

REVISING RESOLUTION NO. 381, SERIES OF 1995, ENTITLED “STANDARDIZED GUIDELINES AND PROCEDURES FOR THE IMPLEMENTATION OF THE CONTINUING PROFESSIONAL EDUCATION (CPE) PROGRAMS FOR ...

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WHEREAS, in the process of implementing the provisions of PRC Resolution No. 381, s. 1995, the implementors have noted flaws and deficiencies which hamper the smooth implementation of the Continuing Professional Education programs of the various Professional Regulatory Boards.

WHEREAS, it is necessary that these flaws and deficiencies in the resolution be remedied to insure the smooth implementation of the Continuing Professional Education programs of the various Professional Regulatory Boards.

WHEREFORE, the Commission hereby resolved to revise Resolution No. 381, Series of 19995, as follows:

ARTICLE I

CPE Objectives, Definition, Nature and Rationale

SECTION 1. Objectives. The Continuing Professional Education (CPE) programs shall have these objectives: (1) To provide and ensure the continuous education of a registered professional with the latest trends in the profession brought about by modernization and scientific and technological advancement; (2) To raise and maintain the professional's capability for delivering professional services; (3) To attain and maintain the highest standard and quality of the practice of his profession; (4) To make the professional globally competitive; and (5) To promote the general welfare of the public.

SECTION 2. Definition. Continuing Professional Education refers to the inculcation, assimilation and acquisition of knowledge, skills, proficiency and ethical and moral values, after the initial registration of a professional that raises and enhances the professional's technical skills and professional competence.

SECTION 3. Nature. The CPE programs consist of programmed activities the implementation of which requires the participation of a determinate group of professionals to meet the requirements for the renewal of their professional licenses once every three (3) years.

SECTION 4. Rationale. Compliance with the CPE Program as a condition for the renewal of a professional license is an effective and credible substitute for requiring a professional to pass another examination in order to allow him/her to continue the practice of his profession.

ARTICLE II

The CPE Councils: Creation, Composition, Terms of Office, Functions, Meetings

SECTION 5. Creation. Each of the Professional Regulatory Boards (PRBs), upon approval by the PRC, shall create a Council within thirty (30) days from the effectivity of this resolution. It shall be known as the CPE

Council which shall assist its corresponding PRB in implementing its CPE Programs.

SECTION 6. Composition. Each CPE Council shall, upon a majority vote, exercise powers and functions which shall include but shall not be limited to the following:

1. Accept, evaluate and approve applications for accreditation of CPE providers;
2. Accept, evaluate and approve applications for accreditation of CPE programs, activities, or sources as to their relevance to the profession and determine the number of CPE credit units to be earned in the basis of the contents of the program, activity or source submitted by the CPE providers.
3. Accept, evaluate and approve applications for exemptions from CPE requirements.
4. Monitor the implementation by the CPE providers of their programs, activities or sources.
5. Assess periodically and upgrade criteria for accreditation of CPE providers and CPE programs, activities or sources.
6. Perform such other related functions that may be incidental to the implementation of the CPE programs or policies.

SECTION 9. Functions of the CPE Council Chairman. Each CPE Council Chairman shall have the following functions:

1. To preside over the meetings of the CPE Council.
2. To direct or supervise the activities of the CPE Council.
3. To submit minutes of regular and special meetings within 30 days from the date of said meetings.
4. To submit annual reports.
5. To issue certificate of registration to CPE providers found by the Council to be qualified in accordance with this Guidelines as well as certificate of accreditation of programs, activities and sources.

SECTION 10. Secretariat. The Commissioner of the PRC shall designate or appoint an official of the PRC with the rank not lower than Division Chief who shall act as the Secretary of all the CPE Councils. The designated official may participate in the deliberations of the CPE Councils but shall not vote. His/her duties and functions shall be as follows:

1. To see to it that the sessions, meetings or proceedings of all the CPE Councils are recorded.
2. To prepare the minutes of all the meetings and proceedings of the CPE Councils.
3. To receive applications for accreditation of CPE providers, programs, activities or sources.
4. To submit to the CPE Councils applications for accreditation of aspiring CPE providers and CPE programs, activities or sources.
5. To release Certificates of Accreditation to CPE providers and programs, activities or sources.
6. To assist the CPE Councils by providing relevant statistical data on the renewal of professional licenses and other related matters.

The Secretary shall exercise general supervision and control over each of the CPE Council Secretariats, the staff of which shall be selected by the Commissioner of the PRC from among the existing personnel of the PRC. Each of the CPE Council Secretaries shall have, among others, the following functions:

1. To release CPE Certifications of credit units earned to the professionals.
2. To keep all records, papers and other documents relative to the evaluation, approval and accreditation of CPE programs, activities or sources.
3. To maintain records of accredited CPE providers, on-going, continuing or completed CPE programs, activities or sources, the list of participants and other relevant data.

