



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD OF NURSING
Resolution No. 21
Series of 2017

OPERATIONAL GUIDELINES FOR THE IMPLEMENTATION OF RA10912, OTHERWISE
KNOWN AS THE "CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACT OF 2016"
FOR NURSING

WHEREAS, Section 2 of Article 1 of the Republic Act (RA) No. 9173, otherwise known as the "Philippine Nursing Act of 2002", provides for the policy of the State to regulate and professionalize the practice of profession, *to wit*:

"Section 2. Declaration of Policy. – It is hereby declared the policy of the State to assure responsibility for the protection and improvement of the nursing profession by instituting measures that will result in relevant nursing education, humane working conditions, better career prospects and a dignified existence for our nurses.

The State hereby guarantees the delivery of quality basic health services through an adequate nursing personnel system throughout the country."

WHEREAS, under Section 15 of Article IV of Republic Act 10912, otherwise known as the "Continuing Professional Development (CPD) Act of 2016", the Professional Regulatory Boards (Board) 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 RA 10912 and its Implementing Rules and Regulations (IRR);

WHEREAS, after a series of consultative meetings with the relevant interested partners, it was agreed that terms relevant to the nursing profession (Annex A) and other CPD requirements be defined for effective implementation of the CPD Programs for nursing such as the Framework for Continuing Professional Development for the Nursing Profession (Annex B);

WHEREAS, the nurses have to expand their knowledge and technical competencies in light of the complexities of the healthcare needs and demands for better delivery of safe nursing care services, and that in line with meeting the ASEAN Core Competency Standards as well as other international and global standards, there is a need to continuously update themselves in order to meet these challenges;

NOW THEREFORE, the Professional Regulatory Board of Nursing (Board) hereby **RESOLVED**, as it now **RESOLVES**, to formulate its own Operational Guidelines of the CPD Program in accordance with the provisions of RA 10912 and its Implementing Rules and Regulations, as follows:

Section 1. Date of Regular Meetings. – The CPD Council for Nursing, under the supervision of the Board, is hereby mandated under this Resolution to meet every last Friday of the month for the purpose of evaluating the applications for accreditation as CPD provider, program, self-directed learning, and other modalities for lifelong learning and other CPD-related matters.

Section 2. List of Additional Requirements for Accreditation of CPD Provider. – The list of documentary requirements for accreditation of CPD Local and Foreign Providers as provided for in Resolution No. 1032, s. of 2017, shall also include the following, but not limited to:

Section 5. In-Service Training Programs. – The In-Service Training Programs shall form part of the Continuing Professional Development (CPD) program. The provisions of Board Resolution No. 31, s. of 2015, shall be adopted. However, procedures for accreditation of CPD providers and programs shall be governed by the IRR of RA 10912 and this Operational Guidelines.

Section 6. Training Programs for Specialization. – All training programs offered by accredited specialty organizations as requirements for specialization have to be accredited by the CPD Council of Nursing. Accredited specialty organization may be deputized to evaluate the application for specialty programs.

Section 7. Additional Activities under Self-Directed and/or Lifelong Learning Track. – The following list of additional activities may also be applied for self-directed and/or other modalities for lifelong learning.

Activity	Documents to be submitted in support of the application	Credit Units (CU)
Module Development	Copy of the peer-reviewed module	Maximum of twenty (20)
Evaluation Tool Development for Clinical Performance and others	Copy of the evaluation tool tested for validity and reliability	Maximum of twenty (20)
Policy Development for Leadership and Governance Track	A copy of the approved policy	Maximum of ten (10)
Studies for Advanced Practice Nursing in any setting	Research abstract	Maximum of thirty (30)
Socio-civic, cultural, religious and other fields activities	Certification from the sponsoring organization	Maximum of five (5)
CPD Programs attended by the OFWs in their countries of employment	Current Contract with the foreign employer and Certificate of CPD program attended	Maximum of 20 per year

Section 8. The Matrix of CPD Activities provided in Annex K of Resolution No. 1032, s. of 2017, is hereby adopted and shall form part of this Resolution except when it is contrary to the provisions of this Operational Guidelines.

