



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD OF ARCHITECTURE

Resolution No. 04
Series of 2017

OPERATIONAL GUIDELINES IN THE IMPLEMENTATION OF RA 10912,
OTHERWISE KNOWN AS "CONTINUING PROFESSIONAL DEVELOPMENT ACT
OF 2016" FOR ARCHITECTS

WHEREAS, Section 2, Article I of Republic Act (R.A.) No. 9266, otherwise known as "The Architecture Act of 2004", provides for the policy of the state, *to wit*:

"Section 2. Statement of Policy - The State recognizes the importance of architects in nation building and development. Hence, it shall develop and nurture competent, virtuous, productive and well-rounded professional architects whose standards of practice and service shall be excellent, qualitative, world-class and globally competitive through inviolable, honest, effective and credible licensure examinations and through regulatory measures, programs and activities that foster their professional growth and development";

WHEREAS, Section 28 of Article IV of R. A. 9266, further states that in order to promote public interest and to safeguard life, health and property, all practicing architects shall maintain a program of continuing professional development. The integrated and accredited professional organization shall have the responsibility of developing a continuing professional development program for architects. Other entities or organizations may become CPD providers upon accreditation by the Professional Regulatory Board of Architecture (Board);

WHEREAS, under Section 15 of Article IV of R. A. No. 10912, otherwise known as Continuing Professional Development Act of 2016, provides for the authority of the Professional Regulatory Boards to prescribe their own requirements and procedure to effectively implement the CPD Programs as may be pertinent and applicable to their respective profession, **PROVIDED**, that the same does not contravene to any of the provisions of R.A. 10912 and its Implementing Rules and Regulations (IRR);

WHEREAS, after series of consultative meetings with the stakeholders, it is agreed that the United Architects of the Philippines, as the Accredited Integrated Professional Organization (AIPO) for Architects shall be the Administrator in disseminating information of the CPD Programs;

NOW THEREFORE, the Professional Regulatory Board of Architecture hereby **RESOLVED**, as it now **RESOLVES** to formulate its own Operational Guidelines of the CPD Program in accordance with the provisions of R. A. 10912 and its Implementing Rules and Regulations as follows:

Section 1. Date/s of Regular Meeting/s.

The CPD Council for Architects is hereby mandated under this Resolution to meet every second (2nd) Tuesday of the month for the purpose of evaluating the application for accreditation as CPD provider, program, self-directed and/or lifelong learning and other CPD related matters.

Section 2. List of additional requirements for accreditation of CPD Provider.

There is no additional list of requirements for accreditation as CPD Provider other than those already provided in Resolution No. 1032, series of 2017, otherwise known as the "Implementing Rules and Regulations of Republic Act No. 10912."

Section 3. List of additional requirements for accreditation for CPD Program.

The list of documentary requirements for accreditation of CPD Program as provided in Resolution No. 1032, series of 2017, shall also include the following:

- 3.1 Course Outline – outline of the course's sub-topics
- 3.2 Learning Outcome – state what participants will learn from the event.
- 3.3 Course Structure/Materials – type of presentation and materials used.
- 3.4 Program URL – website of the program, if any.

A copy of Application Form for Accreditation of CPD Program is herein attached as Annex "A".

Section 4. List of CPD activities with corresponding credit units:

PROGRAM/ACTIVITY		CREDIT UNITS	SUPPORTING DOCUMENTS
1.0 PROFESSIONAL TRACK - Accredited CPD PROVIDER with approved CPD PROGRAM by CPDC Applicant for Professional Identification Card (PIC) renewal must apply at least 30 days before PIC expiration date Important NOTE: See Section 7, Major Areas of CPD Activities for Professional Track category for corresponding minimum requirements.			
PROGRAM/ACTIVITY		CREDIT UNIT/S	SUPPORTING DOCUMENTS
1.1	PARTICIPANT	Approved CUs for the program	<ul style="list-style-type: none"> o Certificate of Attendance with CPD program accreditation number.
1.2	RESOURCE SPEAKER	4 CU per hour	<ul style="list-style-type: none"> o Certificate or Plaque of Appreciation with CPD Program accreditation number. o Copy of Papers o Copy of Program o Invitation & Confirmation letter o Event Photo of Speaker

