REVISED GUIDELINES ON THE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM FOR ALL REGISTERED AND LICENSED PROFESSIONALS

WHEREAS, Section 5 of Republic Act No. 8981, otherwise known as the "PRC Modernization Act of 2000", mandates that "[t]he Chairperson of the Commission, and the Commissioners as members thereof shall sit and act as a body to exercise general administrative, executive and policy-making functions of the Commission."

WHEREAS, Section 7(a) of R.A. No. 8981 empowers the Commission "[t]o administer, implement and enforce the regulatory policies of the national government with respect to the regulation and licensing of the various professions and occupations under its jurisdiction including the enhancement and maintenance of professional and occupational standards and ethics and the enforcement of the rules and regulations relative thereto";

WHEREAS, Section 7(c) of R.A. No. 8981 further provides for the Commission "[t]o review, revise and approve resolutions embodying policies promulgated by the Professional Regulatory Boards in the exercise of their powers and functions or in implementing the laws regulating their respective professions and other official actions on non-ministerial matters within their respective jurisdictions";

WHEREAS, to ensure the highest standards of professional practice and promote thereby the public interest in safeguarding life, health and property, the Commission through Resolution No. 2008-488 series of 2008 provides for a continuing professional education program for all regulated professions;

WHEREAS, the Commission has determined the need to revise the existing guidelines on the continuing professional education program to further institutionalize and standardize the guidelines and procedures for the implementation of the Continuing Professional Education/Development Program;

WHEREAS, pursuant to Office Order No. 2013-60 (Composition of the Committee on the Revision of the Continuing Professional Education Guidelines), a series of consultative meetings was conducted to adopt a revised set of guidelines on the Continuing Professional Education/Development which shall now be known as "Continuing Professional Development Program Guidelines" or the "CPD Guidelines".

NOW, THEREFORE, the Commission hereby RESOLVED, as it now RESOLVES, to issue and promulgate the "Revised Guidelines on the Continuing Professional Development for All Registered and Licensed Professionals", which provide as follows:

ARTICLE I
TITLE, RATIONALE, OBJECTIVES AND DEFINITION OF TERMS

SECTION 1. TITLE. - This Resolution shall be known as the Continuing Professional Development program Guidelines or the CPD Guidelines.
SECTION 2. RATIONALE. - The State recognizes the role of professionals in nation-building and provides for the sustained development of a reservoir of professionals under Section 14, Article XII of the Constitution. Towards this end, the Commission promotes a program of continuing professional development.

SECTION 3. OBJECTIVES. - The overarching goals of the CPD shall be the promotion of the general welfare and interest of the public in the course of delivering professional services. Towards this end, CPD programs shall strive to:

1. Continuously improve the quality of the country’s reservoir of registered professionals by updating them on the latest scientific/technological/ethical and other applicable trends in the local and global practice of the professions;
2. Provide support to lifelong learning in the enhancement of competencies of Filipino professionals towards delivery of quality and ethical services both locally and globally; and
3. Deliver quality continuing professional development (CPD) activities aligned with the Philippine Qualifications Framework (PQF) for national relevance and global comparability and competitiveness.

SECTION 4. DEFINITION OF TERMS. - As used in this Resolution, the following terms are defined as follows:

1. CPD - the inculcation of advanced knowledge, skills and ethical values in a post-licensure specialized or in an inter- or multi-disciplinary field of study for assimilation into professional practice, self-directed research and/or lifelong learning.
2. CPD Program - a set of learning activities accredited by the CPD council such as seminars, workshops, technical lectures or subject matter meetings, non-degree training lectures and scientific meetings, modules, tours and visits which equip the professionals with advanced knowledge, skills, and values in specialized or in an inter- or multi-disciplinary fields of study, self-directed research and/or life-long learning.
3. CPD Provider - a natural or juridical person that conducts CPD programs accredited by the CPD Council to conduct CPD programs.
4. Self-Directed Learning - learning activities such as on-line trainings, 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 units by the respective CPD Councils.
5. Lifelong Learning - all learning activities undertaken throughout life for the development of competencies and qualifications.
6. Authorship - the creation of a new idea/work such as technical or professional books, instructional materials, and the like.
7. Invention/Patent - a technical solution to a problem in any field of human activity which is new, involves an inventive step and is industrially applicable.
8. Post-graduate Academic Studies - master's or doctoral units/degree earned from a school, college or university, or other institutions recognized by pertinent government bodies.
9. 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.

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

11. Diploma Program – a program offered by an institution of higher learning which requires a baccalaureate or post-baccalaureate degree for admission.

12. Professorial Chair – An academic position awarded to a member of a faculty at the tertiary level who has distinguished himself/herself in the field of expertise.

