



# ORIENTATION PROGRAM

Term 6.2, 2<sup>nd</sup> Sem., AY 2025-2026



January 31, 2026  
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

# PRESENTATION GUIDE, 1 of 4

1. Opening Ceremonies	7
2. Messages	8
3. JPC BSA Program Org Structure	9-12
4. Academic Policies and Standards	13-15
4.1 Objectives, Strategies, and General Expectations	16-18
4.2 LMS and Knowledge Structure	19-22
4.3 Realities and Outcomes	23-25
4.4 Admission to the Program	26-29
4.5 Course Mapping	30-32
4.6 Academic Learning Environment Outline	33-34

## 4.6 Academic Learning Environment

4.6.1 Setting Your Online Learning Environment	35-37
4.6.2 Academic Terms	39
4.6.3 Class Calendar, Learning Schedule, and Academic Deadlines	40-43
4.6.4 Professional and non-Professional Courses	44-45
4.6.5 Course Rooms and Course Outlines	46-47
4.6.6 Course Requirements	48-49
4.6.7 Learning Contents and Activities	50-51
4.6.8 Learning Assessments	52-53



## 4.6 Academic Learning Environment (cont.)

4.6.9 Learning Facilitation	54-56
4.6.10 Online Support Services	57-61
4.6.11 Online Live Lectures	62-64
4.6.12 Books and References	65-66
4.6.13 Academic Rating System	67-74
4.6.14 Knowledge Engineers and Facilitators	75-76
4.6.15 CERTS Micro Skills Assessments and Certifications	77-83

4.6 Academic Learning Environment (cont.)	
4.6.17 Other Academic Matters	84-90
4.6.19 Line of Academic Correspondence	91-94
5. Administrative Matters	95
5.1 School ID and Certificate of Enrollment	96
5.2 Admission Requirements	97-98
5.3 Transfer Credentials and Honorable Dismissal	99-102
5.4 JPC TOR, Diploma, and Graduation	103
5.5 Downloading the CERTS App	104
5.6 Line of Administrative Correspondence	105
6. Tuition and Other Fees	106-109



# 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 2<sup>nd</sup> 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 each course
- ♦ Passing the BSA CPALE Simulation Exam (SIMEX)

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



## BSA PROGRAM

### BSA PROGRAM

### CO-ADMINISTRATION

Program Registration

Enrollment List

University Admission  
Academic Registry

Rating Report

Graduation Ceremonies  
BSA Diploma & Degree  
TOR (General)

TOR (for CPALE)

**CPA / Accounting Professional**



## EDUCATIONAL SERVICES

LEARNING PLATFORM

LEARNING CONTENTS

LEARNING DELIVERY

LEARNING MONITOR

LEARNING ASSESSMENTS

ENHANCEMENT COURSES

Academic Requirements  
Completers

BSA CPALE SIMEX



## 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 with the ability 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 educonline**". Learners must discover and know its functionalities, limitations, and uses. Check our website: <https://certsedu.tech> for video guide on the use of our LMS.
- 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 You may use the following to access the CERTS' LMS:

- (1) android-powered smart phone,
- (2) iphone,
- (3) laptop or desktop under the Windows 10 and 11, and
- (4) Mac OS.

4.2.5 Our learning contents include the following:

- (1) recorded video lectures,
- (2) study notes, slides, and references,
- (3) MCQs for exercises, practices, diagnostic tests, and assessments.

4.2.6. Reading materials in pdf files are downloadable.



## 4.2 LMS and Knowledge Structure

- 4.2.7 Simulation exams (SIMEX) 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	
<b>TOTAL</b>			<b>435</b>



