WHEREAS, Section 6, Article II of Republic Act (R.A.) No. 10912 or the "Continuing Professional Development Act of 2016" enumerates the powers, functions and responsibilities of the Commission and the Professional Regulatory Boards and one of those is to formulate, issue and promulgate guidelines and procedures for the implementation of the CPD Programs;

WHEREAS, the Commission issued Office Order No. 2019-567 (s.2019) dated July 16, 2019 constituting a committee to review the matrix of CPD activities and contents of CPD forms, to create CPD glossary and to recommend the same to the Commission;

WHEREAS, the Committee, after deliberation, submitted its report which was further discussed in the Continuing Professional Development Program Management Committee (CPD-PMC);

WHEREAS, after review of the submitted report and recommendation of the Committee and after the conduct of consultations, the Commission finds the same to be reasonable and acceptable.

NOW THEREFORE, the Commission RESOLVED, as is now RESOLVES to adopt the recommendation of the Committee on the Review of the Matrix of Continuing Professional Development (CPD) Activities, and the Contents of the CPD Forms and for the Creation of CPD Glossary, as follows:

Section 1. Matrix of CPD Activities — As a guide for crediting CPD units and its supporting documents, the Matrix of CPD activities is hereto attached as Annex “A”.

Section 2. Revised CPD Forms — The revised CPD forms are hereto attached, as Annexes “B-1” to “B-14”:

2.1. Application for Accreditation as Local CPD Provider (Annex “B-1”)
2.2. Application for Accreditation as Foreign CPD Provider (Annex “B-2”)
2.3. Affidavit of Undertaking (Annex “B-3”)
2.4. Application for Accreditation of CPD Program (Annex “B-4”)
2.5. Instructional Design (Annex “B-5”)
2.6. Resume of Resource Person (Annex “B-6”)
2.7. Letter of Intent and Resume of Monitor or Evaluator (Annex “B-7”)
2.9. Completion Report (Annex “B-9”)
2.10. Registration Sheet (Annex “B-10a”)
2.11. Attendance Sheet (Annex “B-10b”)
2.13. Application Form for Crediting Activities that did not go through the CPD Council for Accreditation (Annex “B-12”)
2.14. Certificate to be issued by the CPD Providers (Annex “B-13”)
2.15. Authority to Monitor (Annex “B-14”)

PRC Building Paredes St., Sampaloc
Manila, 1008 Philippines

www.prc.gov.ph

www.prc.gov.ph

Philippine International Convention Center
Sotto St., Pasay City, 1307 Philippines
Section 3. CPD Glossary – The CPD Glossary is hereto attached as Annex "C".

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 after fifteen (15) days following its publication in the Official Gazette or in a newspaper of general circulation, copy furnished the U.P Law Center.

Done this 9th day of June, 2020 in Manila, Philippines.

TEOFILO S. PILANDO, JR.
Chairman

YOLANDA D. REYES
Commissioner

JOSE Y. CUETO, JR.
Commissioner
ANNEX "A"

MATRIX OF CPD ACTIVITIES

I. FORMAL LEARNING — refers to educational arrangements such as curricular qualifications and teaching-learning requirements that take place in Higher Educational Institutions (HEIs).

<table>
<thead>
<tr>
<th>PROGRAM / ACTIVITY**</th>
<th>APPROVED CREDIT UNITS (CU)*</th>
<th>SUPPORTING DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1. Doctoral Degree</td>
<td>Unit/s earned but not to exceed 40 CU</td>
<td>University Certification of units earned</td>
</tr>
<tr>
<td></td>
<td>Additional full CU but not to exceed 30 CU</td>
<td>University Certification or Diploma from the College/University and Transcript of Records (authenticated copy)</td>
</tr>
<tr>
<td>1.2. Master's Degree</td>
<td>Unit/s earned per compliance period</td>
<td>University Certification of units earned</td>
</tr>
<tr>
<td>1.3. Post-graduate Diploma/Certificate/Diplomate/Fellowship Program</td>
<td>Full CU upon completion of degree</td>
<td>University Certification or Diploma from the College/University and Transcript of Records (authenticated copy)</td>
</tr>
</tbody>
</table>

* Application Form for Crediting Activities that did not go through the CPD Council for Accreditation (Annex "B-12") in applying for CPD credit units.

** Degrees obtained abroad must be validated by CHED before submission to PRC.

II. NON-FORMAL LEARNING — refers to learning that has been acquired in addition or alternatively to formal learning, which may be structured and made more flexible according to educational and training arrangements. This includes CPD accredited activities and Self-Directed activities.

Self-Directed Learning (SDL) — includes CPD Activities such as professional activity and volunteer engagement. Only 30% of the required CPD credit units per compliance period can be earned under SDL activities (example, for the required 15 CPD credit units, only 5 can be earned under SDL). Excess shall not be carried over to the next compliance period.

Under professional activities are conference, seminar/workshop/colloquium, in-service training, webinar, tutorial, study tour/plant visit, exhibit, poster presentation, program/module development, publication, invention, consultancy, and recognition/award/title.

Under volunteer engagement activities are medical mission/outreach program, environmental initiative, livelihood program, disaster/calamity assistance, service to worthy projects, and CSR projects.

<table>
<thead>
<tr>
<th>ROLE</th>
<th>CPD ACCREDITED</th>
<th>NON-ACCREDITED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RECOMMENDED* MINIMUM CREDIT UNITS (CU)</td>
<td>SUPPORTING DOCUMENTS</td>
</tr>
<tr>
<td>2.1. Participant</td>
<td>Approved CU</td>
<td>Certificate as Participant with approved CU and accreditation number</td>
</tr>
<tr>
<td>2.2. Keynote Speaker</td>
<td>3 CU per hour or a fraction thereof</td>
<td>Certificate as Speaker, Panelist, etc. with program accreditation number</td>
</tr>
<tr>
<td>2.3. Resource Person</td>
<td>2 CU per hour or a fraction thereof</td>
<td>Certificate as Speaker, Panelist, etc. with program accreditation number</td>
</tr>
<tr>
<td>2.4. Panelist / Reactor / Discussant</td>
<td>2 CU per hour or a fraction thereof</td>
<td>Certificate as Participant with approved CU and accreditation number</td>
</tr>
<tr>
<td>2.5. Moderator</td>
<td>2 CU per hour</td>
<td>Certificate as Participant with approved CU and accreditation number</td>
</tr>
<tr>
<td>2.6. Facilitator</td>
<td>1 CU per hour</td>
<td>Certificate as Participant with approved CU and accreditation number</td>
</tr>
<tr>
<td>2.6. Poster Presenter</td>
<td>3 CU per hour or a fraction thereof</td>
<td>Certificate as Poster Presenter, Description of Activity, including results (if applicable)</td>
</tr>
</tbody>
</table>

* The CPD Council may approve more CPD credit units as deemed appropriate.
OTHER SELF-DIRECTED LEARNING ACTIVITIES – refer to CPD programs that contribute to the learning of professionals that are not included above.

