Professional Registration System (HCP)
User Manual

Version 1.0
## REVISION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Effective Date</th>
<th>Summary of Changes</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>21/06/2013</td>
<td>Release version (1)</td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td>28/06/2013</td>
<td>Release version (3)</td>
<td></td>
</tr>
</tbody>
</table>
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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.

The PRS is a web-based application that is hosted in the Medinet Hosting Environment.

1.2. Scope

The objective of this document is to provide step-by-step guidelines on the proper usage of the system by Healthcare Professionals to submit applications online to the TCMPB.

The targeted users of this document shall be the HCPs.

Users of the online application functionalities should have the basic knowledge of using an internet web browser, such as the Internet Explorer (IE), to navigate from one page to another.

The chapters in this manual are organised in a logically functional manner. They may not necessarily reflect the order, which the users would normally adopt to use the system.

The reader of this manual may study its content in any order. He/She may read the specific sections that illustrate the functions being encountered or study the specific section that he/she is interested in.

1.3. 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

- HCP: Healthcare Professional
- HPE: Healthcare Professional Entity
- IE: Internet Explorer
- PC: Practicing Certificate
- PRS: Professional Registration System
- RC: Registration Certificate
- TCMPB: Traditional Chinese Medicine Practitioners Board

2. FUNCTIONS
2.1. Pre-Application

For all new professionals, you will be required to login to the PRS with a Temporary User ID.

The first section of Pre-Application (Question) will be displayed as follows.

**Figure 1**

<table>
<thead>
<tr>
<th>Pre-application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you registered with Traditional Chinese Medicine Practitioners Board?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

To proceed, answer the presented questions accordingly. Depending on your answers, there will be three possible outcomes.

Outcome 1: You pass the pre-screening and have never registered before. Click on the [Proceed] button after answering the questions. You will see the following screen.

**Figure 2**

<table>
<thead>
<tr>
<th>Pre-application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note that your Temporary User ID and Password are as follows:</td>
</tr>
<tr>
<td>Temporary User ID: X000000X</td>
</tr>
<tr>
<td>Password: X000000X</td>
</tr>
</tbody>
</table>

Please print or save this page for your reference. You will be using this Temporary User ID and password for application tracking.

Click on “Proceed” button to continue with the Registration.

| Proceed | Print |

To proceed to the Login Page
- Recommended: Print or Save this page for self reference
- Click on the [Proceed] button.

Outcome 2: You pass the pre-screening and have an existing registration. Click on the [Proceed] button after answering the questions. You will see the following screen.

**Figure 3**

<table>
<thead>
<tr>
<th>Instructions for Authorised Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare Professionals: You may login via SingPass or your User ID and password. For first time login users, please click here to view the documentation required for processing.</td>
</tr>
</tbody>
</table>

![Login screen](Image)

Alternatively, you can login using SingPass

Outcome 3: You do not pass the pre-screening. You will see the following error message.
2.2. Login to the PRS

To access the PRS, click on the [Login] button on the TCMPB’s website (URL: http://www.tcmb.gov.sg).

![Figure 5](image-url)

The Traditional Chinese Medicine Practitioners Board (TCMPB) is a statutory board established under the Traditional Chinese Medicine Practitioners Act 2000. TCMPB registers TCM practitioners (both acupuncturists and TCM physicians), accredits TCM institutions and TCM courses for the purpose of registration and regulates the professional ethics and conduct of registered TCM practitioners.

**Announcements**

- **29 Jan 2013 17:43**
  - System downtime and Launch of New Professional Registration System

- **22 May 2012 09:50**
  - Address/Contact Number
The PRS Login screen will be displayed as follows.

**Figure 6**

Instructions for Authorised Users
Healthcare Professionals:
You may login via SingPass or your User ID and password. For first time login users, please click [here](#) to view the documentation required for processing.

![Login screen](image)

Alternatively, you can login using SingPass.

To login:
- Enter your **User ID**.
- Enter your **Password**.
- Click on the **[Login]** button.

