



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD OF PHARMACY

Resolution No. 279

Series of 2017

OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF REPUBLIC ACT
(RA) NO. 10912, OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL
DEVELOPMENT ACT OF 2016" FOR PHARMACISTS

WHEREAS, Section 2 of Article 1 of "R.A. 10918, provides for the policy of the State to regulate and professionalize the practice of pharmacy, *to wit*:

" Sec 2. Statement of Policy. The State recognizes the vital role of pharmacists in the delivery of quality health care services through the provision of safe, effective, and quality pharmaceutical products, pharmaceutical care, drug information, patient medication counseling, and health promotion. The pharmacists' professional services shall, therefore, be promoted as an indispensable component of the total health care system to ensure the physical well-being of the Filipinos.

Hence, the State shall develop and nurture competent, productive, morally upright, and well-rounded pharmacists whose standards of professional practice and service shall be excellent and globally competitive through regulatory measures, programs, and activities that promote and sustain their continuing professional development";

WHEREAS, Sec 8 (g), Article II of RA No. 10918, states that one of the functions and responsibilities of the Professional Regulatory Board of Pharmacy (Board) is to issue and promulgate guidelines on Continuing Professional Development (CPD), in coordination with the Accredited Professional Organization (APO);

WHEREAS, under Section 15 of Article IV of RA NO. 10912, otherwise known as the 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 R.A. 10912 and its Implementing Rules and Regulations (IRR);

Page 1 of 11

WHEREAS, after series of consultative meetings with the stakeholders, it was agreed that the operational guidelines in the implementation of RA No. 10912 be adopted and promulgated.

NOW THEREFORE, the Board hereby **RESOLVED**, as it now **RESOLVES**, to formulate its own Operational Guidelines of the CPD Program in accordance with the provisions of RA No. 10912 and its IRR as follows:

Section 1. Date/s of Regular Meeting/s. – The CPD Council under the supervision of the Professional Regulatory Board of Pharmacy, is hereby mandated under this Resolution to meet EVERY LAST WEDNESDAY OF THE MONTH for the purpose of evaluating the applications for accreditation as CPD provider, of CPD programs, self-directed and/or lifelong learning and other CPD related matters.

Section 2. Auxiliary members to the CPD Council. In addition to the regular members of the CPD Council as appointed by the Commission, the Council may invite two (2) auxiliary members with relevant expertise from the profession to assist in the quality assurance review and monitoring of CPD programs.

Auxiliary members shall not have any voting privilege in the final approval of the accreditation of providers and programs and on other pertinent decisions. Auxiliary members shall only be invited to attend and participate in meetings that the CPD Council deems necessary.

Section 3. List of additional Requirements for accreditation as CPD Providers – The list of documentary requirements for accreditation of CPD Local and Foreign Provider as provided in Resolution No. 1032, series of 2017, otherwise known as the "Implementing Rules and Regulations of RA 10912," shall also include, but not limited to the following:

3.1. Local CPD Provider

3.1.1. Individual/Sole Proprietor

- A. Business Permit which indicates the line of business;
- B. Resume, Certificate of Registration and valid PRC ID as the Pharmacist-Proprietor;
- C. Mission statement of the entity which includes as one of its purposes, the training and development of professionals relevant to the nature of pharmaceutical business offered;

D. Profile and credentials of pharmacist resource speakers / lecturers / facilitators and other qualified resource person with at least three (3) years of teaching / trainer /professional experiences relevant to subject area designated to handle in the CPD program;

E. Table showing titles of future programs for one year, target participants, venue, budget and the fees to be collected if any.

3.1.2. Firm/Partnership/Corporation

A. List of Company Officers where at least one (1) of its officers should be a registered and licensed Filipino Pharmacist;

B. The Articles of Incorporation / Partnership should include as one (1) of its purposes the training and development of professionals or in the case of commercial or industrial enterprises providers, the training and development of its own professionals;

C. Profile and credentials of pharmacist resource speakers / lecturers / facilitators and other qualified resource person with at least three (3) years of teaching / trainer/ professional experience relevant to subject area designated to handle in the CPD program;

D. Table showing titles of future programs for one (1) year, target participants, venue, budget and the fees to be collected if any.