Section 9. Maximum Creditable Units for Self-Directed and/or other modalities for Lifelong Learning. – The maximum creditable units for self-directed and/or other modalities for lifelong learning not accredited by the CPD Council is ten (10) per year except for those activities enumerated in Section 7 and under the Academic Track of the Matrix of CPD Activities.

Section 10. CPD Provider Completion Report. – The list of documentary requirements for the submission of the Completion Report by the CPD provider as provided for in Resolution No. 1032, s. of 2017, is hereby adopted. However, it shall also include the summary of the evaluation of the program offered. A copy of Completion Report is herein attached as Annex "F".

Section 11. Required CPD Credit Units in a Compliance Period. – All members of the nursing profession shall be required to comply with forty-five (45) CPD units within a compliance period of three (3) years, the implementation of which shall be gradual as follows:

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PROFESSIONAL REGULATORY BOARD OF NURSING
 OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF RA 10912,
 OTHERWISE KNOWN AS THE "CONTINUING PROFESSIONAL
 DEVELOPMENT (CPD) ACT OF 2016" FOR NURSING

Year of Renewal	Required Number of CPD Credit Units	Minimum allowed to be earned per year
January – December 2017	0	0
January – December 2018	15	15
January 2019 – onwards	45	45

Section 12. All provisions of PRC Resolution No. 1032, s. of 2017 IRR of RA 10912, known as CPD Act of 2016 shall apply.

Section 13. Repealing Clause. – All laws, decrees, executive orders, and other administrative issuances or parts thereof which are inconsistent with the provisions of RA 10912 and this Operational Guidelines are hereby repealed or modified accordingly.

Section 14. Effectivity. – This Operational Guidelines of the IRR of RA 10912 shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or in any newspaper of general circulation in the Philippines. Copy furnished the U.P. Law Center.

Done in this 13th day of October 2017 in Manila, Philippines.


GLEND A. S. ARQUIZA
 Chairperson


CORA A. AÑONUEVO
 Member


GLORIA B. ARCOS
 Member


FLORENCE C. CAWAON
 Member


CARMELITA C. DIVINAGRACIA
 Member


CAREDDA P. DUMLAO
 Member

Attested to:


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

DATE OF PUBLICATION IN THE
 OFFICIAL (GAZETTE) : 10-20-17
 DATE OF EFFECTIVITY : 11-4-17

APPROVED BY:


TEOFILO S. PILANDO, JR.
 Chairman

(VACANT)
 Commissioner


YOLANDA D. REYES
 Commissioner

Definition of Terms:

Bachelor of Science in Nursing (BSN) – refers to the baccalaureate program that provides sound and liberal professional education that equips graduates with competencies for registration and entry-level nursing practice in accordance with the appropriate qualification framework. The BSN program is effectively promulgated under the enabling Policies, Standards, and Guidelines (PSG) prescribed and issued by the Commission on Higher Education (CHED).

In-Service Training Program – refers to any program offered by hospitals or health care institutions at no cost to its employed Nurses to enhance and upgrade their clinical competencies, and to address the needs of the hospital or health care institution for efficient, effective and responsive delivery of health care services. In-Service Training shall not be required as precondition for employment.

Institutions – refer to any government or privately-led, -owned, or –controlled establishment which pursues and realizes the lofty goals and objectives of providing and managing safe, efficient, effective, and quality health programs, services, and advocacies for health in all levels of the Health Care Delivery System.

National Nursing Career Progression Program (NNCPP) – refers to a program undertaken by a nurse to achieve recognition in a specially defined nursing track.

National Nursing Core Competency Standards – refers to statements of competency for Nursing Practice in the Philippines emphasizing the three roles of nurses: Beginning Nurses' Role on Client Care, Beginning Nurses' Role on Management and Leadership, and Beginning Nurses' Role on Research Competencies for their performance in the key areas of responsibilities, and the types of Clients for nurses, namely: the individual, family, population group, and the community.

