

I. CONTINUING PROFESSIONAL EDUCATION/ CONTINUING PROFESSIONAL DEVELOPMENT (CPE/CPD)

A. Continuing Professional Education/Development Defined

Continuing Professional Education/Continuing Professional Development (CPE/CPD) refers to the inculcation, assimilation and acquisition of knowledge, skills, proficiency, and ethical and moral values, after the initial registration of a professional, that raise and enhance the professional's technical skills and competence.

B. Objectives of the CPE/CPD Programs

The following are the objectives of the CPE/CPD programs:

1. To provide and ensure the continuous education of a registered professional with the latest trends in the profession brought about by modernization, scientific and technological advancement;
2. To raise and maintain the professional's capability for delivering professional services;
3. To attain and maintain the highest standards and quality in the practice of his/her profession;
4. To comply with the professional's continuing ethical standard requirements;
5. To make the professional globally competitive; and
6. To promote the general welfare of the public.

C. Nature of CPE/CPD Programs

The CPE/CPD programs consist of properly planned and structured activities, the implementation of which requires the participation of a determined group of professionals to meet the requirements of maintaining and improving the occupational standards and ethics of the professionals.

D. Rationale

Compliance with the CPE/CPD programs is deemed a moral obligation of each professional and within the context of the concerned profession's code of ethics and is considered a necessary, effective and credible means of ensuring competence, integrity and global competitiveness.

E. Legal Bases of CPE/CPD

1. **Section 14, Article XII of the 1987 Philippine Constitution** provides that the sustained development of a reservoir of national talents consisting of Filipino scientists, entrepreneurs, professionals, managers, high level technical manpower and skilled workers, and craftsmen in all fields shall be promoted by the State. The State shall encourage appropriate technology and regulate its transfer for the national benefit.

2. **Section 7 (a), (n), and (y) of Republic Act No. 8981** otherwise known as the "*PRC Modernization Act of 2000*," grant the Commission these specific powers:

- (a) To administer, implement and enforce the regulatory policies of the national government with respect to the regulation and licensing of the various professions and

occupations under its jurisdiction including the enhancement and maintenance of professional and occupational standards and ethics and the enforcement of the rules and regulations relative thereto;

(n) To adopt and promulgate such rules and regulations as may be necessary to effectively implement policies with respect to the regulation and practice of the professions; and

(y) To perform such other functions and duties as may be necessary to carry out the provisions of this Act, the various professional regulatory laws, decrees, executive orders and other administrative issuances.

3. **Section 9(b) of R.A. No. 8981** provides that one of the Powers, Functions and Responsibilities of the Various Professional Regulatory Boards (PRBs) is to monitor the conditions affecting the practice of the profession or occupation under their respective jurisdictions and whenever necessary, adopt such measures as may be deemed proper for the enhancement of the profession or occupation and/or the maintenance of high professional, ethical and technical standards.

4. **Executive Order (E.O.) No. 220** issued by the President of the Republic of the Philippines on 23 June 2003 directed the Adoption of the **Code of Good Governance for the Professions in the Philippines**. The said Code was adopted by PRC and PRBs embodying the principles of professional conduct, specifically, integrity, and objectivity, professional competence and global competitiveness.

5. **The Republic of the Philippines, as one of the sovereign member states of the World Trade Organization (WTO)**, has to deal with and prepare itself for the implementation of the 4th Protocol, under the General Agreement for Services in Trade (GATS), a general agreement that will govern trade among member nations in twelve (12) Classifications of Services. In the 4th Protocol under the GATS, the Philippines is mandated to make sure it can offer competitively to other WTO members professional services in Health and Education; Marketing and Distribution, Telecommunications, Business Process Outsourcing (BPO) services, Information Technology; Engineering, Architectural and other Construction services, Tourism and allied services; Transportation and Logistics services, among others, and therefore made attendance by our registered professionals to accredited CPE/CPD mandatory, as a result of the WTO and GATS initiatives.

6. **The Republic of the Philippines as a member state of the Association of Southeast Asian Nations (ASEAN)**, has to ensure that the Filipino professional is compliant with established requirements in the various **Mutual Recognition Arrangements/Agreements (MRA)** entered into under the ASEAN Framework Agreement on Services (AFAS), APEC Registries for Architects and Engineers, MRAs on Nursing, Engineering, Surveying and Architecture services prescribe line requirements prior to recognition of competencies/qualifications for the practice of these professions within the territories of other member states. One of the requirements and common to all of the aforementioned MRAs is the compliance with satisfactory continuing professional development.

