



Optometrists & Opticians Board

Professional Registration System User Manual

TABLE OF CONTENTS

1. INTRODUCTION	3
1.1 OVERVIEW	3
1.2.DEFINITIONS, ACRONYMS AND ABBREVIATIONS.....	3
2. FUNCTIONS.....	4
2.1. LOG IN PRS?	4
2.2. SUBMIT CPE CLAIMS.....	6
2.2.1. <i>Category 1A: Local Events</i>	7
2.2.2. <i>Category 1B: Overseas Events</i>	100
2.2.3. <i>Category 2: Publication</i>	123
2.2.4. <i>Category 3: Journal Readings/ Online Quizzes/ E-learning</i> s.....	166
2.2.5. <i>Category 4: Formal Courses</i>	1918
2.2.6. <i>Category 5: Role as a supervisor for supervisory framework</i>	232
2.3. ENQUIRE CPE CLAIMS	2524
2.4. MONITORING OF CPE	276
2.4.1. <i>Detailed Report for Current/Previous QP</i>	2827
2.4.2. <i>History Report</i>	3029
2.4.3. <i>List of Past Activities within a Period</i>	31
2.5. REQUEST FOR LOWERING OF CPE APPLICATION	34
2.6. ENQUIRE LOWERING OF CPE APPLICATION	37

1. INTRODUCTION

1.1. Overview

The Professional Registration System (PRS) is a common registration system for Healthcare Professionals in Singapore. It supports the Healthcare Professionals (HCP), Human Resources Personnel (HR) and Healthcare Professional Entities (HPE) in the execution of the key business functions of the HPEs, such as professional registration, renewal, disciplinary and continuing professional education.

1.2. Definitions, Acronyms and Abbreviations

This manual uses the following typographic conventions:

- A “*” character next to a field indicates a mandatory field.
- **[Button Name]** refers to a button.
 - **[Proceed]** button indicates that the system will be displaying the next web page after the current page.
 - **[Confirm]** button indicates that the system will update or insert records in the database and will display the acknowledgment page.
 - **[Print]** button displays the letter on the browser and the system will update the record in the database.

The following format is used by the PRS system:

- DD/MM/YYYY as a Date Format

The manual uses the following abbreviations

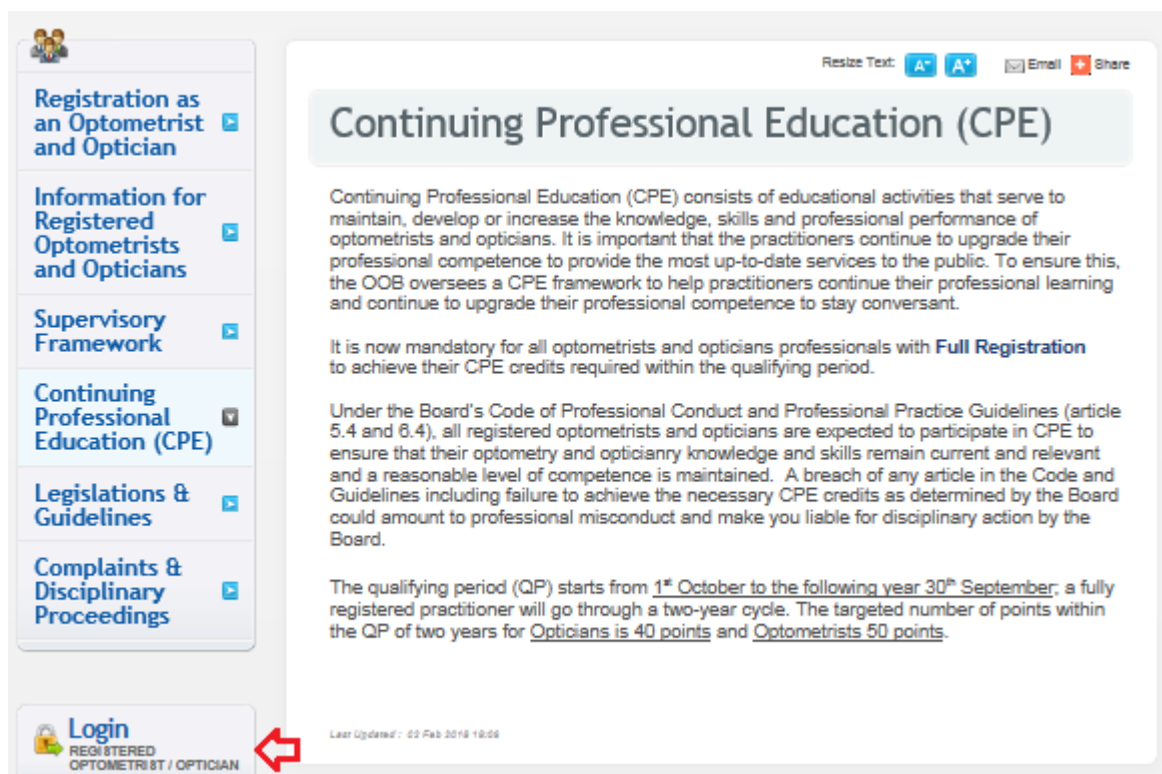
- IE: Internet Explorer
- PRS: Professional Registration System
- OOB: Optometrists and Opticians Board
- CPE: Continuing Professional Education
- QP: Qualifying period

2. FUNCTIONS

2.1. Log in PRS?

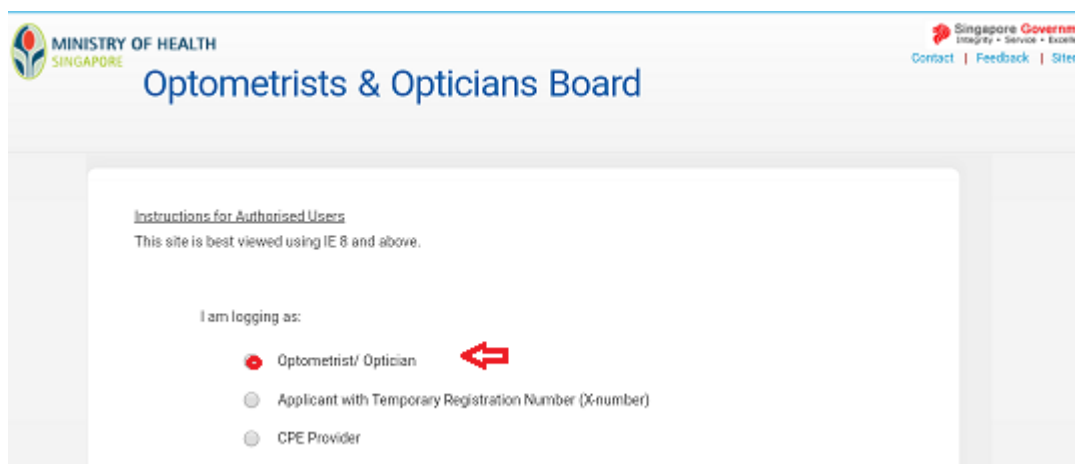
- Our systems are not mobile responsive. Hence, please use a computer or laptop with internet explorer while submitting your CPE claims.
- To view the records of your CPE status, you are required to log in PRS.
- Prior to access to the PRS, please ensure you have your Singpass account activated.
- If you are not eligible for Singpass, please contact OOB's Secretariat by email at OOB@spb.gov.sg for further assistance.

To access the PRS, click on the **[Login]** button on the [OOB's website](#).



The screenshot shows the OOB website with a sidebar on the left containing links: 'Registration as an Optometrist and Optician', 'Information for Registered Optometrists and Opticians', 'Supervisory Framework', 'Continuing Professional Education (CPE)', 'Legislations & Guidelines', and 'Complaints & Disciplinary Proceedings'. The main content area is titled 'Continuing Professional Education (CPE)' and contains text about CPE requirements. At the bottom left, there is a 'Login' button for 'REGISTERED OPTOMETRIST / OPTICIAN' with a red arrow pointing to it. The text 'Last Updated : 02 Feb 2019 18:08' is visible at the bottom right of the main content area.