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1.3	PANELIST/ REACTOR	3 CU per hour	<ul style="list-style-type: none"> o Certificate or Plaque of Appreciation with CPD Program accreditation number. o Copy of Program o Invitation & Confirmation letter o Event Photo of Panelist
1.4	FACILITATOR/ MODERATOR (for panel discussion or similar activities only)	2 CU per hour	<ul style="list-style-type: none"> o Certification from the accredited CPD Provider with CPD program accreditation number. o Copy of Program o Invitation & Confirmation letter o Event Photo of Facilitator
1.5	MONITOR	Twice the number of approved CUs for participant of the program	<ul style="list-style-type: none"> o Monitoring Report o Certificate of Appearance signed by CPD Provider o Authority to Monitor from PRC o Event Photos
1.6	LOCAL OR INTERNATIONAL CONVENTION, CONGRESS, CONFERENCE HELD IN THE PHILIPPINES	2 CUs per day for organizers or members of organizing committee in a major convention or conference	<ul style="list-style-type: none"> o Letter of Appointment o Authorized copy of list of organization committee members signed by the Congress Director and President of the organization o Certificate or Plaque of Appreciation
		1 CU per day for delegates (For seminars, meetings, workshops in the convention, apply separately – same as item 1.1 to 1.5)	<ul style="list-style-type: none"> o Certification of Attendance with CPD program accreditation number o Official receipt of registration
1.7	LOCAL ON-LINE COURSES (CPD Provider shall submit CD or USB to CPD Council of Architecture)	Approved CUs for the program	<ul style="list-style-type: none"> o Copy of online registration o Proof of payment o Certificate of completion with CPD accreditation number and corresponding CUs.
<p>1.8 PROFESSIONAL TRACK - SELF-DIRECTED For Item 1.8 to 1.9: Apply separately and pay fees with PRC; must apply at least 60 days before PIC expiration date.</p> <p>Important NOTE: See Section 7, Major Areas of CPD Activities for Professional Track category for corresponding minimum requirements.</p>			
PROGRAM/ACTIVITY		CREDIT UNIT/S	SUPPORTING DOCUMENTS

