OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF RA 10912,
OTHERWISE KNOWN AS “CONTINUING PROFESSIONAL DEVELOPMENT ACT
OF 2016” FOR ARCHITECTS

WHEREAS, Section 2, Article I of Republic Act (R.A.) No. 9266, otherwise known as "The Architecture Act of 2004", provides for the policy of the state, to wit:

“Section 2. Statement of Policy - The State recognizes the importance of architects in nation building and development. Hence, it shall develop and nurture competent, virtuous, productive and well-rounded professional architects whose standards of practice and service shall be excellent, qualitative, world-class and globally competitive through inviolable, honest, effective and credible licensure examinations and through regulatory measures, programs and activities that foster their professional growth and development”;

WHEREAS, Section 28 of Article IV of R. A. 9266, further states that in order to promote public interest and to safeguard life, health and property, all practicing architects shall maintain a program of continuing professional development. The integrated and accredited professional organization shall have the responsibility of developing a continuing professional development program for architects. Other entities or organizations may become CPD providers upon accreditation by the Professional Regulatory Board of Architecture (Board);

WHEREAS, under Section 15 of Article IV of R. A. No. 10912, otherwise known as Continuing Professional Development Act of 2016, provides for the authority of the Professional Regulatory Boards to prescribe their own requirements and procedure to effectively implement the CPD Programs as may be pertinent and applicable to their respective profession, PROVIDED, that the same does not contravene to any of the provisions of R.A. 10912 and its Implementing Rules and Regulations (IRR);

WHEREAS, after series of consultative meetings with the stakeholders, it is agreed that the United Architects of the Philippines, as the Accredited Integrated Professional Organization (AIPO) for Architects shall be the Administrator in disseminating information of the CPD Programs;

NOW THEREFORE, the Professional Regulatory Board of Architecture hereby RESOLVED, as it now RESOLVES to formulate its own Operational Guidelines of the CPD Program in accordance with the provisions of R. A. 10912 and its Implementing Rules and Regulations as follows:
RESOLUTION NO. 04
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Section 1. Date/s of Regular Meeting/s.

The CPD Council for Architects is hereby mandated under this Resolution to meet every second (2nd) Tuesday of the month for the purpose of evaluating the application for accreditation as CPD provider, program, self-directed and/or lifelong learning and other CPD related matters.

Section 2. List of additional requirements for accreditation of CPD Provider.

There is no additional list of requirements for accreditation as CPD Provider other than those already provided in Resolution No. 1032, series of 2017, otherwise known as the “Implementing Rules and Regulations of Republic Act No. 10912.”

Section 3. List of additional requirements for accreditation for CPD Program.

The list of documentary requirements for accreditation of CPD Program as provided in Resolution No. 1032, series of 2017, shall also include the following:

3.1 Course Outline – outline of the course’s sub-topics
3.2 Learning Outcome – state what participants will learn from the event.
3.3 Course Structure/Materials – type of presentation and materials used.
3.4 Program URL – website of the program, if any.

A copy of Application Form for Accreditation of CPD Program is herein attached as Annex “A”.

Section 4. List of CPD activities with corresponding credit units:

<table>
<thead>
<tr>
<th>PROGRAM/ACTIVITY</th>
<th>CREDIT UNITS</th>
<th>SUPPORTING DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 PROFESSIONAL TRACK - Accredited CPD PROVIDER with approved CPD PROGRAM by CPDC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant for Professional Identification Card (PIC) renewal must apply at least 30 days before PIC expiration date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Important NOTE: See Section 7, Major Areas of CPD Activities for Professional Track category for corresponding minimum requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROGRAM/ACTIVITY</td>
<td>CREDIT UNIT/S</td>
<td>SUPPORTING DOCUMENTS</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>1.1 PARTICIPANT</td>
<td>Approved CUs for the program</td>
<td>Certificate of Attendance with CPD program accreditation number.</td>
</tr>
<tr>
<td>1.2 RESOURCE SPEAKER</td>
<td>4 CU per hour</td>
<td>Certificate or Plaque of Appreciation with CPD Program accreditation number.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copy of Papers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copy of Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Invitation &amp; Confirmation letter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Event Photo of Speaker</td>
</tr>
</tbody>
</table>
# Operational Protocol in the Implementation of RA 10912 Otherwise Known as “Continuing Professional Development Act of 2016” for Architects