If your login credentials are correct the landing page will be displayed as follows:

**Figure 7**
2.3. **Registration Application**

You must first login to the PRS. Please refer to [2.2 Login to the PRS](#) for instructions on how to login to the PRS.

The menu on the left displays the functions you have access to. To submit a Registration Application, click on the [Application](#) menu item. Click on the [Registration](#) link.

**Figure 8**

![Welcome to PRS](#)
The Instructions page will be displayed. The following is an extract.

**Figure 9**

<table>
<thead>
<tr>
<th>Instruction</th>
<th>Personal</th>
<th>Qualifications</th>
<th>Employment</th>
<th>Documents</th>
<th>Declaration</th>
<th>Confirmation</th>
<th>Payment</th>
<th>Acknowledgement</th>
</tr>
</thead>
</table>

**Instructions For Online Registration Application**

Instructions For Online Registration Application
Instructions according to each HPE.

Proceed

To proceed to the next stage of the application (i.e.: Personal Particulars)
- Click on the [Proceed] button at the bottom of the instructions page

The Personal Particulars page will be displayed. It has the following sections:
- Registration Details
- Particulars of Applicant
- Residential Address in Singapore (As in NRIC)
- Other Address In Singapore
- Foreign Address
- Preferred Mailing Address
- Information on Spouse

If you have logged in with as an existing registered professional, the sections will be pre-loaded with your last known information in the system. The sections will thus be read only. To update your particulars, you will need to use the Update Particulars function. Please refer to 2.6 Update Particulars Application.

**Figure 10**

<table>
<thead>
<tr>
<th>Registration Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Type</td>
</tr>
<tr>
<td>Registration Category</td>
</tr>
<tr>
<td>I am also trained in other profession</td>
</tr>
<tr>
<td>Type of Register / Roll</td>
</tr>
</tbody>
</table>

**Registration Details**
This section allows you to provide information about the type of registration that you are applying for.
- Select your **Registration Type**.
- Select your **Registration Category**.
- Optional: You may also select another Healthcare profession that you have been trained in.
- Select your **Type of Register**.
**Figure 11**

**Particulars Of Applicant**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification Type</td>
<td>NRIC</td>
</tr>
<tr>
<td>Identification No.</td>
<td>S965883B</td>
</tr>
<tr>
<td>Salutation</td>
<td>Mr</td>
</tr>
<tr>
<td>Full Name as shown in NRIC/FIN/Passport</td>
<td>Matthew</td>
</tr>
<tr>
<td>Surname / Family Name</td>
<td></td>
</tr>
<tr>
<td>Name in Chinese Character</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Race</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>dd/mm/yyyy</td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>Country/Place of Birth</td>
<td></td>
</tr>
<tr>
<td>Marital Status</td>
<td></td>
</tr>
<tr>
<td>Religion</td>
<td></td>
</tr>
<tr>
<td>Patient Contact (For Medical Doctors only)</td>
<td></td>
</tr>
<tr>
<td>Year Obtained Citizenship</td>
<td>yyyy</td>
</tr>
<tr>
<td>Other Nationality</td>
<td></td>
</tr>
<tr>
<td>Residential Status (for non-Singapore Citizen)</td>
<td>yyyy</td>
</tr>
<tr>
<td>Year Permanent Resident Obtained</td>
<td>yyyy</td>
</tr>
<tr>
<td>Year Employment Pass Obtained</td>
<td>yyyy</td>
</tr>
<tr>
<td>Year Work Permit Obtained</td>
<td></td>
</tr>
<tr>
<td>Preferred Email Address</td>
<td><a href="mailto:nicholaskok@ncs.com.sg">nicholaskok@ncs.com.sg</a></td>
</tr>
<tr>
<td>Alternate Email Address</td>
<td></td>
</tr>
<tr>
<td>Home Telephone No.</td>
<td></td>
</tr>
<tr>
<td>Office Telephone No.</td>
<td></td>
</tr>
<tr>
<td>Mobile No.</td>
<td></td>
</tr>
</tbody>
</table>

**Particulars of Applicant**

This section allows you to provide information about your personal particulars.

