



ORIENTATION PROGRAM

Term 6.1 AY 2025-2026



August 30, 2025
7:00 PM via Zoom

Presenter:



GENERAL PROGRAM

- I. Opening Ceremonies
- II. Messages
- II. JPC BSA Program Structure
- III. Orientation File Proper
- IV. Q & A (*CERTS and JPC Participating*)
- V. Other Matters

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4.6 Academic Learning Environment

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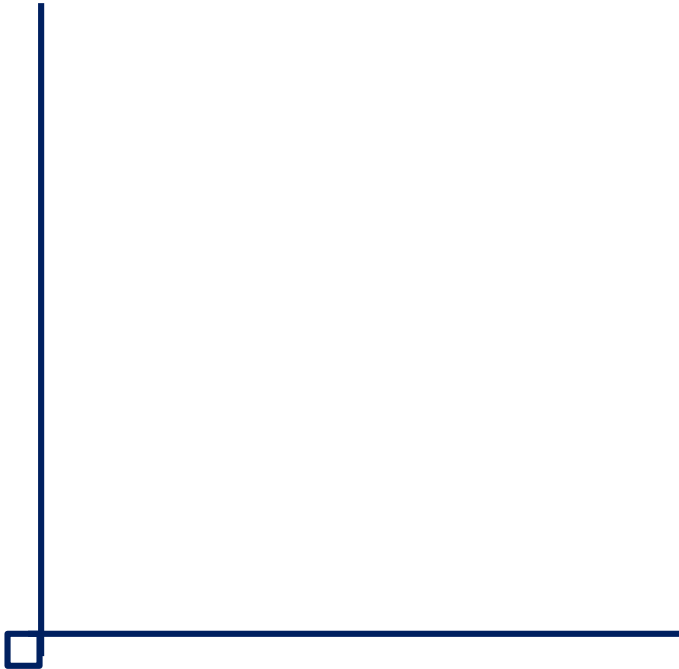
1. OPENING CEREMONIES

- 1.1 Opening Prayer
- 1.2 National Anthem
- 1.3 JPC Hymn

2. MESSAGES

- 2.1 Message from the CERTS President
- 2.2 Message from the JPC President
- 2.3 Presentation of John Paul College by JPC VPAA

3. JPC BSA PROGRAM STRUCTURE



3. JPC BSA PROGRAM STRUCTURE

- 3.1 The BSA Program is a baccalaureate program of the John Paul College (JPC) in partnership with CERTS Educational Services and is mainly offered to transferees or 2nd coursers from another school or other program who would like to complete the BS in Accountancy program.
- 3.2 After completing the academic and administrative requirements of the program, JPC will issue the corresponding Diploma and TOR for the BSA program which you may use for employment and in applying for the CPA licensure examinations (CPALE).
- 3.3 CERTS Educational Services is engaged to mainly deliver the academic components of the program by providing the learning management systems, learning contents, and training facilitation.

3.5 The program requirements cover the following:

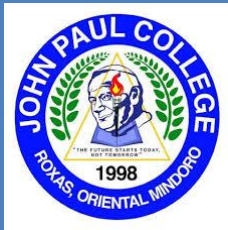
3.5.1 Admission requirements

- ♦ For 2nd Coursers/Transferees
 - ♦ Certificate of Grades
 - ♦ Honorable Dismissal
 - ♦ PSA Birth Certificate (Photocopy)
 - ♦ PSA Marriage Certificate (if Married)
 - ♦ Transcript of Records
 - ♦ 2x2 ID Picture

3.5.2 Academic requirements

- ♦ Passing the Professional courses: Rating is based on FLASH SCORE
- ♦ Passing the Non-professional courses: Course requirements vary from one to another
- ♦ Passing the CERTS BSA CPALE Simulation Exam (SIMEX)

3.6 The JPC BSA structure is depicted in the next slide.2



BSA PROGRAM

BSA PROGRAM

CO-ADMINISTRATION

Program Registration
Enrollment List

University Admission
Academic Registry

Rating Report

Graduation Ceremonies
BSA Diploma & Degree
TOR (General)

Candidates for Graduation

TOR (for CPALE)

Academic Requirements
Completers

BSA CPALE SIMEX

CPA / Accounting Professional



EDUCATIONAL SERVICES

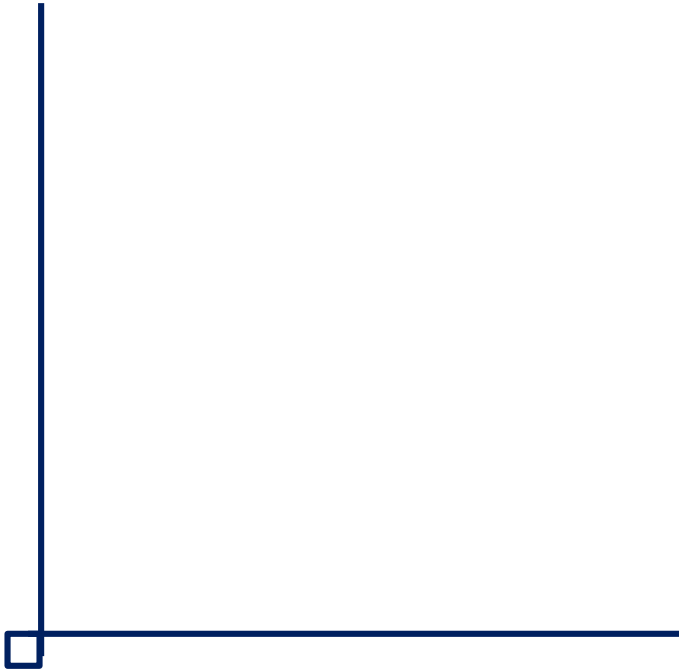
LEARNING PLATFORM
LEARNING CONTENTS
LEARNING DELIVERY
LEARNING MONITOR

LEARNING ASSESSMENTS

ENHANCEMENT COURSES



4. ACADEMIC POLICIES AND STANDARDS



OUTLINE

1. Objectives, Strategies, and General Expectations
2. LMS and Knowledge Structure
3. Realities and Outcomes
4. Admission to the Program
5. Course mapping
6. Academic Learning Environment
 - 6.1 Setting your online learning environment
 - 6.2 Academic Terms
 - 6.3 Class Calendar, Learning Schedule, and Academic Deadlines
 - 6.4 Professional and Non-professional Courses
 - 6.5 Course Rooms and Course Outline
 - 6.6 Course Requirements
 - 6.7 Learning Contents and Activities

OUTLINE

6. Academic Learning Environment (cont.)

6.8 Learning Assessments

6.9 Learning Facilitation

6.10 Online Support Services

6.11 Online Live Lectures

6.12 Books and References

6.13 Academic Rating System

6.14 Knowledge Engineers and Facilitators

6.15 CERTS Skills Assessments and Certifications

6.16 Other Academic Matters

6.18 Line of Academic Correspondence

4.1 Objectives, Strategies, and General Expectations

4.1.1 Objectives

- a. Provide a **relevant alternative gateway** for those who would like to continue in pursuing the Bachelor of Science in Accountancy program.
- b. Train learners to competently and confidently take the **CPA licensure examinations (CPALE)** resulting to a **passing** rate much better than the national passing performance.

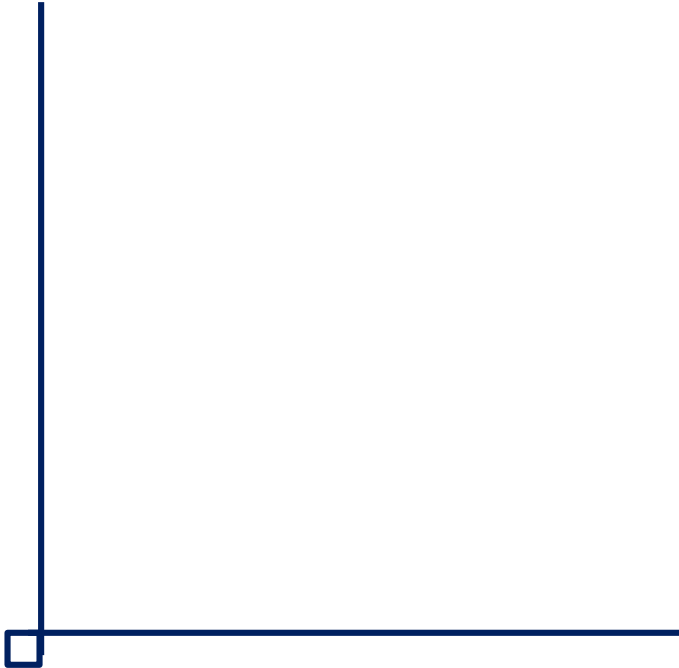
4.1.2 Strategies

- a. Micro learning design
- b. Relevant Learning Management Systems
- c. Competent learning contents, delivery, feedback, and assessments

4.1.3 General expectations

- a. **Learners** are expected as **MATURED and RESPONSIBLE** individuals able to manifest respect and commitment to learning schedule and activities in order to meet the required level of competencies set in this Program.
- b. The **focus** of learning is on the **Professional Courses** designed to prepare you in confidently taking the CPALE.
- c. Graduates of the BSA Program are expected to **successfully pass** the CPA Licensure Examinations (**CPALE**) on their first take.
- d. Equally, this program aims to forge matured, responsible, and dependable **professionals** in the fields of accounting, finance, and business.

4.2 LMS and Knowledge Structure



- 4.2.1 Learning is undertaken using our Learning Management System (LMS), "**certs eduonline**". Learners must discover and know its functionalities, limitations, and uses.
- 4.2.2 Our knowledge structure follows the MLT (module, lesson, and topic) micro learning course model:
 - a. **module**,
 - b. **lesson**, and,
 - c. **topic**
- 4.2.3 This learning structure is integrated in the CERTS LMS.

- 4.2.4 Our learning materials are already on the cloud servers waiting to be used. It is accessible thru (1) android-powered smart phone, and (2) laptop or desktop under the Windows 10 and 11, and (3) Mac OS.
- 4.2.5 Our learning contents include: recorded video lectures, study notes, slides, references, assignments and MCQs for exercises, practices, diagnostic tests, and assessments. Reading materials in pdf files are downloadable.
- 4.2.6. Our learning materials are on the cloud awaiting to be tapped by the learners and learning facilitators.

4.2 LMS and Knowledge Structure

- 4.2.7 Assessments are ready to be accessed in our website at will or, at some instances, on the scheduled set by the Academic Director.
- 4.2.8 Training and interaction with Learning Facilitators are purely online, no physical attendance.

4.3 Realities and Outcomes

4.3.1 Realities and Outcomes

a. Competent and reliable graduates of BS in Accountancy

Graduation Date	Term Completed	No. of Pax	Total
March 2022	1.3	19	19
August 27, 2022	2.1	24	39
	2.2	15	
August 31, 2023	2.3	21	64
	3.1	24	
	3.2	19	
October 1, 2024	3.2B	22	111
	3.3	33	
	4.1	56	
November 30, 2024	4.2	87	87
Tentative: Oct 2025	4.3	70	115
	5.1	45	
TOTAL			435

b. CPALE PASSERS

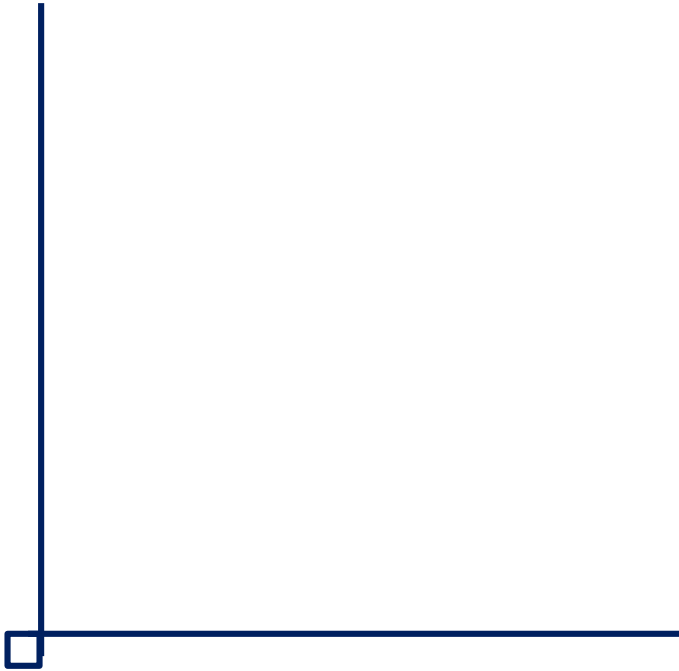
December 2024



May 2025



4.4 Admission to the Program



4.4.1 Probationary Admission

This is the process of obtaining probationary admission to the program:

- a. Submit a digital copy of your TOR, Report of Grades, Academic Units Earned from the portal having signed as “Certified True and Correct” by the student-applicant, and, prospectus with hand written grade of students however must also be signed as “Certified True and Correct” by the student-applicant.
- b. Wait for the release of your Personalized Course Mapping within five (5) working days.
- c. Submit your signed Enrollment Waiver pertaining to the timely submission of the administrative credentials and compliance to academic requirements
- d. Proceed to Enrollment, visit this link for guide:
<https://certsedu.tech/bsa-enrollment-procedure/>

4.4 Admission to the Program

4.4.1 Probationary Admission (*cont.*)

- e. Pay your tuition and submit the proof of payment to to our fb page (certs educational services) and email address (finance.jpc.certs@gmail.com)
- f. Submit the accomplished Admission Form at jpc.certs@gmail.com
- g. Wait for your log in instructions.
- h. Download the certs app at: <https://certsedu.tech/app-download/>
- i. Access your course rooms.