7. **The specific provisions of the Professional Regulatory Laws** of the concerned profession shall govern the implementation of the Continuing Professional Education/Continuing Professional Development programs.

II .THE CONTINUING PROFESSIONAL EDUCATION/ CONTINUING PROFESSIONAL DEVELOPMENT (CPE/CPD) COUNCIL

A. CPE/CPD Council Creation

PRC Resolution No. 466, Series of 2008 provides that each of the concerned Professional Regulatory Board (PRB), upon approval by the PRC, shall create a Continuing Professional Education/Continuing Professional Development Council (the “*CPE/CPD Council*” or the “*Council*”) within thirty days from the effectivity of the Resolution. The CPE/CPD Council shall assist its corresponding PRB in implementing its CPE/CPD programs.

B. CPE/CPD Council Composition

Each CPE Council shall be composed of a chairman and two (2) members.

The **chairman** of each CPE/CPD Council shall be chosen from among the members of the PRB by the members themselves.

The **first member** shall be the president or, in his absence or incapacity, any officer chosen by the Board of Directors of the Accredited Professional Organization (APO).

The **second member** shall be the president, or in his absence or incapacity, any officer of the organization of deans or department heads of schools, colleges or universities offering the course requiring licensure examination.

In the absence of such organization, the second member shall be chosen and appointed by the PRC from at least three (3) recommendees of the PRB concerned. Said recommendees shall be academicians.

All members of the CPE/CPD Council shall be appointed by the Commission and shall take their oath of office before any or all member/s of the Commission.

C. Powers and Functions of CPE/CPD Council

Each CPE/CPD Council shall, upon a majority vote if its members, exercise powers and functions which shall include, but not be limited, to the following:

1. Accept, evaluate, and approve applications for accreditation of CPE/CPD providers;
2. Accept, evaluate, and approve applications for accreditation of CPE/CPD programs, activities or sources as to their relevance to the profession and determine the number of CPE/CPD credit units to be earned on the basis of the contents of the program, activity or source as submitted by the CPE/CPD provider;
3. Accept, evaluate, and approve applications for exemptions from CPE/CPD requirements;
4. Monitor periodically the implementation of programs, activities or sources;
5. Assess periodically and upgrade the criteria for accreditation of CPE/CPD providers and CPE/CPD programs, activities or sources; and
6. Perform such other related functions that may be incidental to the implementation of the CPE/CPD programs or policies.

D. Functions of the CPE/CPD Chairman

Each **Council Chairman** shall have the following functions:

1. To preside over the meetings of the Council.
2. To direct or supervise the activities of the Council.
3. To submit minutes of regular and special meetings within thirty (30) days from date of said meetings.
4. To submit Council annual reports before the end of February of the succeeding year.
5. To issue the certificate of accreditation (the “CoA”) to CPE/CPD providers found by the Council to be qualified in accordance with these Guidelines as well as the certificate of accreditation of program/s (the “CoAP”), activities and sources.

E. Terms of Office of the Chairman and Members of the CPE/CPD Council

The term of office of the chairman of each CPE/CPD Council shall be *co-terminus* with his/her incumbency in the PRB or determined by his/her capacity to fully discharge such functions. Should a change be required by the PRB before the end of the Council Chairman’s incumbency, the necessary replacement shall be nominated/named by the simple majority of the PRB and thereafter appointed by the Commission in accordance with due process.

The first member shall have a term of office *co-terminus* with his/her incumbency as officer of the APO; the second member shall have a term of office *co-terminus* with his/her incumbency as officer of the organization of deans or heads of departments. In the case of the academician chosen and appointed by the Commission, his/her term of office shall be for two (2) years in one reappointment.

Except in the case of the academician-member, upon the expiration of their respective terms of office in the PRB, APO or organization of deans or heads of departments, the chairman, the first member and the second member shall continue to function as such in the Council until the appointment or election of their respective successors in the PRB, APO or organization.

F. CPE/CPD Council Meetings

The CPE/CPD Councils shall hold regular meetings once a month on dates fixed by said Councils. Special meetings may be called by the Chairman or upon written request of at least a member of the CPE/CPD Council.

G. CPE/CPD Council Secretariat

The Chairman of the Commission shall designate or appoint an official of the Commission with the rank not lower than Division Chief who shall act as the Secretary of all CPE Councils. The designated official may participate in the deliberations of the CPE Councils but shall not vote.

