

Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD OF DENTISTRY
RESOLUTION NO. 10
Series of 2018

OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF REPUBLIC ACT NO. 10912, OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT ACT OF 2016 FOR DENTISTS, DENTAL TECHNOLOGISTS AND DENTAL HYGIENISTS

WHEREAS, Section 2, Article 1 of Article IV of Republic Act (R.A.) No. 9484 or the Philippine Dental Act of 2007 provides for the policy of the State to regulate and professionalize the practice of the dentistry profession, to wit:

Sec. 2. Statement of Policy. - The State recognizes the importance of dentists, dental hygienists and dental technologists in nation-building. Hence, it shall develop and nurture competent, productive, morally-upright, and well rounded dentists, dental hygienists and dental technologists whose standards of professional practice and service shall be excellent, qualitative, world-class and internationally recognized, globally competitive through regulatory measures, programs and activities that foster their continuing professional development.

WHEREAS, Section 15, Article IV of R. A. No.10912 or the Continuing Professional Development Act of 2016 grants to the Professional Regulatory Boards the authority to prescribe their own requirements or procedures relating to the CPD as may be pertinent and applicable to their respective professions: *Provided*, that the same does not contravene any of the provisions of R. A. No. 10912 and its Implementing Rules and Regulations (IRR);

WHEREAS, in compliance with such mandate, the Professional Regulatory Board of Dentistry (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 IRR:

Section 1. Date/s of Regular and Special Meeting/s. - The CPD Council shall meet every last Thursday of the month for the purpose of evaluating applications for accreditation of CPD providers, programs, self-directed and/or lifelong learning. The CPD Council may also include in the agenda during their regular meetings, other matters related to the CPD. Special meetings may likewise be called at the instance of the CPD Council Chairperson, or upon written request of any Member of the CPD Council served at least three (3) days prior to the requested date of the meeting.

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Section 2. Candidates for CPD Provider. – The following are eligible to apply as CPD provider for the Dentistry profession:

- a. Accredited Professional Organization (APO) for Dentists, Dental Hygienists and Dental Technologists and its Affiliates;
- b. Societies and/or Organizations of Dental Specialists accredited by the Commission and the Board;
- c. Colleges/Universities duly recognized by the Commission on Higher Education (CHED);
- d. Hospitals, facilities recognized by the Department of Health (DOH);
- e. Dental training institutions recognized by the Technical Education and Skills Development Authority (TESDA) for dental hygiene and dental technology;
- f. International Organizations/Schools/Colleges/Universities/Hospitals recognized by their respective Professional Regulatory Authority and/or Ministry of Health and/or Ministry of Education and/or Ministry of Labor.

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Section 3. Additional Requirements for Accreditation of CPD Provider. – The documentary requirements for the 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. 10912", shall also include, but not be limited to the following:

3.1 Local Provider (Renewal)

- a. Summative report of the past programs for three (3) years.

3.2 Foreign Provider

- a. Summative report of the past programs for three (3) years.

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Copies of the Application forms as local and foreign CPD Providers are hereto attached as Annex "A" and "A-1" respectively.

Section 4. Additional Requirements for CPD Program Accreditation-

- 1) Course outline – outline of the course sub-topics
- 2) Learning Outcomes- learning outcome/s expected from the event
- 3) Course Structure/ Materials
- 4) Program URL – website of the program, if any

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A copy of the Application form for CPD Program is hereto attached as Annex "B".

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CPD providers who/which intends to partner with non-accredited CPD providers shall need to submit their written Memorandum of Agreement in the prescribed form Annex "C". The CPD Certificates that will be issued shall bear the name, logo, Accreditation No. of Provider and Accreditation No. of the Program with corresponding approved final credit units earned.

The CPD program fees should be reasonable.

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Section 5. Additional Requirement for CPD Speaker/s. – CPD providers shall secure the corresponding Special Temporary Permit (STP) for its foreign speaker/s who will conduct hands-on training on actual or live patients. The STP to be issued shall only be valid for the specified duration of the CPD activity.