ARTICLE II

CPD COUNCILS AND SECRETARIAT

SECTION 5. CREATION AND COMPOSITION OF CPD COUNCIL. - Every Professional Regulatory Board (PRB) shall create a Continuing Professional Development Council subject to approval by the Commission. This shall be known as the CPD Council (CPDC).

Every CPDC shall be composed of a Chairperson and two (2) members.

The Chairperson of the CPDC shall be the member of the PRB so chosen by the PRB concerned to sit in the CPDC.

The first member shall be the president or the Chair of the CPD Committee duly authorized by the Board of Directors/Trustees/Governors of the Accredited Integrated Professional Organization (AIPO)/Accredited Professional Organization (APO). In the absence of an AIPO/APO, the PRB shall submit within ten (10) working days from notification of such absence, a list of three (3) recommendees from the national professional organization/s (licensed professionals from scientific organization). The Commission shall designate the first member within thirty (30) days from receipt of the list.

The second member shall be the president or any representative duly authorized by the organization of deans or department heads of schools, colleges or universities offering the course requiring licensure examination. In the absence of such member, the PRB shall submit within ten (10) working days from notification of such absence, a list of three (3) recommendees from the academe. The Commission shall designate the second member within twenty (20) working days from receipt of the list.

SECTION 6. DISQUALIFICATIONS. - The chairperson, vice chairperson and members of the PRB shall not have any interest, directly or indirectly, as a CPD provider during their incumbency. The prohibition extends to members of their family and relatives within the fourth degree of consanguinity or affinity.

The CPDC member sitting as representative of the APO or the academe shall not participate in the deliberation where the APO or academe itself is the applicant.

In like manner, such CPDC member shall inhibit himself/herself from the deliberation when he/she has an interest in a CPD provider either as owner, officer, consultant or in any other capacity.
In such cases, another member of the PRB shall sit in the CPDC during the deliberation.

SECTION 7. TERMS OF OFFICE. - The term of office of the Chairperson of every CPDC shall be co-terminus with his/her incumbency in the PRB unless sooner replaced by the PRB concerned through a resolution, subject to approval of the Commission.

The first and second members shall have a term of office of two (2) years unless sooner replaced through a resolution by the AIPCO/APO concerned or the organization of deans or heads of departments, respectively. However, CPDC members appointed by the Commission may be replaced before the end of the two-year period upon the recommendation of the PRB through a Resolution.

SECTION 8. POWERS AND FUNCTIONS OF THE CPDC. - The powers and functions of the CPDC shall include, but shall not be limited to, the following:

1. Ensure the adequate and appropriate provision of CPD programs for the profession;
2. Evaluate and act on applications for accreditation of CPD providers, CPD programs and self-directed and/or lifelong learning;
3. Monitor the implementation by the CPD providers of their programs;
4. Assess annually and upgrade criteria for accreditation of CPD providers and CPD programs;
5. Conduct researches, studies and benchmarking for international alignment of CPD programs;
6. Issue operational guidelines; and
7. Perform such other functions related or incidental to the implementation of the CPD.

SECTION 9. FUNCTIONS OF THE COUNCIL CHAIRPERSON. - The CPDC Chairperson shall have the following functions:

1. To preside over the meetings of the Council;
2. To direct or supervise the activities of the Council;
3. To submit the Council’s annual report to the Planning and Monitoring Division not later than January 15 of the succeeding year;
4. To sign the Certificate of Accreditation ("CoA") of qualified CPD providers, the Certificate of Accreditation of Program/s ("CoAP"), and the Certificate of Credit Units (CCU) for self-directed and/or lifelong learning.

SECTION 10. CPD SECRETARIAT. - The Chairperson of the Commission shall designate or appoint the head of the CPD secretariat. The Secretariat shall have the following functions:

1. To record and prepare the minutes of meetings of all the CPDCs and furnish copies thereof to the PRBs.
2. To receive and conduct initial screening of applications for accreditation of CPD providers, programs and self-directed and/or lifelong learning.
3. To submit to the CPDCs applications for accreditation of CPD providers and CPD programs and self-directed and/or lifelong learning.

4. To keep all records, papers and other documents relative to the actions taken on applications for accreditation of CPD programs and providers as well as the crediting of self-directed and/or lifelong learning;

5. To release the CoA, CoAP and CCU; and

6. To provide administrative and technical support services to the CPDC.

The designated head of the Secretariat shall participate in the deliberations of the CPDCs but shall not vote.

SECTION 11. MEETINGS. - The CPDCs shall hold regular meetings once a month on dates to be fixed by them. Special meetings may be called by the CPDC Chairperson or upon written request of a member of a CPDC at least three (3) days prior to the said meeting.

SECTION 12. OPERATIONAL PROTOCOL. - The CPDCs shall formulate their own Operational Protocols for proper implementation of the CPD program in accordance with their respective Professional Regulatory Laws and these CPD Guidelines.

