



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD OF ELECTRONICS ENGINEERING

Resolution No. 06
Series of 2018

OPERATIONAL GUIDELINES ON THE IMPLEMENTATION OF RA 10912, OTHERWISE
KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT ACT OF 2016"
FOR THE ELECTRONICS ENGINEERS

WHEREAS, Section 2, Article I of Republic Act, (R.A.) No. 9292, otherwise known as the Electronics Engineering Law of 2004, provides for the policy of State, *to wit*:

SEC. 2 Statement of Policy. *The State recognizes the importance of electronics engineering in nation building and development. The State shall therefore develop and nurture competent, virtuous, productive and well-rounded Professional Electronics Engineers, Electronics Engineers and Electronics Technicians whose standards of practice and service shall be excellent, qualitative, world-class and globally competitive through inviolable, honest, effective and credible licensure examinations and through regulatory measures, programs and activities that foster their integrity, continuing professional education, development and growth;*

WHEREAS, Section 7(n), Article II of R.A. No. 9292 mandates the Professional Regulatory Board of Electronics Engineering (Board) to promulgate a program for continuing professional education and/or development of Professional Electronics Engineers, Electronics Engineers and Electronics Technicians;

WHEREAS, under Section 15, Article IV of R.A. No. 10912, otherwise known as Continuing Professional Development (CPD) Act of 2016, the Professional Regulatory Boards are given 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. 10912 and its Implementing Rules and Regulations (IRR);

WHEREAS, after series of consultative meetings with stakeholders, it was agreed that the Institute of Electronics Engineers of the Philippines, Inc. (IECEP), as the Accredited Professional Organization for Electronics Practitioners, shall be the administrator in disseminating information on the CPD Programs and activities;

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 R.A. No. 10912 and its IRR as follows:

Section 1. Date/s of Regular Meeting/s. – The CPD Council, under the supervision of the Board, is hereby mandated under this Resolution to meet every 1st Monday of the month for the purpose of evaluating the applications for accreditation as CPD provider, program, self-directed and/or lifelong learning and other CPD related matters.

Section 2. Field of Specializations. – The field of specializations of the electronics engineering profession shall include, but not be limited to the following:

1. Telecommunications
2. Microelectronics
3. Power Electronics
4. Biotech/Biomedical Electronics
5. Instrumentation and Control
6. Information and Communication Technology
7. Computer
8. Broadcasting

Section 3. Major Areas of CPD Activities. – The CPD activities shall be divided into four (4) major areas:

MAJOR AREA	COVERAGE OF THE AREA
AREA I. Field of Specialization	Emerging technologies in the following field of specializations: <ul style="list-style-type: none"> • Telecommunications • Microelectronics • Power Electronics • Biotech/Biomedical Electronics • Instrumentation and Control • Broadcasting • Information and Communication Technology • Computer
AREA II. Standard of Professional Practice	<ul style="list-style-type: none"> • Electronics Code • Building Code • Commercial Buildings • Industries • Commercial Arts • Institutional, Etc. • Computer-aided design • System Analysis • Design Analysis • Operation and Maintenance • Building Science and Technology • Energy • Energy Efficiency • Acoustics • Others
AREA III. Laws, Ethics and Management	<ul style="list-style-type: none"> • ECE Laws • Professional Laws of allied professions • PRB Resolutions and issuances • Ethics • Business of Electronics Engineering • Technopreneurship • Procurement and Project delivery • Firm Management • Global and Collaborative Practice • Project and Construction Management
AREA IV. Environment, Sustainability and Social responsibility	<ul style="list-style-type: none"> • Sustainable Structures • Disaster Resilience • Green Engineering • Renewable Energy • Building Power Conservation • Socio-Civic activities • Others

Section 4. Qualifications for Accreditation of CPD Providers. – To obtain accreditation, the following qualifications shall be met:

A. Local CPD Provider

1. Individual/Sole Proprietor

- 1.1 A registered and licensed electronics professional with valid PRC ID and of good standing, with the Accredited Integrated Professional Organization(AIPO);
- 1.2 Non-conviction of a crime involving moral turpitude;
- 1.3 Registered with the Department of Trade and Industry and the Bureau of Internal Revenue (BIR);
- 1.4 Capable to offer and provide CPD programs in at least one (1) of the specializations specified in Section 2; and
- 1.5 Can demonstrate capability to offer CPD programs in a sustainable manner.

