



CONTINUING PROFESSIONAL DEVELOPMENT COUNCIL OF ARCHITECTURE
Resolution No. 02
Series of 2020

GUIDELINES ON THE EVALUATION AND GRANTING OF CPD CREDIT UNITS TO ACTIVITIES UNDER INFORMAL LEARNING AND PROFESSIONAL WORK EXPERIENCE INCLUDING ACTIVITIES UNDERTAKEN DURING THE STATE OF PUBLIC HEALTH EMERGENCY DUE TO COVID-19 CRISIS THAT MAY EARN CPD CREDIT UNITS

WHEREAS, the Commission issued Resolution No.1208 (s.2019) or the “Guidelines on the Accreditation of Informal and Professional Work Experience”. Section 5 thereof states that the Continuing Professional Development (CPD) Councils shall determine the appropriate number of CPD credit units;

WHEREAS, the Commission issued Resolution No. 1240 (s. 2020) reiterating ways of learning that can earn CPD credit units particularly during the State of Public Health Emergency due to COVID-19 crisis;

WHEREAS, there is a need to issue guidelines on the evaluation and granting of CPD credit units to activities under Informal Learning and Professional Work Experience including activities undertaken during the State of Public Health Emergency due to COVID-19 crisis that may earn CPD credit units, in order to guide the professionals.

NOW THEREFORE, the CPD Council of Architecture **RESOLVES** to issue these guidelines on the evaluation and granting of CPD credit units to activities under Informal Learning and Professional Work Experience including activities undertaken during the State of Public Health Emergency due to COVID-19 crisis that may earn CPD credit units, as follows:

Section 1. Informal Learning – Refers to learning that occurs in daily life and which can contribute to a qualification. The parameters for the evaluation and granting of informal learning are as follows:

A. Activities Undertaken During the State of Public Health Emergency Due to COVID-19 that may Earn CPD Credit Units:

For local and overseas Filipino Architects professionals:

ACTIVITY	DURATION	LEARNING OUTCOMES	APPLICABILITY	CPD CREDIT UNITS and DOCUMENTARY REQUIREMENTS
		By the end of the activity, the professional should be able to do:	The professional can apply the information or experience gathered to:	Maximum that maybe granted is 30 % of the required CPD Credit Units in one renewal cycle

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INFORMAL LEARNING ACTIVITIES NOT RELATED TO THE PROFESSION				
<p>1. Private study (e.g. reading books, journal articles, technical manuals or online materials)</p> <p>2. Learning through video modules (e.g. YouTube, for new skills, self-enrichment and/or enhancement of existing knowledge and skills)</p> <p>3. Enrollment in online short courses (e.g. Udemy, Coursera, Edx, Masterclass)</p>	Variable	<p>Urban gardening; agriculture (planting crops, animal raising or Aquaculture (aquaponics, hydroponics and aeroponics), composting, vermiculture, permaculture</p>	<p>Successfully grow vegetables, fruit trees, plants and harvest them; raise animals; harvest fish; making agricultural by-products like fruit preserves, jams, etc. Application and promotion of zero-waste from the kitchen to the garden.</p>	<p>Maximum of 3 CPD credit units per activity</p> <p>Required Submittals:</p> <p>1. Photographs:</p> <p>Preferably before, during and after the activity.</p> <p>Example:</p> <ul style="list-style-type: none"> • Selfies • product photos • photos of mentoring • samples of mentoring modules created • certificate, if applicable • Website or online tutorial • Others as supporting documents <p>2. Self-declaration of 150 to 200 words on what has been learned and applied:</p> <p>Describe the ff:</p> <ul style="list-style-type: none"> • Activity • Duration • Learning outcome • Application.
		<p>New (Information-Communication-Technology (ICT) tools to learn new skills or to develop existing skills (not related to the profession)</p>	<p>Explore and apply newly learned ICT skills or software applications, e.g. video and sound editing, graphics design software, etc.</p>	
		<p>Home-making arts and crafts like cooking, baking, sewing, crochet, knitting, macrame, quilting, stuffed toy making, weaving</p>	<p>Apply skills learned by producing culinary products and creations from crochet, knitting, macrame, quilting, weaving, stuffed toys etc;</p>	
		<p>Arts and entertainment skills like the fine arts, jewelry making, singing, dancing, learning how to play a musical instrument, etc.</p>	<p>Successfully create artworks (drawing, painting, sculpture), arts and crafts products; sing; play the piano, guitar, cello, flute, etc.</p>	
		<p>Health, beauty, and wellness skills like massage and spa therapy, aromatherapy, make-up, hair cutting, meditation, reiki healing.</p>	<p>Provide massage and spa therapy, create spa products like bath salts, incense, candles and essential oil infusions and mists, do make-up application, hair and healing services</p>	

