

ZUELLIG FAMILY FOUNDATION
Guidelines on PRC CPD Application for Training Activities and Programs
December 2020

1. Overview

- a. This document outlines the guidelines on the Professional Regulation Commission (PRC) Continuing Professional Development (CPD) application for training activities and programs highlighting the requirements and timeline of submission with a lead time for processing.
- b. This document underscores the important provisions on the guidelines on the matrix of CPD activities, revised CPD forms, and CPD glossary (Resolution No. 1244) released by the PRC.
- c. This document complements the guidelines on the issuance of training certificates (s.2020) through proper branding, regulation, and monitoring of all issued training certificates of the foundation.

2. Scope

- a. These guidelines apply to all units conducting leadership training activities and programs.
- b. These guidelines apply to all training activities provided by ZFF regardless of the training platform used – online, blended, or face to face.

3. Institutional Qualifications/Recognition (PRC CPD Council Accreditation)

ZFF is a PRC CPD provider under the following:

- Council of Medicine Accreditation No. 2012-08
- Council of Nursing Accreditation No. 2010-045

4. Guidelines Coverage and Principles

- a. The host unit shall be in charge of the preparation of required documents and submission to ZFFI QA and Certification unit represented by the QA and Certification Associate (hereinafter referred to as “ZFFI PRC CPD support staff”) at least forty-five (45) calendar days before the conduct of the training activity. Failure to comply within the prescribed timeline would mean non-enrollment of the training activity for CPD accreditation. Table 1 summarizes the list of requirements with the corresponding PRC form.

Table 1: List of Requirements for PRC CPD Application

LIST OF REQUIREMENTS	PRC FORM
Duly filled out Application Form	Application Form for CPD Program (<i>Annex A</i>)
Instructional Design	Instructional Design (<i>Annex B</i>)
Program of activities showing time, duration of sessions, and resource persons with position and institutional affiliation.	
Evaluation Tool	
Resume of Resource Persons	Resume of Resource Person (<i>Annex C</i>)
Photocopy of PRC ID of Resource Persons	
Breakdown of expenses for the conduct of the CPD program.	
For Online Learning, Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.)	

- b. ZFFI PRC CPD support staff shall review for correctness and completeness of submitted documents before endorsing to the administrative support group for processing of application at the PRC Central Office. If additional requirements are needed, ZFFI PRC CPD support staff will notify the host unit for compliance.
- c. ZFFI PRC CPD support staff shall provide updates to the host unit on the status of the PRC CPD application. Approved CPD units shall be reflected in the certificates to be released to the host unit. It is, however, important to consider that the CPD units shall be awarded by the PRC after assessing the submitted requirements. Should there be a delay in the confirmation of CPD units from their end, the host unit may request for a temporary training certificate for participants to ZFFI to be given five (5) days after the conduct of the training activity.
- d. Host unit shall prepare the Completion Report¹ of PRC CPD accredited training using the prescribed PRC Format (*Annex E*). Attached to the report are the Registration Sheet (*Annex F*) and Attendance Sheet (*Annex G*). All documents should be submitted to the ZFFI PRC CPD support staff ten (10) calendar days after the conduct of the activity.
- e. ZFFI PRC CPD support staff shall review for correctness and completeness of submitted completion report before endorsing to the administrative support group for processing of application at the PRC Central Office. If an additional requirement is needed, ZFFI PRC CPD support staff will notify the host unit for compliance.
- f. Training activities not enrolled for CPD accreditation (including all technical training activities co-hosted by ZFF with other institution/s) can still be applied under self-directed learning (SDL). It is, however, important for the host unit to advise the participants or resource speakers to include the required supporting documents before filing to PRC. The applicant must also be reminded that training activities filed under SDL is subject to further assessment of PRC and only 30% of the required CPD units for the compliance period can be earned

¹ The completion report referred in these guidelines are the ones required by the PRC. These shall not, in any way, replace the comprehensive training/activity report required for the host unit by ZFF and/or partner institutions.

through SDL (Example: Only 13.5 CPD units will be taken from SDL if 45 units is required for the applicant). Table 2 summarizes the list of supporting documents under SDL.