2. Firm/Partnership/Corporation

- 2.1 A duly registered partnership, corporation, institution or organization;
- 2.2 The Articles of Incorporation/Partnership shall include as one of its purposes the training and development of professionals;
- 2.3 Duly registered with the BIR and the Securities and Exchange Commission (SEC) and/or other pertinent government bodies;
- 2.4 At least one (1) partner or member of the Board of Directors or the head of the CPD program for electronics profession is a licensed electronics professional, with valid PRC ID;
- 2.5 Capable to offer and provide CPD programs in at least one (1) of the specializations specified in Section 2; and
- 2.6 Can demonstrate capability to offer CPD programs in a sustainable manner.

3. Government Institutions/Agencies

- 3.1 All government institutions/agencies with programs on CPD for electronics professionals;
- 3.2 The CPD program manager for electronics profession is a licensed electronics professional, with valid PRC ID;
- 3.3 Capable to offer and provide CPD programs in at least one (1) of the specializations specified in Section 2; and
- 3.4 Can demonstrate capability to offer CPD programs in a sustainable manner.


B. Foreign CPD Provider


1. Foreign Entity/ Firm/ Association

- 1.1 A duly registered entity, firm or association in the country/ state of the applicant that has proven capability and sustainability to provide CPD program/s through in-house training and development of professionals;
- 1.2 Capable to offer and provide CPD programs in at least one (1) of the specializations specified in Section 2; and
- 1.3 Can demonstrate capability to offer CPD programs in a sustainable manner.

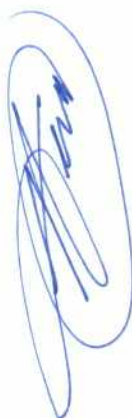
Copies of Application forms for Accreditation as CPD Provider are hereto attached as Annex "A" (Local CPD Provider) and "B" (Foreign CPD Provider).

Section 5. Grounds for Suspension, Cancellation, or Non-Renewal of Accreditation of a CPD Provider – The following shall constitute as grounds or causes for suspension, cancellation, or non-renewal of the certificate of accreditation of a CPD provider:

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- (a) Non-compliance with any of the prescribed requirements;
 - (b) Substantial deviation from the approved program/s;
 - (c) Charging of unreasonable fees and/or adding any other substantial fees not approved by the CPD Council;
 - (d) Misrepresentation such as submission of false completion reports, issuance of false statement/s including disclosure of advance information as to credit units prior to the approval of the CPD Council;
 - (e) Failure to conduct at least one (1) CPD Program in any of the specializations specified in Section 2 within a year from the issuance of accreditation and every year thereafter; and
 - (f) Any other violation of this Operational Guidelines.



Section 6. List of requirements for accreditation for CPD Program. – The list of documentary requirements for accreditation of CPD Program as provided in Resolution No. 1032, series of 2017, otherwise known as the "Implementing Rules and Regulations of RA 10912" shall include, but not be limited to the following:

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- 6.1 Specification of the Major Area of the proposed program (refer to Section 3);
 - 6.2 Specification of Field of Specialization as specified in Section 2, in case the program applied for is under Major Area I;
 - 6.3 Specific Course Objectives stating competencies to be gained from program;
 - 6.4 Evaluation tool specific to course objectives set;
 - 6.5 Program of Activities showing time/duration of topics/workshop;
 - 6.6 Resume of Speakers;
 - 6.7 Certificates or Citations showing expertise on the topic, if any;

- 6.8 Current Professional ID of speaker if registered professional; if foreigner, current Special Temporary Permit, if applicable;
- 6.9 Breakdown of expenses for the conduct of the program;
- 6.10 Course Outline – outline of the course's sub-topics;
- 6.11 Learning Outcome – statement of what the participants will learn from the event;
- 6.12 Course Structure/Materials – type of presentation and materials used; and
- 6.13 Program URL – website of the program, if any.

A copy of Application form for Accreditation as CPD Program is hereto attached as Annex "C".