3.1.3. Government Institutions / Agencies

A. Certification from the Government Institutions / Agencies legal department that the institution / agency has a mandate or program on providing CPD programs for pharmacists;

B. Profile and credentials of pharmacist resource speakers / lecturers / facilitators and other qualified resource persons with at least three (3) years of teaching/trainer/ professional

experience relevant to subject area designated to handle in the CPD program;

- C. Table showing titles of future programs for one year, target participants, venue, budget and the fees to be collected if any.

A copy of the Application Form for Accreditation as Local CPD Provider is hereto attached as Annex "A".

3.2. Foreign CPD Providers

3.2.1. Foreign Entity / Firm / Association

- A. Profile of Foreign Entity / Firm / Association
- B. List of Company Officers where at least one (1) of its officers should be a registered and licensed Pharmacist;
- C. Certification of Accreditation as CPD Provider from the country of origin;
- D. Profile and credentials of pharmacist resource speakers / lecturers / facilitators and other qualified resource person with at least three (3) years of teaching / trainer/professional experience relevant to subject area designated to handle in the CPD program;
- E. Certificate of Registration of foreign resource speakers / lecturers / facilitators as a licensed professional from the country of origin;
- F. Table showing titles of future programs for one (1) year, target participants, venue, budget and the fees to be collected if any.

A copy of the Application Form for Accreditation as Foreign CPD Provider is hereto attached as Annex "B".

Section 4. Requirement for Accredited CPD Providers offering on-line programs. – The list of documentary requirements for accreditation of on-line platforms shall include, but not limited to the following:

- 4.1. Credentials of the software developer/s of the on-line CPD platform;
- 4.2. Audio visual presentation of the step-by-step process in administering the CPD;
- 4.3. Algorithm / Blueprint / Process flow;
- 4.4. Procedure of Online Evaluation and Certification;
- 4.5. Security and Control Procedures on Data Management;
- 4.6. Notarized declaration of compliance to R.A. No. 10175 or the Cybercrime Prevention Act of 2012 of the on-line CPD platform developer and the PRC Accredited CPD Provider
- 4.7 Presentation of the proposed online program during the CPD Council meeting

A Certificate of Quality Compliance of the On-line CPD platform has to be issued by the CPD Council for Pharmacy prior to approval of the use of the platform for CPD Programs.

A copy of the Application Form for Accreditation as CPD Providers offering on-line programs is herein attached as Annex "C".

Section 5. Additional list of requirements and provisions for accreditation of CPD Programs. – The list of documentary requirements for accreditation of CPD Program as provided in Resolution No. 1032, series of 2017, shall also include the profile and credentials of resource speaker/s/lecturer/s/facilitator/s, with at least three (3) years of teaching/trainer experience relevant to the subject area designated to handle the CPD Program.

5.1 A copy of the Application Form for CPD Program is hereto attached as Annex "D", reflecting the major area/s of the CPD.

5.2 Any approved CPD program should be run only for one (1) year. Repeated programs in succeeding year/s shall be subject to evaluation by the CPD Council for relevance and timeliness.

5.3 Similar programs applied for at the same time by different accredited CPD providers shall be subject to evaluation by the CPD Council based on previously submitted list of future or annual offerings.

5.4 Certificate of completion should reflect the following: major area of the CPD program, CPD program provider number and validity, CPD program accreditation number and corresponding approved CPD units with control number and provider's dry seal.

