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 (A IPO) / 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 AIP/APO duly authorized by its Board of Governors/Trustees. In the absence of the AIP/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 AIP/APO 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;
Any other member of the PRB;

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;

Member of the academe who is not a participant in the CPD program; and

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.

<table>
<thead>
<tr>
<th>PIC RENEWAL PERIOD</th>
<th>MINIMUM CUs REQUIRED FOR THE PROFESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>January – June 2017</td>
<td>0</td>
</tr>
<tr>
<td>July – December 2017</td>
<td>30%</td>
</tr>
<tr>
<td>January – December 2018</td>
<td>60%</td>
</tr>
<tr>
<td>January 2019 – onwards</td>
<td>100%</td>
</tr>
</tbody>
</table>

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 AIP/O/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

DATE OF PUBLICATION IN GAZETTE: 2-18-17
DATE OF EFFECTIVITY: 3-15-17
Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

CPD Council for ____________________

☐ New    ☐ Renewal    Accreditation No. ____________

Expire 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

<table>
<thead>
<tr>
<th>Individual / Sole Proprietor</th>
<th>Firm / Partnership / Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Résumé must include:</td>
<td>[ ] Company Profile must</td>
</tr>
<tr>
<td>relevant Educational</td>
<td>Include Mission, Vision,</td>
</tr>
<tr>
<td>background, current</td>
<td>Core Values and if any, a</td>
</tr>
<tr>
<td>employment, profession,</td>
<td>list of previous training</td>
</tr>
<tr>
<td>principal area of professional</td>
<td>activities conducted</td>
</tr>
<tr>
<td>work &amp; No. of years in the</td>
<td>[ ] List of Officers with valid</td>
</tr>
<tr>
<td>practice of the regulated</td>
<td>Professional ID Card (if</td>
</tr>
<tr>
<td>profession</td>
<td>applicable)</td>
</tr>
<tr>
<td>[ ] valid Professional Identification Card</td>
<td>[ ] List and photographs of</td>
</tr>
<tr>
<td></td>
<td>training equipment and</td>
</tr>
<tr>
<td></td>
<td>facilities</td>
</tr>
<tr>
<td>[ ] Company Profile must include</td>
<td>[ ] Instructional Design (one)</td>
</tr>
<tr>
<td>Mission, Vision, Core Values</td>
<td>[ ] Annual plan of proposed</td>
</tr>
<tr>
<td>and if any, a list of previous</td>
<td>CPD Activities</td>
</tr>
<tr>
<td>training activities conducted</td>
<td>[ ] Appointment paper from the</td>
</tr>
<tr>
<td></td>
<td>managing partner or Board</td>
</tr>
<tr>
<td></td>
<td>Resolution of a Corporation</td>
</tr>
<tr>
<td></td>
<td>authorizing a partner or</td>
</tr>
<tr>
<td></td>
<td>officer to manage the CPD</td>
</tr>
<tr>
<td></td>
<td>activities</td>
</tr>
<tr>
<td>[ ] List and photographs of</td>
<td>[ ] SEC Certificate of</td>
</tr>
<tr>
<td>training equipment and</td>
<td></td>
</tr>
<tr>
<td>facilities</td>
<td>Registration and Articles of</td>
</tr>
<tr>
<td></td>
<td>Incorporation or Partnership</td>
</tr>
<tr>
<td>[ ] Instructional Design (one)</td>
<td>and their respective By-laws</td>
</tr>
<tr>
<td></td>
<td>(authenticated copy)</td>
</tr>
<tr>
<td>[ ] Annual plan of proposed</td>
<td>[ ] BIR Certificate of</td>
</tr>
<tr>
<td>CPD Activities</td>
<td>Registration</td>
</tr>
<tr>
<td>[ ] DTI Certificate of Registration</td>
<td></td>
</tr>
<tr>
<td>(authenticated copy)</td>
<td>[ ] Notarized Affidavit of</td>
</tr>
<tr>
<td>[ ] NBI Clearance (original)</td>
<td>Undertaking (SID-CPD-06)</td>
</tr>
<tr>
<td>[ ] Notarized Affidavit of</td>
<td></td>
</tr>
<tr>
<td>Undertaking (SID-CPD-06)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of Provider:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone No.:</th>
<th>Fax No.:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-mail Address:</th>
<th>Website:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>Contact No.:</th>
</tr>
</thead>
</table>