SECTION 13. BUDGETARY REQUIREMENTS. - Direct costs including full computerization of the CPD system and database development, enhancement of the Professional Identification Card to include CPD data, and honoraria of the Chairperson and members of the CPDC or their alternates as the case may be, and other expenses of the CPDCs shall be provided for in the annual Commission budget.

ARTICLE III

ACCREDITATION AND MONITORING OF CPD PROVIDERS AND PROGRAMS AND CREDITING OF SELF-DIRECTED AND/OR LIFELONG LEARNING

SECTION 14. QUALIFICATIONS FOR ACCREDITATION OF CPD PROVIDERS. - To obtain accreditation, the following qualifications shall be met:

1. Individual/Sole Proprietor
   1.1 A registered and licensed professional of good standing;
   1.2 Non-conviction of a crime involving moral turpitude; and
   1.3 Registered entity with the Department of Trade and Industry and the Bureau of Internal Revenue.

2. Firm/Partnership/Corporation
   2.1 A duly registered partnership, corporation, institution or organization;
   2.2 The Articles of Incorporation/Partnership includes as one of its purposes the training and development of professionals; and
   2.3 Duly registered with the Bureau of Internal Revenue and the Securities and Exchange Commission and/or other pertinent government bodies.
Government Institutions/Agencies may be accredited as CPD Providers subject to submission of documentary requirements and payment of prescribed fees.

SECTION 15. PROCEDURES FOR ACCREDITATION AND RE-ACCREDITATION OF CPD PROVIDERS. – An applicant for accreditation as CPD Provider must comply with the procedure in Annex A (Accreditation of CPD Providers), which forms an integral part of this Resolution.

The applicant must accomplish an application form for accreditation as CPD Provider (CPD Form No. 01).

The accreditation of a CPD Provider is valid for three (3) years, renewable for three (3) years. The renewal of accreditation shall be based on the CPD provider’s performance of its responsibilities and obligations and compliance with the guidelines during the previous three (3)-year period.

The accreditation of any CPD provider may be revoked or suspended by the CPDC after due notice and hearing and for good cause, including failure to conduct a CPD program within a year from the issuance of the accreditation.

Upon the implementation of these Guidelines, national professional organizations which are currently accredited as CPD providers shall submit a list of duly recognized chapters and affiliates.

SECTION 16. ACCREDITATION OF CPD PROGRAMS. – A CPD provider shall submit to the CPDC program/s for accreditation.

Accreditation of the CPD program is valid for one (1) year. The CPD Provider must indicate the number of times the program will be offered to determine the fee.

SECTION 17. PROCEDURE FOR ACCREDITATION OF CPD PROGRAM. – A CPD Provider must follow the procedure for accreditation of CPD Program/s in Annex B (Accreditation of CPD Programs), which forms an integral part of this Resolution.

The applicant must accomplish an application form for accreditation of a CPD Program (CPD Form No. 02).

SECTION 18. PROCEDURE FOR EARNING CREDIT UNITS FOR SELF-DIRECTED AND/OR LIFELONG LEARNING. – A licensed professional may apply for credit units of self-directed and/or lifelong learning by complying with the procedure in Annex C (Earning Credit Units for Self-directed and/or Lifelong Learning Programs), which forms an integral part of this Resolution.

The applicant must accomplish an application form for earning credit units for self-directed and/or lifelong learning (CPD Form No. 03).

SECTION 19. CPD CREDIT UNITS. – Registered and licensed professionals shall complete the required credit units every three (3) years as specified in Annex E (Credit Units required per Profession).

Any excess CUs earned shall not be carried over to the next three-year period except credit units earned for doctoral and master's degrees or specialty trainings which shall only be credited once during the compliance period.

One lecture/workshop hour of a CPD Program shall be equivalent to one (1) CU.
SECTION 20. MAXIMUM CREDITABLE UNITS FOR SELF-DIRECTED AND/OR LIFE-LONG LEARNING. - A maximum of fifteen (15) CUs may be credited to a professional for self-directed and/or life-long learning within the compliance period of three (3) years. The CUs shall be determined on the basis of Annex D (Matrix of CPD Activities), which forms an integral part of this Resolution.

Any excess CUs earned shall not be carried over to the next three-year period.

Inventions shall be given full CUs for the compliance period.

SECTION 21. MONITORING OF CPD PROVIDERS. - Every CPD provider shall be monitored periodically during the validity of its accreditation to ensure compliance with the Guidelines.

SECTION 22. MONITORING OF CPD PROGRAMS. - Every CPD program shall be monitored to ensure compliance with the Guidelines.

For this purpose, the following shall act as CPD program monitors in the order of preference indicated hereunder:

1. CPDC member;
2. Any other member of the PRB;
3. Duly-designated APO Officers, Board Members and pertinent Committee Chairs from national and local chapters where the APO is not the provider of the program to be monitored;
4. Member of the academe who is not a participant in the CPD program; and
5. Duly-designated staff of relevant governmental or non-governmental organization.

