



Republic of the Philippines
Professional Regulation Commission
Manila



**CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COUNCIL OF
PSYCHOLOGY**

**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 Psychology **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 the Local and Overseas Filipino Psychologist and Psychometrician:

ACTIVITY	DURATION	LEARNING OUTCOMES	APPLICABILITY	CPD CREDIT UNITS EARNED
		<i>By the end of the activity, the professional should be able to:</i>	<i>The professional can apply the information or experience gathered to:</i>	<i>Maximum of 30 % of the required CPD Credit Units for the renewal cycle and Documentary Requirement/s</i>
Creation and Management of Podcasts and Blogs on mental health	Variable	Have gathered and summarized key points about mental	Apply the learned key points to self and share them virtually	Maximum of 10 CUs per material upon submission of:

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

		health in the present times		<ul style="list-style-type: none"> Professional Profile Information materials Assessment of integrity of materials and supervisor evaluation (for psychometricians only)
Psychology-Oriented Webinar Hosting/Moderating	Variable	Have developed skills in hosting and moderating webinars	Summarize the major points presented in the webinar and their usage	<p>2 CUs upon submission of:</p> <ul style="list-style-type: none"> Professional Profile Certification from Sponsoring Organization Copy of the Program Screenshot
Learning about telepsychology, its methodology, benefits, and limitations, availability, efficiency, appropriateness, and the ethical and technical issues involved.	12 hours	Have identified the strengths and limitations of the digital platform in various aspects of psychology	Maximize the ethical and beneficial use of technology in psychology	<p>Maximum of 7 CUs upon submission of:</p> <ul style="list-style-type: none"> Bibliography of materials read Summary of Contents 200-word narrative of significant learnings
Watching TV programs and videos focused on developing, physical, cognitive-emotional, social, spiritual, financial well-being	Variable	Have gathered material that they can use for improving themselves and helping others	Use the materials for improving and/or expanding the scope of their practice	<p>Maximum of 2 CUs upon submission of:</p> <ul style="list-style-type: none"> Programs watched and dates Narrative of benefits to self and perceived benefits for mental health
Engagement in entrepreneurial activities	40 hours	Have discovered entrepreneurial activities and how they can be helpful in alleviating	Share his/her experiences and learnings with people who are looking for alternatives	<p>Maximum of 5 CUs upon submission of:</p> <ul style="list-style-type: none"> Description of entrepreneurial activity Significant learnings

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

		psychological concerns		<ul style="list-style-type: none"> • Photographs of engagement
Engaging in Self-Care Activities: <ul style="list-style-type: none"> • Relaxation Activities • Physical Exercises • Yoga, • Mindfulness Activities • Massage/Spa • Meditation • Dancing • Me-Time • Other self-care practices Involvement in Flow Activities <ul style="list-style-type: none"> • Cooking/Baking • Planting/Composting • Crafts work/painting • Reading • Composing songs • Writing Poetry 	40 hours	Have discovered the benefits of regular engagement in self-care activities on one's own physical and mental health	Use the self-care activities in improving outlook in life, in relating with others, and performing one's duties	Maximum of 5 CUs upon submission of: <ul style="list-style-type: none"> • Description, frequency and duration of activities • Narrative of benefits to self and perceived benefits for mental health • Photographs while engaged in activity or output/outcomes
Producing original instructional materials on Self-Care activities and Flow Experiences and uploading them	Variable	Have produced materials that can improve well-being of people	Use the instructional materials to help people improve their health and outlook in life	3 CUs per instructional material upon submission of: <ul style="list-style-type: none"> • Instructional material Goals and benefits of activities
Other activities deemed relevant by 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:

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

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

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

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

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

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

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

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

For the Local and Overseas Filipino Psychometrician:

ASSESSMENT	RECOGNITION: NEEDED COMPETENCY (Must be based on prior learning and needed competency on the job)	ENABLING COMPETENCY	RESULTS	CPD CREDIT UNITS EARNED
Diagnostic	<ul style="list-style-type: none"> Reviewing practices/activities, modifying/adapting them to the changed needs/demands of the times Examining which of the skills in interactions need adjustment in light of changed methods of working with clients 	<ul style="list-style-type: none"> Knowledge of the current skills, approaches and techniques for assessment, intervention and assessment Awareness of the demands brought about by the new normal 	Formulated plans on how to respond to the new needs and characteristics that have emerged from the COVID-19 phenomenon	5 CUs upon submission of: Written material on what they need to modify or add to their practice and the underlying reasons
Formative	<ul style="list-style-type: none"> Developing and applying the use of 	<ul style="list-style-type: none"> Ability to apply the evidenced-based skills, 	Established methods in practice using technology	5 CUs upon submission of:

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

	<p>technology in assessment</p> <ul style="list-style-type: none"> Discussing with experts regarding the new ethical principles that must guide evolving practice Conducting research 	<p>approaches, techniques</p> <ul style="list-style-type: none"> Familiarity with current ethics and awareness of what may need to be revisited and modified Know-how in use of technology 	<p>Comprehension of new/adjusted ethical principles for telepsychology work</p>	<ul style="list-style-type: none"> Details of what they have learned Applications
Summative	Collaborating with other allied professionals and government agencies	Use of technology and knowledge of skills, approaches, techniques and in dealing with the clientele	Confidence/competence in the ethical/effective use of technology in various facets of psychology work in the new normal	<p>Maximum of 30 % compliance within renewal period upon submission of:</p> <p>Narrative of learnings and experiences</p>
Summative	Constructing assessment tools	Knowledge and skills in construction of assessment tools	Constructed psychological assessment tool	<p>Maximum of 10 CUs upon submission of:</p> <p>assessment instrument with explanation of psychometric properties</p>
Any other task assigned by workplace				<p>Maximum of 20% of required CUs for compliance period</p>

For the Local and Overseas Filipino Psychologists:

ASSESSMENT	RECOGNITION: NEEDED COMPETENCY (Must be based on prior learning and needed competency on the job)	ENABLING COMPETENCY	RESULTS	CPD CREDIT UNITS EARNED
Diagnostic	<ul style="list-style-type: none"> Reviewing practices/activities; modifying/adapting them to the changed 	<ul style="list-style-type: none"> Knowledge of the current skills, approaches and 	Formulated plans on how to respond to the new needs and characteristics that have	<p>Maximum of 5 CUs upon submission of:</p> <p>Written material on what they need to modify</p>

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	<p>needs/demands of the times</p> <ul style="list-style-type: none"> Examining which of the skills, material and practices need adjustment in light of changed methods of working with clients 	<p>techniques for assessment, intervention and assessment</p> <ul style="list-style-type: none"> Awareness of the demands brought about by the new normal 	<p>emerged from the COVID-19 phenomenon</p>	<p>or add to their practice and the underlying reasons</p>
Formative	<ul style="list-style-type: none"> Developing and applying the use of technology in tele counseling/ teletherapy, supervision, assessment Discussing with experts regarding the new ethical principles that must guide evolving practice 	<ul style="list-style-type: none"> Ability to apply the evidenced-based skills, approaches, techniques Familiarity with current ethics and awareness of what may need to be revisited and modified Know-how in use of technology 	<p>Established methods in practice using technology Comprehension, of new/adjusted ethical principles for telepsychology work</p>	<p>5 CUs upon submission of:</p> <ul style="list-style-type: none"> Details of what they have learned Applications
Summative	<p>Actual</p> <ul style="list-style-type: none"> Counseling/ Psychotherapy Assessment Supervision of Psychometricians Providing professional consultancy services to clients Collaborating with other allied professionals and government agencies 	<p>Use of technology and knowledge of skills, approaches, techniques in dealing with the clientele</p>	<p>Confidence/ competence in the ethical/effective use of technology in various facets of psychology work in the new normal.</p>	<p>Maximum of 30 % compliance within renewal period upon submission of: Summary of experiences and learnings</p>
	<ul style="list-style-type: none"> Conducting online training 	<ul style="list-style-type: none"> Knowledge of training principles Presentation Skills Expertise in subject matter Ability to use technology effectively 	<p>Competent and effective running of training programs via the digital platform</p>	<p>Maximum of 10 CUs per training program/ topic upon submission of:</p> <ul style="list-style-type: none"> Training materials Details of dates of offering and participants
Summative	<ul style="list-style-type: none"> Constructing assessment tools 	<p>Knowledge and skills in</p>	<p>Conducted research/Constr</p>	<p>Maximum of 10 CUs per</p>

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	Conducting research	research/ test construction	ucted psychological test/assessment tool	assessment tool/research upon submission of: • Research Assessment/test instrument with explanation of psychometric properties
Summative	<ul style="list-style-type: none"> Designing psychoeducational materials and intervention modules 	Familiarity with psychological theory/principles Ability to put together materials in coherent psychoeducational materials and intervention modules	Coherent psychoeducational materials and intervention modules	Maximum of 10 CUS for each type of material upon submission of: psychoeducational and/or intervention modules with proper goals, procedure and references
Any other task assigned by workplace				Maximum of 20% of CUs required for compliance period

***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 2nd day of March, 2021 in Pasay City, Philippines.

CONTINUING DEVELOPMENT COUNCIL OF PSYCHOLOGY



IMELDA VIRGINIA G. VILLAR
Chairperson



MARIA CLAUDETTE A. AGNES
Member



RON R. RESURRECCION
Member

Approved by:

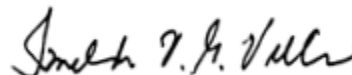
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