



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD OF LANDSCAPE ARCHITECTURE
Resolution No. 06
Series of 2017

**OPERATIONAL GUIDELINES FOR LANDSCAPE ARCHITECTS IN THE
IMPLEMENTATION OF RA 10912, OTHERWISE KNOWN AS "CONTINUING
PROFESSIONAL DEVELOPMENT ACT OF 2016"**

WHEREAS, Sec.8 (i), Article III of Republic Act (R.A.) No. 9053 or the "Philippine Landscape Architecture Act of 2000", provides for the powers and functions of the Professional Regulatory Board of Landscape Architecture (Board) and one of those is to prescribe guidelines in the Continuing Professional Education/Development (CPE/D) program in coordination with accredited association(s) for Landscape Architecture.

WHEREAS, under Sec 15, Art IV of Republic Act (R.A.) No. 10912, otherwise known as Continuing Professional Development Act of 2016, the Professional Regulatory Boards are given the authority to prescribe their own requirements or procedure relating to the CPD as may be pertinent and applicable to their respective profession, **PROVIDED**, that the same does not contravene any of the provisions of RA 10912 and its Implementing Rules and Regulations (IRR);

WHEREAS, in compliance with such mandate, the Board formulated its CPD Operational Guidelines after series of consultative meetings with its stakeholders.

NOW THEREFORE, the Board **RESOLVES**, as it is so **RESOLVED**, to endorse for the approval of the Commission its CPD Operational Guidelines pursuant to R. A. No. 10912 and its Implementing Rules and Regulations:

Section 1. Date/s of Regular Meeting/s. –The CPD Council for Landscape Architecture under the supervision of the Board, is hereby mandated under this resolution to meet once a month every **FIRST WEDNESDAY** of each month for the purpose of evaluating the application for accreditation as CPD provider, program, self-directed and/or life-long learning and other CPD related matters. Special meetings may be called by the CPD Council Chairperson or upon written request of a member of the Council at least three (3) days prior to the said meeting.

Section 2. List of additional requirements for accreditation of CPD Provider.– The list of documentary requirements for accreditation of CPD Local and Foreign Providers as provided in Resolution No. 1032, Series of 2017 otherwise known as the "Implementing Rules and Regulations of R. A. No. 10912", is hereby adopted with additional requirement of a copy of the certificate of accreditation or recognition from the government or organization such as International Federation of Landscape Architects (IFLA) for Higher Education Institutions.

A copy of the Application Forms for accreditation as CPD Local and Foreign Providers is herein attached as Annexes "A" and "B" respectively.

Section 3. List of additional requirements for accreditation of CPD Program(s).– The list of documentary requirements for accreditation of CPD Program(s) as provided in Resolution No. 1032, Series of 2017, shall also include the following, but not limited to:

3.1. Certificate of Accreditation from a creditable organization or government agency anent to the programs/activities offered (ex. National Institute for Geologic Sciences for Geographic Information System)

A copy of the Application Form for accreditation of CPD Program is herein attached as Annex "C".

Section 4. List of additional activities for Self-Directed and/or Lifelong Learning.- as applicable to the profession, the following CPD activities may also be applied for under self-directed and/or lifelong learning track:

ACTIVITY	SUPPORTING DOCUMENTS	MAXIMUM CREDIT UNITS	
		Local	International
4.1 Inter-Professional Mentoring	Output report of the mentee	3 cu/project	
4.2 Participant of a non-accredited CPD Program	Verified and authenticated attendance from the provider/s	Local 1 cu/hour	International 2 cu/hour
4.3 Resource Speaker	Photo copy of Certificate of Recognition or Appreciation, Program and Invitation; Abstract of presentation	5 cu	
4.4 Panelist /reactor	Certificate of Recognition or Appreciation from Sponsoring organization; Copy of Program	Local Conference 3 cu/session or track	International Conference 5 cu/session or track
4.5 Facilitator /Moderator	Certificate Recognition or Appreciation from Sponsoring organization; Copy of Program	Local Conference 2/session or track	International Conference 3/session or track
4.6 Conference Organizer	Certificate from Sponsoring organization; Copy of Program	Local Conference 5 cu	International Conference 10 cu
4.7 In-service training	Certificate of training, training description; verified and authenticated output	18 cu for a 12 month period or a fraction thereof upon completion	
4.8 Program/training module development	Copy of Module and Evaluation	10 cu /module	
4.9 Technical Paper	Certificate of Completion and approval from the approving organization	5 cu/ tech paper	
4.10 Article published in a refereed/peer reviewed professional journal			

