



Republic of the Philippines  
Professional Regulation Commission  
Manila



CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COUNCIL OF DENTISTRY  
Resolution No. 01  
Series of 2020

**GUIDELINES ON THE EVALUATION AND GRANTING OF CPD CREDIT UNITS TO ACTIVITIES UNDER INFORMAL LEARNING AND PROFESSIONAL WORK EXPERIENCE INCLUDING ACTIVITIES UNDERTAKEN DURING THE STATE OF PUBLIC HEALTH EMERGENCY DUE TO COVID-19 CRISIS THAT MAY EARN CPD CREDIT UNITS**

**WHEREAS**, the Commission issued Resolution No.1208 (s.2019) or the “Guidelines on the Accreditation of Informal and Professional Work Experience”. Section 5 thereof states that the Continuing Professional Development (CPD) Councils shall determine the appropriate number of CPD credit units;

**WHEREAS**, the Commission issued Resolution No. 1240 (s. 2020) reiterating ways of learning that can earn CPD credit units particularly during the State of Public Health Emergency due to COVID-19 crisis;

**WHEREAS**, there is a need to issue guidelines on the evaluation and granting of CPD credit units to activities under Informal Learning and Professional Work Experience including activities undertaken during the State of Public Health Emergency due to COVID-19 crisis that may earn CPD credit units, in order to guide the professionals.

**NOW THEREFORE**, the CPD Council of Dentistry **RESOLVES** to issue these guidelines on the evaluation and granting of CPD credit units to activities under Informal Learning and Professional Work Experience including activities undertaken during the State of Public Health Emergency due to COVID-19 crisis that may earn CPD credit units, as follows:

**Section 1. Informal Learning** – Refers to learning that occurs in daily life and which can contribute to a qualification. The parameters for the evaluation and granting of informal learning are as follows:

**Activities Undertaken During the State of Public Health Emergency Due to COVID-19 that may Earn CPD Credit Units:**

**For Local and Overseas Filipino Dental Practitioners:**

ACTIVITY	DURATION	LEARNING OUTCOMES	APPLICABILITY	CPD CREDIT UNITS EARNED
		<i>By the end of the activity, the professional should be able to:</i>	<i>The professional can apply the information or experience gathered to:</i>	<i>Maximum of 30 % of the required CPD Credit Units for the renewal cycle and Documentary Requirement/s</i>

<b>INFORMAL LEARNING ACTIVITIES NOT RELATED TO THE PROFESSION</b>				
Private study which includes Reading (books, journal articles, technical manuals); Enrollment in online courses; attendance in webinars; viewing of videos in YouTube or other online sources; others	Variable	Summarize and apply the ideas learned through private study in subjects that interest the professional. Examples:  1. New ICT tools  2. Other interests	1. Explore and apply modern ICT tools in daily life.	Maximum of 3 CPD credit units per activity. Maximum of 10% of the required CPD credit Units for the renewal cycle per activity  Documents: Photographs, self- declaration of 150 to 200 words about what has been learned and applied.
Taking care of a person who may be sick or physically challenged or with special needs	One month or less	Take care of an individual who may be sick, physically challenged or with special needs	Take care of an individual who may be sick, physically challenged or with special needs	Maximum of 3 CPD credit units per activity. Maximum of 10% of the required CPD credit Units for the renewal cycle per activity  Documents: Photographs, self- declaration of 150 to 200 words about what has been learned and applied.
Applying management and leadership principles to a group working on a special project	One month or less	Use a management or leadership style that works for a given situation or group	Apply a management or leadership style to a given situation or group.	Maximum of 3 CPD credit units per activity. Maximum of 10% of the required CPD credit Units for the renewal cycle per activity

				Documents: Photographs, self- declaration of 150 to 200 words about what has been learned and applied.
Other activities that are not related to the profession as may be approved by the CPD Council				As may be approved by the CPD Council.
<b>INFORMAL LEARNING ACTIVITIES RELATED TO THE PROFESSION</b>				
1. Setting up of infection-control equipment, and other measures against any form of infection in dental clinics or laboratory.	Variable	Be able to understand and apply infection- control measures against viruses, bacteria, etc.	Appreciate the effect of infection- control measures in homes, offices and dental clinics, thereby preventing any form of disease from viruses, bacteria, etc.	5 CU per equipment/ measure  -Photos of the equipment/ description of measures -Narrative of the discussions (150-200 words)
2. Interactive discussions with experts/peers on infections and its effects, threats to the practice of Dentistry, Dental Hygiene and Dental Technology	Variable	Have learned to coordinate with other technical experts/peers as to the effects of viruses and bacteria to the dental profession	Understand and appreciate information that have effect or threat to the practice of the dental profession to prepare for the re-opening of the dental clinics and laboratories	1 CU per hour  -Narrative of the discussions (150-200 words)
3. Readings, critical assessments, reviews, write- ups relative to the pandemic, attending webinars or teleconferencing related to dentistry	Variable	Have gained additional information regarding infections and its effect to dental practice	Apply any related information gathered from readings to dental practice	1 CU per article/ webinar/ Tele conference Maximum of 5 CUs  -Narrative of the activity (150-200 words)  -Certificate of Completion
4. Other meaningful activities related to the	Variable	Have experienced meaningful activities	Additional learning outcomes related to the profession	As may be approved by the Council

profession as may be approved by the CPD Council			as may be approved by the CPD Council	-Narrative of the activity (150-200 words) -Photos
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**Section 2. - Professional Work Experience.** – Refers to any participation that the professional gains while working in a specific field and workplace.