Section 6. Required CPD Credit Units for the renewal of Professional Identification Card (PIC). – The Credit Unit (CU) requirement is forty-five (45) units for Dentists, twenty (20) units for Dental Technologists and Dental Hygienists and fifteen (15) units for Persons with Disabilities and those professionals sixty (60) years old and above within the compliance period of three (3) years. For Dentists, Dental Hygienists and Dental Technologists who will renew their PICs, the CPD activities must be taken within three (3) years prior to the renewal of PIC.

All Dentistry practitioners, including Dentists, Dental Technologists and Dental Hygienists, shall be required to earn credit units for every compliance period of three (3) years, and which shall be implemented in phases as illustrated below:

Year of Renewal	Required Number of CPD Credit Units			
	Dentists	Dental Hygienists	Dental Technologists	60 years old and above/ PWD
2018	14	6	6	6
2019 onwards	45	20	20	15

For dental professionals with multiple licenses under the dental profession, certain CPD activities may be credited for the renewal of PICs.

Section 7. Major Areas of CPD Activities. The CPD Activities shall be divided into four (4) major areas with the corresponding credit units which shall be complied with in a compliance period. The effectivity of the coverage of the major areas will start in 2019.

MAJOR AREA	COVERAGE OF THE AREA	CREDIT UNITS REQUIRED		
		DENTISTS	DENTAL TECHNOLOGISTS	DENTAL HYGIENISTS
Professional Conduct and Patient Safety	Ethics / Dental Jurisprudence/ Practice Management/ Basic Life Support/ Emergency Medicine / Infection Control	7 credit units	3 cu	3 cu
Enhancement of Professional Practice and Technical Competence	General and Advanced Dentistry	30 credit units	12cu	12 cu
Multi-disciplinary Professional and Technical Competence	Intra-professional and Inter-professional topics	4 credit units	3 cu	3cu

Social and Environmental Factors Affecting the Profession	Gender and Development, Personality Development/ Waste Management/ Social Responsibilities and Values	4 credit units	2 cu	2 cu
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Overseas Filipino Workers (OFWs), Persons with Disabilities (PWDs) and those professionals sixty (60) years old and above can accumulate CPD credit units in any of the foregoing major areas.

Section 8. Unforeseen or Uncontrolled Events or Circumstances- The CPD Council for Dentists may consider deferring the implementation or imposition of the required CPD credit units if the dentists, after showing evidence, cannot comply therewith due to unforeseen or uncontrolled events or circumstances, such as when the dentists or his/her immediate family member is suffering from serious illness or for other any analogous circumstances, subject to approval of the CPD Council.

In such case, the dentist shall file an affidavit before the CPD Council stating the circumstance/s and/or reason/s as well as evidence to support the deferment: *provided however*, that the deferment shall in no case exceed twelve (12) months.

Nevertheless, the CPD Council, upon evaluation of the circumstances or events, may still require compliance on a pro-rata basis, that is, only a portion of the required credit units will be required within a compliance period.

Section 9. Matrix of CPD Credit Units for Dentistry. – The matrix of CPD Activities for Dentists shall be as follows:

(1 Credit Unit per Hour of Lecture/ Table Clinic)

(Certificate of Attendance are given after Completion of the Program signed by the Program Head)

PROGRAMS	MAXIMUM CREDIT UNITS	SUPPORTING DOCUMENT
1. SEMINARS/ CONVENTION		
1.1 PARTICIPANT		Certificate of Attendance with Number of Hours based on the number of Contact Hours spent by the Participant, Seminar Program Certified List of Participants
International Annual Convention	15	
APO Annual Convention	15	
APO Area Convention	10	
APO Regional Convention	5	
PRC Specialty Groups	10	
APO Chapters	5	
Other APO Affiliates	4	
1.2 RESOURCE SPEAKER		Photocopy of Plaque Certification and Copy of Paper, Program Invitation
1.2.1 NATIONAL	3/ hr	
1.2.2 INTERNATIONAL	5/ hr	
1.3 PANELIST/ REACTOR		Certification from Host Organization and Copy of Program
1.3.1 NATIONAL	2/ hr	
1.3.2 INTERNATIONAL	4/hr	
1.4.FACILITATOR/ MODERATOR		Certification from Host Organization and Copy of Program
1.4.1 NATIONAL	2/hr	
1.4.2 INTERNATIONAL	4/hr	
2. APO Affiliation		