- Select your Identification Type.
- Select your Identification Number.
- Select your Salutation.
- Enter your Full Name as shown in NRIC/FIN/Passport.
- Enter your Surname / Family Name.
- Optional: Enter your Name in Chinese Character.
- Select your Gender.
- Select the Race.
- Enter your Date of Birth (dd/mm/yyyy)
- Select your Nationality.
- Select your Country/Place of Birth.
- Select your Marital Status.
- Optional: Select your Religion.
- Select your Patient Contact status.
- Enter in Year Obtained Citizenship, the year that you obtained your Singapore citizenship if your original nationality was not Singapore Citizen.
• Enter your Other Nationality if you possess one.
• Enter your current Residential Status if you are not a Singapore Citizen.
• Enter the Year Permanent Resident Obtained if applicable.
• Enter the Year Employment Pass Obtained if applicable.
• Enter the Year Work Permit Obtained if applicable.
• Enter the Preferred Email Address.
• Enter the Alternate Email Address if applicable.
• Enter at least one of the following telephone numbers: Home Telephone No., Office Telephone No and Mobile No.

Figure 12

Residential Address In Singapore (As in NRIC)
Postal Code
Block/House No.
Level - Unit No.
Street Name
Building Name

Residential Address in Singapore (As in NRIC)
Enter your NRIC address details if you are a Singapore Citizen or Permanent Resident.
• Enter the Postal Code. The Block/House No., Street Name and Building Name will be populated accordingly. You may edit the Block/House No. if necessary.
• Enter the Level and Unit No. if applicable.

Figure 13

Other Address In Singapore
Postal Code
Block/House No.
Level - Unit No.
Street Name
Building Name

Other Address in Singapore
Enter your address details in Singapore if you are not a Singapore Citizen or Permanent Resident.
• Enter the Postal Code. The Block/House No., Street Name and Building Name will be populated accordingly. You may edit the Block/House No. if necessary.
• Enter the Level and Unit No. if applicable.

Figure 14

Foreign Address
Country
Address Line 1
Address Line 2
Address Line 3
Address Line 4
Contact No.

Foreign Address
Enter your Foreign Address details if you have a Foreign Address that you can be contacted at.
• Select the Country.
- Enter the details for **Address Line 1**.
- Optional: Enter the details for **Address Line 2** if applicable.
- Optional: Enter the details for **Address Line 3** if applicable.
- Optional: Enter the details for **Address Line 4** if applicable.
- Enter the **Contact Number** at your Foreign Address.

**Figure 15**

Preferred Mailing Address
- Indicate your preferred mailing address.

**Figure 16**

**Information on Spouse**

This section allows you to enter information about your spouse, if applicable. The fields in this section are not mandatory.

- Click on the [Save] button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to 2.11 Enquire Applications for more information.
- Click on the [Proceed] button to proceed to the next page, Qualifications.

If the inputs pass all the required validation checks, the Qualifications page will be displayed. The following is an extract.
The Qualifications page has the following sections:

- Basic TCM Qualification Obtained
- Postgraduate / Post-registration TCM Qualifications Obtained
- Clinical / Housemanship / Internship Experience of Applicant
• Work Practice Experience
• Registration / Licensing Details (obtained outside Singapore)

Figure 18

Basic Medical Qualification Obtained
• Select Highest Education Level.
• Select the Country.
• Select the University / Institution.
  o If others, enter the name of the University / Institution in the text box that appears.
• Select the Qualification Type.
  o If others, enter the Qualification Type in the text box that appears.
• Select the Qualification. The Abbreviation of the Qualification will appear accordingly.
  Edit if necessary.
• Select the Subject Area / Specialty.
  o If others, enter the name of the Subject Area / Specialty in the text box.
• Indicate whether the Programme Type is full time or part time.
• Enter the Course Duration in terms of months.
• Enter the Start Date.
• Enter the End Date.
• Enter the Year Obtained.
• Indicate whether the course is part of a Twinning Programme.
  o If Yes, enter the Twinning Partner in the text box that appears. You will be required to enter the information of all the institutions you attended as part of the Twinning Programme. Refer to the following screen.