The parameters for the evaluation and granting of credit units are as follows:

**2.1. Diagnostic Assessment** -- to establish a particular development need or competency of the professional from basic to advance or advance to expert.

2.1.1. Needed documentation--Work history Curriculum Vitae or Certification of performance from direct supervisor or client or beneficiary/self-declaration for the self-employed.

**2.2. Formative Assessment** -- to know the progress of an individual’s learning – Evidence that learning has occurred but still needs improvement.

2.2.1. Needed documentation – Photo documentation with brief write-up (captions) and Certification from supervisor or client if self-employed.

**2.3 Summative Assessment** -- to know if the professional has acquired the needed competency and can work independently, teach others and write manuals with confidence.

2.3.1 Report of at least 150-200 words as proof of learning/acquisition of the enabling and needed competencies and if possible accompanied by photos.

2.3.2. Certification of performance from direct supervisor or client or beneficiary or self-declaration for the self-employed. Annual performance appraisal report from the employer or Certification of performance from direct supervisor or client or beneficiary/self-declaration for the self-employed.

The following description of a professional’s progress as he/she proceeds to gain experience in his/her profession will be part of the documentation to be submitted to the CPD Council. The professional should check the appropriate box to mark his/her progress. The competency cited is only an example.

RECOGNITION OF PRACTICE OUTCOMES		ASSESSMENT OF PERFORMANCE <i>Refers to the professional's <b>progress</b> in acquiring the desired competency</i>		
Needed Competency <i>(Only one competence per Application)</i>	Enabling Competencies/ Activities	Diagnostic	Formative	Summative
		<i>Has not done this or has done this but needs improvement</i>	<i>Has done this well but still needs improvement and confidence</i>	<i>Has done this with confidence, can teach others and can prepare manuals that other Dental Practitioners can use</i>
		<b>The columns may be filled up either by the dental practitioner or his/her employer by providing a check (√) mark</b>		
Develop or design dental gadgets, protective equipment, and identify infection-control measures needed in the dental clinic	Assesses the outcomes of protective equipment to improve delivery of services to the patients Installs or uses the dental gadgets, protective equipment, and implement infection-control measures in the dental clinic Evaluates the effects of the use of dental gadgets, protective equipment and the implementation of infection-control measures in the dental clinic Completes validation of the effectiveness of the equipment as protective measures for the protection of both dentist and patient Promotes safe working environment for both patient, dentist and staff	Yes (√)	Yes (√)	Yes (√)

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	amidst the COVID-19 pandemic			
Other meaningful activities related to the profession like writing articles related to Dentistry, TV and radio guesting for oral health issues and other activities deemed relevant to Dentistry	Gathers and organizes relevant data  Communicates effectively and expresses one's ideas relative to the profession  Promotes better information dissemination and communication  Becomes well-rounded dental professional	Yes (√)	Yes (√)	Yes (√)
<b>VALIDATION: Documents to be presented</b>		Work history or Curriculum Vitae or Self-Declaration or Certification from employer/client for self-employed	Photo documentation with captions for the photos or Certification of performance from employer or client for self-employed	Write up of 150 to 200 words about the learning and acquisition of the competence with photographs and Certification of performance from employer of client for the self-employed.
<b>CPD CREDIT UNITS EARNED</b>		2 CUs Depends on the learning outcomes but the total CPD credit units for the competency applied for must not exceed 30% of the Required Credit units per renewal cycle	4 CUs Depends on the learning outcomes but the total CPD credit units for the competency applied for must not exceed 30% of the Required Credit units per renewal cycle	Maximum of 30 % of the Required Credit units per renewal cycle

\* **Awarding of CPD Credit units.** The respective CPD Councils shall:

- 1) Determine if the Informal Learning and Professional Work Experience applied for merits approval and 2) grant the appropriate number of CPD credit units. For purposes of

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earning CPD credit units, only Professional Work Experience for the last three (3) years from the date of application shall be accepted.

**Section 3. Certificate of Credit units earned** — Certificate of Credit units earned shall be issued upon approval of the CPD Council.

**Section 4. Repealing Clause** - Any resolution, memorandum order or circular and any issuances inconsistent with these guidelines are hereby repealed or modified accordingly.

**Section 5. Effectivity** — This Resolution shall take effect immediately, copy furnished the U.P Law Center.

Done, this 6<sup>th</sup> day of November, 2020 in Pasay City, Philippines.

**CONTINUING PROFESSIONAL DEVELOPMENT COUNCIL OF DENTISTRY**



**MELINDA L. GARCIA, DMD**  
Chairperson



**ARTURO P. DE LEON**  
Member



**JOSE ANGELO G. MILITANTE**  
Member

Approved by:

**PROFESSIONAL REGULATORY BOARD FOR DENTISTRY**



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