Section 6. Additional Requirements for Self Directed learning – The list of documentary requirements for accreditation of self directed learning shall include, but not limited to the following:

6.1 Requirements for on-line training from a non-accredited CPD Provider applied as self-directed learning:

6.1.1. Company profile of the on-line platform provider;

6.1.2. A credible local and/ or international CPD provider must manage the On-line CPD Platform;

6.1.3. Print-out of training program /webinar/ syllabus as published/posted in the website, reflecting the title/theme of the program with speakers and objectives, organizing group, date/dates, venue, time & duration of program, ;

6.1.4. Credentials of the resource person/speakers who provided continuing education/development in the on-line platform;

6.1.5. Accredited CPD/CPE/CE units for international programs, if available;

6.1.6. Reflections of learning and relevance to professional development from each program attended, described in not more than (100) words;

6.1.7. Certificate of examination result with passing grade or mark. A Certificate of completion may also be used;

6.1.8 Amount paid for online registration

6.2. Requirements for participation in local/international seminars/non-degree courses from non-accredited CPD providers either an institution, international organization or company-sponsored training programs:

6.2.1. Copy of program title/theme, organizing group, date/s, venue;

6.2.2. Details about the seminar program or training program which should include the objectives, topics discussed, executive summary of speakers and duration of the program;

6.2.3. Accredited CPD/CPE units for international programs, if available;

6.2.4. Reflections of learning and relevance to professional development from each program attended, described in not more than one hundred (100) words.

6.3. Creditable Units: Credit units shall be based on the following types of CPD activities, for self-directed learning:

6.3.1. **Knowledge-based CPDs** - CPD activities that are designed to transmit knowledge or facts based on scientific evidences as published in literatures from credible sources and not from predatory or illegitimate journals [*usually open access publications that hide publishing fees, perform fake peer-review or none at all, accept (nearly) all submissions to generate revenue, and are not indexed sufficiently to allow readers' access*]. The minimum amount of credit for these activities is fifteen (15) minutes or 0.25 contact unit and maximum of six (6) CPD units per day;

6.3.2. **Practice-based CPDs** – CPD activities that are meant to enhance practice competencies through the systematic acquisition of specified knowledge, skills, attitudes, and performance behaviors. The information must be based on evidence as published in literatures from credible sources and not from predatory journals. The activity format should include a knowledge-based component and a practice experience component. The instructional design should be based on program outcomes appropriate and relevant for the professional practice. The maximum number of credit units for each program activity is fifteen (15) contact hours or fifteen (15) CPD units.

6.3.3 A maximum of fifteen (15) CPD units can be credited for online programs within the required compliance period.

6.4 Redundancy of Topics – No creditable units will be provided for self-directed learning for the same topics earned from different CPD providers, whether accredited or non-accredited, within a given compliance period.

Section 7. 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 the following:

- 7.1 Copy of actual program conducted
- 7.2 List of actual participants with corresponding Professional Identification Card registration number and validity
- 7.3 Summary of accomplished evaluation forms in tabular form
- 7.4 Copy of actual certificate of completion issued to the participants

A copy of Completion Report Form is hereto attached as Annex "E".

Section 8. CPD MONITORING – Monitors shall be designated by the Board per region in the Philippines as recommended by the CPD Council for Pharmacists with the following qualifications and responsibilities:

- 8.1. Must be a licensed pharmacist with three (3) years of professional experience;
- 8.2. Must not be a member of the organizer/provider of the CPD program being monitored and duly certified by the CPD Council;
- 8.3 Must undergo training for CPD monitors provided by PRC or duly authorized trainers by the CPD Council
- 8.4. Must submit prescribed reports to CPD Council through their secretary within fifteen (15) days after the program.