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1.8.1	INTERNATIONAL CONVENTION/ CONFERENCE/ TRAINING SEMINARS HELD ABROAD By APO of Host Country	<p>Must meet 2 conditions to qualify:</p> <ol style="list-style-type: none"> 1. APO of host country or architect professional organization is a member of UIA, ARCASIA or EAROPH 2. Has CPD accreditation program and approved CPD Credit Unit/s by APO of host country <table border="1" data-bbox="581 585 974 924"> <tr> <td data-bbox="581 585 787 924">If speaker, panelist, moderator – X 1.5 of CU per hour indicated in Items 1.2 to 1.4</td> <td data-bbox="787 585 974 924">If delegate or participant – as per CU indicated in the certificate (invalid if no CU indicated)</td> </tr> </table>	If speaker, panelist, moderator – X 1.5 of CU per hour indicated in Items 1.2 to 1.4	If delegate or participant – as per CU indicated in the certificate (invalid if no CU indicated)	<ul style="list-style-type: none"> o if participant, copy of the ff: official receipt of registration, conference ID, and Certificate of Attendance o If speaker or panelist, copy of the ff: papers, invitation and confirmation letters, conference ID and Cert. or Plaque of Appreciation. o Copy of program, seminars, schedule or calendar of events o Travel documents, boarding pass and proof of accommodation. o Event Photos or video
If speaker, panelist, moderator – X 1.5 of CU per hour indicated in Items 1.2 to 1.4	If delegate or participant – as per CU indicated in the certificate (invalid if no CU indicated)				
1.8.2	INTERNATIONAL ON-LINE COURSES	<p>Must meet 2 conditions to qualify:</p> <ol style="list-style-type: none"> 1. Courses are accredited and approved by the APO of host country. 2. Has CPD accreditation program and approved CPD Credit Unit/s by APO of host country 	<ul style="list-style-type: none"> o Copy of online registration and confirmation o Proof of payment or transaction receipt o Certificate of completion of online courses with corresponding CUs o Other supporting documents such as the website of the online course and as requested by CPDC. 		
1.9	Programs of Activities Participated but NOT Accredited NOT Pre-approved By CPD Council of Architecture	<p>As per assessment and evaluation by CPDC</p> <p>Important Notes:</p> <ul style="list-style-type: none"> o Will be processed and assessed only with complete supporting documents as required. o Program must be at least 1 hour of actual learning (excluding messages, intro, Q&A etc. Any activity less than 1 hour will not be accepted) 	<ul style="list-style-type: none"> o Proof of payment – official receipt, registration papers, registration ID o Proof of attendance – Certificate of Attendance and Copy of Attendance Sheet showing number of participants attended o Copy of detailed program showing date/time/duration/venue/place of topics/workshop o Synopsis – program description or overview, its content and course outline including sub-topics o Specific course objectives or Learning Outcome stating competencies gained from program (minimum of 150 to maximum of 250 words) o Resume or CV of Speakers showing expertise in the topic, including cert. of citations; if Speaker is a registered professional, attached current ID 		

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		<ul style="list-style-type: none"> o <i>Course Structure/Materials – type of presentation or materials used.</i> o <i>Program URL – website if any</i> o <i>Photos or videos of event, include photos of participant in the event</i>
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2.0 ACADEMIC TRACK - SELF-DIRECTED

Apply separately and pay fees with PRC; must apply at least **60** days before PIC expiration date.

For Items 2.1 to 2.8: Application for accreditation should be filed no later than 5 years after completion of degree or program.

Credit units earned from subjects or course work as part of post graduate studies may be applied for points separately but must be claimed within the compliance period (See Item 2.9)

For Item 2.9 to 2.10: Activities and CUs must be claimed within the compliance period.

PROGRAM/ACTIVITY		CREDIT UNIT/S	SUPPORTING DOCUMENTS
2.1	POST GRADUATE DIPLOMA	25 CU upon completion of program	<ul style="list-style-type: none"> o <i>Diploma/Certification from the Institution</i> o <i>Transcript of Records</i>
2.2	MASTER'S DEGREE OR EQUIVALENT	45 CU upon completion of degree	<ul style="list-style-type: none"> o <i>University Certification/ Diploma</i> o <i>Transcript of Records</i>
2.3	DOCTOR'S DEGREE OR EQUIVALENT	90 CU upon completion of degree / candidacy	<ul style="list-style-type: none"> o <i>University Certification/ Diploma</i> o <i>Transcript of Records</i>
2.4	POST DOCTORAL ASSOCIATE	4 CU upon completion	<ul style="list-style-type: none"> o <i>Certification from the granting institution</i>
2.5	POST DOCTORAL FELLOW		
2.5.1	TEACHING FELLOW	4 CU upon completion	<ul style="list-style-type: none"> o <i>Certification from the granting institution</i>
2.5.2	RESEARCH FELLOW	6 CU upon completion	
2.6	PROFESSORIAL CHAIR	Max 15 CU per year or a fraction thereof	<ul style="list-style-type: none"> o <i>Certificate of Grant or Appointment paper</i>
2.7	SPECIALTY PROGRAM	Max 10 CU per year or a fraction thereof (to be evaluated by CPDC)	<ul style="list-style-type: none"> o <i>Certificate of Completion</i>
2.8	DISTANCE LEARNING MODULE or MOOC		<ul style="list-style-type: none"> o <i>Copy printout of program</i>
2.9	SUBJECTS OR COURSE WORK EARNED AS PART OF POST GRADUATE STUDIES	As per credit units earned on the subject or coursework	<ul style="list-style-type: none"> o <i>Certification of subject completion from the academic institution or transcript of records</i>
2.10	COMPUTER AIDED DESIGN AND DRAFTING Course (e.g. AutoCad, Revit, BIM, etc.)	Max 2 CU upon completion of each program	<ul style="list-style-type: none"> o <i>Certificate of Completion</i> o <i>Enrollment or registration papers</i>