Section 7. List of CPD activities with credit units acceptable to the Board and CPD Council for Electronics Profession:

PROGRAM / ACTIVITY	CREDIT UNITS	SUPPORTING DOCUMENT
1. PROFESSIONAL TRACK (TRAINING OFFERED BY ACCREDITED CPD PROVIDERS, Face to Face / Online)		
1.1 PARTICIPANT	Approved CUs for the program	<ul style="list-style-type: none"> ○ Certificate of Attendance and CPD program accreditation number.
1.2 RESOURCE SPEAKER / LECTURER / TRAINER	4 CU per hour for local activity and 5 CU per hour for International activity	<ul style="list-style-type: none"> ○ Certificate or Plaque of Appreciation
1.3 PANELIST / REACTOR	3 CU per hour for local activity and 4 CU per hour for International activity	<ul style="list-style-type: none"> ○ Certificate or Plaque of Appreciation
1.4 FACILITATOR / MODERATOR	2 CU per hour for local activity and 3 CU per hour for International activity	<ul style="list-style-type: none"> ○ Certification from the accredited CPD Provider
1.5 MONITOR	Twice the number of approved CUs for participant of the program	<ul style="list-style-type: none"> ○ Monitoring Report ○ Certificate of Appearance signed by CPD Provider ○ Authority to Monitor from PRC
1.6 IN-SERVICE TRAINING	Maximum of 20 CU for a 12-month period or a fraction thereof upon completion.	<ul style="list-style-type: none"> ○ Certificate of Training Completion issued by Accredited CPD Provider.
2. ACADEMIC TRACK (to be applied under Self-Directed Learning)		
2.1 DOCTORATE DEGREE OR EQUIVALENT	Full CU for two (2) compliance period upon completion of degree.	<ul style="list-style-type: none"> ○ University Certification/Diploma or ○ Transcript of Records
2.2 MASTER'S DEGREE OR EQUIVALENT	Full CU for two (2) compliance period upon completion of degree	<ul style="list-style-type: none"> ○ University Certification/Diploma or ○ Transcript of Records
2.3 PROFESSORIAL CHAIR	15 CU per year or a fraction thereof	<ul style="list-style-type: none"> ○ Certificate of Grant or Appointment Letter
2.4 ACADEMICIAN / SCIENTIST	15 CU per year or a fraction thereof	<ul style="list-style-type: none"> ○ Certificate of Grant or Appointment Letter

2.5 POST GRADUATE DIPLOMA	25 CU upon completion of at least 1 year program or a fraction thereof in case the program is less than 1 year.	<ul style="list-style-type: none"> ○ Diploma/Certification from the Institution or ○ Transcript of Records
2.6 SPECIALTY / SUB-SPECIALTY PROGRAM	15 CU per year or a fraction thereof	<ul style="list-style-type: none"> ○ Certificate of completion
2.7 FELLOWSHIP GRANT		
2.7.1 POSTDOCTORAL FELLOWSHIP	3 CU per grant + 20 CU per year or a fraction thereof	<ul style="list-style-type: none"> ○ Certification from the granting institution
2.7.2 RESEARCH FELLOWSHIP	3 CU per grant + 20 CU per year or a fraction thereof	
2.7.3 TEACHING FELLOWSHIP	3 CU per grant + 10 CU per year or a fraction thereof	
2.7.4 RESOURCE SPEAKER	3 CU per grant + 3 CU per hour	
2.7.5 PARTICIPANT	2 CU per grant + 10 CU per year or a fraction thereof	
2.8 DISTANCE LEARNING MODULE	10 CU per year or a fraction thereof (to be evaluated by CPDC)	<ul style="list-style-type: none"> ○ Certificate of Completion ○ Copy printout of program
2.9 FOREIGN LANGUAGE CERTIFICATION	10 CU for each Foreign Language Certification (Maximum of 2 Foreign Language Certification per cycle)	<ul style="list-style-type: none"> ○ Copy of Certificate of Completion and Proficiency from a duly recognized foreign language training institution.
3. SELF-DIRECTED (TRAINING OFFERED BY NON-ACCREDITED CPD PROVIDERS, Face to Face / Online)		
3.1 PARTICIPANT	3 CU per hour for local activity and 4 CU per hour for International activity	<ul style="list-style-type: none"> ○ Certificate or Plaque of participation ○ Copy of Program
3.2 RESOURCE SPEAKER/ LECTURER / TRAINOR	4 CU per hour for local activity and 5 CU per hour for International activity	<ul style="list-style-type: none"> ○ Certificate or Plaque of Appreciation ○ Copy of Papers ○ Invitation and Confirmation letter
3.3 PANELIST / REACTOR/ JUDGE / MEMBERSHIP IN TECHNICAL COMMITTEES OR TECHNICAL PANELS	3 CU per hour for local activity and 4 CU per hour for International activity	<ul style="list-style-type: none"> ○ Certificate or Plaque of Appreciation ○ Invitation and Confirmation letter
3.4 FACILITATOR / MODERATOR	2 CU per hour for local activity and 3 CU per hour for International activity	<ul style="list-style-type: none"> ○ Certification from the Provider ○ Copy of Program
3.5 IN-SERVICE TRAINING	Maximum of 20 CU for a 12-month period or a fraction thereof upon completion.	<ul style="list-style-type: none"> ○ Certificate of Training Completion issued by Provider. ○ Training/Course Description

