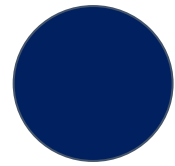


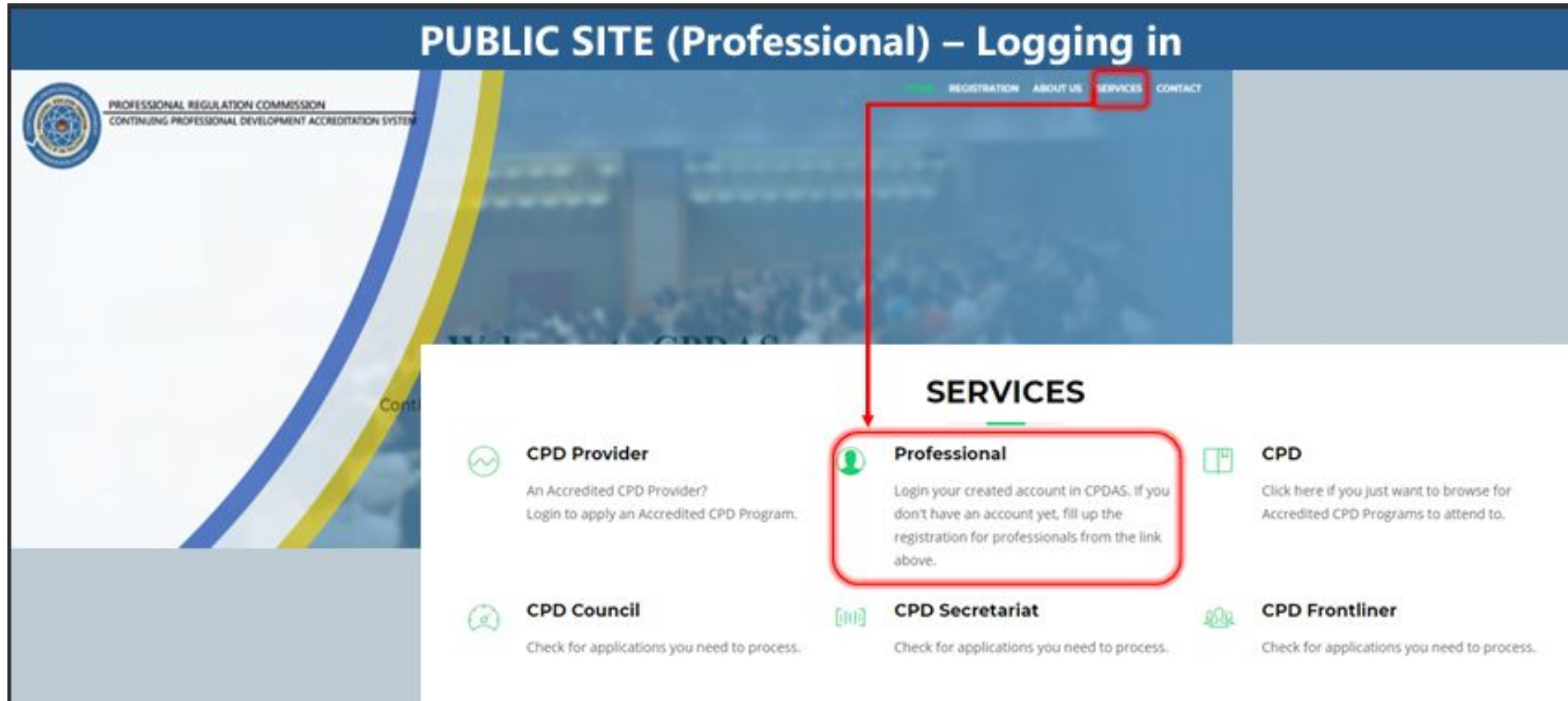


# How to apply for CPD units under Self-Directed Learning (SDL)



## **Requirements:**

- 1. Application Form of Self-Directed Learning (SDL)  
(Downloadable Template at PRC Website)**
- 2. Certificate of Attendance**
- 3. Program of the Activities**
- 4. Narrative Report (Learning Gain by the Participant)**