### 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:

<table>
<thead>
<tr>
<th>Processed by:</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cash Division:</th>
</tr>
</thead>
</table>

- **Amount**: 
- **O.R.No./Date**: 
- **Issued by**: 

**Reviewed by**: 

**OIC, Standards and Inspection Division**

#### ACTION TAKEN BY THE CPD COUNCIL

- [ ] Approved
- [ ] Deferred pending compliance
- [ ] Disapproved due to ____________

**Accreditation No.**

**Chairperson**

**Member**

**Member**

**Date**

---
## PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (FOREIGN)

1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
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) photocopies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
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).
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

<table>
<thead>
<tr>
<th>Initial</th>
<th>Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Company Profile (must include Mission, Vision, Core Values and if any, a list of previous training activities conducted)</td>
<td>[ ] List of CPD activities for the last 3 years</td>
</tr>
<tr>
<td>[ ] List of Officers with current Professional ID Card (if applicable)</td>
<td>[ ] List and photographs of training equipment and facilities</td>
</tr>
<tr>
<td>[ ] List and photographs of training equipment and facilities</td>
<td>[ ] Annual plan of proposed CPD Activities</td>
</tr>
<tr>
<td>[ ] Instructional Design (one)</td>
<td>[ ] General Information Sheet for Corporation or Partnership or its equivalent</td>
</tr>
<tr>
<td>[ ] Annual plan of proposed CPD Activities</td>
<td>[ ] Amended Articles of Incorporation or Partnership and their respective by-laws or its equivalent, if there are changes</td>
</tr>
<tr>
<td>[ ] 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</td>
<td>[ ] 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</td>
</tr>
<tr>
<td>[ ] 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</td>
<td>[ ] Notarized Affidavit of Undertaking (SID-CPD-06) before Philippine Embassy / Consulate / Legation in the country/state of the applicant</td>
</tr>
<tr>
<td>[ ] Notarized Affidavit of Undertaking (SID-CPD-06) before Philippine Embassy / Consulate / Legation in the country/state of the applicant</td>
<td></td>
</tr>
</tbody>
</table>

## 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

1. ________________________, 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 ______________________ at ______________________.

NOTARY PUBLIC

Doc. No: __________________________
Page No: __________________________
Book No: __________________________
Series of __________________________
PROCEDURE FOR ACCREDITATION AS CPD PROVIDER

PERSON/S RESPONSIBLE

APPLICANT
APPLICANT
CPD SECRETARIAT
CPD SECRETARIAT
APPLICANT
APPLICANT
CPD SECRETARIAT
CPD COUNCIL
CPD SECRETARIAT
CPD COUNCIL CHAIR
CPD SECRETARIAT
APPLICANT

START

Secure CPD Form (Annex "A" or "B") from PRC Website or SID

Submit duly accomplished CPD Form to SID

Receive & evaluate application CPD Form

COMPLETE

Inform applicant

Issue order of payment
Retain documents

Pay prescribed fee to Cashier
Submit photocopy of OR to SID

Re-submit to SID

InCOMPETE

Process then forward application to CPD Council

Evaluate application
Use evaluation instrument

Prepare minutes of meeting

APPROVED

Inform applicant

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

DEFICIENT or w/ QUESTION

INAPPROPRIATE
CPD Council for ______________________

### Part I. General Information

<table>
<thead>
<tr>
<th>Name of Provider:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation No.:</td>
</tr>
<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>Contact No.:</td>
</tr>
</tbody>
</table>

- [ ] Seminar
- [ ] Seminar/Workshop
- [ ] Residency Training
- [ ] Tours & Visits
- [ ] 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 _______.