<p>3.6 PROGRAM / TRAINING MODULE DEVELOPMENT</p>	<p>10 CU per complete set of Training Module</p>	<ul style="list-style-type: none"> ○ Copy of Complete Training Module ○ Evaluation report by expert(s) ○ Certificate of Authentic Authorship. ○ Certificate of Utilization ○ Proof and documentation of the conduct of training module ○ Training module must be within the compliance period-show proof, date 				
<p>3.7 TECHNICAL PAPER & RESEARCH PAPER COMPLETED</p>	<p>10 CU per technical paper / research paper completed.</p>	<ul style="list-style-type: none"> ○ Certification of completion and approval ○ Certificate of Authentic Authorship. 				
<p>3.8 PRESENTATION OF TECHNICAL / RESEARCH PAPERS</p>						
<p>3.8.1 ORAL PRESENTATION</p>	<p>4 CU per paper for local activity and 5 CU per paper for International activity</p>	<ul style="list-style-type: none"> ○ Certificate or Plaque of Appreciation ○ Copy of Papers ○ Copy of Program ○ Invitation and Confirmation letter ○ Event Photo 				
<p>3.8.1 POSTER PRESENTATION</p>	<p>3 CU per paper for local activity and 4 CU per paper for International activity</p>	<ul style="list-style-type: none"> ○ Certificate or Plaque of Appreciation ○ Copy of Papers ○ Copy of Program ○ Invitation and Confirmation letter ○ Event Photo 				
<p>3.9 ARTICLE PUBLISHED IN A REFEREED / PEER REVIEWED PROFESSIONAL JOURNAL</p>						
<p>3.9.1 AUTHOR/S</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">NON ISI JOURNAL 15 CU</td> <td style="text-align: center; padding: 5px;">ISI JOURNAL 30 CU</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"><i>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</i></td> </tr> </table>	NON ISI JOURNAL 15 CU	ISI JOURNAL 30 CU	<i>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</i>		<ul style="list-style-type: none"> ○ Copy of Published Article or Journal ○ Table of Contents ○ For multiple authors, show proof and listing ○ Publication must be within the compliance period for item 3.0
NON ISI JOURNAL 15 CU	ISI JOURNAL 30 CU					
<i>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</i>						
<p>3.9.2 CITATION</p>	<ul style="list-style-type: none"> ○ 4 CU PER CITATION IN ISI JOURNAL ○ 3 CU PER CITATION IN NON ISI JOURNAL <p><i>(FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM)</i></p>	<ul style="list-style-type: none"> ○ Copy of Published Article or Journal ○ Copy of the article cited. 				
<p>3.9.3 PEER REVIEWER</p>	<p>5 CU PER ARTICLE (Non ISI) 10 CU PER ARTICLE (ISI)</p>	<ul style="list-style-type: none"> ○ Copy of reviewed article ○ Peer review report ○ Certificate of Appointment as reviewer 				

