



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATION COMMISSION
Resolution No. 1032
Series of 2017

**IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. 10912,
known as the "CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACT OF 2016"**

Pursuant to Section 15 of Article IV of Republic Act No. 10912 known as the "Continuing Professional Development Act", the Professional Regulation Commission (PRC) and the Professional Regulatory Boards (PRB), in consultation with the CPD Councils and their stakeholders, hereby adopt and promulgate this Implementing Rules and Regulations to carry out the provisions of Republic Act No. 10912.

Rule I

TITLE, DECLARATION OF POLICY AND DEFINITION OF TERMS

Section 1. Title – This Resolution shall be known as the "**IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 10912, OTHERWISE KNOWN AS THE CONTINUING PROFESSIONAL DEVELOPMENT ACT OF 2016,**" hereinafter referred to as the "IRR of R.A. No. 10912."

Section 2. Declaration of Policy – The IRR of R.A. 10912 shall be interpreted, construed, and carried out in the light of section 2 of R.A. 10912, which states as follows:

"It is hereby declared the policy of the State to promote and upgrade the practice of professions in the country. Towards this end, the State shall institute measures that will continuously improve the competence of the professionals in accordance with the international standards of practice, thereby, ensuring their contribution in uplifting the general welfare, economic growth and development of the nation."

Section 3. Definition of Terms – Unless otherwise provided, the following terms shall be understood to mean:

- 3.1 Accreditation** – refers to the formal or official approval granted to a person, a program, or an organization, upon meeting essential requirements of achievement standards, including qualifications or unit(s) of a qualification, usually for a particular period of time, as defined by a recognized accrediting agency;
 - 3.1.1 Accreditation Number** – refers to the number assigned to an accredited CPD provider and accredited CPD programs;
- 3.2 Accredited Integrated Professional Organization (AIPO) / Accredited Professional Organization (APO)** – refers to the single national organization endorsed by the Board and approved by the Commission to represent a given profession pursuant to the provision of the respective professional regulatory laws;
- 3.3 ASEAN Mutual Recognition Arrangement (ASEAN MRA)** – refers to a regional arrangement entered into by the ASEAN Member States predicated on the mutual recognition of qualifications, requirements met, licenses and certificates granted, based

on education, training and experience gained and CPD compliance by professionals, in order to enhance mobility of professional services within the region;

- 3.4 **ASEAN Qualifications Reference Framework (AQRF)** – refers to the common reference framework that will function as a translation device to enable comparisons of qualifications across ASEAN Member States;
- 3.5 **Authorship** – refers to the creation of scholarly idea/work such as technical or professional books, instructional materials, designs and the like;
- 3.6 **Certificate of Registration (COR)** – refers to the document issued by the PRC signifying that the person named therein has complied with all the legal and procedural requirements for such issuance, including, in appropriate cases, passing the licensure examination or registration without examination. The COR shall be evidence of the authority of its holder to practice the profession, together with all the rights and privileges incidental thereto;
- 3.7 **Competence** – refers to an ability that extends beyond the possession of knowledge and skills, which include cognitive, functional, personal and ethical competence;
- 3.8 **Competency** – refers to the capability to apply or use a set of knowledge, skills and abilities required to successfully perform and implement critical work functions or tasks in a defined work setting;
- 3.9 **Continuing Professional Development (CPD)** – refers to the inculcation of advanced knowledge, skills and ethical values in a post-licensure specialization or in an inter-or multidisciplinary field of study, for assimilation into professional practice, self-directed research and/or lifelong learning;
- 3.10 **CPD Council** – refers to a body created to promote, ensure and implement the continuous improvement of knowledge, skills and competencies of professionals, in accordance with the national, regional and international standards of practice;
- 3.11 **CPD Credit Unit** – refers to the value of an amount of learning that can be transferred to a qualification achieved from formal, informal or non-formal learning setting including professional work experience wherein credits can be accumulated to predetermined levels for the award of a qualification;
- 3.12 **CPD Program** – refers to a set of learning activities accredited by the CPD Council such as seminars, workshops, technical lectures or subject matter meetings, nondegree 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 multidisciplinary field of study, self-directed research and/or lifelong learning;
- 3.13 **CPD Provider** – refers to a natural or juridical person accredited by the CPD Council to conduct CPD Programs;

- 3.14 Diploma Program** – refers to either a:
- (a) program offered by an institution of higher learning which requires a baccalaureate or post-baccalaureate degree/s for admission; or
 - (b) program offered by any authorized agency for non-baccalaureate degree/s;
- 3.15 Formal learning** – refers to educational arrangements such as curricular qualifications and teaching-learning requirements that take place in an educational and training institutions recognized by relevant national authorities, and which lead to granting diplomas and qualifications;
- 3.16 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;
- 3.17 Invention/Patent** – refers to any technical solution to a problem in any field of human activity which is new, involves an innovative step and is industrially applicable;
- 3.18 Learning outcomes** – refer to what a learner can be expected to know, understand and/or demonstrate as a result of a learning through educational and/or work experience;
- 3.19 Lifelong learning** – refers to learning activities undertaken throughout life for the development of competencies and qualifications of the professional;
- 3.20 Nonformal 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;
- 3.21 Online Learning Activities** – refer to structured or unstructured learning initiatives, which make use of the internet and other web-based Information and Communications Technology solutions;
- 3.22 Pathways and Equivalencies** – refer to mechanisms that provide access to qualifications and assist professionals to move easily and readily between the different education and training modes, and between these modes, and the labor market, through a Philippine Credit Transfer System;
- 3.23 Philippine Qualifications Framework (PQF)** – refers to the quality assured national system for the development, recognition and award of qualifications at defined levels, based on standards of knowledge, skills and values, acquired in different ways and methods by learners and workers;
- 3.24 Post-graduate Academic Studies** – refer to master's or doctoral degree/s, diploma/s or certificate/s earned after the completion of a baccalaureate degree or course from a school, college or university, or other institutions recognized by pertinent government bodies;

- 3.25 Prior learning** – refers to a person's skills, knowledge and competencies that have been acquired through work experience, training, independent study, volunteer activities and hobbies, that may be applied for academic credit, as a requirement of a training program or for occupational certification;
- 3.26 Professional** – refers to a person who is registered and licensed to practice a regulated profession in the Philippines and who holds a valid Certificate of Registration and Professional Identification Card (PIC) from the Professional Regulation Commission (PRC);
- 3.27 Professional Identification Card (PIC)** – refers to the card bearing the registration number, dates of issuance and expiry, duly signed by the PRC Chairperson issued to a registered professional upon payment of fees and validity of which is prescribed by law. The Professional License as provided under R.A. 10912 shall be referred to as the PIC;
- 3.28 Professional Regulation Commission (PRC)** – refers to the government agency responsible for the administration, implementation and enforcement of regulatory policies on the regulation and licensing of various professions and occupations under its jurisdiction;
- 3.29 Professional Regulatory Board (PRB)** – refers to a body created by law, decree and other issuance pursuant to laws to regulate a specific profession or group of professions;
- 3.30 Professional Work Experience** – refers to any participation that a professional gains while working in a specific field;
- 3.31 Professorial Chair** – refers to an academic position awarded to a member of a faculty at the tertiary level who has distinguished himself/herself in the field of expertise;
- 3.32 Qualification** – refers to a status gained after a person has been assessed to have achieved learning outcomes or competencies in accordance with the standard specified for a qualification title, and is proven by a document issued by a recognized agency or body;
- 3.33 Quality assurance** – refers to planned and systematic processes that provide confidence in the design, delivery and award of qualifications within an education and training system, and is a component of excellent management that is focused on ensuring that the required standards will be fulfilled;
- 3.34 Resource person** – refers to a lecturer, speaker, presenter, panelist, reactor or analyst in a specialized field of professional educational activity;
- 3.35 Self-directed learning** – refers to learning activities such as online training, local/international seminars/non-degree courses, institution/company-sponsored training programs, and the like, which did not undergo CPD accreditation but may be applied for and awarded CPD units by the respective CPD Council; and
- 3.36 Specialty Training** – refers to a non-degree post-graduate training program such as externship, residency and fellowship in specialty and sub-specialty program/s or

diplomates conferred by an organization or society recognized by the pertinent government authority.