Figure 19

Please complete the following section only if you DID NOT complete your basic qualification in the SAME University / Institution / Country.

Country
University / Institution
Start Date
End Date
Action

No Basic Qualification added.

Add More Rows

• Click on the [Add More Rows] button. A pop-up window appears. Refer to the following screen.
Enter the details and click on the [Save] button. The pop-up will close and a record will be added to the table. Click on the [Cancel] button to close the window without saving any changes.

Tip: To change the details of an added record, click on the respective hyperlink in the University/Institution column.

Tip: To delete a record, click on the respective [Delete] hyperlink.

Note: If there is a gap period of more than 30 days between the records, a text area will appear. You will be required to provide details to explain the gap period. Refer to the following screen.

Postgraduate / Post-registration TCM Qualifications Obtained

Click on the [Add Postgraduate Qualification] button. A pop-up window will appear. Refer to the following screen.
Figure 23

Enter information about your qualification in the provided fields and click on the [Save] button. If the inputs pass the required validation checks, the pop-up window will close and a record will be added to the table. Click on [Cancel] to close the window without saving any changes.

Tip: To change the details of an added record, click on the respective hyperlink in the University/Institution column.

Tip: To delete a record, click on the respective [Delete] hyperlink.

Figure 24

Clinical / Housemanship / Internship Experience of Applicant
This section allows you to enter your Clinical, Housemanship or Internship Experience, if any.

Click on the [Add Clinical Experience] button. A pop-up window appears. Refer to the following screen.
• Select the **Country**.
• Select the **University / Institution**.
  o If others, enter the University/Institution in the text box that appears.
• Optional: Enter the **Department**.
• Optional: Select the **Discipline**.
  o If others, enter the Discipline in the text box that appears.
• Enter the **Start Date**.
• Enter the **End Date**.
• Optional: Enter the total **Clinical Practice Hours**.
• Click on the **[Save]** Button to close the pop-up. A new record will be added to the table.
• Click on the **[Cancel]** button to close the pop-up without saving any changes.
• Tip: To change the details of an added record, click on the respective hyperlink in the University/Institution column.
• Tip: To delete a record, click on the respective **[Delete]** hyperlink.

---

**Figure 26**

Work Practice Experience

This section allows you to provide details about your Work Practice Experience.

• Click on the **[Add Practice Experience]** button. A pop-up window appears. Refer to the following screen. All fields must be filled in for the record to be saved successfully.
Enter the Date Joined.
Enter the Date Left.
Select the Employer's Name.
Select the Country.
Select the Institution / Organisation.
  o If others, enter the Institution/Organisation in the textbox that appears.
Enter the Department.
Select the Grade/Designation/Appointment.
  o If others, enter the Grade/Designation/Appointment in the textbox that appears.
Select whether you were working Full-time or Part-time.
Click on the [Save] button to save your changes and close the pop-up. A new record will be added to the table. Click on the [Cancel] button to close the pop-up without saving.
Note: If there is a gap period of more than 30 days between the records, a text area will appear. You will be required to provide details to explain the gap period. Refer to the following screen.

Figure 28
This section allows you to enter details about any Registration or Licenses that you have obtained outside of Singapore.

- Click on the [Add Licensing Details] button. A pop-up window appears. Refer to the following screen. At least one of the fields must be filled in.

Enter the **Country of Registration**.

Enter the **Name of Council / Registration Authority**.

Enter the **Registration type/Category**.

Enter the **Registration/ Licensing No.**

Enter the **Date of Registration**.

Enter the **Current PC No.**

Enter the **Current PC Start Date**.

Enter the **Current PC End Date**.

Click on the [Save] button to save your changes. The pop-up window will close and a new record will be added. Click on the [Cancel] button to close the pop-up without saving.