<table>
<thead>
<tr>
<th>PROGRAM / ACTIVITIES / ROLE / OUTPUT</th>
<th>APPROVED CREDIT UNITS (CU)</th>
<th>SUPPORTING DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1. Research and Development</td>
<td>10 CUs</td>
<td>Research Report</td>
</tr>
<tr>
<td></td>
<td><em>If more than one researcher, divide equally among them.</em></td>
<td></td>
</tr>
<tr>
<td>3.2. Extension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2.1. Demonstration Services</td>
<td>CU assigned by the CPD Council</td>
<td>Certification from agency/community and Copy of Training Program</td>
</tr>
<tr>
<td>3.2.2. Training Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2.3. Advisory Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2.4. Information Dissemination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3. Socio-Civic Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3.1. CSR Related to the Profession</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3.2. Community-Related Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4. Creative Works</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4.1. Inventions</td>
<td>Full CU for compliance period</td>
<td></td>
</tr>
<tr>
<td>3.4.2. Publication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4.2.1. Article Published in a Refereed / Peer Reviewed Professional Journal published in the last 10 years</td>
<td>10-20 CU Local</td>
<td>Copy of published article in professional journals and Table of contents.</td>
</tr>
<tr>
<td>3.4.2.1.1. Author</td>
<td>30 CU Indexed in Scopus or ISI and other recognized international scholarly indexing journal</td>
<td>Copy of published article in professional journals, Table of contents and Proof of indexing.</td>
</tr>
<tr>
<td></td>
<td><em>For multiple authors, divide CU equally among them.</em></td>
<td></td>
</tr>
<tr>
<td>3.4.2.1.2. Peer Reviewer</td>
<td>4 CU per article</td>
<td>Invitation from the publisher to review such article</td>
</tr>
<tr>
<td>3.4.2.2. Literary Work / Article in Magazine / Newspaper/ Newsletter published within the compliance period.</td>
<td>5 CU per article.</td>
<td>Published article</td>
</tr>
<tr>
<td>3.4.3. Pamphlet / Monograph / Book (including revised editions) published in the last 5 years</td>
<td>20 CU for single author for pamphlet (less than 100 pages)</td>
<td>Copy of published pamphlet/book/monograph</td>
</tr>
<tr>
<td>3.4.3.1. Author</td>
<td>40 CU for single author for book or monograph (more than 100 pages)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>For multiple authors (e.g. book chapter authors), divide CU equally among them.</em></td>
<td></td>
</tr>
<tr>
<td>3.4.3.2. Editor</td>
<td>10 CU for single editor for pamphlet (less than 100 pages)</td>
<td>20 CU for single editor for book or monograph (more than 100 pages)</td>
</tr>
<tr>
<td></td>
<td><em>For multiple authors, divide CU equally among them.</em></td>
<td></td>
</tr>
<tr>
<td>3.4.4. Module / Training Materials Development (including online materials)</td>
<td>5 CU per module</td>
<td>Copy of module and evaluation</td>
</tr>
</tbody>
</table>
### 3.4.5. Technical Paper
- **CU assigned by the CPD Council**
- Copy of the technical paper; For published paper, see 3.4.2.1 publication

### 3.4.6. Other Creative Works
- **CU assigned by the CPD Council**
- Copy of the product / design / photograph

### 3.5. Tutorial/Coaching and Mentoring/Accrediting and Evaluating HEIs Programs
- **CU assigned by the CPD Council**
- Report including the process in the conduct of coaching and mentoring and result.

### 3.6. Policy Development
- **CU assigned by the CPD Council**
- Report including the policy formulation / Certification from employer / Acknowledgement of Policy Submission.

### 3.7. Consultancy
- **CU assigned by the CPD Council**
- Consultancy Report / Certificate of Appointment as Consultant/

### 3.8. Monitoring and Evaluation

#### 3.8.1. Monitor
- Twice the number of approved CU for the program
- Monitoring Report, Certificate of Appearance, and Authority to Monitor issued by PRC

#### 3.8.2. Evaluator
- 1 CU per hour
- Evaluation Report, Attendance Report, and Certificate as Evaluator issued by the PRC

### III. INFORMAL LEARNING — refers to learning that occurs in daily life assessed, through the recognition, validation and accreditation processes, and which can contribute to a qualification.

#### SECTOR
- **APPROVED CREDIT UNITS (CU)**
- **SUPPORTING DOCUMENTS**

<table>
<thead>
<tr>
<th>Sector</th>
<th>Approved Credit Units (CU)</th>
<th>Supporting Documents</th>
</tr>
</thead>
</table>
| 4.1 Government |                             | Diagnostic Assessment —
|              |                             | To establish personal development needs with evidence of prior learning.
|              |                             | • Curriculum Vitae
|              |                             | • Certification of performance from direct supervisor or client/self-declaration for the self-employed. |
| 4.2 Business/Private | CU assigned by the CPD Council | Formative Assessment —
|              |                             | To monitor the progress of an individual’s learning and establish that learning has occurred.
|              |                             | • Photo documentation with brief write-up
|              |                             | • Reference letter from supervisor
|              |                             | • Performance appraisal from employer.
|              |                             | • Certification of performance from direct supervisor or client/self-declaration for the self-employed. |
| 4.3 Academe |                             | Summative Assessment —
|              |                             | To measure the learning outcomes and demonstration of evidence or application of such learning. |
| 4.4 Civil Society |                             | Documentary Evidence
|              |                             | Portfolio which demonstrates acquisition of knowledge, skills and values and application with appropriate degree of independence. |

### IV. SUCH OTHER ACTIVITIES TO BE RECOMMENDED BY THE CPD COUNCIL AND APPROVED BY THE BOARD AND THE COMMISSION
Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS LOCAL CPD PROVIDER

CPD COUNCIL OF/FOR ________________

| New | Renewal | Accreditation No.: | Expiry Date: |

Part I. Applicant Information

Name of Applicant/Provider:

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Firm/Partnership/Corporation</th>
<th>Government Institution/Agency</th>
<th>Professional Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Individual/ Single Proprietorship</td>
<td>Academic Institution</td>
<td>Cooperative &amp; NGO</td>
</tr>
</tbody>
</table>

Address:

<table>
<thead>
<tr>
<th>Office Telephone No.:</th>
<th>Fax No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address:</td>
<td>Website, if available:</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Landline No:</td>
</tr>
<tr>
<td>Mobile No.</td>
<td></td>
</tr>
</tbody>
</table>

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.

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

(Signature Over Printed Name)

Position

Date

Part III. Assessment and Review

Regulation Division: | Cash Division:
| Assessed by: | Amount : O.R. No.: |
| Date : | Date : |
| Remarks : | Issued by : |

Reviewed by:

Chief, Regulation Division

Date:

Part IV. Action taken by the CPD Council

<table>
<thead>
<tr>
<th></th>
<th>Accreditation No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Deferred pending compliance</td>
<td></td>
</tr>
<tr>
<td>Disapproved due to</td>
<td></td>
</tr>
</tbody>
</table>

Chairperson

Member | Member

Date: |
PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

Step 1. Secure Application Form at Regulation Division of any of the PRC Regional Offices, 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 Regulation Division of any of the PRC Regional Offices for review and assessment.

Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager’s Check or Bank Draft payable to Professional Regulation Commission) of Five Thousand Pesos (₱ 5,000.00). No applicable fees for government agencies and instrumentalities.

Step 5. Submit Application Form with attached supporting documents and photocopy of the Official Receipt to Regulation Division of any of the PRC Regional Offices.