H. CPE/CPD Council Secretariat Functions

The duties and functions of the CPE Secretariat are as follows:

1. To see to it that the sessions, meetings or proceedings of all the CPE Councils are recorded;
2. To prepare the minutes of all the meetings and proceedings of the CPE Councils;

3. To receive applications for accreditation of CPE providers, programs, activities or sources;
4. To submit to the Councils applications for accreditation of aspiring CPE/CPD providers and CPE/CPD programs, activities and sources;
5. To release Certificates of Accreditation to CPE/CPD providers and programs, activities or sources;
6. To assist the Councils by providing relevant statistical data on the renewal of professional licenses and other related matters.

The Secretary shall exercise general supervision and control over each of the Council Secretaries, the staff of which shall be selected by the Chairman of the Commission from among the existing personnel of the Commission. Each of the Council Secretaries shall have, among others, the following functions:

1. To release CPE Certifications of credit units (the “CUs”) earned to the registered and licensed professionals concerned;
2. To keep all records, papers and other documents relative to the evaluation, approval and accreditation of CPE programs, activities or sources.
3. To maintain records of accredited CPE providers, ongoing, continuing or completed CPE programs, activities or sources, the list of participants and other relevant data.

I. Involvement of the Accredited Professional Organization (APO)

The CPE/CPD Council, if the need arises, and upon approval of the Commission, may delegate to the APO the processing of the application, keeping of all records of CPE/CPD providers and their respective programs and credit units (CUs) earned by each registered and licensed professional who avail of the CPE programs and related functions. For this purpose, the APO may create a counterpart CPE Council known as APO CPE/CPD Council (“the APO-CPE/CPD Council”) and may ask for reimbursement of reasonable processing and recordkeeping fees directly from the applicants apart from the accreditation fee that such applicants pay directly to the Commission. The APO-CPE/CPD Council shall keep separate books of accounts of its expenses and amounts collected from applicants and make a monthly report thereof to the Commission through the PRB. Any excess collection shall be used exclusively as working capital of the APO for the CPE/CPD activities.

J. Specific Responsibilities of PRB/APO in CPE/CPD

1. *Promotion of Lifelong Learning.* The PRB/APO should promote the importance of maintaining the continuous improvement and competence and a commitment to lifelong learning for all.
2. *Access to CPE/CPD.* The PRB/APO should facilitate access to CPE opportunities and resources to assist the professionals in meeting the responsibility for continuous learning.
3. *Mandatory CPE/CPD for all Professionals.* The PRB/APO should require their respective disciplines to develop and maintain competence relevant and appropriate to their work and professional responsibilities. The responsibility for developing and maintaining competence rests primarily among the professional.
4. *Relevance.* CPE/CPD contributes the competence of the professional and therefore acceptable CPE/CPD activities are expected to develop professional knowledge,

professional skills and professional values, ethics and attitudes of the professional relevant to their current work and professional responsibilities.

PRBs/APOs choose to develop requirements or other guidelines regarding which types of the CPE/CPD activities are considered professionally relevant. Others may choose to rely on the professional judgment of individuals to make may choose to set requirements in certain areas and allow the individual professional the flexibility to choose relevant learning activities in other areas.

PRBs/APOs may prescribe specific or additional CPE/CPD for professionals working in special areas or areas of high risk to the public.

Professionals are encouraged to consult with employers, colleagues, professional organizations to help them identify competency or learning gaps and then specific learning opportunities to meet these needs.

5. *Measurement.* Professionals are required to measure learning activities or outcomes to meet the member body's CPE requirements.

Learning activity may be measured in terms of effort or time spent or through a valid assessment method which measures competence achieved or developed.

6. *Verification.* Professionals are responsible to retain appropriate records and documents related to their CPE and upon request by the PRB/APO, provide sufficient evidence to demonstrate their compliance with the requirements of the PRB/APO.

III. CPE/CPD PROVIDER AND ITS ACCREDITATION

A. CPE/CPD Provider Defined

A CPE/CPD provider is a natural person or juridical entity which includes among others, accredited or non-accredited professional organization, firm, partnership, corporation or institution which offers, organizes or arranges CPE/CPD programs, activities or sources for implementation and administration.

B. Criteria for Accreditation for CPE/CPD Provider

1. Must be a duly registered organization, firm, institution or agency, or a registered and licensed professional of good standing in the APO concerned, and who has never been convicted of a crime;
2. Shall have an established mechanism for measuring the quality of the program being offered or administered;
3. Must have adequate, modern and updated instructional materials to carry out the CPE/CPD programs and activities;
4. Shall have a pool of regular instructors, lecturers and resource speakers with good moral character and technical competence and must be holders of current/valid professional registrations and licenses, if they are professionals regulated by the Commission.