1. Go to <https://cpdas.prc.gov.ph/> link for CPDAS Home Page
2. Click Services
3. Click PROFESSIONAL to proceed to log-in page



## PUBLIC SITE (Professional) – Logging in



Professional Regulation  
Commission  
CPDAS

Login

[Forgot Password?](#)

[← Sign Up](#)

**Log-in using your nominated email and password during the registration.**

## STEP 3 How to apply for CPD units under Self-Directed Learning (SDL)



**PUBLIC SITE (Professional) – Apply for Credit Units**

PROFESSIONAL REGULATION COMMISSION  
Continuing Professional Development Accreditation System

LOGOUT

DASHBOARD **My Other Activities for Accreditation** PROFILE CHANGE PASSWORD

Other Activities for Accreditation

**+ APPLY FOR OTHER ACTIVITIES FOR ACCREDITATION**

LIST OF PROGRAMS

Application Number	Date Submitted	Credit Units	Date Approved	Status	View Details
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

1. Click MY OTHER ACTIVITIES FOR ACCREDITATION.
2. Click +APPLY FOR OTHER ACTIVITIES FOR ACCREDITATION.



## STEP 4 How to apply for CPD units under Self-Directed Learning (SDL)



**PUBLIC SITE (Professional) – Apply for Credit Units**

DASHBOARD   My Other Activities for Accreditation   PROFILE   CHANGE PASSWORD

APPLICATION FOR OTHER ACTIVITIES FOR ACCREDITATION

LIST OF APPLIED OTHER ACTIVITIES FOR ACCREDITATION

OTHER ACTIVITIES FOR ACCREDITATION DETAILS

☐ Invention / Patent  
☐ Authorship  
☐ Professors Chair  
☐ Seminars / Technical Sessions / Conference  
☐ Others  
Please specify

☐ Post-Graduate Studies  
☐ Diploma Program  
☐ Online Training  
☐ Company sponsored training programs

Select Appointment Place

SELECT REGIONAL OFFICE

Select appointment place for passing of additional requirements

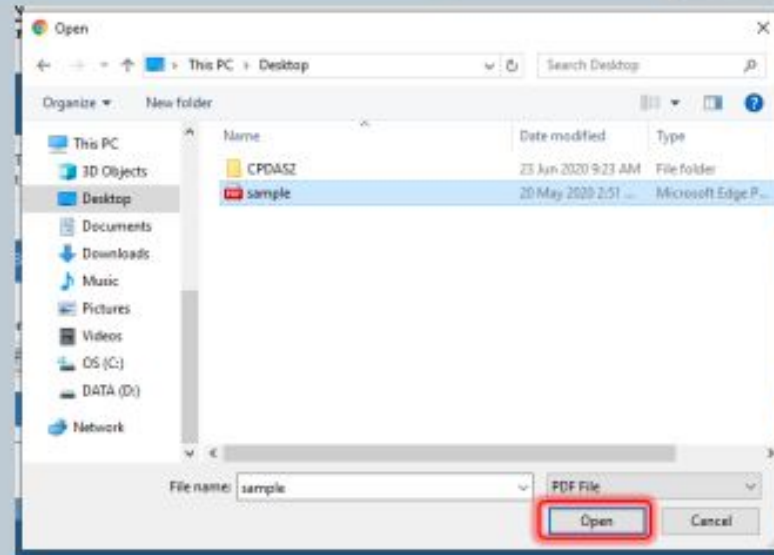
1. Tick the box for appropriate classification of Other Activities for Accreditation to be applied.
2. Select APPOINTMENT PLACE (Regional Office) where to process the application.



