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

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

WHEREAS, Section 7(a) of RA No. 8981 empowers the Commission '[t]o administer, implement and enforce the regulatory policies of the national government with respect to the regulation and licensing of the various professions and occupations under its jurisdiction including the enhancement and maintenance of professional and occupational standards and ethics and the enforcement of the rules and regulations relative thereto”;

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

WHEREAS, to ensure the highest standards of professional practice and promote thereby the public interest in safeguarding life, health and property, the Commission through Resolution No. 2008-466 series of 2008 provides for a continuing professional education program for all regulated professions;

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

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

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

ARTICLE I
TITLE, RATIONALE, OBJECTIVES AND DEFINITION OF TERMS

SECTION 1. TITLE. - This Resolution shall be known as the Continuing Professional Development program Guidelines or the CPD Guidelines.

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SECTION 2. RATIONALE. - The State recognizes the role of professionals in nation-building and provides for the sustained development of a reservoir of professionals under Section 14, Article XII of the Constitution. Towards this end, the Commission promotes a program of continuing professional development.

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

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

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

- CPD - the inculcation of advanced knowledge, skills and ethical values in a post-licensure specialized or in an inter- or multi-disciplinary field of study for assimilation into professional practice, self directed research and/or lifelong learning.

- CPD Program - a set of learning activities accredited by the CPD council such as seminars, workshops, technical lectures or subject matter meetings, non-degree training lectures and scientific meetings, modules, tours and visits which equip the professionals with advanced knowledge, skills, and values in specialized or in an inter- or multi-disciplinary fields of study, self-directed research and/or life-long learning.

- CPD Provider - a natural or juridical person that conducts CPD programs accredited by the CPD Council to conduct CPD programs.

- Self-Directed Learning - learning activities such as on-line trainings, local/international seminars/non-degree courses, institution/company sponsored training programs, and the like which did not undergo CPD accreditation but may be applied for and awarded CPD units by the respective CPD Councils.

- Lifelong Learning - all learning activities undertaken throughout life for the development of competencies and qualifications.

- Authorship - the creation of a new idea/work such as technical or professional books, instructional materials, and the like.

- Invention/Patent - a technical solution to a problem in any field of human activity which is new, involves an inventive step and is industrially applicable.

- Post-graduate Academic Studies – master’s or doctoral units/degree earned from a school, college or university, or other institutions recognized by pertinent government bodies.

- Specialty Training - a non-degree post-graduate training such as residency, externship, specialty and sub-specialty program conducted, or fellowship conferred, by an organization or society, and/or recognized by the pertinent government authority.

- Resource person - a lecturer, speaker, presenter, panelist, reactor, analyst in a specialized field or the like in a

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seminar or similar activity.

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

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

ARTICLE II
CPD COUNCILS AND SECRETARIAT

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

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

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

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

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

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

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

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

In such cases, another member of the PRB shall sit in the CPDC during the deliberation.

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

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

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

- Ensure the adequate and appropriate provision of CPD programs for the profession;

- Evaluate and act on applications for accreditation of CPD providers, CPD programs and self-directed and/or lifelong learning;

- Monitor the implementation by the CPD providers of their programs

- Assess annually and upgrade criteria for accreditation of CPD providers and CPD programs;

- Conduct researches, studies and benchmarking for international alignment of CPD programs;

- Issue operational guidelines; and

- Perform such other functions related or incidental to the implementation of the CPD.

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

- To preside over the meetings of the Council;

- To direct or supervise the activities of the Council;

- To submit the Council's annual report to the Planning and Monitoring Division not later than January 15 of the succeeding year;

- To sign the Certificate of Accreditation ("CoA") of qualified CPD providers, the Certificate of Accreditation of Program/s ("CoAP"), and the Certificate of Credit Units (CCU) for self-directed and/or lifelong learning.

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

- To record and prepare the minutes of meetings of all the CPDCs and furnish copies thereof to the PRBs.

- To receive and conduct initial screening of applications for accreditation of CPD providers, programs and self-directed and/or lifelong learning.

- To submit to the CPDCs applications for accreditation of CPD providers and CPD programs and self-directed and/or lifelong learning.

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

- To release the CoA, CoAP and CCU; and

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

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

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

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

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these CPD Guidelines.

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

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

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

1. Individual/Sole Proprietor

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

2. Firm/Partnership/Corporation

2.1 A duly registered partnership, corporation, institution or organization;
2.2 The Articles of Incorporation/Partnership includes as one of its purposes the training and development of professionals; and
2.3 Duly registered with the Bureau of Internal Revenue and the Securities and Exchange Commission and/or other pertinent government bodies

Government Institutions/Agencies may be accredited as CPD Providers subject to submission of documentary requirements and payment of prescribed fees.

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

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

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

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

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

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

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

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

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

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

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

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

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

One lecture/workshop hour of a CPD Program shall be equivalent to one (1) CU.

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

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

Inventions shall be given full CUs for the compliance period.

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

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

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

- CPDC member;

- Any other member of the PRB;

- Duly-designated APO Officers, Board Members and pertinent Committee Chairs from national and local chapters where the APO is not the provider of the program to be monitored;

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

- Duly-designated staff of relevant governmental or non-governmental organization

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

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

acted as a monitor.

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

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

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

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

- Non-compliance with any of the prescribed requirements;

- Substantial deviations from the approved program/s;

- Misrepresentation such as submission of false completion reports, issuance of false statement/s as to credit units, or qualification/s as provider;

- Failure to conduct at least one (1) CPD program within a year from the issuance of accreditation and every year thereafter; and

- Any other violation of the Guidelines.

FINAL PROVISIONS

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

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

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

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

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

(SGD) TERESITA R. MANZALA
Chairperson

(SGD) JENNIFER JARDIN-MANALILI
Commissioner

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