

**1. What is Republic Act No. 10912?**

- Republic Act No. 10912, otherwise known as the “Continuing Professional Development (CPD) Act of 2016”, is an act which requires CPD as the mandatory requirement for the renewal of Professional Identification Card of all registered and licensed professionals under the regulation of the PRC.

**2. When was the Law enacted and what is its date of effectivity?**

- The CPD Act lapsed into Law on July 21, 2016 and it took effect on August 16, 2016.

**3. When is the implementation of R.A. No. 10912?**

- The implementation of R.A. No. 10912 started on March 15, 2017, upon the effectivity of Resolution No. 1032 or the Implementing Rules and Regulations (IRR) of R.A. No. 10912.

**4. What is CPD Credit Units?**

- CPD Credit Units refer to the value of an amount of learning achieved from formal, informal or non-formal learning including professional work experience wherein credit units can be accumulated to predetermined levels for the award of a qualification.

**5. Is CPD a mandatory requirement in the Renewal of Professional License and Accreditation System for the Practice of Professionals?**

- The CPD is hereby made as mandatory requirement in the renewal of the Professional Identification Cards (PICs) of all registered and licensed professionals under the regulation of the Commission.

**6. What is PRC Resolution No. 2019-1146, series of 2019?**

- The Commission recognized the need to address issues and concerns by revisiting the pertinent provision of the IRR of the CPD Act of 2016 and as a result of the consultations with the stakeholders, the Commission finds it necessary to provide a transition period that will enable the Commission and stakeholders to complete antecedent requirements for the efficient implementation of the provisions of the CPD Act of 2016. Thus, The Commission issued Resolution No. 2019-1146, entitled “Amending Relevant Provisions of Resolution No. 1032 (s. 2017) otherwise known as the “Implementing Rules and Regulations (IRR) of Republic Act No. 10912.

**7. How may credit units are required for a professional to renew his/her PIC?**

- Required CPD Credit Units for the renewal of PIC during the transition period:

**TABLE 1 – REQUIRED CPD CREDIT UNITS  
(FOR THE RENEWAL OF PROFESSIONAL IDENTIFICATION CARD)**

PROFESSION	REQUIRED CPD CREDIT UNITS	SENIOR CITIZEN/PWD			
		60 and above	65 and above	66 and above	70 and above
ACCOUNTANCY			15		
AERONAUTICAL ENGINEERING			15		
AGRICULTURE			15		
AGRICULTURAL AND BIOSYSTEMS ENGINEERING	15		10		
ARCHITECTURE	15		10		
CHEMICAL ENGINEERING			15		
CHEMISTRY		MAY OPT TO SUBMIT A BRIEF NARRATION OF THEIR PROFESSIONAL WORK EXPERIENCE			
CHEMISTS	15				
CHEMICAL TECHNICIAN	10				
CIVIL ENGINEERING	15		10		
CRIMINOLOGY			15		
CUSTOMS BROKERS			15		
DENTISTRY					
Dentists	15		10		
Dental Technologists	9		6		
ELECTRICAL ENGINEERING					
PEE			15		
REE			15		
RME			10		
ELECTRONICS ENGINEERING					
PECE			15		
ECE			15		
ECT			10		
ENVIRONMENTAL PLANNING	15	15	10		
FISHERY TECHNOLOGY		STARTING 2021			
FY 2020	10				
FY 2021	15	15		10	5
FORESTRY	15		10		
GEODETIC ENGINEERING	15		9		
GEOLOGY	15		10		5
GUIDANCE AND COUNSELING	15		10		
INTERIOR DESIGN	15		5 (with minimum of 20 years of practice)		
LANDSCAPE ARCHITECTURE	15		6		
LIBRARIANS	15		10		
MASTER PLUMBERS					
FY 2020	10		8		6
FY 2021 (onwards)	15		10		9
MECHANICAL ENGINEERING					

