



Republic of the Philippines  
Professional Regulation Commission  
Manila



Professional Regulatory Board of Accountancy  
Resolution No. **46**  
Series of 2020

**GUIDELINES ON THE CONDUCT OF REFRESHER COURSE REQUIRED UNDER SECTION 18, RULE III OF THE IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 9298**

**WHEREAS**, Section 9 (a) of Republic Act No. 9298, otherwise known as the “Philippine Accountancy Act of 2004”, empowers the Professional Regulatory Board of Accountancy (Board) to prescribe and adopt the rules and regulations necessary for carrying out the provisions of this Act;

**WHEREAS**, Section 18, Article III thereof provides that any candidate who fails in two complete Certified Public Accountants (CPA) Board Examinations shall be disqualified from taking another set of examinations unless he/she submit evidence to the satisfaction of the Board that he/she has enrolled and completed at least twenty-four units of subjects given in the licensure examination;

**WHEREAS**, Section 18 (2) Article III of R. A. 9298 further provides that the examination in which the candidates was conditioned together with the removal examination on the subject in which he/she failed shall be counted as one complete examination;

**WHEREAS**, Section 18 of Rule III of the Implementing Rules and Regulations (IRR) of the law states that such refresher course shall be offered only by an educational institution granting a degree of Bachelor of Science in Accountancy and that the candidates have the option of taking the aforesaid subjects in the regular course offering or in a special refresher course duly accredited by the Board;

**WHEREAS**, there are verified reports that there are schools issuing Certificates of Completion of a refresher course without the candidates actually being enrolled and having attended the classes and there are candidates who are enrolled in schools but are actually attending classes in the Review Centers where some of the reviewers are also faculty members of said schools;

**WHEREAS**, there is an imperative need to stop these practices which are contrary to the provisions of R.A. No. 9298 and its IRR to strengthen and improve the role of the Board on the supervision, control and regulation of the practice of accountancy in the Philippines;

**WHEREFORE**, for in consideration of the above premises, the Board **RESOLVES**, as it is hereby **RESOLVED**, to issue the following Guidelines on the Conduct of Refresher Course required under Section 18, Rule III of the Implementing Rules and Regulations of Republic Act No. 9298, as follows:

**RULE I**  
**Qualified Educational Institutions**

**Section 1.** Only those educational institutions recognized and/or accredited by the Commission on Higher Education (CHED) to offer a degree of Bachelor of Science in Accountancy which obtain an average national passing rate of at least ten (10%) percent and have at least ten (10) examinees in the CPA Licensure Examination for the last five (5) years shall be qualified to be accredited to offer the special refresher course to the candidates.

## **RULE II**

### **Requirements for the conduct of refresher course**

**Section 2.** Qualified educational institutions shall comply with the following requirements to offer the Refresher course:

1. Letter of intent addressed to the Board to be signed by the President or his duly authorized representative;
2. Certified true copy of the Certificate of Recognition/Accreditation to offer a degree of Bachelor of Accountancy issued by CHED; and
3. A sworn affidavit signed by its President or its Registrar stating that their school obtained an average national passing rate of at least ten (10%) percent and have at least ten (10) examinees in the CPA Licensure Examinations for the last five (5) years.

**Section 3.** The scanned copies of the complete requirements shall be sent to the official e-mail address of the Board of Accountancy at [prb\\_accountancy@prc.gov.ph](mailto:prb_accountancy@prc.gov.ph). Hard copies of the same shall be delivered or mailed to PRB Secretariat Division, PRC, Room 304, Delegation Building, PICC, Pasay City, attention: PRB Secretary, Board of Accountancy.

**Section 4.** All applications shall be processed and approved by a member of the Board duly designated as the Focal Person.

**Section 5.** Upon confirmation of the approved applications by the Board, it shall issue a Certificate of Accreditation (Annex A) with a validity period of five (5) years from the date of issuance and shall accordingly inform the qualified educational institution of such approval. The Certificate of Accreditation shall be renewed every five years provided all the requirements set forth in Section 2 hereof are complied with.