## PUBLIC SITE (Professional) – Apply for Credit Units

Upload Scanned copy of certificate/s here (File recommended: PDF file only)

Choose File No file chosen



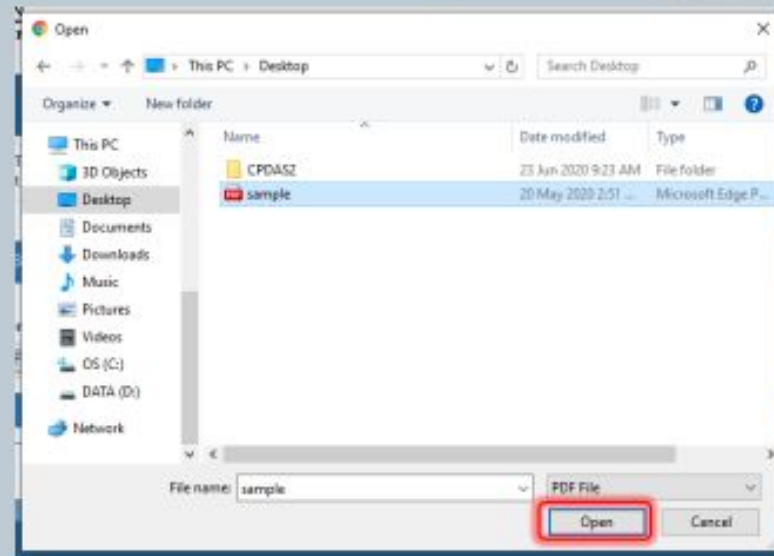
3. Click the CHOOSE FILE to open files box.
4. Select the appropriate document in PDF form
5. Click OPEN to choose.



## PUBLIC SITE (Professional) – Apply for Credit Units

Upload Scanned copy of certificate/s here (File recommended: PDF file only)

Choose File No file chosen



1. Check the completeness of the requirements per classification.
2. Consolidate and save as ONE file.

***Note: Accepting PDF format only***





**PUBLIC SITE (Professional) – Apply for Credit Units**

Compile all your requirements in ONE (1) PDF file and arrange according to the list above.

Upload PDF form of your compiled copy of certificate/s here (File recommended: PDF file only)

Choose File No file chosen

**SELECT PAYMENT CHANNEL**

 PayMaya Credit   Debit + 1.25% (of the total amount) convenience fee	 PRC - CASHIER = No convenience fee	COMING SOON	COMING SOON
--	---	-------------	-------------

YOU HAVE CHOSEN  
PAYMAYA VISA/MASTER/JCB

OK

***Note: For PayMaya and other allied payment options, there will be 1.25% convenience fee of the total amount of application.***

1. Select on the payment options for the convenience of the applicant.
2. After selecting the payment mode, a dialogue box will prompt to confirm the same.
3. Click OK once verified.



**PUBLIC SITE (Professional) – Apply for Credit Units**

**Credit | Debit**  
+ 1.25% (of the total amount) convenience fee

**PRC - CASHIER**  
No convenience fee

(Your information cannot be updated after you proceed, please thoroughly review any misspellings or capitalizations on your information).

SUBMIT APPLICATION

**Submit application?**  
Please make sure all of your entries are correct before proceeding.

Proceed! Cancel

1. Click SUBMIT to submit the attached PDF file of requirements.
2. Click PROCEED to finalize the uploading.



## PUBLIC SITE (Professional) – Apply for Credit Units (PayMaya)

**Card Details**

First Name Last Name

Card Number

Expiry Date CVV

Conveniently receive your receipts by Email or SMS.

Email / PH Mobile (Optional)

**Order Summary**

SELF DIRECTED LEARNING PHP 500.00

Service Charge PHP 6.25

**Total Amount PHP 506.25**

Powered by PayMaya Enterprise

Pay now

If the payment mode selected is PayMaya:

1. The applicant will be directed to an external portal to process the payment.
2. Pay the **TOTAL AMOUNT** reflected, including the Service Charge.