- The PRS Login screen will be displayed as follows.
- Click on the radio button under “Optometrists and Opticians”



The screenshot shows the login screen of the Optometrists & Opticians Board. It features the Ministry of Health Singapore logo and the board's name. Below the header, there are instructions for authorized users. The main section is titled 'I am logging as:' and contains three radio button options: 'Optometrist/ Optician' (selected with a red arrow), 'Applicant with Temporary Registration Number (X-number)', and 'CPE Provider'.

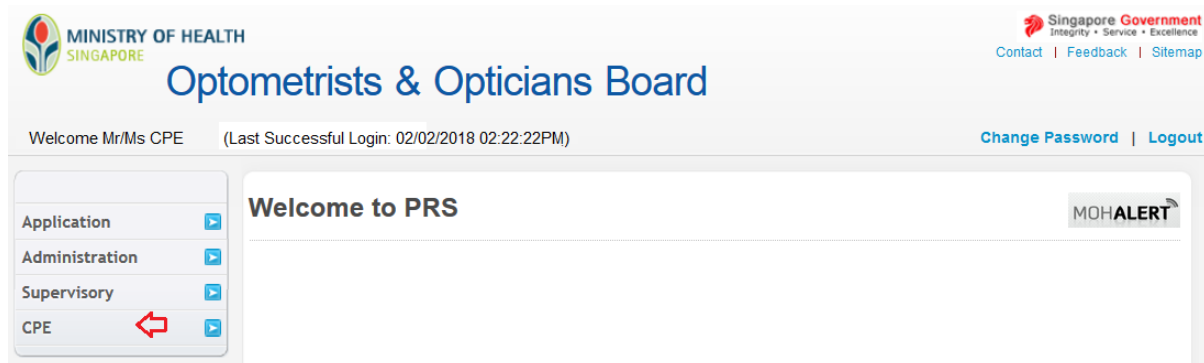


To login:

- Enter your Singpass ID and password.
- Click on the **[Login]** button.

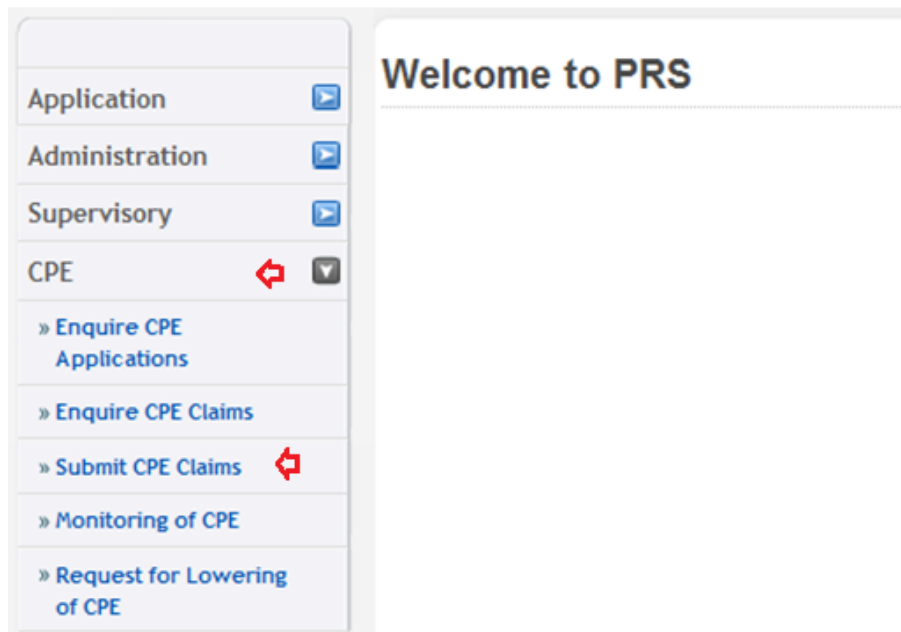
If you are authorised to access the system the PRS landing page will be displayed as follows.

- Click on “CPE” menu to access CPE related



2.2. Submit CPE Claims

- To submit a CPE Claim, click on the [\[CPE\]](#) menu item. Click on the [\[Submit CPE Claims\]](#) link.



The CPE Claims form will be displayed as follows.

*Category

*Type of Activity

Awarded CPE points (After Capping)

Category	CPE Points	
	Core Points	Non Core Points
1A	0	24
1B	0	0
2	0	0
3	0	0
4	0	0
5	0	0

You've clocked 24 CPE points

Claim Category Details

Category	Type of Activity	Role
1A	Local Events	Participant, Speaker
1B	Overseas Events	Participant, Speaker
2	Publication	Author, Editor, Reviewer
3	Readings	-
4	Formal Courses	-
5	Role as a supervisor for supervisory framework	-

To proceed to the next stage of the application (i.e.: Documents)

- Select the Category (1A or 3 and so on)
- Select Type of Activity
- Click on the [\[Proceed\]](#) button

2.2.1. Category 1A - Local Events

Except for activities under Category 1A, practitioners are required to login using your Singpass/ 2FA onekey token/ Google Authenticator to the Professional Registration System (PRS) to submit claims for CPE points for all other categories.

You are encouraged to submit your claims early for processing and review. Practitioners may monitor status of CPE claims and records after logging in to the PRS.

If you have attended local CPE activities which are organised by local approved CPE providers, you are not required to submit individual claims for the activity. The provider will submit your attendance within 14 days from the date of the activity, and the CPE points will be automatically credited to you.

If you have attended CPE activities that are not organised by an approved provider, you may submit an application for claims under Category 1A for OOB's review.

Step 1: Submission of CPE Claims under Category 1A

Category
Claim
Documents
Confirmation
Acknowledgement

Submission of CPE Claims

Note: All Fields marked with asterisk (*) are mandatory.

Registration Details

Registration No.	E1800001E
Name	ABC
Registered Specialty	-
Appointment	OPTOMETRIST
CPE Specialty	-

Category of Local Events Credit Claim

Note: those field with "*" means it's compulsory to fill in, otherwise you would not be able to proceed.

Category	1A
Type of Activity	Local Events
*Role	--Select Here--
*Type of Event	--Select Here--
Event ID	-
*Event Title	
*Venue	
*Specialty	--Select Here--
*Event Duration	--Select Here--
*Event Start Date	dd/mm/yyyy
*Event End Date	dd/mm/yyyy
*Start Time	hh : mm
*End Time	hh : mm
Speaker's Topic 1	Add Speaker Topic
Additional Remarks	(0/500)

Proceed

To proceed to the next stage of the application (i.e.: Confirmation)

- a. Select Role (e.g. *Participant/ Speaker*)
- b. Select Type of Event (e.g. *lecture/ workshop etc.*)
- c. Optional: Enter Event ID (e.g. *OOB20200102-1A-0001*)
- d. Optional: Enter Event Title (e.g. *Improve your Records Keeping*)
- e. Enter Venue
- f. Select Specialty
- g. Select Event Duration
- h. Enter Event Start Date (dd/mm/yyyy)
- i. Enter Event End Date (dd/mm/yyyy)
- j. Enter Start Time
- k. Enter End Time
- l. Optional: Enter Speaker Topic (if you are claiming as a speaker, kindly provide the topic)
- m. Optional: Enter Additional Remarks
- n. Click on the [\[Proceed\]](#) button

You are required to complete all the field from (a) to (k) as it's a mandatory field before you could proceed to next page "Document".

Step 2: Upload the supporting documents:

- a) Programme Detail
- b) Certificate of Attendance

Category	Claim	Documents	Confirmation	Acknowledgement
----------	-------	------------------	--------------	-----------------

Submission of CPE Claims

Optional Documents

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

Additional Documents

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

Documents Attached
No document attached.

[Proceed](#)

- Upload Optional Documents
 - Select the document title.
 - If others, enter the document title (e.g. *Improve your Records Keeping*)
 - Click on the [\[Browse\]](#) button (ensure you have save your documents in your computer)
 - Select the file to upload.
 - Click on the [\[Open\]](#) button for you to save your documents
 - Click on the [\[Attach\]](#) button.
- Optional: Upload Additional Documents
 - Repeat the process above
- Tip: You may click on the [\[Claim\]](#) link to return to the previous page to make changes, if necessary.
- If you have done, click [\[Proceed\]](#) button to proceed to next page.

