

**[CDA MEMORANDUM CIRCULAR NO. 2011-01,
February 22, 2011]**

**GUIDELINES ON THE ACCREDITATION OF COOPERATIVE
TRAINING PROVIDERS**

Pursuant to Article 44 of Republic Act 9520 (RA 9520) and Section 5 of Rule 7 of its Implementing Rules and Regulations (IRR), this Authority hereby adopts and promulgates these Guidelines on the Accreditation of Cooperative Training Providers.

Section 1. Title - This shall be known as the Guidelines on the Accreditation of Cooperative Training Providers.

Section 2. Definition of Terms

Accreditation - for the purpose of this document, accreditation refers only to the accreditation of providers of education and training services to cooperatives;

The Authority- refers to the Cooperative Development Authority (CDA);

Trainers - are individual persons who belong to the pool of trainers and possess the qualifications required for the trainer;

Training provider - refers to institution or organization providing/offering training courses either short courses, skills programs and full qualifications

Section 3. Scope and Objectives - This Circular shall apply to organizations/institutions conducting training to cooperatives, such as:

- a. Advocacy and Education cooperatives;
- b. Cooperative federations;
- c. Cooperative unions;
- d. Training institutions;
- e. Government Organizations (GOs) and non-government organizations (NGOs);
- f. Local Government units (LGUs); and
- g. State Universities & Colleges (SUCs) and academe

Primary cooperatives which are not registered as advocacy and education cooperatives are not covered by this Circular.

The Accreditation Program aims to institutionalize the conduct of well-coordinated, rationalized, and standardized education and training for cooperative and its officers and members pursuant to the provisions of RA 9520.

Section 4. Initial Requirements

a. Qualifications

The applicant must possess the following minimum qualifications:

- Must have juridical personality;
- Must have cooperative development program/s;
- Must have a pool at least five (5) competent cooperative trainers who possess the following minimum qualifications:

- Must be of legal age;
- Must be a Filipino residing in the Philippines;
- Must be a holder of at least a Bachelor's degree;
- Must have attended/completed training course for cooperative trainers; and
- With at least two (2) years experience as resource person on cooperatives and must be knowledgeable on basic **philosophy of cooperatives.**

b. Documentary Requirements

An applicant who seeks to be accredited as cooperative training provider must file a letter-application directly to the Cooperative Development Authority – Extension Office (CDA-EO) where such applicant is based, attaching thereto duly certified true copies of the following documents:

b.1. For Cooperatives, Federations and Unions

- i. Certificate of Good Standing (CGS) issued by the CDA specifically for purposes of accreditation;
- ii. Organizational profile

- a. Basic Information (Name/address/contact details);
- b. List of programs and services;
- c. Historical profile of cooperative training conducted
- d. Affiliations, if any;
- e. List of Key Officers and staff; and
- f. List of Trainers with their Individual profile/bio-data

iii. Cooperative Annual Performance Report (CAPR) and Audited Financial Statements of the Immediate Preceding Year

b.2. For Training Institutions/NGOs/Academe:

- i. Certificate of Registration from the concerned Philippine Government Agency;
- ii. Articles of Incorporation and Bylaws where cooperative development is one of its objectives and purposes or cooperative development is one of its identified program thrusts;
- iii. Business Permit;
- iv. Organizational profile

- Basic Information (Name/address/contact details);
- List of programs and services;
- Historical profile of cooperative training conducted;
- Affiliations, if any;
- List of Key Officers and Staff; and
- List of Trainers with their individual profile/bio-data.

v. Annual Reports and Audited Financial Statements for the last 2 years:

b.3 For GOs/ LGUs/SUCs:

i. Certification from head of the agency that such office/unit has cooperative development program, in lieu of the Certificate of Registration; or appropriate local issuance/s creating the office (in the case of LGUs);

ii. Organizational profile

- Basic Information (Name/address/contact details);
- List of programs and services;
- Historical profile of cooperative training conducted;
- List of Key Officers and Staff; and
- List of Trainers with their individual profile/bio-data.