The CPDCs shall set the qualifications for CPD monitors and draw up a list of such CPD monitors. It shall also approve a monitoring tool for CPD programs.

A CPD monitor shall be credited with twice the number of CUs approved for a CPD program for which he/she acted as a monitor.

SECTION 23. MONITORING REPORT. - Upon the completion of the CPD Program, the CPD monitor shall submit a report (CPD Form No. 04) within fifteen (15) working days. The report must include the monitor’s observations and recommendations.

The CPDC shall furnish a copy of the monitoring report to the CPD Provider within fifteen (15) working days upon receipt thereof.

SECTION 24. CPD PROVIDER COMPLETION REPORT. - Upon the completion of an accredited CPD program, the CPD Provider shall submit a duly-notarized completion report (CPD Form No. 05) to the CPDC within fifteen (15) working days.

SECTION 25. GROUNDS FOR SUSPENSION, CANCELLATION, OR NON-RENEWAL OF ACCREDITATION OF A CPD PROVIDER. - The following shall constitute grounds or causes for suspension, cancellation, or non-renewal of the certificate of accreditation of a CPD provider:

1. Non-compliance with any of the prescribed requirements;
2. Substantial deviations from the approved program/s;
3. Misrepresentation such as submission of false completion reports, issuance of false statement/s as to credit units, or qualification/s as provider;
4. Failure to conduct at least one (1) CPD program within a year from the issuance of accreditation and every year thereafter; and
5. Any other violation of the Guidelines.
ARTICLE IV
FINAL PROVISIONS

SECTION 26. TRANSITORY PROVISION. - CPD Providers already accredited by the CPDCs shall retain their accreditation numbers.

SECTION 27. SEPARABILITY CLAUSE. - If any provision of this Resolution or any portion thereof, is declared unconstitutional or invalid, such judgment shall not affect, invalidate or impair any other part thereof.

SECTION 28. REPEALING CLAUSE. - The following Resolutions are hereby repealed: Resolution No. 2008-466 series of 2008 and Resolution No. 2009-542 series of 2009. All other Resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby amended accordingly.

SECTION 29. EFFECTIVITY CLAUSE. The herein Resolution will take effect fifteen (15) days upon its full and complete publication in the Official Gazette or major newspaper of general circulation.

Done in the City of Manila, this 25th day of July, 2013.

TERESITA R. MANZALA
Chairperson

JENNIFER JARDIN-MANALILI
Commissioner

Vacant
Commissioner

DATE OF PUBLICATION IN THE
OFFICIAL GAZETTE: 26 July, 2013 (M. Daily Inquirer)

DATE OF EFFECTIVITY: 01 September, 2013
ANNEX A - ACCREDITATION OF CPD PROVIDER

**ACTIVITIES / STEPS**

- **START**
  - Secure CPD Form No.1 from PRC Website or SID
- Submit duly accomplished CPD Form No.1 to SID
- Receive & evaluate application CPD Form No.1
  - Complete
- Issue order of payment
  - Retain documents
- Pay prescribed fee to Cashier
  - Submit photocopy of OR to SID
- Process then forward application to CPD Council
- Evaluate application
  - Use evaluation instrument
- Prepare minutes of meeting
- Approve
  - Prepare Certificate of Accreditation (CoA)
  - Assign certificate number
- Sign Certificate of Accreditation (CoA)
- Record data
  - Inform applicant of approval
- Pick up Certificate of Accreditation (CoA) of CPD Provider
- **END**
## ANNEX B - ACCREDITATION OF CPD PROGRAM

<table>
<thead>
<tr>
<th>PERSON/S RESPONSIBLE</th>
<th>ACTIVITIES / STEPS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>START</strong></td>
</tr>
</tbody>
</table>

- Secure CPD Form No.2 from PRC Website or SID
- Submit duly accomplished CPD Form No.2 to SID

- Receive & evaluate application CPD Form No.2
  - **COMPLETE**
- Issue order of payment
  - Retain documents
- Pay prescribed fee to Cashier
  - Submit photocopy of OR to SID
  - Re-submit to SID

- Process then forward application to CPD Council
- Evaluate application
  - Use evaluation instrument
- Prepare minutes of meeting
  - **APPROVED**
- Prepare Certificate of Accreditation (CoAP) w/units
  - Assign certificate number
- Sign Certificate of Accreditation (CoAP)
- Record data
  - Inform applicant of approval
- Pick up Certificate of Accreditation (CoAP) of CPD Program