Section 9. Maximum Creditable Units for Self-Directed and/or Lifelong Learning– The maximum creditable units for self-directed and/or lifelong learning is forty percent (40%) of what is required within the required compliance period except for those activities enumerated under Academic Track of the Matrix of CPD activities (Annex "K" of Resolution no. 1032)

Section 10. Major Areas of CPD Activities. – The CPD activities shall be divided into four (4) major areas with their corresponding required topic distribution, which all registered and licensed pharmacists shall comply with, as follows:

MAJOR AREA	COVERAGE OF THE AREA	TOPIC DISTRIBUTION
Enhancement of Ethical and Regulatory Competence	Standards of professional practice, professional values, professionalism	13 units
Enhancement of Professional Practice and Technical Competence	Pharmacotherapeutics, pharmaceutical care, pharmaceutical sciences, research methods	18 units
Enhancement of Social and Administrative Skills	Leadership and effective communication skills, personality development, entrepreneurship	9 units
Environmental Factors Affecting the Profession	Current global trends and issues affecting health	5 units
TOTAL		45 units

Section 11. Earned CPD Credit Units in a Compliance Period. – All registered licensed pharmacists shall be required to earn forty-five (45) CPD credit units within the compliance period of three (3) years.

Section 11.1 Transitory period - For 2017, credit units earned from 2015 to 2017 will be accepted with a minimum of fifteen (15) units. The table below describes the gradual implementation.

Year of Renewal	Required Number of CPD Credit Units	Source of Credit Units during the Transitory Period
2017 Jan- June	0	None
July - Dec	15	2015 - 2017
2018	30	2015 - 2018
2019 and onwards	45	2016 - 2019

Section 12. Special Provision for Pharmacists Employed Abroad. – Registered licensed pharmacists working abroad are also required to earn forty-five (45) CPD credit units within the three (3)-year compliance period in the country where they are practicing. All the aforementioned documentary requirements for various CPD activities and self-directed learning shall likewise be submitted.

Section 13. Exclusion of Medical Representatives and Other Handlers of Medicine as defined in RA 10918 from CPD Requirements. – All medical representatives and other handlers of medicine such as Pharmacy Technicians and Pharmacy assistants are exempted from the CPD requirement.

Section 14. Repealing Clause -All Resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly.

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

Let copies hereof be furnished to the U.P. Law Center, and the Members of the CPD Council for Pharmacists for their guidance.

Done in the City of Manila, this 8th day of September, 2017.


ADELINA C. ROYO
Chairperson


MILDRED B. OLIVEROS
Member


ANTHONY ALDRIN C. SANTIAGO
Member

ATTESTED:

Lelika T. Bautista

Atty. LOVELIKA T. BAUTISTA
Officer-In-Charge
Secretary's Office of the Professional Regulatory Boards

APPROVED:

Teofilo S. Pilando, Jr.

TEOFILO S. PILANDO, JR.
Chairman

Angelina T. Chua Chiacco


ANGELINE T. CHUA CHIACO
Commissioner

Yolanda D. Reyes

YOLANDA D. REYES
Commissioner

O-OCH/O-OCI/O-OCII/O-ASCOM/PRB-PHA/D-LID/D-SPRB/D-SID/CPD
TSP/ATCC/YDR/ATG/ACR/ER2/LTB/MLMH/meraq/caa

DATE OF PUBLICATION IN THE
OFFICIAL (GAZETTE) : 10-6-17
DATE OF EFFECTIVITY: 10-11-17

	Professional Regulation Commission
APPLICATION FOR ACCREDITATION AS CPD PROVIDER (LOCAL)	

New

 Renewal

 Accreditation No. _____

 Expiry Date _____

Part I. Personal / Corporate Information	
Name of Provider: _____	
Classification:	
<input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Firm/Partnership/Corporation <input type="checkbox"/> 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	_____ (Notary Public)
_____ Position	
_____ Date	