The confirmation page will be displayed as follows once you have click [\[Proceed\]](#) button. For amendment, you may click on the tab "claim" and proceed to next page.

Step 3: Check all your inputs are correct prior to submit.

Category

Claim

Documents

Confirmation

Acknowledgement

Submission of CPE Claims

Registration Details

Registration No.	E0000001E
Name	ABC
Registered Specialty	
Appointment	Optometrist

Category of In-Service Programmes Credit Claim

Category	1A
Type of Activity	Local Event
Role	Participant
Type of Event	Work shop
Event ID	O0B20180202-1A-0001 ← You may refer to OOB's Event Calendar
Event Title	Improve your Records Keeping
Venue	Singapore
Specialty	Others (Non-core)
Event Duration	1 to 2 hours
Event Start Date	02/02/2018
Event End Date	02/02/2018
Start Time	08:00
End Time	10:00
Speaker Topic	
Additional Remarks	-
CPE Points	1

Documents Attached

[Programme details](#)

[Document Title 1](#)

Confirm

Step 4: Submit your CPE claim

To proceed to the next stage of the application (i.e.: Acknowledgement), click [\[Confirm\]](#)

The CPE Claims acknowledgement page will be displayed as follows.

Submission of CPE Claims

Submission of CPE Claims

Acknowledgement for Submission of CPE Claims

Please be informed that your submission of CPE claim for Category 1A has been submitted to Optometrists and Opticians Board on 04/02/2018. Please print/ save a copy of this acknowledgement for your reference.

Your application no. is : OOB20180204-1A-0002

Type of Activity: Local Event

Activity Date: 02/02/2018 -02/02/2018

Activity Title: Improve your Records Keeping

You will be notified via email on the outcome of your application. Please login to to view status of your claims. For any query, please email to OOB@spb.gov.sg and quote the above application number.

Print

Lastly, click on the [\[Print\]](#) button to print out a copy of the acknowledgement page.

2.2.2. Category 1B - Overseas Events

Overseas CPE activities refer to course, workshop, conference or symposium attended outside of Singapore.

Prior to submit for CPE claim under Cat 1B, please ready with the following mandatory documents:

- Programme details;
- Certificate/proof of attendance; and
- List down the actual events attended

Step 1: Submission of CPE Claims under Category 1B

Category
Claim
Documents
Confirmation
Acknowledgement

Submission of CPE Claims

Note: All Fields marked with asterisk (*) are mandatory.

Registration Details

Registration No.	E1800001E
Name	ABC
Registered Specialty	-
Appointment	OPTOMETRIST
CPE Specialty	-

Category of Overseas Events Credit Claim

Category	1B
Type of Activity	Overseas Events
*Role	--Select Here--
*Type of Overseas Event	--Select Here--
*Event Specialty	--Select Here--
*Event Title	--Select Here--
*Organiser	
*Country	--Select Here--
*Venue	
*Event Start Date	dd/mm/yyyy
*Event End Date	dd/mm/yyyy
*Duration of Event	--Select Here--
Speaker's Topic 1	Add Speaker Topic
Additional Remarks	(0/500)

Proceed

To proceed to the next stage of the application (i.e.: Confirmation)

- Select Role (e.g. *Participant/ Speaker*)
- Select Type of Event (e.g. *lecture/ workshop etc.*)
- Optional: Enter Event ID (e.g. *OOB20180202-1B-0001*)
- Optional: Enter Event Title (e.g. *International Optometry Congress*)
- Enter Venue
- Select Specialty
- Select Event Duration
- Enter Event Start Date (dd/mm/yyyy)
- Enter Event End Date (dd/mm/yyyy)

- j. Enter Start Time
- k. Enter End Time
- l. Optional: Enter Speaker Topic (*if you are claiming as a speaker, kindly provide the topic*)
- m. Optional: Enter Additional Remarks
- n. Click on the [\[Proceed\]](#) button

You are required to complete all the field from (a) to (k) as it's a mandatory field before you could proceed to next page "Document".

Step 2: Upload the Mandatory Documents.

The screenshot shows a web form titled "Submission of CPE Claims". At the top, there are five tabs: "Category", "Claim", "Documents" (which is active and highlighted in blue), "Confirmation", and "Acknowledgement". Below the tabs, the form is divided into three main sections. The first section, "Optional Documents", contains a "Document Title" dropdown menu with "--Select Here--" as the selected option, a "File" input field, and two buttons: "Browse.." and "Attach". The second section, "Additional Documents", has the same layout as the first. The third section, "Documents Attached", is a light blue box containing the text "No document attached." and a "Proceed" button at the bottom left.

- Upload Optional Documents
 - Select the document title.
 - If others, enter the document title (*e.g. Improve your Records Keeping*)
 - Click on the [\[Browse\]](#) button (*ensure you have save your documents in your computer*)
 - Select the file to upload.
 - Click on the [\[Open\]](#) button. (*upload the document from your computer*)
 - Click on the [\[Attach\]](#) button.
- Optional: Upload Additional Documents
 - Repeat the process above
- Tip: You may click on the [\[Claim\]](#) link to return to the previous page to make changes, if necessary.
- If you have done, click [\[Proceed\]](#) button to proceed to next page.

The confirmation page will be displayed as follows once you have click [\[Proceed\]](#) button. For amendment, you may click on the tab "claim" and proceed to next page.

Step 3: Check all your inputs are correct prior to submit.

Category Claim Documents **Confirmation** Acknowledgement

Submission of CPE Claims

Registration Details

Registration No.	E0000001E
Name	ABC
Registered Specialty	
Appointment	Optometrist

Category of In-Service Programmes Credit Claim

Category	1B
Type of Activity	Overseas Event
Role	Speaker
Type of Event	Seminar
Event ID	-
Event Title	International Optometry Congress
Venue	ABC, United Kingdom
Specialty	Others (Non-core)
Event Duration	8 hours
Event Start Date	01/02/2018
Event End Date	03/02/2018
Start Time	08:00
End Time	18:00
Speaker Topic	Myopic Control in Singapore
Additional Remarks	I speaks for 20 mins for Day 1 & Day 3
CPE Points	2

Documents Attached

[Programme details](#)

[Certificate of Attendance & Event Pass](#)

Confirm

Click **[Confirm]** to proceed to the next stage of the application (i.e.: Acknowledgement)

Step 4: Submit your CPE Claim.

The CPE Claims acknowledgement page will be displayed as follows.

Submission of CPE Claims

Submission of CPE Claims

Acknowledgement for Submission of CPE Claims

Please be informed that your submission of CPE claim for Category 1B has been submitted to Optometrists and Opticians Board on 04/02/2018. Please print/ save a copy of this acknowledgement for your reference.

Your application no. is : OOB20180204-1B-0002

Type of Activity: Overseas Event

Activity Date: 01/02/2018 - 03/02/2018

Activity Title: International Optometry Congress

You will be notified via email on the outcome of your application. Please login to to view status of your claims. For any query, please email to OOB@spb.gov.sg and quote the above application number.

Print

Lastly, click on the **[Print]** button to print out a copy of the acknowledgement page.

2.2.3. Category 2 – Publication

Practitioners can claim CPE points for being the author, editor or reviewer for optometry or opticianry articles that are published in professional/ scientific journal and book/textbook.

Prior to submit for CPE claim under Cat 2, prepare the following mandatory documents:

- Copy of complete article.
- Copy of journal cover and content page. (for research paper and magazine)
- Copy of the cover and content page indicating the chapter written. (For book)
- Appointment letter from journal publisher/ editor (For reviewer) and proof of completion the review.
- Ensure that your name is reflected clearly on the publication.

Step 1: Submission of CPE Claims under Category 2

Category
Claim
Documents
Confirmation
Acknowledgement

Submission of CPE Claims

Note: All Fields marked with asterisk (*) are mandatory.