Rule II

CPD PROGRAMS, COUNCILS AND SECRETARIAT

Section 4. Strengthening the CPD Program – There shall be formulated and implemented CPD Programs in each of the regulated professions in order to:

- 4.1 Enhance and upgrade the competencies and qualifications of professionals for the practice of their professions pursuant to the PQF, the AQRF in relation to ASEAN MRAs and other International Arrangements;
- 4.2 Ensure national and international alignment of competencies and qualifications of professionals through career progression mechanisms leading to specialization/ sub-specialization;
- 4.3 Ensure the development of quality assured mechanisms for the validation, accreditation and recognition of formal, nonformal and informal learning outcomes, including professional work experiences and prior learning;
- 4.4 Ensure maintenance of core competencies and development of advanced and new competencies, in order to respond to national, regional and international labor market and industry needs; and
- 4.5 Recognize and ensure the contributions of professionals in uplifting the general welfare, economic growth and development of the nation.

Section 5. Nature of CPD Programs – The CPD Programs consist of activities that range from structured to nonstructured activities, which have learning processes and outcomes. These include, but are not limited to, the following:

- 5.1 Formal learning;
- 5.2 Nonformal learning;
- 5.3 Informal learning;
- 5.4 Self-directed learning;
- 5.5 Online learning activities; and
- 5.6 Professional work experience.

Attendance and participation of professionals in the conferences and/or conventions sponsored by their AIPO/APO, although not strictly considered as CPD Programs, shall be given appropriate CPD Credit Unit(s) in recognition of the fact that the same contribute to the professional development and lifelong learning of professionals.

Section 6. Powers, Functions and Responsibilities of the PRC and the Professional Regulatory Boards (PRBs) – The PRC and the PRBs shall undertake the overall implementation of the CPD Programs, and for this purpose, shall:

- 6.1 Organize CPD Councils for each of the regulated professions and promulgate guidelines for their operation;
- 6.2 Review existing and new CPD Programs for all of the regulated professions;
- 6.3 Formulate, issue, and promulgate guidelines and procedures for the implementation of the CPD Programs;
- 6.4 Coordinate with the academe, concerned government agencies, and other stakeholders in the implementation of the CPD Programs and other measures provided under this IRR; and
- 6.5 Coordinate with concerned government agencies in the development of mechanisms and guidelines, in the grant and transfer of credit units earned from all the learning process and activities, pursuant to this IRR.

Section 7. CPD Council – There is hereby created a CPD Council in each of the regulated professions, which shall be under the supervision of the concerned PRB. Every CPD Council shall be composed of a chairperson and two (2) members.

- 7.1 The chairperson of the CPD Council shall be the member of the PRB so chosen by the PRB concerned to sit in the CPD Council and with the following functions:
 - 7.1.1 To preside over the meetings of the Council;
 - 7.1.2 To direct or supervise the activities of the Council;
 - 7.1.3 To submit the Council's annual report to the Planning and Monitoring Division not later than January 15 of the succeeding year;
 - 7.1.4 To sign the Certificate of Accreditation ("**CoA**") of qualified CPD Providers, the Certificate of Accreditation of Program ("**CoAP**") and the Certificate of Credit Units ("**CCU**") for self-directed and/or lifelong learning.
- 7.2 The first member shall be the president or officer of the AIPO/APO duly authorized by its Board of Governors/Trustees. In the absence of the AIPO/APO, the PRB concerned 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 PRC shall designate the first member within thirty (30) days from receipt of the list. However, when the accreditation of APO/AIPO expires, the first member shall not sit in the CPD Council until its accreditation has been renewed;
- 7.3 The second member shall be the president or officer of the national organization of deans or department chairpersons of schools, colleges or universities offering the course or academic program requiring the licensure examination. In the absence of such

organization, the PRB concerned shall submit, within ten (10) working days from notification of such absence, a list of three (3) recommendees from the academe. The PRC shall designate the second member within twenty (20) working days from receipt of the list;

- 7.4 The term of office of the chairperson of the CPD Council shall be coterminous with his/her incumbency in the PRB unless sooner replaced by the PRB concerned through a resolution, subject to the approval of the PRC. The first and second members shall have a term of office of two (2) years unless sooner replaced through a resolution by the AIPO/APO concerned or the organization of deans or heads of departments, respectively. However, members of the CPD Council who are appointed by the PRC may be replaced before the end of the two (2)-year period, upon the recommendation of the PRB through a resolution.

The reckoning period of their term of office shall be the date when they took their oath of office after a Board Resolution was issued designating them as Chairperson and Member/s respectively.

The existing CPD Council shall continue to function until their term expires and replaced by the PRC upon the recommendation of the PRB concerned.

- 7.5 The CPD Council member sitting as representative of the APO/AIPO or the academe shall not participate in the deliberation where the application of the APO/AIPO or the academe as CPD provider or any of its CPD program is under evaluation. In like manner, a CPD Council member shall inhibit from participating in the deliberations when he/she has interest in the applicant CPD provider either as the owner, officer, consultant, or a holder of any position therein, in whatever capacity or is related within the fourth civil degree of consanguinity or affinity.

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

Section 8. Powers, Functions and Responsibilities of the CPD Council – The CPD Council for each profession shall have, but not limited to the following powers, functions and responsibilities:

- 8.1 Ensure the adequate and appropriate provision of CPD Programs for their respective profession;
- 8.2 Evaluate and act on applications for accreditation of CPD Providers and their CPD Programs in accordance with the following guidelines:
- 8.2.1 **Qualifications for Accreditation of CPD Providers** – To obtain accreditation, the following qualifications shall be met:

A. Local CPD Provider

1. Individual/Sole Proprietor

- 1.1 A registered and licensed professional of good standing;
- 1.2 Non-conviction of a crime involving moral turpitude;
- 1.3 Registered with the Department of Trade and Industry and the Bureau of Internal Revenue; and
- 1.4 Such other requirements and conditions as the CPD Council may reasonably require.