C. Procedure for Accreditation of CPE/CPD Provider

The CPE/CPD Provider has to follow the procedure in Figure 1:

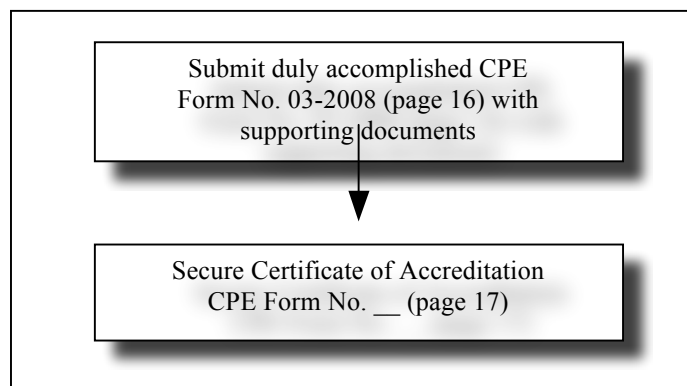


Figure 1. Procedure for Accreditation of CPE/CPD Provider

D. Duration of accreditation as a CPE/CPD Provider

Accreditation shall be for a period of three (3) years, renewable upon filing of an application for renewal and required supporting documentation.

IV. CPE/CPD ACTIVITIES AND PROCEDURE FOR ACCREDITATION

A. CPE/CPD Activities Defined

CPE/CPD Activities refer to the regime of CPE/CPD which shall enhance the competence of the professional by upgrading and updating knowledge and skills for the profession as brought about by modernization, scientific and technical advancements in the profession. The scope shall be beyond the basic preparation for admission to the practice of the regulated profession. The content shall be related but not limited to the practice of the profession.

B. Criteria for Accreditation for CPE/CPD Activities

1. The scope shall be beyond the basic preparation for admission to the practice of the profession. The contents shall be relevant/related, but not limited, to the practice of the profession.
2. The activities shall enhance the competence of the registered and licensed professional by upgrading and updating knowledge and skills for the practice of the profession as brought about by modernization and scientific and technical advancements in the profession.