Registration Details

Registration No.	E1800001E
Name	ABC
Registered Specialty	-
Appointment	OPTOMETRIST
CPE Specialty	-

Category of Publication Credit Claim

Category	2
Type of Activity	Publication
Journal Type	--Select Here--
*Specialty	--Select Here--
*Journal Name	--Select Here--
*Paper Title	
*Role	--Select Here--
Publisher	
*Publication Year	<input type="text"/> <input type="checkbox"/> Not Published
Volume / Issue No	
Additional Remarks	<input type="text"/> (0/500)

Proceed

To proceed to the next stage of the application (i.e.: Claims)

- Select Journal Type
- Select Specialty
- Select Journal Name
- Enter Paper Title
- Enter Publisher
- Enter Publication Year (yyyy)
- Tick ☐ if your publication is published
- Enter Volume/ Issue No
- Optional: Enter Additional Remarks
- Click on the **Proceed** button

You are required to complete all the field from (a) to (h) as it's a mandatory field before you could proceed to next page "Document".

Step 2: Upload the Mandatory Documents.

[Category](#) [Claim](#) [Documents](#) [Confirmation](#) [Acknowledgement](#)

Submission of CPE Claims

Optional Documents

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

Additional Documents

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

Documents Attached
No document attached.

[Proceed](#)

- Optional: Upload Optional Documents
 - Select the document title.
 - If others, enter the document title
 - Click on the [\[Browse\]](#) button.
 - Select the file to upload.
 - Click on the [\[Open\]](#) button.
 - Click on the [\[Attach\]](#) button.
- Optional: Upload Additional Documents
 - Repeat the process above
- Tip: You may click on the [\[Claims\]](#) link to return to the previous page to make changes, if necessary.
- Click [\[Proceed\]](#) button

The confirmation page will be displayed as follows once you have click [\[Proceed\]](#) button. For amendment, you may click on the tab “claim” and proceed to next page.

Step 3: Check all your inputs are correct prior to submit.

Category	2
Type of Activity	Publication
Journal Type	Optometry
Specialty	-
Journal Name	Optometry and Vision Science
Role	Author
Publisher	-
Publication Year	2018
Not Published	No
Volume/ Issue No	88/02
Additional Remarks	
CPE Points	5

Documents Attached
Document Title 1
Copy of article

[Confirm](#)

Click [\[Confirm\]](#) to proceed to the next stage of the application (i.e.: Acknowledgement)

Step 4: Submit your CPE Claim.

The CPE Claims acknowledgement page will be displayed as follows.

Submission of CPE Claims

Submission of CPE Claims

Acknowledgement for Submission of CPE Claims

Please be informed that your submission of CPE claim for Category 2 has been submitted to Optometrists and Opticians Board on 04/02/2018. Please print/ save a copy of this acknowledgement for your reference.

Your application no. is OOB20180202-2-0003

Type of Activity: Publication

Activity Date: 2017

Activity Title: Influence of Near Tasks on Posture in Myopic Children

You will be notified via email on the outcome of your application. Please login to to view status of your claims. For any query, please email to OOB@spb.gov.sg and quote the above application number.

[Print](#)

Lastly, click on the [\[Print\]](#) button to print out a copy of the acknowledgement page.

2.2.4. Category 3 – Journal Readings/ Online Quizzes/ E-learning

CPE points will be awarded for reading optometry/ opticianry-related articles from recommended journals or websites.

For Journal Readings, you may wish to label each of your submission. Please prepare the mandatory documents:

- i. Complete Journal article.
- ii. Short summary of the article in your own words; or knowledge/learning points acquired from the article that you could apply to your daily practice; or your view point about the article.

For Online quizzes, you may wish to label each of your submission. Please prepare the mandatory documents:

- i. Certificate of Completion/Learning History

For E-Learning with assessment, please prepare the mandatory documents:

- i. Programme Outline include timetable (if any); and
- ii. Result slips (with student name, student ID, course/module title, date of taking up the respective programme); or
- iii. Certificate of Completion.

For Pre-recorded (local/overseas) Webinar, please prepare the mandatory documents:

- i. Webinar outline
- ii. Certificate of Completion.

Step 1: Submission of CPE Claims under Category 3

Category

Claim

Documents

Confirmation

Acknowledgement



Submission of CPE Claims

Note: All Fields marked with asterisk (*) are mandatory.

Registration Details

Registration No.	E1810001E
Name	ABCD
Registered Specialty	-
Appointment	OPTICIAN (REFRACTION AND DISPENSING)
CPE Specialty	-

Category of Readings Credit Claim

Category	3
Type of Activity	Readings
*Specialty	--Select Here--  Click '-' (dash)
*Name of Readings	--Select Here--  If it's a new article, you have to add or refer to the dropdown list for selected articles.
*Topic / Title	Eg. Cataract
Publisher	
*Publication Year	
Volume / Issue No	
Page number	
Additional Remarks	1. If it's an online quiz, key 'quiz' 2. For summary, please key summary and upload a copy of your summary in Word format (0/500)
<div>Proceed</div>	

1. Click "select here" if it's a new article or click 'other'
2. Select the articles that have already listed on the dropdown list.

Category of Readings Credit Claim

Category	
Type of Activity	
*Specialty	
*Name of Readings	
*Topic / Title	
Publisher	
*Publication Year	
Volume / Issue No	
Page number	
*Brief Summary of Journal/Article Read	<div> <div>1</div> <div>2</div> </div> <div> --Select Here-- A Complete Approach to Dry Eye A Powerful Outlook on Low Power Cataract Surgery A Systematic Approach to Solving Contact Lens Discomfort Advances in Visual Field Testing for Glaucoma Management Age-related Macular Degeneration: Essential Pearls for Routine Practice Assault Matters: What You Need to Know Be an ocular foreign body fixer Blepharoplasty: Referring and Managing the Pre-referral Workup Building Your Practice with New Technologies Cataract Surgery and Anterior Segment Challenges Cataract Surgery and IOLs: What the Doctor Ordered? Cataract Surgery and Retinal Disease Clinical Record Keeping in Glaucoma Contact Lens Cleaning: Finding the Perfect Solutions Contact Lens Solutions: Time to Talk to Patients? Contact Lenses and Tear Film Stability Contact Lenses: Beyond Vision Correction Contact Lenses: Beyond Vision Correction (2) Controlling Light: Transmission, Reflection and Absorption by Spectacle Lenses Corneal Research - New Ways to Clear Vision Corneal manifestations of systemic diseases Defining Near Vision Behaviour: A New Tool for Practice Degenerative Floaters: A Practical Review Demystifying Dysphotopsia After Cataract Surgery Diabetic Eye Disease Beyond the Retina Diabetic Eye Disease Detection and Management: The Missing Link </div>

To proceed to the next stage of the application (i.e.: Documents)

- Select Specialty
- Select Name of Readings
- Enter Topic/Title, name of publisher, publication years, volume/issue and page number (if any)
- Enter Additional Remarks (Key 'Quiz' or 'Summary')
- Click **Proceed** to go to next page

You are required to complete all the field from (a) to (g) as it's a mandatory field before you could proceed to next page "Document".

Step 2: Upload the Mandatory Documents.

Category
Claim
Documents
Confirmation
Acknowledgement

Submission of CPE Claims

Note: You must save a copy of your test result/Certificate of Completion or Learning History on your laptop/computer in order for you to browse and upload

Mandatory Documents

Document Title
Copy of article
1
2

*Upload Document
Browse..
Attach

Document Title
Reflective learning journal

*Upload Document
Browse..
Attach

Additional Documents

Document Title
--Select Here--

File
Browse..
Attach

Documents Attached

No document attached.

Proceed
↔ 3

- Upload Mandatory Documents (For online quizzes/webinar: please attach a copy of Certificate of Completion/Learning History/proof of attendance. For journal: please attach **full** article and your summary in Word document)
 - Click on the **[Browse]** button.
 - Select the file to upload from your computer or mobile phone.
 - Click **[Open]** and **[Attach]** button for the correct documents.
- Optional: Upload Additional Documents if any
- Tip: You may click on the **[Claims]** link to return to the previous page to make changes, if necessary.
- Click **[Proceed]**, the confirmation page will be displayed as follows once you have click **[Proceed]** button. For amendment, you may click on the tab "claim" and proceed to next page.