<table>
<thead>
<tr>
<th>Section</th>
<th>Program/Activity</th>
<th>Credit Unit(s)</th>
<th>Supporting Documents</th>
</tr>
</thead>
</table>
| 1.3     | Panelist/Reactor | 3 CU per hour | - Certificate or Plaque of Appreciation with CPD Program accreditation number.  
- Copy of Program  
- Invitation & Confirmation letter  
- Event Photo of Panelist |
| 1.4     | Facilitator/Moderator (for panel discussion or similar activities only) | 2 CU per hour | - Certification from the accredited CPD Provider with CPD program accreditation number.  
- Copy of Program  
- Invitation & Confirmation letter  
- Event Photo of Facilitator |
| 1.5     | Monitor | Twice the number of approved CUs for participant of the program | - Monitoring Report  
- Certificate of Appearance signed by CPD Provider  
- Authority to Monitor from PRC  
- Event Photos |
| 1.6     | Local or International Convention, Congress, Conference held in the Philippines | 2 CUs per day for organizers or members of organizing committee in a major convention or conference | - Letter of Appointment  
- Authorized copy of list of organization committee members signed by the Congress Director and President of the organization  
- Certificate or Plaque of Appreciation  
- Certificate of Attendance with CPD program accreditation number  
- Official receipt of registration |
| 1.7     | Local On-line Courses (CPD Provider shall submit CD or USB to CPD Council of Architecture) | Approved CUs for the program | - Copy of online registration  
- Proof of payment  
- Certificate of completion with CPD accreditation number and corresponding CUs. |
| 1.8     | Professional Track - Self-Directed | | For Item 1.8 to 1.9: Apply separately and pay fees with PRC; must apply at least 60 days before PIC expiration date.  
Important NOTE: See Section 7, Major Areas of CPD Activities for Professional Track category for corresponding minimum requirements. |

**Program/Activity**

<table>
<thead>
<tr>
<th>SUPPORTING DOCUMENTS</th>
</tr>
</thead>
</table>
| o Certificate or Plaque of Appreciation with CPD Program accreditation number.  
o Copy of Program  
o Invitation & Confirmation letter  
o Event Photo of Panelist  
- Certification from the accredited CPD Provider with CPD program accreditation number.  
- Copy of Program  
- Invitation & Confirmation letter  
- Event Photo of Facilitator  
- Monitoring Report  
- Certificate of Appearance signed by CPD Provider  
- Authority to Monitor from PRC  
- Event Photos  
- Letter of Appointment  
- Authorized copy of list of organization committee members signed by the Congress Director and President of the organization  
- Certificate or Plaque of Appreciation  
- Certificate of Attendance with CPD program accreditation number  
- Official receipt of registration  
- Copy of online registration  
- Proof of payment  
- Certificate of completion with CPD accreditation number and corresponding CUs. |
### INTERNATIONAL CONVENTION/CONFERENCE/TRAINING SEMINARS HELD ABROAD By APO of Host Country

Must meet 2 conditions to qualify:
1. APO of host country or architect professional organization is a member of UIA, ARCASIA or EAROPH
2. Has CPD accreditation program and approved CPD Credit Unit/s by APO of host country

<table>
<thead>
<tr>
<th>If speaker, panelist, moderator</th>
<th>If delegate or participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>– X 1.5 of CU per hour indicated in Items 1.2 to 1.4</td>
<td>– as per CU indicated in the certificate (invalid if no CU indicated)</td>
</tr>
</tbody>
</table>

- if participant, copy of the ff.: official receipt of registration, conference ID, and Certificate of Attendance
- if speaker or panelist, copy of the ff.: papers, invitation and confirmation letters, conference ID and Cert. or Plaque of Appreciation.
- Copy of program, seminars, schedule or calendar of events
- Travel documents, boarding pass and proof of accommodation.
- Event Photos or video

### INTERNATIONAL ON-LINE COURSES

Must meet 2 conditions to qualify:
1. Courses are accredited and approved by the APO of host country.
2. Has CPD accreditation program and approved CPD Credit Unit/s by APO of host country

- Copy of online registration and confirmation
- Proof of payment or transaction receipt
- Certificate of completion of online courses with corresponding CUs
- Other supporting documents such as the website of the online course and as requested by CPDC.

