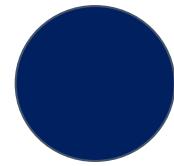


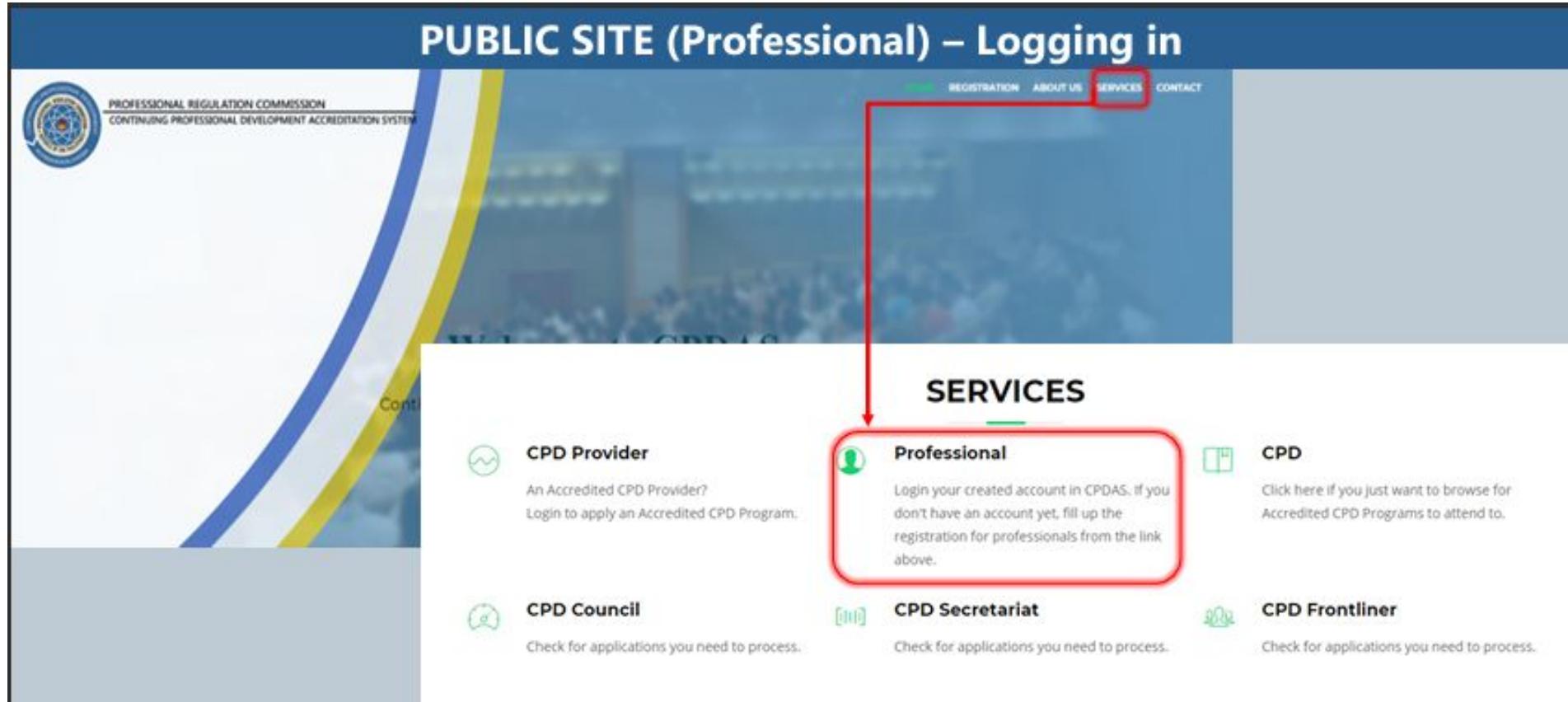


# How to apply for CPD units under Self-Directed Learning (SDL)

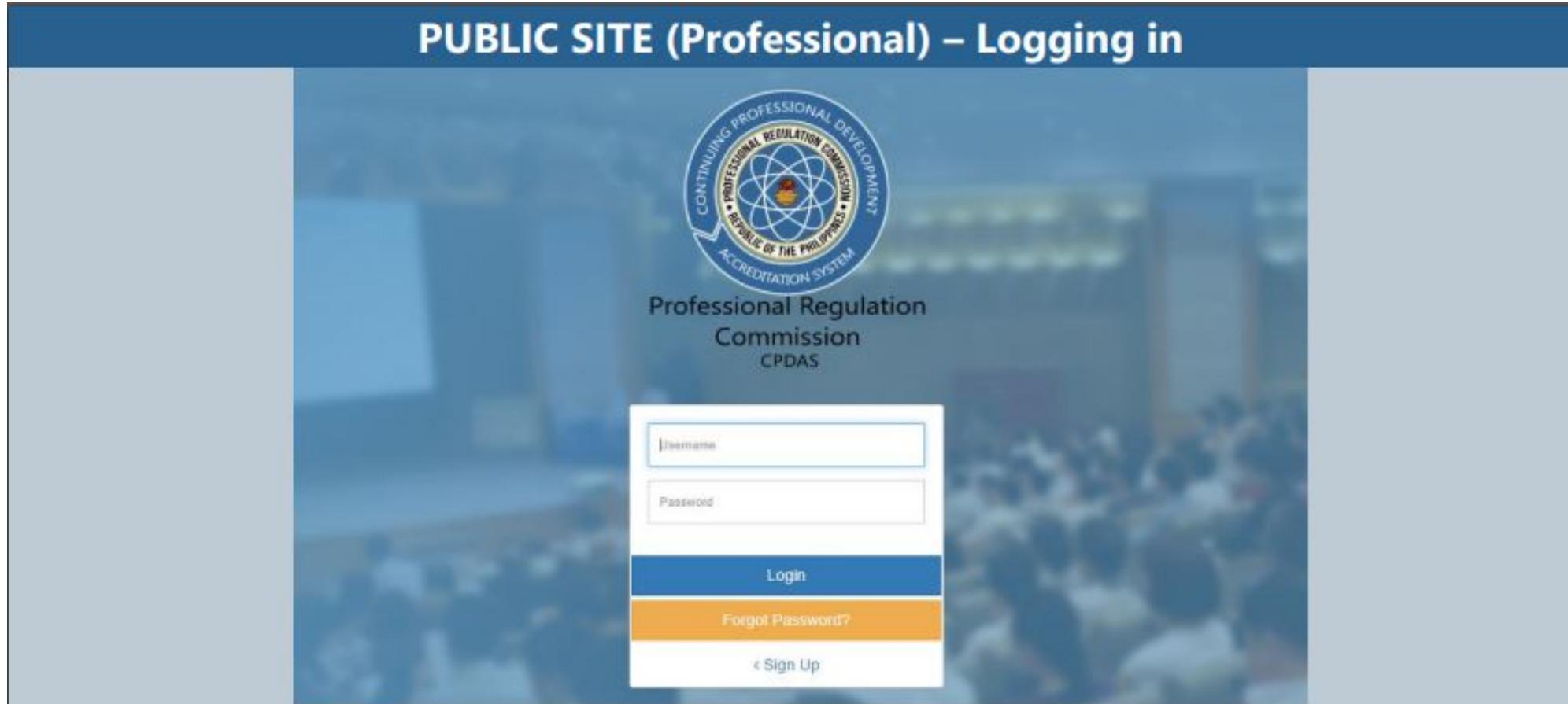


# Requirements:

- 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