Step 3: Check all your inputs are correct prior to submit.

Category
3
Type of Activity
Reading
Specialty
-
Name of Readings
Optician
Name of Readings (Others)
-
Topic / Title
C5567x: Dry eye, Cataract and Refractive Surgery
Publisher
-
Publication Year
2017
Volume / Issue No
215
Page number
-
Additional Remarks
-
CPE Points
1

Documents Attached

Reflective learning journal

Document Title 1

Copy of article

Confirm

Click **[Confirm]** button, to proceed to the next stage of the application (i.e.: Acknowledgement)

Step 4: Submit your CPE Claim.

The CPE Claims acknowledgement page will be displayed as follows.

Submission of CPE Claims

Submission of CPE Claims

Acknowledgement for Submission of CPE Claims

Please be informed that your submission of CPE claim for Category 3 has been submitted to Optometrists and Opticians Board on 04/02/2018. Please print/ save a copy of this acknowledgement for your reference.

Your application no. is OOB20180202-3-0004

Type of Activity: Reading

Activity Date: 02/02/2018

Activity Title: C55675: Dry eye, cataract and refractive surgery

You will be notified via email on the outcome of your application. Please login to view status of your claims. For any query, please email to OOB@spb.gov.sg and quote the above application number.

[Print](#)

Lastly, click on the [\[Print\]](#) button to print out a copy of the acknowledgement page.

2.2.5. Category 4 - Formal Courses

Short certification courses or professional diploma related optometry or opticianry can be considered for CPE points under this category.

Please prepare the following mandatory documents:

- Course Outline; and
- Course time table or date of taking up the individual module; and
- Result slips or transcript (with student name, student ID, course/module title); or
- Certificate of Completion/ Qualification Certificate

Step 1: Submission of CPE Claims under Category 4



[Category](#) [Claim](#) [Documents](#) [Confirmation](#) [Acknowledgement](#)

Submission of CPE Claims

Note: All Fields marked with asterisk (*) are mandatory.

Registration Details

Registration No.	E1800001E
Name	ABC
Registered Specialty	-
Appointment	OPTOMETRIST
CPE Specialty	-

Category of Formal Courses Credit Claim	
Category	4
Type of Activity	Formal Courses
*Title	<input type="text"/>
*Specialty	--Select Here--
*Organiser	<input type="text"/>
*Country	--Select Here--
*Venue	<input type="text"/>
*Date From	dd/mm/yyyy 
*Date To	dd/mm/yyyy 
*Duration	--Select Here--
Course Type	--Select Here--
Qualification Type	--Select Here--
Additional Remarks	<div><input type="text"/></div> <div>(0/500)</div>
Proceed	

To proceed to the next stage of the application (i.e.: Documents)

- Enter Title (e.g *Bachelor of Science in Optometry/ Certificate of xxx*)
- Select Specialty
- Enter Organiser (i.e. Institution or University)
- Select Country
- Enter Venue
- Enter Date From (dd/mm/yy) date you are enrolled
- Enter Date To (dd/mm/yyyy) date you have completed
- Select Duration
- Optional: Select Course Type
- Optional: Select Qualification Type
- Optional: Enter Additional Remarks
- Click on the [\[Proceed\]](#) button

You are required to complete all the field from (a) to (h) as it's a mandatory field before you could proceed to next page "Document".

Step 2: Upload the Mandatory Documents.

Category	Claim	Documents	Confirmation	Acknowledgement
----------	-------	------------------	--------------	-----------------

Submission of CPE Claims

Mandatory Documents

Document Title	Course outline
*Upload Document	<input type="text"/> Browse.. Attach
Document Title	Certificate of completion
*Upload Document	<input type="text"/> Browse.. Attach

Additional Documents

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

Documents Attached

No document attached.

[Proceed](#)

- Upload Mandatory Documents
 - Click on the [\[Browse\]](#) button.
 - Select the file to upload.
 - Click on the [\[Open\]](#) button.
 - Click on the [\[Attach\]](#) button.
- Optional: Upload Additional Documents
 - Select the document title.
 - If others, enter the document title
 - Repeat the process above.
- Tip: You may click on the [\[Claims\]](#) link to return to the previous page to make changes, if necessary.
- Click [\[Proceed\]](#) button

The confirmation page will be displayed as follows once you have click [\[Proceed\]](#) button. For amendment, you may click on the tab “claim” and proceed to next page.

Step 3: Check all your inputs are correct prior to submit.

Category	4
Type of Activity	Formal Courses
Title	Eg. Certificate in Grading for Diabetic Retinopathy Screening
Specialty	Others (Non-core)
Organiser	University of Gloucestershire
Country	United Kingdom
Venue	-
Date From	01/11/2017
Date To	31/01/2018
Duration (hrs)	36 hours
Course Type	-
Qualification Type	-
Additional Remarks	-
CPE Points	4

Documents Attached
Certificate of completion
Course outline
Course Timetable

[Confirm](#)

Click [\[Confirm\]](#) to proceed to the next stage of the application (i.e.: Acknowledgement)

Step 4: Submit your CPE Claim.

The CPE Claims acknowledgement page will be displayed as follows.

Submission of CPE Claims

Submission of CPE Claims

Acknowledgement for Submission of CPE Claims

Please be informed that your submission of CPE claim for Category 4 has been submitted to Optometrists and Opticians Board on 04/02/2018. Please print/ save a copy of this acknowledgement for your reference.

Your application no. is OOB20180202-4-0005

Type of Activity: Formal Courses

Activity Date: 01/11/2017 - 31/01/2018

Activity Title: Certificate in Grading for Diabetic Retinopathy Screening

You will be notified via email on the outcome of your application. Please login to to view status of your claims. For any query, please email to enquiries@oob.gov.sg and quote the above application number.

Print

Lastly, click on the **[Print]** button to print out a copy of the acknowledgement page.

2.2.6. Role as a Supervisor for Supervisory Framework

Supervisor (holding Full Registration) whose supervisee has fulfilled OOB's Supervisory Framework and met the conditions stipulated, is eligible to claim CPE points under this category. Please refer to [CPE guidelines](#) for more details.

Prepare the following mandatory document:

- a. Download and complete the form '[CPE Claim for Category 5](#)' available at the OOB's website under the tab "CPE".

Step 1: Submission of CPE Claims under Category 5

Category Claim Documents Confirmation Acknowledgement

Submission of CPE Claims

Note: All Fields marked with asterisk (*) are mandatory.

Registration Details

Registration No.	E1810001B
Name	ABDC
Registered Specialty	-
Appointment	OPTICIAN (REFRACTION AND DISPENSING)
CPE Specialty	-

Category of Role as a supervisor for supervisory framework Credit Claim

Category	5
Type of Activity	Role as a supervisor for supervisory framework

Click on the [\[Proceed\]](#) button to proceed to the next stage of the application (i.e.: Documents)

Once you have keyed in all the mandatory field, the Documents form will be displayed as follows.

Step 2: Upload the Mandatory Documents.

Category Claim Documents Confirmation Acknowledgement

Submission of CPE Claims

Mandatory Documents

Document Title	CPE Claim for Category 5 Form	
*Upload Document	<input type="text"/>	Browse.. Attach

Additional Documents

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

Documents Attached

No document attached.

[Proceed](#)

- Upload Mandatory Documents
 - Click on the [\[Browse\]](#) button.
 - Select the file to upload. (save a copy of [Category 5 Claim form](#) in your computer)
[Sample of Category 5 claim form](#)

Particular of Supervisor	
Name of Supervisor: Ariana Ali	Registration No: E08xxxx
Particular of Supervisee #1	
Name of Supervisee: Lim Leon	Registration No: E20xxx
Start Date of Supervision: 01/06/2018	End Date of Supervision (Date of submission of logbook): <input type="text" value="05/07/2019"/>

- Click on the [\[Open\]](#) to source for your claim form on your computer/mobile phone, then click [\[Attach\]](#) button.
- Optional: Upload Additional Documents if any
- You may click on the [\[Claims\]](#) link to return to the previous page to make changes, if necessary or click [\[Proceed\]](#) button

Step 3: Check all your inputs are correct prior to submit.