### Programs of Activities Participated but NOT Accredited NOT Pre-approved By CPD Council of Architecture

As per assessment and evaluation by CPDC

**Important Notes:**
- Will be processed and assessed only with complete supporting documents as required.
- Program must be at least 1 hour of actual learning (excluding messages, intro, Q&A etc. Any activity less than 1 hour will not be accepted)
- Proof of payment – official receipt, registration papers, registration ID
- Proof of attendance – Certificate of Attendance and Copy of Attendance Sheet showing number of participants attended
- Copy of detailed program showing date/time/duration/venue/place of topics/workshop
- Synopsis – program description or overview, its content and course outline including sub-topics
- Specific course objectives or Learning Outcome stating competencies gained from program (minimum of 150 to maximum of 250 words)
- Resume or CV of Speakers showing expertise in the topic, including cert. of citations; if Speaker is a registered professional, attached current ID
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<table>
<thead>
<tr>
<th>PROGRAM/ACTIVITY</th>
<th>CREDIT UNIT/S</th>
<th>SUPPORTING DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 POST GRADUATE DIPLOMA</td>
<td>25 CU upon completion of program</td>
<td>o Diploma/Certification from the Institution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Transcript of Records</td>
</tr>
<tr>
<td>2.2 MASTER’S DEGREE OR EQUIVALENT</td>
<td>45 CU upon completion of degree</td>
<td>o University Certification/ Diploma</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Transcript of Records</td>
</tr>
<tr>
<td>2.3 DOCTOR’S DEGREE OR EQUIVALENT</td>
<td>90 CU upon completion of degree / candidacy</td>
<td>o University Certification/ Diploma</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Transcript of Records</td>
</tr>
<tr>
<td>2.4 POST DOCTORAL ASSOCIATE</td>
<td>4 CU upon completion</td>
<td>o Certification from the granting institution</td>
</tr>
<tr>
<td>2.5 POST DOCTORAL FELLOW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5.1 TEACHING FELLOW</td>
<td>4 CU upon completion</td>
<td>o Certification from the granting institution</td>
</tr>
<tr>
<td>2.5.2 RESEARCH FELLOW</td>
<td>6 CU upon completion</td>
<td></td>
</tr>
<tr>
<td>2.6 PROFESSORIAL CHAIR</td>
<td>Max 15 CU per year or a fraction thereof</td>
<td>o Certificate of Grant or Appointment paper</td>
</tr>
<tr>
<td>2.7 SPECIALTY PROGRAM</td>
<td>Max 10 CU per year or a fraction thereof (to be evaluated by CPDC)</td>
<td>o Certificate of Completion</td>
</tr>
<tr>
<td>2.8 DISTANCE LEARNING MODULE or MOOC</td>
<td></td>
<td>o Copy printout of program</td>
</tr>
<tr>
<td>2.9 SUBJECTS OR COURSE WORK EARNED AS PART OF POST GRADUATE STUDIES</td>
<td>As per credit units earned on the subject or coursework</td>
<td>o Certification of subject completion from the academic institution or transcript of records</td>
</tr>
<tr>
<td>2.10 COMPUTER AIDED DESIGN AND DRAFTING Course (e.g. AutoCad, Revit, BIM, etc.)</td>
<td>Max 2 CU upon completion of each program</td>
<td>o Certificate of Completion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Enrollment or registration papers</td>
</tr>
</tbody>
</table>

2.0 ACADEMIC TRACK - SELF-DIRECTED

Apply separately and pay fees with PRC; must apply at least 60 days before PIC expiration date.

For Items 2.1 to 2.8: Application for accreditation should be filed no later than 5 years after completion of degree or program.