Tip: You may click on the [Personal] link at the top of the page to return to the previous page to make changes, if necessary.
• Click on the [Save] button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to 2.11 Enquire Applications for more information.

• Click on the [Proceed] button to proceed to the next page, Employment.

If all inputs pass the validation checks, the Employment page will be displayed. The following is an extract.

**Figure 31**

[Diagram of Employment page]

The Employment page has the following sections:

• Current (Singapore) Employment Details
• Proposed (Singapore) Employment Details
• Principal Place of Practice
• Secondary Place of Practice

If you have logged in as an existing registered professional, the sections will be pre-loaded and read-only. To make changes, you must go to Update Particulars. Refer to 2.6 Update Particulars Application for more information.

**Figure 32**

[Diagram of Employment details]

Current (Singapore) Employment Details

This section allows you to enter your current employment details in Singapore.

• Select the **Activity Status**.
  o If Not Working, select the reason in the dropdown list that appears.
  o If reason for not working is others, enter the reason in the text box that appears.

• If currently employed, select the **Appointment**.
  o If others, enter the appointment in the text box that appears.

• If currently employed, enter the **Name of Institution/Organisation**.
If currently employed, select the **Nature of Work**.
  o If others, enter the Nature of Work in the text box that appears.
If currently employed, select the **Department / Division**.
If currently employed, enter the **Date Joined**.
If currently employed, enter the **Date Left** if you will be leaving your current employment at a known future date.

**Figure 33**

Proposed (Singapore) Employment Details
This section allows you to enter information about your proposed employment details. This section is mandatory if you are currently unemployed.
  • Select the **Activity Status**.
  • Select the **Appointment**.
  o If others, enter the appointment in the text box that appears.
  • Enter the **Name of Institution/Organisation**.
  • Select the **Nature of Work**.
  o If others, enter the Nature of Work in the text box that appears.
  • Select the **Department / Division**.
  • Enter the **Date Joined**.
  • Enter the **Date Left** if you will be leaving your proposed employment at a known future date.

**Figure 34**

Principal Place of Practice
This section allows you to enter information about your Principal Place of Practice.
  • Select the **Appointment**.
  o If others, enter the appointment in the text box that appears.
  • Enter the **Name of Institution/Organisation**.
  • Optional: Select the **Nature of Work**.
  o If others, enter the Nature of Work in the text box that appears.
  • Select the **Department / Division**.
  • Enter the **Date Joined**.
  • Optional: Enter the **Date Left** if you will be leaving your Principal Place of Practice at a known future date.
Secondary Place of Practice
This section allows you to add information about your Secondary Places of Practice, if any.
- Click on the [Add Secondary Place of Practice] button. A pop-up window appears. Refer to the following screen.

### Figure 35

<table>
<thead>
<tr>
<th>Name of Institution / Organisation</th>
<th>Appointment</th>
<th>Nature of Work</th>
<th>Department / Division</th>
<th>Date Joined</th>
<th>Date Left</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Secondary Place of Practice added.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Secondary Place of Practice

Save  Proceed

### Figure 36

Application for Registration

Secondary Place of Practice

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Name of Institution / Organisation</th>
<th>Nature of Work</th>
<th>Department / Division</th>
<th>Date Joined</th>
<th>Date Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Select Here--</td>
<td></td>
<td>--Select Here--</td>
<td></td>
<td>dd/mm/yyyy</td>
<td>dd/mm/yyyy</td>
</tr>
</tbody>
</table>

Save  Cancel

- Select the **Appointment**.
  - If others, enter the appointment in the text box that appears.
- Enter the **Name of Institution/Organisation**.
- Optional: Select the **Nature of Work**.
  - If others, enter the Nature of Work in the text box that appears.
- Select the **Department / Division**.
- Enter the **Date Joined**.
- Optional: Enter the **Date Left** if you will be leaving your Secondary Place of Practice at a known future date.
- Click on the [Save] button to save your changes and close the pop-up. A new record will be added to the table. Click on the [Cancel] button to close the pop-up without saving the changes.
- Tip: To change the details of an added record, click on the respective hyperlink in the Name of Institution / Organisation column.
- Tip: To delete a record, click on the respective [Delete] hyperlink.
• Tip: You may click on the [Personal] or [Qualifications] links to return to the previous respective pages to make changes, if necessary.
• Click on the [Save] button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to 2.11 Enquire Applications for more information.
• Click on the [Proceed] button to proceed to the next page, Documents.