Category	5
Type of Activity	Role as a Supervisor for Supervisory Framework
Specialty	Others (Non-core)
Title	1
Attachment Start date	02/02/2017
Attachment End date	01/02/2018
Duration of Attachment	12 months
Country	Singapore
Venue	Singapore
Additional Remarks	-
CPE Points	5

Documents Attached
CPE Claim for Category 5 Form
Full Registration of Supervisee

Click [\[Confirm\]](#) to the next stage of the application (i.e.: Acknowledgement)

The CPE Claims acknowledgement page will be displayed as follows.

Step 4: Submit your CPE Claim.

Submission of CPE Claims

Submission of CPE Claims

Acknowledgement for Submission of CPE Claims

Please be informed that your submission of CPE claim for Category 5 has been submitted to Optometrists and Opticians Board on 04/02/2018. Please print/ save a copy of this acknowledgement for your reference.

Your application no. is OOB20180202-5-0006
 Type of Activity: Role as a Supervisor
 Activity Date: 02/02/2018
 Activity Title: -

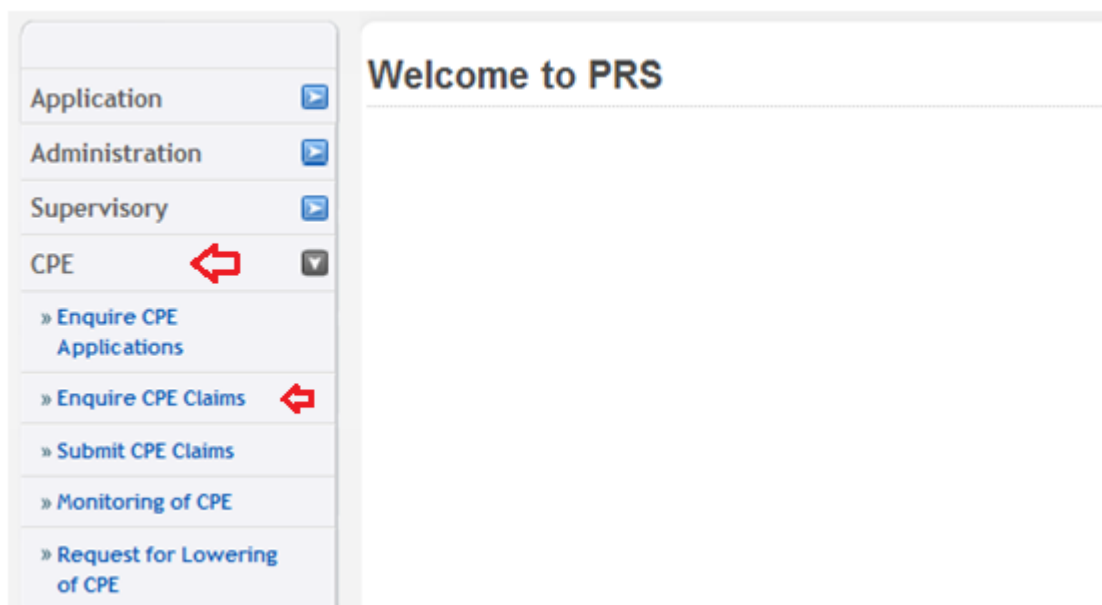
You will be notified via email on the outcome of your application. Please login to to view status of your claims. For any query, please email to OOB@spb.gov.sg and quote the above application number.

Lastly, click on the [\[Print\]](#) button to print out a copy of the acknowledgement page.

2.3. Enquire CPE Claims

After you have submitted your application and you would like to find out the status. You may log in PRS to enquire CPE claim(s).

The menu on the left displays the functions you have access to. To enquire a CPE Claim, click on the **[CPE]** menu item. Click on the **[Enquire CPE Claims]** link



The Enquire CPE Claims page will be displayed as follows.

Enquire Applications View Details			
Application Submitted			
Application No.	Date of Submission	Application Status	Remarks
OOB20180202-1B-0002	02/02/2018	Application Submitted	-
OOB20180204-3-0003	04/02/2018	Application Submitted	-
OOB20180202-4-0004	02/02/2018	Application Submitted	-
OOB20180202-5-0006	02/02/2018	Application Submitted	-
OOB20171228-3-0018	28/12/2017	Application Submitted	-
OOB20171228-3-0017	28/12/2017	Application Submitted	-
OOB20171228-3-0016	28/12/2017	Application Submitted	-
OOB20171228-3-0015	28/12/2017	Application Submitted	-
OOB20171228-3-0014	28/12/2017	Application Submitted	-
OOB20171228-3-0013	28/12/2017	Application Submitted	-

Page 1 2 [First] | [Previous] | [Next] | [Last]

To view on a particular CPE Claim, click on the application no.

The CPE Claim will be displayed as follows.

Category

Claim

Documents

Confirmation

Acknowledgement

Submission of CPE Claims

Note: All Fields marked with asterisk (*) are mandatory.

Registration Details

Registration No.	E1810001B
Name	ABDC
Registered Specialty	-
Appointment	OPTICIAN (REFRACTION AND DISPENSING)
CPE Specialty	-

Category	5
Type of Activity	Role as a Supervisor for Supervisory Framework
Specialty	Others (Non-core)
Title	'1
Attachment Start date	02/02/2017
Attachment End date	01/02/2018
Duration of Attachment	12 months
Country	Singapore
Venue	Singapore
Additional Remarks	-
CPE Points	5

Documents Attached

[CPE Claim for Category 5 Form](#)

[Full Registration of Supervisee](#)

Confirm

- Tip: You may click on the [\[Enquire Application\]](#) link to return to the previous page to make changes, if necessary.
- Click on the [\[Print\]](#) button to print out a copy of the acknowledgement page.

2.4. Monitoring of CPE

To monitor the status of each of your CPE activities, the menu on the left displays the functions you have access to. To monitor CPE, click on the [\[CPE\]](#) menu item. Click on the [\[Monitoring of CPE\]](#) link.



Click on the different links displayed on the right to view the different reports. The reports will be displayed as follows.

2.4.1. Detailed Report for Current/Previous QP

Detailed Report for Current QP

Registration No.	E1810001B
Name	ABCD
Registered Specialty	-
Appointment	OPTICIAN (REFRACTION AND DISPENSING)
CPE Specialty	-

All the figures displayed are correct as of 03/02/2018 18:18 ;

Summary

Qualifying Period (QP)					
QP Type	Time Frame	Note			
QP	01/10/2017 - 30/09/2018	-			
Points within QP					
Point Type		Min. Requirement	*Awarded Points	Meet Min. Requirement?	Shortfall
Total CPE Points		40	40	Yes	0

Breakdown of CPE Points by Category

Category	Before Capping			After Capping		
	Core Points	Non-Core Points	Total Awarded Points	Core Points	Non-Core Points	Total Awarded Points
1A	0	20	20	0	20	20
1B	0	15	15	0	15	15
2	0	0	0	0	0	0
3	0	0	0	0	6	6
4	0	0	0	0	0	0
5	0	0	0	0	0	0

#denotes capped points

[Click here for Capping Rules](#)

Approved Activities

S/N	Date	Category	Activities Information	Core Points	Non-Core Points	Total Points
1	28/12/2017	3	OOB20171228-3-0001 Myopia Control	0	1	1
2	28/12/2017	1A	OOB171028-1A-0002 Refresher Workshop	0	12	12
3	28/12/2017	3	OOB171228-3-0002 How to manage Dry Eyes?	0	1	1
4	28/12/2017	3	OOB171228-3-0003 Is record keeping essential?	0	1	1
5	28/12/2017	3	OOB171228-3-0003 Differences between Glaucoma and Cataract	0	1	1

#denotes capped points

[Rate this service](#)

[Print](#)

[View Pending and Rejected Activities](#)

[Send CPE Enquiry](#)

- To view the Capping rules, click on the [\[Click here for Capping Rules\]](#) link.
- Click on the [\[View Pending and Rejected\]](#) to view the pending and rejected activities.
- Click on the [\[Send CPE Enquiry\]](#) button to send an enquiry for CPE.