## PUBLIC SITE (Professional) – Apply for Credit Units (PRC Cashier)

Professional Regulation Commission	
APPLICATION FOR CREDITING SELF DIRECTED AND/OR LIFELONG LEARNING	
CPD Council for CIVIL ENGINEERING	
<b>Part I. Personal Information</b>	
Name: _____	
Profession: Civil Engineering	License No: 00000
Date Issued: 09/11/2019	Valid Until: 2022
Residence Address: 1008 P. Pineda St., San Roque, Manila	
Telephone No. (H): _____	Fax No.: _____
Cellphone No. (M): _____	Email Address: at _____
Company Name (if employed): PRC	Position: CPD Staff
Company Address: PRC PRC	Telephone No.: 1234567
Self-Directed and/or Lifelong Learning	
<input type="checkbox"/> Invention / Patent <input type="checkbox"/> Post-Graduate Studies <input type="checkbox"/> Authorship <input type="checkbox"/> Ongoing 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"/> Professional Chair
<b>Part II. Acknowledgment</b>	
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.	
_____ Signature Over Printed Name _____ CPD Staff _____ Position _____ August 31, 2020 _____ Date	

Republic of the Philippines Professional Regulation Commission Manila	
ORDER OF PAYMENT	
Order of Payment #	SDL-2020-20
Payer	UNEMPLOYED APPLICANT
Date	August 31, 2020
<b>FEE</b>	<b>AMOUNT</b>
PAYMENT FOR SELF DIRECTED LEARNING APPLICATION	PHP 500
<b>TOTAL AMOUNT</b>	<b>PHP 500</b>

If the payment mode selected is PRC Cashier:

Application Form and Order of Payment prompt after successful submission of application.

The PDF file should be printed out for processing of application

# STEP 10 How to apply for CPD units under Self-Directed Learning (SDL)



## PUBLIC SITE (Professional) – Status of Application

PROFESSIONAL REGULATION COMMISSION  
Continuing Professional Development Accreditation System

LOGOUT

DASHBOARD My Other Activities for Accreditation PROFILE CHANGE PASSWORD

### Non-Accredited Activities

+ APPLY FOR NON-ACCREDITED ACTIVITIES

#### LIST OF PROGRAMS

Application Number	Date Submitted	Credit Units	Date Approved	Status	View Details
SDL-2020-4	May 30, 2020	Pending		Submitted	
SDL-2020-3	May 20, 2020	10	May 20, 2020	Accredited	
SDL-2020-2	May 20, 2020	Pending		Submitted	
SDL-2020-1	May 20, 2020	Pending		Deferred	

Showing 1 to 4 of 4 entries

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**Submitted**

Application is in  
Regional Office

**Deferred**

Application is  
on-hold for a reason

**Accredited**

Application is  
Approved and Credit  
Unit is issued

**Disapproved**

Application will not  
pursue and will not be  
Accredited



# STEP 11 How to apply for CPD units under Self-Directed Learning (SDL)



**PUBLIC SITE (Professional) – Deferred Application**

PROFESSIONAL REGULATION COMMISSION  
Continuing Professional Development Accreditation System



LOGOUT

DASHBOARD My Non-Accredited Activities PROFILE CHANGE PASSWORD

Non-Accredited Activities

+ APPLY FOR NON-ACCREDITED ACTIVITIES

LIST OF PROGRAMS

Application Number	Date Submitted	Credit Units	Date Approved	Status	View Details
SDL-2020-4	May 30, 2020	Pending		Submitted	 
SDL-2020-3	May 20, 2020	10	May 20, 2020	Accredited	
SDL-2020-2	May 20, 2020	Pending		Submitted	 
SDL-2020-1	May 20, 2020	Pending		Deferred	

Showing 1 to 4 of 4 entries

Previous 1 Next

1. For **Deferred** application, the Professional will be notified by the concerned Secretary
2. To avoid delay, comply ASAP.