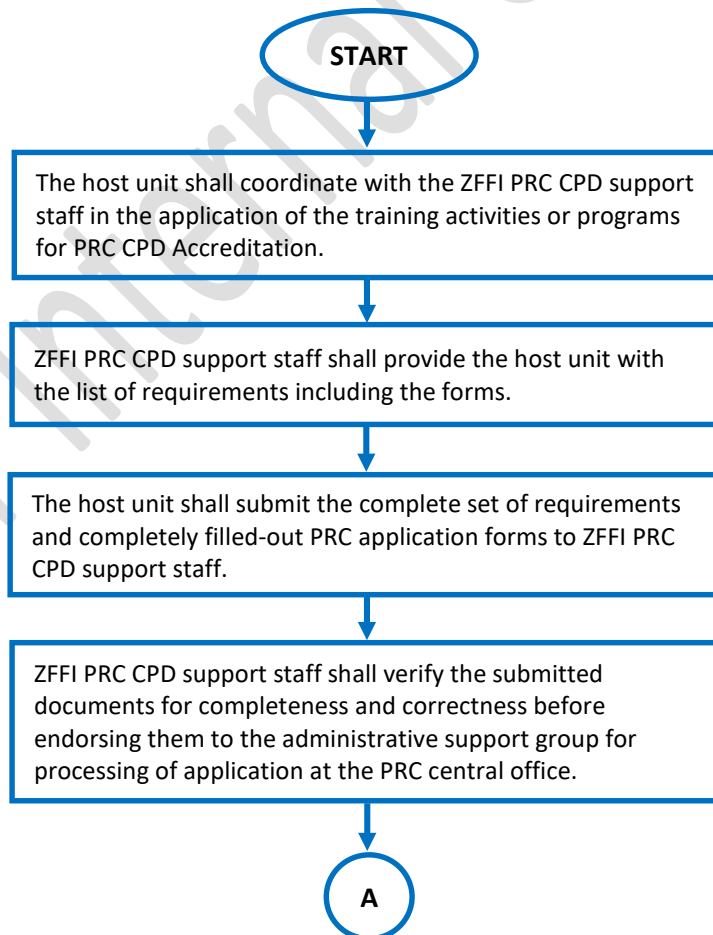
Table 1: List of Requirements for SDL Application

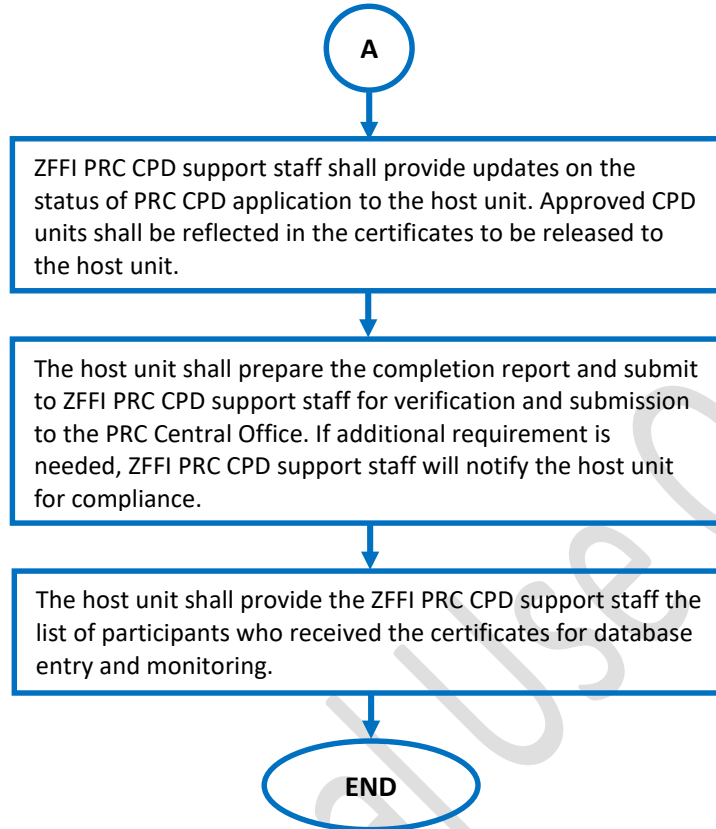
ROLE	SUPPORTING DOCUMENTS
Participant	<ul style="list-style-type: none"> Application Form for Crediting Activities that did not go through the CPD Council for Accreditation (<i>Annex D</i>) Certificate as Participant Copy of Program
Resource Person	<ul style="list-style-type: none"> Application Form for Crediting Activities that did not go through the CPD Council for Accreditation (<i>Annex D</i>) Certificate as Speaker, Panelist Copy of Program
Keynote Speaker	
Panelist/Reactor, Discussant	
Moderator	
Facilitator	

