



Republic of the Philippines
Professional Regulation Commission
Manila



RESOLUTION NO. 1948
Series of 2025

**REVISED GUIDELINES ON THE PROCESSING OF APPLICATIONS FOR
ACCREDITATION OF CONTINUING PROFESSIONAL DEVELOPMENT
PROVIDERS AND THEIR CPD PROGRAMS**

WHEREAS, Section 7(a) of Republic Act (R.A.) No. 8981, or the “PRC Modernization Act of 2000”, empowers the Professional Regulation Commission (Commission) 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;

WHEREAS, the Commission is likewise mandated under Section 7(b) of the said law to perform any and all acts, enter into contracts, make such rules and regulation and issue such other administrative issuances as may be necessary in the execution and implementation of its functions and the improvement of its services;

WHEREAS, Section 6(c) of R.A. No. 10912, or the “Continuing Professional Development Act of 2016” states that one of the functions of the Commission and the Professional Regulatory Boards (Boards) is to formulate, issue and promulgate guidelines and procedures for the implementation of the Continuing Professional Development (CPD) programs;

WHEREAS, the Commission issued various Resolutions and Memoranda, implementing R.A No. 10912;

WHEREAS, it is imperative that certain provisions contained in those Resolutions and Memoranda, particularly those relating to the procedures on the processing of applications for accreditation of CPD providers and their CPD programs, be updated in conjunction with the applicable provisions of R.A. No. 11032, or the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018”, and its Implementing Rules and Regulations;

WHEREAS, there is a need for the Commission to issue a harmonized guidelines on the processing of applications for accreditation of CPD providers and their CPD programs for ease of understanding of the processing staff of the Commission, the Boards, CPD-Program Management Committee, CPD Councils, transacting clients, and professionals;

WHEREAS, to ensure coherence of the harmonized guidelines with the applicable provisions of R.A. No. 11032, consultations with the Anti-Red Tape Authority (ARTA) on 29 July 2024, accredited CPD Providers on 26 September 2024, as well as with various Boards, CPD Councils, and relevant offices of the Commission, were initiated.

NOW THEREFORE, the Commission, upon the recommendation of the CPD-Program Management Committee, **RESOLVES**, as it is hereby **RESOLVED**, to issue and adopt the **Revised Guidelines on the Processing of Applications for Accreditation of CPD Providers and their CPD Programs**, as follows:

Section 1. Filing of Application – In filing for CPD accreditation, the following shall be considered:

- 1) Application for initial accreditation of CPD Provider may be filed anytime;
- 2) Renewal of accreditation as a CPD Provider shall be filed within ninety (90) days prior to the expiration of accreditation;
- 3) Application for accreditation of CPD Programs shall be filed at least thirty (30) working days prior to the date of CPD program offering;
- 4) Applications shall be done through the Continuing Professional Development Accreditation System (CPDAS) at cpdas.prc.gov.ph, hereto referred as the “System”;
- 5) Applicants shall be required to accomplish the prescribed Application Form and upload the documentary requirements listed therein. The revised application forms for the processing of application for accreditation of CPD Providers are hereto attached as **Annexes A** and **B**, while application form for the processing of applications for CPD program accreditation is hereto attached as **Annex C**.

Section 2. Processing of Application

2.1 In processing an application for CPD provider accreditation, the following procedures shall be observed:

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in using the CPDAS account (cpdas.prc.gov.ph)	1. The System will accept the registration of the applicant.		Applicant CPD Provider
2. Fill out the required fields and upload each necessary documentary requirement in PDF format individually.	2. System receives the file uploaded. A unique identification number as reference will be generated by the System.		Applicant CPD Provider
3. Pay the prescribed processing fees, thru any authorized online payment channels or thru PRC Cashier.		Immediately after the successful submission of application or within three (3) working days if payment is thru PRC Cashier	Applicant CPD Provider
	3. Check the completeness and correctness of the uploaded		

2.2 In processing an application for CPD program accreditation, the following procedures shall be observed:

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Log in using the CPDAS account (cpdas.prc.gov.ph)	1.The System will accept the registration of the applicant.		Accredited CPD Provider
2. Fill out the required fields and upload each necessary documentary requirement in PDF format individually.	2.System receives the file uploaded. A unique identification number as reference will be generated by the system.		Accredited CPD Provider
3. Pay the prescribed processing fees, thru any authorized online payment channels or thru PRC Cashier.		Immediately after the successful submission of application or within three (3) working days if payment is thru PRC Cashier	Accredited CPD Provider
	3.Check the completeness and correctness of the uploaded documents. 3.1If found in order, forward the same to the concerned CPD Council. Otherwise, send <i>Notice of Disapproval</i> to the applicant, detailing the reason/s for disapproval.	Three (3) working days	Processing/ Receiving Staff in the Regional Office
	4.Conduct content and technical evaluation and render action/decision on the application through the system. 4.1 For approved application send <i>Notice of Approval</i> . 4.2 For provisionally	Fifteen (15) working days One (1) working day	CPD Council CPD Council Secretary