PME		15	
RMEE		15	
CPM		10	
MEDICAL TECHNOLOGY			
Registered Medical Technologists (RMTs)	15		12
Medical Laboratory Technicians (MLTs)	10		8
MEDICINE	15		10
METALLURGICAL ENGINEERING	15		10
MIDWIFERY			
FY 2020			10
FY 2021			15
MINING ENGINEERING			15
NAVAL ARCHITECTURE			15
NURSING	15		10
NUTRITION-DIETETICS			15
OCCUPATIONAL THERAPY			15
OPTOMETRY	15		10
PHARMACY	15		5
PHYSICAL THERAPY			15
PROFESSIONAL TEACHERS			15
PSYCHOLOGY			15
RADIOLOGIC TECHNOLOGY			
Radiologic Technologists	15	60-64 years old	65 years old and above
X-Ray Technologists	10	10	5
		6	4
REAL ESTATE SERVICE	15		5
	per license		per license
Accredited RE Salesperson			5
RESPIRATORY THERAPY			15
SANITARY ENGINEERING			15
SOCIAL WORKERS			45
VETERINARY MEDICINE			15

#### 8. Who are not covered by the CPD Requirement?

- During the transition period, the following are not covered by the CPD requirement:
  - a. Professionals working overseas. However, they need to provide proof such as valid Certificate of Employment or Overseas Employment Certificate duly approved by POEA.
  - b. Newly licensed professionals for the first renewal cycle (3 years) after obtaining their license.

**9. What shall not be covered during this transition period?**

- Where Professional Regulatory Laws (PRLSs) of covered professions require compliance with specific number of CPD Credit Units for the renewal of the PIC.
- Where the professional intends to practice the profession in countries covered by bilateral, regional or international agreements in which CPD is a recognition and eligibility requirement, such as the ASEAN Mutual Recognition Agreements (MRAs).

**10. Are Senior Citizens exempted from CPD Requirement?**

- No. The Law does not provide any exemption from CPD compliance for the renewal of Professional Identification card. Please refer to Table 1.

**11. Under PRC Resolution No. 1032, who may apply as CPD Provider?**

- A natural or juridical person may apply as CPD Provider.

**12. What are the requirements for accreditation?**

- The checklist of documentary requirements is found on the application forms which can be found on the PRC website at [www.prc.gov.ph](http://www.prc.gov.ph).

**13. How does the applicant file an application?**

- The applicant shall register to CPDAS website: [www.cpdas.prc.gov.ph](http://www.cpdas.prc.gov.ph) or if inaccessible, try to access through 122.53.86.252, fill in the required information, upload the required documents, and pay the required processing fee, if there is any.

**14. What is CPDAS?**

- CPDAS or the Continuing Professional Development Accreditation System is the online platform adopted by the Commission as of October 1, 2021 for applications for accreditation as a CPD Provider, of CPD programs, and of self-directed learning activities.

**15. Can PRC Regional Offices accept manual applications?**

- CPD applications can only be submitted through the CPDAS.

**16. How much is the processing fee for the application for accreditation as CPD Provider, of CPD Program, and for Self-Directed and/or Lifelong Learning?**

<b>Application for Accreditation</b>	<b>Prescribed Fee</b>
Local CPD Provider	P 5, 000.00
Foreign CPD Provider	P 8, 000.00
CPD Program	P 1,000.00 per offering
Self-directed and/or Lifelong Learning	P 500.00 per application

**17. What are the payment options for CPDAS transactions?**

- After the successful application, the applicant has the option to pay through: PRC Cashier or Paymaya.

**PRC Cashier** - Pay personally at the Cashier of the chosen PRC Regional Office within 24 hours, afterwards, proceed to the Regulation Office of the said Regional Office to submit the Official Receipt for encoding.

**Paymaya** - The applicant will be directed to an external portal wherein he shall encode the needed data for the payment of the transaction, the applicant can use debit or credit card. Any error met during this process will invalidate the whole process and the applicant shall re-apply. Payment shall be made right after the submission of application.

**18. How long is the validity of accreditation for CPD Providers?**

- The accreditation of CPD Provider is valid for three (3) years.

**19. When shall the Accredited CPD Provider file its CPD Program?**

- CPD Providers shall apply for the accreditation their CPD Program at least fifteen (15) days prior to the conduct of the program.

**20. When will the CPD Program earn CPD credit units?**

- After evaluation of the concerned CPD Council of the CPD Program, the CPD credit units will be given.