C. Modes of Accreditation of CPE/CPD Activities

1. Through CPE/CPD Accredited Provider
2. Self-Accreditation

D. Accreditation of CPE/CPD Activity through CPE/CPD Provider

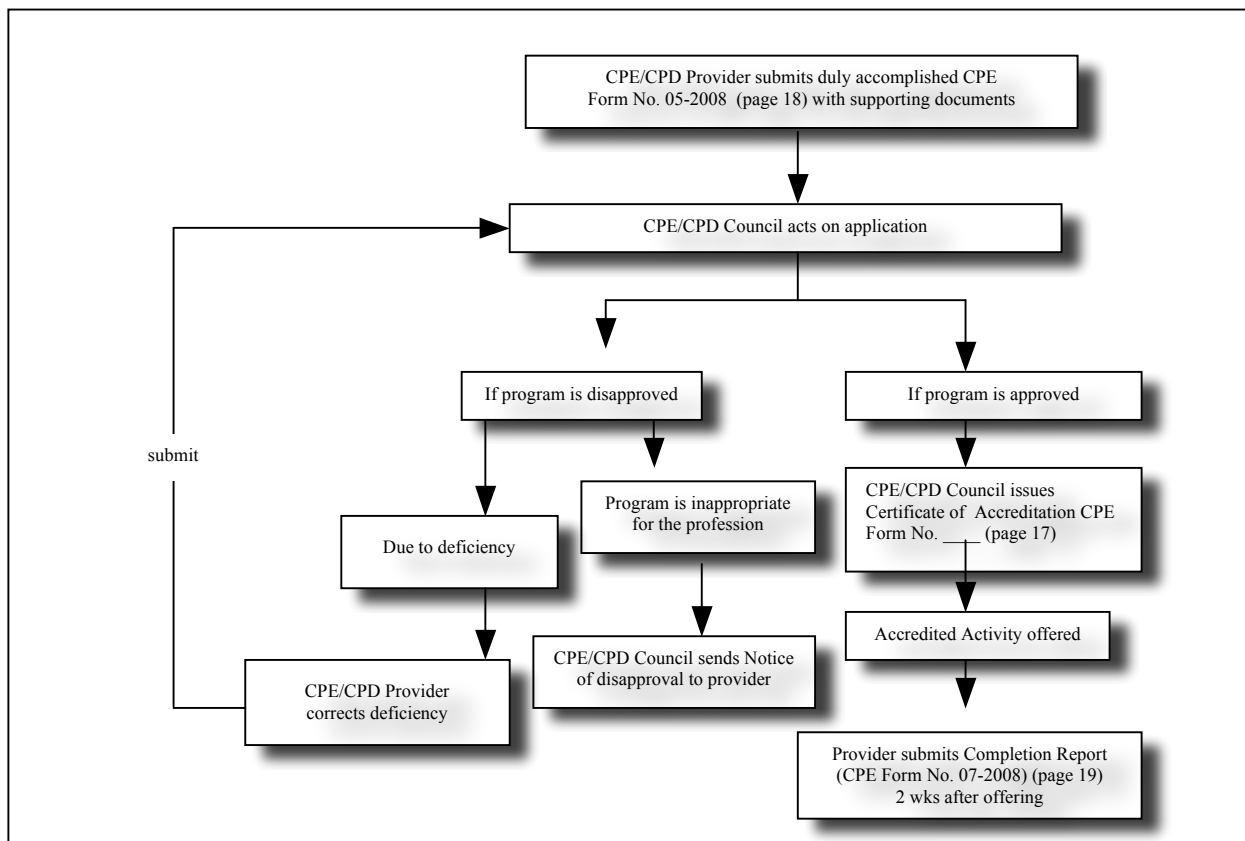


Figure 2. Accreditation of CPE/CPD Activities through CPE/CPD Provider

E. When the Application for Accreditation of Activity be Filed

The application must be filed at least thirty (30) days prior to the conduct of the CPE/CPD activity.

F. Self-Accreditation of a CPE/CPD Program, Activity or Source Defined

Self-accreditation is a process by which a professional requests recognition of the CPE/CPD activity which she/he attended but accreditation was not applied for by the sponsoring organization for appropriate credit units to the CPE Council concerned.

Examples:

- Seminars/Convention
- Academic Preparation
- Self-Directed Learning Package
- Authorship
- Inventions
- Post-Graduate Training
- Study/Observation Tour

G. Procedure for Self-Accreditation of CPE/CPD Activity for Registered Professional

The following is the procedure for self-accreditation of a CPE/CPD Activity:

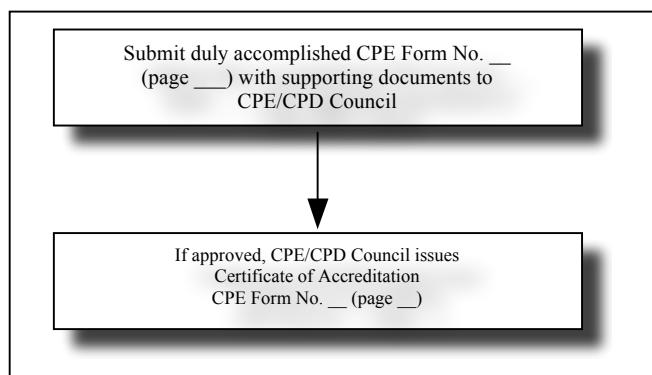


Figure 3. Self- Accreditation of CPE/CPD Activity

H. Accreditation of CPE/CPD Programs for 2 or more Professions

1. Definition of Group Activities

Multidisciplinary Activities are CPE/CPD activities for the nine Educational, Social and Economic Professions under the Council for Business and Management Professional (CBMP).

Interdisciplinary Activities are CPE/CPD activities for the twelve Engineering and eleven Health and Allied Professions under the Philippine Technological Council (PTC) and Council for Professional Health Association respectively (COPHA).

Allied Activities are CPE/CPD activities for the ten Technology Professions under the Council for the Built and Natural Environments (CBNE)

2. Group Classification of the Various Professions

Figure 4 shows the group classification of the various professions.