Credit units earned from subjects or course work as part of post graduate studies may be applied for points separately but must be claimed within the compliance period (See Item 2.9)

For Item 2.9 to 2.10: Activities and CUs must be claimed within the compliance period.
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3.0 OTHER SELF-DIRECTED and/or LIFELONG LEARNING ACTIVITIES
Apply separately and pay fees with PRC; must apply at least 60 days before PIC expiration date.

For Items 3.1 to 3.5: activities and CUs must be claimed within the compliance period.

<table>
<thead>
<tr>
<th>PROGRAM/ACTIVITY</th>
<th>CREDIT UNIT/S</th>
<th>SUPPORTING DOCUMENTS</th>
</tr>
</thead>
</table>
| **3.1** TRAINING MODULE for Professionals (e.g. Authorship of Module) | Max 10 CU per complete set of Training Module | o Copy of Complete Training Module  
| | | o Evaluation report by expert(s)  
| | | o Proof and documentation of the conduct of training module |
| **3.2** PROFESSIONAL JOURNAL (PJ) or SCHOLARLY JOURNAL (SJ) | | |
| **3.2.1** AUTHOR/ S | Local Max 10 CU  
| | For multiple authors, divide CU equally among them.  
| | International Max 10 CU  
| | For multiple authors, show proof and listing | o Copy of Published Article or Journal  
| | | o Table of Contents |
| **3.2.2** PEER REVIEWER | Max 2 CU per article | o Copy of reviewed article  
| | | o Peer review report |
| **3.2.3** PJ or SJ EDITOR | Max 5 CU per issue | o Copy of Published Journal |
| **3.3** PAMPHLET/BOOK/MONOGRAPh | | |
| **3.3.1** AUTHOR/ S | Max 20 CU for single Author for a Pamphlet (less than 100 pages) | o Copy of Published Book  
| | For multiple authors, divide CU equally among them. | o For multiple authors, show proof and listing |
| | Max 40 CU for single Author for a Pamphlet (more than 100 pages) | |
| **3.3.2** BOOK EDITOR | Max 10 CU for less than 100 pages | o Copy of Published Book  
| | Max 20 CU for 100 or more pages | |
| **3.4** NEWSPAPER/MAGAZINE ARTICLE OR COLUMN | | |
| **3.4.1** AUTHOR of NEWSPAPER/MAGAZINE ARTICLE or COLUMN or OTHER MASS COMMUNICATION MEDIA | Local – Max 2 CU per article Max 25 CU per cycle  
| | (For multiple authors, divide CU equally among them.) | o Proof of Publication of Article or Column  
| | Int’l – Max 3 CU per article Max 25 CU per cycle | o Copy of publication or video or other mass communication media  
| | (For multiple authors, divide CU equally among them.) | o For multiple authors, show list and PRC registration numbers |
| **3.5** INVENTIONS, PATENTS, COPYRIGHTS | Max of 40 CU per invention as per CPDC evaluation | o Certified Copy of Patent Certificate  
| | (For multiple inventors, divide CU equally among them.) | o Proof and Photo of Invention  
| | | o For multiple inventors, show proof and listing |
### 3.6 RECOGNITION, ACHIEVEMENT, PROFESSIONAL AWARDS

Apply separately and pay fees with PRC; must apply at least 60 days before PIC expiration date.

For Items 3.6 to 3.7, Awardee or Conferee:
- Awards received before 2017 – can claim CUs up to 2023 only.
- Awards receive from 2017 onwards – can claim CUs up to 6 years from the time of award.