2. Firm/Partnership/Corporation

- 2.1 A duly registered partnership, corporation, institution or organization;
- 2.2 The Articles of Incorporation/Partnership shall include as one of its purposes the training and development of professionals; or in the case of commercial or industrial enterprises, provides for the training and development of its own professionals;
- 2.3 Duly registered with the Bureau of Internal Revenue and the Securities and Exchange Commission and/or other pertinent government bodies; and
- 2.4 Such other requirements and conditions as the CPD Council may reasonably require.

3. Government Institutions/Agencies

- 3.1 Any government institution/agency with programs on CPD for professionals; and
- 3.2 Such other requirements and conditions as the CPD Council may reasonably require.

B. Foreign CPD Provider

1. Foreign Entity/ Firm/ Association

- 1.1 A duly registered entity, firm or association in the country/ state of the applicant that has proven that it has existing capability and sustainability to provide CPD program/s through in-house training and development of professionals; and

1.2 Such other requirements and conditions as the CPD Council may reasonably require.

8.2.2 **Disqualifications** – The members of the Commission as well as the chairperson, vice chairperson and members of the PRBs are disqualified as an Individual CPD provider, or as an incorporator, partner or officer of a Firm / Partnership / Corporation offering CPD programs during their incumbency. This prohibition extends to members of their families and relatives within the fourth degree of consanguinity or affinity. Further, this disqualification extends until one (1) year from their separation from the service.

8.2.3 **Accreditation and Re-accreditation of CPD Provider:**

- (a) Accreditation as CPD Provider shall first be secured prior to the application for accreditation of its CPD programs.
- (b) The applicant must accomplish an Application Form for accreditation as local CPD Provider or as foreign CPD Provider, a copy thereof is herein attached as Annex "A" and Annex "B" respectively, submit the required documents, execute affidavit of undertaking as provided for in Annex "C", and pay the prescribed fees;
- (c) The accreditation of a CPD Provider is valid for three (3) years, subject to renewal. 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;
- (d) The accreditation of any CPD provider may be revoked or suspended by the CPD Council after due notice and hearing and for good cause;
- (e) CPD Providers with valid Certificate of Accreditation and accredited prior to the effectivity of this IRR shall be allowed to continue as CPD Provider as long as they comply with the requirements as herein provided. A new accreditation number shall be issued to them;
- (f) Upon the implementation of this IRR, national professional organizations which are currently accredited as CPD providers shall submit a list of duly recognized local and foreign chapters and affiliates;
- (g) A duly approved CPD Provider may apply its programs to other professions, without need for a separate application as a CPD Provider, subject to the approval of the CPD Council concerned. The respective CPD Councils shall have discretion as to the number of unit/s to be credited for such programs; and
- (h) The procedure for Accreditation as CPD Provider is herein attached as Annex "D".

- 8.2.4 **Accreditation of CPD Programs** – A CPD provider shall apply for accreditation of its program to the CPD Council. The CPD provider shall indicate the number of times the program shall be offered to determine the fee.

An accredited CPD Provider of a particular profession may apply for accreditation of its Program/s to other professions subject to the approval of the CPD Council concerned.

- 8.2.5 **Procedure for Accreditation of CPD Program** –The applicant shall accomplish an Application Form for accreditation of a CPD Program, a copy thereof is herein attached as Annex "E", submit the required documents, and pay the prescribed fees. Further, the procedure for Accreditation of CPD Program/s is herein attached as Annex "F".

- 8.2.6 **Grounds for Suspension, Cancellation, or Non-Renewal of Accreditation of a CPD Provider** – Any of the following shall constitute grounds or causes for suspension, cancellation, or non-renewal of the certificate of accreditation as CPD provider:

- (a) Non-compliance with any of the prescribed requirements;
- (b) Substantial deviations from the approved program/s;
- (c) Charging of unreasonable fees and/or adding any other substantial fees not approved by the CPD Council;
- (d) Misrepresentation, such as but not limited to: submission of false completion reports, issuance of false statement/s including disclosing advance information as to credit units prior to the approval of the CPD Council, or qualification/s as provider;
- (e) Failure to conduct at least one (1) CPD Program within the year from the issuance of accreditation and every year thereafter; and
- (f) Any other violation of this IRR.

- 8.3 Ensure that the CPD Programs offered by CPD Providers are reasonably priced and are accessible to all professionals of the regulated professions. CPD Council shall encourage CPD Providers to develop and offer online CPD programs and shall issue appropriate guidelines for this purpose;

- 8.4 Monitor, evaluate the implementation of the CPD Programs, set qualifications for designated monitors and develop a monitoring tool;

- 8.4.1 The following shall act as CPD program monitors in the order of preference as approved by the CPD Council and the PRC indicated hereunder:

- (a) CPD Council Member;

- (b) Any other member of the PRB;
- (c) Duly-designated APO Officers, Board Members and pertinent Committee Chairs from national and any local chapter where the APO is not the provider of the program to be monitored;
- (d) Member of the academe who is not a participant in the CPD program; and
- (e) Duly-designated PRC employees and any CPD Council designated professionals.

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

8.4.2 The CPD Councils shall determine the appropriate number of monitors per accredited program.

8.4.3 The following shall be the duties and responsibilities of a CPD Monitor:

- (a) Secure a Travel/Office/Special Order or its equivalent document establishing authority to conduct monitoring on the program and necessary documents from the PRC;
- (b) Coordinate with the CPD Secretariat regarding the details of the CPD program to be monitored;
- (c) Ensure that the approved CPD program is duly implemented;
- (d) Submit to the Commission a Monitoring Report, a copy thereof is herein attached as Annex "G", within fifteen (15) working days after the conduct of the program.

The CPD Council shall furnish a copy of the monitoring report to the CPD Provider within twenty (20) working days from the receipt thereof.

8.4.4 Upon the completion of an accredited CPD Program, the CPD Provider shall submit a duly-notarized Completion Report, a copy thereof is herein attached as Annex "H", to the CPD Council within thirty (30) calendar days after the CPD program offering.

8.5 Assess and/or upgrade the criteria for accreditation of CPD Providers and their CPD Programs on a regular basis;

8.6 Develop mechanisms for the validation, accreditation and recognition of self-directed learning, prior/informal learning, online learning, and other learning processes through professional work experience;

8.6.1 Procedure for Earning Credit Units for Self-Directed Learning and/or Lifelong Learning – A licensed professional applicant may apply for credit units

under Self-Directed Learning and/or Lifelong Learning by accomplishing Application Form, a copy thereof is herein attached as Annex "I", submit the required documents and pay the prescribed fee.

Seminars/trainings undertaken abroad conducted by non-accredited CPD Providers may be accredited through Self-Directed and/or Lifelong Learning. The procedure for this accreditation shall be included in the Operational Guidelines of the concerned profession.

- 8.7 Conduct researches, studies, and benchmarking for national and international alignment of the CPD Programs;
- 8.8 Issue operational guidelines, which shall be approved by the PRB concerned and the PRC; and
- 8.9 Perform such other functions related or incidental to the implementation of the CPD.

Section 9. Secretariat – A CPD Secretariat shall be created at the PRC Central and Regional Offices to provide technical, administrative and operational support to the CPD Councils and the PRBs in the implementation of the CPD Programs. The CPD Secretariat shall be headed by an Executive Director (Director Level) to be appointed by the PRC.

