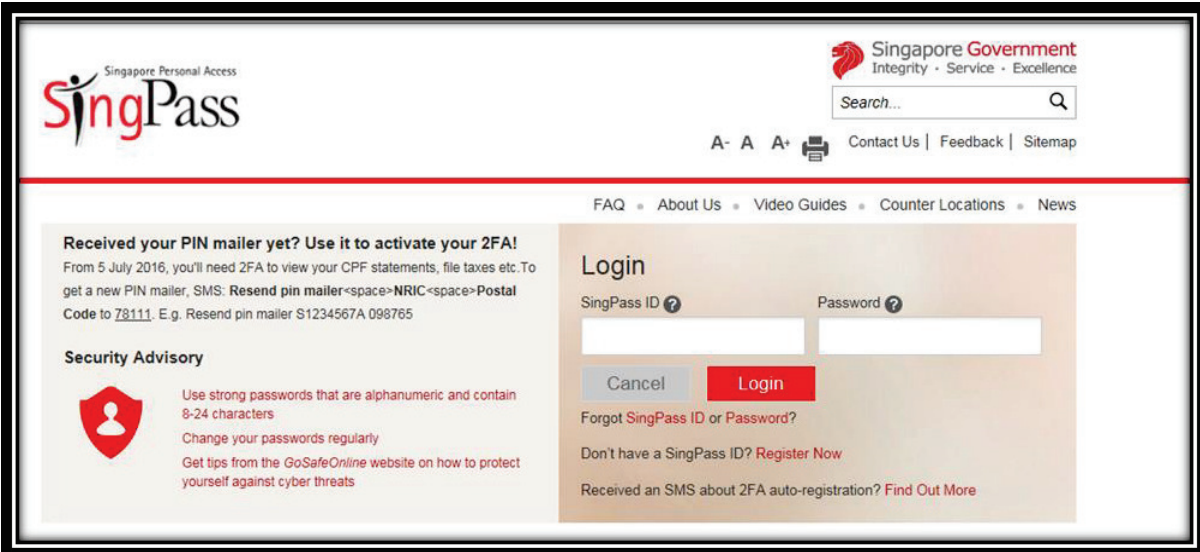


Instructions: Renewal of PC via Professional Registration System (PRS)

Step 1: Login to your PRS account via SingPass at <http://www.healthprofessionals.gov.sg/sdc> under “Login Registered Users”.



The screenshot shows the SingPass login interface. At the top left is the SingPass logo with the tagline "Singapore Personal Access". At the top right is the Singapore Government logo with the tagline "Integrity · Service · Excellence" and a search bar. Below the logo is a navigation bar with links: A- A A+ [printer icon] Contact Us | Feedback | Sitemap. A secondary navigation bar contains links: FAQ · About Us · Video Guides · Counter Locations · News. The main content area is divided into two sections. The left section contains a message about 2FA activation and a security advisory. The right section is the login form, which includes fields for SingPass ID and Password, a "Cancel" button, a "Login" button, and links for "Forgot SingPass ID or Password?", "Don't have a SingPass ID? Register Now", and "Received an SMS about 2FA auto-registration? Find Out More".

SingPass Singapore Personal Access

Singapore Government Integrity · Service · Excellence

Search...

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FAQ · About Us · Video Guides · Counter Locations · News

Received your PIN mailer yet? Use it to activate your 2FA!
From 5 July 2016, you'll need 2FA to view your CPF statements, file taxes etc. To get a new PIN mailer, SMS: **Resend pin mailer**<space>**NRIC**<space>**Postal Code** to 78111. E.g. Resend pin mailer S1234567A 098765

Security Advisory

Use strong passwords that are alphanumeric and contain 8-24 characters
Change your passwords regularly
Get tips from the [GoSafeOnline](#) website on how to protect yourself against cyber threats

Login

SingPass ID ? Password ?

