



**GUIDELINES AND PROCEDURES FOR THE
IMPLEMENTATION OF CONTINUING
PROFESSIONAL
EDUCATION/DEVELOPMENT (CPE/D)
PROGRAMS FOR LIBRARIANS**

Presented by
ELNORA L. CONTI

Member

Professional Regulatory Board for Librarians
PRC, Manila



LEGAL BASIS

WHEREAS, Section 14, Article XII of the 1987 Philippine Constitution partly provides that “the sustained development of a reservoir of national talents xxx professional xxx shall be promoted by the State;”

WHEREAS, the Professional Regulation Commission under Section 7 (a), (n), and (y) of Republic Act (RA) No. 8981 otherwise known as the “PRC Modernization Act of 2000,” has these specific powers:

“(a) 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 including the enhancement and maintenance of professional and occupational standards and ethics and the enforcement of the rules and regulations relative thereto;”



LEGAL BASIS

“(n) To adopt and promulgate such rules and regulations as may be necessary to effectively implement policies with respect to the regulation and practice of professions;”

“(y) To perform such other functions and duties as may be necessary to carry out the provisions of this Act, the various professional regulatory laws, decrees, executive orders and other administrative issuances;”

WHEREAS, Section 9 (b) of R.A. 8981 provides that one of the Powers, Function and Responsibilities of the Various Professional Regulatory Boards (**PRBs**) is [T]o monitor the conditions affecting the practice of the profession or occupation under their respective jurisdictions and whenever necessary adopt such measures as may be deemed proper for the enhancement of the profession or occupation and/or the maintenance of high professional, ethical and technical standards. xxx.”



LEGAL BASIS

WHEREAS, the formulation of the policy on CPE is in consonance with the objective to enhance and maintain high professional and occupational, ethical and technical standards in the practice of the professions;

WHEREAS, the President of the Republic of the Philippines issued on June 23, 2003, Executive Order (E.O.) No. 220, “Directing the Adoption of the Code of Good Governance for the Professions in the Philippines”;

WHEREAS, the said Code was adopted by the Commission and the forty-four (44) **PRBs**, embodying principles of professional conduct, specifically, integrity and objectivity, professional competence, and global competitiveness;

WHEREAS, all the forty-three (43) **PRBs** and the forty-three (43) accredited professional organizations (**APOs**) are in favor of implementing a CPE in the practice of their respective professions



LEGAL BASIS

Amended by a number of PRC
Resolutions 2008

1. Resolution No. 2008-463
Amending Res. No. 2008-341,
series of 2006 Prescribing Fees for
the Accreditation of CPE Programs
of duly Accredited CPE Providers



LEGAL BASIS

2. Resolution No. 2008-465

“ Attendance to the Continuing Professional Education Courses Offered by CPE Council, and PRC Accredited CPE Providers as a Requirement for all Professionals to be in Good Standing and Globally Competitive”



LEGAL BASIS

3. Resolution No. 2008-466

Repealing Res. 2004-179, the “Standardized Guidelines and Procedures for the Implementation of the CPE/CPD System for all Professions” and Implementation of revised Standardized Guidelines and Procedures for the Implementation of the CPE/CPD system for all registered and licensed professionals.



LEGAL BASIS

Section 9 (j) of R.A. 9246 : Powers, Functions and Duties of the Board for Librarians

“to prescribe guidelines in the Continuing Professional Education (CPE) in coordination with the accredited and integrated association for professional librarians;”



REVISED STANDARDIZED GUIDELINES AND PROCEDURES

PRC Resolution No. 2008-466, Series of 2008

ARTICLE I

CPE Definition, Objectives, Nature, and Rationale

ARTICLE II

The CPE Councils: Creation, Composition, Terms of Office, Functions and Meetings

ARTICLE III

Criteria for Accreditation of Providers, Programs, Activities or Sources: Equivalent Credit Units; Credit Requirements; Exemption and other Matters



DEFINITION :

Continuing Professional Education (CPE) refers to the inculcation, assimilation and acquisition of knowledge, skills, proficiency and ethical and moral values, after the initial registration of a professional that raise and enhance the professional's level of technical skills and competence.