Process Flow and Administrative Procedure

- a. The application for PRC CPD accreditation shall follow the process shown in Figure 1:

Figure 1. Request for Training Accreditation of PRC CPD






- b. These guidelines shall be co-implemented by the ZFFI together with the administrative support group.
- c. These guidelines will be available on the Knowledge Management site for reference.
- d. Any changes in the guidelines will be issued to staff as appropriate.

REVISION HISTORY

Revision Number	Date of Revision	Description/Modification
0	December 17, 2020	Original Document

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Annex A. Application for Accreditation of CPD Program

	Professional Regulation Commission
	APPLICATION FOR ACCREDITATION OF CPD PROGRAM

CPD COUNCIL OF/FOR _____

Part I. General Information		
Name of Provider: _____		
Accreditation No.: _____		Expiration Date: _____
Contact Person: _____		Designation: _____
Contact No.: _____	E-mail add.: _____	Date of Application: _____
Proposed Program:		
<input type="checkbox"/> Conference	<input type="checkbox"/> Seminar	<input type="checkbox"/> Online Learning
<input type="checkbox"/> Convention	<input type="checkbox"/> Workshop	<input type="checkbox"/> Educational/Study Tour
<input type="checkbox"/> Forum	<input type="checkbox"/> Training Program	<input type="checkbox"/> Others: _____
Title of the Program: _____		
Date to be offered: _____	Duration: _____	Time: _____
Venue and Address: _____		No. of times program to be conducted: _____
Course Description: _____		
Objectives: _____		
Number of Target Participants: _____		Registration fee to be collected: _____
Part II. Acknowledgment		
<p>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.</p> <p>I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.</p>		
_____ (Signature Over Printed Name)		
_____ Position		
_____ Date		
Part III. Assessment		
Regulation Division:		Cash Division:
Assessed by : _____	Date : _____	Amount : _____ O.R. No.: _____
Remarks : _____		Date : _____
		Issued by : _____
Part IV. Action taken by the CPD Council		
<input type="checkbox"/> Approved for _____ credit units Accreditation No. _____		
<input type="checkbox"/> Deferred pending compliance _____		
<input type="checkbox"/> Disapproved due to _____		
_____ Chairperson		
_____ Member	_____ Member	
Date: _____		

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

- Step 1. Secure application form at Regulations Division of any of the PRC Regional Offices or download at PRC website (www.prc.gov.ph).
- Step 2. Fill-out Application Form and attach supporting documents listed hereunder. Provide one (1) set for receiving copy.
- Step 3. Proceed to Regulations Division of any of the PRC Regional Offices for checking and assessment.
- Step 4. If the assessment is favorable, pay prescribed fee of One Thousand Pesos (₱ 1,000.00) per program offering. Government agencies and instrumentalities offering CPD Programs free of charge, do not have to pay a fee. If not favorable, go back to Step 3.
- Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to Regulations Division of any of the PRC Regional Offices, at least fifteen (15) working days prior to offering.
- Step 6. Follow-up the application ten (10) working days after submission at CPD Division (Central Office), telephone numbers (+632) 8810-84-15 (PRC-PICC), or email at cpdd.applications@gmail.com

CHECKLIST OF REQUIREMENTS

Supporting Documents

- Instructional Design as prescribed by the relevant Board.
- Program of Activities showing time/duration of topics/workshop and resource persons with position and office, and evaluation period.
- Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives set
- Resume of resource persons relevant to CPD program applied for.
- Photo copy of valid Professional Identification Card of resource persons if registered professional. Otherwise, submit photocopy of 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.
- Breakdown of expenses for the conduct of the CPD program.
- For Online Learning*, Declaration of Minimum Technical Requirements (e.g. Operating System, Processor, Memory, Browser, Internet Connection, etc.)