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3.0 OTHER SELF-DIRECTED and/or LIFELONG LEARNING ACTIVITIES

Apply separately and pay fees with PRC; must apply at least **60** days before PIC expiration date.

For Items 3.1 to 3.5: activities and CUs must be claimed within the compliance period.

PROGRAM/ACTIVITY		CREDIT UNIT/S		SUPPORTING DOCUMENTS
3.1	TRAINING MODULE for Professionals (e.g. Authorship of Module)	Max 10 CU per complete set of Training Module		<ul style="list-style-type: none"> o Copy of Complete Training Module o Evaluation report by expert(s) o Proof and documentation of the conduct of training module
3.2 PROFESSIONAL JOURNAL (PJ) or SCHOLARLY JOURNAL (SJ)				
3.2.1	AUTHOR/ S	Local Max 10 CU	International Max 10 CU	<ul style="list-style-type: none"> o Copy of Published Article or Journal o Table of Contents o For multiple authors, show proof and listing
		For multiple authors, divide CU equally among them.		
3.2.2	PEER REVIEWER	Max 2 CU per article		<ul style="list-style-type: none"> o Copy of reviewed article o Peer review report
3.2.3	PJ or SJ EDITOR	Max 5 CU per issue		<ul style="list-style-type: none"> o Copy of Published Journal

3.3 PAMPHLET/BOOK/MONOGRAPH				
3.3.1	AUTHOR/ S	Max 20 CU for single Author for a Pamphlet (less than 100 pages)	Max 40 CU for single Author for a Pamphlet (more than 100 pages)	<ul style="list-style-type: none"> o Copy of Published Book o For multiple authors, show proof and listing
		For multiple authors, divide CU equally among them.		
3.3.2	BOOK EDITOR	Max 10 CU for less than 100 pages	Max 20 CU for 100 or more pages	<ul style="list-style-type: none"> o Copy of Published Book

3.4 NEWSPAPER/MAGAZINE ARTICLE OR COLUMN				
3.4.1	AUTHOR of NEWSPAPER/ MAGAZINE ARTICLE or COLUMN or OTHER MASS COMMUNICATION MEDIA	Local – Max 2 CU per article Max 25 CU per cycle	Int'l – Max 3 CU per article Max 25 CU per cycle	<ul style="list-style-type: none"> o Proof of Publication of Article or Column. o Copy of publication or video or other mass communication media o For multiple authors, show list and PRC registration numbers
		(For multiple authors, divide CU equally among them.)		

3.5	INVENTIONS, PATENTS, COPYRIGHTS	Max of 40 CU per invention as per CPDC evaluation		<ul style="list-style-type: none"> o Certified Copy of Patent Certificate o Proof and Photo of Invention o For multiple inventors, show proof and listing
		(For multiple inventors, divide CU equally among them.)		