RATIONALE :

Compliance with the CPE program is an effective and credible means of ensuring competence, integrity and global competitiveness of professionals in order to allow them to continue the practice of their profession.



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 advancements;
2. To raise and maintain the professional's capability for delivering professional services;
3. To attain and maintain the highest standards and quality in the practice his/her profession;
4. To comply with the professional's continuing ethical requirements;
5. To make the professional globally competitive;
6. To promote the general welfare of the public



COMPOSITION :

The CPE Council shall be composed of a chairperson and two (2) members. The chairperson of CPE Council shall be chosen from among the members of the Board by the members themselves. The first member shall be the president or, in his/her absence or incapacity, any officer chosen by the Board of Directors of the Accredited Professional Organization (APO), the Philippine Librarians Association, Inc. (PLAI); the second member shall be the president or, in his/her absence or incapacity, any officer of the organization of deans, department heads and/or teachers of schools, colleges, or universities offering the Library and Information Science degree.



SECRETARIAT :

The Chairperson of the PRC shall designate or appoint an official with a rank not lower than Division Chief who shall act as the Secretary of the BFL CPE Council. The designated official may participate in the deliberations of the BFL CPE Council but shall not vote. In the absence of such appointee, the Council will designate the accredited professional association to act as the Secretariat, with the APO President appointing an officer who shall act as the Secretary to the CPE Council.



INVOLVEMENT OF PLAI

The BFL CPE Council, if the need arises, may delegate to the PLAI the processing of the application, keeping of all records for CPE providers and their respective programs as well as credit units earned by each librarian who avail of the CPE programs and other related functions. For this purpose, the PLAI may create a counterpart CPE Council (to be known as the PLAI CPE Council) which may collect reasonable processing fees directly from the applicants, apart from the accreditation fee that such applicants pay directly to the Commission.

The PLAI CPE Council shall keep a separate books of accounts of its expenses and amount collected from the applicants and make a monthly report to the Commission through the Board. Any excess collection shall be used exclusively as working capital of the PLAI for CPE activities.



CRITERIA FOR ACCREDITATION

A. For CPE Provider :

1. Must be a duly registered organization, firm, institution or agency, or a registered and licensed 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 a pool of instructors, lecturers, and resource speakers with good moral character, technical competence and must be holders of current/valid professional registrations and licenses, if they are professionals regulated by the Commission.



CRITERIA FOR ACCREDITATION

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 profession (librarianship).
2. The programs, activities or sources shall enhance the competence of the registered and licensed professional by upgrading and updating knowledge and skills for the practice of profession as brought about by modernization as well as scientific and technical advancements in the profession.



DEFINITION OF TERMS :

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 a 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 in Library and Information Science, Education or related field from a recognized school, college, or university.
4. **Masteral Degree** shall refer to a graduate degree in Library and Information Science, Education or related field from a recognized school, college, or university.



DEFINITION OF TERMS :

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 regulated and licensed health professionals.
7. **Authorship** shall refer to the ownership of intellectual property which includes technical or professional books, instructional materials and the like. Credit units (**CU**s) earned must be claimed within one (1) year from date of publication



DEFINITION OF TERMS :

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.



DEFINITION OF TERMS :

9. **Post-Graduate or 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 discussion leader or lecturer in a convention, seminar or any 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.



DEFINITION OF TERMS :

12. **CPE Provider** shall refer to a natural person or 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. **CPE Programs, Activities, or Sources** shall refer to the regime of CPE which enhance the competence of the librarians 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 should 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.