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

<u>ACTION TAKEN BY THE CPD COUNCIL</u>	
<input type="checkbox"/> Approved	Accreditation No. _____
<input type="checkbox"/> Deferred pending compliance _____	
<input type="checkbox"/> 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
<ul style="list-style-type: none"> [] Résumé must include: relevant Educational background, current employment, profession, valid Professional Identification Card, principal area of professional work & No. of years in the practice of the regulated profession [] Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted [] List and photographs of training equipment and facilities [] Instructional Design (one) [] Annual plan of proposed CPD Activities [] DTI Certificate of Registration (authenticated copy) [] NBI Clearance (original) [] BIR Certificate of Registration (authenticated copy) [] Notarized Affidavit of Undertaking (SID-CPD-06) [] Business Permit which indicates the line of business training and development of professionals; [] Certificate of Registration and valid PRC ID as the Pharmacist-Proprietor; [] Mission statement of the entity which includes as one of its purposes, the training and development of professionals relevant to the nature of pharmaceutical business offered; [] Profile and credentials of pharmacist resource speakers / lecturers / facilitators with at least three (3) years of teaching / trainer /professional experiences relevant to subject area designated to handle in the CPD program; [] Tables showing titles of future programs for one year, target participants, venue, budget and the fees to be collected if there is any. 	<ul style="list-style-type: none"> [] Company Profile must Include Mission, Vision, Core Values and if any, a list of previous training activities conducted [] List and photographs of training equipment and facilities [] Instructional Design (one) [] Annual plan of proposed CPD Activities [] Appointment paper from the managing partner or Board Resolution of a Corporation authorizing a partner or officer to manage the CPD activities [] SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws (authenticated copy) [] The Articles of Incorporation / Partnership should include as one of its purpose the training and development of professionals or in the case of commercial or industrial enterprises provider for the training and development of its own professionals; [] BIR Certificate of Registration (authenticated copy) [] Notarized Affidavit of Undertaking (SID-CPD-06) [] List of Company Officers where at least one of its officers should be a registered and licensed Filipino Pharmacist; [] List of pharmacist resource speakers / lecturers and their credentials; [] Profile and credentials of pharmacist resource speakers / lecturers / facilitators with at least three (3) years of teaching / trainer/ professional experiences relevant to subject area designated to handle in the CPD program; [] Tables showing titles of future programs for one year, target participants, venue, budget and the fees to be collected if there is any. 	<ul style="list-style-type: none"> [] Agency Profile must include Name of Head of Agency and the Head of Department in charge of continuing education/ training [] Copy of charter or Republic Act establishing the agency [] List and photographs of training equipment and facilities [] Instructional Design (one) [] Annual plan of proposed CPD Activities [] Office Order from the head of Agency appointing its officer to manage the CPD activities [] Certification from the Government Institutions / Agencies legal department that the institution / agency has a mandate or program on providing CPD programs for pharmacists; [] Profile and credentials of pharmacist resource speakers / lecturers / facilitators with at least three (3) years of teaching/trainer/ professional experiences relevant to subject area designated to handle in the CPD program; [] Tables showing titles of future programs for one year, target participants, venue, budget and the fees to be collected if there is any.

ANNEX "A"

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 PHARMACIST **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.

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 _____

	Professional Regulation Commission
APPLICATION FOR ACCREDITATION OF ON-LINE CPD PROGRAM	

CPD Council for PHARMACISTS

Part I. General Information	
Name of Provider: _____	
Accreditation No.: _____	Expiration Date: _____
Contact Person: _____	Designation: _____
Contact No.: _____	Date of Application: _____
Proposed Program: _____	
Title of the Program: _____	
Date to be offered: _____	Time / Duration: _____
No. of times program to be conducted: _____	
Course Description: _____	
Objectives: _____	
Part II. Acknowledgment	
<p>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.</p> <p style="text-align: center;">_____ Signature Over Printed Name</p> <p style="text-align: center;">_____ Position</p> <p style="text-align: center;">_____ Date</p>	<p>SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.</p> <p style="text-align: right;">_____ (Notary Public)</p>
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	
<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

- | | |
|-----|--|
| [] | Algorithm / Blueprint / Process flow; |
| [] | Security and Control Procedures on Data Management; |
| [] | Audio visual presentation of step-by-step process in administering the CPD; |
| [] | Procedure of Online Evaluation and Certification; |
| [] | Credentials of the software developer/s of the on-line CPD platform |
| [] | Notarized declaration of compliance to RA 10175 or the Cybercrime Prevention Act of 2012 of the on-line CPD platform developer and the PRC Accredited CPD Provider |