3.9.4 EDITOR OR MEMBERSHIP OF EDITORIAL BOARD	5 CU PER ISSUE		<ul style="list-style-type: none"> ○ Copy of Published Journal ○ Certificate of Appointment
3.10 PAMPHLET / BOOK OR MONOGRAPH			
3.10.1 AUTHOR/S	20 CU FOR SINGLE AUTHOR FOR PAMPHLET (LESS THAN 100 PAGES)	40 CU FOR SINGLE AUTHOR FOR BOOK OR MONOGRAPH (MORE THAN 100 PAGES)	<ul style="list-style-type: none"> ○ Copy of Published Book ○ For multiple authors, show proof and listing ○ Publication must be within the compliance period for item 3.0
	<i>FOR MULTIPLE AUTHORS, DIVIDE CU EQUALLY AMONG THEM.</i>		
3.10.2 EDITOR	MAXIMUM OF 20 CU		
3.11 AUTHOR OF ARTICLE IN MAGAZINE / NEWSPAPER	<ul style="list-style-type: none"> ○ Local – 2 CU per article ○ Int'l – 3 CU per article ○ For multiple authors, divide equally among them 		<ul style="list-style-type: none"> ○ Proof of Publication of Article or Column ○ For multiple authors, show proof and listing
3.12 ELECTRONICS PROFESSIONAL ACCOMPLISHMENTS FEATURED IN A MAJOR ENGINEERING PUBLICATION/ MAGAZINE/ VIDEO RADIO/ TV/ DIGITAL MEDIA DOCUMENTARY	<ul style="list-style-type: none"> ○ 3 CU per feature ○ Max of 2 CU per year ○ For multiple engineers involved, divide CU equally among them 		<ul style="list-style-type: none"> ○ Proof of Publication featuring work or engineer ○ Copy of publication video ○ Publication must be within the compliance period for item 3.0 – must show proof and date ○ For multiple engineers, show proof and listing
3.13 DESIGNS & INVENTIONS			
3.13.1 COMPLETED DESIGN OR INVENTION	10 CU per design or invention		<ul style="list-style-type: none"> ○ Certification of completion and approval ○ Certificate of Authentic Authorship.
3.13.2 PATENT / COPYRIGHT DESIGN OR INVENTION	Max of 45 CU per patent/copyright invention or design (as per CPDC evaluation)		<ul style="list-style-type: none"> ○ Certified Copy of Patent / copyright Certificate ○ Proof and Photo of Invention

3.14 STUDY TOURS/VISITS		
3.14.1 MUSEUM VISIT	<ul style="list-style-type: none"> ○ 1 CU per visit ○ Local – Max 2 CU/cycle ○ Foreign – Max 6 CU/cycle 	<ul style="list-style-type: none"> ○ Travel documents, boarding pass, or Proof of Travel, as necessary ○ Proof as Visitor or Attendance (Entrance Tickets), IDs ○ Evaluation Report on Learning Objectives (250-500 words) ○ No repeat visit per cycle ○ Photos or Video of Visit
3.14.2. DESIGN CONSTRUCTION, TRADE FAIRS, EXHIBITS	<ul style="list-style-type: none"> ○ 1 CU per visit ○ Local – Max 3 CU/cycle ○ Foreign – Max 7 CU/cycle 	<ul style="list-style-type: none"> ○ Travel documents, boarding pass, or Proof of Travel, as necessary ○ Proof as Visitor or Attendance (Entrance Tickets), IDs ○ Evaluation Report on Learning Objectives (250-500 words) ○ No repeat visit per cycle ○ Photos or Video of Visit
3.14.3. FACTORY, FIELD TRIP (related to Electronics Engineering)	<ul style="list-style-type: none"> ○ 1 CU per trip/day ○ Local – Max 3 CU/cycle ○ Foreign – Max 7 CU/cycle 	<ul style="list-style-type: none"> ○ Travel documents, boarding pass, or Proof of Travel, as necessary ○ Proof as Visitor or Attendance (Entrance Tickets), IDs ○ Evaluation Report on Learning Objectives (250-500 words) ○ No repeat visit per cycle ○ Photos or Video of Visit
3.14.4 STUDY TOURS AND VISIT	<p>2 CU per day (Maximum of 10 CU/Tour) (Max 3 Study Tours. Cycle)</p>	<ul style="list-style-type: none"> ○ Travel documents, boarding pass, or Proof of Travel ○ Certification from Sponsoring Institution or CPD Provider ○ Program Details and Itinerary ○ Evaluation Report on Learning Objectives ○ CV of Tour Resource People ○ Tour Photos or Video per day
3.15 CONSULTANCY (e.g. Technical Meetings / Accreditation and other activities as per request of an institution, etc.)	1 CU PER HOUR	CERTIFICATE OF APPEARANCE AND INVITATION