Multidisciplinary	Interdisciplinary	Interdisciplinary	Allied
Council for Business and Management Professional (CBMP)	Philippine Technological Council (PTC)	Council of Professional Health Association (COPHA)	Council for the Built and Natural Environments (CBNE)
Educational, Social and Economic Professions (9)	Engineering Professions (12)	Health and Allied Professions (11)	Technology Professions (10)
Accountancy Criminology Customs Broker Librarian Professional Teacher Marine Deck Officers Marine Engine Officers Social Work Guidance and Counseling	Aeronautical Engineering Agricultural Engineering Chemical Engineering Civil Engineering Electrical Engineering Electronics Engineering Geodetic Engineering Mechanical Engineering Metallurgical Engineering Mining Engineering Naval Architecture and Marine Engineering Sanitary Engineering	Dentistry Medical Technology Medicine Midwifery Nursing Nutrition-Dietetics Optometry Pharmacy Physical and Occupational Therapy Radiology Technology Veterinary Medicine	Agriculture Architecture Chemistry Environmental Planning Fishery Forestry Geology Interior Design Landscape Architecture Master Plumbing

Figure 4. Group Classification of the various professions

3. Accreditation of Multidisciplinary, Interdisciplinary and Allied CPE/CPD Activities

For accreditation of Multidisciplinary, Interdisciplinary and Allied CPE/CPD activities, the following procedure will be followed:

1. CPE/CPD Provider submits Application for Accreditation to their respective PRC CPE/CPD Council.
2. PRC CPE/CPD Councils will evaluate and submit to the Group Council¹ for approval.
3. Group Council disseminates the decision to the CPE/CPD Providers through the PRC CPE/CPD Councils.

4. Flowchart for Group Activity Accreditation

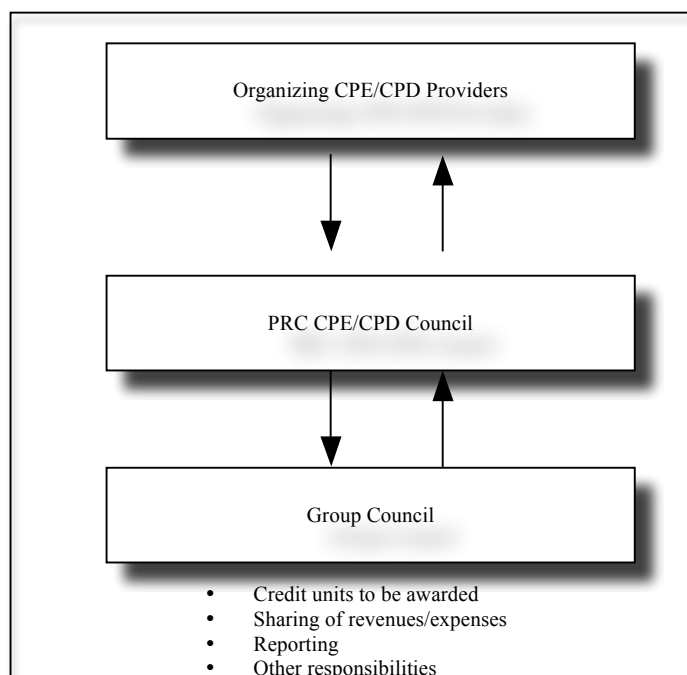


Figure 5. Group Activity Accreditation Flowchart

V. ACTIVITIES FOR ACCREDITATION AND EQUIVALENT CREDIT UNITS

Any provider may submit to the CPE/CPD Council programs, activities or sources to be approved and accredited for credit units (CUs). No CPE provider shall be allowed to conduct CPE/CPD programs, activities and sources without approval and accreditation from the CPE/CPD Council.

A. Matrix for CPE/CPD Activities

The following is the Matrix for CPE/CPD Activities with their corresponding credit units and supporting documents required. Credit Unit allocation for other CPE activities may be decided upon by the concerned CPE/CPD Council.