Step 6. Verify your application after 14 working days from time of submission at CPD Division by calling telephone number (+632) 8810-84-15 (PRC-PICC) or email at cpdd.applications@gmail.com.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

**Individual/Single Proprietor**

- [ ] Valid Professional ID Card of the proprietor which shall be of the same profession that he/she is applying for.
- [ ] Resume which include, among others, relevant educational background, current employment, profession, principal area of professional work and number of years in the practice of the regulated profession
- [ ] Profile which include Mission, Vision, Core Values and if any, a list with details of previous training programs and activities conducted
- [ ] List with details and photographs with captions of training equipment and facilities
- [ ] Three-Year Annual Plan of proposed CPD Programs
- [ ] Instructional Design for the first program
- [ ] Authenticated DTI Certificate of Registration
- [ ] Authenticated BIR Certificate of Registration and Tax Clearance
- [ ] Affidavit of Undertaking (Annex "B-3")
- [ ] Mayor’s or Business Permit
- [ ] Notarized copy of JVA or MOU or MOA, if applicable

**Firm/Partnership/Corporation**

- [ ] Company Profile with Mission, Vision, Core Values and if any, list with details of previous training programs conducted
- [ ] List of officers with valid Professional ID Card (if licensed professional)
- [ ] List with details and photographs of with captions of training equipment and facilities
- [ ] Three-Year Annual Plan of proposed CPD Programs
- [ ] Instructional Design for the first program
- [ ] Appointment paper from the managing partner authorizing the subject partner to manage CPD programs; or Board Resolution/Secretary’s Certificate of a Corporation authorizing an officer to manage CPD Programs
- [ ] Authenticated SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws
- [ ] Authenticated BIR Certificate of Registration and Tax Clearance
- [ ] Mayor’s or Business Permit
- [ ] Affidavit of Undertaking (Annex “B-3”)
- [ ] Notarized copy of JVA or MOU or MOA, if applicable

**Government Institution/Agency**

- [ ] Copy of charter or Republic Act establishing the agency
- [ ] Three-Year Annual Plan of proposed CPD Programs
- [ ] Instructional Design for the first program
- [ ] Office Order or its equivalent from the head of Agency appointing its officer to manage the CPD program and activities

ANNEX “B-1”

**Renewal**

- [ ] Three-Year Consolidated Report to include the following:
  - [ ] List of CPD programs and activities for the last three (3) years
  - [ ] Updated list with details and photographs with captions of training equipment and facilities
  - [ ] Audited Financial Report
  - [ ] Three-Year Annual Plan of proposed CPD Programs with the corresponding Instructional Design
  - [ ] Updated General Information Sheet for Corporation or Partnership
  - [ ] Amended Articles of Incorporation or Partnership and their respective By-laws, if there are changes
  - [ ] Appointment paper from the managing partner authorizing the subject partner to manage CPD programs; or Board Resolution/Secretary’s Certificate of a Corporation authorizing an officer to manage CPD programs; or Office Order or its equivalent from the Head of Government Agency appointing its officer to manage the CPD programs, if there are changes
  - [ ] Affidavit of Undertaking (Annex “B-3”)

Additional Requirements:

- [ ] Short brown envelope for the Certificate of Accreditation
- [ ] Two (2) sets of metered documentary stamps worth Twenty-Five Pesos (₱ 25.00) each to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)
- [ ] Soft copy of the application including supporting documents in PDF format saved in flash drive.

Note:

1. Representativeness filing application/s for accreditation and claiming the Certificate of Accreditation on behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
2. The period for processing the application is 14 working days.
3. If additional requirement/s is/are needed, a period of 10 working 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.
4. The Articles of Incorporation/Partnership shall include as one of its purposes the training and development of professionals, or in the case of commercial or industrial, provides for the training and development of its own professionals.
5. The CPD Council shall have the right to specify additional requirements if deemed necessary and appropriate.
**APPLICATION FOR ACCREDITATION AS FOREIGN CPD PROVIDER**

**CPD COUNCIL OF/FOR**

- New
- Renewal

<table>
<thead>
<tr>
<th>Accreditation No.</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part I. Applicant Information**

**Name of Applicant/Provider:**

**Classification:**
- [ ] Individual/Single Proprietor
- [ ] Firm/Partnership/Corporation
- [ ] Others

**Address:**

<table>
<thead>
<tr>
<th>Office Telephone No.</th>
<th>Fax No.</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Landline No.</th>
<th>Mobile No.</th>
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<tbody>
<tr>
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</tbody>
</table>

**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.

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

---

**Signature Over Printed Name**

**Position**

**Date**

**Part III. Assessment and Review**

**Regulation Division:**

<table>
<thead>
<tr>
<th>Assessed by</th>
<th>Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Cash Division:**

<table>
<thead>
<tr>
<th>Amount</th>
<th>O.R. No.</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

**Reviewed by:**

<table>
<thead>
<tr>
<th>Chief, Regulation Division</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part IV. Action taken by the CPD Council**

- [ ] Approved
- [ ] Deferred pending compliance
- [ ] Disapproved due to

---

**Chairperson**

**Member**

**Member**

**Date**
PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (FOREIGN)

Step 1. Secure Application Form at Regulation Division of any of the PRC Regional Offices, or download at PRC website (www.prc.gov.ph).

Step 2. Fill-out Application Form and comply the required documents. (Provide one (1) set for receiving copy).

Step 3. Proceed to Regulation Division of PRC Central Office 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 (₱ 8,000.00). SWIFT CODE of PRC with LandBank documents. (Provide one (1) set for receiving copy).

Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to Regulation Division of any of the PRC Regional Offices.

Step 6. Verify application after 14 days from date of submission at CPD Division (Central Office) by calling telephone number (+632) 8810-84-15 (PRC-PICC), or email at cpdd.applications@gmail.com

CHECKLIST OF REQUIREMENTS

Supporting Documents

<table>
<thead>
<tr>
<th>INITIAL</th>
<th>RENEWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Company Profile with Mission, Vision, Core Values and if any, list and details of previous training activities conducted</td>
<td>[ ] Three-Year Consolidated Report to include the following:</td>
</tr>
<tr>
<td>[ ] Proof of Registration of its creation in the country/state of the applicant which must be duly authenticated by the Philippine Embassy/Consulate in the said country/state and accompanied by an official English translation thereof / Apostile</td>
<td>( ) List of CPD programs and activities for the last three (3) years</td>
</tr>
<tr>
<td>[ ] List of officers with valid Professional ID Card (if licensed professional)</td>
<td>( ) Updated list with details and photographs with captions of training equipment and facilities</td>
</tr>
<tr>
<td>[ ] List with details and photographs with captions of training equipment and facilities</td>
<td>[ ] Three-Year Annual Plan of proposed CPD Programs with the corresponding Instructional Design</td>
</tr>
<tr>
<td>[ ] Annual Plan of CPD programs and activities with the corresponding Instructional Design</td>
<td>[ ] Updated General Information Sheet for Corporation or Partnership or its equivalent</td>
</tr>
<tr>
<td>[ ] Appointment paper (or its equivalent) from the managing partner authorizing the subject partner to manage CPD programs; or Board Resolution/Secretary’s Certificate of a Corporation to represent the Company and manage CPD programs</td>
<td>[ ] Amended Articles of Incorporation or Partnership and their respective By-laws, if there are changes</td>
</tr>
<tr>
<td>[ ] Affidavit of Undertaking subscribed and sworn before Philippine Embassy/Consulate in the country/state of the applicant</td>
<td>[ ] Appointment paper from the managing partner authorizing the subject partner to manage CPD programs; or Board Resolution/Secretary’s Certificate of a Corporation authorizing an officer to manage CPD programs; or Office Order or its equivalent from the Head of Government Agency appointing its officer to manage the CPD programs, if there are changes</td>
</tr>
<tr>
<td>[ ] Philippine representative</td>
<td>[ ] Affidavit of Undertaking (Annex “B-3”)</td>
</tr>
</tbody>
</table>

If the applicant is under a Joint Venture Agreement (JVA) or Memorandum of Understanding/Agreement (MOU/MOA) with local entities, the Local CPD provider (Annex “B-1”) shall be used.

Additional Requirements

| [ ] Short brown envelope for the Certificate of Accreditation |
| [ ] Two (2) sets of metered documentary stamps worth Twenty-Five Pesos (₱ 25.00) each to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices) |
| [ ] Soft copy of the Application including supporting attachments in PDF format saved in flash drive |

Note:
1. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation on behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.

2. The period for processing the application is 14 working days.

3. If additional requirement/s is/are needed, a period of 10 working 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.