<table>
<thead>
<tr>
<th>PROGRAM/ACTIVITY</th>
<th>CREDIT UNIT/S</th>
<th>SUPPORTING DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.6.1 International Awardee (e.g. Pritzker Prize)</td>
<td>Full CU for four (4) compliance period</td>
<td>o Copy of Certification from the Awarding Body (duly notarized)</td>
</tr>
<tr>
<td>3.6.2 National Artist Awardee</td>
<td>Full CU for three (3) compliance period</td>
<td>o Photo of Awardee with award, certificate, plaque, medal or trophy</td>
</tr>
<tr>
<td>3.6.3 Institutional Awardee (e.g. PRC Outstanding Architect of the Year)</td>
<td>Full CU for two (2) compliance period</td>
<td>o Any proof of award – newspaper, magazine, others</td>
</tr>
<tr>
<td>3.6.4 Professional Organization Awardee (e.g. LIKHA, Hall of Fame)</td>
<td>Full CU for two (2) compliance period</td>
<td>o All awards and conferrment can ONLY be claimed ONCE. (e.g. fellow in one organization and fellow in another organization are considered only as one and therefore can only be claimed once.)</td>
</tr>
<tr>
<td>3.6.5 Alumnus Awardee - Architecture</td>
<td>Full CU for one (1) compliance period</td>
<td>o Once claimed, any excess CUs cannot be claimed in the next cycle.</td>
</tr>
<tr>
<td>3.6.6 Lifetime Achievement Awardee (e.g. Balik-Tanaw)</td>
<td>15 CU</td>
<td></td>
</tr>
<tr>
<td>3.6.7 City/Provincial/ Regional Awardee</td>
<td>To be assessed and determined by CPDC</td>
<td></td>
</tr>
<tr>
<td>3.6.8 Other Awards</td>
<td>To be assessed and determined by CPDC</td>
<td></td>
</tr>
</tbody>
</table>

### 3.7 CONFERMENT OF TITLES

| 3.7.1 FELLOWS | 20 CU | |
| 3.7.2 APEC ARCHITECT | 40 CU | o Similar requirements as Item 3.6 |
| 3.7.3 ASEAN ARCHITECT | 40 CU | |
| 3.7.4 Other Titles | To be assessed and determined by CPDC | |

### 3.8 MENTORSHIP

Apply separately and pay fees with PRC; must apply at least 60 days before PIC expiration date.

The mentor can claim CUs within two (2) years starting from the date of PRC registration of Topnotcher.

| 3.8.1 Top 10 Board Licensure Examination for Architects (BLEA) MENTOR | 10 CU per Topnotcher | o Must be the mentor(s) under the diversified experience logbook submitted by BLEA Topnotcher. Attach copy of logbook with projects. |
| | Only one (1) Mentor can be nominated by the Topnotcher | o Copy of Topnotcher PIC card |
| | | o Notarized Affidavit signed by BLEA Topnotcher naming the nominated mentor, inclusive date |
of mentorship, and date of BLEA, and ranking.
  o Photo of Mentor with Topnotcher
  o Proof of employment (SSS, pay slip)

### 3.9 ARCHITECTURE AND DESIGN COMPETITION
For Item 3.9: Apply separately and pay fees with PRC; must apply at least 60 days before PIC expiration date. Activities and CUs must be claimed within the compliance period.

<table>
<thead>
<tr>
<th>PROGRAM/ACTIVITY</th>
<th>CREDIT UNIT/S</th>
<th>SUPPORTING DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.9.1 NATIONAL Accredited Professional Architectural Design Competition</td>
<td>10 CU for finalists 15 CU for winner</td>
<td>o Certificate from sponsoring organization o Photo of Awardee with award, plaque or trophy</td>
</tr>
<tr>
<td>3.9.2 INTERNATIONAL Professional Architectural Design Competition</td>
<td>15 CU for finalists 20 CU for winner</td>
<td>o Competition must be open to all Architects (By Invitation only competition is not accepted)</td>
</tr>
<tr>
<td>3.9.3 Judge/Jury/Design Critic in Professional Architectural Design Competition</td>
<td>Max 5 CU per competition Max 3 competition/cycle</td>
<td>o Certificate or plaque from sponsoring organization o Copy of invitation letter o Photo of judging, awarding</td>
</tr>
</tbody>
</table>

### 3.10 TOURS, TRAVELS, VISITS, FAIRS AND EXHIBITS
Apply separately and pay fees with PRC; must apply at least 60 days before PIC expiration date. Activities and CUs must be claimed within the compliance period.