2.1 National Membership	1/yr	Official Receipt
2.2 Chapter/ Affiliate Officer	2/yr	Certificate from APO
2.3 National Officer	3/yr	Certificate from APO
Refer to Resolution 1032, Series of 2017 for other CPD Activities and its corresponding units and documentary requirements.		

Section 10. List of Activities for Self-Directed Learning.-

To be submitted at least sixty (60) days prior to the expiration of Professional Identification Cards (PICs)

ACTIVITY RELATED TO THE DENTAL PROFESSION	SUPPORTING DOCUMENTS FOR SUBMISSION BY THE APPLICANT	MAXIMUM CREDIT UNITS
Seminars/Technical Sessions/Conferences, webinars	Certificate of Attendance, and Copy of Program.	CU for the program as evaluated by the CPD Council in reference to Sec. 7
Resource speaker	Any proof as a resource speaker, copy of course summary/abstract, learning outcomes	2 CU/ hour
Panelist / Reactor	Certification from sponsoring organization, copy of program	1 CU/ hour
Facilitator/Moderator	Certification from sponsoring organization, copy of program	1 CU/ hour
Company In-Service training / Diploma Program	Certificate of Training or Diploma; Training or Program objectives, content, tools & evaluation method(s).	Maximum of 10 CU/ year or a fraction thereof on completion
Dean/Faculty Members Full-time (18 units per sem teaching load) Part-time (17 units and below load)	Certification from authorized school personnel	10 CU/year A fraction thereof depending on the teaching load
Program/Training module development	Copy of module and evaluation	10 CU/module
Technical paper	Certificate of completion from the body who will benefit from the study & copy of the paper	5 CU/technical paper as approved by CPD Council
Research Work	Copy of completed research paper as certified by the commissioning body or by accredited dental specialty group or accredited professional organization	10 CU
Author(s) of paper published in referred/peer reviewed professional journal	Copy of the publication /journal containing the work/paper/article	20 CU (for multiple authors, divide CU equally among them)

Handwritten notes and signatures:
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 2. *Handwritten signature*
 3. *Handwritten signature*
 4. *Handwritten signature*
 5. *Handwritten signature*

Peer reviewer	Copy of the publication/journal/magazine containing the work/paper/article	2 CU/article
Author(s) of books / pamphlets or monographs	Copy of published book / pamphlets or monographs	20 CU/pamphlet; 40 CU for book or monograph w/ more than 100 pages (multiple authors divide CU equally)
Editor	Copy of the publication/journal/magazine published at least bi-annually	
Author(s) of articles in magazines/newspaper	Copy of magazine/newspaper, certificate of frequency of publications and circulation	5 CU/article (multiple authors divide CU equally)
Consultancy (e.g. Technical meetings, accreditation & other activities as per request of an institution)	Certificate of Appearance & Invitation	1 CU/hour
Socio-civic activities (e.g. medical missions, outreach programs, etc.)	Project Activities, narrative report of activities and accomplishments & photos of the professional participating in the activities	1 CU/day (maximum of 3 CU/year)
Study Tours/visits	Certification from sponsoring institution, narrative report of activities and learnings & photos of the professional participating in the tour activities	2 CU/day (maximum of 10 CU/tour)
Professorial Chair	Certificate of Grant or Appointment paper	15 CU/year
Invention(s)/ patent(s)	Certified copy of Patent Certificate	Full CU for the compliance period
Recognition / Title (Fellows, Hall of Fame Awards, Outstanding Professional, Lifetime Achievement, etc.)	Copy of Certification from the awarding by a PRC recognized body (duly notarized)	Full CU for the compliance period
Such other activities to be recommended by the CPD Council and approved by the PRC (e.g. RA 10912 IRR Sec. 10.1)		