4. The CPD Council shall have the right to specify additional requirements if deemed necessary and appropriate.
CPD COUNCIL OF/FOR

I, _________________________________, of legal age, with office address at _________________________________, representing or duly authorized to represent _________________________________, after having been duly sworn, hereby depose and state that in connection with the application of _________________________________ as CPD Provider, I shall:

1. comply with the requirements of RA 10912, the IRRs and these guidelines;
2. carry out the functions and roles, and take responsibilities as CPD Provider;
3. undertake at least one (1) accredited CPD program within a year from the issuance of the accreditation and every year thereafter;
4. ensure that the CPD program and activities conducted meet the criteria set forth by the CPD Council of _________________________________;
5. religiously observe the approved CPD program in the conduct thereof;
6. submit authentic and correct documents in support of this application and complete reports required by the CPD Council; and
7. be fully aware of the grounds for disqualification, suspension, cancellation or non-renewal of accreditation as CPD Provider.

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 __________________________
ANNEX "B-4"

Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD COUNCIL OF/FOR __________________________

<table>
<thead>
<tr>
<th>Part I. General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Provider:</td>
</tr>
<tr>
<td>Accreditation No.:</td>
</tr>
<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>Contact No.:</td>
</tr>
<tr>
<td>Date of Application:</td>
</tr>
</tbody>
</table>

Proposed Program:
- [ ] Conference
- [ ] Convention
- [ ] Forum
- [ ] Seminar
- [ ] Workshop
- [ ] Training Program
- [ ] Online Learning
- [ ] Educational/Study Tour
- [ ] Others:

Title of the Program:

Date to be offered:
Duration:
Time:

Venue and Address:
No. of times program to be conducted:

Course Description:

Objectives:

Number of Target Participants:
Registration fee to be collected:

<table>
<thead>
<tr>
<th>Part II. Acknowledgment</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

(Signature Over Printed Name)
Position
Date

<table>
<thead>
<tr>
<th>Part III. Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulation Division:</td>
</tr>
<tr>
<td>Assessed by:</td>
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<tr>
<td>Date:</td>
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<td>Remarks:</td>
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<tr>
<th>Cash Division:</th>
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<tbody>
<tr>
<td>Amount:</td>
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<td>Date:</td>
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<tr>
<td>Issued by:</td>
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<table>
<thead>
<tr>
<th>Part IV. Action taken by the CPD Council</th>
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</thead>
<tbody>
<tr>
<td>[ ] Approved for ______ credit units</td>
</tr>
<tr>
<td>Accreditation No.</td>
</tr>
<tr>
<td>[ ] Deferred pending compliance</td>
</tr>
<tr>
<td>[ ] Disapproved due to</td>
</tr>
</tbody>
</table>

Chairperson

Member:
Date:
Member:
Date:
PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

Step 1. Secure application form at Regulations Division of any of the PRC Regional Offices or download at PRC website (www.prc.gov.ph).

Step 2. Fill-out Application Form and attach supporting documents listed hereunder. Provide one (1) set for receiving copy.

Step 3. Proceed to Regulations Division of any of the PRC Regional Offices for checking and assessment.

Step 4. If the assessment is favorable, pay prescribed fee of One Thousand Pesos (P 1,000.00) per program offering. Government agencies and instrumentalities offering CPD Programs free of charge, do not have to pay a fee. If not favorable, go back to Step 3.

Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to Regulations Division of any of the PRC Regional Offices, at least fifteen (15) working days prior to offering.

Step 6. Follow-up the application ten (10) working days after submission at CPD Division (Central Office), telephone numbers (+632) 8810-84-15 (PRC-PICC), or email at cpdd.applications@gmail.com

CHECKLIST OF REQUIREMENTS

Supporting Documents

- Instructional Design as prescribed by the relevant Board.
- Program of Activities showing time/duration of topics/workshop and resource persons with position and office, and evaluation period.
- Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives set.
- Resume of resource persons relevant to CPD program applied for.
- Photo copy of valid Professional Identification Card of resource persons if registered professional. Otherwise, submit photocopy of government-issued or company Identification Card.
- Valid Special Temporary Permit if the resource person is a foreigner and if engagement is more than three (3) days or there is physical contact with patients in the case of medical and allied professions.
- Breakdown of expenses for the conduct of the CPD program.
- For Online Learning, Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.)

Additional Requirements

- Short brown envelope for the Certificate of Accreditation
- One (1) set of metered documentary stamps worth Twenty-Five Pesos (P 25.00) each to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)
- Soft copy of the Application including supporting attachments in PDF format saved in flash drive.

Note:

1. Application for accreditation should be filed 15 working days before the offering of the program/training.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation on behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative. In the case of national organizations with chapters/councils, endorsement from the national board.
3. The period for processing the application is 10 working days, subject to the stipulations in these guidelines.
4. If additional requirement/s is/are needed, a period of another 10 working 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.
5. The CPD Council shall have the right to specify additional requirements if deemed necessary and appropriate.
**PROGRAM TITLE:**


**PROGRAM DESCRIPTION:**


**PROGRAM OBJECTIVES/LEARNING OUTCOMES:**

<table>
<thead>
<tr>
<th>Specific Objectives of the Program</th>
<th>Learning Outcomes per Topic</th>
<th>Topics To Be Discussed / Resource Person¹</th>
<th>Time Allotment For Each Topic</th>
<th>Teaching Methods and Aids Needed For Each Topic</th>
<th>Evaluation Method or Tools To Be Used to Measure the Program Objectives²</th>
</tr>
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¹Attach Program of Activities and Resume of Resource Person

²Attach Evaluation Tool.

**REMARKS:**


Prepared by: ____________________________ Date: ____________________________

**TO BE DETERMINED BY THE CPD COUNCIL:**

I. PROGRAM LEVEL:  □ BASIC  □ ADVANCED  □ HIGHLY ADVANCED

II. APPROVED CREDIT UNITS: ____________________________
Professional Regulation Commission

RESUME OF RESOURCE PERSON

CPD COUNCIL OF/FOR ____________________________

☐ Principal  ☐ Alternate  ☐ Substitute

### Part I. Personal Circumstances

<table>
<thead>
<tr>
<th>Name:</th>
<th>Nickname:</th>
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<tbody>
<tr>
<td>Residence Address:</td>
<td>Contact Details</td>
</tr>
<tr>
<td>Business Address:</td>
<td></td>
</tr>
<tr>
<td>Nationality/Citizenship:</td>
<td></td>
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</tbody>
</table>

**Note:** The CPD Council shall be informed of any change/s on resource person/s at least 10 days before the CPD program offering. Substitute resource person may submit this duly accomplished form three (3) days from the completion of the CPD program.

### Part II. Track Record

<table>
<thead>
<tr>
<th>Major Competency Areas</th>
<th>Specialization</th>
<th>Sub-Specialization</th>
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</thead>
<tbody>
<tr>
<td>Relevant Seminars/Training Programs Conducted in the last five (5) years</td>
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<tr>
<td>Relevant Seminars/Training Programs Attended in the last five (5) years</td>
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### Part III. Education and Employment

<table>
<thead>
<tr>
<th>Educational Background</th>
<th>Name of School/University</th>
<th>Address</th>
<th>Inclusive Dates</th>
<th>Degree Earned</th>
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</thead>
<tbody>
<tr>
<td>College</td>
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<tr>
<td>Post-Graduate</td>
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</table>

**Work Experience:**

<table>
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<tr>
<th>Position</th>
<th>Agency/Company</th>
<th>Inclusive Dates</th>
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</thead>
</table>

| Five (5) most recent | |

[RECENT 2X2 PICTURE (color photo with white background)]
## Part IV. Other Relevant Information

<table>
<thead>
<tr>
<th>Profession/s</th>
<th>License No.</th>
<th>Issued on:</th>
<th>Valid until:</th>
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<tbody>
<tr>
<td>AIPO Membership</td>
<td>National/Chapter</td>
<td>Position</td>
<td>Date</td>
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<table>
<thead>
<tr>
<th>Other Major Affiliations (Professional, Civic)</th>
<th>National/Chapter</th>
<th>Position:</th>
<th>Date</th>
</tr>
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</table>

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.