For Items 3.10 to 3.13: Maximum total CU for these group in one compliance period is 10 CUs – SEE Section 6.

<table>
<thead>
<tr>
<th>3.10.1 MUSEUM VISIT</th>
<th>1 CU per visit</th>
<th>Local - Max 2 CU / cycle Foreign - Max 6 CU / cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.10.2 NATIONAL HERITAGE SITE VISIT</td>
<td>1 CU per visit Max of 3 CU / cycle</td>
<td></td>
</tr>
<tr>
<td>3.10.3 UNESCO HERITAGE SITE VISIT</td>
<td>1 CU per visit Max of 3 CU / cycle</td>
<td></td>
</tr>
<tr>
<td>3.10.4 DESIGN, CONSTRUCTION, TRADE FAIRS, EXHIBITS</td>
<td>1 CU per visit Max of 3 CU / cycle</td>
<td></td>
</tr>
<tr>
<td>3.10.5 FACTORY, FIELD TRIP (related to Design and Architecture)</td>
<td>Max of 1 CU per trip/day Max 3 CU per cycle (CU to be determined and approved by CPDC)</td>
<td></td>
</tr>
<tr>
<td>3.10.6 STUDY TOURS AND VISITS</td>
<td>Max 2 CU per day (Maximum of 10 CU/Tour) (Max 3 Study Tours/cycle)</td>
<td>o Travel documents, boarding pass, or Proof of Travel o Certification from Sponsoring Institution or CPD Provider</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.10.7 FACTORY, FIELD TRIP (related to Design and Architecture)</th>
<th>Max of 1 CU per day Max 3 CU per cycle (CU to be determined and approved by CPDC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.10.8 FACTORY, FIELD TRIP (related to Design and Architecture)</td>
<td>Max of 1 CU per day Max 3 CU per cycle (CU to be determined and approved by CPDC)</td>
</tr>
<tr>
<td>3.10.9 FACTORY, FIELD TRIP (related to Design and Architecture)</td>
<td>Max of 1 CU per day Max 3 CU per cycle (CU to be determined and approved by CPDC)</td>
</tr>
<tr>
<td>3.10.10 FACTORY, FIELD TRIP (related to Design and Architecture)</td>
<td>Max of 1 CU per day Max 3 CU per cycle (CU to be determined and approved by CPDC)</td>
</tr>
<tr>
<td>3.10.11 FACTORY, FIELD TRIP (related to Design and Architecture)</td>
<td>Max of 1 CU per day Max 3 CU per cycle (CU to be determined and approved by CPDC)</td>
</tr>
<tr>
<td>3.10.12 FACTORY, FIELD TRIP (related to Design and Architecture)</td>
<td>Max of 1 CU per day Max 3 CU per cycle (CU to be determined and approved by CPDC)</td>
</tr>
<tr>
<td>3.10.13 FACTORY, FIELD TRIP (related to Design and Architecture)</td>
<td>Max of 1 CU per day Max 3 CU per cycle (CU to be determined and approved by CPDC)</td>
</tr>
</tbody>
</table>

### Supporting Documents
- Travel documents, boarding pass, or Proof of Travel, as necessary
- Proof as Visitor or Attendance (Entrance Tickets), IDs
- No repeat visit per cycle
- Photos or Video of Visit
- Certification from Sponsoring Institution or CPD Provider
### Foreign Travel

- **3.10.7** FOREIGN TRAVEL
  - 1 CU per Round Trip regardless of number of days and number of countries visited
  - Max 3 CU per year
  - Program Details and Itinerary
  - CV of Tour Resource People
  - Tour Photos or Video per day
  - Travel documents, boarding pass, Philippine Entry & Exit stamp
  - Countries visited cannot be duplicated on a particular year
  - Travel Photos or Video

### Architecture and Design Exhibition

#### Program/Activity

| Max 2 CU per local exhibition | For partnership or corporation, divide CU equally among partners |
| Max 3 CU per int’l exhibition |
| Max 3 exhibits/cycle |

#### Supporting Documents

- Certification or plaque from organizer
- Program details, schedule, venue
- If partnership or corporation, submit SEC or DTI registration showing all Registered & Licensed Architects (RLA).
- Photos of event

### Featured Work or Featured Architect

#### Arch. work featured in a major Architectural publication/magazine/documentary or in a video

- 1 CU per feature
- Max of 2 CU per year
- (For multiple architects involved, divide CU equally among them.)