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

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council for PHARMACISTS

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
- 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
- Profile and credentials of resource speaker/s/lecturer/s/facilitator/s, with at least 3 years of teaching/trainer experiences relevant to the subject area designated to handle in the CPD 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 PHARMACISTS

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	
<p>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.</p> <p>_____</p> <p style="text-align: center;">Signature Over Printed Name</p> <p>_____</p> <p style="text-align: center;">Position</p> <p>_____</p> <p style="text-align: center;">Date</p>	<p>SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">(Notary Public)</p>

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

- Copy of actual program conducted
- Copy of actual certificate of completion issued to participants
- List of actual participants with corresponding PRC-ID and validity
- Summary of accomplished evaluation forms in tabular form

Note: Completion Report must be submitted within fifteen (15) working days after the CPD program offering.

	Professional Regulation Commission
APPLICATION FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING	

CPD Council for PHARMACISTS

Part I. Personal Information

Name: _____	
Profession: _____	License No.: _____
Date Issued: _____	Valid Until: _____
Residence Address: _____	
Telephone No.: _____	Fax No.: _____
Cellphone No.: _____	E-mail Address: _____
Company Name (if employed): _____	Position: _____
Company Address: _____	Telephone no.: _____

Self-Directed and/or Lifelong Learning:

<input type="checkbox"/> Invention / Patent	<input type="checkbox"/> Online Training
<input type="checkbox"/> Post-Graduate Studies	<input type="checkbox"/> Seminars / Technical Sessions / Conference
<input type="checkbox"/> Authorship	<input type="checkbox"/> Company sponsored training programs
<input type="checkbox"/> Diploma Program	<input type="checkbox"/> Professorial Chair
<input type="checkbox"/> Others _____	

Part II. Acknowledgment

<p>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.</p> <p style="text-align: center;">_____ Signature Over Printed Name</p> <p style="text-align: center;">_____ Position</p> <p style="text-align: center;">_____ Date</p>	<p>SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.</p> <p style="text-align: right;">_____ (Notary Public)</p>
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Part III. Action Taken

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

OIC, Standards and Inspection Division

ACTION TAKEN BY THE CPD COUNCIL

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Deferred pending compliance _____	Credit Units Granted: _____
_____ Chairperson	
_____ Member	_____ Member
Date _____	

PROCEDURE FOR CREDITING OF SELF-DIRECTED AND/OR LIFELONG LEARNING
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- | | |
|---------|--|
| 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 Five Hundred Pesos (P 500.00). |
| 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 |

Requirements for on--line training from a non-accredited CPD Provider applied as self-directed learning:

- | | |
|-----|--|
| [] | Company profile of the on-line platform provider; |
| [] | A credible local and/ or international CPD provider must manage the ON-line CPD Platform; |
| [] | Print-out of the training program /webinar/ syllabus as published/ posted in the website, reflecting the title/theme of the program with speakers and objectives, organizing group, date/dates, venue, time & duration of program, ; |
| [] | Company profile of the on-line platform provider; |
| [] | Credentials of the resource person / speakers who provided continuing education/ development in the on-line platform; |
| [] | Accredited CPD/CPE/CE units for international programs, if available; |
| [] | Reflections of learning and relevance to professional development from each program attended described in not more than (100) words; |
| [] | Certificate of examination result with passing grade / mark or Certificate of completion. |
| [] | Amount paid for online registration |

Requirements for participation in local/international seminars/non-degree courses from non-accredited CPD providers either an institution, international organization or company-sponsored training programs:

- | | |
|-----|---|
| [] | Copy of program title/theme, organizing group, date/s, venue; |
| [] | Details about the seminar program or training program which should include the objectives, topics discussed, executive summary of speakers and duration of the program; |
| [] | Accredited CPD/CPE units for international programs, if available; |
| [] | Reflections of learning and relevance to professional development from each program attended described in not more than 100 words. |

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 30 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. |