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

[Electronically paste here your scanned PRC ID for professionals or other government-issued or company ID]

__________________________
Signature Over Printed Name

__________________________
Date
LETTER OF INTENT AND RESUME OF MONITOR OR EVALUATOR

CPD COUNCIL OF/FOR ______________________

☐ Monitor ☐ Evaluator

Part I. Letter of Intent

(Date)

The Chairperson
CPD Council of/for ______________________
Professional Regulatory Board of/for ________
Professional Regulation Commission (PRC), Pasay City

Dear Sir/Madam:

In line with the implementation of RA 10912, otherwise known as “The Continuing Professional Development Act of 2016”, may I respectfully signify my intention to act and/or be assigned as CPD Monitor/Evaluator under the CPD Council of ________________________

Rest assured that I shall abide by the pertinent rules and regulations of the PRC and shall carry out the functions, roles and responsibilities that are inherent to the job/position. Please be informed that I am also fully aware that the Commission, through the Board or the Council, may terminate my services on such ground/s stipulated under the RA 10912, the implementing rules and regulations, and the operational guidelines.

Hereunder is my abridged resume which I attest is true and correct to the best of my knowledge. I also agree to the PRC Privacy Notice, thus, I am giving my consent to the collection and processing of my personal data in accordance thereto.

For the kind consideration of the Council. Thank you.

(Signature over printed name)

Part II. Abridged Resume

Name: Nickname:

Residence Address: Contact Details
Landline No.: Mobile No. 1:
Business Address: Mobile No. 2:
Email Add.:

Citizenship: Date of Birth: Gender:

Educational Background: Name of School/University Address Degree Earned/Date Recognition (if any)

College

Master’s / Doctorate
<table>
<thead>
<tr>
<th>Specialization:</th>
<th>Sub-Specialization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Electronically paste here your scanned PRC ID (relevant to the profession applied for Monitor)]</td>
<td>[Electronically paste here your scanned PRC ID (relevant to the profession applied for Monitor)]</td>
</tr>
</tbody>
</table>

FRONT

PART III. Action taken by the CPD Council

Approved by:

__________________________
Chairperson

__________________________
Member

__________________________
Member

Date: ________________________
ANNEX "B-8"

Professional Regulation Commission

MONITORING REPORT

CPD COUNCIL OF/FOR ________________

<table>
<thead>
<tr>
<th>Name of Provider:</th>
<th>Provider Accreditation No:</th>
<th>Expiration Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title of the Program:</th>
</tr>
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<table>
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<tr>
<th>Date/s:</th>
<th>Venue:</th>
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<table>
<thead>
<tr>
<th>Credit Units Initially Given:</th>
<th>Program Accreditation No:</th>
<th>Date Approved:</th>
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</thead>
</table>

**Evaluation of Program:** (Indicate the topics and time per activity, use separate sheet if needed)

<table>
<thead>
<tr>
<th>Approved Program of Activities</th>
<th>Actual Program of Activities</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Frame</td>
<td>Topic</td>
<td>Speaker</td>
</tr>
</tbody>
</table>

Compliant
Non-Compliant
<table>
<thead>
<tr>
<th>Total Number of Participants (Please attach the Attendance Sheets):</th>
<th>Master/s of Ceremonies:</th>
</tr>
</thead>
</table>

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<tr>
<th>Observations/Findings with relevant photos/videos:</th>
<th>Recommendations (To be presented consistent with the Observations/Findings):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Monitored by:</th>
<th>Concurred by:</th>
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</thead>
<tbody>
<tr>
<td>(Signature Over Printed Name) CPD Monitor</td>
<td>(Signature Over Printed Name) CPD Provider's Authorized Representative</td>
</tr>
<tr>
<td>Date and Time</td>
<td>Date and Time</td>
</tr>
</tbody>
</table>
CPD COUNCIL OF/FOR ________________

Part I. General Information
Name of Provider:

Provider Accreditation No.: Expiry Date:

Contact Person: Designation:

Contact No. 1:
Contact No. 2:

Part II. Program Accreditation
Title of the Program:

Program Accreditation No.: Date of Accreditation:

Date Started: Date Completed:

Venue:

Total Number of Participants: Date Applied:

Executive Summary:

Proceedings (This part must include the following: relevant information, issues and concerns, records of discussion during the open forum, among others.)

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.

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

Signature Over Printed Name

Position

Date
**PROCEDURE FOR THE SUBMISSION OF COMPLETION REPORT**

Step 1. Secure Completion Report Form at Regulations Division of any of the PRC Regional Offices, or download at PRC website (www.prc.gov.ph).

Step 2. Fill-out Completion Report Form and comply the required documents. (Please provide one (1) set for receiving copy.)

Step 3. Proceed to Regulations Division of any of the PRC Regional Offices for submission.

### CHECKLIST OF REQUIREMENTS

<table>
<thead>
<tr>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Hard and electronic copies of registration and/or attendance sheets (preferably in excel format); Registration Sheets must show the name of participants and guests, PRC License Number (if applicable), contact details and signature while the attendance sheet shall include the name of participants, license numbers, expiry date and signature</td>
</tr>
<tr>
<td>[ ] Actual program of activities with the list and profile of lecturers/resource persons and information about any deviation from the approved program.</td>
</tr>
<tr>
<td>[ ] Lecture materials</td>
</tr>
<tr>
<td>[ ] Summary of evaluation of resource persons in tabular form</td>
</tr>
<tr>
<td>[ ] Summary of evaluation of learning of the participants</td>
</tr>
<tr>
<td>[ ] Financial Report</td>
</tr>
<tr>
<td>[ ] Relevant photographs</td>
</tr>
<tr>
<td>[ ] Souvenir magazine, if available</td>
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<tr>
<td>[ ] Others</td>
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</tbody>
</table>

Note:

1) The Completion Report must be submitted within 30 calendar days after the CPD program offering and must include the Monitor's Report.

2) The CPD Council shall have the right to specify additional requirements if deemed necessary and appropriate.
Title of the Program: 
Date: 
Venue: 

<table>
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<tr>
<th>NO.</th>
<th>NAME</th>
<th>SIGNATURE</th>
<th>MOBILE PHONE NUMBER</th>
<th>E-MAIL ADDRESS</th>
<th>PRC LICENSE NO.</th>
<th>EXPIRY DATE (DD/MM/YYYY)</th>
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</table>

Certified Correct by:
(Signature Over Printed Name)
CPD Program Monitor

Date and Time:

Concurred by:
(Signature Over Printed Name)
CPD Provider's Authorized Representative

Date and Time:
CPD COUNCIL OF/ FOR

Title of the Program:

Date : Venue :

Topic/s: Time: Room:

<table>
<thead>
<tr>
<th>NO.</th>
<th>NAME</th>
<th>SIGNATURE</th>
<th>PRC LICENSE NO.</th>
<th>EXPIRY DATE (DD/MM/YYYY)</th>
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Certified Correct by:  
(Signature Over Printed Name)  
CPD Provider’s Authorized Representative  
Date and Time:  

Concurred by:  
(Signature Over Printed Name)  
CPD Provider’s Authorized Representative  
Date and Time:
NAME OF PROVIDER
ADDRESS
PROVIDER ACCREDITATION NO.

presents this
Certificate of Appearance

to

__________________________________________
(Name of Monitor)

for monitoring the CPD Activity/Program entitled "__________________________________________"
held on __________________ at ________________________________

Issued this ___ day of __________, 20___
at ____________________________________________

__________________________________________
(Name of CPD Coordinator of CPD Provider)

Program Accreditation No.: __________________________ Credit Units: ________________
**CPD COUNCIL OF/FOR __________**

### Part I. Personal Information

<table>
<thead>
<tr>
<th>Name:</th>
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<tr>
<td>Profession:</td>
<td>License No.:</td>
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<td>Date Issued:</td>
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<td>Residence Address:</td>
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<td>Company Name (if employed):</td>
<td>Position:</td>
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<td>Company Address:</td>
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</table>