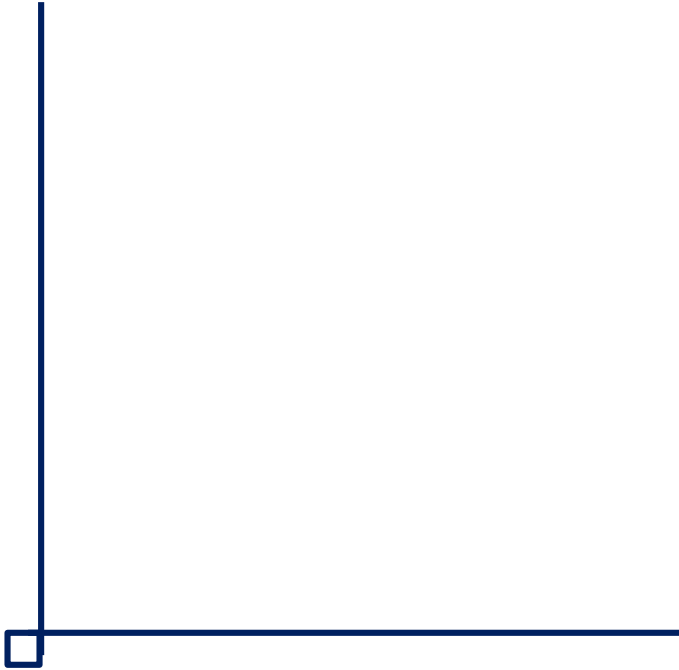
4.4.2 Full Admission

- a. To be fully accepted in the program, the requirements found in this link must be met.

<https://certsedu.tech/>

- b. Old students are not required to accomplish the Admission Form in the succeeding term(s) of enrollment.

4.5 Course Mapping



4.5 Course Mapping

- 4.5.1 Each learner shall enroll the courses according to the provided personalized Program Completion and Mapping Schedule (PCMS), or COURSE MAPPING, until s/he completes it.
- 4.5.2 The Course Mapping is developed based on the submitted digital copy of TOR or its equivalent and acceptable academic records.
- 4.5.3 If a new student-applicant wishes to change his/her Course Mapping, the same shall be discussed with the Academic Director in the first term of enrollment. An **Amendment in the Course Mapping** after the first term of enrollment or during the tenure of the Program shall be charged an amount of **two hundred pesos (P200.00)** per amendment.

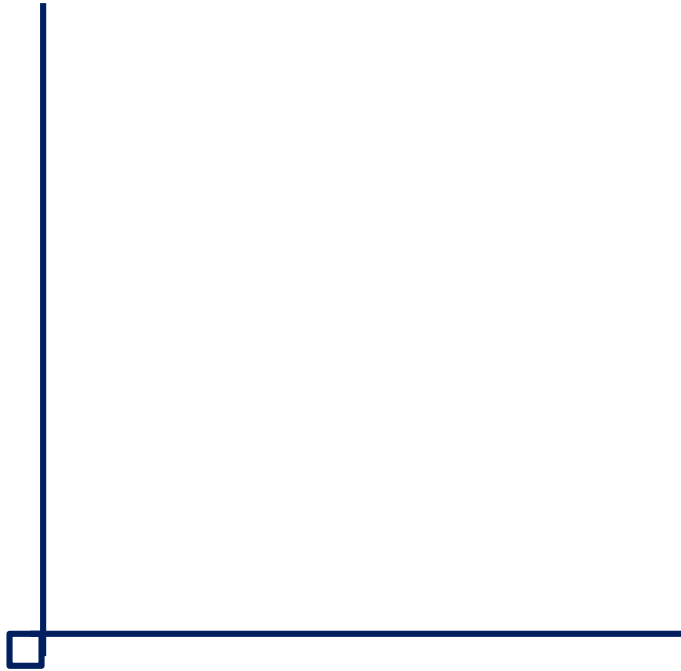
4.5.4 Amendments in the course mapping may be made on the following grounds:

- a. Submission of new or additional documentary evidence relating to the TOR and academic records initially provided for evaluation
- b. When a student fails to enroll in a given term and intends to continue his/her enrollment in the program
- c. When a failing grade or rating is obtained in any of the courses enrolled
- d. When a students expressly requests for the amendment of his/her course mapping.

4.5.5 Enhanced Course Mapping

- a. There is also an Enhanced Course Mapping which provides the corresponding CERTS skills certification courses.

4.6 Academic Learning Environment

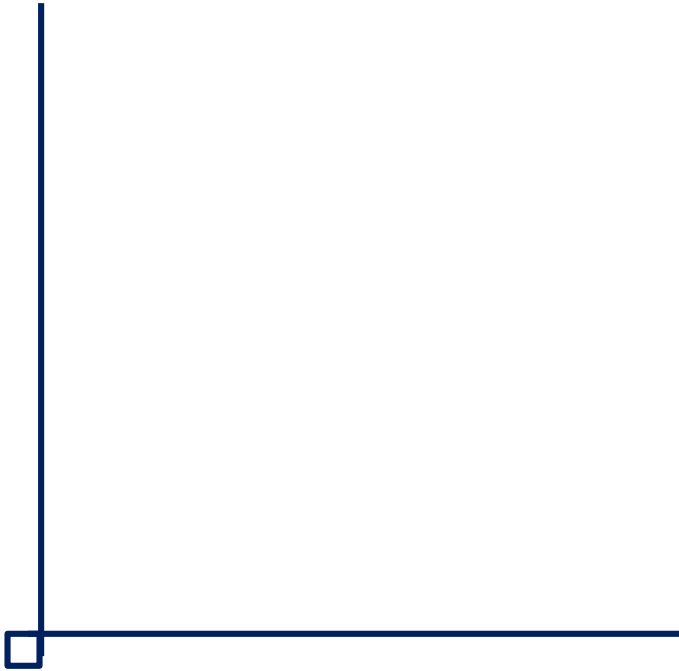


OUTLINE

4.6 Academic Learning Environment

- 6.1 Setting your online learning environment
- 6.2 Academic Terms
- 6.3 Class Calendar, Learning Schedule, and Academic Deadlines
- 6.4 Professional and Non-professional Courses
- 6.5 Course Rooms and Course Outlines
- 6.6 Course Requirements
- 6.7 Learning Contents and Activities
- 6.8 Learning Assessments
- 6.9 Learning Facilitation
- 6.10 Online Support Services
- 6.11 Online Live Lectures
- 6.12 Books and References
- 6.13 Academic Rating System
- 6.14 Knowledge Engineers and Facilitators
- 6.15 CERTS Skills Assessments and Certifications
- 6.16 Other Academic Matters
- 6.17 Line of Academic Correspondence

4.6.1 Setting Your Online Learning Environment



A. Physical set up

- Study table(s)
- Chair(s)
- Learning supplies, calculator, pencil, ballpen, eraser, highlighter
- Computer devices, laptop, desktop, mobile phone(s)
- Good lightings and ventilation
- Book stand/shelves/boxes
- Etc.

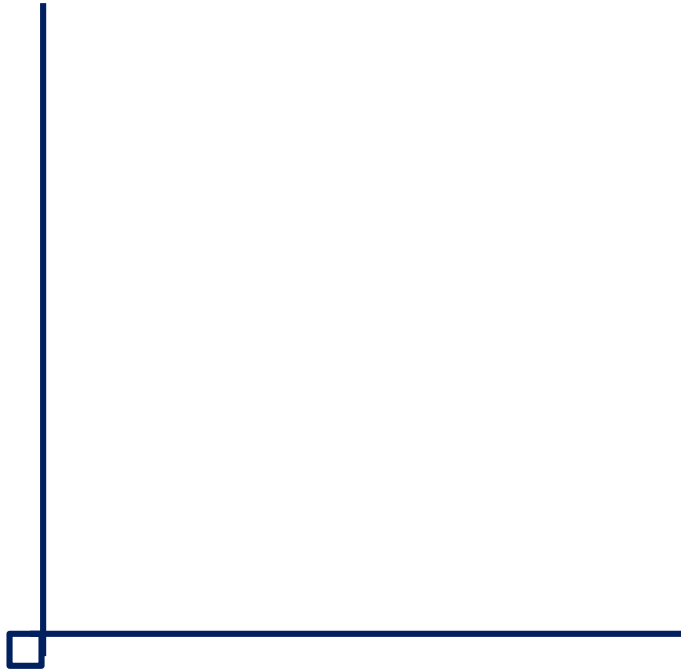
B. Internet connections

- For prepaid internet, verify that your subscription is not limited to selected app or group of apps only
- Use a different internet service provider with better coverage in your area

C. For more tips in setting your online learning environment, you may visit this link:

<https://cpale.certsedu.tech/tips-to-improve-your-online-learning-skills/>

4.6.2 Academic Terms

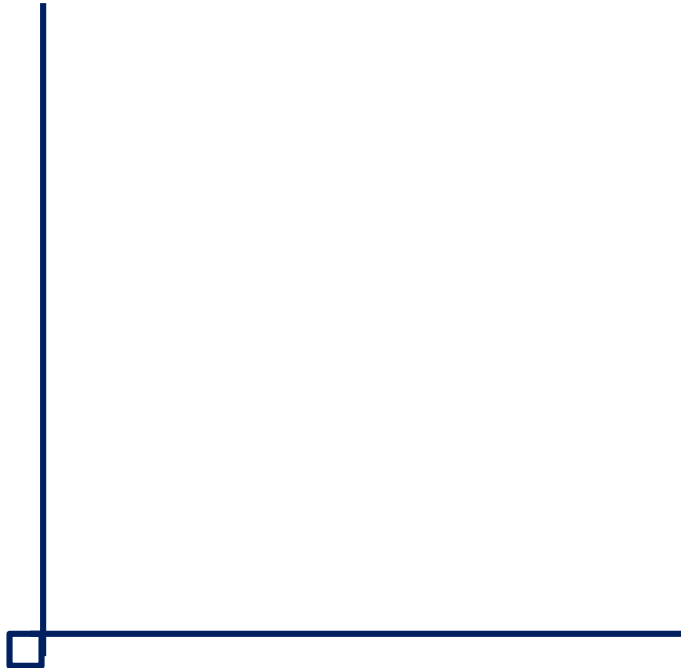


4.6.2 Academic Terms

- a. The JPC BSA Program runs on a 3-term per Academic Year learning model comprising of two (2) semestral terms and one (1) summer term. A regular academic term runs for 18 weeks while a summer term covers 6 weeks.
- b. The descriptive terms, inclusive dates, and maximum allowable units to be enrolled, AY 2025-2026, are as follows:

Term	Description	Inclusive Dates	Max Allowable Units
Term 1	First Semester	Aug – Dec	27
Term 2	Second Semester	Jan – May	27
Term 3	Summer	Jun - Jul	12

4.6.3 Class Calendar, Learning Schedule, and Academic Deadlines



- Enrollment starts 1.5 months before the term commences.
- Classes normally start in the 1st week or 2nd week of the first month of the term.
- Learning activities are designed on a term basis.
- For Term 6.1, AY 2025-2026, the class calendar is as follows:

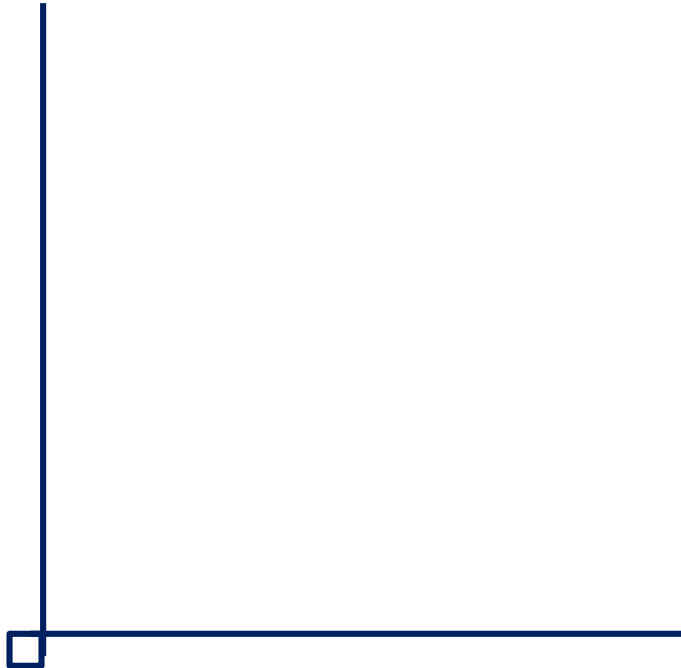
Classes		
Start		Aug 18, 2025
End		Dec 18, 2025
Enrollment		
Starts		Jul 4, 2025
Ends		Sep 2, 2025
Reservation ends		Aug 10, 2025
Early access opens		Aug 1, 2025
Last day of withdrawal		Sep 15, 2025
General orientation day		Aug 30, 2025, 7:00PM
Internship orientation		Sep 5, 2025, 7:00PM
Term break starts		Dec 19, 2025

e. Opening and Deadlines of Learning Activities, Term 6.1

Prof Courses			
Opening of modular and course assessments			Oct 18, 2025
Completion of course requirements			
	1st Deadline		Dec 11, 2025
	Final Deadline		Dec 18, 2025
Non-Prof Courses			
Opening of non-professional courses			Oct 18, 2025
Completion of course requirements			
	1st Deadline		Dec 11, 2025
	Final Deadline		Dec 18, 2025

- f. All website posted scheduled dates, including the SIMEX and online live lectures, are assumed to be held accordingly unless an announcement is made, thru email, facebook, website posting, or other means, for such change at least a day before the affected date.
- g. Learning is made 24/7 during the period covered by the term unhampered by traffic condition, travel time, location, and other disturbances in learning, except in the unusual electricity and internet connection interruptions as well as calamities. Said exceptions shall be subject to the judgment of the CERTS Academic Director.

4.6.4 Professional and Non-Professional Courses

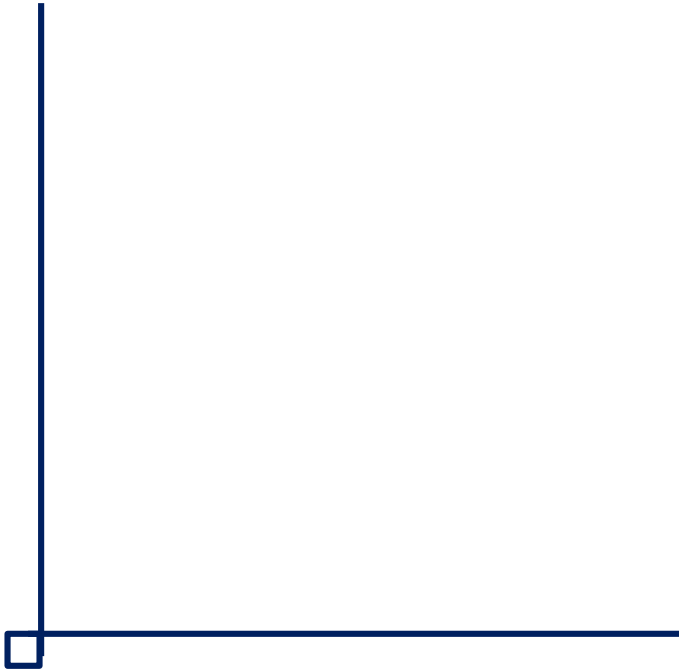


- a. Courses are classified as Professional Courses and Non-Professional Courses.
- b. Professional courses are those directly related in taking the CPALE such as, but not limited to, accounting, auditing, taxation, regulatory framework for business transactions, economics, financial management, and accounting information system.

Refer to slides 117-120 in the Terms and Terminologies section for the inclusive list of professional courses.

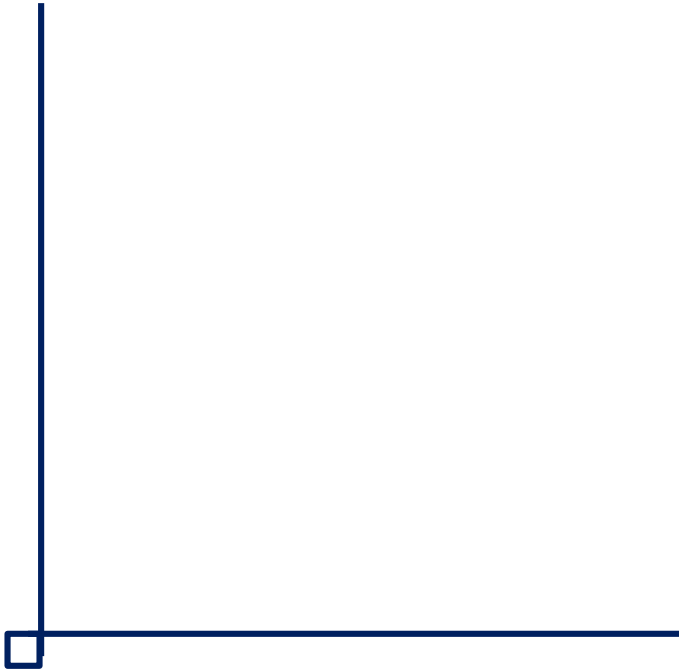
- c. All other courses not included in the immediately preceding list are non-professional courses.

4.6.5 Course Rooms and Course Outlines



- a. Course rooms are available for professional courses. They contain various learning contents and activities.
- b. Generally, non-professional courses are normally assigned their respective course rooms. While other non-professional courses have no separate course rooms such as Accounting Research, and Internship. For such, the instructions for course completion is sent through emails.
- c. A trainee is advised to always check the completeness of their assigned professional course rooms and the provision of the instructions in the non-professional courses.
- d. Course Outlines are found in each course by using the “List View” function or you may visit the certs website (<https://certsedu.tech>) for reference.

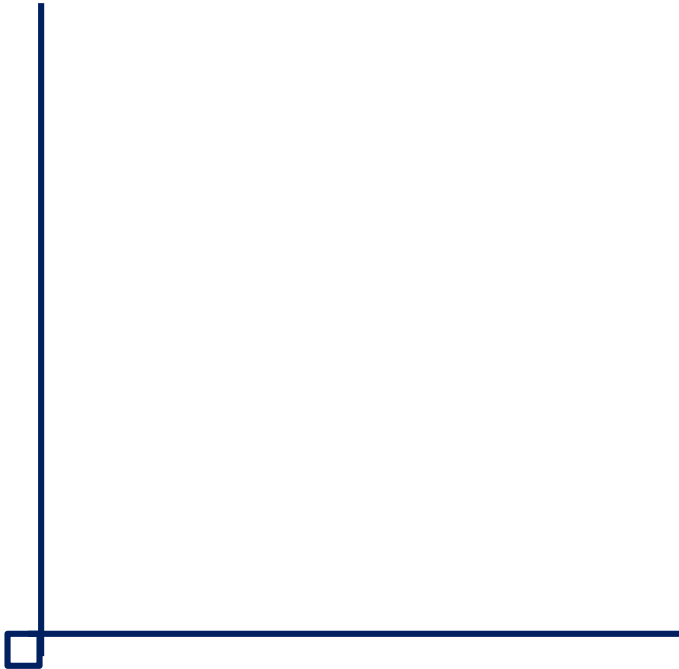
4.6.6 Course Requirements



4.6.6 Course Requirements

- a. For professional courses, the course requirements are determined by the Flash Score.
- b. For non-professional courses, the course requirements are stipulated in the designated course room or provided thru email containing the instructions for such course room.
- c. For Enhancement Program (EP) courses, on top of the regular assessments found in the course rooms and rating is indicated in the flash score, it is required to pass the BSA CPALE SIMEX before the final rating will be officially given.

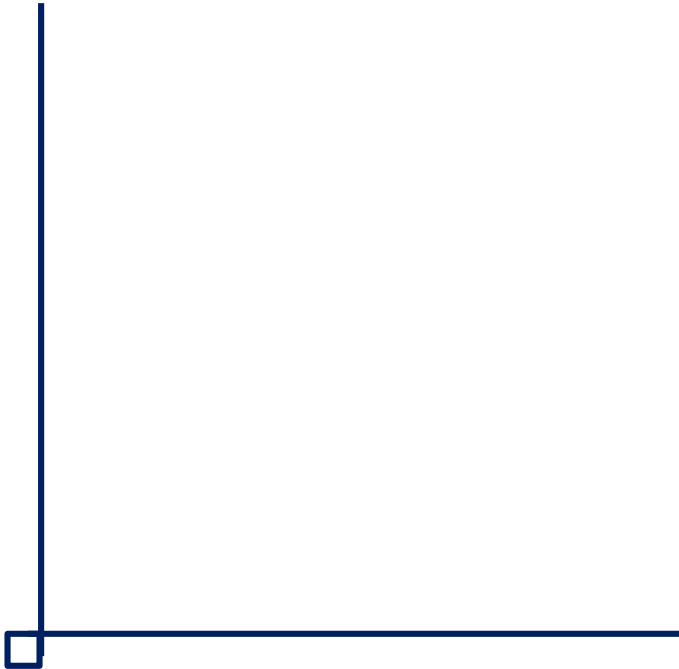
4.6.7 Learning Contents and Activities



- a. The contents and activities in the professional course rooms are as follows:

					Topical	Lesson	Module
a.	Video lectures				✓	✓	✓
b.	Study notes				✓	✓	✓
	a.1	slide			✓	✓	✓
	a.2	pdf			✓	✓	✓
		a.2.1 downloadable			✓	✓	✓
c.	Readings and references				✓	✓	
d.	From the web				✓		
	Live internet mentoring						
e.	(web conferencing)				✓		
f.	Exercises				✓	✓	✓
g.	Assessments				✓	✓	✓
h.	Projects				✓	✓	✓

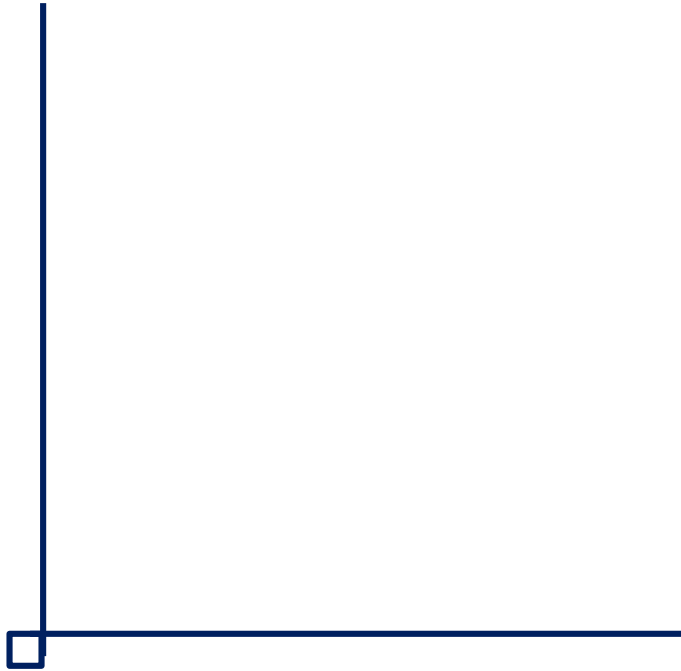
4.6.8 Learning Assessments



4.6.8 Learning Assessments

- a. Topical assessments must be taken as per course outline arrangement.
- b. Assessments are already uploaded ready for access on scheduled time.
- c. Modular and course assessments have extensions to indicate as such. Topical assessments have no extensions for identification.