**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 for _____ Credit Units
- [ ] Accreditation No. ______________
- [ ] Disapproved
- [ ] Deferred pending compliance ______________

**Chairperson:**

**Member:**

**Date:**

**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

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Secure CPD Form (Annex &quot;E&quot;) from PRC Website or SID</td>
</tr>
<tr>
<td>Applicant</td>
<td>Submit duly accomplished CPD Form to SID</td>
</tr>
<tr>
<td>CPD Secretariat</td>
<td>Receive &amp; evaluate application CPD Form</td>
</tr>
<tr>
<td>CPD Secretariat</td>
<td>Issue order of payment</td>
</tr>
<tr>
<td>Applicant</td>
<td>Pay prescribed fee to Cashier</td>
</tr>
<tr>
<td>CPD Secretariat</td>
<td>Submit photocopy of OR to SID</td>
</tr>
<tr>
<td>CPD Council Chair</td>
<td>Process then forward application to CPD Council</td>
</tr>
<tr>
<td>CPD Secretariat</td>
<td>Evaluate application</td>
</tr>
<tr>
<td>CPD Council Chair</td>
<td>Use evaluation instrument</td>
</tr>
<tr>
<td>CPD Secretariat</td>
<td>Prepare minutes of meeting</td>
</tr>
<tr>
<td>CPD Council Chair</td>
<td>Prepare Certificate of Accreditation (CoAP) w/ units</td>
</tr>
<tr>
<td>CPD Secretariat</td>
<td>Assign certificate number</td>
</tr>
<tr>
<td>CPD Council Chair</td>
<td>Sign Certificate of Accreditation (CoAP)</td>
</tr>
<tr>
<td>CPD Secretariat</td>
<td>Record data</td>
</tr>
<tr>
<td>Applicant</td>
<td>Inform applicant of approval</td>
</tr>
<tr>
<td>CPD Secretariat</td>
<td>Pick up Certificate of Accreditation (CoAP) of CPD Program</td>
</tr>
</tbody>
</table>

**Flowchart:**
- **Start:** Secure CPD Form (Annex "E") from PRC Website or SID
- **Activity:** Submit duly accomplished CPD Form to SID
- **Activity:** Receive & evaluate application CPD Form
  - **Incomplete:** Inform applicant
  - **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:** 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

**_paths:**
- **Deficient or w/ question:** Re-submit to SID
- **Inappropriate:**
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)

<table>
<thead>
<tr>
<th>APPROVED Program of Activities</th>
<th>ACTUAL Program of Activities</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic</td>
<td>Time Frame</td>
<td>Speaker</td>
</tr>
<tr>
<td>________________</td>
<td>________________</td>
<td>________________</td>
</tr>
</tbody>
</table>

Total Number of Participants: _______________

Observation: ________________________________________________

Suggestion/Recommendation: ________________________________

**MONITORED BY:**

______________________ ________________________
Signature Over Printed Name Date Signature Over Printed Name Date
CPD Council for

### Part I. General Information

<table>
<thead>
<tr>
<th>Name of Provider:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation No.:</td>
<td>Expiry Date:</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Designation:</td>
</tr>
<tr>
<td>Contact No.:</td>
<td></td>
</tr>
</tbody>
</table>

### Part II. Program Accreditation

<table>
<thead>
<tr>
<th>Title of the Program:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation No.:</td>
<td>Date of Accreditation:</td>
</tr>
<tr>
<td>Date Started:</td>
<td>Date Completed:</td>
</tr>
<tr>
<td>Place / Venue:</td>
<td></td>
</tr>
<tr>
<td>Total Number of Participants:</td>
<td>Date Applied:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Executive Summary:</th>
</tr>
</thead>
</table>

### Part III. 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)
# PROCEDURE FOR COMPLETION REPORT

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 submission.

# CHECKLIST OF REQUIREMENTS

<table>
<thead>
<tr>
<th>SUPPORTING DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] List of Participants (Name &amp; PRC License No.)</td>
</tr>
<tr>
<td>[ ] List of Lecturers, Resource Speakers, etc. (Name &amp; PRC License No.)</td>
</tr>
<tr>
<td>[ ] Actual Program of Activities</td>
</tr>
<tr>
<td>[ ] Summary of evaluation of Speakers in Tabular Form</td>
</tr>
<tr>
<td>[ ] Others</td>
</tr>
</tbody>
</table>

