

**MATRIX OF CPD ACTIVITIES for PSYCHOLOGY**

- I. **FORMAL LEARNING** – refers to educational arrangements such as curricular qualifications and teaching-learning requirements that take place in Higher Educational Institutions (HEIs).

PROGRAM / ACTIVITY**	APPROVED CREDIT UNITS (CU)*	SUPPORTING DOCUMENTS
1.1. Doctoral Degree	1 CU per credit hour (Unit/s earned per compliance period)	University Certification of units earned
	Additional full CU upon completion of degree	University Certification or Diploma from the College/ University and Transcript of Records (authenticated copy)
1.2. Master's Degree	1 CU per credit hour (Unit/s earned per compliance period)	University Certification of units earned
	Full CU upon completion of degree	University Certification or Diploma from the College/ University and Transcript of Records (authenticated copy)
1.3. Post-graduate Diploma/ Certificate / Diplomate / Fellowship Program	CU assigned by the CPD Council	Diploma / Certification from the institution (authenticated copy)

\* Application Form for Crediting Activities that did not go through the CPD Council for Accreditation (Annex "B-12") in applying for CPD credit units.

\*\* Degrees obtained abroad must be validated by CHED before submission to PRC.

- II. **NON-FORMAL LEARNING** – refers to learning that has been acquired in addition or alternatively to formal learning, which may be structured and made more flexible according to educational and training arrangements. This includes CPD accredited activities and Self-Directed activities.

**Self-Directed Learning (SDL)** – includes CPD Activities such as professional activity and volunteer engagement. Only 30% of the required CPD credit units per compliance period can be earned under SDL activities (example, for the required 15 CPD credit units, only 5 can be earned under SDL). Excess shall not be carried over to the next compliance period.

Under professional activities are conference, seminar/workshop/colloquium, in-service training, webinar, tutorial, study tour/plant visit, exhibit, poster presentation, program/module development, publication, invention, consultancy, and recognition/award/title.

Under volunteer engagement activities are medical mission/outreach program, environmental initiative, livelihood program, disaster/calamity assistance, service to worthy projects, and CSR projects.

ROLE	CPD ACCREDITED		NON-ACCREDITED		
	RECOMMENDED* MINIMUM CREDIT UNITS (CU)	SUPPORTING DOCUMENTS	APPROVED CREDIT UNITS (CU)	SUPPORTING DOCUMENTS	
2.1. Participant	Approved CU	Certificate as Participant with approved CU and accreditation number	CU assigned by the CPD Council	Certificate as Participant and Copy of Program	
2.2. Keynote Speaker	3 CU per hour or a fraction thereof	Certificate as Speaker, Panelist, etc. with program accreditation number		CU assigned by the CPD Council	Certificate as Speaker, Panelist, etc. and Copy of program
2.3. Resource Person					
2.4. Panelist / Reactor / Discussant	2 CU per hour or a fraction thereof				
2.5. Moderator	2 CU per hour				
2.6. Facilitator	1.5 CU per hour				
2.6. Poster Presenter	2 CU per hour or a fraction thereof	Certificate as Poster Presenter, Description of Activity, including results (if applicable)	CU assigned by the CPD Council		Certificate as Poster Presenter, Description of

			Activity, including results (if applicable)
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\* The CPD Council may approve more CPD credit units as deemed appropriate.

**OTHER SELF-DIRECTED LEARNING ACTIVITIES** – refer to CPD programs that contribute to the learning of professionals that are not included above.