4.6.9 Learning Facilitation

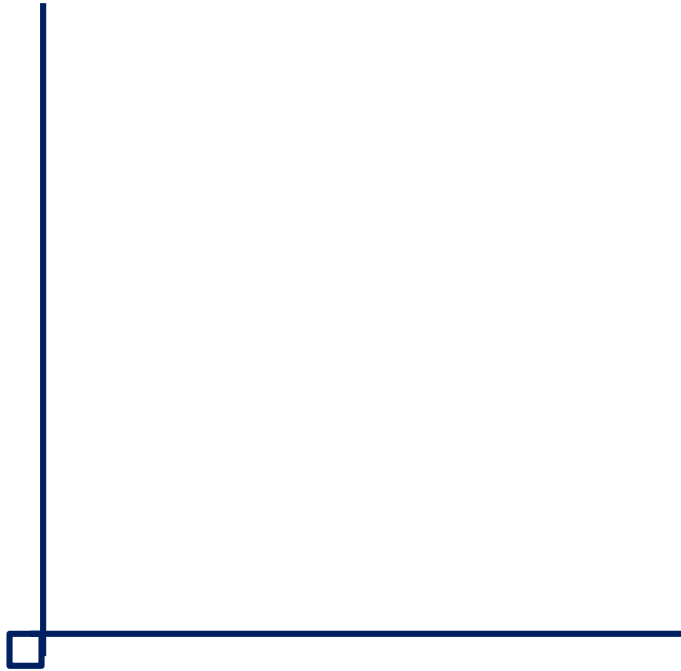


- a. We follow an open-time, open-schedule learning system where learning is made in a self-paced, self-directed, manner. It is primarily an asynchronous learning model where learning is at the learner's will.
- b. Our learning materials are already on the cloud servers waiting for use.
- c. We have two (2) learning schedule:
 - ♦ Asynchronous. For recorded video lectures, reading notes, exercises, topical assessments, modular assessments, and course assessments
 - ♦ Synchronous. Live online CPALE lectures, Integrated Accounting Review Course Assessments, and BSA CPALE SIMEX.

- d. Training and interaction with Learning Facilitators are purely online, no physical attendance.
- e. Online Mentoring Session (OMS) for professional courses are conducted only when there are questions submitted for discussions and at least five (5) learners have confirmed to attend such.
- f. Live online mentoring session and lectures are found in this address:

<https://cpale.certsedu.tech/schedule/>

4.6.10 Online Support Services



a. **Queries / Issues / Comments**

a1. When you inquire for answers involving explanation or solutions in an MCQ,

- a) **state the course and topic to be answered, and**
- b) **send a screen shot of the item under question.**

a2. The CERTS office will coordinate the same to the concerned Reviewer. The regular responding time is 8AM to 8PM, Mondays to Saturdays.

b. Office Learning Services

- b1. Only skeletal personnel force is maintained during the SIMEX, assessments, and other exams.

c. Links

- b2. Posting of link for OMS, SIMEX, and Assessments are found in the Introductory Module at least a day prior to the date of schedule.
- b3. Posting of link for Course Assessments are found in the Summary Section.
- b4. Links for live CPALE lectures and BSA CPALE SIMEX cannot be opened or used except on the date and time as indicated.**

d. **Group Chats**

- d1. WE DO NOT HAVE CERTS GROUP CHAT NOR ENCOURAGE / APPROVE ANY OF IT. WE ENTERTAIN COMMENTS / REQUESTS / ISSUES only thru the CERTS FB page:

[certs educational services](#)

and our email address :

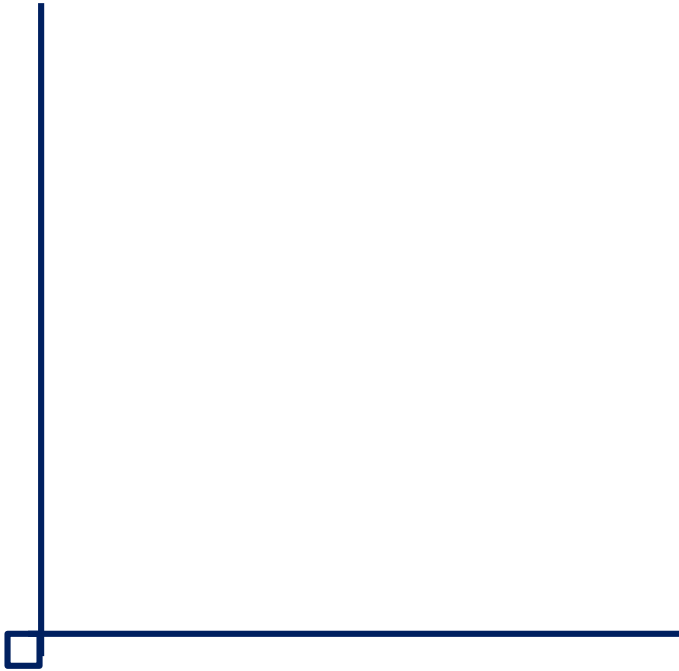
certse.ducational.services@gmail.com

- d2. *Anything taken up, discussed or otherwise, in the any unofficial, albeit, illegal group chat shall be considered an administrative offense and shall be acted upon accordingly.*

e. Miscellaneous

- e1. Course requirements are to be complied and submitted promptly and accordingly.
- e2. Reading materials, Pdf files, are downloadable. Slides are not downloadable.
- e3. The learning activities start within 24 hours after the sending of the proof of payment. You have almost 18 weeks in a regular term and 6 weeks in a summer term to work for your assessments and other course requirements. You are expected and advised to do your academic work within the schedule. It is improper to request for an extension on deadlines.

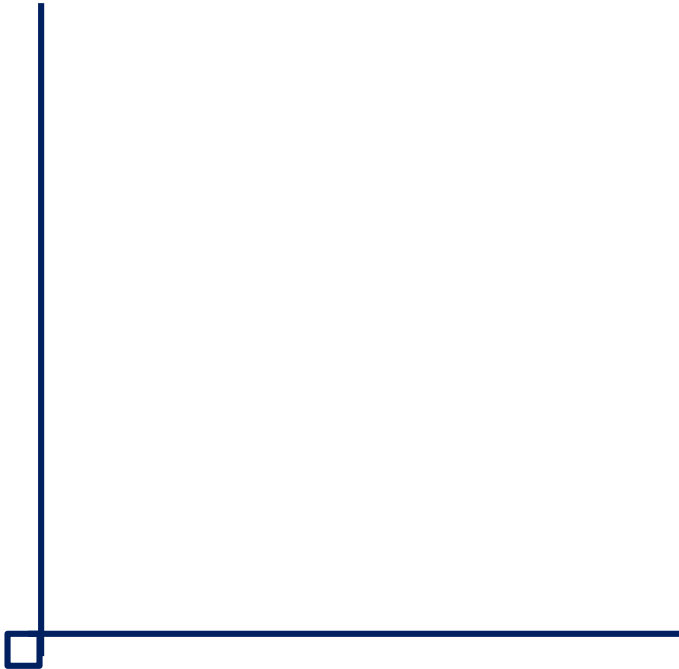
4.6.11 Online Live Lectures



- a. CERTS conducts LIVE Online Lectures. These are strongly recommended for JPC BSA graduates and are required for those presently enrolled in the Integrated Accounting courses. The schedule is found in this link:
<https://cpale.certsedu.tech/schedule/>
- b. You may also find the said link in your course room entitled "***CPALE Live Lecture Schedule***"
- c. The CERTS LIVE Online CPALE Lectures cover all the 6 CPALE Course Syllabi and their Table of Specifications as provided by the Board of Accountancy.
- d. Graduates of, as well as those in their last term of enrollment in, the JPC BSA Program are REQUIRED to attend the said live online lectures.

- f. Attendance to the CERTS live online CPALE lectures is free to all currently enrolled JPC BSA students.
- g. LIVE Online Lectures are also conducted by **Invited Professional Lecturers** as a way of intervention by the JPC College of Accountancy. All concerned are strongly advised to attend. An Attendance Fee for such lectures may be assessed and paid separately.
- h. **We do not post records of live meetings and lectures.**
- i. Attendance in the CPALE Live Lectures are strongly encouraged, except for those enrolled in the IAR courses where they are strongly advised to attend.
- i. Always keep posted in our website for changes in the CPALE Live Lecture schedule.

4.6.12 Books and References

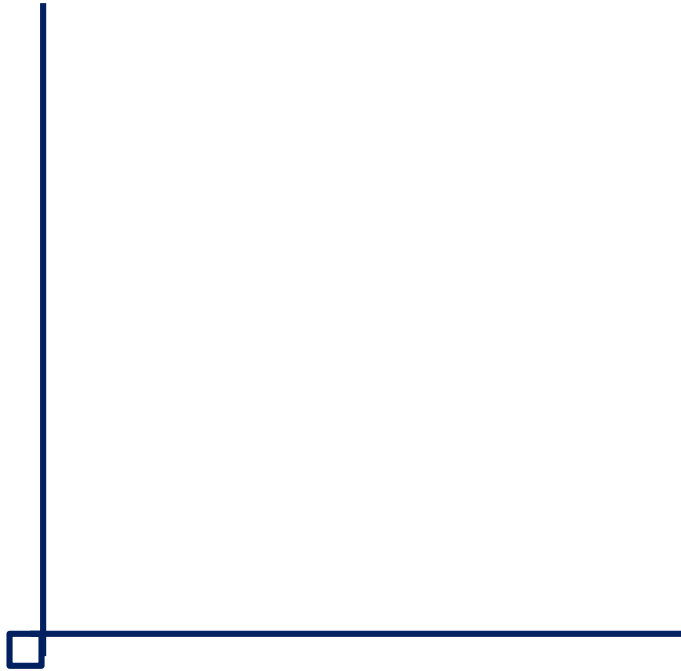


- a. For books and references in professional courses, kindly visit this link:

<https://certsedu.tech/wp-content/uploads/2022/09/Recommended-Books.-BSA-Program.pdf>

- b. For books and references in the non-professional courses, you may find it in the provided course outline, if made available, or you may search the internet for materials and other sources.

4.6.13 Academic Rating System



- a. The following are the standard grade points forwarded by JPC, updated as of Aug 29, 2025:

Grade Point	Equivalent		Grade Point	Equivalent		Grade Point	Equivalent
1	100		1.85	91		2.35	82
1.2	99		1.9	90		2.4	81
1.3	98		1.95	89		2.5	80
1.4	97		2	88		2.6	79
1.5	96		2.1	87		2.7	78
1.6	95		2.15	86		2.8	77
1.7	94		2.2	85		2.9	76
1.75	93		2.25	84		3	75
1.8	92		2.3	83		5	below 75
						Not Attending	
						Dropped	

b. Professional courses

- b1. Academic rating is purely assessment-based.
- b2. If the requirements in the professional courses are completed within the schedule completion, an additional of 3 points will be added to the final rating.

c. Non-professional courses

- c1. Submit the requirements to get a higher score.
- c2. The base grade is 100.
- c3. The following are DEDUCTIONS from the non-prof rating:
 - Late submission of the course requirement (-10).
 - Inferior quality of materials submitted (-5).

d. “INC” Rating

d1. If the course requirement is not submitted within the final extension deadline, the rating to be given is "INC". The course requirement must be completed within **45 days** from the start of the immediately following term, otherwise, the rating will become unofficially dropped, "UD".

e. Minimum assessment rating . Professional Courses

e1. The minimum assessment rating is 75 percent, unless otherwise stated in a course.

e2. The minimum assessment rating in the **Enhancement Program Courses** is 80 percent.

f. Assessments and Rating

	Regular Professional Courses	Enhancement Program Courses
Topical	30.00	20.00
Modular	40.00	20.00
Course	30.00	10.00
BSA CPALE SIMEX	n.a.	50.00
Total	100.00	100.00
<i>n.a. = not applicable</i>		

f1. Topical assessments (open from beginning to end)

- ♦♦ Unlimited number of takes
- ♦♦ Average of the 3 highest scores

f2. Modular assessments (with opening schedule)

- ♦♦ **Limited to three (3) takes (*required to be taken 3 times*)**
- ♦♦ **Average of the 3 scores**

f3 Course assessments (with opening schedule)

- ♦♦ **Limited to one (1) take only**

- g. If there are no modular and course assessments, the topical assessment score is transmuted to be the 100 score.
- h. If there is course assessment, the topical and modular assessment scores are transmuted to be the 100 score.
- i. If a topic has no assessment, the same is not considered in the computation of the course rating.
- j. Prompt submitters get a 3-point additional adjustment on their professional course rating, **provided they have already earned a passing mark.**
- k. Late submitters will get the following demerits:

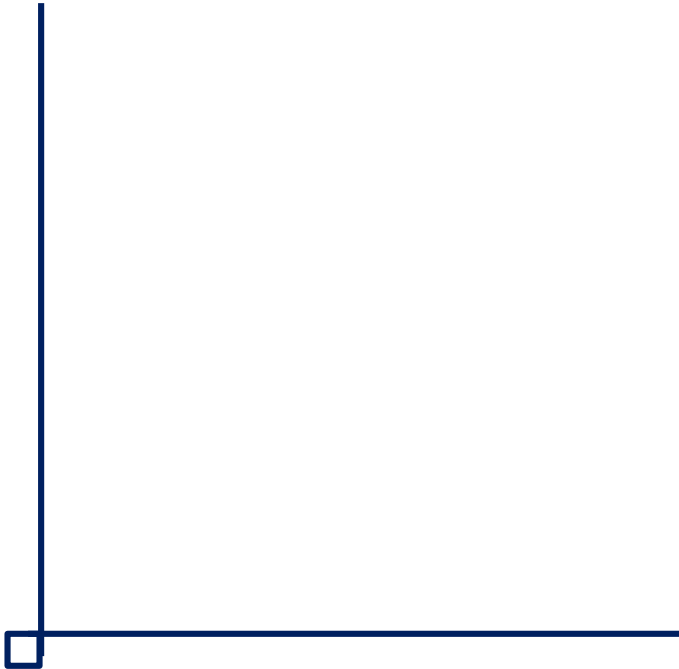
with first extension, -2% on their rating.