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3.6 RECOGNITION, ACHIEVEMENT, PROFESSIONAL AWARDS		
Apply separately and pay fees with PRC; must apply at least 60 days before PIC expiration date. For Items 3.6 to 3.7, Awardee or Conferee: Awards received before 2017 – can claim CUs up to 2023 only. Awards receive from 2017 onwards – can claim CUs up to 6 years from the time of award.		
PROGRAM/ACTIVITY	CREDIT UNIT/S	SUPPORTING DOCUMENTS
3.6.1 International Awardee (e.g. Pritzker Prize)	Full CU for four (4) compliance period	<ul style="list-style-type: none"> ○ Copy of Certification from the Awarding Body (duly notarized) ○ Photo of Awardee with award, certificate, plaque, medal or trophy ○ Any proof of award – newspaper, magazine, others ○ All awards and conferment can ONLY be claimed ONCE. (e.g. fellow in one organization and fellow in another organization are considered only as one and therefore can only be claimed once.) ○ Once claimed, any excess CUs cannot be claimed in the next cycle.
3.6.2 National Artist Awardee	Full CU for three (3) compliance period	
3.6.3 Institutional Awardee (e.g. PRC Outstanding Architect of the Year)	Full CU for two (2) compliance period	
3.6.4 Professional Organization Awardee (e.g. LIKHA, Hall of Fame)	Full CU for two (2) compliance period	
3.6.5 Alumnus Awardee - Architecture	Full CU for one (1) compliance period	
3.6.6 Lifetime Achievement Awardee (e.g. Balik-Tanaw)	15 CU	
3.6.7 City/Provincial/Regional Awardee	To be assessed and determined by CPDC	
3.6.8 Other Awards	To be assessed and determined by CPDC	

3.7 CONFERMENT OF TITLES		
3.7.1 FELLOWS	20 CU	○ Similar requirements as Item 3.6
3.7.2 APEC ARCHITECT	40 CU	
3.7.3 ASEAN ARCHITECT	40 CU	
3.7.4 Other Titles	To be assessed and determined by CPDC	

3.8 MENTORSHIP		
Apply separately and pay fees with PRC; must apply at least 60 days before PIC expiration date. The mentor can claim CUs within two (2) years starting from the date of PRC registration of Topnotcher.		
3.8.1 Top 10 Board Licensure Examination for Architects (BLEA) MENTOR	10 CU per Topnotcher Only one (1) Mentor can be nominated by the Topnotcher	<ul style="list-style-type: none"> ○ Must be the mentor(s) under the diversified experience logbook submitted by BLEA Topnotcher. Attach copy of logbook with projects. ○ Copy of Topnotcher PIC card ○ Notarized Affidavit signed by BLEA Topnotcher naming the nominated mentor, inclusive date




			<p>of mentorship, and date of BLEA, and ranking.</p> <ul style="list-style-type: none"> o Photo of Mentor with Topnotcher o Proof of employment (SSS, pay slip)
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3.9 ARCHITECTURE AND DESIGN COMPETITION			
For Item 3.9: Apply separately and pay fees with PRC; must apply at least 60 days before PIC expiration date. Activities and CUs must be claimed within the compliance period.			
PROGRAM/ACTIVITY		CREDIT UNIT/S	SUPPORTING DOCUMENTS
3.9.1	NATIONAL Accredited Professional Architectural Design Competition	10 CU for finalists	<ul style="list-style-type: none"> o Certificate from sponsoring organization o Photo of Awardee with award, plaque or trophy o Competition must be open to all Architects ('By Invitation' only competition is not accepted) o Certificate or plaque from sponsoring organization o Copy of invitation letter o Photo of judging, awarding
		15 CU for winner	
3.9.2	INTERNATIONAL Professional Architectural Design Competition	15 CU for finalists	
		20 CU for winner	
3.9.3	Judge/Jury/Design Critic in Professional Architectural Design Competition	Max 5 CU per competition Max 3 competition/cycle	