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

**APPLICATION FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING**

CPD Council for ________________

### Part I. Personal Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>License No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profession:</td>
<td></td>
</tr>
<tr>
<td>Date Issued:</td>
<td></td>
</tr>
<tr>
<td>Valid Until:</td>
<td></td>
</tr>
<tr>
<td>Residence Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone No.:</td>
<td>Fax No.:</td>
</tr>
<tr>
<td>Cell Phone No.:</td>
<td>E-mail Address:</td>
</tr>
<tr>
<td>Company Name (if employed):</td>
<td>Position:</td>
</tr>
<tr>
<td>Company Address:</td>
<td>Telephone no.:</td>
</tr>
</tbody>
</table>

### Self-Directed and/or Lifelong Learning:

- [ ] Invention / Patent
- [ ] Post-Graduate Studies
- [ ] Authorship
- [ ] Diploma Program
- [ ] Others
- [ ] Online Training
- [ ] Seminars / Technical Sessions / Conference
- [ ] Company sponsored training programs
- [ ] Professoral 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

______________________________
Position

______________________________
Date

(Notary Public)

### Part III. Action Taken

#### Standards & Inspection Division – CPD:

<table>
<thead>
<tr>
<th>Processed by:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Reviewed by:

OIC, Standards and Inspection Division

### Cash Division:

<table>
<thead>
<tr>
<th>Amount</th>
<th>O.R.No./Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACTION TAKEN BY THE CPD COUNCIL**

- [ ] Approved
- [ ] Disapproved
- [ ] 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

<table>
<thead>
<tr>
<th>PROFESSIONS</th>
<th>NO. OF CPD UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ACCOUNTANCY</td>
<td>120 CREDIT UNITS</td>
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<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>
<td></td>
</tr>
<tr>
<td>6. CHEMICAL ENGINEERING</td>
<td>45 CREDIT UNITS</td>
</tr>
<tr>
<td>7. CHEMISTRY</td>
<td></td>
</tr>
<tr>
<td>8. CIVIL ENGINEERING</td>
<td></td>
</tr>
<tr>
<td>9. CRIMINOLOGY</td>
<td></td>
</tr>
<tr>
<td>10. CUSTOMS BROKERS</td>
<td></td>
</tr>
<tr>
<td>11. DENTISTRY</td>
<td>60 CREDIT UNITS</td>
</tr>
<tr>
<td>12. ELECTRICAL ENGINEERING</td>
<td></td>
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<tr>
<td>13. ELECTRONICS ENGINEERING</td>
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<tr>
<td>14. ENVIRONMENTAL PLANNING</td>
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<tr>
<td>15. FISHERIES</td>
<td></td>
</tr>
<tr>
<td>16. FORESTRY</td>
<td></td>
</tr>
<tr>
<td>17. GEODETIC ENGINEERING</td>
<td>45 CREDIT UNITS</td>
</tr>
<tr>
<td>18. GEOLOGY</td>
<td></td>
</tr>
<tr>
<td>19. GUIDANCE AND COUNSELING</td>
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<tr>
<td>20. INTERIOR DESIGN</td>
<td></td>
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<tr>
<td>21. LANDSCAPE ARCHITECTURE</td>
<td></td>
</tr>
<tr>
<td>22. LIBRARIAN</td>
<td></td>
</tr>
<tr>
<td>23. MASTER PLUMBER</td>
<td>30 CREDIT UNITS</td>
</tr>
<tr>
<td>24. MECHANICAL ENGINEERING</td>
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</tr>
<tr>
<td>25. MEDICAL TECHNOLOGY</td>
<td></td>
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<tr>
<td>26. MEDICINE</td>
<td></td>
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<tr>
<td>27. METALURGICAL ENGINEERING</td>
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<tr>
<td>28. MIDWIFERY</td>
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<tr>
<td>29. MINING ENGINEERING</td>
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<tr>
<td>30. NAVAL ARCHITECTURE</td>
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<tr>
<td>31. NURSING</td>
<td></td>
</tr>
<tr>
<td>32. NUTRITION AND DIETETICS</td>
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</tr>
<tr>
<td>33. OCCUPATIONAL THERAPY</td>
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<tr>
<td>34. OPTOMETRY</td>
<td>45 CREDIT UNITS</td>
</tr>
<tr>
<td>35. PHARMACY</td>
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</tr>
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<td>36. PHYSICAL THERAPY</td>
<td></td>
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<tr>
<td>37. PROFESSIONAL TEACHERS</td>
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<tr>
<td>38. PSYCHOLOGY</td>
<td></td>
</tr>
<tr>
<td>39. RADIOLOGIC TECHNOLOGY</td>
<td></td>
</tr>
<tr>
<td>40. REAL ESTATE SERVICE</td>
<td></td>
</tr>
<tr>
<td>41. RESPIRATORY THERAPY</td>
<td></td>
</tr>
<tr>
<td>42. SANITARY ENGINEERING</td>
<td></td>
</tr>
<tr>
<td>43. SOCIAL WORK</td>
<td></td>
</tr>
<tr>
<td>44. VETERINARY MEDICINE</td>
<td></td>
</tr>
</tbody>
</table>
# Matrix of CPD Activities