3.16 MEMBERSHIP IN TECHNICAL COMMITTEES	2CU per meeting attended up to a maximum of 24CU per calendar year	CERTIFICATE OF ATTENDANCE
3.17 SOCIO-CIVIC ACTIVITIES (e.g. Outreach Programs, etc.)	1 CU PER HOUR	PROJECT PROPOSAL, REPORT AND PHOTOS
3.18 AWARDS AND RECOGNITION / TITLE		
3.18.1 INTERNATIONAL AWARD	Full CU for three (3) compliance period	<ul style="list-style-type: none"> ○ Copy of Certification from the Awarding Body (duly notarized) ○ Photo of Awardee with award, certificate, plaque, medal, or trophy ○ Any proof of award – newspaper, magazine, others ○ Awardee or conferee before 2017: – can claim CU up to 2025 only ○ Awardee or conferee from 2017 onwards: – can claim CU up to 9 years from the time of award ○ All awards and conferment can ONLY be claimed ONCE
3.18.2. NATIONAL AWARD (e.g. PRC or IECEP Outstanding Electronics Engineer of the Year, TOP, OYS)	Full CU for two (2) compliance period	
3.18.3. REGIONAL / LOCAL AWARD	Full CU for two (1) compliance period	
3.19 CONFERMENT OF TITLES		
3.19.1. FELLOWS	30 CU	<ul style="list-style-type: none"> ○ Copy of the Conferment Certificate ○ Awardee or conferee before 2017: – can claim CU up to 2025 only ○ Awardee or conferee from 2017 onwards: – can claim CU up to 9 years from the time of award ○ All awards and conferment can ONLY be claimed ONCE
3.19.2. APEC Engineer	Full CU for two (2) compliance period	
3.19.3. ASEAN Engineer	Full CU for two (2) compliance period	
3.19.4. ACPE	Full CU for two (2) compliance period	

3.20 ELECTRONICS DESIGN COMPETITION		
3.20.1. NATIONAL Accredited Electronics Engineering Design Competition	10 CU for finalists 15 CU for winner	<ul style="list-style-type: none"> ○ Certificate from sponsoring organization ○ Photo of Awardee with award, plaque or trophy ○ Competition must be open to all Electronics Practitioners ('By Invitation' only competition is not accepted)
3.20.2. INTERNATIONAL Electronics Engineering Design Competition	15 CU for finalists 20 CU for winner	<ul style="list-style-type: none"> ○ Certificate from sponsoring organization ○ Photo of Awardee with award, plaque or trophy ○ Competition must be open to all Electronics Practitioners ('By Invitation' only competition is not accepted)
3.20.3. Judge/Jury/Design critic in Electronics Engineering Design Competition	5 CU per competition Max 3 competition/cycle	<ul style="list-style-type: none"> ○ Certificate from sponsoring organization ○ Photo of Awardee with award, plaque or trophy ○ Competition must be open to all Electronics Practitioners ('By Invitation' only competition is not accepted)
3.21 ELECTRONICS DESIGN EXHIBITION		
3.21.1 Participating Electronics Practitioner in an Electronics Engineering Design Exhibition	2 CU per local exhibition 3 CU per international exhibition Max 3 exhibits/cycle	<ul style="list-style-type: none"> ○ Certification or plaque from organizer ○ Program details, schedule, venue ○ If partnership or corporation, submit SEC or DTI registration showing all Registered Electronics Practitioners ○ Photos of event