**21. When will the Certificate of Accreditation of CPD Provider be released?**

- After the evaluation of the CPD Council.

**22. Under the Self-Directed Learning and/or Lifelong Learning track, what do you mean when you say that the prescribed fee is ₱ 500.00 per application?**

- A professional shall collate all activities he/she has undergone or attended to from a non-CPD Provider three (3) years prior to the renewal of his/her Professional Identification Card (PIC) and apply one time to the concerned CPD Council. The CPD Council will convert such activities to CPD Credit Units and the professionals will be entitled to a Certificate of Credit Units Earned.

**23. What is the turnaround time for processing CPD applications?**

Application for Accreditation	Processing Period
CPD Provider	14 days, 3 hrs. and 35 minutes
CPD Program	14 days, 3 hrs. and 35 minutes

Self-Directed Learning and/or Lifelong	19 days, 3 hours and 35 minutes
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**24. Will the professional regulatory boards issue operational guidelines?**

- Yes. All professional regulatory boards will issue their own Operational Guidelines (OG) during this transition period as may be pertinent and applicable to their respective profession.

**25. What activities are covered by CPD?**

**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).

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

\* 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.

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

\* 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.

PROGRAM / ACTIVITIES / ROLE / OUTPUT	APPROVED CREDIT UNITS (CU)	SUPPORTING DOCUMENTS
<b>3.1. Research and Development</b>	10 CUs <i>if more than one researcher, divide equally among them.</i>	Research Report
<b>3.2. Extension</b>	CU assigned by the CPD Council	Certification from agency/community and Copy of Training Program
<b>3.2.1. Demonstration Services</b>		
<b>3.2.2. Training Services</b>		
<b>3.2.3. Advisory Services</b>		
<b>3.2.4. Information Dissemination</b>		
<b>3.3. Socio-Civic Activities</b>	CU assigned by the CPD Council	Photos and Certification from agency/community
<b>3.3.1. CSR Related to the Profession</b>		
<b>3.3.2. Community-Related Services</b>		
<b>3.4. Creative Works</b>	Full CU for compliance period	Certified Copy of Patent, Utility Models, Certificate or Certification from Intellectual Property Office
<b>3.4.1. Inventions</b>		
<b>3.4.2. Publication</b>		

<b>3.4.2.1. Article Published in a Refereed / Peer Reviewed Professional Journal published in the last 10 years</b>			
<b>3.4.2.1.1. Author</b>	10-20 CU Local	Copy of published article in professional journals and Table of contents.	
	30 CU Indexed in Scopus or ISI and other recognized international scholarly indexing journal	Copy of published article in professional journals, Table of contents and Proof of indexing.	
	<i>For multiple authors, divide CU equally among them.</i>		
<b>3.4.2.1.2. Peer Reviewer</b>	4 CU per article	Invitation from the publisher to review such article	
<b>3.4.2.2. Literary Work / Article in Magazine / Newspaper/ Newsletter published within the compliance period.</b>			
<b>3.4.2.2.1. Author</b>	5 CU per article. <i>For multiple authors, divide CU equally among them.</i>	Published article	
<b>3.4.3. Pamphlet / Monograph / Book (including revised editions) published in the last 5 years</b>			
<b>3.4.3.1. Author</b>	20 CU for single author for pamphlet (less than 100 pages)	40 CU for single author for book or monograph (more than 100 pages)	Copy of published pamphlet/book/monograph
	<i>For multiple authors(e.g. book chapter authors), divide CU equally among them.</i>		
<b>3.4.3.2. Editor</b>	CU for single editor for pamphlet (less than 100 pages)	CU for single editor for book or monograph (more than 100 pages)	
	<i>For multiple authors, divide CU equally among them.</i>		
<b>3.4.4. Module / Training Materials Development (including online materials)</b>	5 CU per module	Copy of module and evaluation	
<b>3.4.5. Technical Paper</b>	CU assigned by the CPD Council <i>For published paper, see 3.4.2.1 publication</i>	Copy of the technical paper; <i>For published paper, see 3.4.2.1 publication</i>	
<b>3.4.6. Other Creative Works</b>	CU assigned by the CPD Council	Copy of the product / design / photograph	