Nursing Human Health Resource Management System (NHRMS) – refers to a set of human resource management and development system that will provide the nursing workforce with quality work life characterized by productivity, job security, competency, and job-based recruitment and selection, learning and development, and professional growth.

Philippine Professional Nursing Practice Standards (PPNPS) – refers to authoritative statements of the duties that all Philippine Registered Nurses, regardless of role, population, or specialty, are expected to perform competently.

CONTINUING PROFESSIONAL DEVELOPMENT for THE NURSING PROFESSION: A FRAMEWORK

A graduate of the Bachelor of Science in Nursing (BSN) Program, after passing the Nurse Licensure Examination (NLE), is classified as a Level 6 professional (Philippines Qualifications Framework).

Learning is a continuous process. It is life-long. In consonance with the Philippine Qualifications Framework (PQF) and the ASEAN Qualifications Reference Framework (AQR), the Continuing Professional Development Council (CPDC) of the Professional Regulatory Board of Nursing (PRBON) developed a framework to guide service providers in crafting their programs for their stakeholders.

The Continuing Professional Development (CPD) programs can be provided through either a combination of formal and/or informal education and self-directed learning, and through professional work experiences.

The CPD programs will utilize the Whole-brain Learning System model. This model was developed by Dr. Eduardo Morato, Jr. in 2012. Dr. Morato believes that "a person must tap the full faculties of the brain, the heart, and the spirit to be the best he or she can ever be." To attain personal excellence, he identified seven self-mastery skills that should be learned and developed (Annex "A"). Taking this as a premise for all CPD programs, the service providers should be guided by the tenet "do more MENTORING rather than lecturing, COACHING rather than telling."

The framework takes into consideration the National Nursing Career Progression Program (PRBON Resolution No. 22, series 2009) for the continuing growth and development of the nurse practitioners. Thus, through the CPD programs, a level 6 nurse generalist can be classified later on, upon credentialing by the PRBON into Level 7 or Level 8 professional in any of the three tracks of 10 Advanced Nursing Practice; 2) Nursing Education; or 3) Leadership and Governance.

To implement this framework, an Instructional Design Template will be used for all the programs submitted for accreditation (Annex "D").

These concepts and principles are depicted in the following paradigm (Figure 1):



Figure 1. Continuing Professional Development for the Nursing Profession: A Framework

PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

- Step 1. Secure Application Form at the Continuing Professional Development (CPD) Division counter 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 one (1) original signed with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
- Step 3. Proceed to Continuing Professional Development (CPD) 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 a photocopy of official receipt to the Continuing Professional Development (CPD) Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

Individual / Sole Proprietor	Firm / Partnership / Corporation	Government Institution/Agency
<input type="checkbox"/> Résumé must include: relevant Educational background, current employment, profession, principal area of professional work & No. of years in the practice of the regulated profession <input type="checkbox"/> valid Professional Identification Card <input type="checkbox"/> Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Plan of proposed CPD Activities for three (3) years <input type="checkbox"/> DTI Certificate of Registration (authenticated copy) <input type="checkbox"/> NBI Clearance (original) <input type="checkbox"/> BIR Certificate of Registration (authenticated copy) <input type="checkbox"/> Notarized Affidavit of Undertaking (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 applicable) <input type="checkbox"/> List and photographs of training equipment and facilities <input type="checkbox"/> Instructional Design (one) <input type="checkbox"/> Annual plan of proposed CPD Activities <input type="checkbox"/> Appointment paper from the managing partner or Board Resolution of a Corporation authorizing a partner or officer to manage the CPD activities <input type="checkbox"/> SEC Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws (authenticated copy) <input type="checkbox"/> BIR Certificate of Registration (authenticated copy) <input type="checkbox"/> Notarized Affidavit of Undertaking (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 from the head of Agency appointing its officer to manage the CPD activities

Renewal

- List of CPD activities for the last 3 years
- List and photographs of training equipment 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 (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)

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.