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



**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.**



**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

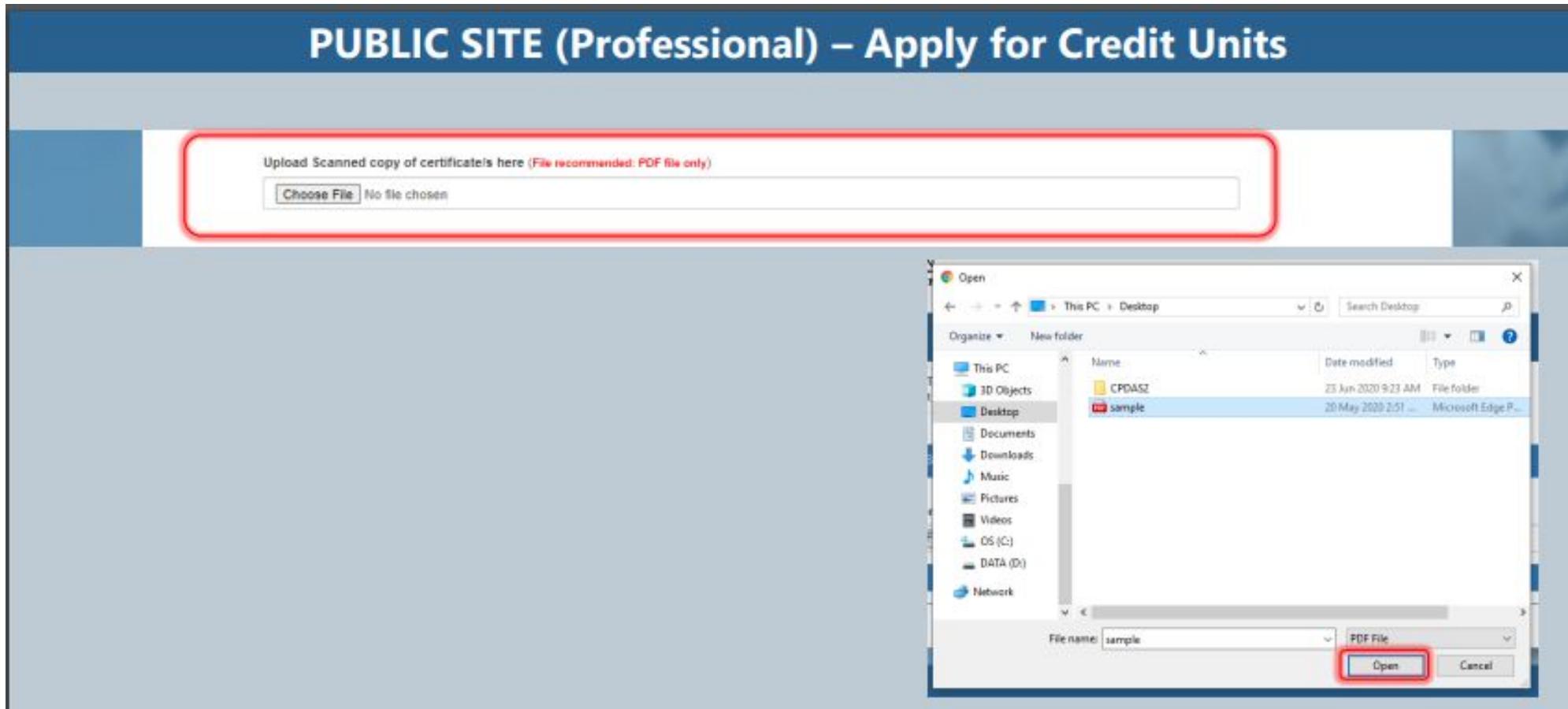
Invention / Patent     Post-Graduate Studies  
 Authorship     Diploma Program  
 Professorial Chair     Online Training  
 Seminars / Technical Sessions / Conference     Company sponsored training programs  
 Others  
Please specify:

Select Appointment Place

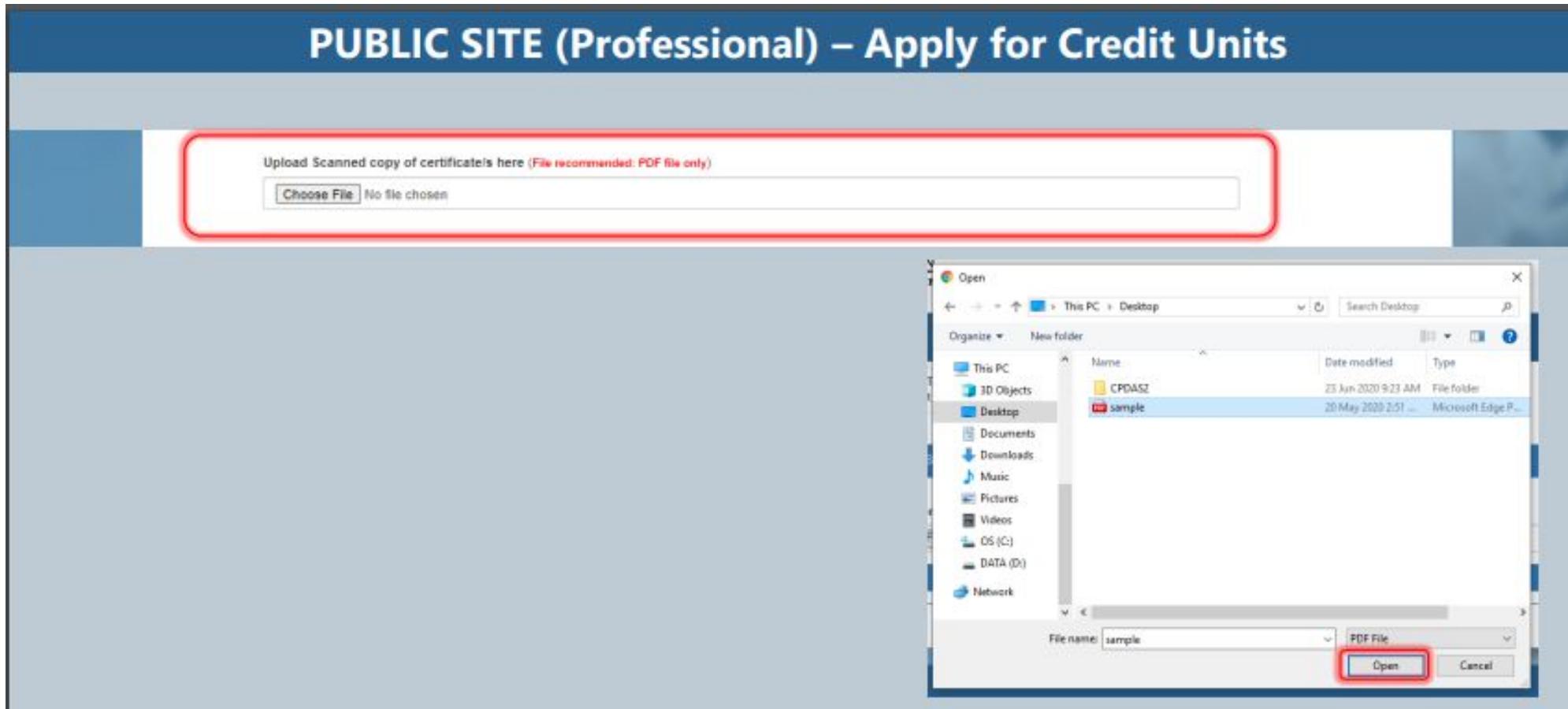
SELECT REGIONAL OFFICE Select appointment place for issuing of additional requirements

The form shows a list of activities for accreditation. The 'Others' section and the 'Please specify' input field are highlighted with a red rounded rectangle.

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.