3.10 TOURS, TRAVELS, VISITS, FAIRS AND EXHIBITS			
Apply separately and pay fees with PRC; must apply at least 60 days before PIC expiration date. Activities and CUs must be claimed within the compliance period.			
For Items 3.10 to 3.13: Maximum total CU for these group in one compliance period is 10 CUs – SEE Section 6.			
3.10.1	MUSEUM VISIT	1 CU per visit	<ul style="list-style-type: none"> o Travel documents, boarding pass, or Proof of Travel, as necessary o Proof as Visitor or Attendance (Entrance Tickets), IDs o No repeat visit per cycle o Photos or Video of Visit o Travel documents, boarding pass, or Proof of Travel o Certification from Sponsoring Institution or CPD Provider
		Local - Max 2 CU / cycle	
		Foreign - Max 6 CU / cycle	
3.10.2	NATIONAL HERITAGE SITE VISIT	1 CU per visit Max of 3 CU / cycle	
3.10.3	UNESCO HERITAGE SITE VISIT	1 CU per visit Max of 3 CU / cycle	
3.10.4	DESIGN, CONSTRUCTION, TRADE FAIRS, EXHIBITS	1 CU per visit Max of 3 CU / cycle	
3.10.5	FACTORY, FIELD TRIP (related to Design and Architecture)	Max of 1 CU per trip/day Max 3 CU per cycle (CU to be determined and approved by CPDC)	
3.10.6	STUDY TOURS AND VISITS	Max 2 CU per day (Maximum of 10 CU/Tour) (Max 3 Study Tours/cycle)	

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			<ul style="list-style-type: none"> o Program Details and Itinerary o CV of Tour Resource People o Tour Photos or Video per day
3.10. 7	FOREIGN TRAVEL	1 CU per Round Trip regardless of number of days and number of countries visited Max 3 CU per year	<ul style="list-style-type: none"> o Travel documents, boarding pass, Philippine Entry & Exit stamp o Countries visited cannot be duplicated on a particular year o Travel Photos or Video

3.11 ARCHITECTURE AND DESIGN EXHIBITION			
PROGRAM/ACTIVITY		CREDIT UNIT/S	SUPPORTING DOCUMENTS
3.11. 1	Participating Architect in an Architectural design exhibition	Max 2 CU per local exhibition Max 3 CU per int'l exhibition Max 3 exhibits/cycle For partnership or corporation, divide CUs equally among partners	<ul style="list-style-type: none"> o Certification or plaque from organizer o Program details, schedule, venue o If partnership or corporation, submit SEC or DTI registration showing all Registered & Licensed Architects (RLA). o Photos of event

3.12 FEATURED WORK OR FEATURED ARCHITECT			
3.12. 1	Architecture work featured in a major Architectural publication/magazine/documentary or in a video	1 CU per feature Max of 2 CU per year	<ul style="list-style-type: none"> o Proof of Publication featuring architectural work, or featuring architect(s) o Copy of publication or video or media o For multiple architects, show proof and listing (e.g. SEC).
		(For multiple architects involved, divide CU equally among them.)	
3.12. 2	Architect(s) featured in magazine, radio, TV, digital media and publication	1 CU per feature Max of 2 CU per year	
		(For multiple architects featured, divide CU equally among them.)	

3.13 OTHERS			
3.13. 1	SOCIO-CIVIC ACTIVITIES USING PROFESSION (must be volunteer work related to design, construction, and other relevant architectural practice or activities)	Max 10 CU per project (to be evaluated and determined by CPDC)	<ul style="list-style-type: none"> o Certification or plaque of appreciation from affected group or organization o Project proposal or complete report or design or construction documents o Report of activities, venue, dates o Notarized Affidavit of Undertaking; if multiple members, must list all RLA's involved and PRC reg.
		For multiple members in a group, divide CUs equally among them.	
		Volunteer work must be completed to be valid. On-going or incomplete work such as: feasibility study, design or construction work will not	

		be accepted	<p><i>numbers.</i></p> <ul style="list-style-type: none"> o <i>Photos or video of activities, including before and after condition as necessary or as per request of CPDC.</i>
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Section 5. CPD Provider Completion Report.

The list of documentary requirements for the submission of the Completion Report as provided in Resolution No. 1032, series of 2017, shall also include the following:

- 5.1 Event Photo and/or Video Documentation.
- 5.2 Feedback or Comment Form in a sealed brown envelope signed by the Monitor.