MATRIX FOR CPE PROGRAMS, ACTIVITIES OR SOURCES

PROGRAMS	CREDIT UNITS	SUPPORTING DOCUMENT/S
1. SEMINARS / CONVENTIONS / TRAININGS		
1.1 PARTICIPANT	<u>1 CU PER HOUR</u>	CERTIFICATE OF ATTENDANCE WITH NUMBER OF HOURS, PROGRAM CERTIFIED LIST OF PARTICIPANTS
1.2 RESOURCE SPEAKER	<u>5 CU PER HOUR</u>	PHOTOCOPY OF PLAQUE / CERTIFICATE INVITATION, COPY OF PAPER
1.3 PANELIST / REACTOR	<u>3 CU PER HOUR</u>	INVITATION / CERTIFICATION FROM SPONSORING ORGANIZATION COPY OF PROGRAM
1.4 FACILITATOR / MODERATOR	<u>2 CU PER HOUR</u>	CERTIFICATION FROM SPONSORING ORGANIZATION AND COPY OF PROGRAM
2. ACADEMIC PREPARATION (Residential and Distance Mode)		
2.1 MASTER'S DEGREE	<u>1 CU PER ACADEMIC UNIT</u> 30 CU ADDITIONAL UPON COMPLETION OF DEGREE	UNIVERSITY CERTIFICATION DIPLOMA AND TRANSCRIPT OF RECORDS
2.2 DOCTORAL'S DEGREE	<u>2 CU PER ACADEMIC UNIT</u> 45 CU ADDITIONAL UPON COMPLETION OF DEGREE	UNIVERSITY CERTIFICATION DIPLOMA AND TRANSCRIPT OF RECORDS
2.3 FELLOWSHIP	<u>15 CU PER YEAR</u>	CERTIFICATION FROM THE GRANTING INSTITUTION / CERTIFICATE OF FELLOWSHIP
3. SELF-DIRECTED LEARNING PACKAGE		
3.1 <u>MODULE</u>	<u>10 CU PER COMPLETE SET OF MODULE</u>	COPY OF DULY-ACCOMPLISHED MODULE AND EVALUATION
3.2 <u>TECHNICAL PAPER/PROFESSIONAL JOURNAL ARTICLE</u>	<u>1 CU / PROFESSIONAL / TECHNICAL ARTICLE</u>	COPY OF DULY-ACCOMPLISHED ARTICLE AND EVALUATION

MATRIX FOR CPE PROGRAMS, ACTIVITIES OR SOURCES

4. AUTHORSHIP				
4.1 RESEARCH / INNOVATIVE PROGRAMS / CREATIVE PROJECTS	10 CREDIT UNITS			DULY CERTIFIED / PUBLISHED TECHNICAL REPORT / PAPER
4.2 BOOK / MONOGRAPH <u>SINGLE AUTHOR</u> <u>2 AUTHORS</u> <u>3 OR MORE</u>	<u>[25-50 pp]</u> <u>20CU</u> <u>10 CU</u> <u>5 CU</u>	<u>[51-100 pp]</u> <u>30 CU</u> <u>20 CU</u> <u>10 CU</u>	<u>[101 OR More pp]</u> <u>40 CU</u> <u>30 CU</u> <u>20 CU</u>	PUBLISHED BOOK WITH PROOF OF COPYRIGHT
4.3 EDITOR	<u>½ OF THE CU OF AUTHORSHIP CATEGORY</u>			PUBLISHED BOOK WITH PROOF OF AUTHORSHIP
4.4 ARTICLE <u>SINGLE AUTHOR</u> <u>2 AUTHORS</u> <u>3 OR MORE</u>	<u>[1-3 pp]</u> <u>4 CU</u> <u>3 CU</u> <u>2 CU</u>	<u>[4-6 pp]</u> <u>6 CU</u> <u>4 CU</u> <u>3 CU</u>	<u>[7or more]</u> <u>8 CU</u> <u>6 CU</u> <u>4 CU</u>	PROOF OF PUBLICATION OF ARTICLE
4.5 PROFESSIONAL JOURNAL <u>EDITOR</u>	<u>5 CU PER ISSUE</u>			COPY OF PUBLISHED JOURNAL
4.6 <u>PEER REVIEWER</u>	<u>2 CU / ARTICLE</u>			DULY CERTIFIED COPY OF PUBLISHED ARTICLE / BOOK
5. INVENTIONS	<u>10-30 CREDIT UNITS PER INVENTION</u>			CERTIFIED COPY OF PATENT CERTIFICATE
6. POSTGRADUATE / IN-SERVICE TRAINING	<u>0.25 CU PER HOUR (MAXIMUM OF 40 CU / TRAINING)</u>			CERTIFICATE OF TRAINING AND TRAINING DESCRIPTION
7. STUDY / OBSERVATION	<u>2 CU / DAY (MAXIMUM OF 30 CU / TOUR)</u>			CERTIFICATION FROM SPONSORING INSTITUTION