## 4.3 Realities and Outcomes

### b. CPALE PASSERS

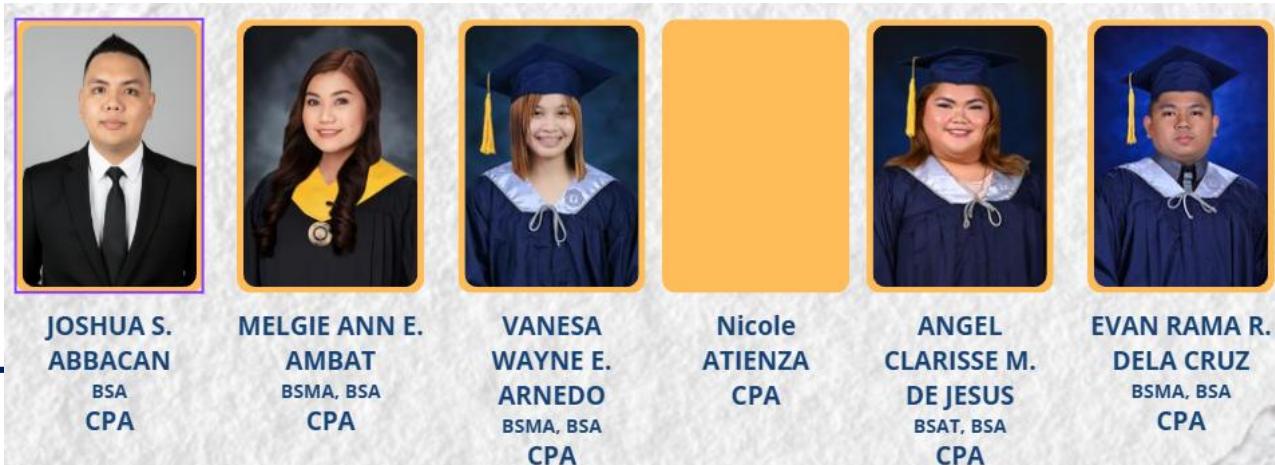
December 2024



May 2025



October 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](mailto:finance.jpc.certs@gmail.com) )
- f. Submit the accomplished Admission Form at [jpc.certs@gmail.com](mailto: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 Admission to the Program

### 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 Course Mapping

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 student 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

- 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

### 4.6.3 Class Calendar, Learning Schedule, and Academic

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

Classes	
	Start
	Jan 19, 2026
Enrollment	
	End
	May 24, 2026
Enrollment	
	Starts
	Oct 15, 2025
	Ends
	Jan 31, 2026
Reservation ends	
	Jan 16, 2026
Early access opens	
	Nov 3, 2025
Last day of withdrawal	
.. Without 10% charge	Feb 2, 2026
.. With 10% charge	Feb 18, 2026
General orientation day	
	Jan 31, 2026, 7:00PM
Internship orientation	
	Feb 6, 2026, 7:00PM
Term break starts	
	May 25-Jun 7, 2026

## e. Opening and Deadlines of Learning Activities, Term 6.2

Prof Courses		
Opening of modular and course assessments		Mar 10, 2026
Completion of course requirements		
1st Deadline		May 17, 2026
Final Deadline		May 24, 2026
Non-Prof Courses		
Opening of non-professional courses		Mar 10, 2026
Completion of course requirements (and sending of course requirements thru email)		
1st Deadline		May 17, 2026
Final Deadline		May 24, 2026

#### 4.6.3 Class Calendar, Learning Schedule, and Academic

- 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

## 4.6.5 Course Rooms and Course Outlines

- a. Course rooms are available for professional courses and some non-professional courses. They contain various learning contents and activities.
- b. Normally, non-professional courses are not assigned their respective course rooms, such as Accounting Research and Internship. For such, the instructions for course completion is sent through emails at a designated date in the middle of the term.
- 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. If case a course room does not contain an assessment in a topic or module, it means decided that such shall not be included in the Flash Score Rating as decided by CERTS on the basis of relevance.
- 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, the minimum flash score rating is 80%. It also requires to pass the BSA CPALE SIMEX before the final rating will be officially released.

## 4.6.7 Learning Contents and Activities

## 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		✓		
e.	Live internet mentoring (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

## 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.

#### 4.6.9 Learning Facilitation

- 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/>**

- g. Uploaded files with specific date of access cannot be opened on other dates.

