



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**

	Professional Regulation Commission
	APPLICATION FOR ACCREDITATION AS LOCAL CPD PROVIDER

CPD COUNCIL OF/FOR _____

New

 Renewal

 Accreditation No.: _____
 Expiry Date: _____

Part I. Applicant Information	
Name of Applicant/Provider:	
Classification:	
<input type="checkbox"/> Firm/Partnership/Corporation <input type="checkbox"/> Government Institution/Agency <input type="checkbox"/> Professional Organization <input type="checkbox"/> Individual/ Single Proprietorship <input type="checkbox"/> Academic Institution <input type="checkbox"/> Cooperative & NGO	
Office Address:	
Office Landline No.:	Focal Person:
Office Mobile No.:	Mobile No.:
Website, if available:	Landline No:
E-mail Address:	E-mail Address:
Part II. Acknowledgment	

I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of the above data in accordance thereto.

Signature Over Printed Name of CPD Focal Person

Date

PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (LOCAL)

- Step 1. Log in using the CPDAS account (cpdas.prc.gov.ph)
 Step 2. Fill out the required fields and upload each necessary documentary requirement in PDF format individually.
 Step 3. Pay the prescribed processing fees, thru any authorized online payment channels or thru PRC Cashier.

CHECKLIST OF REQUIREMENTS

NEW/INITIAL APPLICATION

Individual/Single Proprietor	Firm/Partnership/Corporation/Cooperative	Government Institution/Agency
<input type="checkbox"/> DTI Certificate of Registration <input type="checkbox"/> Mayor's or Business Permit <input type="checkbox"/> Authenticated BIR Certificate of Registration and Tax Clearance <input type="checkbox"/> Original Copy of NBI Clearance <input type="checkbox"/> Valid Professional Identification Card (PIC) of the proprietor which shall be of the same profession and license where the application is intended to be submitted, along with his/her resume that includes, among others relevant educational background, current employment, principal area of professional work, and number of years in the practice of the regulated profession <input type="checkbox"/> Profile which include Mission, Vision, Core Values and a list with details of previous training programs and activities conducted, if any <input type="checkbox"/> Instructional Design for at least three (3) programs <input type="checkbox"/> Affidavit of Undertaking (Annex "B-3")	<input type="checkbox"/> Authenticated SEC or CDA Certificate of Registration and Articles of Incorporation or Partnership and their respective By-laws <input type="checkbox"/> Mayor's or Business Permit <input type="checkbox"/> Authenticated BIR Certificate of Registration and Tax Clearance <input type="checkbox"/> List of officers with valid Professional ID Card (if licensed professional) <input type="checkbox"/> Instructional Design for at least three programs <input type="checkbox"/> Appointment paper from the managing partner authorizing the subject partner to manage the CPD programs; or Board Resolution/Secretary's Certificate of a Corporation authorizing an officer, preferably a professional with valid Professional ID Card to manage the CPD programs, unless provided under existing guidelines of the concerned Council that the profession and license of the subject partner shall be of the same profession and license where the application is intended to be submitted. <input type="checkbox"/> Affidavit of Undertaking (Annex "B-3")	<input type="checkbox"/> Copy of Charter or Republic Act establishing the agency <input type="checkbox"/> Office Order or its equivalent from the head of Agency appointing its officer, preferably a professional with valid Professional ID Card, to manage the CPD programs, unless provided under existing guidelines of the concerned Council that the profession and license of the officer shall of the same profession and license where the application is intended to be submitted. <input type="checkbox"/> Instructional Design for at least three (3) programs

RENEWAL


- Three-Year Consolidated Report to include the following:
 List of CPD programs and activities for the last three (3) years
 Audited Financial Report
 Updated General Information Sheet for Corporation or Partnership
 Amended Articles of Incorporation or Partnership and their respective By-laws, if there are changes
 Appointment paper from the managing partner authorizing the subject partner to manage CPD programs; or Board Resolution/Secretary's Certificate of a Corporation authorizing an officer to manage CPD programs; or Office Order or its equivalent from the Head of Government Agency appointing its officer to manage the CPD programs, if there are changes
 Instructional Design for at least three (3) programs
 Affidavit of Undertaking (Annex "B-3")

Additional Requirements:

- Documentary stamps to be affixed to the Certificate of Accreditation upon claiming.

Note:

- Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation on behalf of the applicant must present a letter of authorization and government issued identification cards of both the CPD Focal Person and the representative.
- The period for processing the application is twenty (20) working days from the submission of application for accreditation.
- The Articles of Incorporation/Partnership or Articles of Cooperative and By-laws shall include as one of its purposes the training and development of professionals; or in the case of commercial or industrial, provides for the training and development of professionals.
- The CPD Council shall have the right to specify additional requirements. Compliance must be submitted within the prescribed period. Failure to comply within the prescribed period shall be construed as abandonment of application and the prescribed processing fee shall be forfeited in favor of the government.

	Professional Regulation Commission
	APPLICATION FOR ACCREDITATION AS FOREIGN CPD PROVIDER

CPD COUNCIL OF/FOR _____

New **Renewal** Accreditation No.: _____
Expiry Date: _____

Part I. Applicant Information

Name of Applicant/Provider:	
Office Address:	
Office Landline No.:	Focal Person:
Office Mobile No.:	Mobile No.:
Website, if available:	Landline No:
E-mail Address:	E-mail Address:

Part II. Acknowledgment

I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of the above data in accordance thereto.