A copy of CPD Providers' Completion Report is herein attached as Annex "B".

Section 6. Maximum Creditable Units for Self-Directed and/or Lifelong Learning.

For items 3.10 to 3.13 of Section 4, the maximum creditable units for these items in one (1) compliance period is 10 CUs.

Section 7. Major Areas of CPD Activities under Section 4, Item 1.0 – Professional Track.

For activities under Section 4, Item 1.0 – Professional Track category, the CPD activities shall be divided into five (5) major areas with corresponding minimum credit units, which all registered and licensed architects may choose to comply, as follows:

MAJOR AREA	COVERAGE OF THE AREA	MINIMUM CREDIT UNITS REQUIRED (%)
DESIGN	<ul style="list-style-type: none"> • Art and architectural history, theory and criticism • Building Types (Commercial, Residential, Health, Hi-rise, etc.) • Community Design • Housing • Human Settlements • Site Design and Planning • Others 	<p>20%</p> <p>of total credit units</p>

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PRACTICE	<ul style="list-style-type: none"> • Ethics • Business of Architecture • Standards of Professional Practice (laws, rules, codes, PRB resolutions, etc.) • Procurement and Project delivery • Firm Management • Global and Collaborative Practice • Project and Construction Management • Computer-aided design and drafting • Graphic Design • Architecture Photography • Social Impact • Personal/Image Development • Others 	20% of total credit units
BUILDING SCIENCE	<ul style="list-style-type: none"> • Building Science and Technology • Energy and Materials • Energy Efficiency • Building materials • Acoustics and Lighting • Others 	20% of total credit units
ENVIRONMENT AND SUSTAINABILITY	<ul style="list-style-type: none"> • Sustainable Structures • Disaster Resilience • Green Architecture • Renewable Energy • Building Conservation • Heritage Conservation • Others 	20% of total credit units
OTHERS	<ul style="list-style-type: none"> • Electives or as per choice of professional • Maybe in addition to design, practice, building science and environment 	20% of total credit units

Section 8. Required CPD Credit Units in a Compliance Period.

All Architects shall be required to comply with the following CPD credit units in a compliance period of three (3) years, which the implementation thereof shall be gradual in the following period:

Renewal Period	Minimum required Number of CPD Credit Units		
	Below 60 years old	Between 60 to 69 years old	70 years old and above
July to Dec. 2017	13.5	10.5	7.5
2018	27	21	15
2019 onwards	45	35	25

Section 9. Unforeseen or Uncontrolled Events or Circumstances

The CPD Council for Architects may consider deferring the compliance with the required CPD credit units if the architect after showing evidence cannot comply thereof due to unforeseen or uncontrolled events or circumstances, such as the architect or his/her immediate family member is suffering from serious illness or any analogous circumstances, subject to approval of the CPDC.

In the said event, the architect shall file an affidavit before the CPDC stating the circumstance/s and provide reason/s as well as evidence for the deferment of compliance of the required CPD credit units for the corresponding renewal period stated above, however, in no case the deferment shall exceed twelve (12) months. Nevertheless, the CPDC upon evaluation of the circumstances or events subject to the deferment may still require compliance in a pro-rata or a portion of the required CPD credit units in a compliance period.

Section 10. For Overseas Professionals on how to comply with CPD

Professionals working overseas may take programs/seminars through the foreign chapters or affiliates of accredited CPD Providers. They may also attend seminars/trainings conducted by non-accredited CPD Providers and apply for credit unit/s with their respective CPD Councils under Self-Directed and/or Lifelong Learning track.

Section 11. Repealing Clause

All resolutions, Orders, Circulars, Issuances and parts thereof which are inconsistent with this Resolution are hereby repealed or modified accordingly.

Section 12. Effectivity

This Resolution shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or in major newspaper of general circulation in the country.