SECTION 11. Meetings. The CPE Councils shall hold regular meetings once a month on dates to be fixed by said Councils. Special meetings may be called by a Chairman or upon written request of at least a member of a CPE Council.

ARTICLE III Criteria for Accreditation of Providers, Programs, Activities or Sources; Equivalent Credit Units; Credit Requirements; Exemptions and Other Matters

SECTION 12. Criteria for Accreditation. In order to merit accreditation, the following criteria shall be compiled with:

A. For CPE Provider:

1. Must either be a duly registered organization, firm, institution or agency, or a professional of good standing and has never been convicted of a crime;
2. Shall have an established mechanism for measuring the quality of the program being offered or administered;
3. Must have adequate, modern and updated instructional materials to carry out the CPE programs and activities;
4. Shall have instructors, lecturers and resource speakers with good moral character and technical competence and are, preferably, holders of current professional licenses.

B. For CPE programs, activities or sources:

1. The scope shall be beyond the basic preparation for admission to the practice of the profession. The contents shall be relevant/related, but not limited, to the practice of the profession.
2. The programs, activities or sources which shall enhance the competence of the professional by upgrading and updating knowledge and skills for the practice of the profession as brought about by modernization and scientific and technical advancements in the profession.

SECTION 13. Programs, Activities, and Sources for Accreditation and Equivalent Credit Units. Any provider may submit to the CPE Council programs, activities or sources to be approved and accredited for Continuing Professional Education (CPE) units. The provider should be notified of the disapproval of his CPE programs, activity or sources. No provider shall implement or administer a program, activity or source without prior approval and accreditation from the Council.

As used in these guidelines, the following terms shall mean:

1. Seminars shall refer to the gathering of professionals which shall include among others, workshops, technical lectures or subject matter meetings, non-degree training courses and scientific meetings.
2. Conventions shall refer to the gathering of professionals which shall include, among others, conferences, symposia or assemblies for round table discussions.
3. Doctoral Degree shall refer to a post graduate degree from a recognized college or university.

4. Masteral Degree shall refer to a graduate degree from a recognized school, college or university.
5. Fellowship shall refer to the completion of a post doctoral training program in a specific field pre-approved by a duly recognized institution, scientific faculty meeting and the like.
6. Residency/Externship shall refer to apprenticeship training at the graduate level which is beyond the basic preparation for the health professionals. This should be conducted by duly accredited hospitals and medical centers and the like.
7. Authorship shall refer to the ownership of intellectual property which includes technical or professional books, instructional materials and the like. Credits earned must be claimed within one (1) year from date of publication.
8. Self-Directed Learning Package shall refer to learning which uses course manuals or accredited learning modules. Accredited Learning modules include self-instructional materials or programs which may be in the form of printed manual, audio and video cassette tapes, films, computer-assisted learning (CAL), study kits, learning aids and modules or the use of the information highway. These should include among others, clearly defined objectives, adequate content and an evaluation component for each module.
9. Post Graduate/In-Service Training shall mean training or specialization at the post graduate level for a minimum period of one (1) week.
10. Resource Speaker shall refer to a professional who acts as a discussion leader or lecturer in a convention or seminar or similar gathering.
11. Peer Reviewer shall refer to a professional who acts as an evaluator of a research paper, conference paper or journal article before it is presented or published.
12. CPE Provider shall refer to a natural person or a juridical entity which includes, among others, accredited or non-accredited professional organization, firm, partnership, corporation or institution which offers, organizes or arranges CPE programs, activities or sources for implementation and administration.
13. Multi-Disciplinary Provider shall refer to any government office, juridical entity or educational institution with at least Level II accreditation which organizes or arranges CPE programs, activities or sources for several regulated professions.
14. CPE Programs, Activities or Sources shall refer to the regime of CPE which enhance the competence of the professional by upgrading and updating knowledge and skills for the profession as brought about by modernization and scientific and technical advancements in the profession. The scope shall be beyond the basic preparation for admission to the practice of the profession. The content shall be related but not limited to the practice of the profession.

The following is the Matrix * for CPE programs, activities or sources with their corresponding credit units and supporting documents required:

SECTION 14. CPE Credit Units. The total CPE credit units for registered professionals with baccalaureate degree shall be sixty (60) credit units for three (3) years. Any excess credit units earned shall not be carried over to the next three-year period except credit units earned for doctoral and masteral degrees.

The total CPE credit units for registered professionals without baccalaureate degrees shall be thirty (30) credit units for three years. Any excess shall not be carried over to the next three-year period.