### Part II. Nature of CPD Programs

<table>
<thead>
<tr>
<th>Formal</th>
<th>Non-Formal</th>
<th>Informal (Professional Work Experience)</th>
<th>Others</th>
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</table>

### 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.

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

(Signature Over Printed Name)

Position

Date

### Part IV. Assessment and Review

**Regulation Division:**
- Assessed by:
- Date:
- Remarks:

**Cash Division:**
- Amount:
- O.R. No.:
- Date:
- Issued by:

### Part V. Action taken by the CPD Council

- [ ] Approved
- [ ] Disapproved
- [ ] Deferred pending compliance

Credit Units Granted: ____________

(Signature of Chairperson)

Date:

Member

Member

Date: ____________
PROCEDURE FOR CREDITING ACTIVITIES THAT DID NOT GO THROUGH THE CPD COUNCIL FOR ACCREDITATION

Step 1. Secure Application Form at Regulation Division of any of the PRC Regional Offices 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 Regulation Division of any of the PRC Regional Offices 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 (₱ 500.00).

Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to Regulation Division of any of the PRC Regional Offices.

Step 6. Verify your application after 15 working days from time of submission at CPD Division (Central Office) by calling telephone number (+632) 8810-84-15 (PRC-PICC) or email at cpdd.applications@gmail.com.

CHECKLIST OF REQUIREMENTS

Supporting Documents

[ ] Refer to Annex “A” of this Resolution and/or Resolution No. 1208 (s. 2019) for supporting documents

Additional Requirements

[ ] Short brown envelope for the Certificate of Accreditation

[ ] Two (2) sets of metered documentary stamps worth Twenty-Five Pesos (₱ 25.00) each to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

[ ] Soft copy of the Application including supporting attachments in PDF format saved in flash drive.

Note:

1. Representative/s filing application/s for accreditation and claiming the Certificate of Credit Units Earned on behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.

2. The period for processing the application is 15 working days.

3. If additional requirement/s is/are needed, a period of 10 working 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.

4. The CPD Council shall have the right to specify additional requirements if deemed necessary and appropriate.
Certificate

Presented to

NAME

as

ROLE

(if Resource Person, include the topic discussed or presented)

on the

TITLE OF THE PROGRAM

VENUE

DATE OF CONDUCT

PROGRAM ACCREDITATION NUMBER

APPROVED CREDIT UNITS

SIGNATURE OVER PRINTED NAME

(DESIGNATION)
CPD COUNCIL OF/FOR ________________________________

AUTHORIZATION

The CPD Council of ________________________________ has authorized

________________________ (NAME)

as CPD Monitor for the Accredited Program as specified below:

<table>
<thead>
<tr>
<th>Name of Provider</th>
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<tbody>
<tr>
<td>Title of Program</td>
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<td>Program Accreditation No.</td>
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<td>Date of Event/Duration</td>
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<td>Venue</td>
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<td>Approved CPD Credit Units</td>
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Issued on the ___ day of ____________, 20__ at Professional Regulation Commission, Manila, Philippines.

________________________
Chairman, CPD Council of ________________________________
Accreditation
Refers to the formal or official approval granted to a person, an organization or a program, upon meeting essential requirements of achievement standards, including qualifications or unit(s) of a qualification, usually for a particular period of time, as defined by an accrediting agency.¹

Accreditation Number
Refers to the number assigned to an accredited CPD provider and accredited CPD programs.²

Advanced learning activity
Refers to a formal, non-formal or informal program designed to enable the participant to acquire knowledge and skill in a specialized or multidisciplinary field of study for professional practice. This type of program may be considered for CPD accreditation.

AIPO/APO
Refers to the Accredited Integrated Professional Organization or the Accredited Professional Organization in a given profession.³

Article
An individual item on a particular subject in a newspaper, magazine, or journal.

ASEAN Mutual Recognition Arrangement (ASEAN MRA)
Refers to a regional arrangement entered into by the ASEAN Member States predicated on the mutual recognition of qualifications, requirements met, licenses and certifications granted, experience gained by the professional in order to enhance mobility of professional services within the region.⁴

ASEAN Qualifications Reference Framework (AQRF)
Refers to the common reference framework that will function as a translation device to enable comparisons of qualifications cross ASEAN member states.⁵

Assessment
The act of judging or deciding the amount, value, quality or importance of something or the judgement or decision that is made.⁶

Assessment of learning outcomes
Refers to the evaluation of student understanding of the learning outcomes of the lesson. It provides information about what a student should know or be able to do as a result of the learning experience. Examples of assessment tools: 1. Written or oral questioning; 2. Writing impressions that include: information that surprised you; new learning acquired; questions that were not answered; Information you can use your job. 3. Making creative projects that demonstrate learning such as posters, role playing, student presentations, etc.

Author
Person(s) or organization(s) responsible for the creation of a written work.

Awards
A prize or recognition that is given on the basis of meritorious achievement. Some of such awards are: outstanding achievement award, hall of fame ward, lifetime achievement award, etc.

Bandwidth
The amount of data that can be transmitted in a fixed amount of time. For digital devices, it is usually expressed in bits per seconds (bps) or bytes per second. For analog devices, it is expressed in cycles per second or Hertz (Hz).⁷

Basic learning activity
Refers to a formal, non-formal or informal program designed to enable the participant to acquire a broad and coherent knowledge and skill in the field of study for professional practice. This type of training program shall not be accredited as a CPD program.

Book
A relatively lengthy work, often on a single topic with several chapters. It may be in print or electronic in format.

¹ Section 3(a), Article 1 of Republic Act No. 10912
² Section 3.3.1, Rule II of PRC Resolution No. 1032 (s. 2017)
³ Section 3 (b), Article 1 of Republic Act No. 10912
⁴ Section 3 (d), Article 1 of Republic Act No. 10912
⁵ Section 3 (c), Article 1 of Republic Act No. 10912
⁷ Section 1 (a), PRC Resolution No. 1207 (s2019)
Calamity
A bad event such as storms, flooding, fire, and earthquakes that causes damage and suffering. See also Disaster.

Career development
The process of learning and improving your skills so that you can do your job better and progress to better jobs. 8

Certificate
A document formally attesting that something has been accomplished such as a certificate of attendance or participation or qualification. Note: Please refer to Annex “B-13” for the generic form of the certificate.

Certificate of Registration (COR)
Refers to the document issued by the PRC signifying that the person named therein has complied with all the legal and procedural requirements for such issuance, including in appropriate cases, passing the licensure examination or registration without examination. The COR shall be evidence of the authority of its holder to practice the profession, together with all the rights and privileges incidental thereto. 9

Colloquium
A pre-arranged informal meeting for consultation or exchange of information or discussion at which specialists/experts deliver talks on a topic or on related topics and then answer questions relating to them. 10

Competence
An ability that extends beyond the possession of knowledge and skills, which include cognitive, functional, personal and ethical competence. 11

Competency
Refers to the capability to apply or use a set of knowledge, skills, and abilities required to successfully perform and implement critical work functions or tasks in a defined work setting. 12

Conference
A large formal meeting at which there are groups of talks and open fora on a particular theme.

Consultancy
An activity where an individual gives expert advice to an institution, agency or organization on a particular subject or situation.

Continuing Professional Development (CPD)
Refers to the inculcation of advanced knowledge, skills and ethical values in a post-licensure specialization or in an inter or multi-disciplinary field of study, for assimilation into professional practice, self-directed research and/or lifelong learning. 13

Convention
A large meeting of a group of people who have similar interests or type of work such as a political party or an association.

Corporate Social Responsibility (CSR)
A management concept whereby companies integrate social and environmental concerns in their business operations and interaction with their stakeholders. 14 These include outreach and extension services.