**END**
## Annex C - Accreditation for Self-Directed Learning

<table>
<thead>
<tr>
<th>Person(s) Responsible</th>
<th>Activities/Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>START</strong></td>
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</tr>
<tr>
<td>Secure CPD Form No.3 from PRC Website or SID</td>
<td></td>
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<tr>
<td>Submit duly accomplished CPD Form No.3 to SID</td>
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</tr>
<tr>
<td>Receive &amp; evaluate application CPD Form No.3</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Issue order of payment Retain documents</td>
<td></td>
</tr>
<tr>
<td>Pay prescribed fee to Cashier Submit photocopy of OR to SID</td>
<td></td>
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<tr>
<td>Re-submit to SID</td>
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<tr>
<td>Process then forward application to CPD Council</td>
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<tr>
<td>Evaluate application Use evaluation instrument</td>
<td></td>
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<tr>
<td>Prepare minutes of meeting</td>
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<tr>
<td>Prepare Certificate of Credit Units (CCU)</td>
<td></td>
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<tr>
<td>Sign Certificate of Credit Units (CCU)</td>
<td></td>
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<tr>
<td>Record data Inform applicant of approval</td>
<td></td>
</tr>
<tr>
<td>Pick up Certificate of Credit Units (CCU) for Self-Directed Learning</td>
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<td><strong>END</strong></td>
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</tbody>
</table>
## MATRIX OF CPD ACTIVITIES

<table>
<thead>
<tr>
<th>PROGRAM/ACTIVITY</th>
<th>CREDIT UNITS</th>
<th>SUPPORTING DOCUMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. SEMINARS/WORKSHOPS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1. PARTICIPANT</td>
<td>1 CU PER HOUR</td>
<td>CERTIFICATE OF ATTENDANCE WITH NUMBER OF HOURS, SEMINAR PROGRAM AND LIST OF PARTICIPANTS</td>
</tr>
<tr>
<td>1.2 RESOURCE SPEAKER</td>
<td>5 CU PER HOUR</td>
<td>PHOTOCOPY OF CERTIFICATE, COPY OF PAPERS, AND PROGRAM INVITATION</td>
</tr>
<tr>
<td>1.3 PANELIST/REACTOR</td>
<td>3 CU PER HOUR</td>
<td>CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM</td>
</tr>
<tr>
<td>1.4 FACILITATOR/MODERATOR</td>
<td>2 CU PER HOUR</td>
<td>CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM</td>
</tr>
<tr>
<td><strong>2. POST GRADUATE/SPECIALTY TRAINING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 MASTER'S DEGREE</td>
<td>1 CU PER ACADEMIC UNIT</td>
<td>UNIVERSITY CERTIFICATION</td>
</tr>
<tr>
<td></td>
<td>20 CU ADDITIONAL UPON COMPLETION OF DEGREE</td>
<td>DIPLOMA AND TRANSCRIPT OF RECORDS</td>
</tr>
<tr>
<td>2.2 DOCTORAL DEGREE</td>
<td>2 CU PER ACADEMIC UNIT</td>
<td>UNIVERSITY CERTIFICATION</td>
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<td></td>
<td>30 CU ADDITIONAL UPON COMPLETION OF DEGREE</td>
<td>DIPLOMA AND TRANSCRIPT OF RECORDS</td>
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<tr>
<td>2.3 RESIDENCY/EXTERNSHIP/SPECIALTY/SUB-SPECIALTY PROGRAM</td>
<td>10 CU PER YEAR</td>
<td>HOSPITAL CERTIFICATION CERTIFICATE OF COMPLETION</td>
</tr>
<tr>
<td>2.4 FELLOWSHIP</td>
<td>15 CU PER YEAR</td>
<td>CERTIFICATION FROM THE GRANTING INSTITUTION AND CERTIFICATE OF FELLOWSHIP</td>
</tr>
<tr>
<td><strong>3. SELF-DIRECTED AND/OR LIFELONG LEARNING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 TRAINING MODULE</td>
<td>10 CU PER COMPLETE SET OF MODULE</td>
<td>COPY OF MODULE AND EVALUATION</td>
</tr>
<tr>
<td>3.2 TECHNICAL PAPER/PROFESSIONAL JOURNAL ARTICLE</td>
<td>5 CU / PROFESSIONAL / TECHNICAL ARTICLE</td>
<td>COPY OF PUBLISHED ARTICLE AND EVALUATION</td>
</tr>
<tr>
<td>3.3 RESEARCH/INNOVATIVE PROGRAMS/CREATIVE PROJECTS</td>
<td>10 CREDIT UNITS</td>
<td>PUBLISHED TECHNICAL REPORT PAPER</td>
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<tr>
<td>3.4 BOOK/MONOGRAPH</td>
<td>[25-50 Pp] [51-100 Pp] [100 or MORE]</td>
<td>PUBLISHED BOOK WITH PROOF OF COPYRIGHT</td>
</tr>
<tr>
<td>SINGLE AUTHOR</td>
<td>20 CU 30 CU 40 CU</td>
<td></td>
</tr>
<tr>
<td>2 AUTHORS</td>
<td>10 CU 20 CU 30 CU</td>
<td></td>
</tr>
<tr>
<td>3 OR MORE EDITOR</td>
<td>5 CU 10 CU 20 CU</td>
<td></td>
</tr>
<tr>
<td>1/2 OF THE CU OF AUTHORS</td>
<td></td>
<td>PUBLISHED BOOK WITH PROOF OF AUTHORS'</td>
</tr>
<tr>
<td>3.5 ARTICLE</td>
<td>[1-3 Pp] [4-6 Pp] [7 OR MORE]</td>
<td>PROOF OF PUBLICATION OF ARTICLE</td>
</tr>
<tr>
<td>SINGLE AUTHOR</td>
<td>4 CU 6 CU 8 CU</td>
<td></td>
</tr>
<tr>
<td>2 AUTHORS</td>
<td>3 CU 4 CU 6 CU</td>
<td></td>
</tr>
<tr>
<td>3 OR MORE</td>
<td>2 CU 3 CU 4 CU</td>
<td></td>
</tr>
<tr>
<td>3.6 PROFESSIONAL JOURNAL EDITOR</td>
<td>5 CU PER ISSUE</td>
<td>COPY OF PUBLISHED JOURNAL</td>
</tr>
<tr>
<td>3.7 PEER REVIEWER</td>
<td>2 CU / ARTICLE</td>
<td>COPY OF PUBLISHED ARTICLE / BOOK</td>
</tr>
<tr>
<td><strong>3.8 INVENTIONS</strong></td>
<td></td>
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<tr>
<td></td>
<td>FULL CREDIT UNITS FOR COMPLIANCE PERIOD</td>
<td>CERTIFIED COPY OF PATENT CERTIFICATE</td>
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<tr>
<td><strong>3.9 SHORT-TERM POST-GRADUATE/IN-SERVICE TRAINING</strong></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>0.25 CU PER HOUR (MAXIMUM OF 30 CU / TRAINING)</td>
<td>CERTIFICATE OF TRAINING &amp; TRAINING DESCRIPTION</td>
</tr>
<tr>
<td><strong>3.10 STUDY TOURS/VISITS</strong></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>2 CU / DAY (MAXIMUM OF 20 CU / TOUR)</td>
<td>CERTIFICATION FROM SPONSORING INSTITUTION</td>
</tr>
<tr>
<td><strong>3.11 PROFESSORIAL CHAIR</strong></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>FULL CREDIT UNITS FOR COMPLIANCE PERIOD</td>
<td>CERTIFICATION OF GRANT OR APPOINTMENT PAPER</td>
</tr>
</tbody>
</table>