## 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.educational.services@gmail.com](mailto:certse.educational.services@gmail.com)***

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

### 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.

#### 4.6.11 Online Live 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

#### 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. In acquiring the said books and references, always get the latest edition.
- c. 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

## 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	

## 4.6.13 Academic Rating System

- b. Professional courses
  - b1. Academic rating is purely assessment-based.
  - b2. If the requirements in the professional courses are completed within the First Schedule of completion date, an additional of 3 points will be added to the final rating.
  - b3. The Simulation Exam (SIMEX) is a part of the Enhancement course rating and required to be passed before allowed for graduation.
- 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 **15 days** from the date the Initial Rating Report is sent. Otherwise, the rating will become unofficially dropped, "UD".

e. Minimum assessment rating . Professional Courses

e1. The minimum assessment flash score rating in regular professional courses is 75 percent, unless otherwise stated in a course.

e2. The minimum flash score 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

## 4.6.13 Academic Rating System

- 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. Late submitters will get the following demerits:

*with first extension, -2% on their rating.*

*2<sup>nd</sup> and final extension, you get a maximum of 85% rating.*

## 4.6.13 Academic Rating System

- k. Course assessments, will use Test Bank 2
- l. CPALE SIMEX, will use Test Bank 3
- m. Course requirements submitted late beyond the final extension will not be considered in determining the final rating. *A minute of late is still late.*
- n. Always complete the requirements on time. You have practically 15 weeks to work for the course requirements.
- o. Always check your email for announcement and the sending of some non-professional course outline and requirements.

## 4.6.13 Academic Rating System

### 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

## 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 required to complete at two (2) CERTS Certification Programs before graduation in any of the following:
  - A1. Certified Professional Bookkeeper
  - A2. Certified Financial Accountant
  - A3. Certified Cost Accountant
  - A4. Certified Management Accounting Practitioner
  - A5. Certified Financial Manager
  - A6. Certified Tax Accountant
- b. Training and simulation exams are already embedded in the BSA Professional Gateway program.

- c. The Certification Exam (CERTEX) and Membership Certification are not free. The bundled cost for these services is P500.00.
- c. The Membership Certification Exam is to be issued by the Institute of Accounting Professionals.
- d. You may join the 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 Certifications<sup>1</sup>

Bookkeeping	
1	Certified Bookkeeper
2	Certified Professional Bookkeeper
Financial Accounting and Reporting	
3	Associate Financial Accountant
4	Registered Financial Accountant
5	Certified Financial Accountant

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

## Registrations and Certifications

<b>Cost Accounting</b>		
6	Registered Materials Accountant	
7	Registered Payroll Accountant	
8	Certified Cost Accountant	
<b>Management Accounting</b>		
9	Associate Financial Planner	
10	Registered Management Accountant	
11	Certified Management Accountant Practitioner	
<b>Financial Management</b>		
12	Registered Financial Analyst	
13	Registered Personal Finance Practitioner	
14	Registered Corporate Finance Practitioner	
15	Certified Financial Manager	

## Registrations and Certifications

<b>Auditing</b>		
16	Registered Internal Auditor	
<b>Taxation</b>		
17	Registered Income Tax Practitioner	
18	Registered Business and Transfer Taxation Practitioner	
19	Certified Tax Accountant	

## 4.6.16 Other Academic Matters

## 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

d1. 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

 <b>JOHN PAUL COLLEGE</b> MG Andaya Compound, Oding, Roxas, Oriental Mindoro Tel. No. 043-289-7197 • e-mail: <a href="mailto:johnpaul.college@yahoo.com">johnpaul.college@yahoo.com</a>		
<b>ADMISSION FORM</b> COLLEGE DEPARTMENT		
STUDENT ID NO: _____ SCHOOL YEAR: _____		
<p>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.)</p>		
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 1: _____ Contact No 2: _____ E-mail address: _____  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: _____ (Last Name/Given Name/Middle Name) Date of Birth: _____ Age: _____ Religion: _____ Contact Number: _____ Educational Attainment: _____ Occupation: _____ Monthly Income: _____ No. of Siblings (Brother/s & Sister/s): _____  Mother's Name: _____ Maiden Name (Last Name/Given Name/Middle Name) Date of Birth: _____ / _____ Age: _____ Religion: _____ Contact Number: _____ Educational Attainment: _____ Occupation: _____ Monthly Income: _____ 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/s/Boarding House _____ Apartment(Renting) _____ Adopted to other Barangay _____ Boarding House/Apartment's Address: _____ Contact person to call: _____ Landmark/Color: _____ C/P No: _____		
Tool/s used for studying: _____ 2 <sup>nd</sup> choice course/program: _____ Mobile Phone _____ Laptop _____ iPod/tablet _____ Personal Computer _____ Books _____ 3 <sup>rd</sup> choice course/program: _____		
<p>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.</p>		
Applicant's Signature over Printed Name _____  Parent/Guardian's Signature over Printed Name _____		