3.22 MENTORSHIP		
3.22.1. Top 10 Board Licensure Examination for Electronics Engineer and Electronics Technicians (PECE/ECE/ECT)	10 CU per topnotcher Only one (1) Mentor can be nominated by the Topnotcher	<ul style="list-style-type: none"> ○ Attach copy of Certificate of Registration ○ Notarized Affidavit signed by PECE/ECE/ECT topnotcher naming nominated mentor, inclusive date of mentorship, and date of PECE/ECE/ECT ○ Mentor can claim CU within two (2) years of passing PECE/ECE/ECT by topnotcher ○ Photo of Mentor and Topnotcher
3.22.2 Project/Thesis / Dissertation Adviser	3 CU for undergraduate project/thesis. 5 CU for Master's thesis 10 CU for Doctoral / PhD. Dissertation.	<ul style="list-style-type: none"> ○ Copy of the appointment as adviser. ○ Copy of the completed project/thesis/ dissertation
3.22.3. Project supervision	8 CU per project completed	Project completion report
4. SUCH OTHER ACTIVITIES TO BE RECOMMENDED BY THE CPD COUNCIL AND APPROVED BY THE BOARD AND THE COMMISSION		

Section 8. CPD Provider Completion Report. – The list of documentary requirements for the submission of the Completion Report as provided in Resolution No. 1032, series of 2017, shall also include the following:

8.1 Event Photo and/or Video Documentation

8.2 Feedback or Comment Form in a sealed brown envelope signed by the Monitor.

A copy of CPD Provider's completion Report is hereto attached as Annex "D".

Section 9. Required CPD Credit Units in a Compliance Period. – In addition to the *Certificate of Good Standing COGS* issued by the AIPO, all Electronics Practitioners intending to renew their Professional Identification Cards (PICs) starting January 01, 2019 onwards shall be required to comply with the following CPD credit units as a prerequisite for the renewal of license. Professional Electronics Engineers are required to specialize in any of the fields specified in Section 2.

Major Area	Minimum required Number of CPD Credit Units		
	PECE	ECE	ECT
AREA I. Field of Specialization	30 CU (Chosen field of specialization)	Area I or Area II or Area I + Area II	Area I or Area II or Area I + Area II
AREA II. Standard of Professional Practice	Area I or Area II or Area I + Area II (Area I should include fields other than chosen field of specialization) 25 CU	40 CU	25 CU

AREA III. Laws, Ethics and Management	3 CU	3 CU	3 CU
AREA IV. Environment, Sustainability and Social responsibility	2 CU	2 CU	2 CU
Total	60 CU	45 CU	30 CU

Section 10. Maximum Creditable Units for Self-Directed and/or Lifelong Learning. –

Except those listed under Items 2.1, 2.2, 3.18.1, 3.18.2, 3.18.3, 3.19.2, 3.19.3 and 3.19.4 of Section 7, the maximum creditable units for self-directed and/or lifelong learning in one (1) compliance period is sixty percent (60%) of the required CPD Credit Unit in one compliance period as specified in Section 9. This applies to all Electronics Practitioners who intend to renew their PICs starting January 01, 2019 - onwards.

PECE	36 CPD Credit Unit or sixty percent (60%) of the required 60 CPD Credit Unit in one compliance period.
ECE	27 CPD Credit Unit or sixty percent (60%) of the required 45 CPD Credit Unit in one compliance period.
ECT	18 CPD Credit Unit or sixty percent (60%) of the required 30 CPD Credit Unit in one compliance period.

Section 11. Required CPD Credit Units in a Transitory Period. All Electronics Practitioners intending to renew their PICs before January 01, 2019 shall be required to comply with the following CPD credit units as a prerequisite for the renewal of license. CPD credit units required under this period should come from any or a combination of any of the four (4) major areas of CPD activities specified in Section 3 and shall be acquired through CDP Council approved programs offered by the accredited CPD Providers or through self- directed or lifelong learning or a combination thereof.

PIC RENEWAL PERIOD	PROFESSIONAL LEVEL	MINIMUM CPD UNITS REQUIRED
2018 onwards	PECE	40CU
	ECE	30CU
	ECT	20CU

Section 12. ELECTRONICS ENGINEERS WORKING OVERSEAS – Electronics Engineers 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 Council for Electronics Engineers under the Self-Directed and/or Lifelong Learning track.

Section 13. Repealing Clause. – All Resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly

Section 14. 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 Electronics Engineers for information and guidance.

Done in the City of Manila, this 20th day of March, 2018.