If the inputs pass all the validation checks, the Documents page will be displayed as follows. All mandatory documents must be uploaded before you will be able to proceed to the next stage. Do note the following restrictions when uploading:
• File must be in JPEG(.jpg or .jpeg) or PDF (.pdf) format.
• Each file size must not exceed 1MB.
• For Photographs, the dimensions must be 400 by 514 pixels.

Figure 37

To upload a document
• Click on the [Browse] button. A file dialog box will appear to let you select your file.
• Select the file to upload and click on the [Open] button. The file dialog box closes.
• Click on the [Attach] button. The selected file will be uploaded.
• Tip: Click on the [Delete] link if you do not wish to include the uploaded document with your application.
• Tip: Click on the [Replace] link if you wish to replace the uploaded document with another. A popup-window will appear. Refer to the following screen.

Figure 38

Replace Additional Document

<table>
<thead>
<tr>
<th>Replace Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note:</td>
</tr>
</tbody>
</table>
| • File must be in JPEG(.jpg or .jpeg), PDF (.pdf).  
• Each file size must not exceed 1MB |

<table>
<thead>
<tr>
<th>File Title</th>
<th>Certified true copy of TCM qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Attach]</td>
<td>[Browse]</td>
</tr>
</tbody>
</table>

• Click on the [Proceed] button. If all mandatory documents have been uploaded, the Declarations page will be displayed. The following is an extract.
Indicate your answer for all the questions. If you answer “Yes” to any of the questions, you will be required to provide further details in the text box that appears.

Tick the checkboxes to make your declarations.

Tip: You may click on the [Personal], [Qualifications], [Employment], [Documents] or [Declarations] links to return to the respective previous page to make changes, if necessary.

Click on the [Save] button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to 2.11 Enquire Applications for more information.

Click on the [Proceed] button to proceed to the next page, Confirmation.
If the inputs all pass the required validation checks, the confirmation page will be displayed. The Confirmation Page will display all the details that you have entered. The following is an extract.

**Figure 40**

![Registration Details Table]

**Registration Details**
- Registration Type: Full Registration
- Registration Category: New Application
- I am also trained in other profession: -
- Type of Register / Roll: TCM Physician

**Particulars Of Applicant**
- Identification Type: NRIC
- Identification No: S8658938B
- Surname / Family Name: tan
- Full Name as shown in NRIC/FIN/Passport: Matthew tan
- Preferred Order of Name: -
- Name in Chinese Character: -
- Gender: Male
- Race: -
- Date of Birth: 24/04/1994
- Nationality: SINGAPORE CITIZEN
- Country/Place of Birth: Singapore
- Marital Status: Single
- Religion: -
- Patient Contact (if for Medical Doctors only): -
- Year Obtained Citizenship: -
- Other Nationality: -

To proceed to the Payment page:
- Tip: You may click on the links at the top to return to the previous pages to make changes, if necessary.
- Click on the [Confirm] button.

The Payment page will be displayed as follows.
To proceed to the next stage of the application

- Click on the **[Proceed]** button. The BillCollect payment interface will be displayed. Follow the on screen instructions to make your payment.

Once payment has been completed, the Acknowledgement page will be displayed.
Figure 42

Optional: Click on the [email] link to email TCMPB for any queries, if any.
Recommended: Click on the [Print] button to print out a copy of the acknowledgement page.

2.4. PC Renewal Application
To submit a PC Renewal Application, you must first login to PRS. Refer to 2.2 Login to the PRS for more information.

After logging in, click on the [PC Renewal] link.