# JPC Registration Form

 <b>JOHN PAUL COLLEGE</b> MG Andaya Compound, Oding, Roxas, Oriental Mindoro Tel. 043-2897197 E-mail: <a href="mailto:johnpaul.college@yahoo.com">johnpaul.college@yahoo.com</a>																									
<b>REGISTRATION FORM</b> COLLEGE DEPARTMENT																									
STUDENT #: _____  YEAR/COURSE: _____	NEW _____ OLD/RETURNEE _____ TRANSFEREE _____  SY: _____ 1 <sup>st</sup> Semester / 2 <sup>nd</sup> Semester / Summer _____																								
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: _____ 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: _____ Address: _____ Year Graduated: _____  Senior High School: _____ Address: _____ Year Graduated: _____ GWA: _____ Strand: _____ LRN: _____ Honors Received (if any): _____																									
Father's Name: _____ (Last Name/Given Name/Middle Name) Date of Birth: _____ / _____ Age: _____ Religion: _____ Contact Number: _____ Educational Attainment: _____ Occupation: _____ Monthly Income: _____ No. of Siblings (Brother/s & Sister/s): _____																									
Mother's Name: _____ (Last Name/Given Name/Middle Name) Date of Birth: _____ / _____ Age: _____ Religion: _____ Contact Number: _____ Educational Attainment: _____ Occupation: _____ Monthly Income: _____ 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: _____																									
<p>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.</p>																									
Applicant's Signature over Printed Name _____  Parent/Guardian's Signature over Printed Name _____																									
Entry credentials: _____ Report Card (F-138) _____ F-137 / SF10 _____ _____ Good Moral Cert. _____ LCR/PSA Birth Cert. _____ Cert. of Grades _____ _____ PSA Marriage Cert. _____ Hon. Dismissal _____ _____ Transcript of Records _____																									
<table border="1"> <thead> <tr> <th>MARKETING &amp; ADMISSIONS</th> <th>GUIDANCE COUNSELOR</th> <th>SCHOLARSHIP OFFICE (REMARKS)</th> <th>DEPARTMENT HEAD</th> <th>DEAN'S OFFICE</th> <th>NSTP OFFICE</th> <th>CARRIER'S OFFICE (WINDOW 1)</th> <th>REGISTRAR'S OFFICE (WINDOW 5)</th> </tr> </thead> <tbody> <tr> <td>REMARKS: _____</td> </tr> <tr> <td>DATE: _____</td> </tr> </tbody> </table>		MARKETING & ADMISSIONS	GUIDANCE COUNSELOR	SCHOLARSHIP OFFICE (REMARKS)	DEPARTMENT HEAD	DEAN'S OFFICE	NSTP OFFICE	CARRIER'S OFFICE (WINDOW 1)	REGISTRAR'S OFFICE (WINDOW 5)	REMARKS: _____	DATE: _____														
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REMARKS: _____	REMARKS: _____	REMARKS: _____	REMARKS: _____	REMARKS: _____	REMARKS: _____	REMARKS: _____	REMARKS: _____																		
DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____	DATE: _____																		
<p>NOTE: NOT VALID WITHOUT REMARKS FROM SIGNATORIES AND INCOMPLETE DOCUMENTS NEEDED*</p>																									

## 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](mailto: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. You are advised to screen shot the sent email page for your file and reference.
- 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](mailto:jpc.certs@gmail.com) email address is maintained by CERTS.
- j. Sunday is a rest day in the CERTS office.