MATRIX FOR CPE PROGRAMS, ACTIVITIES OR SOURCES

8. PROFESSORIAL CHAIR	<u>10 CU / CHAIR / YEAR</u>	CERTIFICATION OF GRANT OR APPOINTMENT PAPER
9. SUCH OTHER ACTIVITIES/ PROGRAMS/ SOURCES TO BE RECOMMENDED BY THE COUNCIL AND APPROVED BY THE COMMISSION		
9.1 MEETINGS / ACTIVITIES OF STANDARD-SETTING BODIES FOR THE PROFESSION (as Committee Chair/Member, Evaluator, Inspector, Researcher, etc.)	<u>1 CU PER MEETING / VISIT</u>	APPOINTMENT LETTER / BOARD RESOLUTION / CERTIFICATION / MINUTES OF MEETING
9.2 EXTERNAL READER / PANELIST / RESEARCH CONSULTANT TO A MASTER'S THESIS OR DOCTORAL DISSERTATION	<u>1 CU PER THESIS / DISSERTATION</u>	CERTIFICATION FROM THE INSTITUTION



CPE CREDIT UNITS

The total **CPE credit units (CUs)** for registered and licensed 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 succeeding years within the three-year period except credit units earned for doctoral and masteral degrees or for other special training.

One credit hour of CPE program, activity or source shall be equivalent to **one (1) credit unit**.

Programs and activities conducted by providers which were not pre-accredited may be given credit upon submission of documents relevant to the programs to the **APO CPEC** and upon approval of the Council.



PROCEDURES FOR ACCREDITATION OF CPE PROVIDER:

The PRB for Librarians and CPE Council shall observe the following procedures for the accreditation of CPE providers :

A. In case of natural persons :

1. Any person seeking to offer an organized or arranged program, activity or source shall accomplish and submit to the PLAII CPE Council an application form.
2. An application shall include, but shall not be limited to, the following information :
 - a. Full name, address and telephone number/s of the applicant-provider
 - b. Relevant educational background
 - c. Profession, principal area of professional work and number of years in the practice of the regulated profession
 - d. PRC License Number and date of expiration
 - e. Current employment
3. Applicant-provider shall submit a valid NBI clearance.
4. Applicant-provider shall pay an accreditation fee at the PRC.



B. In case of juridical entities:

1. Any agency, organization, institution, association or similar juridical entity seeking to offer an organized program, activity or source shall accomplish and submit to the CPEC or Council an application form.
2. An application shall include, but shall not be limited to, the following information and documents :
 - a. Full name, office address, telephone/fax numbers, and e-mail address
 - b. Securities and Exchange Commission (SEC) registration papers (copy) or Department of Trade and Industry (DTI) registration papers
 - c. List of officers, with their PRC License Numbers and expiry date if officer is a member of the regulated profession.
 - d. Plans for CPE programs or activities for the year applied
 - e. Proof of past CPE activities or programs conducted/arranged (immediate past year) for applicants renewing accreditation (not required for first time applicants).
3. Applicant-provider shall pay an accreditation fee at the PRC.



PROCEDURES FOR ACCREDITATION OF CPE PROVIDERS (cont.)

- C. All applicants shall submit to the CPE Council the following :
1. Mechanism for measuring the quality of the program, activity, or source being offered.
 2. Criteria for selecting and evaluating speakers, resource persons, or lecturers.
- D. Issuance by the Council of **Certificate of Accreditation (CoA)** as CPE Provider in the case of natural persons and juridical entities and their programs, activities and sources by the Commission Proper. Accreditation shall be for a period of three (3) years, renewable for another three (3) years renewable every three years.



Procedures for Accreditation of a CPE Program, Activity or Source

1. A CPE provider seeking accreditation of an organized or arranged CPE program, activity or source shall submit said program, activity or source (in triplicate) to the CPE Council for its evaluation and approval. The program, activity, or source shall cover a period not to exceed three (3) years.