One credit hour of CPE program, activity or source shall be equivalent to one (1) credit unit.

SECTION 15. Procedures. Each CPE Council shall observe the following procedures for the accreditation of CPE

providers and CPE programs, activities, or sources:

A. Procedure for accreditation of CPE provider:

I. In case of natural persons:

1. Any person seeking to offer an organized or arranged program, activity or source shall accomplish and submit to the appropriate CPE Council an application form.
2. An application shall include, but not shall be limited to, the following information:
 - a. Full name, address and telephone number of the applicant-provider
 - b. Relevant educational background
 - c. Profession, principal area of professional work and number of years in the practice of profession
 - d. PRC License Number and date of expiration
 - e. Current employment.
3. Applicant-provider shall submit a valid NBI clearance.

II. In case of juridical entity:

1. Any agency, organization, institution, association or similar juridical entity seeking to offer an organized program, activity or source shall accomplish and submit to the appropriate CPE Council an application form.
2. An application shall include, but shall not be limited to, the following information and documents:
 - a. Full name, address and telephone/fax number
 - b. Securities and Exchange Commission (SEC) Registration papersc. List of officers with their PRC License Numbers and expiry dates if officer is a member of a regulated professiond. Plans for CPE programs or activities for the year appliee. Proof of past CPE activities or programs conducted/arranged (immediate past year) for applicants renewing accreditation.

III. Multi-disciplinary Provider1. Any government agency, instrumentality, government-owned and controlled corporation, recognized educational institution with at least level 11 accreditation; well-known SEC registered organizations (NGOs), natural persons, firms, partnerships, corporations and institutions or juridical entities which shall offer an organized program or activity for several regulated professions shall submit a duly accomplished appropriate CPEC Application form.

2. An application shall include, but shall not be limited to, the following information and documents:
 - a. Full name, address, telephone/fax numbersb. SEC Registration papersc. List of professional consultants/coordinators preferably with PRC license (current)d. Plans for CPE programs or activities for the year appliee. Proof of past CPE activities conducted/arranged (immediate past year) for applicants renewing accreditation.

IV. All applicants shall submit to the CPE Council concerned:

1. Mechanism for measuring the quality of the program, activity or source being offered.

2. Criteria for selecting and evaluating speakers, resource persons or lecturers.

V. Issuance of Certificate of Accreditation as CPE provider in the case of natural persons and juridical entities and their programs, activities and sources by the CPE Council and in the case of multi-disciplinary providers and their programs, activities and sources by the Commission Proper. Accreditation shall be for a period of

three (3) years, renewable every three (3) years.

B. Procedure for accreditation of a CPE Program, Activity or Source.

1. A CPE provider seeking accreditation of an organized or arranged CPE program, activity or source shall submit said program, activity or source (in triplicate) to the CPE Council concerned for its evaluation and approval. The program, activity, or source shall cover a period not to exceed three (3) years.

2. The application for accreditation of a CPE program, activity or source shall include the following information and documents:

- a. Title/s of program/s, activity/ies or source/s
- b. Name of CPE provider, address, phone and fax numbers
- c. Date and venue of the administration of the program
- d. Objectives
- e. Targeted audience or participants
- f. Contents and number of hours
- g. Resource speakers, lecturers, discussion leaders, panelists, reactors, moderators, and facilitators including their qualifications and current PRC license if they are members of the regulated profession
- h. Actual program and schedule
- i. Seminar or convention fee to be collected.
- j. Evaluation to be used which could either be any of the following modes or systems:
 - i. evaluation of seminar by participant
 - ii. evaluation of participants by CPE providers; tests
 - iii. other methods of evaluation.

3. If the CPE Council concerned finds the CPE program, activity or source to be relevant to the profession and to be in accordance with these guidelines, said CPE Council shall issue a certificate of accreditation within thirty (30) days from receipt of the application.

SECTION 16. Post-accreditation requirement. Upon the completion of an accredited CPE program, activity or source, the CPE provider shall submit a report to the CPE Council concerned or to the Commission Proper in the case of a multi-disciplinary provider within 15 days from the last day of the offering. The report shall include, but shall not be limited to, the following information:

1. Name of CPE provider
2. Name or description of CPE program, activity or source
3. Accreditation number and date of issuance of accreditation
4. Certified list of participants indicating names and PRC professional license numbers and expiry dates, resource speakers, lecturers, discussion leaders, panelists, moderators or facilitators who took part or participated in the CPE program, activity or source.
5. Date and time of start and completion of the holding of the CPE program, activity or source
6. Venue of the program

7. Summary of evaluation results of participants
8. Name of Secretariat representative who monitored the CPE program or activity.