# 5. Administrative Matters

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

5.1.1 School IDs are to be processed and released by JPC. It will be sent to CERTS who will distribute the same to all students who have:

- \*\* Fully paid
- \*\* Enrollment requirements are accomplished and submitted
- \*\* Admission requirements have been submitted

5.1.2 ORs are issued after full payment has been made.

5.1.3 Certificate of Enrollment is issued by JPC.

## 5.2. Admission requirements

For probationary enrollment, digital copy of the following

- \* Transcript of Records
- \* 2x2 ID Picture with white background
- \* Accomplished JPC Admission Form
- \* Accomplished JPC Registration Form
- \* Accomplished and signed Student's Statement of Responsibility

For official admission to the program,

### For Second Coursers

1. Submit original copies of the following
2. Transcript of Records with remark "Copy for JPC"
3. Accomplished JPC Admission form
4. Accomplished JPC Registration form
5. Student's Statement of Responsibility
6. One (1) 2x2 ID Picture with white background
7. Submit photocopy of the following
8. PSA Birth Certificate (photocopy)
9. PSA Marriage Certificate (photocopy)

## 5.2. Admission requirements

### For Transferees

1. Submit original copies of the following
2. Transfer Credentials including
3. Transcript of Records with remarks “Copy for JPC”; and
4. Honorable Dismissal
5. Accomplished JPC Admission form
6. Accomplished JPC Registration form
7. Student’s Statement of Responsibility
8. One (1) 2x2 ID Picture with white background
9. Submit photocopy of the following
10. PSA Birth Certificate (photocopy)
11. PSA Marriage Certificate (photocopy)



## 5.3 Transfer Credentials and Honorable Dismissal

5.3.1 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](mailto:jpc.certs@gmail.com)**

**[certs.educational.services@gmail.com](mailto:certs.educational.services@gmail.com)**

**Mobile : 0917 8874876 / 0917 3123727**

5.3.2 Keep all the documents pertaining to the sending of your academic records. It is not our operating policy to inform students if we already received what they sent.

## 5. Administrative Matters

### 5.3.3 Transfer credentials to JPC

5.3.3.1 Enroll in the JPC BSA program.

5.3.3.2 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

5.3.3.3 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".

### 5.3.4 Transfer credentials from JPC

- 5.3.4.1 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

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

5.3.5.1 Transferees

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



## 5.4 JPC TOR, Diploma, and Graduation

### 5.4.1 Issuance of TOR to completers

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

### 5.4.2 Graduation ceremonies

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

### 5.4.3 CPALE Review Program

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

### 5.5 Downloading the CERTS App

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

5.5.1 The “certs educonline”, or CERTS LMS, will be used in the JPC BSA Program.

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

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

## 5.6 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](mailto:finance.jpc.certs@gmail.com)

Submission of academic requirements for  
non-professional courses: [academics.jpc.certs@gmail.com](mailto:academics.jpc.certs@gmail.com)

Accounting matters, including  
SOA and withdrawal : [acctgjpccerts@gmail.com](mailto:acctgjpccerts@gmail.com)

Others : [jpc.certs@gmail.com](mailto: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 6.2 is found in:

**<https://certsedu.tech/jpc-bsa-program/jpc-fees-batch-6-2-term6-2/>**

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

6.5 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.

6.6 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

6.7 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

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 BSA CPALE Simulation Exam (SIMEX)
2. Q. What school will issue my diploma in Bachelor of Science in Accountancy program?
  - A. John Paul College

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>

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 Micro Skills Certifications after complying further requirements. For details, kindly visit, <https://certsedu.tech/>

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.

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. 2x2 Picture (colored with white background)
3. Student Application Form (downloadable at the "Enrollment Procedures" page. Connect to "<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 Signed 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 2x2 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](mailto:certs.educational.services@gmail.com)  
[jpc.certs@gmail.com](mailto:jpc.certs@gmail.com)

**Mobile : 0917 8874876 / 0917 3123727**

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 educonline".

Our learning app runs thru (1) android-powered smart phone, (2) iphone, and, (3) laptop or desktop under the windows 10 and Mac operating systems.

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 net 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>).

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.

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](mailto: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/>

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) 1<sup>st</sup> 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.

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.

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 mattes.

(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>

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