2. The application for accreditation of a CPE program, activity, or source shall include the following information and documents :
 - a. Title/s of program/s, activity/ies, or source/s
 - b. Name of CPE provider, address, phone and fax numbers
 - c. Date and venue of the administration of the program
 - d. Objectives
 - e. Targeted audience or participants
 - f. Contents and number of hours



Procedures for Accreditation of a CPE Program, Activity or Source (cont.)

- g. Resource speakers, lecturers, discussion leaders, panelists, reactors, moderators, and facilitators, including their qualifications and current PRC license if they are members of the regulated profession
 - h. Actual program and schedule
 - i. Submission of the proposed budget and seminar or convention fee to be collected shall be reviewed by the Council
 - j. Seminar or convention fee to be collected
 - k. Evaluation to be used which could either be any of the following modes or systems :
 - * evaluation of seminar by the participants
 - * evaluation of participants by CPE provider (i.e. tests)
 - * other methods of evaluation
3. If the CPE Council finds the CPE program, activity, or source to be relevant to the profession and to be in accordance with the guidelines, said Council shall issue a certificate of accreditation within **thirty (30) days** from receipt of the application.



Post-Accreditation Requirements

Upon the completion of an accredited CPE program, activity, or source, the CPE provider shall submit a report to the CPE Council within **15 days** from the last day of the offering. The report shall include, but shall not be limited to, the following information :

1. Name of CPE provider
2. Name or description of CPE program, activity, or source
3. Accreditation number and date of issuance of accreditation



Post-Accreditation Requirements

4. Certified list of participants indicating names and PRC professional license numbers and date of expiration as well as of resource speakers, lecturers, discussion leaders, panelists, moderators, or facilitators who took part or participated in the CPE program, activity, or source
5. Date and time of start and completion of the holding of the CPE program, activity, or source
6. Venue or location of the holding of the program
7. Summary of evaluation results of participants
8. Name of the Secretariat representative who monitored the CPE program or activity.



EXEMPTION FROM CPE REQUIREMENTS / PROCEDURES

A. Permanent Exemption

A registered librarian shall be permanently exempted from CPE requirements upon reaching the age of 65 years old. To avail of this exemption, the professional must:

1. submit an application for exemption which should include the following :
 - a. Full name, residence address, and phone number
 - b. PRC License Number
 - c. Employment history
 - Position
 - Name of Employer
 - Address of Employer
2. submit an authenticated copy of birth certificate.
3. pay a fee at the PRC for the issuance of Certificate of Permanent Exemption.



EXEMPTION FROM CPE REQUIREMENTS / PROCEDURES

B. Temporary Exemption

A registered librarian who is working or practicing his/her profession or furthering his/her studies abroad shall be temporarily exempted from compliance with CPE requirements during the period of his/her stay abroad, provided that he/she has been out of the country for at least two years immediately prior to the date of renewal.

Any professional availing of this temporary exemption must:

1. submit an application for temporary exemption, to include the following data:
 - a. Full name, residence address and phone number
 - b. PRC License Number
 - c. Degree obtained, college or university attended, year graduated
 - d. Principal area of professional work



EXEMPTION FROM CPE REQUIREMENTS / PROCEDURES

- e. If employed :
 - position
 - name of employer
 - address of employer
 - certificate of employment
 - f. If furthering studies abroad, certificate of enrollment from college or university where presently enrolled.
2. submit photocopy of passport (inside front cover, page 2, and the page/s containing visa of country, indicating date of arrival/departure).
 3. pay a fee at the PRC for the issuance of Certificate of Temporary Exemption.



SANCTIONS

1. **Accredited CPE Provider** - Accreditation shall be withdrawn from the CPE provider who :
 - a. is found not to comply with the implementing rules and regulations for CPE, or
 - b. has committed substantial deviation from the approved program, or
 - c. has submitted false reports, or
 - d. has committed such other acts that the Council finds to be in violation of the interest of the program.