4.10.1 Author	Copy of published article and table of contents	Non-International Scientific Indexing (ISI) 10 cu	International Scientific Indexing (ISI) 20 cu
		For sole authorship, a maximum of 10 cu for articles published in non-ISI journal and 20 cu for ISI journal. For multiple-authors, the lead author shall get a maximum of 6 cu and 3 cu for the other co-authors in non-ISI journals and 12 cu for the lead author and 6 cu for the other co-authors in ISI journals.	
4.10.2. Editor		Non-International Scientific Indexing (ISI) 10 cu	International Scientific Indexing (ISI) 20 cu
		For co-editors, a maximum of 5 cu for non-ISI journals, and 10 for ISI journals	
4.10.3 Editorial Staff		2 cu/journal	
4.10.4 Peer Reviewer		non-International Scientific Indexing (ISI) 3 cu per article	International Scientific Indexing (ISI) 6 cu
4.11 Pamphlet / Book or Monograph excluding E-books			
4.11.1 Author(s)	Copy of published book/pamphlet and International Standard Book Number (ISBN) and/or International Standard Serial Number (ISSN)	20 cu for single author for pamphlet (less than 15,000 words)	45 cu for single author for book or monograph (more than or equal to 15,000 words)
		For multiple authors, total credit units to be divided equally among co-authors	
4.11.2 Editor/Editorial Staff		10 cu	
4.12 Article in magazine/newspaper	Proof of publication of article (Copy of published article)	Maximum of 5 cu per article <i>For multiple authors divide total co-equally among co-authors</i>	
4.13 Column in a magazine or newspaper of general circulation	Copy of published column	18 cu per 12 months	
4.14 Inventions and Innovations (based on the definition from	Authenticated copy of patent certificate. Copy of Software or App.	Full credit units in a compliance period	

R.A. 8293 or the Intellectual Property Code of the Philippines	description of invention its application and benefits to the profession.	
4.15 Study tours/visits	Certificate from sponsoring institution; brief description of study tour/visit, and photo record which should show participant in the location/s.	2 cu/day (maximum of 20 cu/tour or visit)

4.16 Consultancy (Technical Meetings NOT part of regular professional service provided in contracts, Accreditation and other activities as per request of an institution, etc.)		Certificate of Appearance and Invitation	1 cu/hour
4.17 Socio-Civic activities using profession (outreach programs, volunteer work)	Project proposal/ description of activity, Report, Photos of actual activity and Certificate of Attendance of sponsoring organization		2 cu /hr. of actual activity
4.18 Academic or Professional Recognition	Copy of Citation from awarding body		Full credit units in a compliance period
4.19 Competition for Professional Recognition	Certificate of Participation		Winner/Champion: Full cu in a compliance period Shortlisted Competitor: 10 cu
4.20 Post-doctoral Research	Academic appointment, research abstract and research progress		1 cu/month
4.21 Academic Research and/or Extension Project and Creative Work	Research Abstract/Description of the Project, Copy of the Approved Grant and Photo-documentation of the activities		1 cu/month
4.22 APO Committee Work	Copy of Program Performance Evaluation	Minor Event 1 cu	Major Event 2 cu
		Minor Project 3 cu	Major Project 5 cu
		Distinction of major and minor events and projects to be defined by APO.	

Section 5.CPD Provider Completion Report.- The list of documentary requirements for the submission of Completion Report as provided in Resolution No. 1032, Series of 2017 shall also include photos of actual activity, sample output and participant's output.