The pending and rejected activities screen will be displayed as follows.

2.4.2. Pending and Rejected Activities

Click on the link to check on your pending activity and you may also clarify with the OOB by sending an enquiry.

For the rejected activities, please click the link and access to the reason(s) for rejection.

Pending and Rejected Activities

Pending Activities

S/N	Date	Category	Activities Information	Core Points	Non-Core Points	Total Points
1	02/02/2018	5	OOB20180202-5-0006 Role as a Supervisor	0	5	5

#denotes capped points

Rejected Activities

S/N	Date	Category	Activities Information	Core Points	Non-Core Points	Total Points

#denotes capped points

[Print](#)

[Close](#)

- Click on the [\[Print\]](#) button to print the page displayed or to close, click on the [\[Close\]](#) button.

2.4.2.1 Send CPE Enquiry

Send CPE Enquiry

*Enquiry Type

--Select Here--

Activity ID

*Sender Email

ilikecpe@gmail.com

(0/500)

Send

Close

#denotes capped points

Print

Close

To send a CPE Enquiry,

- Select Enquiry Type
- Enter Activity ID
- Enter Sender Email
- Enter Remarks
- Click on the [\[Send\]](#) button to proceed.
- Click on the [\[Close\]](#) button to close this page.

2.4.3. History Report

Under this link, you are able to view current and previous report.

To view the QP, click on hyperlink period of date [01/10/2016 – 30/09/2018](#) to view all the CPE activities between 2016 – 2018.

History Report

Registration No.	E1810003J
Name	XXX XXX
Registered Specialty	
Appointment	OPTOMETRIST
CPE Specialty	

All the figures displayed are correct as of null.

QP	Category						Min. Requirement		*Awarded Points	
	1A	1B	2	3	4	5	Core Points	Total CPE Points	Core Points	Total CPE Points
01/10/2014-30/09/2016	72	20	0	0	0	0	0	50	0	92
01/10/2016-30/09/2018	20	32	0	0	0	0	0	50	0	52

* All the awarded points displayed above are after cap points(i.e. Points after applying day cap, event cap and category cap, if any).

[Rate this service](#)

[Print](#)

Click on the [\[Print\]](#) button to print the page displayed,

2.4.4. List of Past Activities within a Period

List of Past Activities within a Period

Note: All Fields marked with asterisk (*) are mandatory.

*Period From	<input type="text" value="dd/mm/yyyy"/>		*To	<input type="text" value="dd/mm/yyyy"/>	
Category	<input type="text" value="--Select Here--"/>		Type of Activity	<input type="text" value="--Select Here--"/>	
Activity Title	<input type="text"/>		QP	<input type="text" value="--Select Here--"/>	
<input type="button" value="Generate"/>					

Approved Activities

S/N	QP	Date	Category	Activities Information	Core Points	Non-Core Points	Total Points

#denotes capped points

*Core Points	-
*Non-Core Points	-
*Total CPE Points	-

[Rate this service](#)

To generate a list of Past Activities within a Period:

- Enter Period from (dd/mm/yy)
- Enter Period to (dd/mm/yy)
- Optional: Select Category.
- Optional: Select Type of Activity
- Optional: Enter Activity Title
- Optional: Select QP
- Click on the **[Generate]** button.

A list of Approved Activities will be displayed as follows.

User Manual for PRS

Note: All Fields marked with asterisk (*) are mandatory.

*Period From	<input type="text" value="01/10/2015"/>	*To	<input type="text" value="28/02/2016"/>
Category	--Select Here--	Type of Activity	--Select Here--
Activity Title	<input type="text"/>	Default QP	--Select Here--

Generate

Approved Activities

S/N	Default QP	Date	Category	Activities Information	Core Points	Non-Core Points	Total Points
1	01/10/2014 - 30/09/2016	02/11/2015	1A	OOB20151028-1A-0001 Briefing for Supervisor (for optometrists supervisee)	0	4	4
2	01/10/2014 - 30/09/2016	03/11/2015	1A	OOB20151012-1A-0003 Contact Lens updates: Evolution of Contact Lens Materials	0	2	2
3	01/10/2014 - 30/09/2016	04/11/2015	1A	OOB20151012-1A-0004 Contact Lens updates: Evolution of Contact Lens Materials	0	2	2
4	01/10/2014 - 30/09/2016	13/11/2015	1A	OOB20151012-1A-0005 Contact Lens updates: Evolution of Contact Lens Materials	0	2	2
5	01/10/2014 - 30/09/2016	16/11/2015	1A	OOB20151012-1A-0006 Contact Lens updates: Evolution of Contact Lens Materials	0	4	4
6	01/10/2014 - 30/09/2016	15/01/2016	1A	OOB20151228-1A-0006 Briefing – Supervisors for Provisional Optician	0	4	4
7	01/10/2014 - 30/09/2016	26/01/2016	1A	OOB20151222-1A-0003 TVCI™ Symposium I	0	5	5

#denotes capped points

*Core Points	0
*Non-Core Points	23
*Total CPE Points	23

*All the awarded points displayed above are after applying day cap and event cap ONLY (if any).

Print

- To view the details of the activity, click on the activity code that is in hyperlink.

The activity details will be displayed as follows.

Event Details

Registration No.	E1810003J
Name	XXX XXX
Registered Specialty	
Appointment	OPTOMETRIST
CPE Specialty	

Event ID	OOB20151222-1A-0003
Activity Title	TVCI™ Symposium I
Activity Date	26/01/2016- 26/01/2016

Provider Details & Address

Provider Type	Ad-hoc		
Organisation Type	Academic Institutions	Organisation	Singapore Polytechnic
Department	-	Address	500 DOVER ROAD SINGAPORE 139651

S/N	Name	Telephone No.	Email Address
1	Ms Lim	61212121	askme@hotmail.com
2			

Event Details

Category	1A		
Event Specialty	Others (Non-core)		
Type of Event	Seminar/ Workshop		
Event Title	Optometry Symposium		
Target Audience	Opticians(CLP), Opticians(D), Opticians(D+R), Optometrists		
Target Audience (Others)			
Target Audience Specialty	-		
Start Date	26/01/2016	Start Time	08:45
End Date	26/01/2016	End Time	17:30
Event Duration	08Hrs		
Frequency	-		
Venue	A		
Event URL	-	<input checked="" type="checkbox"/> Display in Calendar	

Previous Event ID/Title	-
Copied from Event ID/Title	-
Additional Remarks	-
Max CPE Points	8

Attendance Details

QP	Attendance Date	Role	Point Type	*Awarded Points	Attendance Approval Date
-	26/01/2016	Participant	Non Core Points		14/02/2016

[Assign Core/Non Core](#)
[Print](#)
[Close](#)

- Click on the [\[Print\]](#) button if you wish to print the page displayed.
- To close the page, click on the [\[Close\]](#) button.
- To assign Core/Non-core points, click on [\[Assign Core/Non-Core\]](#) button.

The assign core/non-core points page will be displayed as follows.

Attendance Details

QP	Attendance Date	Role	Point Type	*Awarded Points
-	26/01/2016	Participant	Non Core Points ▼	8

[Save](#)
[Cancel](#)

To save the changes, click on the [\[Save\]](#) button. To cancel, click on the [\[Cancel\]](#) button.

2.5. Request for Lowering of CPE Application

All practitioners are expected to participate in CPE to ensure that your optometry and opticianry knowledge and skills remain current and relevant, and to maintain a reasonable level of competence.