ACTIVITIES	CREDIT UNITS	SUPPORTING DOCUMENTS
1. SEMINARS/CONVENTION		
1.1 PARTICIPANT	1 CU PER HOUR	CERTIFICATE OF ATTENDANCE WITH NUMBER OF HOURS, SEMINAR PROGRAM CERTIFIED LIST OF PARTICIPANTS
1.2 RESOURCE SPEAKER	5 CU PER HOUR	PHOTOCOPY OF PLAQUE CERTIFICATION & COPY OF PAPER PROGRAM INVITATION
1.3 PANELIST / REACTOR	3 CU PER HOUR	CERTIFICATION FROM SPONSORING ORGANIZATION & COPY OF PROGRAM
1.4 FACILITATOR / MODERATOR	2 CU PER HOUR	CERTIFICATION FORM SPONSORING ORGANIZATION & COPY OF PROGRAM
2. ACADEMIC PREPARATION (Residential & Distance Mode)		
2.1 MASTER'S DEGREE	1 CU PER ACADEMIC UNIT 30 CU ADDITIONAL UPON COMPLETION OF DEGREE	UNIVERSITY CERTIFICATION DIPLOMA & TRANSCRIPT OF RECORDS
2.2 DOCTORAL DEGREE	2 CU PER ACADEMIC UNIT 45 CU ADDITIONAL UPON COMPLETION OF DEGREE	UNIVERSITY CERTIFICATION DIPLOMA & TRANSCRIPT OF RECORDS
2.3 RESIDENCY / EXTERNSHIP	10 CU PER YEAR	HOSPITAL CERTIFICATION CERTIFICATE OF COMPLETION
2.4 FELLOWSHIP	15 CU PER YEAR	CERTIFICATION FROM THE GRANTING INSTITUTION, CERTIFICATE OF FELLOWSHIP
3. SELF-DIRECTED LEARNING PACKAGE		
3.1 DISTANCE LEARNING MODULE	10 CU PER COMPLETE SET OF MODULE	COPY OF DULY-ACCOMPLISHED MODULE AND EVALUATION
3.2 TECHNICAL PAPER/ PROFESSIONAL JOURNAL ARTICLE	1 CU/PROFESSIONAL/ TECHNICAL ARTICLE	COPY OF DULY-ACCOMPLISHED ARTICLE AND EVALUATION
4. AUTHORSHIP		
4.1 RESEARCH/INNOVATIVE PROGRAMS/CREATIVE PROJECTS	10 CREDIT UNITS	DULY CERTIFIED/PUBLISHED TECHNICAL REPORT/PAPER
4.2 BOOK/MONOGRAPH	[25-50 Pp.] [51-100 Pp.] [101 or more Pp.]	PUBLISHED BOOK WITH PROOF OF COPYRIGHT
SINGLE AUTHOR	20 CU 30 CU 40 CU	
TWO (2) AUTHORS	10 CU 20 CU 30 CU	
THREE (3) OR MORE AUTHORS	5 CU 10 CU 20 CU	
4.3 EDITOR	½ OF THE CU OF AUTHORSHIP CATEGORY	PUBLISHED BOOK WITH PROOF OF AUTHORSHIP
4.4 ARTICLE	[1-3 Pp.] [4-6 Pp.] [7 OR MORE Pp.]	PROOF OF PUBLICATION OF ARTICLE
SINGLE AUTHOR	4 CU 6 CU 8 CU	
TWO (2) AUTHORS	3 CU 4 CU 6 CU	
THREE (3) OR MORE AUTHORS	2 CU 3 CU 4 CU	
4.5 PROFESSIONAL JOURNAL EDITOR	5 CU PER ISSUE	COPY OF PUBLISHED JOURNAL
4.6 PEER REVIEWER	2 CU/ARTICLE	DULY CERTIFIED COPY OF PUBLISHED ARTICLE/BOOK
5 INVENTIONS	10-30 CREDIT UNITS PER INVENTION	CERTIFIED COPY OF PATENT CERTIFICATE
6 POST GRADUATE TRAINING	0.25 CU PER HOUR (MAXIMUM OF 40CU/TRAINING	CERTIFICATE OF TRAINING & TRAINING DESCRIPTION
7 STUDY/OBSERVATION TOUR	2 CU/DAY (MAXIMUM OF 30 CU/TOUR)	CERTIFICATION FROM SPONSORING INSTITUTIONS
8 PROFESSORIAL CHAIR	10 CU/CHAIR	CERTIFICATION OF GRANT OR APPOINTMENT PAPER
9 SUCH OTHER ACTIVITIES TO BE RECOMMENDED BY THE COUNCIL AND APPROVED BY THE COMMISSION		

VI. CPE/CPD CREDIT UNITS

A. CPE/CPD Credit Hour and its Equivalent

One credit hour of CPE activity shall be equivalent to one (1) credit unit.

Activities conducted by providers which were not pre-approved may be given post-accreditation credit upon submission of documents relevant to the programs to the APO CPE/CPD Council and upon approval of the CPE/CPD Council.

B. CPE/CPD Credit units Required

The total CPE/CPD credit units (CUs) for registered and licensed professionals with baccalaureate degree shall be sixty (60) credit units for three (3) years. Any excess credit units earned shall not be carried over to the next three-year period except credit units earned for doctoral and masteral degrees or for other special training.

The total CPE/CPD credit units for registered and licensed professionals without baccalaureate degrees shall be thirty (30) credit units for three (3) years. Any excess shall not be carried over to the next three-year period.