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		Language and creative writing; sign language	Read, speak or write in a new language; produce or create short stories, novels, poems, book	
4. Dissemination to others of the skills learned from Item Nos. 1, 2, and 3	Variable	Mentoring by face-to-face or remote/online media the skills learned	Sharing of knowledge and skills for other people's self-enrichment or generation of additional source of income	
5. Taking care of a person who may be sick, old or challenged or with special needs	One month or less	Care-giving to an individual who may be sick, elderly, physically challenged or with special needs.	Take care of an individual who may be sick, physically challenged or with special needs.	Maximum of 3 CPD credit units per activity. Required Submittals: 1. Photographs 2. Self-declaration (Same as above requirements)
6. Applying management and leadership principles to a group working on a special project.	One month or less	Use of management or leadership style that works for a given situation or group.	Apply a management or leadership style to a given situation or group.	Maximum of 3 CPD credit units per activity. Required Submittals: 1. Photographs 2. Self-declaration (Same as above requirements)
7. Other activities that are not related to the professional but maybe approved by the CPD Council	Provide the length or duration of the activity	Identify the Learning Outcome of what the individual should be able to do by the end of the activity.	Describe how the individual can apply the information or experience gathered for self-improvement.	As may be approved by the CPD Council Required Submittals: 1. Photographs 2. Self-declaration (Same as above requirements)

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INFORMAL LEARNING ACTIVITIES RELATED TO THE PROFESSION				
1. Private Study 2. Learning thru video modules 3. Enrollment in online short courses 4. Technical training and workshops	Variable	Learn new skills in building, construction, renovation, decorating techniques, furniture making, cabinetry, steel works, masonry works, electrical, plumbing and other construction trades.	Apply skills and knowledge in construction, supervision and construction trades, such as carpentry, masonry, steel and stone works, furniture-making, painting, electrical and plumbing works, etc.	Maximum of 5 CPD credit units per activity. Required Submittals: 1. Photographs 2. Self-declaration (Same as above requirements)
5. Upskilling and learning design and drafting software, 3D modeling, rendering, construction documentation 6. Upgrading hand drawing skills and presentation techniques	Variable	Developing skills in CADD, 3D rendering and modeling (Revit, 3D Studio Max, SketchUp, AutoCad, V-Ray, Photoshop, Adobe Premier, InDesign, ArchiCAD, BIM, etc.) Developing skills in hand sketching, architectural drawing, manual presentation, graphics design, etc.	Apply and explore new computer skills for professional practice, such as presentation techniques, developing design concepts, construction drafting and details, document creation techniques, etc.	Maximum of 5 CPD credit units per activity. Required Submittals: 1. Photographs 2. Self-declaration (Same as above requirements)
7. Dialogues, interactive discussions and workshops with experts, peers, communities, government, private offices on best practices in the built environment.	4 hours or more	Learned new skills in sustainable design and planning, climate change mitigation and adaptation practices, environmental protection, management and administration. Learned new knowledge and skills with experts, peers and other industry professionals for best practices in the built environment.	Apply new skills, information, values and knowledge to the practice of the profession. Be able to communicate and work effectively with peers in formulating good sustainable design and planning.	Maximum of 5 CPD credit units per activity. Required Submittals: 1. Photographs 2. Self-declaration (Same as above requirements)
8. Other activities relevant to the profession, such as research, building policies, guidelines, standards, etc.	Provide the length or duration of the activity	Identify the Learning Outcome by the end of the activity that is relevant to the architect.	Describe how the architect can apply the information or experience gathered to his profession.	Maximum of 5 CPD credit units Required Submittals: 1. Photographs 2. Self-declaration (Same as above requirements)

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Section 2. - Professional Work Experience (PWE). – Refers to any participation that the professional gains while working in a specific field and workplace.

The parameters for the evaluation and granting of credit units are as follows:

ACTIVITY OF PROFESSIONAL WORK	SUPPORTING DOCUMENTS / LEARNING OUTCOMES	MAXIMUM CPD CREDIT UNITS THAT MAY BE GRANTED Maximum of 30% of the Required Credit units per renewal cycle
<p>Professional Work Experience (PWE) and Activities:</p> <p>These are the provision of architectural services in connection with the site and physical planning and the design, construction, enlargement, conservation, renovation, remodeling, or alteration of a building or group of buildings that may include but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Planning, architectural designing and structural conceptualization; 2. Consultation, consultancy, giving oral or written advice, evaluations, investigations, surveys, appraisals, architectural and operational planning, site analysis and other pre-design services; 3. Schematic design, design development, contract documents preparation; 4. Preparation of preliminary, technical, economic and financial feasibility studies of plans, models and architectural promotional services; 5. Preparation of 	<p>Required 3 Submittals:</p> <ol style="list-style-type: none"> 1. Proof of Practice: Any of the following supporting documents are acceptable: <ul style="list-style-type: none"> ▪ If employed: Employment Certificate indicating the position or description of work and the duration of the employment. ▪ If self-employed: proof of self-employment such as DTI, ATR, BIR, etc. ▪ Building or Occupancy Permit of project dated within the 3 year period or any acceptable and similar documents. ▪ Contract Service Agreement, TOR or any document indicating the practice of professional services with another party. ▪ Other documents to show proof of PWE. 2. Project Photos: <ul style="list-style-type: none"> ▪ Should include appropriate captions or documentation indicating scope of work, duration or dates. 	<p>For PWE and Activities:</p> <ul style="list-style-type: none"> ▪ 3 Credit units per year ▪ Maximum of 9 credit units per compliance period (3 year cycle) <p>For OPTIONAL SUBMISSION:</p> <ul style="list-style-type: none"> ▪ Maximum of 6 credit units may be granted. ▪ IF SUBMITTED, the optional narrative entitled “Advanced Knowledge Gained During the 3 year Period” MAY OR MAY NOT gained additional credit units. ▪ It shall be based on merits determined by the CPD Council after evaluation of the contents of the narrative and the supporting documents submitted by the applicant-architect. ▪ The CPD Council will not be liable to explain the rationale of awarding credit units given to the Optional Submission. The narrative will NOT necessarily guarantee any credit unit.

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<p>architectural plans, specifications, bill of materials, cost estimates, general conditions and bid documents;</p> <p>6. Construction and project management, architectural designing, reconstruction, repair, remodeling, alteration, restoration of buildings or complex, including their sites and environs;</p> <p>7. Planning, architectural lay-outing, and utilization of spaces within and surrounding buildings or structures, housing design, community architecture, architectural interiors, architectural detailing, architectural lighting, acoustics, architectural lay-outing of building utilities and systems;</p> <p>8. Building programming, building administration, construction arbitration, and architectural heritage conservation and restoration;</p> <p>9. All architectural works that relate to the scientific, aesthetic and orderly coordination of building design and construction from preparation to completion to ensure the enhancement or safeguard of public life, health and security;</p> <p>10. All other works, projects and activities which require the professional competence of an architect including the teaching of architectural subjects, computer-aided design and drafting, etc.</p>	<p>3. Learning Outcome:</p> <ul style="list-style-type: none"> ▪ A short description of the learning outcome citing the architectural services provided during the 3 year cycle-period. <p>OPTIONAL SUBMISSION:</p> <p>Narrative/essay on ‘Advanced Knowledge Gained during the 3 Year period’:</p> <ul style="list-style-type: none"> ▪ If during the compliance period, the architect gained substantial and advanced knowledge on top of the architect’s usual normal practice, the architect may include a written narrative explaining and discussing the advanced knowledge and how it is applied to the practice. ▪ Entitled “Advanced Knowledge Gained During the 3 year Period”, the narrative should NOT be more than 500 words and shall be accompanied by photos and/or documents for evaluation and better appreciation by the CPD Council. ▪ Only one (1) narrative/essay will be accepted per application. This advanced knowledge cannot be duplicated in future application unless further advanced knowledge is gained and documented in details in future narrative submission. 	<p>IMPORTANT NOTE for OFW Architects:</p> <p>These also encompass similar activities performed by Filipino Overseas Foreign Workers (OFWs), whose merits shall likewise be assessed and granted with corresponding credit units by the CPD Council.</p>
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* **Awarding of CPD Credit units.** The respective CPD Councils shall:

1) Determine if the Informal Learning and Professional Work Experience applied for merits approval and 2) grant the appropriate number of CPD credit units. For purposes of earning CPD credit units, only Professional Work Experience for the last three (3) years from the date of application shall be accepted.

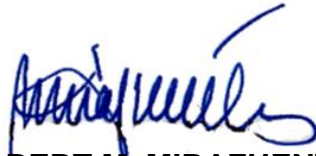
Section 3. Certificate of Credit units earned — Certificate of Credit units earned shall be issued upon approval of the CPD Council.

Section 4. Repealing Clause - Any resolution, memorandum order or circular and any issuances inconsistent with these guidelines are hereby repealed or modified accordingly.

Section 5. Effectivity — This Resolution shall take effect immediately, copy furnished the U.P Law Center.

Done, this **28th** day of **December**, 2020 in Pasay City, Philippines.

CONTINUING DEVELOPMENT COUNCIL OF ARCHITECTURE



ROBERT M. MIRAFUENTE
Chairperson



LORELEI DE VIANA
Member



MARIA CARMEN YATCO
Member

Approved by:

PROFESSIONAL REGULATORY BOARD OF ARCHITECTURE



ROBERT S. SAC
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