Section 11. Additional Requirements for Self-Directed Learning taken from on-line providers – The list of documentary requirements for accreditation under self-directed learning modality taken from on-line providers, shall include, but not be limited to the following:

- 11.1. Company profile of the on-line platform provider;
- 11.2. A credible local and/or international CPD provider must manage the On-line CPD Platform;
- 11.3. 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 and duration of program;

- 11.4. Credentials of the resource person/speakers who provided continuing education/development in the on-line platform;
- 11.5. Accredited CPD/CPD/CE units for international programs, if available;
- 11.6. Reflections of learning and relevance to professional development from each program attended, described in not more than one hundred (100) words;
- 11.7. Certificate of examination result with passing grade or mark. A Certificate of completion may also be used; and
- 11.8. Amount paid for online registration.

Section 12. Maximum Creditable Units for Self-Directed Learning. – The maximum creditable units for self-directed and/or lifelong learning is twenty (20) for the three (3) year compliance period for Dentists, Dental Technologists and Dental Hygienists.

For Overseas Filipino Workers (OFW), all the required CPD units can be accumulated through self-directed learning.

Section 13. CPD Provider Completion Report. –The Completion Report as provided in Resolution No. 1032, series of 2017, otherwise known as the "IRR of RA No. 10912" shall also include the following:

- 11.1. Actual Financial Expense Report;
- 11.2. Post Activity Evaluation to include, among others, proof of actual learning – questions related to the topics discussed.

A copy of CPD Provider Completion Report is hereto attached as Annex "D"

Section 14. Repealing Clause – Except as may be provided under R. A. No. 10912 and its IRR, all other Resolutions, Orders, Circulars, Issuances or parts thereof 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 any major newspaper of general circulation in the country.

Let copies hereof be furnished the U.P. Law Center and the CPD Council for Dentists, Dental Technicians and Dental Hygienist for information and guidance.

Done in the City of Manila, this 10th day of April, 2018.


ROBERTO M. TAJONERA, DMD
Officer-In-Charge


GLORIA M. BUMANLAG, DMD
Member


MARIA JONA D. GODOY, DMD
Member


MELINDA L. GARCIA, DMD
Member


RANNIER F. REYES, DMD
Member

ATTESTED:

Lelika T. Bautista

ATTY. LOVELIKA T. BAUTISTA

Chief

Secretariat to the Professional Regulatory Boards

APPROVED:

Teofilo S. Pilando, Jr.

TEOFILO S. PILANDO, JR.

Chairman

Yolanda D. Reyes

YOLANDA D. REYES

Commissioner

Jose Y. Cueto, Jr.
JOSE Y. CUETO, JR.
Commissioner

O-OCH/O-OCI/O-OCII/PRB-DNT/D-LID/D-SPRB/CPDD
TSP/YDR/JYC/ RMT/ERR/II/LTB/MLMH/meraq/jmma
S 16

DATE OF PUBLICATION IN THE
OFFICIAL (GAZETTE): *Philstar* 4-11-18
DATE OF EFFECTIVITY: 4-27-18



Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

CPD Council for DENTISTRY

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	
Continuing Professional Development Division:	Cash Division:
Processed by: _____ Date: _____	Amount: _____ O.R.No./Date: _____ Issued by: _____
Reviewed by: _____ Chief, Continuing Professional Development Division	
ACTION TAKEN BY THE CPD COUNCIL	
<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 Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices, 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 Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices 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 photocopy of official receipt to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices.
- Step 6 Verify your application after ___ days from time of submission by calling telephone numbers: 310-10-48 (PRC-Main)/810-84-15 (PRC-PICC), or email at prc.cpdsecretariat@gmail.com