<b>3.5. Tutorial/Coaching and Mentoring/ Accrediting and Evaluating HEIs Programs</b>	CU assigned by the CPD Council	Report including the process in the conduct of coaching and mentoring and result.
<b>3.6. Policy Development</b>	CU assigned by the CPD Council	Report including the policy formulation / Certification from employer / Acknowledgement of Policy Submission.
<b>3.7. Consultancy</b>	CU assigned by the CPD Council	Consultancy Report / Certificate of Appointment as Consultant/
<b>3.8. Monitoring and Evaluation</b>		
<b>3.8.1. Monitor</b>	twice the number of approved CU for the program	Monitoring Report, Certificate of Appearance, and Authority to Monitor issued by PRC
<b>3.8.2. Evaluator</b>	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.

<b>SECTOR</b>	<b>APPROVED CREDIT UNITS (CU)</b>	<b>SUPPORTING DOCUMENTS</b>
<b>4.1 Government</b>	Assigned by the CPD Council	<p><b>Diagnostic Assessment –</b>            establish personal development needs with evidence of prior learning.</p> <ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Certification of performance from direct supervisor or client/self-declaration for the self-employed.</li> </ul> <p><b>Formative Assessment –</b>            monitor the progress of an individual's learning and establish that learning has occurred.</p> <ul style="list-style-type: none"> <li>• Photo documentation with brief write-up</li> <li>• Reference letter from supervisor</li> <li>• Performance appraisal from employer.</li> <li>• Certification of performance from direct supervisor or client/self-declaration for the self-employed.</li> </ul> <p><b>Summative Assessment –</b>            To measure the learning outcomes and demonstration of evidence or application of such learning.</p>
<b>4.2 Business/Private</b>		
<b>4.3 Academe</b>		
<b>4.4 Civil Society</b>		

		<b>Documentary Evidence</b> Portfolio which demonstrates acquisition of knowledge, skills and values and application with appropriate degree of independence.
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**IV. SUCH OTHER ACTIVITIES TO BE RECOMMENDED BY THE CPD COUNCIL AND APPROVED BY THE BOARD AND THE COMMISSION**

26. Are there any specific Matrix of CPD activities or additional CPD activities prescribed to other professions?

- It depends per profession. A guide hereunder is provided:

<b>PROFESSION</b>	<b>OPERATIONAL GUIDELINES during Transition Period</b>	<b>GENERAL/SPECIFIC /ADDITIONAL MATRIX OF CPD ACTIVITIES</b>
Accountancy	Board Resolution No. 2019-73	General Matrix of CPD Activities
Aeronautical Engineering	Board Resolution No. 2019-01	Specific Matrix of CPD Activities
Agricultural and Biosystems Engineering	Board Resolution No. 2019-04	Specific Matrix of CPD Activities
Agriculture	Board Resolution No. 2019-05	General Matrix of CPD Activities
Architecture	Board Resolution No. 2019-07	Specific Matrix of CPD Activities
Chemical Engineering	Board Resolution No. 2019-05	Specific Matrix of CPD Activities
Chemistry	Board Resolution No. 2019-10	Specific Matrix of CPD Activities
Civil Engineering	Board Resolution No. 2019-06	Specific Matrix of CPD Activities
Criminology	Board Resolution No. 2019-05	Specific Matrix of CPD Activities
Customs Broker	Board Resolution No. 2019-01	Specific Matrix of CPD Activities
Dentistry	Board Resolution No. 2019-24	General Matrix of CPD Activities
Electrical Engineering	Board Resolution No. 2020-02	General Matrix of CPD Activities
Electronics Engineering	Board Resolution No. 2019-06	General Matrix of CPD Activities
Environmental Planning	Board Resolution No. 2019-06	Specific Matrix of CPD Activities
Fisheries	Board Resolution No. 2019-03	Specific Matrix of CPD Activities
Forestry	Board Resolution No. 2019-02	General CPD Activities
Geodetic Engineering	Board Resolution No. 2020-01	Specific Matrix of CPD Activities
Geology	Board Resolution No. 2019-02	Specific Matrix of CPD Activities
Guidance & Counseling	Board Resolution No. 2019-02	General Matrix of CPD Activities
Interior Design	Board Resolution No. 2019-03	Specific Matrix of CPD Activities
Landscape Architecture	Board Resolution No. 2019-03	Specific Matrix of CPD Activities