	<p>approved application send <i>Notice of Provisional Approval</i> indicating the deficiency/ies of the application. Compliance with the stated deficiency/ies shall be within seven (7) working days, subject to CPD Council's re-evaluation and final decision. Non-compliance to deficiency/ies shall be considered as disapproved application.</p> <p>4.3 For disapproved application - inform the applicant, on the specific reason/s for disapproval.</p>		
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Section 3. Types of CPD Program Application – The following non-formal learning activities, which can be conducted face-to-face/in-person or online may be applied for accreditation prior to offering:

- 1) conference
- 2) convention
- 3) forum
- 4) seminar
- 5) training
- 6) workshop
- 7) educational tour

Section 4. Actions of the CPD Councils on CPD Applications - The CPD Councils shall act on the CPD applications either to approve, provisionally approve or disapprove. Given that CPD applications for accreditation are highly technical in nature which require the technical knowledge and expertise of the CPD Council during evaluation, the maximum prescribed processing period shall be twenty (20) working days from the submission of application for accreditation.

Section 5. Monitoring of Final Evaluation and Decisions - The CPD Division shall monitor the applications forwarded to the CPD Councils and shall provide the statistical data of the applications that have been evaluated and decided upon for information and reference purposes.

Section 6. Conduct of Capacity Building Sessions and Updating of the Citizen's Charter - Upon approval of these Guidelines, the Regulation Office, through the CPD Division, shall conduct capacity building sessions to all concerned stakeholders for the proper and effective implementation of these guidelines. They shall likewise cause the

updating of the Citizen’s Charter to reflect the changes in the processing of applications for accreditation of CPD Providers and their CPD Programs.

Section 7. Enhancement of CPD Accreditation System (CPDAS) – The Information and Communications Technology Service, through the Systems Development and Maintenance Division, shall cause the enhancement of the CPDAS to reflect the changes in the processing of applications for accreditation of CPD Providers and their CPD Programs within six (6) months from the approval of these Guidelines and conduct of clarificatory meetings on the Systems Requirements Specification document as needed.

Section 8. Procedure/s prior to Imposition of Penalties – The imposition of penalty such as suspension, cancellation, or non-renewal of accreditation as a CPD Provider due to any of the enumerated grounds or causes in Section 8.2.6 of Commission Resolution No. 1032 (s. 2017), or the “Implementing Rules and Regulations (IRR) of the Republic Act No. 10912, known as the ‘Continuing Professional Development (CPD) Act of 2016’”, shall be jointly deliberated upon and decided by the concerned CPD Council and the Board. The appeal/request for reconsideration shall be filed before the CPD Program Management Committee, within fifteen (15) days from the receipt of the decision.

Section 9. Repealing Clause - Considering that the applications for accreditation of CPD Providers and their CPD Programs are highly technical in nature, Section 5 of Commission Resolution No. 1146 (s. 2019), which added Section 14, or the provision on *Presumptive Approval* is hereby repealed.


Given the difficulty in evaluating the content and quality of videos, as well as the absence of the following: interaction between the speaker and the participants; opportunities to clarify concepts, principles, and issues that may not have been understood well by the participants during presentation; monitoring mechanism of the participants’ engagement in terms of how much content they have watched, the provisions on Video-on-Demand (VOD) in Commission Resolution No. 1207 (s. 20190), or the *Guidelines on the Accreditation of Online Training Program*, are also repealed, thus will no longer be accepted for program accreditation.

Any resolution, memorandum order, circular or issuance inconsistent with these Guidelines are likewise repealed or modified accordingly.

Section 10. Effectivity Clause - This Resolution shall take effect after fifteen (15) days following its publication in the official Gazette or in a newspaper of general circulation, copy furnished the University of the Philippines Law Center.

Done in the City of Manila, this 6th day February, of 2025.


CHARITO A. ZAMORA
Chairperson


ERWIN M. ENAD
Commissioner

VACANT
Commissioner

**DATE OF PUBLICATION IN THE
BUSINESS MIRROR: 13 FEBRUARY 2025
EFFECTIVE DATE: 01 MARCH 2025**