Professional Regulation Commission

**TEMPLATE FOR INSTRUCTIONAL DESIGN FOR
CONTINUING PROFESSIONAL DEVELOPEMENT (CPD) PROGRAMS**

CPD Council of NURSING

- I. Name of Institution / Organization
- II. Program Title:
- III. Program Code: (Each service provider will make its own code)
- IV. Career Track
- V. Contact Hours
- VI. Intended Audience
- VII. Prerequisites (Entry competencies for the participants to get the full benefits of the program. This can serve as the baseline data that will be the basis/bases for the assessment [both formative and summative] of the effectiveness of the program offered.)
- VIII. Instructional Design

LEARNING OUTCOMES	CONTENT	TEACHING-LEARNING ACTIVITIES		ASSESSMENT			
		Theoretical	Application	Theoretical		Application	
				Formative	Summative	Formative	Summative
What MUST the Learner know and be able to do after the instruction (7 mastery skills) desired competencies 1. Learning to THINK (Knowledge, Concepts and Principles) 2. Learning to DO 3. Learning to FEEL 4. Learning to COMMUNICATE 5. Learning to INTUIT 6. Learning to LEAD 7. Learning to BE	Should be based on specific learning outcomes (the MUST-know) <ul style="list-style-type: none"> • Facts, concepts and principles • Guidelines to organize content: simple to complex, concrete to abstract • Life cycle • Time series • Systems approach 	USE Active Learning Strategies <ul style="list-style-type: none"> • Learner-centered • Iterative • Teacher acts as a Facilitator • Experiential (provides real-life experiences) • Use higher-order questioning 	<ul style="list-style-type: none"> • Finding out how much learning has taken place • Learning outcomes are measured again by criteria or standards • What does the demonstration of learning for each topic? • What primary or essential questions should the learners be able to answer as they pass the final assessment? 	Done during the Teaching-Learning process apply practice (e.g. Fishbone, Projects, Experiments, Use of Rubrics)	Done at the End Closure Reflection (e.g. Demonstration, Debates, Journals, Self-assessment, Performance Checklist)		



Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD Council of NURSING

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 _____. <div style="text-align: right;">_____ (Notary Public)</div>
_____ Signature Over Printed Name	
_____ Position	
_____ Date	
Part III. Action Taken	
CPD Division: Processed by: _____ Date : _____	Cash Division: Amount : _____ O.R.No./Date : _____ Issued by : _____
Reviewed by: <div style="text-align: center;"> Atty. MARIA LIZA M. HERNANDEZ Chief, Continuing Professional Development (CPD) Division </div>	
<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 _____ _____ <div style="text-align: center;">_____ Chairperson</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">_____ Member</div> <div style="width: 45%;">_____ Member</div> </div> <div style="text-align: center; margin-top: 10px;">Date _____</div>	

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

- Step 1. Secure Application Form at the Continuing Professional Development (CPD) Division 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 one (1) original signed with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)
- Step 3. Proceed to Continuing Professional Development (CPD) 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 a photocopy of official receipt to the Continuing Professional Development (CPD) 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
- Instructional Design
- 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)

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 of NURSING
Part I. General Information

Name of Provider:

Accreditation No.:

Expiry Date:

Contact Person:

Designation:

Contact No.:

Part II. Program Accreditation

Title of the Program:

Accreditation No.:

Date of Accreditation:

Date Started:

Date Completed:

Place / Venue:

Total Number of Participants:

Date Applied:

Executive Summary:

Part III. Acknowledgment

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

 Signature Over Printed Name

 Position

 Date

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

 (Notary Public)

PROCEDURE FOR COMPLETION REPORT
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- | |
|---|
| <p>Step 1. Secure Application Form at the Continuing Professional Development (CPD) Division or download at PRC website (www.prc.gov.ph).</p> <p>Step 2. Fill-out Application Form and comply the required documents. Please provide one (1) set for receiving copy.</p> <p>Step 3. Proceed to Continuing Professional Development (CPD) Division processing window for submission.</p> |
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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"/> Summary of evaluation of Speakers in Tabular Form <input type="checkbox"/> Summary of the evaluation of the Program offered <input type="checkbox"/> Others |
|---|

Note:

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