2nd and final extension, you get a maximum of 85% rating.

- l. Course assessments, will use Test Bank 2
- m. CPALE SIMEX, will use Test Bank 3
- n. Course requirements submitted late beyond the final extension will not be considered in determining the final rating. *A minute of late is still late.*
- o. Always complete the requirements on time. You have practically 15 weeks to work for the course requirements.
- p. INC Rating must be completed within 1.5 months (ie, 45 days) from the date of the immediately succeeding term. The 45-day final completion period shall start from the date the First Rating Report in a given term has been released.

- q. Rating on Enhancement Program Courses
- The minimum rating is 80/100.
 - Required to take all the topical, modular, and course assessments as well as the BSA CPALE SIMEX.

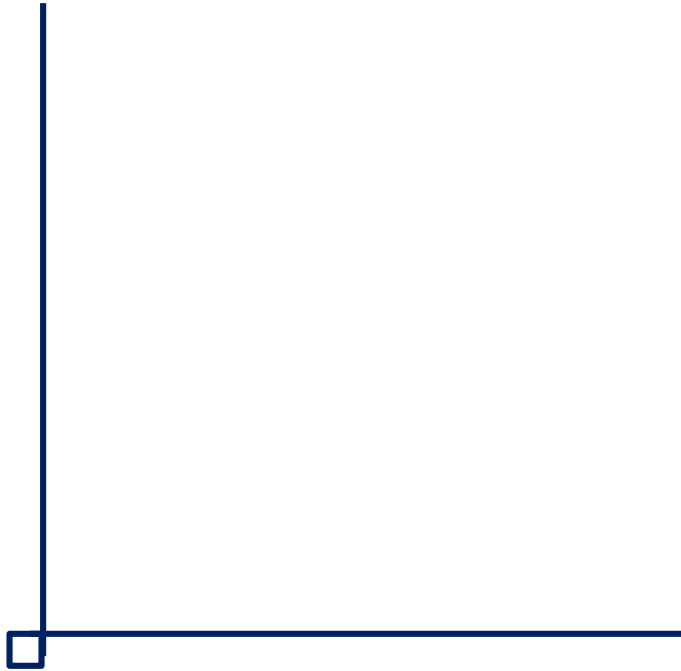
4.6.14 Knowledge Engineers / Facilitators



- a. Kindly visit this link for your knowledge engineers and learning facilitators:

<https://cpale.certsedu.tech/cpale-reviewers/>

4.6.15 CERTS Skills Assessments and Certification



CERTS Professional Certification Program

- a. Students are urged to take the CERTS Certification Programs.
- b. Training and assessments are free.
- c. Certification is not free.
- d. You may join the corresponding Online Mentoring Session of your chosen assessment date without charge.
- e. The succeeding three (3) slides present the skills certifications and membership registrations administered by CERTS.

Registrations and Certifications¹

	Bookkeeping			
1	Certified Bookkeeper			
2	Certified Professional Bookkeeper			
	Financial Accounting and Reporting			
3	Registered Financial Accountant I			
4	Registered Financial Accountant II			
6	Certified Financial Accountant			
	Government Accounting and Reporting			
7	Registered Government Financial Accountant			

¹ A person being granted a REGISTRATION or CERTIFICATION in the professional or technical membership possesses the required skill certificate(s) issued by an accredited assessing entity in a given level of certification.

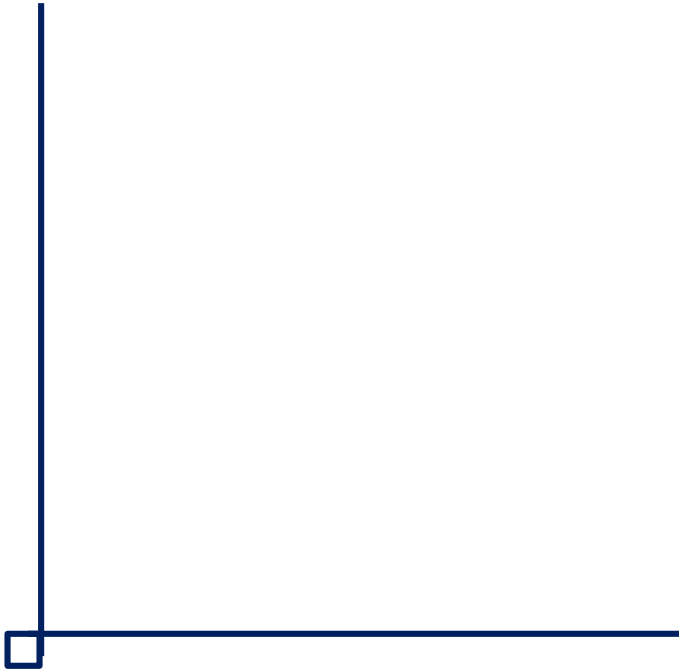
Registrations and Certifications

Cost Accounting			
8	Registered Materials Accountant		
9	Registered Payroll Accountant		
10	Certified Cost Accountant		
Management Accounting			
11	Associate Financial Planner		
12	Registered Management Accountant		
13	Certified Management Accountant Practitioner		
14	Certified Management Accountant Global		
Financial Management			
15	Registered Financial Analyst		
16	Registered Personal Finance Practitioner		
17	Registered Corporate Finance Practitioner		
18	Certified Financial Manager		

Registrations and Certifications

	Auditing		
19	Registered Internal Auditor		
20	Registered Public Auditor		
21	Registered Government Auditor		
22	Registered Forensic Auditor		
	Taxation		
23	Registered Income Tax Practitioner		
24	Registered Business and Transfer Taxation Practitioner		
25	Certified Tax Accountant		

4.6.16 Other Academic Matters



a. Research courses

- a1. Research courses, feasibility study or equivalents are creditable in this program.
- a2. Rating on these courses, if required to enrol, shall be based on the Course Requirement to be submitted at the end of the term.

b. Internship

- b1. Practicum, on-the-job-training or equivalents are creditable in this program under the **Recognized Learning Activity** (RLA) system.
- b2. Those who lack credit units in this course would be given an alternative practical learning activity (PLA) to be performed during the term. The choices for learning activities would be discussed in the first week of the term.
- b3. A separate orientation program will be conducted on September 5, 2025 (Friday), 7:00PM. The related link will be made available in your Internship course room.

c. Student Manual

- c1 Enrollees in the BSA Program must comply with the standards promulgated in the JPC Student Handbook, except for cases being modified to suit to the standards applied in the Program.

d. BSA Prospectus

- f1. The Bachelor of Science in Accountancy program of the university must be complied upon in order to be granted the degree in the said program.

<https://certsedu.tech/wp-content/uploads/2025/08/JPC-BSA-Curriculum.-2021-2022.pdf>

e. Enrollment


e1. Enrolment – New Students


- ♦ Fill out the Student Application Form
- ♦ Write the courses you will enrol based on your personalized **Program Completion and Mapping Schedule** (PCMS), or simply “**Course Mapping**”.

e2. Enrolment – Old Students

1	You may enroll for the following term, a. while a current term is ongoing or while waiting for the release of your Course Rating, in a month prior to the start of the new term and have no past due account, or, b. after a term ends but with a past due account of not more than P5,000 in the immediately finished term	
2	Follow items "1.4", "2.1", and "2.3" found in this link: https://certsedu.tech/bsa-enrollment-procedure/ Old students are not required to submit anew an accomplished Admission Form if it has been previously submitted.	
3	Use the same login credentials and check if your certs app is updated.	
4	For other details, please visit this link:	

JPC Admission Form


JOHN PAUL COLLEGE
 MG Andaya Compound, Odiongan, Roxas, Oriental Mindoro
 Tel. No. 043-299-7197 • e-mail: jpcapril.college@yahoo.com



ADMISSION FORM
 COLLEGE DEPARTMENT

STUDENT ID NO: _____
 SCHOOL YEAR: _____

WELCOME TO THE HOME OF CHAMPIONS! TO BECOME AN OFFICIAL JPCIAN, KINDLY FILL OUT THE INFORMATION REQUIRED BELOW AND TOGETHER LET'S EXPERIENCE TRANSFORMATIVE EDUCATION HERE AT JOHN PAUL COLLEGE. (PLEASE WRITE IN CAPITALIZED AND DO NOT ABBREVIATE THE WORD/S OR PHRASE.)

Name: _____
(Last Name (Family Name) First Name (Given Name) Middle Name)

Home Address: _____
(Zip Code, Street, Barangay, Municipality, Province)

Date of Birth: ____/____/____ **Place of Birth:** _____

Age: ____ **Gender:** ____ **Civil Status:** ____ **Religion:** ____

Citizenship: ____ **No. of Siblings:** ____

Contact No 1: _____ **Contact No 2:** _____

E-mail address: _____ **FB Account:** _____

Part of indigenous people? _____ If yes, indicate the group you belong to: _____
 Persons with disability (PWD)? _____ If Yes, indicate the Type Of Disability: _____
 Are you a working student? _____ If Yes, indicate your job: _____
 Are you a single parent? _____ If Yes, indicate your source of living: _____

Father's Name: _____ **Mother's Name:** _____
(Last Name/Given Name/Middle Name) Maiden Name (Last Name/Given Name/Middle Name)

Date of Birth: ____/____/____ **Age:** ____ **Religion:** ____

Contact Number: _____ **Contact Number:** _____

Educational Attainment: _____ **Educational Attainment:** _____

Occupation: _____ **Monthly Income:** _____ **Occupation:** _____ **Monthly Income:** _____

No. of Siblings (Brother/s & Sister/s): ____ **No. of Siblings (with Work):** ____

GUARDIAN'S DATA (leave blank if not applicable)

Name: _____ **Address:** _____

Relationship to Student: _____ **Contact Number:** _____

In case of emergency, please contact: _____

Relationship: _____ **Address:** _____

Vehicle used for schooling: Bicycle _____ Motorcycle _____ Tricycle _____ Car _____ Commuter _____ Walking Distance _____

Ownership status: Own Vehicle _____ Owned by parents _____ Owned by family/relatives _____

Plate Number: _____ **Vehicle Color:** _____ **JPC Sticker No:** _____

With License: Prof. License _____ Student Permit _____ Registered _____ With complete papers _____

Residence Status: Living in Roxas _____ Border/x(Boarding House) _____ Apartment(Renting) _____ Adapted to other Barangay _____

Boarding House/Apartment's Address: _____ **Block/Room No:** _____

Landmark/Color: _____ **Contact person to call:** _____ **CP No:** _____


Tool/s used for studying: Mobile Phone _____ Laptop _____ Ipad/tablet _____ Personal Computer _____ Books _____

2nd choice course/program: _____ **3rd choice course/program:** _____

I hereby certify that the above information is true and correct to the best of my knowledge. I hereby express my consent to John Paul College to collect, record, organize, update or modify, retrieve, use and further process my personal information for the purposes of admission and scholarship application. I am aware that said personal information will be accessed and used by the school personnel who are involved in the evaluation of application for admission.