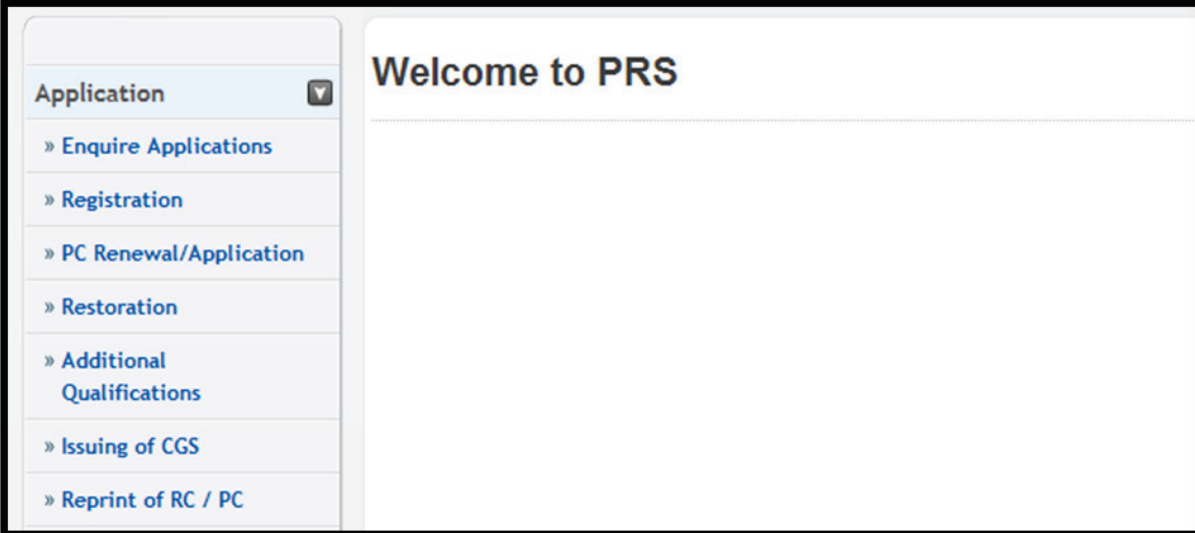
Cancel Login

Forgot [SingPass ID or Password?](#)

Don't have a SingPass ID? [Register Now](#)

Received an SMS about 2FA auto-registration? [Find Out More](#)

Step 2: Upon successful login to your PRS account, click on Application → “PC Renewal”.



The screenshot shows the "Welcome to PRS" page. On the left is a sidebar menu with a dropdown arrow next to the "Application" header. The menu items are: "» Enquire Applications", "» Registration", "» PC Renewal/Application", "» Restoration", "» Additional Qualifications", "» Issuing of CGS", and "» Reprint of RC / PC". The main content area has the heading "Welcome to PRS" and a large empty space below it.

Application [dropdown arrow]

» Enquire Applications

» Registration

» PC Renewal/Application

» Restoration

» Additional Qualifications

» Issuing of CGS

» Reprint of RC / PC

Welcome to PRS

Step 3: Check your particulars.

- If your particulars are incorrect, please proceed to Administration – “Update Particulars” to submit an application for “Update Particulars”. Please note that your updates will not be reflected immediately. **You may proceed with the “PC Renewal” application as long as you have submitted an application for “Update Particulars”;**
- If your particulars are correct, please click “Proceed”.

The screenshot shows a web application interface for updating particulars. On the left is a navigation menu with options: Registration, Accreditation, Specialist / FP Registration, PC Renewal/Application (selected), Restoration, Additional Qualifications, Issuing of CGS, Reprint of RC / PC, Administration, Supervisory, and CPE. The main content area is titled 'PC Renewal/Application - Update Particulars' and includes a breadcrumb trail: Form > Declarations > Confirmation > Payment > Acknowledgement. Below the title, there is a link to instructions and a section for 'PC Renewal/Application Details' containing a table with 'Current PC Type' (Practising Certificate Fee for 2 years - OHT) and 'Renewal Criteria' (CPE) with a 'Status' (Met Requirement). A 'Personal Particulars' section follows, displaying fields for Identification Type (NRIC), Identification No. (redacted), Full Name (MARGARET), Salutation (Ms), Surname / Family Name (MARGARET), and Preferred Order of Name (MARGARET).

PC Renewal/Application Details	
Current PC Type	Practising Certificate Fee for 2 years - OHT
Renewal Criteria	Status
CPE	Met Requirement

Personal Particulars	
Identification Type	NRIC
Identification No.	[REDACTED]
Full Name as shown in NRIC/FIN/Passport	MARGARET
Salutation	Ms
Surname / Family Name	MARGARET
Preferred Order of Name	MARGARET

Step 4: Select Full-Fee (2 Year PC), Click “Renew” and Select Delivery of PC method (Normal or Registered Mail).

Please note:

- An additional \$10 will be chargeable for Registered Mail;
- Self-collection is no longer available; if you have selected self-collection, your PC will be sent through Normal Mail instead;
- Uploading of document is not mandatory, you may ignore the “Upload Mandatory Documents” Section.

The screenshot shows a web interface for PC Renewal/Application. On the left is a sidebar menu with options: Registration, Accreditation, Specialist / FP Registration, PC Renewal/Application (highlighted), Restoration, Additional Qualifications, Issuing of CGS, Reprint of RC / PC, Administration, Supervisory, and CPE. The main content area has a breadcrumb trail: PC Renewal/Application - Update Particulars > **Form** > Declarations > Confirmation > Payment > Acknowledgement. Below this is the title 'PC Renewal/Application' and a section 'PC Renewal/Application Details'. It includes a form for '*PC Type' with a radio button selected for 'Practising Certificate Fee for 2years - OHT'. A table lists details for S/N 1, Practising Certificate 'Dental Therapist', Expiry Date '31/10/2014', Payment Due Date '29/09/2014', and a checked '*Renew?' checkbox. Below the table is a form for '*Send PC by' with radio buttons for 'Normal Mail' (selected), 'Registered Mail', and 'Self-Collection'. A 'Note' section states: 'File must be in JPEG (.jpg or .jpeg), PDF (.pdf). Each file size must not exceed 3MB'. At the bottom is a section for 'Additional Documents'.

