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OPERATIONAL GUIDELINES ON THE RECOGNITION OF PSAE-CPD-SUB PROVIDERS and AFFILIATES

The following are the Guidelines on the recognition of PSAE-CPD Sub Providers:

A. CPD Sub-Provider

PSAE Inc. shall recognize CPD Sub Providers within the framework of the PSAE as accredited CPD Provider by the Professional Regulation Commission-Continuing Professional Development Council – Agricultural and Biosystems Engineering profession (PRC-CPDC-ABE). The recognition shall be facilitated directly by the PSAE Inc.

B. Objectives of Recognition of CPD Sub-Providers

PSAE chapter interested to become a CPD Sub Provider is required to seek recognition with the PSAE. The main objectives of recognition are:

To enhance the promotion of the CPD-ABE programs of PSAE and develop capability of ABE professionals, specifically shall:

- a. Continuously improve the quality of the country's reservoir of registered ABE professionals by collaborating with PSAE in updating them on the latest scientific/technological/ethical and other applicable trends in the local and global practice of the ABE.
- b. Provide support to lifelong learning in the enhancement of competencies of Filipino ABE professionals towards delivery of quality and ethical services in respective areas of concern.
- c. Deliver quality CPD activities aligned with the Philippine Qualifications Framework (PQF) for national relevance and global comparability and competitiveness.

C. Applications for the Recognition of CPD Sub Providers

Applications for the recognition as CPD Sub-Provider shall be submitted to the Chairperson of the Committee of CPD, who will consider together with the members of the Committee, the applications using, among others, the following considerations:

1. As a general rule, only accredited and active PSAE Chapters may be considered for recognition with PSAE as CPD Sub Provider.
2. Recognition of an CPD sub-Provider with PSAE shall be based primarily upon the assessment of the positive contribution to the enhancement, strengthening and realization of the aims and objectives of CPD;

D. Obligations/Requirements for Recognition

A recognized CPD sub provider shall be required to comply with the following:

1. A letter of intent is required from the applicant and indicate the willingness to abide by the policies, guidelines, directives, and other decisions of PSAE in the implementation of CPD programs;
2. A letter of instruction and acknowledgment of the letter of intent will be given to the qualified applicants. Applicants are required to conduct one (1) seminar and one (1) training on ABE competency development as one of the minimum requirements for the Issuance of the Certificate of Recognition as CPD Sub provider.
3. A certificate of recognition as CPD Sub Provider shall be issued to qualified applicants. The recognition as CPD Sub-Provider is valid for three (3) years.
4. It shall conduct CPD program at least one (1) seminar and one (1) capability building per year within the three (3)-year period of recognition.
5. It shall submit activity report for every CPD related activities conducted and shall submit within three (3) weeks after the implementation of the activity to PSAE.
6. It shall submit annually, a written summary of its CPD related activities undertaken and completed financial statement of activities to PSAE;

E. Accreditation and Conduct of CPD programs

A CPD Sub Provider shall submit to the PSAE CPD Committee their programs for endorsement to the CPD Council for accreditation.

A CPD Sub Provider must follow the procedure for accreditation of CPD program/s as prescribed by the CPD Council.

PSAE shall facilitate other requirements for the accreditation of the CPD programs.

A PSAE recognized CPD Sub provider can conduct CPD Programs under the management and supervision of the PSAE as accredited CPD Provider.

F. Review of Recognition and Renewal

The Committee on CPD (COC) with the support of the PSAE officers and BOT, shall monitor and review the activities of the recognized CPD sub-providers.

The COC may take appropriate measures to deal with recognized CPD Sub-providers that have not acted in accordance with the provisions set forth in these guidelines.

The renewal of recognition shall be based on the CPD sub-provider's performance of its responsibilities and obligations and compliance with the guidelines during the previous three (3) year period.

Renewal of Recognition of CPD Sub-Providers can be processed upon submitting and complying the requirements for recognition. Approval of the renewal of recognition shall be decided by the PSAE BOT and Officers.

G. Suspension and Revocation of Recognition

The recognition of a CPD Sub Provider may be suspended or revoked for the following reasons:

1. It fails to meet its obligations as specified in item Obligations for Recognition;

2. It is inactive, defunct or fails to submit an activity report and annual summary of their CPD related activities and other pertinent reports to be submitted regularly, as required in item "D".

7. The recognition of any CPD-Sub provider may be revoked or suspended by the PSAE after due notice and hearing for good cause, including failure to conduct CPD program of at least one seminar and one capability building per year within the three (3)-year period of recognition.

3. A CPD Sub-Provider whose recognition has been revoked may appeal to the PSAE BOT for a consideration of the revocation. Upon appeal, the decision of the BOT shall be final and binding.

4. A CPD Sub-Provider whose recognition is suspended or revoked shall be denied to exercise the privileges provided stated in these guidelines.