SECTION 17. Exemption from CPE Requirements, Procedure. A registered professional shall be permanently exempted from CPE requirements upon reaching the age of 65 years old. To avail of this exemption, the professional must

1. Submit an application for exemption which should include the following data:

- a. Full name, residence address and phone number of applicant;
- b. PRC License Number;
- c. Degree obtained; college or university attended; year obtained;
- d. Principal area of professional work;
- e. If employed:
 - i. Position;
 - ii. Name of Employer,
 - iii. Address of Employer.

2. Submit an authentic or authenticated copy of birth certificate. If birth certificate is not available, submit any of the following: Voter's ID or Driver's License.

A registered professional who is working or practicing his/her profession or furthering his/her studies abroad shall be temporarily exempted from compliance with CPE requirements during the period of his/her stay abroad, provided that he/she has been out of the country for at least two years immediately prior to the date of renewal.

Any professional availing of this temporary exemption must:

1. Submit an application for temporary exemption, to include the following data:

- a. Full name, residence address and phone number of applicant;
- b. PRC License Number;
- c. Degree obtained; college or university attended; year graduated;
- d. Principal area of professional work;
- e. If employed:
 - i. Position;
 - ii. Name of employer;
 - iii. Address of employer,
 - iv. Certificate of employment;

f. If furthering studies abroad, certificate of enrollment from college or university where presently enrolled.

2. Submit original or authenticated copy of passport, xerox copy of inside front cover, page 2, and the page/s containing visa of country indicating date of arrival/departure.

A permanently exempt registered professional shall be allowed to renew his/her license without complying with the CPE requirements upon his/her accomplishment and submission of the necessary papers as previously

mentioned and upon payment of the annual registration fee for three (3) years.

A temporarily exempt registered professional shall be allowed to renew his/her license upon compliance with the requirements for temporary exemption and upon payment of the annual registration fee for three (3) years for as long as he/she continues to be out of the country.

ARTICLE IV

SANCTIONS

SECTION 18. Sanctions. Unless otherwise exempted, registered professionals who have not complied with the CPE requirements provided herein shall not be allowed to renew their PRC professional licenses. Those who failed to renew their professional licenses for a period of five (5) continuous years from initial registration or from last renewal date shall be declared delinquent and shall, after due notice through publication in the newsletters of the respective Accredited Professional Organizations or in any newspaper of general circulation, be dropped from the roster of professionals.

Any employee of the PRC who causes, abets or helps in the renewal of the license of a professional without complying with the CPE requirements shall be considered to have violated office and/or civil service rules and regulations and shall be proceeded against administratively and, if found guilty, shall be meted out the penalties provided for by the said laws and rules and regulations.

Any violation by the CPE providers of these guidelines shall result in the cancellation of their Certificate of Accreditation.

ARTICLE V

TRANSITORY PROVISIONS, REPEALING CLAUSE, EFFECTIVITY

SECTION 19. Transitory Provisions.

The licenses of registered professionals with baccalaureate degree which will expire on or before December 31, 1996 shall be renewed without requiring the submission of certificate of CPE credit units earned.

For the renewal of professional licenses which will expire on or before December 31, 1997, the holders of such licenses shall be required to submit CPE certificate with 20 credit units earned; for holders of licenses which will expire on or before December 31, 1998, they shall be required to submit CPE certificate with 40 credit units earned and for holders of licenses which will expire on or before December 31, 1999, they shall be required to submit CPE certificate with 60 credit units earned.

The licenses of registered professionals of professions with non-baccalaureate degree which will expire on or before December 31, 1996 shall be renewed without requiring the submission of CPE certificate with credit units earned. For the renewal of professional licenses which will expire on December 31, 1997, the holders of such licenses shall be required to submit CPE certificate with 10 credit units earned; for holders of licenses which will expire on December 31, 1998, they shall be required to submit CPE certificate with 20 credit units earned and for holders of licenses which will expire on December 31, 1999, they should be required to submit CPE certificate with 30 credit units earned.

SECTION 20. Repealing Clause. Resolution 381, s. 1995; Resolution No. 96-436, s. 1996; Resolution No. 96-409, s. 1996, Resolution No. 473-A, s. 1997 and Resolution No. 483, s. 1997 as well as all other Resolutions, circulars or other issuances promulgated by the PRC and Professional Regulatory Boards providing for, or having

any bearing on the implementation of the CPE programs, activities or sources are hereby repealed.

SECTION 21. Effectivity Clause. This resolution shall be effective fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation, whichever comes earlier.

Adopted: 17 June 1997

(SGD.) HERMOGENES P. POBRE

Commission Chairman

(SGD.) ALFONSO G. ABAD

(SGD.) ROSALINDA D. EVANGELISTA

Commission Members

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