Applicant's Signature over Printed Name _____ Parent/Guardian's Signature over Printed Name _____

JPC Registration Form


JOHN PAUL COLLEGE
 MG Andaya Compound, Odiongan, Roxas, Oriental Mindoro
 Tel. 843-2977177 E-mail: jpcapril.college@yahoo.com

REGISTRATION FORM
 COLLEGE DEPARTMENT

STUDENT #: _____ **NEW** _____ **OLD/RETURNEE** _____ **TRANSFEREE** _____

SY _____ **1st Semester/** _____ **2nd Semester/** _____ **Summer** _____

YEAR/COURSE _____

Name: _____
(Last Name (Family Name) First Name (Given Name) Middle Name)

Home Address: _____
(Zip Code, Street, Barangay, Municipality, Province)

Date of Birth: ____/____/____ **Place of Birth:** _____

Age: ____ **Gender:** ____ **Civil Status:** ____ **Religion:** ____ **Citizenship:** ____

Contact No: _____ **E-mail address/FB Account:** _____

Part of indigenous people? _____ If yes, indicate the group you belong to: _____
 Persons with disability (PWD)? _____ If Yes, indicate the Type Of Disability: _____

Elementary School: _____ **Junior High School:** _____

Address: _____ **Address:** _____

Year Graduated: _____ **Year Graduated:** _____

Senior High School: _____ **School last attended (if transferee):** _____

Address: _____ **Course:** _____

Year Graduated: _____ **GWA:** _____ **Semester & School Year Enrolled:** _____

Strand: _____ **LRN:** _____ **Address:** _____

Honors Received (if any): _____

Father's Name: _____ **Mother's Name:** _____
(Last Name/Given Name/Middle Name) (Last Name/Given Name/Middle Name)

Date of Birth: ____/____/____ **Age:** ____ **Religion:** ____

Contact Number: _____ **Date of Birth:** ____/____/____ **Age:** ____ **Religion:** ____

Educational Attainment: _____ **Educational Attainment:** _____

Occupation: _____ **Monthly Income:** _____ **Occupation:** _____ **Monthly Income:** _____

No. of Siblings (Brother/s & Sister/s): ____ **No. of Siblings (with Work):** ____

GUARDIAN'S DATA (leave blank if not applicable)

Name: _____ **Address:** _____

Relationship to Student: _____ **Contact Number:** _____

In case of emergency, please contact: _____

Relationship: _____ **Address:** _____

I hereby certify that the above information is true and correct to the best of my knowledge. I hereby express my consent to John Paul College to collect, record, organize, update or modify, retrieve, use and further process my personal information for the purposes of admission and scholarship application. I am aware that said personal information will be accessed and used by the school personnel who are involved in the evaluation of application for admission.

Applicant's Signature over Printed Name _____ **Parent/Guardian's Signature over Printed Name** _____

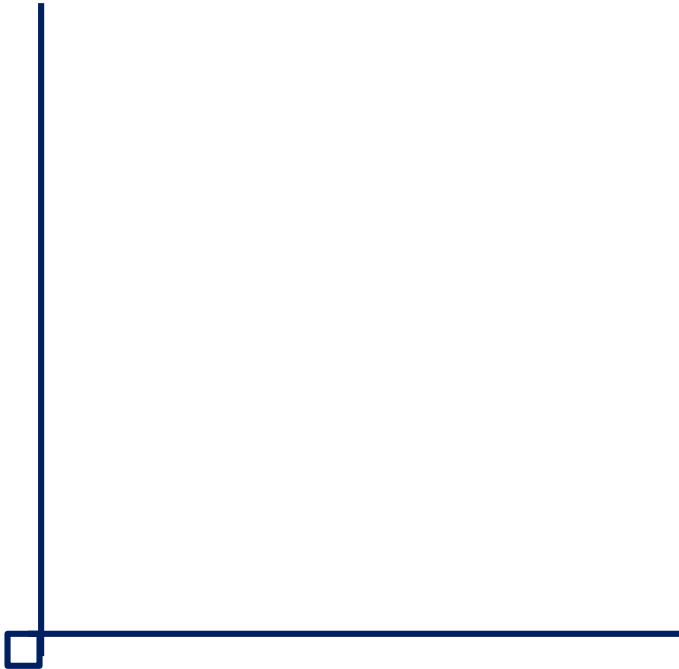
Entry credentials: _____ **Report Card (F-138)** _____ **F-137/ SF10** _____ **Cert. of Grades** _____ **Hon. Dismissal** _____

_____ **Good Moral Cert.** _____ **LCR/PSA Birth Cert.** _____ **PSA Marriage Cert.** _____ **Transcript of Records** _____

MARKETING & ADMISSIONS	GUIDANCE COUNSELOR	SCHOLARSHIP OFFICE (PRIORITY)	DEPARTMENT HEAD	DEAN'S OFFICE	NSIP OFFICE	CASHIER'S OFFICE (WINDOW 1)	REGISTRAR'S OFFICE (WINDOW \$&S)
REMARKS	REMARKS	REMARKS	REMARKS	REMARKS	REMARKS	REMARKS	REMARKS
DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE

NOTE: NOT VALID WITHOUT REMARKS FROM SIGNATORIES AND INCOMPLETE DOCUMENTS NEEDED*

4.6.17 Line of Academic Correspondence



4.6.17 Line of Academic Correspondence

- a. The official line of academic correspondence is the fb page: **certs educational services**
- b. Submit the academic requirements for non-professional courses thru: academics.jpc.certs@gmail.com
- c. Do not expect a response on your email for the course requirements you have submitted. If you were able to send it, it means we have received it.
- d. Issues reported through facebook and not attended to on the day it is reported / submitted are normally covered in the following business day(s).
- e. For queries, always consult first this orientation materials and the certs website.

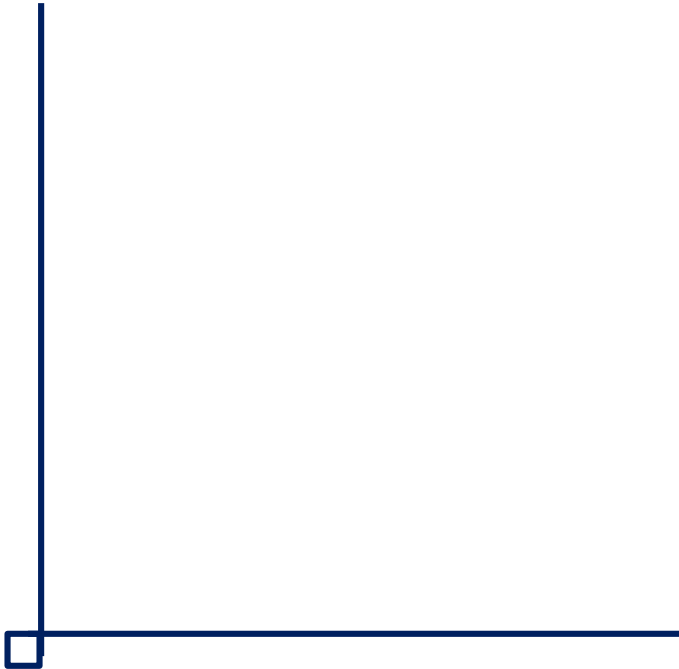
f. CERTS Hot lines

FB : certs educational services

Mobile No. : 0917 704 3328
0917 8874876 / 0917 3123727

- g. When sending a file in the FB page, such as a proof of payment or a correspondence, sent it in a “picture file” format, clear, and readable..
- h. When referring to a previously sent image, kindly re-attach the image.
- i. The jpc.certs@gmail.com email address is maintained by CERTS.
- j. Sunday is a rest day in the CERTS office.

5. Administrative Matters



5. Administrative Matters

5.1. IDs, Official Receipts and Certificate of Enrollment, Transfer Credentials, TOR, Diploma, and Graduation

5.1.1 JPC IDs are to be processed and released by JPC.

5.1.2 ORs are issued after full payment has been made.

5.1.3 Certificate of Enrollment is issued by JPC.

5.2 Transfer Credentials and Honorable Dismissal

5.2.1 Transfer Credentials and Transcript of Records are submitted to **JPC thru CERTS** in the following address:

The Registrar

CERTS Educational Services, Inc.

Samal View Hillside Resort Administrative Office

Babak-Samal-Kaputian Rd., Kaputian District, Island

Garden City of Samal 8119

Email : jpc.certs@gmail.com

certs.educational.services@gmail.com

Mobile : 0917 8874876 / 0917 3123727

5. Administrative Matters

5.2.2 Transfer credentials to JPC

5.2.2.1 Enroll in the JPC BSA program.

5.2.2.2 With TOR having a remark “COPY for JPC”

- a. Submit the same together with all the original documents as required for official admission in the program

5.2.2.3 No TOR with remark “COPY for JPC”

- a. Get the Transfer Credentials from your previous school. Submit it to CERTS who will in turn transmit the same to JPC.

5. Administrative Matters

- b. JPC will send the Return Slip of your transfer credentials to your previous school with the request to transmit your Transcript of Records with notation "COPY FOR JPC".
- c. If your previous school does not issue Transfer Credentials, JPC shall send a letter to the latter with a request to transfer your academic credentials to them together with your TOR bearing a remark "COPY FOR JPC".

5.2.3 Transfer credentials from JPC

- 5.2.3.1 The request of transfer credentials from JPC must be coursed thru CERTS. Transacting directly to JPC in this regard may complicate the processing of documents .

5. Administrative Matters

5.2.4 Honorable Dismissal from the previous school is required for the following:

5.2.4.1 Transferees

5.2.4.2 Enrollees whose TOR have no stamped "COPY FOR JPC" or who have not submitted the transfer credential slip.

5.3 JPC TOR, Diploma, and Graduation

5.3.1 Issuance of TOR to completers

5.3.1.1 The TOR is to be applied separately by the graduate to JPC thru CERTS.

5.3.2 Graduation ceremonies

5.3.2.1 Graduation schedule and ceremonies shall be taken separately with CERTS and JPC.

5.3.3 CPALE Review Program

5.3.3.1 It is not covered in the BSA Program. You may enroll in a CPALE Review Program in any review center of your choice.

5. Administrative Matters

5.4 Downloading the CERTS App

<https://certsedu.tech/app-download/>

5.5 The “**certs eduonline**”, or CERTS LMS, will be used in the JPC BSA Program.

5.6 Refer to this link on the "how" to use the CERTS LMS:

[*https://certsedu.tech/brief-overview-of-certs-lms-app/*](https://certsedu.tech/brief-overview-of-certs-lms-app/)

5.7 Line of Administrative Correspondence

JPC Website : <https://johnpaulcollege.edu.ph/>

CERTS website : <https://certsedu.tech>

Email addresses

Enrolment and payment : finance.jpc.certs@gmail.com

Submission of academic requirements for
non-professional courses: academics.jpc.certs@gmail.com

Announcement : jpc.certs@gmail.com

6. Tuition and Other Fees

6. Tuition and Other Fees

6.1 Payment of tuition

- 6.1.1 Pay your tuition and other fees on time.
- 6.1.2 State the first TERM of your enrollment when inquiring on tuition . Students should remember their Enrollment Batch, the term they first enrolled in the program, e.g., Term 4.1, AY 2023-2024.
- 6.1.3 The tuition schedule shall be the same within 2 years from the date of the first term of enrollment, except for those whose original Course Mapping is beyond 2 years. After such, the new prevailing tuition and other fees in the term of enrollment shall apply.

6. Tuition and Other Fees

6.2 The Tuition and schedule of payments in Term 6.1 is found in:

<https://certsedu.tech/>

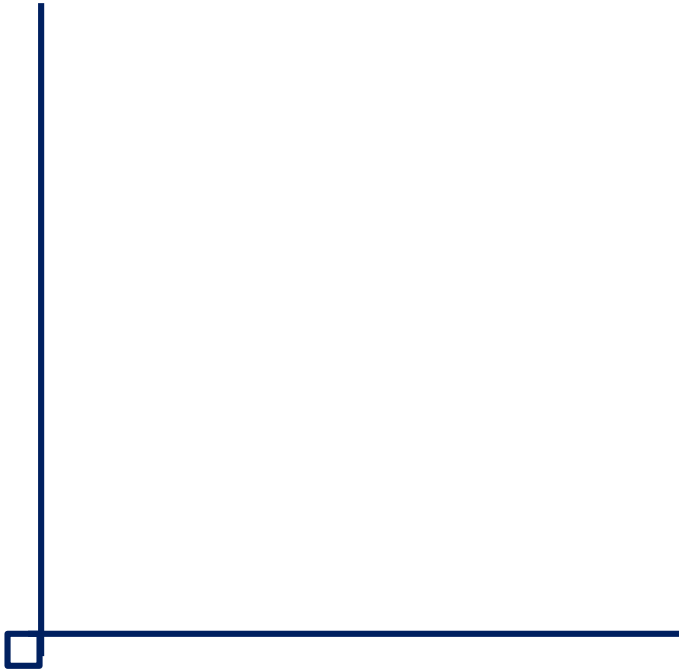
6.3 Those who dropped after the published dropping period are required to pay their outstanding balance before enrollment in the following term.

