

**[PRC RESOLUTION NO. 381, SERIES OF 1995,
October 24, 1995]**

**STANDARDIZED GUIDELINES AND PROCEDURES FOR THE
IMPLEMENTATION OF THE CONTINUING PROFESSIONAL
EDUCATION (CPE) PROGRAMS FOR ALL PROFESSIONS**

WHEREAS, by virtue of Executive Order No. 266, issued on July 25, 1995, the President of the Philippines ordered/decreed the institutionalization of the Continuing Professional Education (CPE) Programs of the various Professional Regulatory Boards (PRBS) under the supervision of the Professional Regulation Commission (PRC); and

WHEREAS, Section 3 of the said Order directs the PRC, after consultations with and upon recommendation of the various PRBS, to issue the necessary standardized guidelines and procedures for the implementation of the CPE programs for all the professions.

NOW, THEREFORE, the Professional Regulation Commission hereby RESOLVED, as it now RESOLVES, to prescribe, issue and promulgate the following standardized guidelines and procedures for the implementation of the CPE programs for all professions:

ARTICLE I

CPE Objectives, Definition, Nature and Rationale

SECTION 1. Objectives — The CPE programs shall have these objectives: (1) To provide and ensure the continuous education of a registered professional with the latest trends in the profession brought about by modernization and scientific and technological advancement; (2) To raise and maintain the professional's capability for delivering professional services; (3) To attain and maintain the highest standard and quality of the practice of his profession; (4) To make the professional globally competitive; and (5) To promote the general welfare of the public.

SECTION 2. Definition — Continuing Professional Education (CPE) refers to the inculcation, assimilation and acquisition of knowledge, skills, proficiency and ethical and moral values, after the initial registration of a professional, that raises and enhances the professional's technical skills and professional competence.

SECTION 3. Nature — The CPE programs consist of programmed activities the implementation of which requires the participation of a determinate group of professionals to meet the requirements for the renewal of their professional licenses once every three (3) years..

SECTION 4. Rationale — Compliance with the CPE Program as a condition for

the renewal of a professional license is an effective and credible substitute for requiring a professional to pass another examination in order to allow him/her to continue the practice of his profession.

ARTICLE II

The CPE Councils: Creation, Composition, Terms of Office, Functions, Meetings

SECTION 5. *Creation* — Each of the PRBs, upon approval by the PRC, shall create a Council within thirty (30) days from the effectivity of this resolution. It shall be known as the CPE Council which shall assist its corresponding PRB in implementing its CPE Programs.

SECTION 6. *Composition* — Each CPE Council shall be composed of a chairman and two (2) members. The chairman of each CPE 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 should be well-known academicians.

SECTION 7. *Terms of Office* — The term of office of the chairman of each CPE Council shall be co-terminus with his/her incumbency in the PRB. 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 PRC his/her term of office shall be for two (2) years with 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, first member and second member shall continue to function as such in the CPE Council until the appointment or election of their respective successors in the PRB, APO or organization.

SECTION 8. *Exercise of Powers and Functions* — Each CPE Council shall, upon a majority vote, exercise powers and functions which shall include but shall not be limited to the following:

1. Accept, evaluate and approve applications for accreditation of CPE providers.
2. Accept, evaluate and approve applications for accreditation of CPE programs, activities or sources as to their relevance to the profession and determine the number of CPE credit units to be earned on the basis of the contents of the program, activity or source as submitted by the CPE providers.

3. Accept, evaluate and approve applications for exemptions from CPE requirements.
4. Monitor periodically the implementation of programs, activities or sources.
5. Assess periodically and upgrade criteria for accreditation of CPE providers and CPE programs, activities or sources.
6. Perform such other related functions that may be incidental to the implementation of the CPE programs or policies.

SECTION 9. Functions of the CPE Council Chairman — Each CPE Council Chairman shall have the following functions:

1. To preside over the meetings of the CPE Council.
2. To direct or supervise the activities of the CPE Council.
3. To submit annual reports.

