

**[CDA MEMORANDUM CIRCULAR NO. 2004-10,
June 10, 2004]**

**GUIDELINES FOR THE ACCREDITATION OF COOPERATIVE
TRAINORS**

Pursuant to Sec. 3, (a) of R.A. 6939, the Authority shall have the power, function and responsibility to formulate, adopt and implement integrated and comprehensive plans and programs on cooperative development consistent with the national policy on cooperatives and the over all socio-economic development plans of the government.

As such, the Cooperative Development Authority, while effectively implementing its regulatory mandate, may accredit trainors who can assist in cooperative development, particularly along cooperative promotion, organization, training and education.

In order to be accredited, these trainors shall have to undertake a series of training courses that will equip them with the required knowledge, attitudes and skills that will qualify them to perform their given role in cooperative development.

SECTION 1. Title. These guidelines shall be known as the "Guidelines for the Accreditation of Cooperative Trainor/s (ACT)".

SECTION 2. Who May Apply for Accreditation. The personnel and staff of duly registered Non-Government Organizations (NGOs) which have been recognized by this Authority and others who are actively engaged in cooperative development activities such as promotion, organization, research and education may apply for accreditation as a Cooperative Trainor.

SECTION 3. Qualifications. The applicant must be:

1. A graduate of related collegiate course/s;
2. With at least one (1) year experience as a resource person in cooperatives;
3. Employed and recommended by a CDA-recognized institution which he/she represents; and
4. Willing to undergo the training program prescribed for the accreditation of trainors.

SECTION 4. Application Procedures. An application for accreditation shall be made in writing in the prescribed forms which must be submitted to the concerned CDA Extension Office. The said Extension Office shall evaluate and verify the application documents and make arrangements for the provision of the required accreditation