6.4 Password recovery or change in password would cost you two hundred pesos (P200) per service.

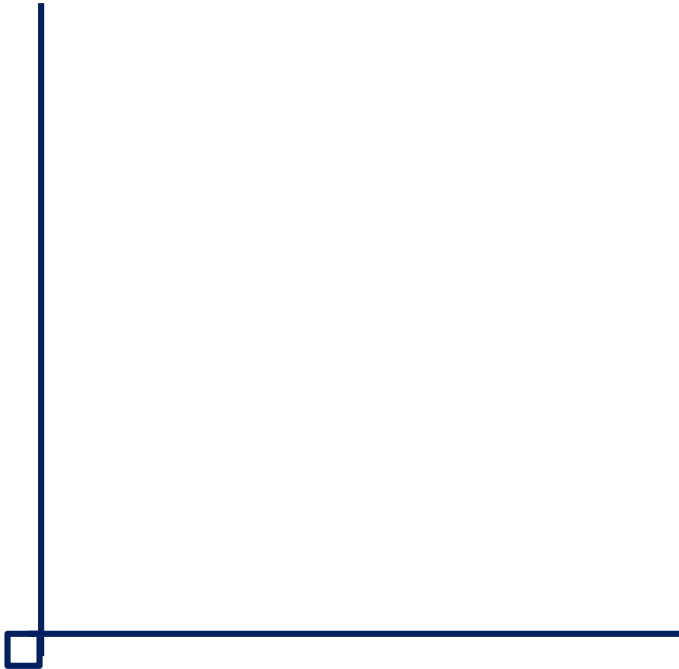
6. Tuition and Other Fees

- 6.6 Enrollment after the classes start in a given term shall be charged an additional of P1,000. The same shall be paid in the last installment due.
- 6.7 You are **REQUIRED** to submit your clear and complete screen shot of your proof of payment to the following:
- (1) fb page: certs educational services
 - (2) email : finance.jpc.certs@gmail.com
- 6.8 For those dropping within the prescribed period, there paid tuition shall be refunded, subject to ten percent (10%) deduction based of the total tuition to be paid during the term. Reservation is non-refundable.

GOOD LUCK TO ALL!



Terms and Terminologies



Terms and Terminologies

Academic Year. “AY” for short, is a length of learning and training time within a year; it starts from September of the present year and ends in August of the immediately following term

Academic Term. The Program follows the 3-term academic year comprising of two (2) semestral terms and one (1) summer term. A regular academic term runs for 18 weeks while a summer term covers 6 weeks.

1

Terms and Terminologies

Batch. It is identified as to the AY it relates and is further identified as to batch. For example:

Batch 1.1 – AY 2020-2021, Term 1

Batch 1.2 – AY 2020-2021, Term 2

Batch 1.3 – AY 2020-2021, Term 3

Batch 2.1 – AY 2021-2022, Term 2.1

Batch 2.2 – AY 2021-2022, Term 2.2

Etc.

1

Terms and Terminologies

BSA Program. The BSA Program is a baccalaureate program of the John Paul College in partnership with CERTS Educational Services, Inc., for transferees or 2nd coursers from another school or other program who would like to complete the BS in Accountancy program.

CERTS. The CERTS Educational Services, Inc. is contractually authorized by JPC to handle the academic activities in the BSA program.

1

Terms and Terminologies

Course. Also called as subject, e.g., Fundamentals of Accounting, Intermediate Accounting, Ethics, Philippine Popular Culture, etc.; there are **65 courses** in the JPC BSA program.

Course Developer. A professional who designs the course room and creates or supervises the preparation and uploading of the learning contents.

CPALE. Certified Public Accountant Licensure Examinations.

Terms and Terminologies

IIBP. It stands for International Institute of Business Professionals.

Learning Facilitator. A professional who guides, counsels, and monitors the daily or periodic learning activities.

Lesson. A set of related knowledge in a module

Learning platform. CERTS educ online

Terms and Terminologies

Module. A major set of related knowledge in a course.

Non-professional courses. Those not classified as professional courses.

JPC. The John Paul College, an ISO certified training institution and a CHED recognized Higher Education Institution, is authorized by the Philippine government to issue Diploma to graduates of the Bachelor of Science in Accountancy

Terms and Terminologies

Professional courses. These are courses directly related to the CPALE. It includes the following:

- Financial Accounting and Reporting
- Conceptual Framework and Accounting Standards
- Intermediate Accounting 1
- Intermediate Accounting 2
- Intermediate Accounting 3
- Cost Accounting and Control
- Strategic Cost Management

Terms and Terminologies

Professional courses include the following (cont.):

- Accounting for Special Transactions
- Accounting for Government and Non-profit Organization
- Accounting for Business Combinations
- Governance, Business Ethics, Risk Management, and Internal Control
- Auditing and Assurance Principles
- Auditing and Assurance Concepts & Applications 1
- Auditing and Assurance Concepts & Applications 2

Terms and Terminologies

Professional courses include the following (cont.):

- Auditing and Assurance: Specialized Industries
- Auditing in CIS Environment
- Managerial Economics
- Economic Development
- Financial Management
- Accounting Information System
- Strategic Business Analysis

Terms and Terminologies

Professional courses include the following (cont.):

- Operations Management and Total Quality Management
- Law on Obligations and Contracts
- Business Laws and Regulations
- Regulatory Framework and Legal Issues in Business
- Income Taxation
- Business Taxation

Terms and Terminologies

Program. Bachelor of Science in Accountancy

Rating. Also called academic rating is the grade of students in a course in a given term.

Topic. A set of related knowledge in a lesson.

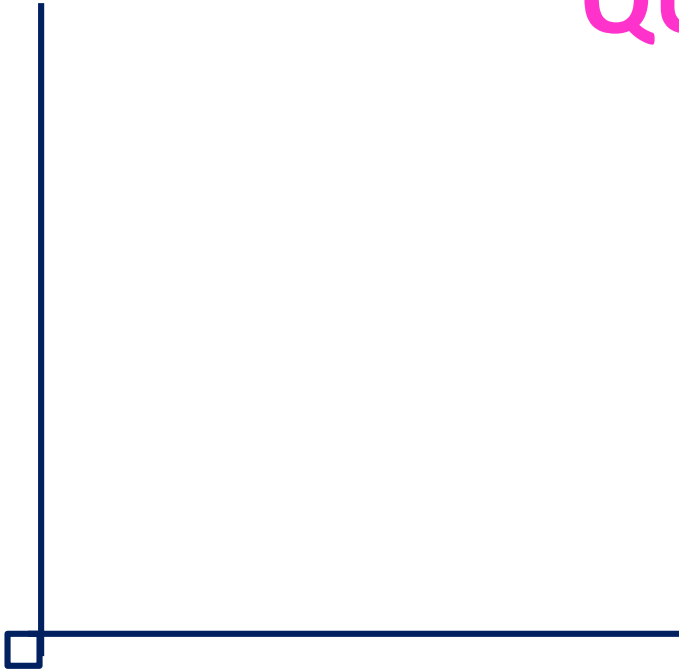
1

ACRONYMS

CERTS	CERTS Educational Services
Course	Traditionally refers to “academic subject”
CPALE	Certified Professional Accountant Licensure Examinations
OMS	Online Mentoring Sessions
JPC	John Paul College



FREQUENTLY ASKED QUESTIONS



FAQs

What do I get from the program?

1. Q. What credentials do I get from this BSA program?
 - A. After completing all the program requirements, you will be awarded/given the following:
 - 1.1 Diploma in the Bachelor of Science in Accountancy program.
 - 1.2 Baccalaureate degree in Bachelor of Science in Accountancy
 - 1.2 Transcript of Records for employment and other purposes
 - 1.3 Transcript of Records for the CPALE (CPA licensure examinations), subject to passing the CERTS BSA CPALE Simulation Exam (SIMEX)
2. Q. What school will issue my diploma in Bachelor of Science in Accountancy program?
 - A. John Paul College

FAQs

What do I get from the program?

3. Q. Am I qualified to take the CPALE after completing the BSA Program?

A. Yes

4. Q. Where can I find more details about the JPC BSA program.

A. For more details of program information, kindly visit the CERTS website, <https://certsedu.tech>

FAQs

What do I get from the program?

5. Q. What else do I get from the JPC CERTS BSA Program aside from the diploma in BSA and the TOR for CPALE from JPC?
- A. You also get CERTS Skills Certifications after complying further requirements. For details, kindly visit, <https://certsedu.tech/>

FAQs

Program requirements

6. Q. What are the requirements to secure the diploma in BSA?

A. Academic requirements and administrative requirements.

7. Q. What are the academic requirements?

A. It is mainly the compliance to the course requirements in the professional courses and non-professional courses.

Professional courses are based on the FLASH SCORE while non-professional courses are based on specific instructions in a course.

FAQs

Program requirements

8. Q. What is a Flash Score?

A. It is the summary of all your raw scores in topical, modular, and course assessments. The said score components are presented in the main body of this orientation material.

9. Q. What are the administrative requirements?

A. Submission of the required program admission requirements (<https://certsedu.tech/>) and payment of fees.

10. Q. What are the program admission requirements?

A. The following are the program requirements:

FOR FRESHMEN

1. Senior High School Card
2. 2×2 Picture (colored with white background)
3. Student Application Form (downloadable at the “Enrollment Procedures” page. Connect to [“https://certsedu.tech/bsa-enrollment-procedure/”](https://certsedu.tech/bsa-enrollment-procedure/) for the form.

11. Q. What are the program admission requirements? (Page 2)

FOR TRANSFEREES AND 2ND COURSERS

A. For TOR Evaluation

1. Digital copy of Transcript of Records / Academic Records / any Equivalent Credentials

B. For Probationary Enrollment

- 1 Digital copy of the following:
 - 1.1 BSA Program Completion and Mapping Schedule (Course Mapping)
 - 1.2 Student Application Form (downloadable at the "Enrollment Procedures" page. Connect to <https://certsedu.tech/bsa-enrollment-procedure/> for the form.

C. Proof of Payment

1. Send to **official certs email and fb page**

12. What are the program admission requirements? (Page 3)

C. For Official Admission to the Program

Original copy of the following:

1. Certificate of Transfer credentials (if not available now, allowed to be submitted later, but have to sign a templated waiver)
2. Honorable Dismissal (not required for 2nd coursers)
3. Official Transcript of Records or Academic Record (with Remarks, "**COPY FOR JPC**")
4. Birth Certificate (PSA certified)
5. Marriage Contract (PSA certified)
6. Latest 2×2 Picture (colored with white background)
7. Accomplished Student Form

13. What are the program admission requirements? (Page 4)

Send documents to:

CERTS Educational Services, Inc.
Samal View Hillside Resort Administrative Office
Kaputian Rd., Bandera, Kaputian District, Island Garden City of Samal

**Email : certs.educational.services@gmail.com
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14. Q. What is the learning mode?

A. The JPC BSA Program runs on a 3-term per Academic year learning model (2 semesters and 1 summer term).

Learning is undertaken using our CERTS Learning Management System (LMS), "certs eduonline"

Our learning app runs thru (1) android-powered smart phone, and (2) laptop or desktop under the windows 10 and Mac operating systems. The beta version for the iphone and ipad access will be released soon after the completion of our IT Team and conducting a beta test thereof

We follow an open-time, open-schedule learning system where learning is made in a self-paced, self-directed, manner. It is primarily an asynchronous learning model and the schedule is at your will.

14. Q. What is the learning mode?

A. (continuation, page 2)

1. Our learning materials are already on the cloud servers waiting to be used.
2. Our e-Learning systems contents include: recorded video lectures; study notes, slides, references, assignments and MCQs for exercises, practices, diagnostic tests, topical tests, modular tests and course assessments. Reading materials are downloadable.
3. Assessments are already uploaded ready to be accessed at will or scheduled set by the Academic Director.
4. Students are also strongly urged to attend the regular CERTS LIVE ONLINE LECTURES relating to all topics covered in the CPALE. The links for the Live Online Lectures are posting in the course room "CPALE Live Lecture Schedule". Also, the related schedule is found in the CERTS website (<https://certsedu.tech>).

FAQs

Learning environment

14. Q. What is the learning mode?

A. (continuation, page 2)

5. Training and interaction with Learning Facilitators are basically online. Intervention classes may be held on a face-to-face or online mode.
6. Intervention classes are held at the option of the College Dean. Online mentoring sessions (OMS) may be conducted at the request of the learners.
7. CERTS has no official group chat and such organized by our learners are not authorized. Talk to us thru our FB page: certs educational services.
8. Learning is self-responsibility.
9. For other details, please visit this link: <https://certsedu.tech/>

15. Q. Is admission to the program the same as the enrollment in the program?
- A. There are 2 levels of admission to the program – probationary admission and regular admission.

Probational admission basically happens when you are given access to the CERTS learning materials through its learning management system.

16. Q. When am I considered in probationary enrolment in the program?
- A. The probationary admission, or probationary enrollment, occurs after the following are completed:
1. Evaluation of Transcript of Records (TOR) or equivalent academic credentials
 2. Issuance of Personalized Course Mapping, or “course mapping” in brevity.
 3. Submission of Enrollment Form.
 4. Payment of tuition and other fees.
 5. Issuance of login credentials to the certs Learning Management Systems.

FAQs

Program Admission

17. Q. When am I considered regularly admitted to the program?

A. A student is considered regularly admitted to the program when the admission requirements are already submitted, such as those shown in the website link:

<https://certsedu.tech/>

18. Q. How do I enroll in the following terms?
- A. Accomplish and submit the Enrollment Form found in the CERTS website
 - B. Old students are not required to accomplish the Student Application Form.
 - C. Pay the corresponding tuition and other fees.
 - D. Submit your proof of payment to the following:
 - (1) Email: finance.jpc.certs@gmail.com
 - (2) FB page: certs educational services
 - E. Wait for the confirmation of your payment.
 - F. Wait for the opening of your courses in a given term and access the same using the same login credentials permanently assigned to you.