The Executive Director shall exercise general supervision and control over the staff of CPD Secretariat. The personnel for CPD Secretariat shall be subject to the Civil Service Laws, Rules and Regulation, with the following functions:

- 9.1 To receive and conduct initial screening of applications for accreditation of CPD providers, programs and self-directed and/or lifelong learning;
- 9.2 To submit to the CPD Councils applications for accreditation of CPD providers and CPD programs and self-directed and/or lifelong learning;
- 9.3 To record and prepare notice, agenda and minutes of the meetings of all the CPD Councils and furnish copies thereof to the PRBs;
- 9.4 To release 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;
- 9.5 To assist the CPD Council by providing relevant statistical data and other related matters;
- 9.6 To keep and maintain 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;
- 9.7 To provide administrative and technical support services to the CPD Council; and

9.8 To perform such other activities relevant and necessary in the implementation of the CPD programs.

Rule III

CPD PROGRAM IMPLEMENTATION AND MONITORING

Section 10. CPD as Mandatory Requirement in the Renewal of Professional License and Accreditation System for the Practice of Professions – The CPD is hereby made as a mandatory requirement in the renewal of the PICs of all registered and licensed professionals under the regulation of the PRC.

10.1 Registered and licensed professionals shall complete the required credit units every three (3) years of compliance period, a copy of the Matrix of Credit Units Required per Profession is herein attached as Annex "J", or as specified in their Professional Regulatory Law, or as provided by the PRB and the Commission through a Resolution that may be issued.

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

Credit units may be earned by professionals who participate in programs initiated by the PRC and the PRBs for the development of their respective profession, including but not limited to the following:

- (a) Crafting of IRR of newly enacted professional regulatory law or its amendments;
- (b) Upgrading of table of specifications (TOS);
- (c) Formulation of Career Progression and Specialization;
- (d) Formulation of Instructional Design for CPD of the concerned profession; and
- (e) Other similar program, as maybe approved by the CPDC concerned.

10.2 The table below shall be used as reference for the renewal of PIC in the transitory period; however, the PRB concerned may prescribe their own required CPD credit units through a resolution subject to the approval by the Commission.

PIC RENEWAL PERIOD	MINIMUM CUs REQUIRED FOR THE PROFESSION
January – June 2017	0
July – December 2017	30%
January – December 2018	60%
January 2019 – onwards	100%

10.3 As a guide for crediting CPD units and its supporting documents, the Matrix of CPD Activities is herein attached as Annex "K".

10.4 Professionals working overseas may take programs/seminars through the foreign chapters or affiliates of accredited CPD Providers. They may also attend seminars/trainings conducted by non-accredited CPD Providers and apply for credit unit/s with their respective CPD Councils under Self-Directed and/or Lifelong Learning track.

Section 11. Recognition of Credit Units – All duly validated and recognized CPD credit units earned by a professional shall be accumulated and transferred from academic to professional and vice versa in accordance with the Pathways and Equivalencies of the Philippine Qualifications Framework (PQF).

Section 12. Career Progression and Specialization – The PRC and the PRBs, in consultation with the AIPO/APO, the Civil Service Commission (CSC), other concerned government agencies and industry stakeholders, shall formulate and implement a Career Progression and Specialization Program for every profession. The respective Career Progression and Specialization Program of each profession shall form part of their CPD Master Program.

Section 13. Role of Concerned Government Agencies and the Private Sector – All concerned government agencies and private firms and organizations employing professionals shall include the CPD as part of their human resource development plan and program.

Rule IV

FINAL PROVISIONS

Section 14. Funding – The implementation of the provisions of R.A. 10912 shall be immediately included in the PRC programs, the funding of which shall be included in its annual submissions for inclusion in the annual General Appropriations Act.

The funding requirement herein mentioned shall be used for the regular operations of the CPD Councils, including the monitoring of the conduct of the CPD Programs.

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 CPD Council or their alternates as the case may be, monitoring expenses for the conduct of CPD program and other expenses of the CPD Councils shall be provided for in the annual PRC budget.

The PRC shall review and approve the proposed budget for CPD Secretariat, taking into consideration the reasonable expenses that will be incurred for travel, honorarium/allowances, and per diems, when attending official CPD Council meetings or performing other related functions assigned to them.

Section 15. Operational Guidelines – The CPD Councils shall formulate their own Operational Guidelines through a Resolution of the PRB concerned, subject to the approval of the PRC for its proper implementation, which include the following but not limited to:

15.1 Specific date/s of regular monthly meeting/s;

- 15.2 Provide a list of additional requirements for accreditation as CPD provider and CPD program which are necessary for the development of their profession which may not be stated in this IRR;
- 15.3 Provide guidelines for crediting various types of self-directed and/or lifelong learning activities including those seminars/workshops/activities undergone by professional employed abroad;
- 15.4 Determine the minimum number of required CPD credit units to be completed within a compliance period;
- 15.5 Determine the maximum creditable units for self-directed and/or lifelong learning;
- 15.6 Formulate career progression of the concerned profession; and
- 15.7 Set standards for the validation, accreditation and recognition of formal, nonformal and informal learning outcomes, including professional work experiences and prior learning.

Section 16. Fraud Relating to CPD – Fraudulent acts relating to the implementation and enforcement of R.A. 10912 shall be punishable under the pertinent provisions of the Revised Penal Code, the New Civil Code and other applicable laws.

In addition to the penalties prescribed in the aforementioned laws, a professional who is found guilty of any fraudulent act relating to the CPD shall also be meted with the penalty of suspension or revocation of his/her PRC Certificate of Registration and/or Certificate of Specialization after due process.

Any government official or employee who is party to any fraudulent act relating to the CPD, shall be subjected to administrative penalties that may be imposed under the anti-graft laws, the Administrative Code and the Code of Conduct of Public Officials and Employees.

Section 17. Separability Clause – If any part or provision of this IRR is declared invalid or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

Section 18. Repealing Clause – All laws, decrees, executive orders and other administrative issuances or parts thereof, which are inconsistent with the provisions of R.A. 10912 and this Implementing Rules and Regulations, are hereby repealed or modified accordingly.

Section 19. Effectivity – This IRR shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or in a newspaper of general circulation in the Philippines. Copy furnished the U.P. Law Center.

Done in this 15th day of February 2017 in the Manila, Philippines.



TEOFILO S. PILANDO, JR.
Chairman



ANGELINE T. CHUA CHIACO
Commissioner



YOLANDA D. REYES
Commissioner

O-OCH/O-OCI/O-OCII/D-LID/CPD-PMC/D-SID/CPD
TSP/ATCC/YDR/ELR/GBS/MLMH/MERAQ/ardm

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Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

CPD Council for _____

New **Renewal** Accreditation No. _____
 Expiry Date _____

Part I. Personal / Corporate Information

Name of Provider: _____

Classification:

Individual/Sole Proprietorship Firm/Partnership/Corporation Government Institution/Agency

Address: _____

Telephone No.: _____

Fax No.: _____

E-mail Address: _____

Website: _____

Contact Person: _____

Contact No.: _____

Part II. Acknowledgment

I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.