## 1. Professional Track (Training Offered by Accredited CPD Providers, Face to Face / Online)

<table>
<thead>
<tr>
<th>Program / Activity</th>
<th>Credit Units</th>
<th>Supporting Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Participant</td>
<td>Approved Credit Units for the Program</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>3 CU per Hour</td>
<td>Photocopy of Certificate, Copy of Papers and Program Invitation</td>
</tr>
<tr>
<td>1.3 Panelist / Reactor</td>
<td>2 CU per Hour</td>
<td>Certification from Sponsoring Organization Copy of Program</td>
</tr>
<tr>
<td>1.4 Facilitator / Moderator</td>
<td>1 CU per Hour</td>
<td>Certification from Sponsoring Organization Copy of Program</td>
</tr>
<tr>
<td>1.5 Monitor</td>
<td>Twice the Number of Approved Credit Units for the Program</td>
<td>Monitoring Report, Certificate of Appearance and the Authority to Monitor</td>
</tr>
<tr>
<td>1.6 In-Service Training</td>
<td>Maximum of 20 CU for a 12-Month Period or a Fraction Thereof Upon Completion</td>
<td>Certificate of Training &amp; Training Description</td>
</tr>
</tbody>
</table>

## 2. Academic Track

<table>
<thead>
<tr>
<th>Program / Activity</th>
<th>Credit Units</th>
<th>Supporting Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Master's Degree or Equivalent</td>
<td>Full Credit Units for Completion Period Upon Completion of Degree</td>
<td>University Certification / Diploma and Transcript of Records (authenticated copy)</td>
</tr>
<tr>
<td>2.2 Doctorate Degree or Equivalent</td>
<td>Full Credit Units Upon Completion of Candidacy for Compliance Period</td>
<td>University Certification / Diploma and Transcript of Records (authenticated copy)</td>
</tr>
<tr>
<td>2.3 Professorial Chair</td>
<td>15 CU per Year</td>
<td>Certification of Grant or Appointment Paper</td>
</tr>
<tr>
<td>2.4 Residency / Externship / Specialty / Sub-Specialty Program</td>
<td>10 CU per Year</td>
<td>Hospital Certification Certificate of Completion</td>
</tr>
<tr>
<td>2.5 Fellowship Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5.1 Participant</td>
<td>2 CU per Grant</td>
<td>Certification from the Granting Institution and/or Certificate of Fellowship</td>
</tr>
<tr>
<td>2.5.2 Resource Speaker</td>
<td>4 CU per Grant</td>
<td></td>
</tr>
<tr>
<td>2.5.3 Researcher</td>
<td>5 CU per Grant</td>
<td></td>
</tr>
<tr>
<td>2.6 Post Graduate Diploma</td>
<td>Maximum of 30 CU for an 18-Month Period or a Fraction Thereof Upon Completion</td>
<td>Diploma / Certification from the Institution</td>
</tr>
</tbody>
</table>