C. How the Certificate of Credit Units Earned is Obtained by a Registered Professional

To obtain a Certificate of Credit Units Earned, the following steps must be followed:

- Step 1: Choose the CPE Activities for a given year from the Matrix of CPE Activities
- Step 2: Attend programs of Accredited CPE Providers
- Step 3: Record CPE compliance for a given year.
- Step 4: Secure a Certification of Credit Units Earned from the CPE Secretariat

D. Requirements for a Professional to be Qualified for Temporary Exemption

The registered Professional may submit any one of the following to accompany the application for temporary exemption:

1. Original passport and one (1) photocopy of each of the selected pages of the passport
 - a. Inner side of front cover, pages 2-3
 - b. Page(s) showing latest departure and arrival in the country
 - c. Visa of the country where one is working/studying
2. In the absence of the original passport, authenticated photocopies of the above-stated pages of the passport by the Philippine Consulate.
3. Original certificate of employment.
4. For those studying abroad, certificate of enrolment.

VII. SANCTIONS

A. Sanctions for the Violation of Section 19 of PRC Resolution No. 2008-466, Series of 2008

1. Accredited CPE Provider

Accreditation shall be withdrawn from the CPE Provider who:

- a. is found not complying with the prescribed rules and regulations for CPE, or
- b. has committed substantial deviation from the approved program, or
- c. has submitted false reports, or
- d. has committed such other acts that the Council finds to be in violation of the interest of the program.

2. Commission Employees

Any employee of the Commission who causes, abets or helps in the renewal of the ID card/license of a registered and licensed professional (RLP) without complying with CPE/CPD provisions of the professional regulatory law (PRL) shall be considered to have violated office and/or civil service rule and regulations and shall be proceeded against administratively, and, if found guilty, shall be meted out the penalties provided for by the said laws and rules and regulations.

Those who practice their professions without valid professional licenses shall be charged and be held liable for illegal practice in accordance with applicable professional regulatory laws, Code of Ethics, or Implementing Rules and Regulations and shall be meted the penalties provided for by the said laws.

B. Resolution of questions, issues, concerns and/or other CPE/CPD Matters

Questions, issues, concerns, and/or other CPE/CPD matters are resolved by the CPE/CPD Council of the respective Professional Regulatory Boards. Decisions of the CPE/CPD Council may be appealed to the Professional Regulatory Board concerned and thereafter to the Professional Regulation Commission.

GLOSSARY

Authorship is the ownership of intellectual property which includes technical or professional books, instructional materials and the like. Credit units earned must be claimed within one (1) year from the date of publication.

Conventions are gathering of registered and licensed professionals which shall include, among others, conferences, symposia or assemblies for round table discussions.

Doctoral Degree is a post-graduate degree from a recognized school, college or university.

Fellowship is the completion of a post-doctoral training program in a specific field pre-approved by a duly recognized institution, scientific faculty meeting and the like.

Masteral Degree is a graduate degree from a recognized school, college or university.

Peer Reviewer is a professional who acts as an evaluator of a research paper, conference paper or journal article before it is presented or published.

Post Graduate/In-Service Training is training or specialization at the post-graduate level for a minimum period of one (1) week.

Registered Professional (RP) is a professional (natural person) who possesses a valid registration certificate but is without a current and valid PRC identification (ID) card, which represents the renewable license to practice a profession.

Registered and Licensed Professional (RLP) is a professional (natural person) who possesses both a valid registration certificate and a current and valid PRC identification (ID) card, which represents the renewable license to practice a profession. Under the pertinent professional regulatory laws, an RLP status is a requirement for eligibility to take CPE/CPD courses/ programs.

Residency/Externship shall refer to apprenticeship training at the graduate level which is beyond the basic preparation for the regulated and licensed health professionals. This should be conducted by duly accredited hospitals, medical centers and the like.

Resource Speaker is the professional who acts as a discussion leader or lecturer in a convention, seminar or similar gathering.

Self-Directed Learning Package is learning which uses course manuals or accredited learning modules. Accredited learning modules include self-instructional materials or programs which may be in the form of printed manual, audio and video cassette tapes, films, computer-assisted learning (CAL), study kits, learning aids and modules or the use of the information highway. These should include among others, clearly defined objectives, adequate content and an evaluation component for each module.

Seminars are the gathering of registered and licensed professionals which shall include, among others, workshops, technical lectures or subject matter meetings, non-degree training courses and scientific meetings.