R.A. 8293 or the Intellectual Property Code of the Philippines	description of invention its application and benefits to the profession.	
4.15 Study tours/visits	Certificate from sponsoring institution; brief description of study tour/visit, and photo record which should show participant in the location/s.	2 cu/day (maximum of 20 cu/tour or visit)

4.16 Consultancy (Technical Meetings NOT part of regular professional service provided in contracts, Accreditation and other activities as per request of an institution, etc.)		Certificate of Appearance and Invitation	1 cu/hour
4.17 Socio-Civic activities using profession (outreach programs, volunteer work)	Project proposal/ description of activity, Report, Photos of actual activity and Certificate of Attendance of sponsoring organization		2 cu /hr. of actual activity
4.18 Academic or Professional Recognition	Copy of Citation from awarding body		Full credit units in a compliance period
4.19 Competition for Professional Recognition	Certificate of Participation		Winner/Champion: Full cu in a compliance period Shortlisted Competitor: 10 cu
4.20 Post-doctoral Research	Academic appointment, research abstract and research progress		1 cu/month
4.21 Academic Research and/or Extension Project and Creative Work	Research Abstract/Description of the Project, Copy of the Approved Grant and Photo-documentation of the activities		1 cu/month
4.22 APO Committee Work	Copy of Program Performance Evaluation	Minor Event 1 cu	Major Event 2 cu
		Minor Project 3 cu	Major Project 5 cu
		Distinction of major and minor events and projects to be defined by APO.	

Section 5.CPD Provider Completion Report.- The list of documentary requirements for the submission of Completion Report as provided in Resolution No. 1032, Series of 2017 shall also include photos of actual activity, sample output and participant's output.

Section 6. Maximum Creditable Units for Self-Directed and/or Lifelong Learning.- the maximum creditable units for self-directed and/or lifelong learning is 45 credit units in a compliance period of three (3) years.

Section 7. Major Areas of CPD Activities.- the CPD Activities shall be divided into (3) major areas as follows, which individual professional may choose to earn credit units from:

MAJOR AREA	MAJOR AREA
Professional Track	Planning and Design Green Infrastructure Cultural & Heritage Landscapes Economic aspects in Planning and Design Planning and Design Standards Team Work and Networking Public Participation ICT in Planning and Design Ethics Regulatory Law Expert witness
Academic Track	Papers peer reviewed Papers presented in local and international academic conferences Research program (local and international) Extension and Creative Work Lecturer (local/international) Book Mentoring
Self-Directed learning	Refer to Professional and Academic Tracts

Section 8. Required CPD Credit Units in a Compliance Period.- All Landscape Architects shall be required to comply with forty-five (45) CPD credit units in a compliance period of three (3) years, which the implementation thereof shall be gradual in the following period:

Year of Renewal	CPD Credit Units Required
July-December 2017	15
January-December 2018	30
January 2019 and onwards	45

Section 9. For Overseas Professionals on how to comply with CPD. – Landscape Architects 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 the CPD Councils for Landscape Architects under Self-Directed and/or Lifelong Learning track.

Section 10. Repealing Clause.- All Resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly.

Section 11. Effectivity.— This Resolution shall take effect fifteen (15) days following its full and complete publication in the Official Gazette or in a major paper of general circulation in the country.

Let copies thereof be furnished to the U.P. Law Center, Board, CPD Council, Office of the Board Secretary, Standards and Inspection Division, Legal and Investigation Division, all Regional Offices and other involved units of the Commission for their guidance.


Done in the City of Manila, this 29th day of June, 2017.


PAULO G. ALCAZAREN
Chairperson


CECILIA S. HERRAS-TENCE
Member


(Vacant)
Member

Attested to:


Atty. LOVELIKA T. BAUTISTA
Officer-In-Charge
Secretary to the Professional Boards

APPROVED BY:


TEOFILO S. PILANDO, JR.
Chairman


ANGELINE T. CHUA CHIACO
Commissioner


YOLANDA D. REYES
Commissioner

O-OCH/O-OCI/O-OCII/ASCOM/PRB-OLA/D-LID/D-SPRB/D-SID/CPD
TPS/ATCC/YDR/ATG/PGA/ER2/LTB/MLMH/MERAQ/jmma

DATE OF PUBLICATION IN THE
OFFICIAL ^{Philatary} (GAZETTE) : 7-1-17
DATE OF EFFECTIVITY: 7-16-17



Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

CPD Council for _____

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

Part I. Personal / Corporate Information

Name of Provider: _____

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

Address: _____

Telephone No.: _____ Fax No.: _____

E-mail Address: _____ Website: _____

Contact Person: _____ Contact No.: _____

Part II. Acknowledgment

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

Signature Over Printed Name _____
 Position _____
 Date _____

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

_____ (Notary Public)

Part III. Action Taken

Standards & Inspection Division – CPD: Processed by: _____ Date : _____	Cash Division: Amount : _____ O.R.No./Date : _____ Issued by : _____
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Reviewed by:

 OIC, Standards and Inspection Division

ACTION TAKEN BY THE CPD COUNCIL

Approved Accreditation No. _____

Deferred pending compliance _____

Disapproved due to _____

 Chairperson

_____ Member _____ Member

Date _____

PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

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

CHECKLIST OF REQUIREMENTS**SUPPORTING DOCUMENTS**

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

Renewal

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

Additional Requirements:

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

Note:

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



Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER (FOREIGN)

CPD Council for _____

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

Part I. Personal / Corporate Information

Name of Provider: _____

Address: _____

Telephone No.: _____ Fax No.: _____

E-mail Address: _____ Website: _____

Contact Person: _____ Contact No.: _____

Part II. Acknowledgment

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

_____ Signature Over Printed Name
 _____ Position
 _____ Date

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

_____ (Notary Public)

Part III. Action Taken

<p>Standards & Inspection Division – CPD:</p> <p>Processed by: _____ Date : _____</p>	<p>Cash Division:</p> <p>Amount : _____ O.R.No./Date : _____ Issued by : _____</p>
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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 (FOREIGN)

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
- Step 3. Proceed to Standards and Inspection Division processing window for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of Eight Thousand Pesos (P 8,000.00).
- Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS**SUPPORTING DOCUMENTS**

Initial	Renewal
<input type="checkbox"/> Company Profile (must include Mission, Vision, Core Values and if any, a list of previous training activities conducted)	<input type="checkbox"/> List of CPD activities for the last 3 years
<input type="checkbox"/> List of Officers with current Professional ID Card (if applicable)	<input type="checkbox"/> List and photographs of training equipment and facilities
<input type="checkbox"/> List and photographs of training equipment and facilities	<input type="checkbox"/> Annual plan of proposed CPD Activities
<input type="checkbox"/> Instructional Design (one)	<input type="checkbox"/> General Information Sheet for Corporation or Partnership or its equivalent
<input type="checkbox"/> Annual plan of proposed CPD Activities	<input type="checkbox"/> Amended Articles of Incorporation or Partnership and their respective by-laws or its equivalent, if there are changes
<input type="checkbox"/> 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	<input type="checkbox"/> 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
<input type="checkbox"/> 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	<input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06) before Philippine Embassy / Consulate / Legation in the country/state of the applicant
<input type="checkbox"/> Copy of the certificate of accreditation or recognition from the government or organization such as International Federation of Landscape Architects (IFLA) for Higher Education Institution.	
<input type="checkbox"/> Notarized Affidavit of Undertaking (SID-CPD-06) before Philippine Embassy / Consulate / Legation in the country/state of the applicant	

Additional Requirements

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

Note:

- 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.
- The period for processing the application is 30 days.
- 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 OF CPD PROGRAM

CPD Council for _____

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

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

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

CHECKLIST OF REQUIREMENTS**SUPPORTING DOCUMENTS**

- Specific course Objectives stating competencies to be gained from program
- Evaluation tool specific to course objectives set
- Program of Activities showing time/duration of topics/workshop
- Resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any)
- Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit, if applicable
- Certificate of Accreditation from a creditable organization or government agency anent to the programs/activities offered (ex. National Institute for Geologic Sciences for Geographic Information System)
- 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.



Professional Regulation Commission

COMPLETION REPORT ON CPD PROGRAM

CPD Council for _____

Part I. General Information

Name of Provider:

Accreditation No.:

Expiry Date:

Contact Person:

Designation:

Contact No.:

Part II. Program Accreditation

Title of the Program:

Accreditation No.:

Date of Accreditation:

Date Started:

Date Completed:

Place / Venue:

Total Number of Participants:

Date Applied:

Executive Summary:

Part III. Acknowledgment

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.

Signature Over Printed Name

Position

Date

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

(Notary Public)

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**SUPPORTING DOCUMENTS**

- List of Participants (Name & PRC License No.)
- List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)
- Actual Program of Activities
- Summary of evaluation of Speakers in Tabular Form
- Photos of actual activities.
- Sample output.
- Participant's output.

Note:

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