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"/> 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"/> Affidavit of Undertaking (CPDD-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 Registered and Licensed Professional) <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"/> Appointment paper from the managing partner authorizing the partner to manage CPD activities; or Board Resolution/Secretary Certificate of a Corporation authorizing an officer to manage 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"/> Affidavit of Undertaking (CPDD-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 or its equivalent from the head of Agency appointing its officer to manage the CPD activities

Renewal

- Summative report of the past programs for 3 years
- 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 authorizing the partner to manage CPD activities; or **Board Resolution/Secretary Certificate** of a Corporation authorizing an officer to manage CPD activities; or **Office Order or its equivalent** from the head of Agency appointing its officer to manage the CPD activities, if there are changes
- Affidavit of Undertaking (CPDD-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)
- Soft copy of the Application including supporting documents in PDF format saved in CD.
- Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only.

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 60 days.
- If additional requirement/s is/are needed, a period of 15 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.
- The Articles of Incorporation/Partnership shall include as one of its purposes the training and development of professionals; or in the case of commercial or industrial, provides for the training and development of its own professionals.



Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER(FOREIGN)

CPD Council for DENTISTRY

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)
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Part III. Action Taken

Continuing Professional Development Division: Processed by: _____ Date : _____	Cash Division: Amount : _____ O.R.No./Date : _____ Issued by : _____
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Reviewed by:

Chief, Continuing Professional Development 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 Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices, 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 Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices 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 photocopy of official receipt to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices.
- Step 6. Verify your application after ___ days from time of submission by calling telephone numbers: 310-10-48 (PRC-Main)/810-84-15 (PRC-PICC), or email at prc.cpdsecretariat@gmail.com

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"/> Summative Report of the past programs for three (3) years.
<input type="checkbox"/> At least one (1) of the officers/board of trustees must be a registered and licensed Chemical Engineer	<input type="checkbox"/> List and photographs of training equipment and facilities
<input type="checkbox"/> List of Officers with current Professional ID Card (if applicable)	<input type="checkbox"/> Annual plan of proposed CPD Activities
<input type="checkbox"/> List and photographs of training equipment and facilities	<input type="checkbox"/> General Information Sheet for Corporation or Partnership or its equivalent
<input type="checkbox"/> Instructional Design (one)	<input type="checkbox"/> Amended Articles of Incorporation or Partnership and their respective by-laws or its equivalent, if there are changes
<input type="checkbox"/> Annual plan of proposed CPD Activities	<input type="checkbox"/> Appointment paper from the managing partner authorizing the partner to manage CPD activities; or Board Resolution/ Secretary Certificate of a Corporation authorizing an officer to manage CPD activities; or its equivalent; if there are changes
<input type="checkbox"/> Appointment paper from the managing partner authorizing the partner to manage CPD activities; or Board Resolution/Secretary Certificate of a Corporation authorizing an officer to manage CPD activities; or its equivalent	<input type="checkbox"/> Affidavit of Undertaking (CPDD-06) subscribed and sworn before Philippine Embassy/Consulate in the country/state of the applicant
<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 in the said country/state and accompanied by an official English translation thereof	
<input type="checkbox"/> Affidavit of Undertaking (CPDD-06) subscribed and sworn before Philippine Embassy/Consulate 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)
- Soft copy of the Application including supporting attachments in PDF format saved in CD.
- Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only.

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 60 days.
3. If additional requirement/s is/are needed, a period of 15 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.

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and executed this _____ day of _____ 20__ by and between:

_____, a _____ duly
(Name of Accredited CPD Provider) *(Description of the Provider)*
 registered under Philippine Laws, with office and postal address at _____, represented in this instrument by
 its _____, _____ hereinafter referred to
(Position Officer) *(Name of Officer)*
 as the **First Party**.

- and -

The _____ a _____
(Name of Non-Accredited CPD Provider) *(Description of the Non-Accredited Provider)*
 duly registered under Philippine Laws, with office and postal address
 at _____, represented in this instrument
 by its _____, _____ hereinafter
(Position Officer) *(Name of Officer)*
 referred to as the **Second Party**.