SUCH OTHER ACTIVITIES TO BE RECOMMENDED BY THE COUNCIL AND APPROVED BY THE COMMISSION
### Matrix for Granting CPD Credit Units

<table>
<thead>
<tr>
<th>Professions</th>
<th>No. of CPD Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Accountancy</td>
<td></td>
</tr>
<tr>
<td>2. Aeronautical Engineering</td>
<td></td>
</tr>
<tr>
<td>3. Agricultural Engineering</td>
<td></td>
</tr>
<tr>
<td>4. Agriculture</td>
<td></td>
</tr>
<tr>
<td>5. Architecture</td>
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<tr>
<td>6. Chemical Engineering</td>
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<td>7. Chemistry</td>
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<td>8. Civil Engineering</td>
<td></td>
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<tr>
<td>9. Criminology</td>
<td></td>
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<td>10. Customs Brokers</td>
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<tr>
<td>11. Dentistry</td>
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<tr>
<td>12. Electrical Engineering</td>
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<tr>
<td>13. Electronics Engineering</td>
<td></td>
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<td>14. Environmental Planning</td>
<td></td>
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<td>15. Fisheries</td>
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<td>16. Forestry</td>
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<tr>
<td>17. Geodetic Engineering</td>
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<td>18. Geography</td>
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<tr>
<td>19. Guidance and Counseling</td>
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<tr>
<td>20. Interior Design</td>
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<td>21. Landscape Architecture</td>
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<td>22. Librarian</td>
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<tr>
<td>23. Mechanical Engineering</td>
<td></td>
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<tr>
<td>24. Medical Technology</td>
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<tr>
<td>25. Medicine</td>
<td></td>
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<tr>
<td>26. Metalurgical Engineering</td>
<td></td>
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<tr>
<td>27. Midwifery</td>
<td></td>
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<tr>
<td>28. Mining Engineering</td>
<td></td>
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<tr>
<td>29. Naval Architect &amp; Marine Engineering</td>
<td></td>
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<tr>
<td>30. Nursing</td>
<td></td>
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<tr>
<td>31. Nutrition and Dietetics</td>
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<tr>
<td>32. Optometry</td>
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<td>33. Pharmacy</td>
<td>45 Credit Units</td>
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<tr>
<th>No.</th>
<th>Professional Category</th>
<th>No. of CPD Units</th>
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<tbody>
<tr>
<td>34</td>
<td>Physical Therapy and Occupational Therapy</td>
<td>45</td>
</tr>
<tr>
<td>35</td>
<td>Psychology</td>
<td></td>
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<tr>
<td>36</td>
<td>Professional Teachers</td>
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<tr>
<td>37</td>
<td>Radiologic Technology</td>
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</tr>
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<td>38</td>
<td>Real Estate Service</td>
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<tr>
<td>39</td>
<td>Respiratory Therapy</td>
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<tr>
<td>40</td>
<td>Sanitary Engineering</td>
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</tr>
<tr>
<td>41</td>
<td>Social Work</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Veterinary Medicine Professional Degrees</td>
<td></td>
</tr>
</tbody>
</table>