Signature Over Printed Name of CPD Focal Person

Date

PROCEDURE FOR ACCREDITATION AS CPD PROVIDER (FOREIGN)

- Step 1. Log in using the CPDAS account (cpdas.prc.gov.ph)
 Step 2. Fill out the required fields and upload each necessary documentary requirement in PDF format individually.
 Step 3. Pay the prescribed processing fees, thru any authorized online payment channels or thru PRC Cashier.

CHECKLIST OF REQUIREMENTS

NEW/INITIAL	RENEWAL
<ul style="list-style-type: none"> <input type="checkbox"/> Proof of Registration of its creation in the country/state of the applicant which must be duly authenticated by the Philippine Embassy/Consulate in the said country/state and accompanied by an official English translation thereof / Apostile <input type="checkbox"/> Affidavit of Undertaking subscribed and sworn before Philippine Embassy/Consulate in the country/state of the applicant <input type="checkbox"/> Appointment Paper of the representative from the Philippines duly authorized to represent the foreign entity. <input type="checkbox"/> Company Profile with Mission, Vision, Core Values and if any, list and details of previous training activities conducted <input type="checkbox"/> Instructional Design for at least three (3) programs <input type="checkbox"/> Appointment paper (or its equivalent) from the managing partner authorizing the subject partner to manage the CPD programs, preferably a professional with valid Professional ID Card to manage the CPD programs, unless provided under existing guidelines of the concerned Council that the profession and license of the subject partner shall be of the same profession and license where the application is intended to be submitted; or Board Resolution/Secretary's Certificate of a Corporation to represent the Company and manage CPD programs. 	<ul style="list-style-type: none"> <input type="checkbox"/> Updated General Information Sheet for Corporation or Partnership or its equivalent <input type="checkbox"/> Amended Articles of Incorporation or Partnership and their respective By-laws, if there are changes <input type="checkbox"/> Appointment paper (or its equivalent) from the managing partner authorizing the subject partner to manage the CPD programs, preferably a professional with valid Professional ID Card to manage the CPD programs, unless provided under existing guidelines of the concerned Council that the profession and license of the subject partner shall be of the same profession and license where the application is intended to be submitted; or Board Resolution/Secretary's Certificate of a Corporation to represent the Company and manage CPD programs., if there are changes <input type="checkbox"/> Appointment Paper of the representative from the Philippines duly authorized to represent the foreign entity. <input type="checkbox"/> List of CPD programs and activities for the last three (3) years <input type="checkbox"/> Instructional Design for at least three (3) programs <input type="checkbox"/> Affidavit of Undertaking (Annex "B-3")

Additional Requirements:

- Documentary stamps to be affixed to the Certificate of Accreditation upon claiming.

Note:

1. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation on behalf of the applicant must present a letter of authorization and government issued identification cards of both the CPD Focal Person and the representative.
2. The period for processing the application is twenty (20) working days from the submission of application for accreditation.
3. The Articles of Incorporation/Partnership or Articles of Cooperative and By-laws shall include as one of its purposes the training and development of professionals; or in the case of commercial or industrial, provides for the training and development of professionals.
4. The CPD Council shall have the right to specify additional requirements. Compliance must be submitted within the prescribed period. Failure to comply within the prescribed period shall be construed as abandonment of application and the prescribed processing fee shall be forfeited in favor of the government.



Professional Regulation Commission

APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD COUNCIL OF/FOR _____

Date of Application: _____

Part I. General Information

Name of Provider: _____

Accreditation No.: _____

Expiration Date: _____

Name of CPD Focal Person: _____

Contact No.: _____

E-mail Address: _____

Nature of CPD Program:

Non-Formal Learning**Face-to-face****Online**

- Conference
 Convention
 Forum
 Seminar
 Training
 Workshop
 Educational Tour

Venue: _____
 Address: _____

Link: _____
 Username: _____
 Password: _____

Program Title: _____

Date/s to be Offered: _____

Program Description: _____

Learning Outcomes: _____

Number of Target Participants: _____

Registration Fee: _____

Part II. Acknowledgment

I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of the above data in accordance thereto.

 Signature Over Printed Name of
 CPD Focal Person

 Date

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

- Step 1. Log in using the CPDAS account (cpdas.prc.gov.ph).
Step 2. Fill out the required fields and upload each necessary documentary requirement in PDF format individually.
Step 3. Pay the prescribed processing fees, thru any authorized online payment channels or thru PRC Cashier.

CHECKLIST OF REQUIREMENTS

- Instructional Design* as prescribed by the concerned CPD Council
- Evaluation methods and tools that measure the learning gained by the participants specific and appropriate to learning outcomes set
- Program of Activities showing the time duration per topic and the resource person/s
- Financial Plan* for the conduct of the CPD program
- Resume* of resource persons relevant to the CPD program applied for with attached scanned copy/photocopy of valid Professional Identification Card of resource persons if registered professional. Otherwise, submit a scanned copy/photocopy of a government-issued or company Identification Card
- Valid Special Temporary Permit if the resource person is a foreigner and if engagement is more than three (3) days or there is physical contact with patients in the case of medical and allied professions.
- For Online Learning*, Declaration of the Specifications and Capacity of the Videoconferencing Platform

Note: * *prescribed PRC template*

Additional Requirements:

- Documentary stamps to be affixed to the Certificate of Accreditation.

Note:

1. The CPD Council shall have the right to specify additional requirements. Compliance must be submitted within the prescribed period. Failure to comply within the prescribed period shall be construed as abandonment of application and the prescribed processing fee shall be forfeited in favor of the government.