Additional Requirements

- Short brown envelope for the Certificate of Accreditation
- One (1) set of metered documentary stamps worth Twenty-Five Pesos (₱ 25.00) each to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)
- Soft copy of the Application including supporting attachments in PDF format saved in flash drive.


Note:

1. Application for accreditation should be filed 15 working days before the offering of the program/training.
2. 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 valid identification cards of both the authorized signatory and the representative. In the case of national organizations with chapters/councils, endorsement from the national board.
3. The period for processing the application is 10 working days, subject to the stipulations in these guidelines.
4. If additional requirement/s is/are needed, a period of another 10 working 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.
5. The CPD Council shall have the right to specify additional requirements if deemed necessary and appropriate.

Annex B. Instructional Design

	Professional Regulation Commission				
INSTRUCTIONAL DESIGN					
CPD COUNCIL OF/FOR _____					
PROGRAM TITLE: _____					
PROGRAM DESCRIPTION:					
PROGRAM OBJECTIVES/LEARNING OUTCOMES:					
Specific Objectives of the Program	Learning Outcomes per Topic	Topics To Be Discussed / Resource Person¹	Time Allotment For Each Topic	Teaching Methods and Aids Needed For Each Topic	Evaluation Method or Tools To Be Used to Measure the Program Objectives²
		<small>¹Attach Program of Activities and Resume of Resource Person</small>		<small>²Attach Evaluation Tool.</small>	
REMARKS:					
Prepared by: _____			Date : _____		
TO BE DETERMINED BY THE CPD COUNCIL:					
I. PROGRAM LEVEL: <input type="checkbox"/> BASIC <input type="checkbox"/> ADVANCED <input type="checkbox"/> HIGHLY ADVANCED			II. APPROVED CREDIT UNITS: _____		
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Annex C. Resume of Resource Person

	Professional Regulation Commission			
RESUME OF RESOURCE PERSON				
CPD COUNCIL OF/FOR _____				
<input type="checkbox"/> Principal	<input type="checkbox"/> Alternate			
<input type="checkbox"/> Substitute				
RECENT 2X2 PICTURE (color photo with white background)				
Part I. Personal Circumstances				
Name:	Nickname:			
Residence Address:	Contact Details Landline No.: Mobile No. 1: Mobile No. 2: Email Add.:			
Business Address:				
Nationality/Citizenship:				
<i>Note: The CPD Council shall be informed of any change/s on resource person/s at least 10 days before the CPD program offering. Substitute resource person may submit this duly accomplished form three (3) days from the completion of the CPD program.</i>				
Part II. Track Record				
Major Competency Areas	Specialization	Sub-Specialization		
Relevant Seminars/Training Programs Conducted in the last five (5) years		Relevant Seminars/Training Programs Attended in the last five (5) years		
Date	Title of the Program	Date	Title of the Program	
Major Achievements, Citations, Recognition and Awards				
Date	Title	Awarding Body		
Part III. Education and Employment				
Educational Background	Name of School/University	Address	Inclusive Dates	Degree Earned
College				
Post-Graduate				
Work Experience: Five (5) most recent	Position	Agency/Company	Inclusive Dates	

Part IV. Other Relevant Information							
Profession/s		License No.		Issued on:		Valid until:	
AIPO Membership		National/Chapter		Position		Date	
Other Major Affiliations (Professional, Civic)		National/Chapter		Position:		Date	
<p>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.</p> <p>I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.</p> <p>_____</p> <p style="text-align: center;">Signature Over Printed Name</p> <p>_____</p> <p style="text-align: center;">Date</p>				<p>[Electronically paste here your scanned PRC ID for professionals or other government-issued or company ID]</p>			

Annex D. Application Form for Crediting Activities that did not go through the CPD Council for Accreditation

	Professional Regulation Commission
APPLICATION FOR CREDITING OF SELF DIRECTED AND/OR LIFELONG LEARNING	