1. Chemical Technician
2. Dental Technician
3. Dental Hygienist
4. Master Electrician
5. Electronics Technician
6. Master Plumbing
7. Certified Plant Mechanic
8. Medical Laboratory Technician
9. Metallurgical Plant Foreman
10. Midwifery
11. Mine/Mill/Quarry Foreman
12. Mining Engineering
13. Detailman
14. X-Ray Technician
15. Real Estate Sales Person

30 Credit Units
## Application for Accreditation as CPD PROVIDER

<table>
<thead>
<tr>
<th>New</th>
<th>Renewal: Accreditation No. Expiry Date</th>
<th></th>
</tr>
</thead>
</table>

### Classification
- [ ] Individual/Sole Proprietor
- [ ] Firm/Partnership/Corporation
- [ ] Government Institution/Agency

### Supporting Documents

<table>
<thead>
<tr>
<th>Individual/Sole Proprietor</th>
<th>Firm/Partnership/Corporation</th>
<th>Government Institution/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Résumé (must include: relevant educational background, current employment, profession, current Professional Identification Card, principal area of professional work &amp; number of years in the practice of the regulated profession)</td>
<td>Company Profile (must include mission, vision, core values and if applicable, a list of previous training activities conducted)</td>
<td>Agency Profile (must include Name of Head of Agency and the Head of Department in charge of continuing education/training)</td>
</tr>
<tr>
<td>Company Profile must include mission, vision, core values and if applicable, a list of previous training activities conducted</td>
<td>NBIClearance of partners or Chairman and members of the Board of Directors</td>
<td>Copy of charter or Republic Act establishing the agency</td>
</tr>
<tr>
<td>DTI Certificate of Registration (authenticated copy)</td>
<td>SEC Certificate of Registration and Articles of Incorporation/By-laws (authenticated copy)</td>
<td>Methodology for development, conduct and evaluation of programs</td>
</tr>
<tr>
<td>NBI Clearance</td>
<td>List of Officers with current Professional ID Card (if applicable)</td>
<td>List of training equipment and facilities</td>
</tr>
<tr>
<td>BIR Certificate of Registration</td>
<td>BIR Certificate of Registration</td>
<td>Annual plan of proposed CPD Activities</td>
</tr>
<tr>
<td>Methodology for development, conduct and evaluation of programs</td>
<td>Methodology for development, conduct and evaluation of programs</td>
<td>Notarized Affidavit of Undertaking (CPD Form No. 06)</td>
</tr>
<tr>
<td>List of training equipment and facilities</td>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Notarized Affidavit of Undertaking (CPD Form No. 06)</td>
<td>Notarized Affidavit of Undertaking (CPD Form No. 06)</td>
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</tr>
</tbody>
</table>

### Additional requirements for renewal applicants:
1. List of CPD activities for the last three years; and
2. Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two years

### Signature Over Printed Name

<table>
<thead>
<tr>
<th>Position</th>
</tr>
</thead>
</table>

| Date |

Processed by: ____________________
CPD FORM NO. 01
Rev. 03-19-2013
Date: __________________

Amount Paid: ______________
O.R. No./Date: ______________
Cash Section: ______________

ACTION TAKEN

☐ Approved
☐ Deferred pending compliance ________________________________

☐ Disapproved due to ________________________________

______________________________
Chairperson

______________________________ Member
Accreditation No. ________________ Date __________________

Additional Requirements:
1. Payment of the prescribed accreditation fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission amounting to Five Thousand Pesos (P5,000.00)).
2. Three (3) photocopies of official receipt
3. Short brown envelope for the Certificate of Accreditation
4. One set of metered documentary stamps worth Twenty-One Pesos (P21.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Instruction For Filing:
1. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
2. Representative(s) filing application(s) for accreditation and claiming the Certificate of Accreditation in behalf of the individual/Sole Proprietor, Firm/Partnership/Corporation, Government Institution/Agency must present letter of authorization and valid identification cards of the authorized signatory and the representative.