19. Q. What is the training pattern?

A. After enrollment, training follows in the CERTS LMS platform, such as:

- (1) **Access** the learning materials in your assigned course rooms for professional courses or conduct your own research for the non-professional courses
- (2) **Study** and prepare for the assessments
- (3) Take **Assessments** for the topical, modular, and course
- (4) Know your **Ratings** through the flash score for professional courses

20. Q. Do you have a tutorial in the use of the CERTS LMS?

A. Kindly find the CERTS LMS tutorial at:

<https://certsedu.tech/brief-overview-of-certs-lms-app/>

FAQs

Training compliance

21. Q. How do I know that I have already completed the academic requirements in the program?
- A. The list of Academic Completers is posted in the website at least three (3) weeks after the last date of the preceding term or after last SIMEX batch schedule.
22. Q. How do we know if we have been included in the list of candidates for graduation?
- A. This information is to be announced by JPC.

23. Q. What documents do I get after graduation?

A. You shall receive the following after your graduation:

- (1) Diploma in the BS in Accountancy program
- (2) Transcript of Records for employment and other legal purposes, except for CPALE application

24. Q. When do I get my TOR for CPA licensure examinations?

A. The TOR for CPALE is issued after the following are complied for:

- (1) CERTS BSA CPALE Simulation Exams

25. Q. Is the graduation ceremonies online or face-to-face?

A. The graduation ceremonies are normally held face-to-face, under normal circumstances.

26. Q. How is the performance in the courses rated?

A. Academic performance in the courses are rated as follows:

- (1) 1st deadline, with 3 points incentive
- (2) Final deadline, rating is based on flash score for professional courses and based on the academic evaluation for non-professional courses
- (3) Extended final deadline to complete the INC Rating, 85% is the highest rating to be given: (85% = 85% to 100%)

27. Q. Extensions in the submission of course requirements due to contingencies, recurring brown outs, or death of an immediate member of the family?
- A. The CERTS Academic Team may exercise prudence in giving specially amended schedule deadline for submission of course requirements on account of the reasons mentioned above.
28. Q. How are non-professional course rated?
- A. Rating for the non-professional courses are read in relation to slide no. 45.

29. Q. Do I have to wait for the release of the Academic Rating Report before proceeding to enroll in the succeeding term?
- A. You may enroll in the succeeding term while taking your courses in the current term, subject to amendments in your course mapping, if warranted.
30. Q. What are the procedures for enrollment in the following terms?
- A. The enrollment procedures follow the same steps as your first term of enrollment, except for the submission of the Student Application Form which is done only in the first term of enrollment.

31. Q. Are academic ratings released or published? Where and When?

A. Academic Rating Report is sent to all students within 2 weeks from the last day of the preceding term and after the 45-day final compliance extension period for courses having “INC” rating.

32. Q. When is course mapping required to be amended?

A. Your Course Mapping needs to be amended under the following circumstances:

(1) Amendment of Course Mapping without a fee.

(1.1) For incoming new student, after releasing the first course mapping and found out there is an error in the academic evaluation on the part of CERTS

32. Q. When is course mapping required to be amended? (page 2)

A. Your Course Mapping needs to be amended under the following circumstances: (continuation, page 2)

(2) Amendment of Course Mapping without a fee of P200.

- (2.1) For incoming new student, when first course mapping was released after one (1) year from the date of its release;
- (2.2) For incoming new student, when the first course mapping was released however an amendment on it is desired after a new information is submitted for consideration;
- (2.3) For old student, who had dropped from a course or term, or received a failing rating in the previous term;
- (2.4) For old student or already enrolled new student, who desires to change the arrangement of the courses in the course mapping used for the said enrollment; and,
- (2.5) Whenever a student discretionarily desires to amend his/her course mapping.

FAQs

Administrative matters

33. Q. Where do I get my SCHOOL ID, TOR, DIPLOMA, CERTIFICATE OF ENROLLMENT, CERTIFICATE OF GRADES, and other administrative matters?

A. To send the ORIGINAL copies of the registration credentials for ENROLLMENT, request for TRANSFER CREDENTIALS, request for the SCHOOL ID, OFFICIAL RECEIPTS, Statement of Accounts, certification of enrollment, and other documentary requirements, kindly coordinate to CERTS

34. Q. How is the tuition and other fees ascertained?

A. The tuition schedule is presented in the link:

<https://certsedu.tech/>

- B. The said tuition schedule is prepared on the cash basis. Those who intend to avail the installment schedule must add P1,000 in a term.
- C. Those who will avail the special enrollment discount must deduct P1,000 in a term.
- D. There is an additional fee of P1,000 each for the Christian Formation and Christian Ethics courses.
- E. Those who will enroll after the start of classes shall be charged an additional fee of P1,000.

34. Q. How is the tuition and other fees ascertained? (page 2)
- F. The said tuition schedule is prepared on the cash basis. Those who intend to avail the installment schedule must add P1,000 in a term.
 - G. The installment payments are determined by dividing the balance by four (4) after paying the down payment. The date of installment payments are presented in the tuition schedule found in the website.
 - H. Always keep your proof of payments.
 - I. Pay as you are instructed based by SOA sent by CERTS.
 - J. If you have concerns regarding tuition matters, do not hesitate to send a message to us through our FB page or email.

35. Q. Are those who withdraw from a course, term, or program required to pay the corresponding tuition?
- A. Reservation is non-refundable.
 - B. Those who withdraw within 2 weeks from the start of classes will be charged ten percent (10%) from the total tuition.
 - C. Those who withdraw after 2 weeks and within one (1) month from the start of classes will be charged fifty percent (50%) from the total tuition.
 - D. Those who withdraw after one (1) month from the start of classes will be charged the total tuition.

36. Q. How do I access the CPALE Live Online Lectures

- A. You will find the links in your dash board in the course room entitled “Live CPALE Lectures”.
- B. Those enrolled in the Integrated Accounting Course(s) are required to attend the live lectures. Others are highly encouraged to attend the same.

37. Q. Do you publish a copy of your live lectures?

- A. No.

FAQs

Post-academic compliance

38. Q. After completing the program academic requirements, to whom shall I deal already?
- A. (1) Wait for the posting of your name in the List of Academic Completers. This is performed per batch normally after 2 weeks from the deadline of submitting the academic requirements.
- (2) Coordinate with CERTS regarding the processing of your TOR, graduation, and diploma matters.
- (3) The face-to-face graduation is normally scheduled twice in a year, sometimes in the March, April, August, or November. JPC HAS ALWAYS THE DISCRETION TO SET THE DATE OF GRADUATION.
- (4) To secure your "TOR for CPALE", you have to pass the CERTS BSA CPALE SIMEX. The details for the CERTS BSA CPALE SIMEX is found in this link" <https://certsedu.tech>

FAQs

Post-graduation

39. Q. After graduation, do we need to still enroll in a term just to take the BSA CPALE SIMEX?

A. No. There is no need for regular term enrollment to take the BSA CPALE SIMEX. There is however a required registration before taking the same for the instructions and other details in this link:

<https://certsedu.tech/bsa-cpale-simex/>

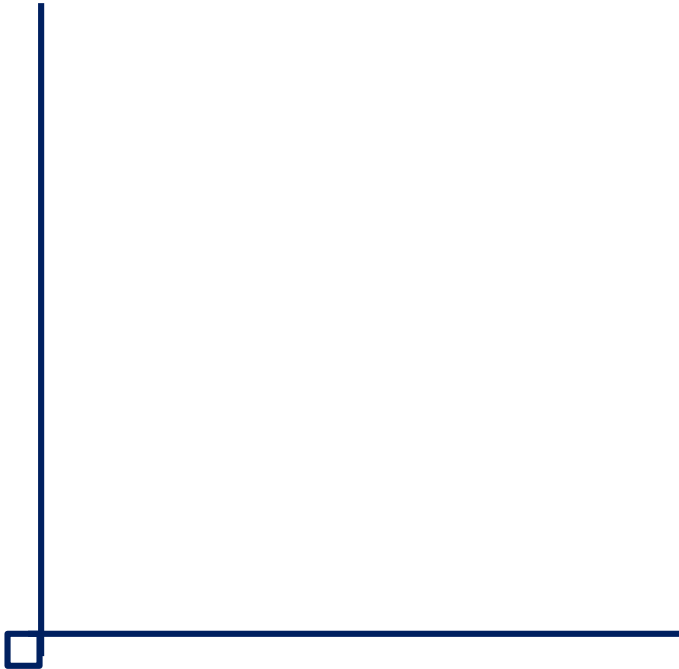
40. Q. What are the General Tips to pursue a successful training in the JPC BSA program?

- A.
1. Manage your activities by respecting the academic calendar.
 2. Do not put unnecessary stress on yourself.
 3. Read the information in the website.
 4. Read and thoroughly understand all the policies.
 5. Ask only those essentials.
 6. Always visit the certs website: <https://certsedu.tech>

41. Q. How do I secure my JPC School ID?

- A. The JPC Student ID in the BSA program shall be issued when, and only when,
- A.1 The tuition has been fully paid in a given term;
 - A.2 The Enrollment Form is properly, completely accomplished, and submitted;
 - A.3 The admission documentary requirements have been fully submitted; and,
 - A.4 The Enrollment List has been inputted in the JPC enrollment portal.

SPECIAL NOTES



FAQs

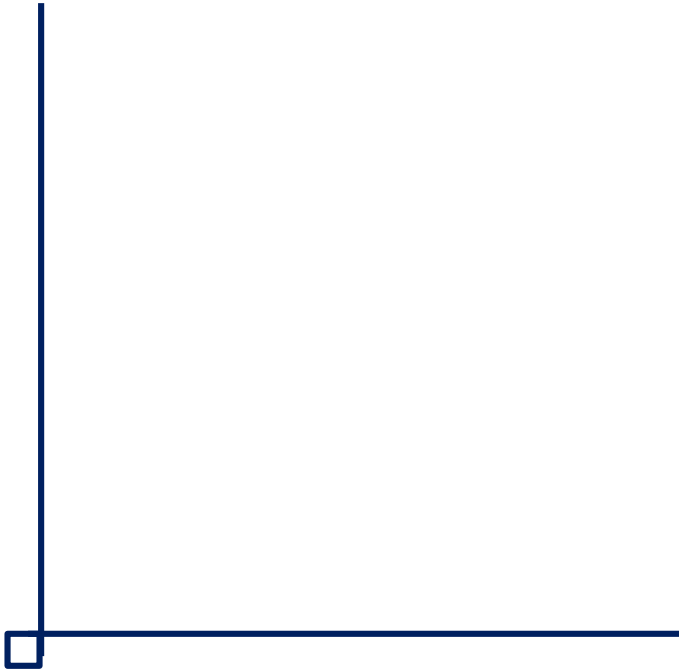
Special notes

- 1 CPALE SIMEX Schedule
<https://certsedu.tech/bsa-cpale-simex/>
- 2 Those who had been issued the TOR for CPALE need to retake the CPALE SIMEX, except for those who had passed the CPALE SIMEX in the 2023 assessments.
3. The course mapping is an agreement between JPC and the enrollee and must be complied with and completed before being declared as an academic completer
4. When you send a document in the fb page, kindly send it in picture file.
5. There is “Live CPALE Lecture Schedule” course room. Open it and find the schedule link in the introduction lesson in each module of FAR, AFAR, AUDITING, TAXATION, RFBT, and MS.

6. TO ALL THOSE WHOSE NAMES ARE INCLUDED IN THE LIST OF ACADEMIC COMPLETERS

- | | | |
|---|---|---|
| 1 | Steps to join the graduation ceremonies | |
| | 1.1 | CERTS will still have to coordinate with JPC Registrar for the accreditation of the units earned and the endorsement of the JPC Dean for the completion of the academic units earned. |
| | 1.2 | Coordinate with CERTS for the graduation processing. |
| | 1.3 | Attend the graduation ceremonies. |
| 2 | Steps in securing the TOR for "BOARD EXAM PURPOSES" | |
| | 2.1 | Attend the CERTS Live Online CPALE lectures. Check the schedule here: https://cpale.certsedu.tech/schedule/ |
| | 2.2 | Take and pass the CPALE SIMEX. Check the schedule here: https://certsedu.tech/bsa-cpale-simex/ |
| | 2.3 | The policies relating to the CPALE SIMEX are posted at https://certsedu.tech/bsa-cpale-simex/ |

THANK YOU



END OF FILE