Signature Over Printed Name_____
Position_____
Date_____
(Notary Public)**Part III. Action Taken****Standards & Inspection Division – CPD:**

Processed by: _____
 Date : _____

Cash Division:

Amount : _____
 O.R.No./Date : _____
 Issued by : _____

Reviewed by:_____
OIC, Standards and Inspection Division**ACTION TAKEN BY THE CPD COUNCIL**

- Approved Accreditation No. _____
 Deferred pending compliance _____
 Disapproved due to _____

Chairperson_____
Member_____
Member_____
Date

PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. 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)
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of Five Thousand Pesos (P 5,000.00).
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

Individual / Sole Proprietor	Firm / Partnership / Corporation	Government Institution/Agency
<input type="checkbox"/> Résumé must include: relevant Educational background, current employment, profession, principal area of professional work & No. of years in the practice of the regulated profession	<input type="checkbox"/> Company Profile must Include Mission, Vision, Core Values and if any, a list of previous training activities conducted	<input type="checkbox"/> Copy of charter or Republic Act establishing the agency
<input type="checkbox"/> valid Professional Identification Card	<input type="checkbox"/> List of Officers with valid Professional ID Card (if applicable)	<input type="checkbox"/> Instructional Design (one)
<input type="checkbox"/> Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted	<input type="checkbox"/> List and photographs of training equipment and facilities	<input type="checkbox"/> Annual plan of proposed CPD Activities
<input type="checkbox"/> List and photographs of training equipment and facilities	<input type="checkbox"/> Instructional Design (one)	<input type="checkbox"/> Office Order from the head of Agency appointing its officer to manage the CPD activities
<input type="checkbox"/> Instructional Design (one)	<input type="checkbox"/> Annual plan of proposed CPD Activities	
<input type="checkbox"/> Annual plan of proposed CPD Activities	<input type="checkbox"/> Appointment paper from the managing partner or Board Resolution of a Corporation authorizing a partner or officer to manage the CPD activities	
<input type="checkbox"/> DTI Certificate of Registration (authenticated copy)	<input type="checkbox"/> SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws (authenticated copy)	
<input type="checkbox"/> NBI Clearance (original)	<input type="checkbox"/> BIR Certificate of Registration (authenticated copy)	
<input type="checkbox"/> BIR Certificate of Registration (authenticated copy)	<input type="checkbox"/> BIR Certificate of Registration (authenticated copy)	
<input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06)	<input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06)	

Renewal

- List of CPD activities for the last 3 years
- List and photographs of training equipments and facilities
- Annual plan of proposed CPD Activities
- General Information Sheet for Corporation or Partnership
- Amended Articles of Incorporation or Partnership and their respective by-laws, if there are changes
- Appointment paper from the managing partner or Board Resolution of a Corporation authorizing a partner or officer to manage the CPD activities or Office Order from the head of government agency appointing its officer to manage the CPD activities, if there are changes.
- Notarized Affidavit of Undertaking (SID-CPD-06)

Additional Requirements:

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

1. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
2. The period for processing the application is 30 days.
3. If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.



Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER (FOREIGN)

CPD Council for _____

 New Renewal

Accreditation No. _____

Expiry Date _____

Part I. Personal / Corporate Information	
Name of Provider: _____	
Address: _____	
Telephone No.: _____	Fax No.: _____
E-mail Address: _____	Website: _____
Contact Person: _____	Contact No.: _____
Part II. Acknowledgment	
I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.	SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.
_____ Signature Over Printed Name	_____ (Notary Public)
_____ Position	
_____ Date	
Part III. Action Taken	
Standards & Inspection Division – CPD:	Cash Division:
Processed by: _____ Date : _____	Amount : _____ O.R.No./Date : _____ Issued by : _____
Reviewed by:	
OIC, Standards and Inspection Division	
<u>ACTION TAKEN BY THE CPD COUNCIL</u>	
<input type="checkbox"/> Approved Accreditation No. _____ <input type="checkbox"/> Deferred pending compliance _____ <input type="checkbox"/> Disapproved due to _____ _____	
_____ Chairperson	
_____ Member	_____ Member
Date _____	

PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (FOREIGN)

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. 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)
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of Eight Thousand Pesos (P 8,000.00).
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

Initial	Renewal
[] Company Profile (must include Mission, Vision, Core Values and if any, a list of previous training activities conducted)	[] List of CPD activities for the last 3 years
[] List of Officers with current Professional ID Card (if applicable)	[] List and photographs of training equipment and facilities
[] List and photographs of training equipment and facilities	[] Annual plan of proposed CPD Activities
[] Instructional Design (one)	[] General Information Sheet for Corporation or Partnership or its equivalent
[] Annual plan of proposed CPD Activities	[] Amended Articles of Incorporation or Partnership and their respective by-laws or its equivalent, if there are changes
[] Appointment paper from the managing partner or Board Resolution of a Corporation or its equivalent authorizing a partner or officer to manage the CPD activities	[] Appointment paper from the managing partner or Board Resolution of Corporation or its equivalent authorizing a partner or an officer to manage the CPD activities, if there are changes
[] Proof of Registration of its creation in the country/state of the applicant which must be duly authenticated by the Philippine Embassy/ Consulate/Legation in the said country/state and accompanied by an official English translation thereof	[] Notarized Affidavit of Undertaking (SID-CPD-06) before Philippine Embassy / Consulate / Legation in the country/state of the applicant
[] Notarized Affidavit of Undertaking (SID-CPD-06) before Philippine Embassy / Consulate / Legation in the country/state of the applicant	

Additional Requirements

- [] Short brown envelope for the Certificate of Accreditation
- [] One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

1. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
2. The period for processing the application is 30 days.
3. If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.

CPD COUNCIL FOR _____

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 CPD Council;
- 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 CPD Council.

