




Republic of the Philippines
Professional Regulation Commission
Manila



MEMORANDUM

TO : CPD SECRETARIAT OF PRC CENTRAL AND REGIONAL OFFICES

FROM : YOLANDA D. REYES 
Commissioner
Oversight for CPD

SUBJECT : CPD ADVISORY REGARDING SELF-DIRECTED AND/OR LIFELONG LEARNING MODALITY

DATE : January 29, 2018

Please be advised that the Commission will no longer issue a Certificate of Credit Units Earned to applicants of Self-directed and/or Lifelong Learning. The action taken by the CPD Council on the Application Form for Self-directed and/or Lifelong Learning shall be sufficient proof for the credit units earned by the professionals in the said application. This may be used for the renewal of their Professional Identification Card.

Further, the prescribed fee for Self-directed and/or Lifelong Learning shall be reduced from P1000.00 to P500.00.

A copy of the revised Application for Crediting Self-directed and/or Lifelong Learning is attached for ready reference.

For strict compliance.



Professional Regulation Commission

APPLICATION FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING

CPD Council for _____

Part I. Personal Information	
Name: _____	
Profession: _____	License No.: _____
Date Issued: _____	Valid Until: _____
Residence Address: _____	
Telephone No.: _____	Fax No.: _____
Cellphone No.: _____	E-mail Address: _____
Company Name (if employed): _____	Position: _____
Company Address: _____	Telephone no.: _____
Self-Directed and/or Lifelong Learning:	
<input type="checkbox"/> Invention / Patent	<input type="checkbox"/> Online Training
<input type="checkbox"/> Post-Graduate Studies	<input type="checkbox"/> Seminars / Technical Sessions / Conference
<input type="checkbox"/> Authorship	<input type="checkbox"/> Company sponsored training programs
<input type="checkbox"/> Diploma Program	<input type="checkbox"/> Professorial Chair
<input type="checkbox"/> Others _____	

Part II. Declaration and Attestation	
I am aware and I give my consent to the collection of the data required by this application form.	SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.
I further attest that all particulars and supporting documents provided by me are correct and complete. I am aware that any false statement or fraudulent document will lead to the rejection of my application or to the cancellation of my PIC already issued, and may also render me liable under applicable administrative and criminal laws.	
_____ Signature Over Printed Name	_____ (Notary Public)
_____ Date	

Part III. Action Taken	
Continuing Professional Development Division:	Cash Division:
Processed by: _____	Amount : _____
Date : _____	O.R.No./Date : _____
	Issued by : _____

Reviewed by: _____
Chief, Continuing Professional Development Division

ACTION TAKEN BY THE CPD COUNCIL

Approved Credit Units Granted: _____

Disapproved

Deferred pending compliance _____

Chairperson

Member

Member

Date _____

PROCEDURE FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING

- Step 1. Secure Application Form at Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices, or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and comply the required documents.
(Please provide one (1) set for receiving copy)
- Step 3. Proceed to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices for evaluation and assessment.
- Step 4. Pay prescribed fee (in cash, Postal Money Order, Manager's Check, Bank Draft payable to Professional Regulation Commission) of Five Hundred Pesos (P 500.00).
- Step 5. Affix documentary stamp on the application form.
- Step 6. Submit Application Form with attached supporting documents and photocopy of official receipt to Window 15, 16, or 17 of the Registration Division, PRC-PICC, or at any of the Regional Offices.
- Step 7. Verify your application after 60 days from time of submission by calling telephone numbers: 310-10-48 (PRC-Main)/810-84-15 (PRC-PICC), or email at prc.cpdsecretariat@gmail.com

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

Comply/submit only the document/s required to support your application. Refer to the Matrix of CPD Activities and/or in the Operational Guidelines of your profession for guidance. (This can be viewed at www.prc.gov.ph under the Continuing Professional Development tab)

- Original and Photocopy of Certificate of Attendance
- Program of Activities
- Diploma / TOR /Certificate of Completion, etc.
- Certificate of Patent
- Copy of published material/book
- Certificate of Entitlement /Appointment as Professorial Chair
- Others that may be required by the CPD Council

Additional Requirements:

- Soft copy of the Application including supporting attachments in PDF format saved in CD.
- Pre-paid pouch (preferably from Philpost) for applications filed in Regional Offices only.

Note:

1. Application for CPD Credit units of Master's degree or its equivalent and Doctoral degree or its equivalent shall be filed not later than five (5) years from completion of the said degrees.
2. Representative/s filing and claiming application/s for crediting of self directed and/or lifelong learning in behalf of the applicant must present a letter of authorization and valid identification cards of both the applicant and the representative.
3. The period for processing the application is 60 days.
4. If additional requirement/s is/are needed, a period of 15 days is given to submit the same. Failure to comply within the period shall be construed as abandonment of application and the prescribed fee shall be forfeited in favor of the government.