## 3. Self-Directed (Training Offered by Non-Accredited CPD Providers, Face to Face / Online)

<table>
<thead>
<tr>
<th>Program / Activity</th>
<th>Credit Units</th>
<th>Supporting Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Participant</td>
<td>Credit Units for the Program as Evaluated by the CPD Council</td>
<td>Certificate of Attendance with Number of Hours, Seminar Program, and List of Participants</td>
</tr>
<tr>
<td>3.2 Resource Speaker</td>
<td>3 CU per Hour</td>
<td>Photocopy of Certificate, Copy of Papers and Program Invitation</td>
</tr>
<tr>
<td>3.3 Panelist / Reactor</td>
<td>2 CU per Hour</td>
<td>Certification from Sponsoring Organization Copy of Program</td>
</tr>
<tr>
<td>3.4 FACILITATOR / MODERATOR</td>
<td>1 CU PER HOUR</td>
<td>CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>3.5 IN-SERVICE TRAINING</td>
<td>MAXIMUM OF 20 CU FOR A 12-MONTH PERIOD OR A FRACTION THEREOF UPON COMPLETION</td>
<td>CERTIFICATE OF TRAINING &amp; TRAINING DESCRIPTION</td>
</tr>
<tr>
<td>3.6 PROGRAM / TRAINING MODULE DEVELOPMENT</td>
<td>10 CU PER MODULE</td>
<td>COPY OF MODULE AND EVALUATION</td>
</tr>
<tr>
<td>3.7 TECHNICAL PAPER</td>
<td>5 CU PER TECHNICAL PAPER FOR PUBLISHED PAPER, SEE 3.8</td>
<td>CERTIFICATION OF COMPLETION AND APPROVAL FOR PUBLISHED PAPER, SEE 3.8</td>
</tr>
<tr>
<td>3.8 ARTICLE PUBLISHED IN A REFEREEED / PEER REVIEWED PROFESSIONAL JOURNAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.8.1 AUTHOR/S</td>
<td>LOCAL 10 CU</td>
<td>INTERNATIONAL 15 CU</td>
</tr>
<tr>
<td></td>
<td>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</td>
<td>COPY OF PUBLISHED ARTICLE AND TABLE OF CONTENTS</td>
</tr>
<tr>
<td>3.8.2 PEER REVIEWER</td>
<td>2 CU PER ARTICLE</td>
<td></td>
</tr>
<tr>
<td>3.9 PAMPHLET / BOOK OR MONOGRAPH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.9.1 AUTHOR/S</td>
<td>20 CU FOR SINGLE AUTHOR FOR PAMPHLET (LESS THAN 100 PAGES)</td>
<td>40 CU FOR SINGLE AUTHOR FOR BOOK OR MONOGRAPH (MORE THAN 100 PAGES)</td>
</tr>
<tr>
<td></td>
<td>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</td>
<td>COPY OF PUBLISHED BOOK</td>
</tr>
<tr>
<td>3.9.2 EDITOR</td>
<td>MAXIMUM OF 20 CU</td>
<td></td>
</tr>
<tr>
<td>3.10 ARTICLE IN MAGAZINE / NEWSPAPER</td>
<td>MAXIMUM OF 5 CU PER ARTICLE FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</td>
<td>PROOF OF PUBLICATION OF ARTICLE</td>
</tr>
<tr>
<td>3.11 INVENTIONS</td>
<td>FULL CREDIT UNITS FOR COMPLIANCE PERIOD</td>
<td>CERTIFIED COPY OF PATENT CERTIFICATE</td>
</tr>
<tr>
<td>3.12 STUDY TOURS/VISITS</td>
<td>2 CU / DAY (MAXIMUM OF 20 CU / TOUR)</td>
<td>CERTIFICATION FROM SPONSORING INSTITUTION</td>
</tr>
<tr>
<td>3.13 CONSULTANCY (e.g. Technical Meetings / Accreditation and other activities as per request of an institution, etc.)</td>
<td>1 CU PER HOUR</td>
<td>CERTIFICATE OF APPEARANCE AND INVITATION</td>
</tr>
<tr>
<td>3.14 SOCIO-CIVIC ACTIVITIES USING PROFESSION (e.g. Medical Missions, Outreach Programs, etc.)</td>
<td>1 CU PER HOUR</td>
<td>PROJECT PROPOSAL, REPORT AND PHOTOS</td>
</tr>
<tr>
<td>3.15 RECOGNITION / TITLE (e.g. Fellows, Hall of Fame Award, Outstanding Professional, Lifetime Achievement Awardee, etc.)</td>
<td>FULL CREDIT UNITS FOR COMPLIANCE PERIOD</td>
<td>COPY OF CERTIFICATION FROM THE AWARDING BODY (duly notarized)</td>
</tr>
</tbody>
</table>

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