CPD accredited activity
Learning activities such as online training, local/international seminars/non-degree courses, institution/company-sponsored training programs, and the like, offered by accredited CPD providers and which were accredited by the CPD Council.

CPD Council
Refers to a body created to promote and ensure the continuous improvement of professionals, in accordance with the national, regional and international standards of practice. 15

CPD credit unit
Refers to the amount of learning that can be transferred to a qualification achieved from formal, informal or non-formal learning setting, wherein credits can be accumulated to predetermined levels for the award of a qualification. 16

CPD program
Refers to a set of learning activities accredited by the CPD Council such as workshops, technical lectures or subject matter meetings, non-degree training lectures and scientific meetings, modules, tours and visits, which equip the

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9 Section 3.6, Rule 1 of PRC Resolution No. 1032 (s2017)
10 Section 1.4.3, PRC Resolution No. 1197 (s2019)
11 Section 3 (e), Article 1 of Republic Act No. 10912
12 Section 3.8, Rule 1 of PRC Resolution No. 1032 (s2017)
13 Article 3 (f), Article 1 of Republic No. Act 10912
14 http://www.unido.org
15 Section 3 (g), Article 1 of Republic Act No. 10912
16 Section 3 (h), Article 1 of Republic Act No. 10912
professionals with advanced knowledge, skills and values in specialized or in an inter- or multidisciplinary field of study, self- directed research and/or lifelong learning.\textsuperscript{17}

**CPD provider**
Refers to a natural or juridical person accredited by the CPD Council to conduct CPD Programs.\textsuperscript{18}

**Creative work**
A tangible manifestation of works such as poetry, stories, music, software, invention, paintings and other art works including digital and multi-media artworks.

**Credit hours**
Refer to the number of hours a participant spends to master a specified skill or learning outcome for an hour seminar/symposium/workshop, etc.\textsuperscript{19}

**Diagnostic assessment**
Refers to a method used to establish personal development needs with evidence of prior learning

**Data Privacy Act of 2012**
Short title for Republic Act No. 10173. An Act Protecting Personal Information in Information and Communication Systems in the Government and the Private Sector, Creating for this Purpose a National Privacy Commission and for Other Purposes.

**Diploma program**
Refers to either a:
(a) Program offered by an institution of higher learning which require baccalaureate or post-baccalaureate degree/s for admission; or
(b) Program offered by any authorized agency for non-baccalaureate degree/s.\textsuperscript{20}

**Disaster**
An event causing great harm, damage or suffering.\textsuperscript{21} See also Calamity.

**Doctoral degree**
The highest degree in any discipline given by a university, conferring the title doctor.

**Editor**
A person or group responsible for compiling and editing the writings of others into a single information source such as a journal or magazine.

**Evaluation tools**
See assessment of learning outcomes.

**Evaluator**
Someone whose job is to judge the quality, importance, amount or value of something.\textsuperscript{22}

**Exhibit**
An object that is shown to the public in a museum, etc.\textsuperscript{23}

**Extension services**
A program of teaching and training selected communities by a college or university to enable its members to acquire knowledge and skills pertinent to their needs.

**Facilitator**
One who makes processes or workshop procedures flow easily.

**Feedback**
Information or statements of opinion about something, such as a new product, that can tell you if it is successful or liked.\textsuperscript{24}

**Formal learning**
Refers to educational arrangements such as curricular qualifications offered by higher education institutions (HEIs) and which lead to granting of diplomas and qualifications.

**Formative**
Refers to the time when someone or something is starting to develop in character.\textsuperscript{25}

**Highly-advance learning activity**
Refers to a formal, non-formal or informal program designed to enable the participant to acquire knowledge and skill in a highly specialized and/or complex multidisciplinary field of study for professional practice. This type of program may be considered for CPD accreditation.

\textsuperscript{17} Section 3 (i), Article I of Republic Act No. 10912
\textsuperscript{18} Section 3 (j), Article 1 of Republic Act No. 10912
\textsuperscript{19} Section 1.4.4 of PRC Resolution No. 1197 (s2019)
\textsuperscript{20} Section 3.14, Rule I of PRC Resolution No. 1032 (s2017)
\textsuperscript{21} Cambridge Dictionary. https://dictionary.cambridge.org/dictionary/english/disaster
\textsuperscript{22} Cambridge Dictionary. https://dictionary.cambridge.org/dictionary/english/evaluator
\textsuperscript{23} Cambridge Dictionary. https://dictionary.cambridge.org/dictionary/english/exhibit
\textsuperscript{24} Cambridge Dictionary. https://dictionary.cambridge.org/dictionary/english/feedback?
q=Feedback
\textsuperscript{25} Cambridge Dictionary. https://dictionary.cambridge.org/dictionary/english/formative
In-service training
Training that is given to employees during the course of employment.\textsuperscript{26}

Informal learning
Learning that occurs in daily life assessed, through the recognition, validation and accreditation processes (RVA), and which can contribute to a qualification.\textsuperscript{27} In some cases the term experiential learning is used to refer to informal learning that focuses on learning from experience.\textsuperscript{26}

Instructional design
Refers to the creation of instructional materials, modules or lessons. The process consists of determining the needs of the learners, defining the end goals and objectives of instruction, designing and planning assessment tasks, and designing teaching and learning activities to ensure the quality of instruction.\textsuperscript{29}

Invention
Refers to any technical solution to a problem in any field activity which is new, involves an innovative step and is industrially applicable.\textsuperscript{30}

ISI
The Institute for Scientific Information (ISI) was founded by Eugene Garfield in 1960. It was acquired by Thomson Scientific & Healthcare in 1992, became known as Thomson ISI and now is part of the Intellectual Property & Science business of Thomson Reuters. ISI offered bibliographic database services. Its specialty: citation indexing and analysis, a field pioneered by Garfield. It maintains citation databases covering thousands of academic journals, including a continuation of its longtime print-based indexing service the Science Citation Index (SCI), as well as the Social Sciences Citation Index (SSCI), and the Arts and Humanities Citation Index (AHCI). All of these are available via ISI’s Web of Knowledge database service (“Institute for Scientific Information”, 2013).\textsuperscript{31}

Learning outcomes
Refer to what a learner can be expected to know, understand and/or demonstrate as a result of a learning experience.\textsuperscript{32}

Lifelong learning
Refers to learning activities undertaken throughout life for the development of competencies and qualifications of the professional.\textsuperscript{33}

Magazine
A publication issued periodically containing non-scholarly articles on various topics. It is usually heavily illustrated.

Master’s degree
A degree that is given to a student by a college or university usually after one or two years of additional study following a bachelor’s degree.

Mode of assessment
A system whereby the quality of work of a professional is judged or measured.

Mode of Delivery
Methods of developing and delivering online learning. These include asynchronous, synchronous, hybrid or blended and competency-based online courses.

Moderator
One who manages situations to help others state their own ideas and enable the group and the audience reach a decision. Example: one who moderates a panel discussion is a moderator.

Module
One of several parts of a training program to be completed in a particular sequence.

Monitor
A person to observe or check on the accredited training program.

Monograph
A short book on a single topic usually written by an expert or specialist in the field. It can be part of a series issued under one collective title.

Newspaper
A periodical or serial issued daily and sometimes with different editions in a day or weekly such as community newspapers. They usually contain news, editorials and articles of current or local interest.

\textsuperscript{27} Section 3 (i), Article 1 of Republic Act No. 10912
\textsuperscript{29} IGI-Global. https://www.igi-global.com/chapter/citation-based-indicators-in-evaluation-of-quality-and-performance-of-research-and-researchers/113115
\textsuperscript{31} Section 3 (m), Article 1 of Republic Act No. 10912
\textsuperscript{32} Section 3 (n), Article 1 of Republic Act No. 10912
Non-CPD accredited activities
Self-directed learning activities such as online training, 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 credit units by the respective CPD Council.

