



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATION COMMISSION
RESOLUTION NO. 1207
Series of 2019

GUIDELINES ON THE ACCREDITATION OF ONLINE TRAINING PROGRAM

WHEREAS, Section 6, Article II of Republic Act (R.A.) No. 10912 or the “Continuing Professional Development Act of 2016” enumerates the powers, functions and responsibilities of the Commission and the Professional Regulatory Boards, and one of those is to formulate, issue and promulgate guidelines and procedures for the implementation of the Continuing Professional Development (CPD) Programs;

WHEREAS, the Commission issued Office Order No. 2018-446 (s.2018) dated July 20, 2018 constituting a committee to formulate guidelines, standardize requirements for the approval and granting of credit units to online and other internet-based CPD programs, and recommend the same to the Commission;

WHEREAS, the Committee, after research and benchmarking with the online and other internet-based CPD programs offered by the accredited providers and information technology experts, submitted a report and recommendation for the requirements for accreditation of online training program;

WHEREAS, after review of the submitted report and recommendation of the Committee and after the conduct of consultations, the Commission finds the same to be reasonable and acceptable.

NOW THEREFORE, the Commission **RESOLVED**, as is now **RESOLVES**, to adopt the recommendation of the Committee on online activities and other internet-based platforms, as follows:

Section 1. Definition of Terms – As applicable to these guidelines, the following terms shall be understood to mean as:

- a) **Bandwidth** - the amount of data that can be transmitted in a fixed amount of time. For digital devices, it is usually expressed in bits per seconds (bps) or bytes per second. For analog devices, it is expressed in cycles per second, or Hertz (Hz).¹
- b) **Online learning** - activities acquired through digital platforms and through the internet.
- c) **Online Continuing Professional Development program** - is a form of instruction that takes place completely on the internet. It involves a variety of multimedia elements, including graphics, audio, video, and web-links, which all can be accessed through one's internet browser.²
- d) **Platform** - is a group of technologies that are used as a base upon which other applications, processes or technologies are developed.³

¹ (<https://www.webopedia.com/TERM/B/bandwidth.html>), last viewed on September 10, 2018

² (<https://www.safetyunlimited.com/Online-Training/What-is-Online-Training.asp>), last viewed on September 10, 2018

³ (<https://www.techopedia.com/definition/3411/platform>), last viewed on September 10, 2018

- e) **Video-on-demand** - CPD programs that are filmed then uploaded for consumption after the fact.
- f) **Webinar** - CPD programs that are broadcasted live over the internet.

Section 2. Requirements for Accreditation of Online Training – The following are the requirements for accreditation of online training:

- a) Accredited CPD Providers may apply for accreditation of their online course/program.
- b) Proof of functioning website. The website shall have:
 - 1. Mode of delivery: Uniform Resource Locator (URL); (user ID and password must be provided to access the course).
 - 2. Sufficient bandwidth and necessary platform to service all users accessing simultaneously. If the CPD Provider does not have the required bandwidth and necessary platform, the provider may use the services of other delivery platforms and internet service providers.
 - 3. Mode of assessment and grading system must be clearly defined.
 - 4. Feedback mechanism shall be provided to all users.
 - 5. Clearly defined Terms of Use and Privacy Policy as required by the Republic Act (R.A.) No. 10173 or the “Data Privacy Act of 2012”.
 - 6. Provisions for online payments with safe and secured online payment gateway.
- c) Course syllabus (objectives, course topics, methodology, mode of assessment and grading system).
- d) Sample Certificate with URL of Completion awarded to participant.

Section 3. Procedures for Accreditation of Online CPD Program – The following are the procedures for accreditation of online CPD program:

- a) Fill out the application form for accreditation of CPD program fifteen (15) working days before the initial date of offering.
- b) For Video-on-demand, indicate the proposed program duration which shall not exceed twelve (12) months. After this period, the CPD Provider may apply for extension with the CPD Council.
- c) For Webinar, indicate the exact date(s) and the number of program/s to be offered which shall not exceed twelve (12) months.
- d) Provide the CPD Council with the URL, user ID and password for evaluation of the program.

Section 4. Monitoring of Accredited Online CPD Program – The following shall be considered in monitoring of accredited online training program:

- a) Only the CPD Council, alternates and evaluators are allowed to monitor online training courses/programs.
- b) The CPD providers shall submit Completion report and summary of the participant’s assessment of the program, as follows:

1. For Video-on-demand – at the end of every month
2. For Webinar - ten (10) days after the conduct of the Program.

Section 5. Online Advertisement – Advertisements are allowed provided that the participants have the option to skip the same. However, they shall not appear during the period of the program.

Section 6. Certificate of Completion – Certificate of Completion of the participant shall be generated digitally as soon as they pass the assessment. The said certificate shall indicate the name of the participant and with a verifiable link which the CPD Council or any authorized PRC personnel can visit to confirm the legitimacy of the certificate.

Section 7. No Changes to the Program After Accreditation – No changes shall be made to the program after accreditation of the Video-On-Demand/Webinar.

Section 8. Validity of the Program Accreditation – The accreditation of the program is valid for a maximum of twelve (12) months from approval of the CPD Council.

Section 9. Penal Provision – Any violation committed in the conduct of the online training program shall be referred to the Office of the Legal Service for appropriate action.

Section 10. Repealing Clause – All resolutions, memorandum orders or circulars and any issuances inconsistent with this guidelines are hereby repealed or modified accordingly.

Section 11. Effectivity – This Resolution shall take effect after fifteen (15) days following its publication in the Official Gazette or in a newspaper of general circulation, copy furnished the U.P Law Center.

Done this 6th day of November, 2019 in Manila, Philippines.



TEOFILO S. PILANDO, JR.
Chairman



YOLANDA D. REYES
Commissioner



JOSE Y. CUETO, JR.
Commissioner

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