Exceptions for lowering of CPE requirements would only considered for the following circumstances.

a. Maternity Leave

Please submit a copy of your child birth certificate together with your application online for “Lowering of CPE”:

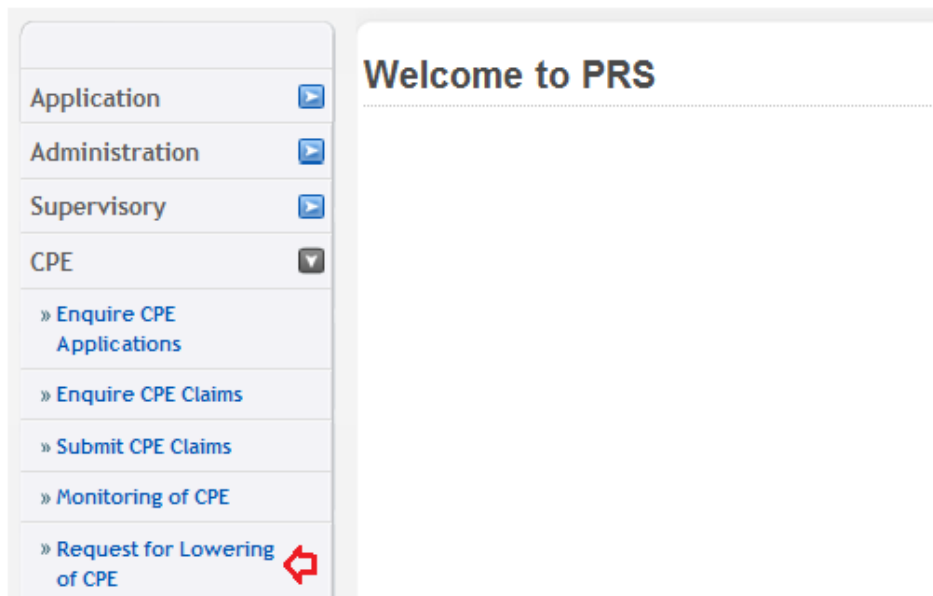
b. Health Conditions

Please submit the following documents together with your application online for “Lowering of CPE”.

- i. Original copy of medical report or doctor’s memo on the conditions.;
- ii. Any other supporting document for consideration (e.g. medical certificate).

Lowering of CPE requirements would be reviewed on a case-by-case basis. Incomplete documents would be rejected.

To submit a Request of Lowering of CPE, click on the [\[CPE\]](#) menu item and click on the [\[Request for Lowering of CPE\]](#) link.



The Request of Lowering of CPE form will be displayed as follows.

Application Confirmation Acknowledgement

Application for Request for Lowering of CPE

Note: All Fields marked with asterisk (*) are mandatory.

Registration No.	E1810003J
Name	XXX XXX
Registered Specialty	
Appointment	OPTOMETRIST

*Reason

--Select Here--

Please provide your reason of requesting for lowering CPE

*Start Date(dd/mm/yyyy)

dd/mm/yyyy

End Date(dd/mm/yyyy)

dd/mm/yyyy

Remarks

(0/500)

SUPPORTING DOCUMENTS

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Document Title

--Select Here--

You must submit the supporting documents for review. Otherwise, incomplete document will be rejected.

File

Browse..

Attach

Documents Attached

No document attached.

☐ I declare that the above information is true and accurate. I undertake that in the event that I should resume active practice anytime in the future, I will inform the Jolene Tan immediately and fulfill the requisite CPE points.

Proceed

To proceed to the next stage of the application (i.e.: Confirmation), please enter and upload all the supporting documents.

- Enter the Reason
- Enter Start Date (dd/mm/yy)
- Optional: Enter End Date (dd/mm/yy)
- Optional: Enter Remarks
- Upload Documents
 - Click on the **[Browse]** button.
 - Select the file to upload.
 - Click on the **[Open]** button.
 - Click on the **[Attach]** button.
- Click **[Proceed]** button

Once you have click proceed, the confirmation page will be displayed as follows.

Application **Confirmation** Acknowledgement

Application for Request for Lowering of CPE

Note: All Fields marked with asterisk (*) are mandatory.

Registration No.	E1810003J
Name	XXX XXX
Registered Specialty	
Appointment	OPTOMETRIST

Reason	Suffered from heart failure, currently recuperate at home and have stopped practising since May 2017
Start Date(dd/mm/yyyy)	10/05/2017
End Date(dd/mm/yyyy)	-
Remarks	-

SUPPORTING DOCUMENTS

Documents Attached
Doctor Memo and supporting documents

Confirm

Click on the **[Confirm]** button to proceed to the next stage of the application (i.e.: Acknowledgement)

- Tip: You may click on the **[Application]** link to return to the previous page to make changes, if necessary.

The Request for Lowering of CPE acknowledgement page will be displayed as follows.

Application Confirmation **Acknowledgement**

Application for Request for Lowering of CPE

Please be informed that your application request for 'Lowering CPE requirement' has been submitted to Optometrist and Optician Board on 05/02/2018. Please print/ save a copy of this acknowledgement for your reference.

Your application no. is OOB20180205-0001-LPE

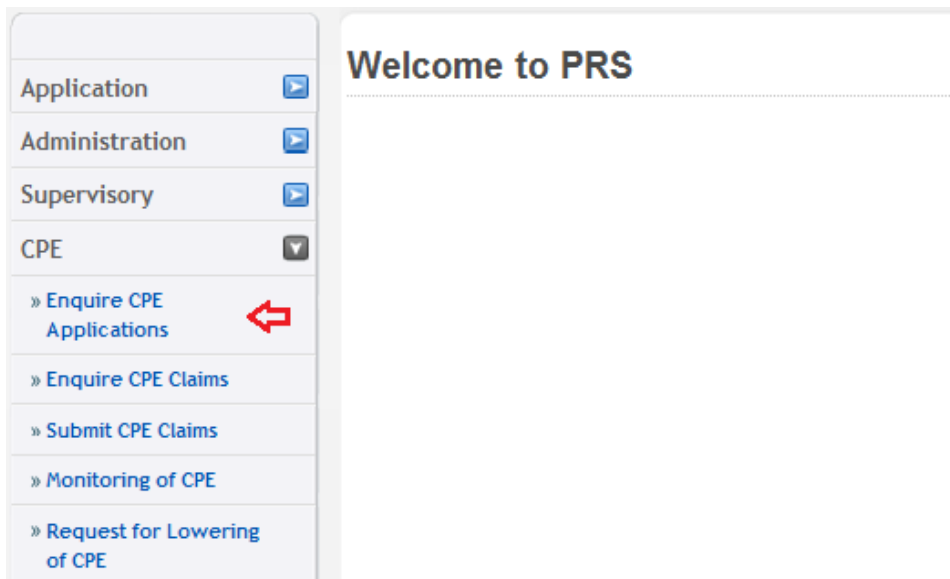
You will be notified via email on the outcome of your application. Please login to to view status of your claims. For any query, please email to enquiries@oob.gov.sg and quote the above application number.

Print

Lastly, click on the **[Print]** button to print out a copy of the acknowledgement page.

2.6. Enquire Lowering of CPE Application

To enquire a CPE Application, click on the [\[CPE\]](#) menu item. Click on the [\[Enquire CPE Applications\]](#) link



The Enquire CPE Application page will be displayed as follows:

Enquire Applications

View Details

Application Submitted

Application No.	Application Type	Date of Submission	Application Status	Remarks
OOB20180205-0006-LPE	Application for Request for Lowering of PE	05/02/2018	Application Submitted	-

Page 1

[\[First\]](#) |
 [\[Previous\]](#) |
 [\[Next\]](#) |
 [\[Last\]](#)

To view on a particular CPE Application, click on the application no. The CPE Application will be displayed as follows:

Enquire Applications View Details	
Application for Request for Lowering of CPE	
Registration No.	E1810003J
Name	XXX XXX
Registered Specialty	
Appointment	OPTOMETRIST
Reason	Suffered from heart failure, currently recuperate at home and have stopped practising since May 2017
Start Date(dd/mm/yyyy)	10/05/2017
End Date(dd/mm/yyyy)	-
Remarks	-
Documents Attached	
Doctor Memo and supporting documents	
Print	

Click on the [\[Print\]](#) button to print out a copy of the acknowledgement page.