In witness whereof, I hereby affix my signature this _____ day of _____, 20____

Affiant

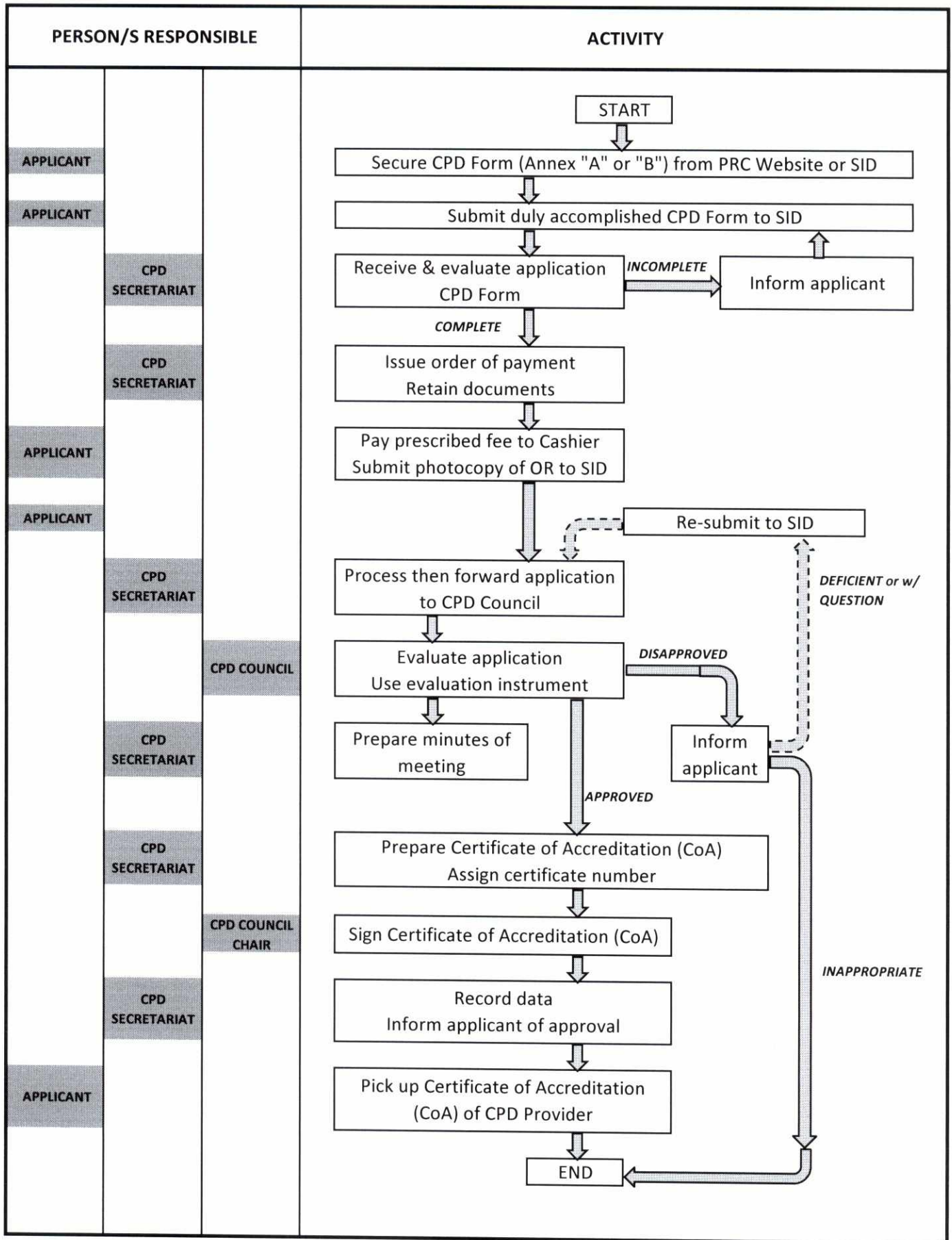
Position

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 _____

PROCEDURE FOR ACCREDITATION AS CPD PROVIDER





Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council for _____

Part I. General Information	
Name of Provider: _____	
Accreditation No.: _____	Expiration Date: _____
Contact Person: _____	Designation: _____
Contact No.: _____	Date of Application: _____
Proposed Program: <input type="checkbox"/> Seminar <input type="checkbox"/> Seminar/Workshop <input type="checkbox"/> Residency Training <input type="checkbox"/> Tours & Visits <input type="checkbox"/> 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: _____
Part II. Acknowledgment	
I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.	SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____. _____ (Notary Public)
_____ Signature Over Printed Name	
_____ Position	
_____ Date	
Part III. Action Taken	
Standards & Inspection Division – CPD: Processed by: _____ Date : _____	Cash Division: Amount : _____ O.R.No./Date : _____ Issued by : _____
Reviewed by: <div style="text-align: center; margin-top: 20px;"> _____ OIC, Standards and Inspection Division </div>	
<u>ACTION TAKEN BY THE CPD COUNCIL</u>	
<input type="checkbox"/> Approved for ____ Credit Units Accreditation No. _____ <input type="checkbox"/> Disapproved <input type="checkbox"/> Deferred pending compliance _____ _____	
_____ Chairperson	
_____ Member	_____ Member
Date _____	

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. 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)
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of One Thousand Pesos (P 1,000.00) per offering of the program.
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

- Specific course Objectives stating competencies to be gained from program
- Evaluation tool specific to course objectives set
- Program of Activities showing time/duration of topics/workshop
- Resume of Speakers for program applied for, showing expertise in the topic/s; 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

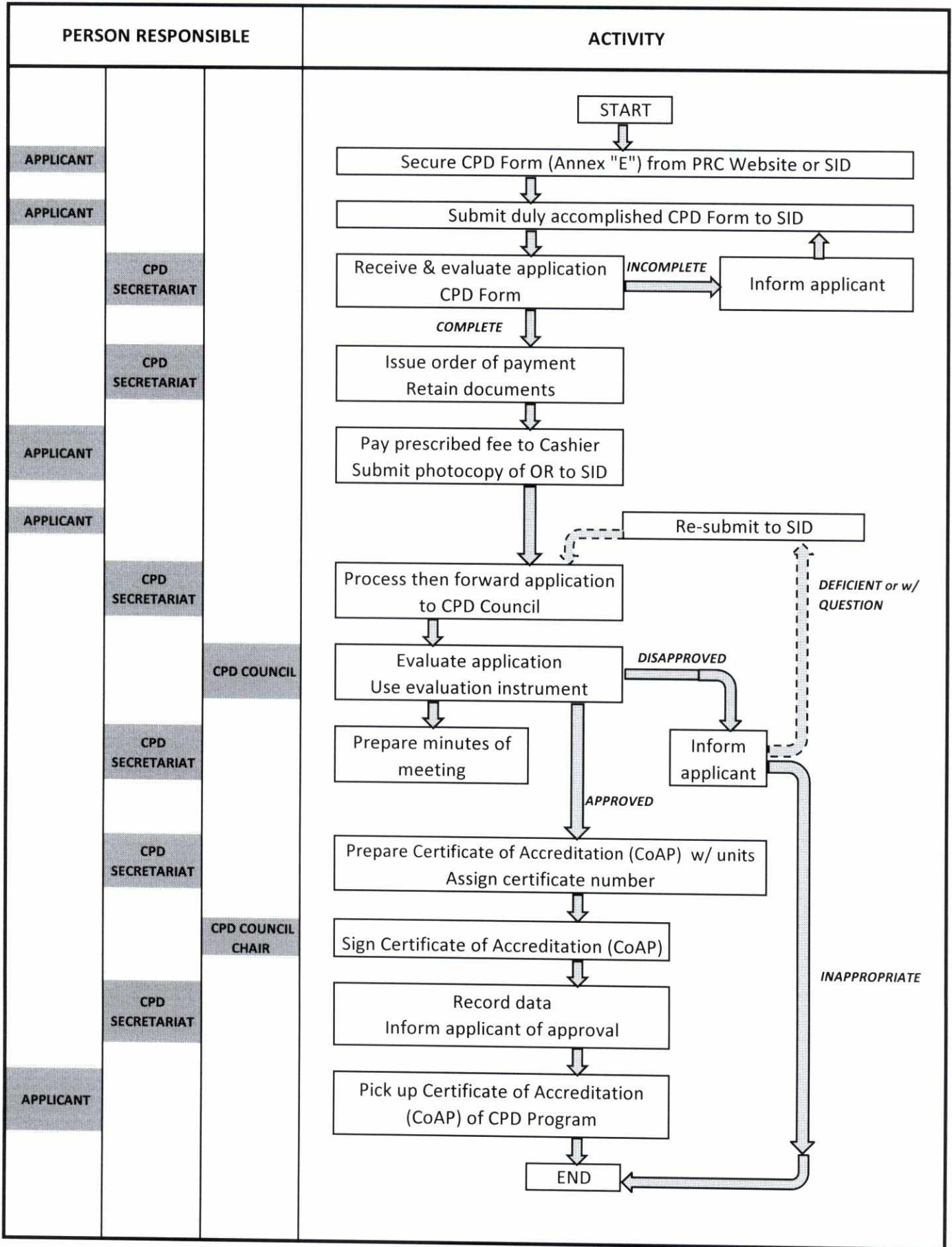
Additional Requirements:


- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

1. Application for accreditation should be filed 45 days before the offering of the program/training.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
3. The period for processing the application is 45 days.
4. If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM



	Professional Regulation Commission
	CONTINUING PROFESSIONAL DEVELOPMENT (CPD) MONITORING REPORT

CPD Council for _____

Name of Provider:							
Provider Accreditation No.:				Expiration Date:			
Title of the Program:							
Date / Venue of the Program:							
Credit Units Provisionally Given:							
Program Accreditation No.:				Date Approved:			
Evaluation of Program: (indicate the topics & time per activity, use separate sheet if needed)							
APPROVED Program of Activities				ACTUAL Program of Activities			
Topic	Time Frame	Speaker	Topic	Time Frame	Speaker	Remarks	
						Compliant	Non-Compliant
Total Number of Participants:							
Observation:							
Suggestion/Recommendation:							
MONITORED BY:							
_____ Signature Over Printed Name				_____ Signature Over Printed Name			
_____ Date				_____ Date			



Professional Regulation Commission

COMPLETION REPORT ON CPD PROGRAM

CPD Council for _____

Part I. General Information	
Name of Provider:	
Accreditation No.:	Expiry Date:
Contact Person:	Designation:
Contact No.:	
Part II. Program Accreditation	
Title of the Program:	
Accreditation No.:	Date of Accreditation:
Date Started:	Date Completed:
Place / Venue:	
Total Number of Participants:	Date Applied:
Executive Summary:	
Part III. Acknowledgment	
<p>I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.</p> <p style="text-align: center; margin-top: 20px;">_____ Signature Over Printed Name</p> <p style="text-align: center; margin-top: 10px;">_____ Position</p> <p style="text-align: center; margin-top: 10px;">_____ Date</p>	<p>SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.</p> <p style="text-align: center; margin-top: 20px;">_____ (Notary Public)</p>

PROCEDURE FOR COMPLETION REPORT
--

- | |
|--|
| <p>Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).</p> <p>Step 2. Fill-out Application Form and comply the required documents. Please provide one (1) set for receiving copy.</p> <p>Step 3. Proceed to Standards and Inspection Division processing window for submission.</p> |
|--|

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

- | |
|---|
| <p><input type="checkbox"/> List of Participants (Name & PRC License No.)</p> <p><input type="checkbox"/> List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)</p> <p><input type="checkbox"/> Actual Program of Activities</p> <p><input type="checkbox"/> Summary of evaluation of Speakers in Tabular Form</p> <p><input type="checkbox"/> Others</p> |
|---|

Note:

Completion Report must be submitted within thirty (30) calendar days after the CPD program offering.
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Professional Regulation Commission

APPLICATION FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING

CPD Council for _____

Part I. Personal Information	
Name: _____	
Profession: _____	License No.: _____
Date Issued: _____	Valid Until: _____
Residence Address: _____	
Telephone No.: _____	Fax No.: _____
Cellphone No.: _____	E-mail Address: _____
Company Name (if employed): _____	Position: _____
Company Address: _____	Telephone no.: _____
Self-Directed and/or Lifelong Learning:	
<input type="checkbox"/> Invention / Patent <input type="checkbox"/> Post-Graduate Studies <input type="checkbox"/> Authorship <input type="checkbox"/> Diploma Program <input type="checkbox"/> Others	<input type="checkbox"/> Online Training <input type="checkbox"/> Seminars / Technical Sessions / Conference <input type="checkbox"/> Company sponsored training programs <input type="checkbox"/> Professorial Chair
Part II. Acknowledgment	
I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.	SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.
_____ Signature Over Printed Name	_____ (Notary Public)
_____ Position	
_____ Date	
Part III. Action Taken	
Standards & Inspection Division – CPD: Processed by: _____ Date : _____	Cash Division: Amount : _____ O.R.No./Date : _____ Issued by : _____
Reviewed by: <div style="text-align: center; margin-top: 20px;"> _____ OIC, Standards and Inspection Division </div>	
<u>ACTION TAKEN BY THE CPD COUNCIL</u>	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Deferred pending compliance	Credit Units Granted: _____
_____ Chairperson	
_____ Member	_____ Member
Date _____	

PROCEDURE FOR CREDITING OF SELF-DIRECTED AND/OR LIFELONG LEARNING

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. Please provide one (1) set for receiving copy.
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of One Thousand Pesos (P 1,000.00) per application.
- Step 5. Submit Application Form with attached supporting documents and one (1) photocopy of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

(comply only the document/s that is/are required to the application)

- Original and Photocopy of Certificate of Attendance
- Program of Activities
- Diploma / TOR / Certificate of Completion etc.
- Certificate of Patent
- Copy of published material/book
- Certificate of Entitlement / Appointment as Professorial Chair
- Others that may be required by the CPD Council

Additional Requirements:

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-Five Pesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

1. Application for accreditation should be filed no later than five (5) years after completion of degree or program.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory and the representative.
3. The period for processing the application is 60 days.
4. If additional requirement/s is/are needed, a period of 7 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.

**MATRIX OF CREDIT UNITS REQUIRED PER PROFESSION
EVERY THREE (3) YEARS**

PROFESSIONS	NO. OF CPD UNITS
1. ACCOUNTANCY	120 CREDIT UNITS
2. AERONAUTICAL ENGINEERING	45 CREDIT UNITS
3. AGRICULTURAL ENGINEERING	
4. AGRICULTURE	
5. ARCHITECTURE	
6. CHEMICAL ENGINEERING	
7. CHEMISTRY	
8. CIVIL ENGINEERING	
9. CRIMINOLOGY	
10. CUSTOMS BROKERS	
11. DENTISTRY	
12. ELECTRICAL ENGINEERING	45 CREDIT UNITS
13. ELECTRONICS ENGINEERING	
14. ENVIRONMENTAL PLANNING	
15. FISHERIES	
16. FORESTRY	
17. GEODETIC ENGINEERING	
18. GEOLOGY	
19. GUIDANCE AND COUNSELING	
20. INTERIOR DESIGN	
21. LANDSCAPE ARCHITECTURE	
22. LIBRARIAN	30 CREDIT UNITS
23. MASTER PLUMBER	
24. MECHANICAL ENGINEERING	45 CREDIT UNITS
25. MEDICAL TECHNOLOGY	
26. MEDICINE	
27. METALURGICAL ENGINEERING	
28. MIDWIFERY	
29. MINING ENGINEERING	
30. NAVAL ARCHITECTURE	
31. NURSING	
32. NUTRITION AND DIETETICS	
33. OCCUPATIONAL THERAPY	
34. OPTOMETRY	
35. PHARMACY	
36. PHYSICAL THERAPY	
37. PROFESSIONAL TEACHERS	
38. PSYCHOLOGY	
39. RADIOLOGIC TECHNOLOGY	
40. REAL ESTATE SERVICE	
41. RESPIRATORY THERAPY	
42. SANITARY ENGINEERING	
43. SOCIAL WORK	
44. VETERINARY MEDICINE	