Let copies hereof be furnished to the U.P. Law Center, Board, CPD Council, Office of the Board Secretary, Standards and Inspection Division, Legal and Investigation Division, all Regional Offices and other involved units of the Commission for their guidance.

Done in the City of Manila, this 6th day of July, 2017.



ROBERT S. SAC
Chairman



ROBERT M. MIRAFUENTE
Member



FIDEL JOSE R. SIAPNO
Member

RESOLUTION NO. 04
SERIES OF 2017
OPERATIONAL PROTOCOL IN THE IMPLEMENTATION
OF RA 10912 OTHERWISE KNOWN AS "CONTINUING
PROFESSIONAL DEVELOPMENT ACT OF 2016"
FOR ARCHITECTS

Attested to:

Lela V. Bata

Atty. LOVELIKA T. BAUTISTA
Officer-In-Charge
Secretary to the Professional Regulatory Boards

APPROVED BY:

Teofilo S. Pilando, Jr.

TEOFILO S. PILANDO, JR.
Chairman

Angelina T. Chua Chiacó

ANGELINE T. CHUA CHIACO
Commissioner

Yolanda D. Reyes

YOLANDA D. REYES
Commissioner

O-OCH/O-OCI/O-OCII/PRB-ARC/D-SPRB/D-SID/CPD
TSP/ATCC/YDR/RSS/LTB/MLMH/meraq/d

[Signature]

DATE OF PUBLICATION IN THE
OFFICIAL (GAZETTE): 7-7-17
DATE OF EFFECTIVITY: 7-22-17

PROCEDURE FOR ACCREDITATION OF CPD PROGRAM

Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) or download at PRC website (www.prc.gov.ph).

Step 2. Fill-out Application Form and comply the required documents. Application should be filed in three (3) copies: One (1) original signed and two (2) photo copies with the complete requirements with folder and fastener. (Please provide one (1) set for receiving copy)

Step 3. Proceed to Standards and Inspection Division processing window 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) per offering of the program.

Step 5. Submit Application Form with attached supporting documents and three (3) photocopies of official receipt to the Standards and Inspection Division designated window.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

- Specific course Objectives stating competencies to be gained from program
- Evaluation tool specific to course objectives set
- Program of Activities showing time/duration of topics/workshop
- Resume of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any)
- Current Prof. ID of speaker if registered professional; if foreigner, current Special Temporary Permit, if applicable
- Breakdown of expenses for the conduct of the program
- Course Outline – outline of the course's sub-topics
- Learning Outcome – state what participants will learn from the event.
- Course Structure/Materials – type of presentation and materials used.
- Program URL – website of the program, if any

Additional Requirements:

- Short brown envelope for the Certificate of Accreditation
- One set of metered documentary stamps worth Twenty-FivePesos (P25.00) to be affixed to the Certificate of Accreditation. (Available at PRC Customer Service and PRC Regional Offices)

Note:

1. Application for accreditation should be filed 45 days before the offering of the program/training.
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 45 days.
4. If additional requirement/s is/are needed, a period of 7 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.



Professional Regulation Commission

COMPLETION REPORT ON CPD PROGRAM

CPD Council of ARCHITECTURE**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

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.

SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ at _____, affiant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.

Signature Over Printed Name

Position

Date

(Notary Public)

PROCEDURE FOR COMPLETION REPORT
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Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 3) 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 Standards and Inspection Division processing window for submission.

CHECKLIST OF REQUIREMENTS

SUPPORTING DOCUMENTS

- | | |
|-----|---|
| [] | List of Participants (Name & PRC License No.) |
| [] | List of Lecturers, Resource Speakers, etc. (Name & PRC License No.) |
| [] | Summary of evaluation of Speakers in Tabular Form |
| [] | Event Photo and/or Video Documentation |
| [] | Feedback or Comment Form in a sealed brown envelope signed by the Monitor |
| [] | Others |

Note:

Completion Report must be submitted within fifteen (15) working days after the CPD program offering.
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