SECTION 10. Secretariat — The Commissioner of the PRC shall designate or appoint an official of the PRC with the rank not lower than Division Chief who shall act as the Secretary of all the CPE Councils. The designated official may participate in the deliberations of the CPE Councils but shall not vote. His/her duties and functions shall be 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 submit to the CPE Councils applications for accreditation of aspiring CPE providers and CPE programs, activities or sources.
4. To receive applications for accreditation of CPE providers, CPE programs, activities or sources.
5. To collect accreditation fees and issue corresponding receipts for and in behalf of the CPE Councils.
6. To release Certificates of Accreditation to CPE providers and programs, activities or sources.
7. To assist the CPE Council 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 CPE Council Secretariats, the staff of which shall be selected by the Commissioner of the PRC from among the existing personnel of the PRC, in addition to the present administrative staff of the APO'S. Each of the CPE Council Secretariats shall have, among others, the following functions:

1. To release CPE Certifications of credit units earned to professional.
2. To keep all records, paper and other documents relative to the evaluation, approval and accreditation of CPE programs, activities or sources.
3. Maintain records of accredited CPE providers, on-going, continuing or completed CPE programs, activities or sources, the list of participants and other relevant data.
4. To collect fees for the issuance of CPE certifications of credit units earned.

In the interim, the administrative staff existing and functioning in the different APOs shall continue to function, subject, however, to the supervision and control of the CPE Councils. The personnel or staff shall continue to be paid by the APOs until their transfer to and absorption by the Secretariat.

SECTION 11. Meetings — The CPE Councils shall hold regular meetings once a month on a date to be set by said Councils. Special meetings may be called, upon written request of at least one member of a CPE Council..

SECTION 12. Funds of the Councils — The CPE Councils' operations shall be funded by the receipt of fees derived from the evaluation and accreditation of CPE providers, programs, activities or sources, issuance of certifications of credit units earned and other related services or activity. Such receipts shall be established and treated as special or trust funds.

ARTICLE III

Criteria for Accreditation of Providers, Programs, Activities or Sources; Equivalent Credit Units; Credit Requirements; Exemptions and Other Matters

SECTION 13. Criteria for Accreditation — In order to merit accreditation, the following criteria shall be complied with.

A. For CPE Provider:

1. Must either be a duly registered organization, firm, institution or agency, or a professional of good standing and 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 programs and activities;
4. Shall have instructors, lecturers and resource speakers with good moral character and technical competence.

B. For CPE programs, activities or sources:

1. The scope shall be beyond the basic preparation for admission to the practice of the profession.
2. The programs, activities or sources shall enhance the competence of the 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.
3. The content shall be related but not limited to the practice of the profession.

SECTION 14. Programs, Activities, and Sources for Accreditation and Equivalent Credit Units — Any provider may submit to the CPE Council programs, activities or sources to be approved and accredited for Continuing Professional Education (CPE) units. The provider should be notified of the disapproval of his CPE programs, activities or sources. No provider shall implement or administer a program, activity or source without prior approval from the Council.

As used in these guidelines, the following terms shall mean:

1. Seminars shall refer to the gathering of professionals which shall include, among others, workshops, technical lectures or subject matter meetings, non-degree training courses and scientific meetings.
2. Conventions shall refer to the gathering of professionals which shall include among others conferences, symposia or assemblies for round table discussions.
3. Doctoral Degree shall refer to a post graduate degree from a recognized college or university.
4. Masteral Degree shall refer to a graduate degree from a recognized school, college or university.
5. Fellowship shall refer to 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.
6. Residency shall refer to apprenticeship training at the graduate level which is beyond the basic preparation for the health professionals. This should be conducted by duly accredited hospitals and medical centers and the like.
7. Authorship shall refer to the ownership of intellectual property which includes technical or professional books, instructional materials and the like. Credits earned must be claimed within one (1) year from date of publication.
8. Distance Learning shall refer to correspondence learning which uses course manuals or accredited learning modules. Accredited learning