Non-formal learning
Learning that has been acquired in addition or alternatively to formal learning, which may be structured and made more flexible according to educational and training arrangements; It could be either accredited or non-accredited (self-directed).

Notional learning hours
Refer to the number of hours a participant spends, on the average, to master a specified skill or learning outcome. It also involves the preparation time like pre-activity readings and research, as necessary.

Online learning activities
Structured or unstructured learning initiatives, which make use of the internet and other web-based Information and Communications Technology solutions.

Online continuing professional development program
A form of instruction that takes place completely on the Internet. It involves a variety of multimedia elements, including graphics, audio, video, and web-links, which all can be accessed through one's Internet browser.

Pamphlet
A small booklet that is less than 100 pages or leaflet containing information or arguments about a single topic.

Panelist/Reactor
A member of a panel or group of selected persons for judging, discussing, etc.

Participant
One who joins or takes part in an activity.

Patent
A government license giving sole right to a person for his invention for a given period.

Pathways and equivalencies
Refer to mechanisms that provide access to qualifications and assist professionals to move easily and readily between the different education and training sectors, and between these sectors, and the labor market, through the Philippine Credit Transfer System.

Peer reviewer
An expert in a field who reviews books or articles submitted for publication.

Philippine Qualifications Framework (PQF)
Refers to the quality assured national system for the development, recognition and award of qualifications at defined levels, based on standards of knowledge, skills and values, acquired in different ways and methods by learners and workers.

Platform
A group of technologies that are used as a base upon which other applications, processes or technologies are developed.

Policy
A set of ideas or a plan of what to do in particular situations that has been agreed to officially by a group of people, a business organization or a political party.

Portfolio
A collection of drawings, designs or other papers that represent a person's work.

Post-graduate academic studies
Refer to Master's or doctoral degree/s, diploma/s or certificate/s earned after the completion of a baccalaureate degree or course from a school, college or university, or other institutions recognized by pertinent government bodies.

Poster
A large printed picture, photograph or notice that you stick or pin to a wall or board usually for decoration or to advertise something.

Prior learning
A person's skills, knowledge and competencies that have been acquired through work experience, training, independent study, volunteer activities and

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34 Section 3 (o), Article 1 of Republic Act No. 10912
35 Section 3.21, Rule I of PRC Resolution No. 1032 (s2017)
36 Section 1 (c), PRC Resolution No. 1207 (s2019)
37 Section 3 (q), Article 1 of Republic Act No. 10912
38 Section 3 (f) of PRC Resolution No. 1207 (s2019)
39 Section 3 (q), Article 1 of Republic Act No. 10912
40 Section 3 (o), Article 1 of Republic Act No. 10912
41 Section 1 (d) of PRC Resolution No. 1207 (s2019)
43 Section 3.24, Rule 1 of PRC Resolution 1032 (s2017)
hobbies, that may be applied for academic credit, as a requirement of a training program or for occupational certification.\textsuperscript{45}

**Professional**
Refers to a person who is registered and licensed to practice a regulated profession in the Philippines and who holds a valid Certificate of Registration and Professional Identification Card (PIC) from the Professional Regulation Commission.\textsuperscript{46}

**Professional activity**
Refers to activity which promotes and facilitates enhancement of knowledge, skills and values as a professional.\textsuperscript{47}

**Professional Identification Card (PIC)**
Refers to the document bearing the registration number, dates of issuance and expiry, duly signed by the Commission Chairperson issued to a registered professional upon payment of the registration fee for three (3) years.\textsuperscript{48}

**Professional Regulation Commission (PRC)**
Refers to the government agency responsible for the administration, implementation and enforcement of regulatory policies on the regulation and licensing of various professions and occupations under its jurisdiction.\textsuperscript{49}

**Professional Regulatory Board (PRB)**
Refers to a body created by law, decree and other issuance pursuant to laws to regulate a specific profession or group of professions.\textsuperscript{50}

**Professional work experience**
Refers to any participation that a professional gains while working in a specific field.\textsuperscript{51}

**Professorial chair**
Refers to an academic position awarded to a member of a faculty at the tertiary level who has distinguished himself/herself in the field of expertise.\textsuperscript{52}

**Publication**
Creative work in print, electronic format or multimedia format of an individual/organization issued by a publisher usually in multiple copies for sale to the general public

**Qualification**
Refers to a status gained after a person has been assessed to have achieved learning outcomes or competencies in accordance with the standard specified for a qualification title, and is proven by a document issued by a recognized agency or body.\textsuperscript{53}

**Quality assurance**
Refers to planned and systematic processes that provide confidence in the design, delivery and award of qualifications within an education and training system, and is a component of quality management that is focused on ensuring that quality requirements will be fulfilled.\textsuperscript{54}

**Recognition of informal learning**
Refers to the outcome resulting from the assessment of experiential learning measured against external standards, requirements or criteria.\textsuperscript{55}

**Research and development**
Work directed toward the innovation, introduction, and improvement of products and services.

**Resource person**
A lecturer, speaker, presenter, panelist, reactor, analyst in a specialized field or the like in a seminar or similar activity.

**Scopus**
Scopus is a source-neutral abstract and citation database curated by independent subject matter experts. Scopus indexes content from 24,600 active titles and 5,000 publishers which are rigorously vetted and selected by an independent review board, and uses a rich underlying metadata architecture to connect people, published ideas and institutions.\textsuperscript{56}

**Self-Directed activities**
Refer to learning activities such as online training, local/international seminar/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 credit

\textsuperscript{45} Section 3(s), Article 1 of Republic Act No. 10912
\textsuperscript{46} Section 3 (t), Article 1 of Republic Act No. 10912
\textsuperscript{47} Section 1.3 of PRC Resolution No. 1197 (s 2019)
\textsuperscript{48} Section 3.27, Rule I of PRC Resolution No. 1032 (s2017)
\textsuperscript{49} Section 3.28 of PRC Resolution No. 1032 (s2017)
\textsuperscript{50} Section 3.29 of PRC Resolution No. 1032 (s2017)
\textsuperscript{51} Section 3.30 of PRC Resolution No. 1032 (s2017)
\textsuperscript{52} Section 3.31 of PRC Resolution No. 1032 (s2017)
\textsuperscript{53} Section 3 (u), Article 1 of Republic Act No. 10912
\textsuperscript{54} Section 3 (v), Article 1 of Republic Act No. 10912
\textsuperscript{56} Section 3.34, Rule I of PRC Resolution No. 1032 (s2017)
\textsuperscript{57} https://www.elsevier.com/solutions/scopus
units by the respective CPD Council. These activities are driven by one's need and motivation to learn either through a professional activity or volunteer engagement.

Seminar
A meeting of a group of people with a teacher or expert for training, discussion, or study on a particular subject.

Socio-Civic activities
Programs that enhance the well-being of citizens and the society in general.

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.

Study tour
A trip taken by a group of people in order to observe and learn something.

Summative assessment
Evaluation of learning, skills acquisition at the conclusion of an instructional period or professional work experience.

Technical report
A paper written to describe a research study in a specific field.

Tutorial
(A mode of teaching that) provides practical information about a specific subject (e.g. teach be example and supply the information to complete a certain task) via face-to-face or Intent to an individual or a small group.

Validation
Refers to the result of the assessment of the individual's learning outcomes and may result in a certificate or diploma.

Video-on-demand
CPD programs that are filmed then uploaded for consumption after the fact.

Volunteer engagement
Refers to activity done under the ambit of social responsibility, which may or may not directly involve the practice of profession, but may help in the development of the professional in the social milieu.

Webinar
CPD programs that are broadcasted live over the Internet.

Workshop
A method of teaching where participants are grouped together in smaller groups to discuss a topic in detail or gain practical experience in the use of a resource.