#### Arch. (s) featured in magazine, radio, TV, digital media and publicaton

- 1 CU per feature
- Max of 2 CU per year
- (For multiple architects featured, divide CU equally among them.)

#### Supporting Documents

- Proof of Publication featuring architectural work, or featuring architect(s)
- Copy of publication or video or media
- For multiple architects, show proof and listing (e.g. SEC.)

### Others

#### Socio-Civic Activities Using Profession

- Max 10 CU per project (to be evaluated and determined by CPDC)
- Certification or plaque of appreciation from affected group or organization

- For multiple members in a group, divide CU equally among them.
- Project proposal or complete report or design or construction documents

- Volunteer work must be completed to be valid. On-going or incomplete work such as: feasibility study, design or construction work will not be valid.
- Report of activities, venue, dates
- Notarized Affidavit of Undertaking; if multiple members, must list all RLA’s involved and PRC reg.
Section 5. CPD Provider Completion Report.

The list of documentary requirements for the submission of the Completion Report as provided in Resolution No. 1032, series of 2017, shall also include the following:

5.1 Event Photo and/or Video Documentation.

5.2 Feedback or Comment Form in a sealed brown envelope signed by the Monitor.

A copy of CPD Providers’ Completion Report is herein attached as Annex “B”.

Section 6. Maximum Creditable Units for Self-Directed and/or Lifelong Learning.

For items 3.10 to 3.13 of Section 4, the maximum creditable units for these items in one (1) compliance period is 10 CUs.

Section 7. Major Areas of CPD Activities under Section 4, Item 1.0 – Professional Track.

For activities under Section 4, Item 1.0 – Professional Track category, the CPD activities shall be divided into five (5) major areas with corresponding minimum credit units, which all registered and licensed architects may choose to comply, as follows:

<table>
<thead>
<tr>
<th>MAJOR AREA</th>
<th>COVERAGE OF THE AREA</th>
<th>MINIMUM CREDIT UNITS REQUIRED (%)</th>
</tr>
</thead>
</table>
| DESIGN     | • Art and architectural history, theory and criticism  
|            | • Building Types  
|            |   (Commercial, Residential, Health, Hi-rise, etc.)  
|            | • Community Design  
|            | • Housing  
|            | • Human Settlements  
|            | • Site Design and Planning  
|            | • Others  
|            | 20% of total credit units |
Section 8. Required CPD Credit Units in a Compliance Period.

All Architects shall be required to comply with the following CPD credit units in a compliance period of three (3) years, which the implementation thereof shall be gradual in the following period:

<table>
<thead>
<tr>
<th>Renewal Period</th>
<th>Minimum required Number of CPD Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Below 60 years old</td>
</tr>
<tr>
<td>July to Dec. 2017</td>
<td>13.5</td>
</tr>
<tr>
<td>2018</td>
<td>27</td>
</tr>
<tr>
<td>2019 onwards</td>
<td>45</td>
</tr>
</tbody>
</table>
Section 9. Unforeseen or Uncontrolled Events or Circumstances

The CPD Council for Architects may consider deferring the compliance with the required CPD credit units if the architect after showing evidence cannot comply thereof due to unforeseen or uncontrolled events or circumstances, such as the architect or his/her immediate family member is suffering from serious illness or any analogous circumstances, subject to approval of the CPDC.

In the said event, the architect shall file an affidavit before the CPDC stating the circumstance/s and provide reason/s as well as evidence for the deferment of compliance of the required CPD credit units for the corresponding renewal period stated above, however, in no case the deferment shall exceed twelve (12) months. Nevertheless, the CPDC upon evaluation of the circumstances or events subject to the deferment may still require compliance in a pro-rata or a portion of the required CPD credit units in a compliance period.