MATRIX OF CPD ACTIVITIES

PROGRAM / ACTIVITY	CREDIT UNITS	SUPPORTING DOCUMENT
1. PROFESSIONAL TRACK (TRAINING OFFERED BY ACCREDITED CPD PROVIDERS, Face to Face / Online)		
1.1 PARTICIPANT	APPROVED CREDIT UNITS FOR THE PROGRAM	CERTIFICATE OF ATTENDANCE WITH NUMBER OF HOURS, SEMINAR PROGRAM AND LIST OF PARTICIPANTS
1.2 RESOURCE SPEAKER	3 CU PER HOUR	PHOTOCOPY OF CERTIFICATE, COPY OF PAPERS AND PROGRAM INVITATION
1.3 PANELIST / REACTOR	2 CU PER HOUR	CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM
1.4 FACILITATOR / MODERATOR	1 CU PER HOUR	CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM
1.5 MONITOR	TWICE THE NUMBER OF APPROVED CREDIT UNITS FOR THE PROGRAM	MONITORING REPORT, CERTIFICATE OF APPEARANCE AND THE AUTHORITY TO MONITOR
1.6 IN-SERVICE TRAINING	MAXIMUM OF 20 CU FOR A 12-MONTH PERIOD OR A FRACTION THEREOF UPON COMPLETION	CERTIFICATE OF TRAINING & TRAINING DESCRIPTION
2. ACADEMIC TRACK		
2.1 MASTER'S DEGREE OR EQUIVALENT	FULL CREDIT UNITS FOR COMPLIANCE PERIOD UPON COMPLETION OF DEGREE	UNIVERSITY CERTIFICATION / DIPLOMA AND TRANSCRIPT OF RECORDS (authenticated copy)
2.2 DOCTORATE DEGREE OR EQUIVALENT	FULL CREDIT UNITS UPON COMPLETION OF CANDIDACY FOR COMPLIANCE PERIOD ADDITIONAL FULL CREDIT UNITS FOR COMPLIANCE PERIOD UPON COMPLETION OF DEGREE	UNIVERSITY CERTIFICATION / DIPLOMA AND TRANSCRIPT OF RECORDS (authenticated copy)
2.3 PROFESSORIAL CHAIR	15 CU PER YEAR	CERTIFICATION OF GRANT OR APPOINTMENT PAPER
2.4 RESIDENCY / EXTERNSHIP / SPECIALTY / SUB-SPECIALTY PROGRAM	10 CU PER YEAR	HOSPITAL CERTIFICATION CERTIFICATE OF COMPLETION
2.5 FELLOWSHIP GRANT		
2.5.1 PARTICIPANT	2 CU PER GRANT	CERTIFICATION FROM THE GRANTING INSTITUTION AND/OR CERTIFICATE OF FELLOWSHIP
2.5.2 RESOURCE SPEAKER	4 CU PER GRANT	
2.5.3 RESEARCHER	5 CU PER GRANT	
2.6 POST GRADUATE DIPLOMA	MAXIMUM OF 30 CU FOR AN 18-MONTH PERIOD OR A FRACTION THEREOF UPON COMPLETION	DIPLOMA / CERTIFICATION FROM THE INSTITUTION
3. SELF-DIRECTED (TRAINING OFFERED BY NON-ACCREDITED CPD PROVIDERS, Face to Face / Online)		
3.1 PARTICIPANT	CREDIT UNITS FOR THE PROGRAM AS EVALUATED BY THE CPD COUNCIL	CERTIFICATE OF ATTENDANCE WITH NUMBER OF HOURS, SEMINAR PROGRAM AND LIST OF PARTICIPANTS
3.2 RESOURCE SPEAKER	3 CU PER HOUR	PHOTOCOPY OF CERTIFICATE, COPY OF PAPERS AND PROGRAM INVITATION
3.3 PANELIST / REACTOR	2 CU PER HOUR	CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM

3.4	FACILITATOR / MODERATOR	1 CU PER HOUR		CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM
3.5	IN-SERVICE TRAINING	MAXIMUM OF 20 CU FOR A 12- MONTH PERIOD OR A FRACTION THEREOF UPON COMPLETION		CERTIFICATE OF TRAINING & TRAINING DESCRIPTION
3.6	PROGRAM / TRAINING MODULE DEVELOPMENT	10 CU PER MODULE		COPY OF MODULE AND EVALUATION
3.7	TECHNICAL PAPER	5 CU PER TECHNICAL PAPER <i>FOR PUBLISHED PAPER, SEE 3.8</i>		CERTIFICATION OF COMPLETION AND APPROVAL <i>FOR PUBLISHED PAPER, SEE 3.8</i>
3.8	ARTICLE PUBLISHED IN A REFEREED / PEER REVIEWED PROFESSIONAL JOURNAL			
3.8.1	AUTHOR/S	LOCAL 10 CU	INTERNATIONAL 15 CU	COPY OF PUBLISHED ARTICLE AND TABLE OF CONTENTS
		<i>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</i>		
3.8.2	PEER REVIEWER	2 CU PER ARTICLE		
3.9	PAMPHLET / BOOK OR MONOGRAPH			
3.9.1	AUTHOR/S	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 BOOK
		<i>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</i>		
3.9.2	EDITOR	MAXIMUM OF 20 CU		
3.10	ARTICLE IN MAGAZINE / NEWSPAPER	MAXIMUM OF 5 CU PER ARTICLE <i>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</i>		PROOF OF PUBLICATION OF ARTICLE
3.11	INVENTIONS	FULL CREDIT UNITS FOR COMPLIANCE PERIOD		CERTIFIED COPY OF PATENT CERTIFICATE
3.12	STUDY TOURS/VISITS	2 CU / DAY (MAXIMUM OF 20 CU / TOUR)		CERTIFICATION FROM SPONSORING INSTITUTION
3.13	CONSULTANCY (e.g. Technical Meetings / Accreditation and other activities as per request of an institution, etc.)	1 CU PER HOUR		CERTIFICATE OF APPEARANCE AND INVITATION
3.14	SOCIO-CIVIC ACTIVITIES USING PROFESSION (e.g. Medical Missions, Outreach Programs, etc.)	1 CU PER HOUR		PROJECT PROPOSAL, REPORT AND PHOTOS
3.15	RECOGNITION / TITLE (e.g. Fellows, Hall of Fame Award, Outstanding Professional, Lifetime Achievement Awardee, etc.)	FULL CREDIT UNITS FOR COMPLIANCE PERIOD		COPY OF CERTIFICATION FROM THE AWARDING BODY (duly notarized)
4. SUCH OTHER ACTIVITIES TO BE RECOMMENDED BY THE CPD COUNCIL AND APPROVED BY THE BOARD AND THE COMMISSION				