Program of Activities			
Topic	Time Frame	Speaker	Topic	Time Frame	Speaker	Remarks	
						Compliant	Non-Compliant
Total Number of Participants:							
Observation:							
Suggestion/Recommendation:							
MONITORED BY: <div style="display: flex; justify-content: center; gap: 100px;"> <div style="text-align: center;"> _____ Signature Over Printed Name </div> <div style="text-align: center;"> _____ Date </div> </div>							



Professional Regulation Commission

COMPLETION REPORT FORM ON CPD PROGRAM

CPD Council for _____

Part I. General Information	
Name of Provider:	
Accreditation No.:	Expiry Date:
Contact Person:	Designation:
Contact No.:	
Part II. Program Accreditation	
Title of the Program:	
Accreditation No.:	Date of Accreditation:
Date Started:	Date Completed:
Place / Venue:	
Total Number of Participants:	Date Applied:
Executive Summary:	
Part III. Acknowledgment	
<p>I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.</p> <p style="text-align: center; margin-top: 20px;">_____ Signature Over Printed Name</p> <p style="text-align: center; margin-top: 10px;">_____ Position</p> <p style="text-align: center; margin-top: 10px;">_____ Date</p>	<p>SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.</p> <p style="text-align: right; margin-top: 20px;">_____ (Notary Public)</p>

PROCEDURE FOR COMPLETION REPORT
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- | |
|--|
| <p>Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).</p> <p>Step 2. Fill-out Application Form and comply the required documents. Please provide one (1) set for receiving copy.</p> <p>Step 3. Proceed to Standards and Inspection Division processing window for submission.</p> |
|--|

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

- | |
|--|
| <p><input type="checkbox"/> List of Participants (Name & PRC License No.)</p> <p><input type="checkbox"/> List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)</p> <p><input type="checkbox"/> Summary of evaluation of Speakers in Tabular Form</p> <p><input type="checkbox"/> Others _____</p> |
|--|

Note:

Completion Report must be submitted within fifteen (15) working days after the CPD program offering.
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Professional Regulation Commission

ATTENDANCE SHEET
(Attached to Completion Report)

CPD Council for _____

Title of the Program:

Date:

Place / Venue:

Total Number of Participants:

	NAME	SIGNATURE	PRC License No.	Expiry Date
1				
2				
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CERTIFIED CORRECT BY:

Signature Over Printed Name

Position

Date