WITNESSETH, THAT:

WHEREAS, the **First Party** is a non-profit organization composed of _____ that engage in the practice or teaching of _____.
(Dental Profession)

WHEREAS, **Second Party** is a non-stock, non-profit association of _____ composed of members engaged in _____.

WHEREAS, the **First Party** and the **Second Party** share the same objective of the inculcation of advanced knowledge, skills and ethical values in the field of _____ or in an inter- or multidisciplinary field of study for assimilation into the dental professional practice.

WHEREAS, the **First Party** is an Accredited Continuing Professional Development (CPD) Provider for Dental Professions and in good standing.

WHEREAS, the **First Party** is amenable and accordingly agreeable to take the lead and oversee the conduct of the professional and clinical skills enhancement seminar / sessions that are Outcomes Based CPD Activities with evidence of learning. Provided, that the **Second Party** abides with the agreement that no direct endorsements or displays of dental products, banners and tarpaulins be made inside the Seminar/Conference room.

WHEREAS, no monetary involvement, donation of goods or any form of commercial outcome will be derived from this agreement. However, an agreed

limited number of _____ members will be allowed to attend the CPD Activity free of charge

WHEREAS, the **Second Party** may be recognized during the conduct of the CPD Activity.

NOW THEREFORE, on the basis of foregoing premises, the herein parties hereby agree as they do agree that they shall form, combine and utilize their joint efforts for purposes of organizing a common CPD activity.

For this purpose, the following shall be the activity to be conducted by both parties:

a. **First or Second Party** shall organize and conduct the _____ to enable member _____.
(describe activity) *(learning outcome)*

b. **First Party** will manage and oversee the seminar forum, i.e. speakers and lecture contents, apply for the CPD Program and issue the Certificates to the speakers, moderators and participants.

c. The _____ at all times must have at least two (2)
(describe activity)

official representatives or a PRC Monitor present in the event.

d. **First Party** shall shoulder and defray all the expenses needed for the processing and application of the CPD Program.

e. **First or Second Party** will provide the requisite professional speakers who are duly accredited and considered authority in the field of _____ and in other fields of dentistry. Honorarium for the said lecturers shall be to **First or Second Party's** account.

IN WITNESS WHEREOF, the herein parties have hereunto set their hands this ____ day of _____ 201__ at _____.

(Name of Accredited CPD Provider)

By:

_____, DMD
President

(Name of Non-Accredited CPD Provider)

By:

President

SIGNED IN THE PRESENCE OF:

REPUBLIC OF THE PHILIPPINES)
_____) s.s.

BEFORE ME, a Notary Public for and in _____,
personally came and appeared the following persons with their valid proof of
identity, as follows:

<u>Name</u>	<u>Valid ID</u>	<u>Date / Place issued</u>
_____	_____	_____
_____	_____	_____

,both known to me to be the same persons who executed the foregoing
instrument and acknowledged to me that the same is their free and voluntary act
and deed as well as that of the company they represent.

WITNESS MY HAND AND SEAL this ____ day of _____
20____.

Doc. No. : _____
Page No. : _____
Book No.: _____
Series of 20 _____

Notary Public



Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council for DENTISTRY

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	
Continuing Professional Development Division:	Cash Division:
Processed by: _____ Date : _____	Amount : _____ O.R.No./Date : _____ Issued by : _____
Reviewed by:	
_____ Chief, Continuing Professional Development 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 Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices, 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 Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices 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).
- Step 5 Submit Application Form with attached supporting documents and photocopy of official receipt to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices.
- Step 6 Verify your application after ___ days from time of submission by calling telephone numbers: 310-10-48 (PRC-Main)/810-84-15 (PRC-PICC), or email at prc.cpdsecretariat@gmail.com

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

- Specific course Objectives stating competencies to be gained from program
- Course outline- outline of the course sub-topics
- Learning Outcomes- state what participants will learn from the event
- Course Structure/ Materials
- Program URL- website of the program, if any
- 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)
- 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)
- Soft copy of the Application including supporting attachments in PDF format saved in CD.
- Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only.

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 15 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.