**Section 6.** The Board shall maintain a Roster of Qualified Educational Institutions for monitoring and control purposes and shall publish the list of qualified schools in the official website of the PRC on a semesterly basis.

## **RULE III**

### **Refresher Course Proper**

**Section 7.** The educational institution may offer the required twenty-four (24) units of subjects given in the licensure examination in the regular course offering or in a special refresher course at the option of the school provided that the candidate actually enrolls and attends the classes.

**Section 8.** To ensure that the candidate only enrolls in qualified educational institution, he/she is required to verify from the Board or from the official PRC website, the list of accredited schools qualified to offer the refresher course.

**Section 9.** The candidate shall enroll in and pass the subjects in which he/she failed in two (2) complete licensure examination equivalent to the credits required per subject in the curriculum prescribed by CHED, and any other subjects given in the licensure examination, to complete the twenty-four (24) units, both aligned with the CPA Board Examination Syllabus/Table of Specifications.

**Section 10.** Upon completion of the required twenty-four (24) units, the school shall issue a Transcript of Records (TOR) of the credited units per subject duly authenticated and signed by the school approving authorities duly certifying that the candidate has completed the required twenty (24) units of the subjects in the licensure examination and thereto qualified to retake the licensure examination.

**Section 11.** The Certificate of Completion as evidenced by the TOR issued by qualified schools provided in Section 10, hereof, shall be valid for two (2) years from the date of completion to ensure relevance of the subjects taken in the refresher course. The validity period as well as the Certificate of Accreditation Number of qualified schools shall be printed in the TOR.

#### **RULE IV** **Examination Application Procedure**

**Section 12.** The Application Division of the PRC shall only accept the Certificate of Completion as evidenced by the TOR issued by the qualified educational institution for the candidate to retake the licensure examination as provided under Section 10 and Section 11 hereof. To validate the accreditation of the school, the Application Division shall verify from the Board or from the official list published in the PRC website,

**Section 13.** The Application Division shall accept, in compliance with the refresher course requirement, certificates of completion issued by schools prior to the adoption of this Resolution, provided it will only have a validity period of two (2) years from the issuance thereof and provided further that no confirmed report has been received by the Board that the Certificates of Completion are spurious or the applicants did not actually enrol and attended the refresher course.

#### **RULE V** **Penal Provision**

**Section 14.** Persons found violating this Resolution shall be dealt with accordingly pursuant to Article V, Section 36 of the R. A. No. 9298.

#### **RULE VI** **Transitory Provision**

**Section 15.** To give this regulation its widest dissemination, schools intending to offer the refresher course are given within six (6) months after the effectivity of this Resolution to comply with the requirements prescribed herein. Henceforth, this Guidelines shall be observed beginning October 2021 CPA Licensure Examination or such period as maybe prescribed by the Board.

#### **RULE VII** **Effectivity**

**Section 16.** This Resolution shall take effect after fifteen (15) days following its publication in the Official Gazette or in any newspaper of general circulation.

Let a copy hereof be furnished the UP-Law Center, *CHED* and all concerned Offices and Divisions of PRC Central and Regional Offices.

Done this 23<sup>rd</sup> day of December, 2020.



**NOE G. QUINANOLA**  
Chairman



**THELMA S. CIUDADANO**  
Vice Chairman



**ARLYN S. VILLANUEVA**  
Member



**SAMUEL B. PADILLA**  
Member



**GERVACIO I. PIATOR**  
Member



**GLORIA T. BAYSA**  
Member

**(Vacant)**  
Member

**ATTESTED:**



**ATTY. OMAIMAH E. GANDAMRA**  
OIC, PRB Secretariat Division

**APPROVED:**



**TEOFILO S. PILANDO, JR.**  
Chairman



**YOLANDA D. REYES**  
Commissioner



**JOSE Y. CUETO, JR.**  
Commissioner