ALNAR L. DETALLA
Chairman


HERMINIO J. ORBE
Member


ENRICO CLARO R. DELMORO
Member

Attested to:


LOVELIKA T. BAUTISTA
Chief, Secretary to the Professional Regulatory Boards

APPROVED BY:


TEOFILO S. PILANDO, JR.
Chairman


YOLANDA D. REYES
Commissioner


JOSE Y. CUETO JR.
Commissioner

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 PIC as Electronics Professional <input type="checkbox"/> Certificate of Good Standing from the AIPO. <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 (at least one (1) member of board of directors or the head of the CPD program is a licensed professional) with valid Professional ID Card. <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 (shall include as one of its purposes the Training and development of Professionals) 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		
<input type="checkbox"/> List of CPD activities for the last 3 years <input type="checkbox"/> List and photographs of training equipments and facilities <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> General Information Sheet for Corporation or Partnership <input type="checkbox"/> Amended Articles of Incorporation or Partnership and their respective by-laws, 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 Office Order or its equivalent from the head of Agency appointing its officer to manage the CPD activities, if there are changes. <input type="checkbox"/> Affidavit of Undertaking (CPDD-06)		
Additional Requirements:		
<input type="checkbox"/> Short brown envelope for the Certificate of Accreditation <input type="checkbox"/> 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) <input type="checkbox"/> Soft copy of the Application including supporting documents in PDF format saved in CD. <input type="checkbox"/> Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only.		
Note:		
<ol style="list-style-type: none"> 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. Capable to offer and provide CPD programs in at least one (1) of the specializations specified in Section 2. Can demonstrate capability to offer CPD Programs in a sustainable manner. 		



Professional Regulation Commission

APPLICATION FOR ACCREDITATION AS CPD PROVIDER(FOREIGN)

CPD Council for ELECTRONICS ENGINEERS
 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**Continuing Professional Development Section:**

Processed by: _____

Date : _____

Cash Division:

Amount : _____

O.R.No./Date : _____

Issued by : _____

Reviewed by:

 Chief, Regulations Division
ACTION TAKEN BY THE CPD COUNCIL
 Approved

Accreditation No. _____

 Deferred pending compliance _____

 Disapproved due to _____

 Chairperson

 Member

 Member

 Date

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- 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"/> List of CPD activities for the last three (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 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"/> 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"/> 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
<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.
4. Capable to offer and provide CPD programs in at least one (1) of the specializations specified in Section 2.
5. Can demonstrate capability to offer CPD Programs in a sustainable manner.



Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council for ELECTRONICS ENGINEERING

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: _____
Specific Major Area: _____	Specific Field of Specialization: _____
Specific Course Objectives: _____	Program URL (website of the program if any) _____
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 Section:	Cash Division:
Processed by: _____ Date: _____	Amount: _____ O.R.No./Date: _____ Issued by: _____
Reviewed by:	
_____ Chief, Regulations 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 _____	

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- 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.cpdssecretariat@gmail.com

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS


- Specific course Objectives stating competencies to be gained from program
- Course Outline – outline of the course's sub-topics
- Course Structure/Materials – type of presentation and materials used.
- Learning Outcome – statement of what participants will learn from the event.
- 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.

	Professional Regulation Commission
	COMPLETION REPORT ON CPD PROGRAM

CPD Council for ELECTRONICS ENGINEERS

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>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>_____ Signature Over Printed Name</p> <p>_____ Position</p> <p>_____ Date</p>	<p>_____ (Notary Public)</p>

PROCEDURE FOR COMPLETION REPORT
<p>Step 1. Secure Completion Report 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).</p> <p>Step 2. Fill-out Completion Report Form and comply the required documents. (Please provide one (1) set for receiving copy.)</p> <p>Step 3. Proceed to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices for submission.</p>
CHECKLIST OF REQUIREMENTS
SUPPORTING DOCUMENTS
<ul style="list-style-type: none"> <input type="checkbox"/> List of Participants (Name & PRC License No.) <input type="checkbox"/> List of Lecturers, Resource Speakers, etc. (Name & PRC License No.) <input type="checkbox"/> Actual Program of Activities <input type="checkbox"/> Event photo and/or video Documentation. <input type="checkbox"/> Feedback or comment form in a sealed brown envelope signed by the monitor. <input type="checkbox"/> Summary of evaluation of Speakers in Tabular Form <input type="checkbox"/> Others _____
Note:
<p>Completion Report must be submitted within thirty (30) calendar days after the CPD program offering.</p>