/s/nel
Republic of the Philippines
Professional Regulation Commission
Manila

CPD COUNCIL FOR

Application Form for Accreditation of CPD Program

Name of CPD Provider
Accreditation No. ___________________ Expiration Date ___________________
Contact person ___________________ Designation ___________________
Contact Number ___________________ Date of Application _________________

Proposed Program
☐ Seminar/Workshop
☐ Technical Lecture
☐ Non Degree Training
☐ Subject Matter Meeting
☐ Tours & visits
☐ Scientific Meeting
☐ Others

Title of the Program:
Date to be Offered: ___________________ Time/Duration: ___________________
Place/Venue: ___________________ No. of times program to be conducted: ___________________

Course Description:

Objectives:

Target Participants/No.: ___________________ Registration/Seminar Fee to be collected: ___________________

Documents Required for Submission to CPD Council:
☐ Specific course objectives stating competencies to be gained from program
☐ Evaluation tool specific to course objectives
☐ Program of Activities showing time/duration of topics/workshop
☐ Resume of speakers for program applied for showing expertise in topic/s of program; show certificates or citations (If any)
☐ Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit, if applicable
☐ Breakdown of expenses for the conduct of the program

Signature Over Printed Name

Position ___________________

Date ___________________

Processed by: ___________________
Date: ___________________

Amount Paid: ___________________
O.R. No./Date: ___________________
Cash Section: ___________________
Republic of the Philippines  
Professional Regulation Commission  
Manila  

CPD COUNCIL FOR  

APPLICATION FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Family Name</td>
</tr>
</tbody>
</table>

| Professional License No. | Date Issued | Date of Last Renewal | Expiry Date | Date of Birth |  

| Residence Address |  

| Telephone No. | Fax No.  
| Cellphone No. | E-Mail Address |  

| Education |  
| Highest Educational attainment |  

| Current Employment |  
| Company Name | Position |  

| Company Address | Tel. No. |  

Self-directed and/or Lifelong Learning:  
□ Invention/Patent  
□ Online training  
□ Post-Graduate Studies  
□ Seminars/Convention/Conference  
□ Authorship  
□ Company sponsored training programs  
□ Diploma Program  
□ Professorial Chair  
□ Others |  

Documents Submitted:  
□ Original and Photocopy of Certificate of Attendance  
□ Certificate of Patent  
□ Program of Activities  
□ Copy of published material/book  
□ Diploma/TOR/Certificate of Completion/ etc.  
□ Certificate of Entitlement/Appointment as Professorial Chair |  

Signature Over Printed Name  
Position  
Date  
  
Processed by:  
Date  

Amount Paid:  
O.R. No./Date:  
Cash Section:  

### CONTINUING PROFESSIONAL DEVELOPMENT (CPD) MONITORING REPORT

Name of the Council:  
Name of Provider:  
Provider Accre. No.:  
Expiration Date:  

Title of the Program:  
Date /Venue of Program:  
Approved Credit Units:  
Program Accre. No.:  
Date Approved:  

**ACTUAL SCHEDULE OF ACTIVITIES:** (Indicate the Topics & Time per Activity)

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>TIME</th>
<th>REMARKS</th>
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<tbody>
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**SPEAKERS:**

<table>
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<tr>
<th>SPEAKERS</th>
<th>REMARKS</th>
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</table>

**CONDUCT OF ACTIVITIES:**

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

TOTAL NUMBER OF PARTICIPANTS:  
MONITORED BY:  

(Signature over Printed Name)  
(Position/Designation)  
Date:
Republic of the Philippines
Professional Regulation Commission
Manila

CPD COUNCIL FOR ______________________

Completion Report on CPD Program

Name of CPE Provider ______________________
Accreditation No. ______________ Expiry Date ______________
Contact person ______________________ Designation ______________________
Contact Number ______________________ Date of Application ______________

Title of Program ______________________
Program Accreditation No. ______________ Date of Accreditation ______________
Date Started ______________ Date Completed ______________
Venue ______________________
Total No. of Participants ______________________

EXECUTIVE SUMMARY:

Supporting Documents:

_____ List of Participants (Name & PRC License No.)
_____ List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)
_____ Evaluation forms accomplished by participants
_____ Others

Certified Correct By:

(Signature Over Printed Name)

Position ______________________

Duly Notarized ______________________

Date ______________________
AFFIDAVIT OF UNDERTAKING

I, __________________________, of legal age, resident of __________________________, after having been duly sworn, depose and state that in connection with my application as a CPD Provider, I shall:

1. Comply with the requirements in the CPD Guidelines;
2. Conduct at least one (1) accredited CPD program within a year from the issuance of the accreditation and every year thereafter;
3. Ensure that the CPD activities conducted meet the criteria set forth by the CPDC;
4. Observe the approved program in the conduct thereof; and
5. Submit genuine and correct documents in support of this application and other reports required by the CPDC.

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 _______