



**Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION**

CHED Memorandum Order (CMO)

No. ____

Series 2010

**Subject: Procedures and Guidelines for Accreditation of Affiliation
 Centers Providing Clinical Training Programs for Physical Therapy and
 Occupational Therapy Interns**

In accordance with pertinent provisions of Republic Act No. 7722, otherwise known as the “Higher Education Act of 1994”, CHED Memorandum Order (CMO) No. 24 s. 2006 and CMO No. 23 s. 2007, with the purpose of ensuring that practice settings providing training for physical therapy and occupational therapy interns meet minimum requirements, the following guidelines and procedures are hereby adopted by the Commission, thus:

1. By school year 2012-2013, HEIs offering physical therapy and occupational therapy programs should only field interns to CHED-accredited affiliation centers. Fielding interns to non-accredited affiliation centers will **invalidate** the interns’ rotation for that center.
2. All affiliation centers, including but not limited to hospitals, clinics, and community-based settings, who intend to accept physical therapy and/or occupational therapy interns for clinical training by the school year 2012-2013 must submit an application for accreditation not later than May 31, 2011, to their corresponding CHED Regional Offices, in order to allow ample time to evaluate existing affiliation centers.
3. Affiliation centers may secure an application and checklist of requirements from the CHED-Office of Programs & Standards or from the CHED Regional Offices.
4. Applicants must submit duly accomplished form with complete supporting documents and pay the non-refundable application fee to the Commission on Higher Education Regional Office, as prescribed by the Technical Panel for Physical Therapy and Occupational Therapy Education.
5. The CHED Regional Office shall review the application together with the supporting documents and determine compliance with documentary requirements.
6. The CHED Regional Office shall endorse the application to the CHED-Office of Programs & Standards within fifteen (15) working days from receipt thereof.

7. Immediately after receipt of the application, the CHED -OPS shall inform the Technical Committee for Physical Therapy and Occupational Therapy Education (TCPTOTE), who in turn, will assign one member, together with a representative from the CHED -OPS and CHED-RO, to evaluate the documents and conduct ocular inspection in order to determine compliance with minimum requirements pursuant to CMO 23 s. 2007. In the interest of efficiency, ocular inspections shall be scheduled to cover affiliation centers which are geographically situated near each other, whenever possible. In situations where the TCPTOTE is unable to accommodate all applications, the CHED -OPS may designate additional assessors, as recommended by the TCPTOTE. A standard checklist will be used to evaluate the application for accreditation (Appendix).
8. Immediately after ocular inspection, the team shall inform the affiliation center of the status of their application, including deficiencies found, if any. Affiliation centers whose applications have been found to be deficient must complete the necessary requirements within thirty (30) days from date of ocular inspection. The CHED Regional Office shall be responsible for ensuring completion of requirements and shall submit a report to CHED-OPS. Failure to comply within this time period invalidates the application.
9. A Certificate of Accreditation, valid for 3 years, shall be issued to the affiliation center by the CHED Central Office, upon compliance with all the requirements. The Certificate should be prominently displayed within the center premises at all times.
10. Affiliation centers intending to offer clinical training programs after school year 2012 - 2013 should allow for six (6) months processing of their application for accreditation.
11. Schedule of application for renewal of accreditation will be determined based on the regional distribution of centers in order to allow for cost -efficient ocular inspections.

For information and immediate compliance of all concerned.