



**CONTINUING PROFESSIONAL DEVELOPMENT COUNCIL OF  
OCCUPATIONAL THERAPY  
Resolution No. 02  
Series of 2021**

**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 Occupational Therapy **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 Occupational Therapists:**

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

<p>Self-study which may include, but not limited to:</p> <ol style="list-style-type: none"> <li>1. Reading of books, journal articles, magazines, and similar materials (whether in print or electronic)</li> <li>2. Participation in online courses</li> <li>3. Viewing of educational videos (online or offline)</li> <li>4. Participation in symposia, fora related to practice issues</li> </ol>	Variable	<p>Practice what has been learned</p> <p>Examples:</p> <ol style="list-style-type: none"> <li>1. Proper use of PPE</li> <li>2. Infection Prevention &amp; Control</li> <li>3. Ethics and telehealth</li> <li>4. Government policies related to public health and safety during the pandemic</li> <li>5. Alternative modes of service delivery</li> <li>6. Financial literacy and management for occupational therapists during crises.</li> <li>7. Meditation as a tool for maintaining mental health during the pandemic</li> <li>8. Gardening/Horticulture as an occupation/means towards personal health and growth, as well as contributing to sustainability initiatives</li> </ol>	Activities in their work as occupational therapists	<p>Maximum of 5 CPD credit units per activity.</p> <p>Narrative report (using template provided) on what has been learned and how this has been applied to one's practice as an occupational therapist/health care professional.</p> <p>Photographs, videos (of application of the learning) and/or certificate of participation</p>
Participation in socio-civic activities aimed at assisting efforts	Variable	Contribute positively as an occupational	Initiatives/projects/programs that help mitigate the effects	Maximum of 5 CPD credit units per activity.

<p>related to the public health emergency/pandemic (as an occupational therapist or health professional).</p>		<p>therapist or health professional to socio-civic activities that assist efforts related to the public health emergency/pandemic. This may include, but not limited to:</p> <ol style="list-style-type: none"> <li>1. Being a resource speaker or panellist</li> <li>2. Authoring (or co-authoring) professional texts/material</li> <li>3. Membership in relevant committees</li> </ol>	<p>of the public health emergency/pandemic at different levels (i.e., individual to community to population; local to regional to national)</p>	<p>Narrative report (using template provided) on what has been done/contributed and how this is related to one's profession; what has been learned; and how this has been applied to one's professional practice.</p> <p>Photographs, videos (of participation in or application of the learning activity) and/or certificate of participation of participation (from relevant persons, organizations or agencies)</p>
<p>Leadership, management, and advocacy</p>	<p>Variable</p>	<p>Lead or manage an occupational therapy or health initiative, program, project or similar activities related to the public health emergency/pandemic. This may include, but not limited to:</p> <ol style="list-style-type: none"> <li>1. Being a resource speaker, panellist, or consultant</li> <li>2. Authoring (or co-authoring) professional texts/material (including relevant policies, regulations,</li> </ol>	<p>Leadership or management of an initiative, program, project or similar activities related to the public health emergency/pandemic</p>	<p>Maximum of 5 CPD credit units per activity.</p> <p>Narrative report (using template provided) on what has been led or managed (and how it is related to the public health emergency/pandemic; how one's competencies as an occupational therapist has been used); what has been learned; and how this learning has been applied to one's professional practice.</p> <p>Photographs, videos (of application of the learning activity)</p>

		professional statements) 3. Leadership in relevant committees 4. Innovative work (e.g. drafting & publishing a triage algorithm)  Advocate for the interests of individuals, groups or populations that are affected		and/or certificate of participation (from relevant persons, organizations or agencies)
Other activities deemed relevant or could be given CPD credit units.				As may be approved by the CPD Council

**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:

<b>REQUIRED COMPETENCY</b>	<b>ACTIVITIES OF PROFESSIONAL THAT FACILITATED ACHIEVEMENT OF REQUIRED COMPETENCY</b>	<b>LEARNING OUTCOME/ RESULTING LEARNING</b>	<b>CREDIT UNITS EARNED AND DOCUMENTARY REQUIREMENTS</b>
			<i>Maximum of 30% of the Required Credit units per renewal cycle</i>
Application of current evidence on assessment approaches & strategies in one's practice.	Online learning activities (e.g. webinars, online courses) Critically appraising journal articles as they relate to one's practice Mentored experience (online or where permitted, in-person) Provision of services to clients	Application of current evidence on assessment to one's practice	5 credit units Certificate of participation in webinars, in-person courses, mentored experience  Narrative report (maximum of 200 words) on what was learned and how it was applied to one's practice.
Application of current evidence-	Online learning activities (e.g.	Application of current evidence on	5 credit units

based intervention strategies in one's practice.	webinars, online courses) Critically appraising journal articles as they relate to one's practice Mentored experience (online or where permitted, in-person) Provision of services to clients	intervention to one's practice	Certificate of participation in webinars, in-person courses, mentored experience  Narrative report (maximum of 200 words) on what was learned and how it was applied to one's practice.
Demonstration of leadership & advocacy (at different levels-- e.g. community-based, regional, national) related to the mitigation of challenges brought about by the health crisis/pandemic.	Participation in initiatives related to the mitigation of challenges brought about by the health crisis/pandemic— whether as leader or participant Serving as resource person for activities like public education on the pandemic (e.g. in-service or to the community at large)	Application of skills set as an occupational therapist as a leader or participant in initiatives related to the mitigation of challenges brought about by the health crisis/pandemic	5 credit units Certificate of participation or role in initiative or project  Narrative report (maximum of 200 words) on what was learned and how it was applied to one's practice.
Other activities deemed relevant or could be given CPD credit units.	Engagement in research either as investigator/author or as participant Reviewer/Evaluator of research/research proposals or projects related to the role of occupational therapy in the health crisis/pandemic		As may be approved by the CPD Council (maximum of 5 credit units)

\* **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 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 **16<sup>th</sup>** day of **February**, 2021 in Pasay City, Philippines.

**CONTINUING PROFESSIONAL DEVELOPMENT COUNCIL OF  
OCCUPATIONAL THERAPY**



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Chairman



**THEA SHEILA OCHEDA-ALONTO**  
Member



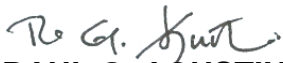
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Approved by:

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