PROGRAM / ACTIVITIES / ROLE / OUTPUT	APPROVED CREDIT UNITS (CU)	SUPPORTING DOCUMENTS
<b>3.1. Research and Development</b>	10 CUs <i>If more than one researcher, divide equally among them.</i>	Research Report
<b>3.2. Extension</b>		
<b>3.2.1. Demonstration Services</b>	CU assigned by the CPD Council	Certification from agency/community and Copy of training program
<b>3.2.2. Training Services</b>		
<b>3.2.3. Advisory Services</b>		
<b>3.2.4. Information Dissemination</b>		
<b>3.3. Socio-Civic Activities</b>		
<b>3.3.1. CSR Related to the Profession</b>	CU assigned by the CPD Council	Photos and Certification from agency/community
<b>3.3.2. Community-Related Services</b>		
<b>3.4. Creative Works</b>		
<b>3.4.1. Inventions</b>	Full CU for compliance period	Certified copy of Patent, utility models, Certificate or Certification from Intellectual Property Office
<b>3.4.2. Publication</b>		
<b>3.4.2.1. Article Published in a Refereed / Peer Reviewed Professional Journal published within compliance period</b>		
<b>3.4.2.1.1. Author</b>	10 CU Local	Copy of published article in professional journals and Table of contents.
	20 CU Indexed in Scopus or ISI and other recognized scholarly indexing service <i>For multiple authors, divide CU equally among them.</i>	Copy of published article in professional journals, Table of contents and Proof of indexing.
	<b>3.4.2.1.2. Peer Reviewer</b>	2 CU per article Invitation from the publisher to review such article
<b>3.4.2.2. Literary Work / Article in Magazine / Newspaper/ Newsletter published within the compliance period.</b>		
<b>3.4.2.2.1. Author</b>	5 CU per article. <i>For multiple authors, divide CU equally among them.</i>	Published article
<b>3.4.3. Pamphlet / Monograph / Book (including revised editions) published in the last 5 years</b>		
<b>3.4.3.1. Author</b>	20 CU for single author for pamphlet (less than 100 pages)	40 CU for single author for book or monograph (more than 100 pages)  Copy of published pamphlet/book/monograph
	<i>For multiple authors(e.g. book chapter authors), divide CU equally among them.</i>	
<b>3.4.3.2. Editor</b>	10 CU for single editor for pamphlet (less than 100 pages)	20 CU for single editor for book or monograph (more than 100 pages)
	<i>For multiple authors, divide CU equally among them.</i>	

<b>3.4.4. Module / Training Materials Development (including online materials)</b>	Maximum of 10 CU per module	Copy of module and evaluation
<b>3.4.5. Technical Paper</b>	CU assigned by the CPD Council <i>For published paper, see 3.4.2.1 publication</i>	Copy of the technical paper; <i>For published paper, see 3.4.2.1 publication</i>
<b>3.4.6. Other Creative Works</b>	CU assigned by the CPD Council	Copy of the product / design / photograph
<b>3.5. Tutorial/Coaching and Mentoring/ Accrediting and Evaluating HEIs Programs</b>	CU assigned by the CPD Council	Report including the process in the conduct of coaching and mentoring and result.
<b>3.6. Policy Development</b>	CU assigned by the CPD Council	Report including the policy formulation / Certification from employer / Acknowledgement of policy submission.
<b>3.7. Consultancy</b>	CU assigned by the CPD Council	Consultancy Report / Certificate of Appointment as Consultant/
<b>3.8. Monitoring and Evaluation</b>		
<b>3.8.1. Monitor</b>	Twice the number of approved CU for the program	Monitoring Report, Certificate of Appearance, and Authority to Monitor issued by PRC
<b>3.8.2. Evaluator</b>	1 CU per hour	Evaluation Report, Attendance Report, and Certificate as Evaluator issued by the PRC

III. **INFORMAL LEARNING** – refers to learning that occurs in daily life assessed, through the recognition, validation and accreditation processes, and which can contribute to a qualification.

SECTOR	APPROVED CREDIT UNITS (CU)	SUPPORTING DOCUMENTS
<b>4.1 Government</b>	CU assigned by the CPD Council	<b>Diagnostic Assessment –</b> To establish personal development needs with evidence of prior learning. <ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Certification of performance from direct supervisor or client/self-declaration for the self-employed.</li> </ul>
<b>4.2 Business/Private</b>		<b>Formative Assessment –</b> To monitor the progress of an individual's learning and establish that learning has occurred. <ul style="list-style-type: none"> <li>• Photo documentation with brief write-up</li> <li>• Reference letter from supervisor</li> <li>• Performance appraisal from employer.</li> <li>• Certification of performance from direct supervisor or client/self-declaration for the self-employed.</li> </ul>
<b>4.3 Academe</b>		<b>Summative Assessment –</b> To measure the learning outcomes and demonstration of evidence or application of such learning.
<b>4.4 Civil Society</b>		Documentary Evidence Portfolio which demonstrates acquisition of knowledge, skills and values and application with appropriate degree of independence.

**IV. SUCH OTHER ACTIVITIES TO BE RECOMMENDED BY THE CPD COUNCIL AND APPROVED BY THE BOARD AND THE COMMISSION**