Section 10. For Overseas Professionals on how to comply with CPD

Professionals working overseas may take programs/seminars through the foreign chapters or affiliates of accredited CPD Providers. They may also attend seminars/trainings conducted by non-accredited CPD Providers and apply for credit unit/s with their respective CPD Councils under Self-Directed and/or Lifelong Learning track.

Section 11. Repealing Clause

All resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly.

Section 12. Effectivity

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

Let copies hereof be furnished to the U.P. Law Center, Board, CPD Council, Office of the Board Secretary, Standards and Inspection Division, Legal and Investigation Division, all Regional Offices and other involved units of the Commission for their guidance.

Done in the City of Manila, this 6th day of July, 2017.

[Signatures of Chairman and Members]
RESOLUTION NO. 04
SERIES OF 2017
OPERATIONAL PROTOCOL IN THE IMPLEMENTATION
OF RA 10912 OTHERWISE KNOWN AS "CONTINUING
PROFESSIONAL DEVELOPMENT ACT OF 2016"
FOR ARCHITECTS
Attested to:

Atty. LOVELIKA T. BAUTISTA
Officer-In-Charge
Secretary to the Professional Regulatory Boards

APPROVED BY:

TEOFILO S. PILANDO, JR.
Chairman

ANGELINE T. CHUA CHIACO
Commissioner

YOLANDA D. REYES
Commissioner

DATE OF PUBLICATION IN THE OFFICIAL GAZETTE: 7-7-17
DATE OF Effectivity: 7-12-17
APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council of ARCHITECTURE

Part I. General Information

Name of Provider: ___________________________
Accreditation No.: __________________________
Expiration Date: ____________________________
Contact Person: _____________________________
Designation: ________________________________
Contact No.: ________________________________
Date of Application: __________________________

Proposed Program:
☐ Seminar  ☐ Seminar/Workshop  ☐ Residency Training  ☐ Tours & Visits  ☐ 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 ________________________________
Position ________________________________
Date ________________________________
(Notary Public) ________________________________

Part III. Action Taken

Standards & Inspection Division – CPD:
Processed by: ____________________________
Date: ________________________________
Reviewed by: ____________________________

Cash Division:
Amount: ____________________________
O.R.No./Date: ____________________________
Issued by: ____________________________

OIC, Standards and Inspection Division

ACTION TAKEN BY THE CPD COUNCIL

☐ Approved for __________ Credit Units  Accreditation No. ____________________________
☐ Disapproved ____________________________
☐ Deferred pending compliance ____________________________

Chairperson ____________________________
Date ________________________________
Member ____________________________
Date ________________________________

SID-CPD-02
Rev. 01
July 26, 2016
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## PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (<a href="http://www.prc.gov.ph">www.prc.gov.ph</a>).</td>
</tr>
<tr>
<td>2.</td>
<td>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)</td>
</tr>
<tr>
<td>3.</td>
<td>Proceed to Standards and Inspection Division processing window for evaluation and assessment.</td>
</tr>
<tr>
<td>4.</td>
<td>Pay prescribed fee (in cash, Postal Money Order, Manager’s Check, Bank Draft payable to Professional Regulation Commission) of One Thousand Pesos (₱1,000.00) per offering of the program.</td>
</tr>
<tr>
<td>5.</td>
<td>Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.</td>
</tr>
</tbody>
</table>

### 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
- Course Outline – outline of the course’s sub-topics
- Learning Outcome – state what participants will learn from the event.
- Course Structure/Materials – type of presentation and materials used.
- Program URL – website of the program, if any

#### Additional Requirements:

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (₱25.00) 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.
CPD Council of ARCHITECTURE

### 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**

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)

---
PROCEDURE FOR COMPLETION REPORT

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 submission.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

[ ] List of Participants (Name & PRC License No.)
[ ] List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)
[ ] Summary of evaluation of Speakers in Tabular Form
[ ] Event Photo and/or Video Documentation
[ ] Feedback or Comment Form in a sealed brown envelope signed by the Monitor
[ ] Others

Note: Completion Report must be submitted within fifteen (15) working days after the CPD program offering.