Librarian	Board Resolution No. 2019-05	Specific Matrix of CPD Activities
Master Plumbing	Board Resolution No. 2019-04	Specific Matrix of CPD Activities
Mechanical Engineering	Board Resolution No. 2020-06	General Matrix of CPD Activities
Medical Technology	Board Resolution No. 2019-10	Specific Matrix of CPD Activities
Medicine	Board Resolution No. 2020-15(B)	Specific Matrix of CPD Activities
Metallurgical Engineering	Board Resolution No. 2019-02	Specific Matrix of CPD Activities
Midwifery	Board Resolution No. 2019-06	Specific Matrix of CPD Activities
Mining Engineering	*	General Matrix of CPD Activities
Naval Architecture and Marine Engineering	Board Resolution No. 2020-05	General Matrix of CPD Activities
Nursing	Board Resolution No. 2019-21	General Matrix of CPD Activities
Nutrition and Dietetics	Board Resolution No. 2020-01	Specific Matrix of CPD Activities
Occupational Therapy	Board Resolution No. 2019-13	Specific Matrix of CPD Activities
Optometry	Board Resolution No. 2020-02	Specific Matrix of CPD Activities
Pharmacy	Board Resolution No. 2019-67	Specific Matrix of CPD Activities
Physical Therapy	Board Resolution No. 2019-12	Specific Matrix of CPD Activities
Professional Teachers	Board Resolution No. 2019-31	General Matrix of CPD Activities
Psychology	*	General Matrix of CPD Activities
Radiologic Technology	Board Resolution No. 2019-07	General Matrix of CPD Activities
Real Estate Service	Board Resolution No. 2020-08	General Matrix of CPD Activities
Respiratory Therapy	Board Resolution No. 2020-01	Specific Matrix of CPD Activities
Sanitary Engineering	Board Resolution No. 2020-02	Specific Matrix of CPD Activities

\*For issuance.

Note: All Operational Guidelines of various professions can be downloaded from the PRC website, [www.prc.gov.ph](http://www.prc.gov.ph).

**27. What are the major areas of CPD Activities for the professionals?**

- Compliance with the required CPD credit units per Major Area of CPD Activities is hereby suspended. Professionals may earn credit units from any of the Major Areas of CPD activities, during the transition period.

**28. Is there a ceiling for Credit Units under Self-Directed and/or Lifelong Learning track?**

- Yes. Only a maximum of 30% SDL CPD Units (Non-formal activities) of the total required for compliance may be credited for renewal of the PIC (PRC Resolution No. 1197, s. 2019, Guidelines on Self-Directed Learning Creditable Activities).

**29. Is there a Matrix of CPD-SDL Activities for CPD Units?**

- Granting of CPD Credit Units using Credit Hours or Notional Learning Hours is left to the discretion of the CPD Council, to include such other activities as may be

approved by the CPD Council.

NATURE OF ACTIVITY	CREDITABLE ACTIVITY	HOURS	SUPPORTING DOCUMENTS
Professional Activity (Participation or Attendance)	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Seminar/Workshop/Colloquium</li> <li>• In-service Training</li> <li>• Webinar, Tutorial</li> </ul>	Credit Hours	Certificate of Attendance and Program or Narrative Report
	<ul style="list-style-type: none"> <li>• Study Tour/Plant Visit</li> <li>• Exhibit</li> <li>• Poster Presentation</li> <li>• Program/Module Development</li> <li>• Publication</li> <li>• Invention</li> <li>• Consultancy</li> <li>• Recognition/Award/Title</li> </ul>		Notional Learning hours
Volunteer Engagement (Socio-Civic)	<ul style="list-style-type: none"> <li>• Medical Mission/Outreach Program</li> <li>• Environmental Initiative</li> <li>• Livelihood Program</li> <li>• Disaster/Calamity Assistance</li> <li>• Services to worthy projects</li> <li>• CSR projects</li> </ul>		