SANCTIONS

2. Commission Employees

Any employee of the Commission who causes abets and helps in the renewal of the ID card/license of a registered professional without complying with CPE requirements shall be considered to have violated office or and/ or civil service rules and regulations and shall be proceeded against administratively, and, if found guilty, shall be meted out the penalties provided for by the said laws and rules and regulations

Flowchart for Accreditation of CPE Providers

Start

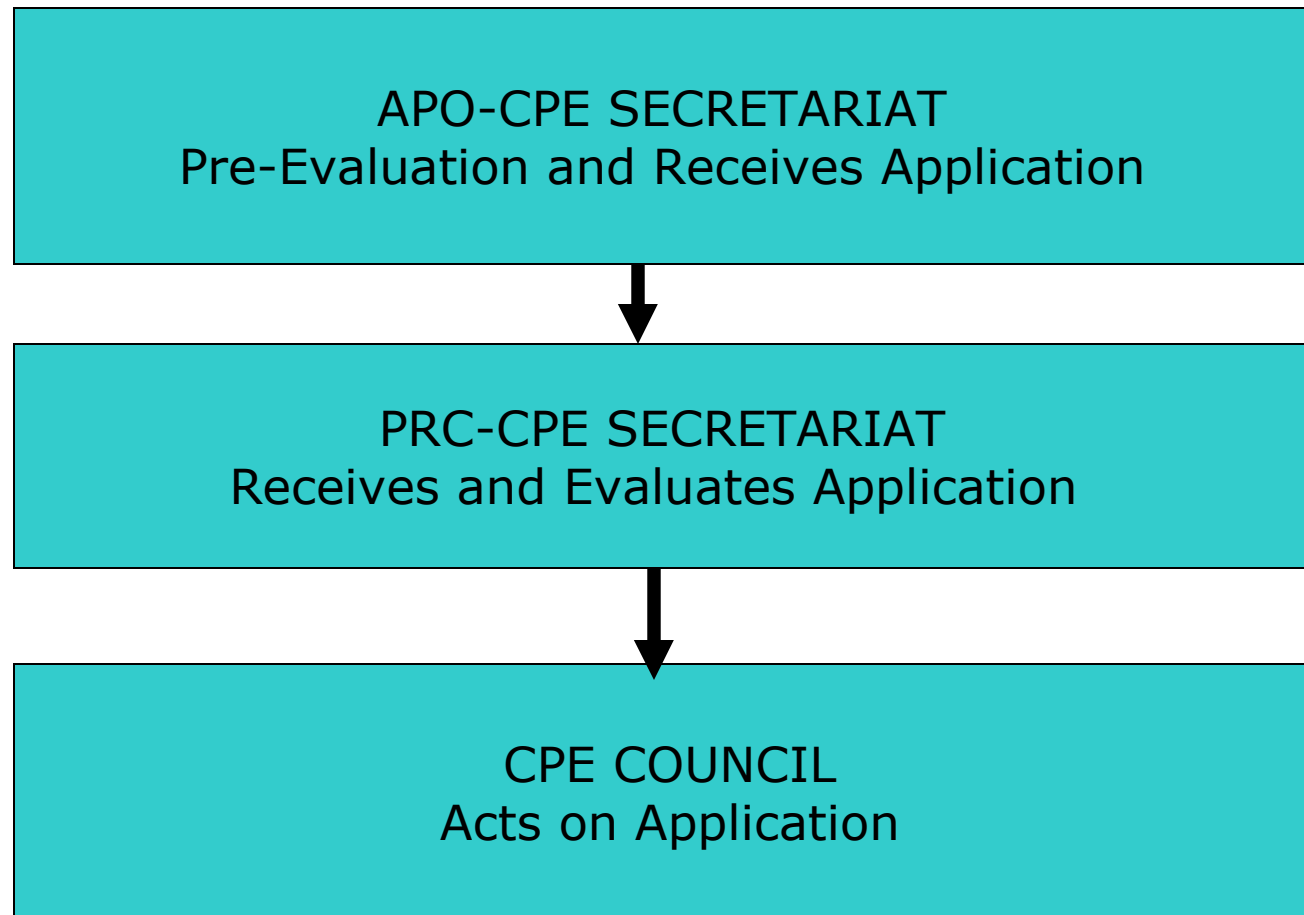
**1. Secure CPE Application Form No. 05-2008
PRC Standards and Inspection
Division/Accredited Professional Organization
(APO)/Association of Deans (Academe)**