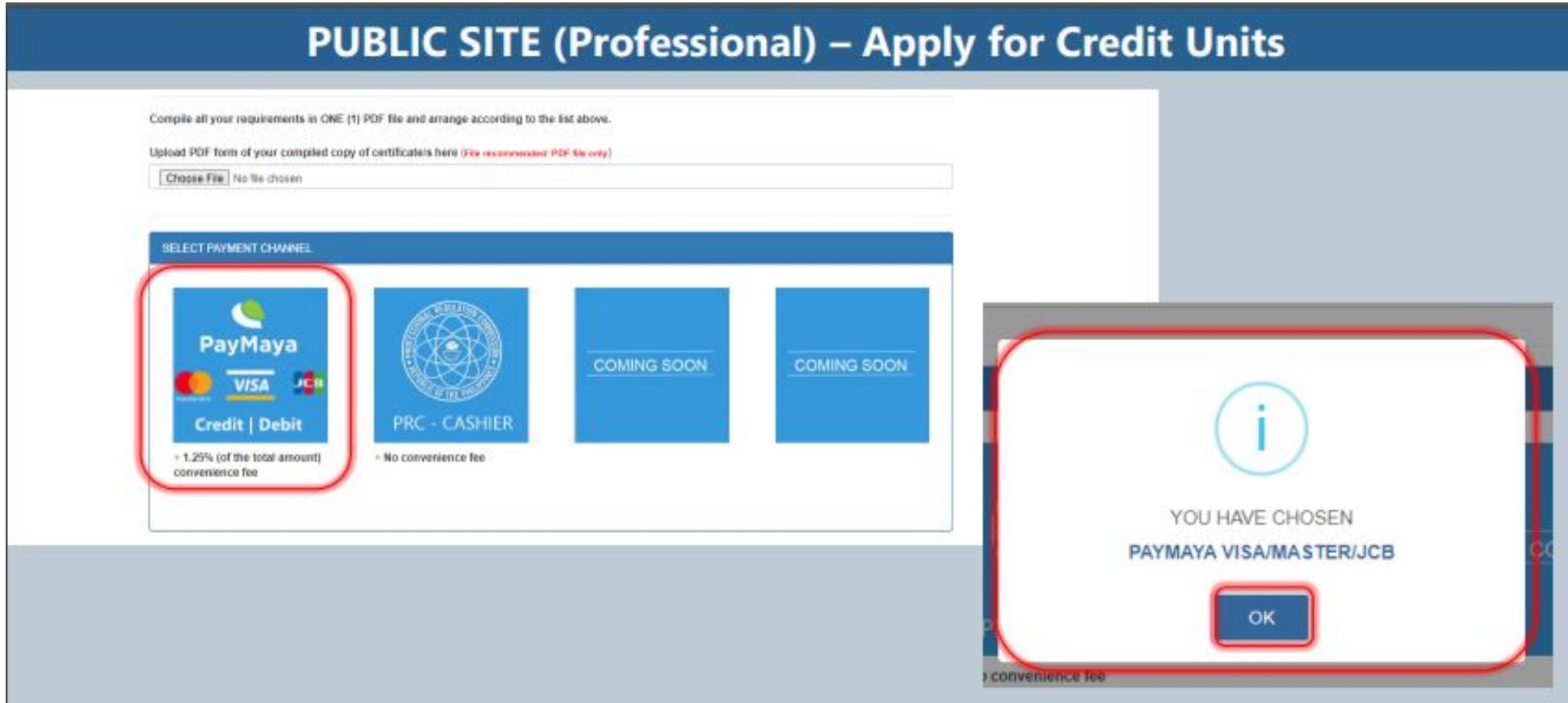


3. Click the CHOOSE FILE to open files box.
4. Select the appropriate document in PDF form
5. Click OPEN to choose.



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

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



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.

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



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

Credit | Debit      PRC - CASHIER

+ 1.25% (of the total amount) convenience fee      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

SUBMIT APPLICATION

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)

**Credit/Debit Card**

Card Details

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ CVV \_\_\_\_\_

Conveniently receive your receipts by Email or SMS.

Email / PH Mobile (Optional)

PRC

#### Order Summary

SELF DIRECTED LEARNING	PHP 500.00
Service Charge	PHP 6.25
<b>Total Amount</b>	<b>PHP 506.25</b>

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

**Part I. Personal Information**

Name: [REDACTED]  
Profession: Civil Engineering License No: 000006  
Date Issued: 09/01/2019 Valid Until: 2023  
Residence Address: 1008 P. Paredes St., Sampaloc, Manila

Telephone No.: [REDACTED] Fax No.: [REDACTED]  
Cellphone No.: [REDACTED] Street Address: [REDACTED]  
Company Name (if employed): PRC Position: CPD Staff  
Company Address: PRC PRC Telephone No.: 1234567

**Part II. Self-Directed and/or Lifelong Learning**

Invention / Patent  
 Post-Graduate Studies  
 Authorships  
 Diploma Programs  
 Others: [REDACTED]

Online Training  
 Seminars / Technical Sessions / Conference  
 Completed training programs  
 Professional Chair

**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.

Signature Over Printed Name: [REDACTED]  
CPD Staff Position: [REDACTED]  
Date: August 31, 2020

Republic of the Philippines  
Professional Regulation Commission  
Manila

ORDER OF PAYMENT

Order of Payment #: SDL-2020-20  
Payee: [REDACTED]  
Date: August 31, 2020

Fee: PAYMENT FOR SELF DIRECTED LEARNING APPLICATION  
TOTAL AMOUNT: AMOUNT  
PHP 500  
PHP 500

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



## 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

Previous 1 Next

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



**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.