S/N	Practising Certificate	Expiry Date	Payment Due Date	*Renew?
1	Dental Therapist	31/10/2014	29/09/2014	<input checked="" type="checkbox"/>

The screenshot shows the 'Upload Documents' section. It starts with a 'Note' box containing instructions: 'File must be in JPEG (.jpg or .jpeg), PDF (.pdf)', 'Each file size must not exceed 1 MB', and 'For Photograph, the dimensions must be 400 by 514 pixels'. Below this is the 'Mandatory Documents' section with a form for 'Document Title' (containing 'Photograph') and '*File' (with a text input field). There are 'Browse' and 'Attach' buttons. The 'Additional Documents' section has a similar form with 'Document Title' (a dropdown menu showing '--Select Here--') and 'File' (with a text input field), also with 'Browse' and 'Attach' buttons. At the bottom is a 'Documents Added' table with one entry: 'Document ABC', with 'Replace' and 'Delete' buttons.

Document Title	*File
Photograph	<input type="text"/>

Document Title	File
--Select Here--	<input type="text"/>

Documents Added
Document ABC

Step 5: Continue to fill up the Declaration Form online, click “Proceed”.

Note: All fields are mandatory.

Declarations by Applicant
Please answer all questions. If you have answered “Yes” to any of the questions, please provide full details in a separate document and upload supporting documents at the “Documents” tab, where applicable.

1	Have you ever been the subject of an inquiry or proceedings by a professional body, Health Authority or court of law in Singapore or elsewhere, involving or relating to any physical or mental illness suffered by you?
	<input type="radio"/> No <input type="radio"/> Yes
2	Have you ever suffered or are you suffering from any physical or mental illness, which impairs your fitness to practise as a dental practitioner or even if your fitness to practise is not impaired, it will still require conditions being imposed on your registration or alternatively, prevents you from practising as a dental practitioner without any restriction?
	<input type="radio"/> No <input type="radio"/> Yes
3	Have you ever suffered from Hepatitis B or other infectious diseases?
	<input type="radio"/> No <input type="radio"/> Yes
4	Have you, at any time before the submission of this application, ever been convicted in a court of law in Singapore or elsewhere of any offence?
	<input type="radio"/> No <input type="radio"/> Yes
5	Have you ever been or are you currently the subject of an inquiry or an investigation by any professional body, licensing, health authority or the police in Singapore or elsewhere?
	<input type="radio"/> No <input type="radio"/> Yes
6	Have you been involved in an allegation of professional misconduct or any improper conduct which brings disrepute to the dental profession?
	<input type="radio"/> No <input type="radio"/> Yes
7	If you are performing Exposure Prone Procedures (EPP) (Annexes), it is MOH's policy that you should know your BBD status due to the risk of transmission during such procedures. All healthcare workers who have been diagnosed with BBD should declare their status to their respective Professional Boards/ Councils. Healthcare workers with BBD should not perform EPP.
	a) Are you practising any exposure prone procedures (Exposure Prone Procedures (EPP))?
	<input type="radio"/> No <input type="radio"/> Yes
	b) Are you aware that you are a carrier of any blood-borne diseases (BBD) such as Hep B, Hep C or HIV?
	<input type="radio"/> No <input type="radio"/> Yes
<input type="checkbox"/>	I declare that the particulars stated in this application are complete and the documents attached are true and authentic, and the information contained herein remains unchanged to date. To the best of my knowledge and belief, I have not withheld any material fact.
<input type="checkbox"/>	I acknowledge that the Singapore Dental Council reserves all rights to withhold and/or to terminate my registration and/or take any action it deems fit, if any of the above information or documents tendered is found subsequently to be false. I am also aware that it is a criminal offence to make any false statements, to provide any false information and/or document(s) to the Singapore Dental Council. I also understand and give my consent for the Singapore Dental Council to make any enquiries or obtain any information & documents that it deems appropriate to establish my fitness to practise

Save as Draft Proceed

Step 6: Confirm the information entered.

<input checked="" type="checkbox"/>	I declare that the particulars stated in this application are complete and the documents attached are true and authentic, and the information contained herein remains unchanged to date. To the best of my knowledge and belief, I have not withheld any material fact.
<input checked="" type="checkbox"/>	I acknowledge that the Singapore Dental Council reserves all rights to withhold and/or to terminate my registration and/or take any action it deems fit, if any of the above information or documents tendered is found subsequently to be false. I am also aware that it is a criminal offence to make any false statements, to provide any false information and/or document(s) to the Singapore Dental Council. I also understand and give my consent for the Singapore Dental Council to make any enquiries or obtain any information & documents that it deems appropriate to establish my fitness to practise.
<input type="button" value="Confirm"/>	

Step 7: Proceed to make payment online.

Please note:

- Payment will not be prompted if you are under GIRO or EPOB;
- Cash and cheque payment will not be accepted

You will receive an automated email from PRS if you have submitted your PC renewal application successfully. **Please take note of your application number for future references**. You will receive your PC card between December 2019 to early January 2020. You must inform Council **by 15 January 2020** if you do not receive your PC card.