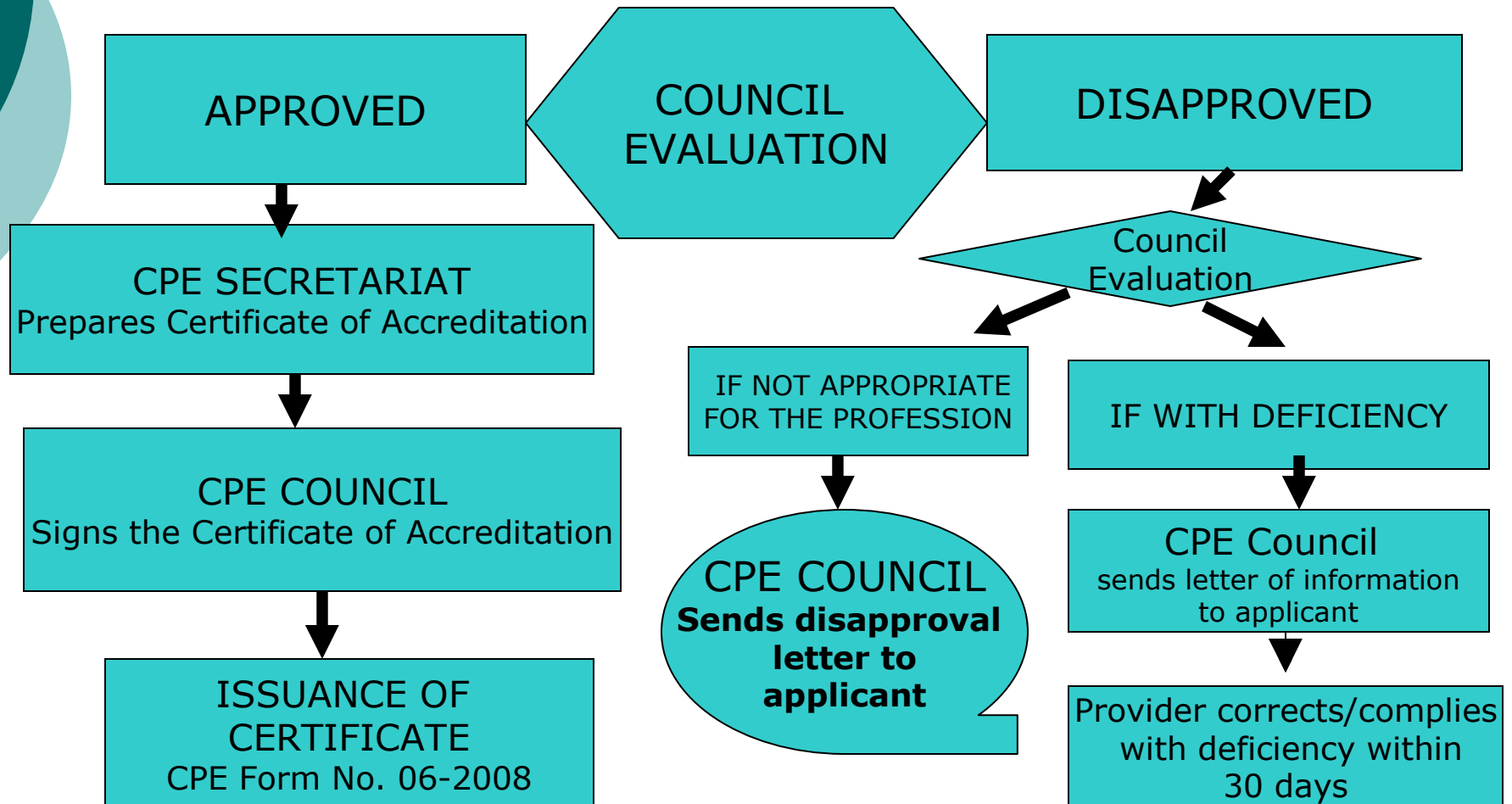
2. Submit duly Accomplished CPE Form No. 05-2008 and PAY Corresponding FEE (with supporting documents and electronic copy of the same) PRC-CPE Secretariat (30 days prior to the date of conduct)



Flowchart for Accreditation of CPE Providers



Flowchart for Accreditation of CPE Providers





THANK YOU

HAVE A NICE
DAY !!!