CPD Council of/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"/> Post-Graduate Studies <input type="checkbox"/> Authorship <input type="checkbox"/> Diploma Program <input type="checkbox"/> Others _____	<input type="checkbox"/> Online Training <input type="checkbox"/> Seminars / Technical Sessions / Conference <input type="checkbox"/> Company sponsored training programs <input type="checkbox"/> Professorial Chair
Part II. Acknowledgment and Conformance	
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 agree to the PRC Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto.	
_____ Signature Over Printed Name	
_____ Position	
_____ Date	
Part III. Action Taken	
Regulation Division: Processed by : _____ Date : _____	Cash Division: Amount : _____ O.R.No./Date : _____ Issued by : _____
Reviewed by: <div style="text-align: center;"> _____ Chief, Regulation Division </div>	
<u>ACTION TAKEN BY THE CPD COUNCIL</u>	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Deferred pending compliance _____	Credit Units Granted: _____
_____ Chairperson	
_____ Member	_____ Member
_____ Date	

PROCEDURE FOR CREDITING OF SELF-DIRECTED AND/OR LIFELONG LEARNING

- Step 1. Secure Application Form at Regulation Division of any of the PRC 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 Regulation Division of any of the PRC 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 One Thousand Pesos (P 1,000.00).
- Step 5. Submit Application Form with attached supporting documents and photocopy of official receipt to Regulation Division of any of the PRC Regional Offices.
- Step 6. Verify your application after 60 days from time of submission at CPD Division by calling telephone number 810-84-15 (PRC-PICC), or email at prc.cpdsecretariat@gmail.com

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

(comply only the document/s that is/are required to the application)

- 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:

- Short brown envelope for the Certificate of Accreditation
- Two (2) sets of metered documentary stamps worth Twenty-Five Pesos (P25.00) each to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)
- 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 filled not later than five (5) years from completion of the said degrees.
2. Representative/s filing application/s for accreditation and claiming the Certificate of Accreditation in behalf of the applicant must present a letter of authorization and valid identification cards of both the authorized signatory 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.

Annex E. Completion Report

	Professional Regulation Commission
	COMPLETION REPORT ON CPD PROGRAM

CPD Council of/for _____

Part I. General Information	
Name of Provider:	
Accreditation No.:	Expiry Date:
Contact Person:	Designation:
Contact No.:	
Part II. Program Accreditation	
Title of the Program:	
Accreditation No.:	Date of Accreditation:
Date Started:	Date Completed:
Place / Venue:	
Total Number of Participants:	Date Applied:
Executive Summary:	
Part III. Acknowledgment and Conformance	
<p>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.</p> <p>I agree to the PRC Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto.</p>	
_____ Signature Over Printed Name	
_____ Position	
_____ Date	

PROCEDURE FOR COMPLETION REPORT	
Step 1.	Secure Completion Report Form at Regulation Division of any of the PRC Regional Offices, or download at PRC website (www.prc.gov.ph).
Step 2.	Fill-out Completion Report Form and comply the required documents. (Please provide one (1) set for receiving copy.)
Step 3.	Proceed to Regulation Division of any of the PRC Regional Offices for submission.
CHECKLIST OF REQUIREMENTS	
SUPPORTING DOCUMENTS	
[]	List of Participants (Name & PRC License No.)
[]	List of Lecturers, Resource Speakers, etc. (Name & PRC License No.)
[]	Actual Program of Activities
[]	Summary of evaluation of Speakers in Tabular Form
[]	Others _____
Note:	
Completion Report must be submitted within thirty (30) calendar days after the CPD program offering.	

Annex F. Registration Sheet

	Professional Regulation Commission
REGISTRATION SHEET	

CPD COUNCIL OF/FOR _____

Title of the Program: _____						
Date : _____				Venue : _____		
NO.	NAME	SIGNATURE	MOBILE PHONE NUMBER	E-MAIL ADDRESS	PRC LICENSE NO.	EXPIRY DATE (DD/MM/YYYY)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
Certified Correct by: _____ (Signature Over Printed Name) CPD Program Monitor				Concurred by: _____ (Signature Over Printed Name) CPD Provider's Authorized Representative		
Date and Time: _____				Date and Time: _____		

Annex G. Attendance Sheet

	Professional Regulation Commission PARTICIPANT'S ATTENDANCE SHEET
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CPD Council of _____

NAME OF PARTICIPANT	SECTOR/COMPANY /ORGANIZATION	CONTACT NUMBER	EMAIL ADDRESS	PRC LICENSE NUMBER	EXPIRY DATE	SIGNATURE
CERTIFIED CORRECT BY:						
_____ Signature over Printed Name						
_____ Position						
_____ Date						