

[PRC RESOLUTION NO. 507 SERIES OF 1997, June 17, 1997]

**REVISING RESOLUTION NO. 381, SERIES OF 1995, ENTITLED
"STANDARDIZED GUIDELINES AND PROCEDURES FOR THE
IMPLEMENTATION OF THE CONTINUING PROFESSIONAL
EDUCATION (CPE) PROGRAMS FOR ALL PROFESSIONS"**

WHEREAS, in the process of implementing the provisions of PRC Resolution No. 381, s. 1995, the implementors have noted flaws and deficiencies which hamper the smooth implementation of the Continuing Professional Education programs of the various Professional Regulatory Boards.

WHEREAS, it is necessary that these flaws and deficiencies in the resolution be remedied to insure the smooth implementation of the Continuing Professional Education programs of the various Professional Regulatory Boards.

WHEREFORE, the Commission hereby resolved to revise Resolution No. 381, Series of 1995, as follows:

ARTICLE I

CPE Objectives, Definition, Nature and Rationale

SECTION 1. Objectives. The Continuing Professional Education (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 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 Professional Regulatory Boards (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, 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 in the basis of the contents of the program, activity or source submitted by the CPE providers.
3. Accept, evaluate and approve applications for exemptions from CPE requirements.
4. Monitor the implementation by the CPE providers of their 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 minutes of regular and special meetings within 30 days from the date of said meetings.
4. To submit annual reports.
5. To issue certificate of registration to CPE providers found by the Council to be qualified in accordance with this Guidelines as well as certificate of accreditation of programs, activities and sources.

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 receive applications for accreditation of CPE providers, programs, activities or sources.
4. To submit to the CPE Councils applications for accreditation of aspiring CPE providers and CPE programs, activities or sources.
5. To release Certificates of Accreditation to CPE providers and programs, activities or sources.
6. To assist the CPE 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 CPE Council Secretariats, the staff of which shall be selected by the Commissioner of the PRC from among the existing personnel of the PRC. Each of the CPE Council Secretaries shall have, among others, the following functions:

1. To release CPE Certifications of credit units earned to the professionals.
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, on-going, continuing or completed CPE programs, activities or sources, the list of participants and other relevant data.

SECTION 11. Meetings. The CPE Councils shall hold regular meetings once a month on dates to be fixed by said Councils. Special meetings may be called by a Chairman or upon written request of at least a member of a CPE Council.

ARTICLE III

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

SECTION 12. Criteria for Accreditation. In order to merit accreditation, the following criteria shall be compiled 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 and are, preferably, holders of current professional licenses.**

B. For CPE programs, activities or sources:

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 programs, activities or sources which 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.

SECTION 13. 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, activity or sources. No provider shall implement or administer a program, activity or source without prior approval and accreditation 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/Externship** 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. **Self-Directed Learning Package** shall refer to 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.

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

10. **Resource Speaker** shall refer to a professional who acts as a discussion leader or lecturer in a convention or seminar or similar gathering.

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

12. **CPE Provider** shall refer to a natural person or a juridical entity which includes, among others, **accredited** or non-accredited professional organization, firm, partnership, corporation or institution which offers, organizes or arranges CPE programs, activities or sources for implementation and administration.

13. **Multi-Disciplinary Provider** shall refer to any government office, juridical entity or educational institution with at least Level II accreditation which organizes or arranges CPE programs, activities or sources for several regulated professions.

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

The following is the Matrix * for CPE programs, activities or sources with their corresponding credit units and supporting documents required:

SECTION 14. CPE Credit Units. The total CPE credit units for registered 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.

The total CPE credit units for registered professionals without baccalaureate degrees shall be thirty (30) credit units for three years. Any excess shall not be carried over