

STANDARDS AND INSPECTION DIVISION
Continuing Professional Development Unit

FREQUENTLY ASKED QUESTIONS:

1. What is Republic Act No. 10912 is all about?

Republic Act No. 10912, otherwise known as the “Continuing Professional Development (CPD) Act of 2016”, is an act which requires CPD as the mandatory requirement for the renewal of Professional Identification Card.

2. When is the Law enacted and become effective?

The CPD Act Lapsed into Law on July 21, 2016 and it took effect on August 16, 2016.

3. When is the implementation of R.A. No. 10912?

R.A. No. 10912 will be implemented upon the effectivity of General Implementing Rules and Regulations (IRR) and the Individual Operational Guidelines of each profession.

4. When the General IRR will be issued?

The General IRR is expected to be issued this coming March 2017.

5. When is the start to require CPD units for the renewal of Professional Identification Card?

Starting July 2017, PRC will require CPD units for the renewal of Professional Identification Cards.

6. How many CPD credit units will be required for the renewal of Professional Identification Card?

The required CPD credit units for the renewal of Professional Identification Cards will be provided in the General IRR and in the Individual Operational Guidelines of each respective profession.

7. Are Senior Citizens exempt from CPD requirement?

No. The law does not provide any exemption from CPD compliance for the renewal of Professional Identification Card.

8. How about the licensed professionals who are working overseas?

Licensed professionals working overseas may attend trainings/seminars conducted by the foreign chapters or affiliates of accredited CPD Providers. They may also attend trainings/seminars conducted by non-accredited CPD Providers and apply for credit units under Self-Directed Learning and/or Lifelong Learning.

9. Meanwhile the IRR of R.A. 10912 is not yet issued, can I still renew my Professional Identification Card?

Yes. You can still renew your Professional Identification Card without the CPD requirement. However, for those professionals whose Professional Regulatory Laws require CPD credit units prior to the renewal of Professional Identification Cards, compliance with CPD remains mandatory.

10. While waiting for the issuance of General IRR and Individual Operational Guidelines of each profession, what policy will govern in the accreditation as CPD Provider, CPD Programs, and Self Directed Learning?

Pending the issuance of General IRR of R.A. 10912 and the Individual Operational Guidelines of each profession, PRC Resolution 2013-774, as amended by Resolution No. 2016-990 will govern the accreditation as CPD Providers, CPD Programs, and Self-Directed Learning and/or Lifelong Learning.

11. Under PRC Resolution No. 2016-990, who may apply as CPD Provider?

A natural or juridical person may apply as CPD Provider.

12. What are the qualifications for accreditation as CPD Providers?

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 entity with the Department of Trade and Industry; and the Bureau of Internal Revenue; and
- 1.4 As may be required by the CPD Council.

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;
- 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 As may be required by the CPD Council.

3. Government Institutions / Agencies

- 1.1 Any government institution / agency with mandate or program on CPD for professionals; and

1.2 As may be required by the CPD Council.

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 which intends to provide CPD program;
- 1.2 Articles of Incorporation/Partnership/Creation or its equivalent, which includes as one of its purposes, the training and development of professionals;
- 1.3 Accredited CPD Provider of the country of origin;
- 1.4 Duly authenticated by the Philippine Embassy/Consulate/Legation in the country/state of the applicant and accompanied by an official English translation; and
- 1.5 As may be required by the CPD Council.

13. What are the requirements for accreditation as CPD Providers?

13.1 Individual / Sole Proprietor

- 13.1.1 Résumé must include: relevant Educational background, current employment, p profession, valid Professional Identification Card, principal area of professional work & No. of years in the practice of the regulated profession;
- 13.1.2 Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted;
- 13.1.2 List and photographs of training equipment and facilities;
- 13.1.3 Instructional Design (one)
- 13.1.4 Annual plan of proposed CPD Activities
- 13.1.5 DTI Certificate of Registration (authenticated copy)
- 13.1.6 NBI Clearance (original)
- 13.1.6 BIR Certificate of Registration (authenticated copy)
- 13.1.7 Notarized Affidavit of Undertaking

13.2 Firm / Partnership / Corporation

- 13.2.1 Company Profile must Include Mission, Vision, Core Values and if any, a list of previous training activities conducted;
- 13.2.2 List of Officers with valid Professional ID Card (if applicable)
- 13.2.3 List and photographs of training equipment and facilities;
- 13.2.4 Instructional Design (one);
- 13.2.5 Annual plan of proposed CPD Activities;
- 13.2.6 Appointment paper from the managing partner or Board Resolution of a Corporation authorizing a partner or officer to manage the CPD activities
- 13.2.7 SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws (authenticated copy);
- 13.2.8 BIR Certificate of Registration (authenticated copy); and
- 13.2.9 Notarized Affidavit of Undertaking

13.3 Government Institution/Agency

- 13.3.1 Agency Profile must include Name of Head of Agency and the Head of Department in charge of continuing education/training;
- 13.3.2 Copy of charter or Republic Act establishing the agency;
- 13.3.3 List and photographs of training equipment and facilities;

- 13.3.4 Instructional Design (one);
- 13.3.5 Annual plan of proposed CPD Activities;
- 13.3.6 Office Order from the head of Agency appointing its officer to manage the CPD Activities; and
- 13.3.7 Notarized Affidavit of Undertaking

14. Where to get the application forms?

The Continuing Professional Development (CPD) forms can be downloaded from PRC website at www.prc.gov.ph or available at Standards and Inspection Division office.

15. How long is the processing of the application for accreditation as CPD Provider?

The period for processing the application is 30 days.

16. What is the validity of accreditation for CPD Provider?

The accreditation of CPD Provider is valid for three (3) years.

17. Who may apply for accreditation of CPD Programs?

A natural or juridical person accredited by the PRC CPD Council of various professions may apply for accreditation of CPD Programs.

18. What are the requirements?

- 18.1 Specific course Objectives stating competencies to be gained from program;
- 18.2 Evaluation tool specific to course objectives set;
- 18.3 Program of Activities showing time/duration of topics/workshop;
- 18.4 Resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any);
- 18.5 Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit, if applicable; and
- 18.6 Breakdown of expenses for the conduct of the program.

19. What is the reglementary period for the filing of application for accreditation of CPD program/s?

The CPD Program/s shall be applied 45 days prior to the conduct of the program.

20. How much are the prescribed fees for accreditation of CPD Providers, CPD Programs, Self-Directed Learning and/or Lifelong Learning?

The Prescribed fees for accreditation are as follows:

Local CPD provider	P 5,000.00
Foreign CPD provider	P 8,000.00
CPD program per offering	P 1,000.00
Self-directed and/or Lifelong Learning per program	P 500.00