Figure 43

[Diagram of PRS login page]
If you are eligible for PC Renewal, the first page of the PC Renewal and Off-Register application process will be displayed. Please review the Personal Particulars section and the Employment Details section. If they are outdated, please update them using the Update Particulars function. Refer to 2.6 Update Particulars Application for more information. The following is an extract of the first page.
The first page will have the following sections:

- **PC Renewal Details**: This section will display whether you satisfy the renewal requirements.
• Personal Particulars: This section will display your last known personal particulars as stored in PRS.
• Employment Details: This section will display your last known Employment Details as stored in PRS.

To proceed to the Application Form page:
• Recommended: Click on the [here] link to download and read the instructions for submitting a PC Renewal and Off-Register application.
• Indicate that the information is correct.
• Click on the [Proceed] button.

If the inputs all pass the required validation checks, the Application Form page will be displayed as follows.

Figure 45

To proceed to the Declarations page:
• Select the PC Type.
• Tick the practising certificate that you need for Renewal
• Indicate your preferred collection method.
• Upload all mandatory documents.
• Upload any additional documents that you will require to support your application.
• Tip: You may click on the links on top to return to the previous pages to make changes, if necessary.
• Click on the [Save] button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to 2.11 Enquire Applications for more information.
• Click on the [Proceed] button.
If the inputs all pass the required validation checks, the declaration page will be displayed as follows.

**Figure 46**

![Declaration Page](image)

To proceed to the Confirmation page:

- Indicate your answer for all the questions and make your declarations.
- **Tip:** You may click on the links on top to return to the previous pages to make changes, if necessary.
- Click on the **[Save]** button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to **2.11 Enquire Applications** for more information.
- Click on the **[Proceed]** button.

If the inputs pass the required validation checks, the Confirmation page will be displayed. The details that you have submitted for your PC Renewal application will be displayed.
To proceed to the Payment page:

- **Tip:** You may click on the links on top to return to the previous pages to make changes, if necessary.
- Click on the [Confirm] button.

If the inputs all pass the required validation checks, the payment page will be displayed.
To proceed to the Acknowledgement page:
- Click on the [Proceed] button.

If your employer is not paying on your behalf, the BillCollect payment interface will be displayed. Follow the on screen instructions to make payment. Once payment is completed, the acknowledgement page will be displayed.
• Optional: Click on the [email] link to email the TCMPB for any queries, if any.
• Recommended: Click on [Print] button to print out a copy of the acknowledgement page.
2.5. Restoration Application

If you are currently Off Register and were previously on Full Registration, you may apply to have your registration restored. You will first need to login to PRS. Refer to 2.2 Login to the PRS for more details.

After logging in, click on the [Restoration] link.

Figure 50  
Welcome to PRS

The Restoration application form will be displayed. The following is an extract.

Figure 51  
Restoration - Form

Restoration Form

Click here for important instructions for applying restoration online. Note: All Fields marked with asterisk (*) are mandatory.

Restoration Details
Please select the registers you wish to restore

<table>
<thead>
<tr>
<th>Register</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCM Physician</td>
<td>Off Register</td>
</tr>
</tbody>
</table>

*Reason for restoration

(0/2000)
The Restoration application form has the following sections:

- **Restoration Details**: Displays your restoration options.
- **Personal Particulars**: Displays your last known personal particulars information stored in PRS.
- **Employment Details**: Displays your last known employment details stored in PRS.

The Personal Particulars and Employment Details section are read only. You may update the information from the Update Particulars module. Please refer to **2.6 Update Particulars Application** for more information.

To proceed to the Documents page:
- **Recommended**: Click on the [here] link to download and read the instructions for submitting a Restoration application.
• Tick the register you wish to have restored.
• Enter **Reason for Restoration**.
• Click on the [Save] button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to 2.11 Enquire Applications for more information.
• Click on the [Proceed] button.

If the inputs all pass the required validation checks, the Documents page will be displayed as follows.

**Figure 52**

To proceed to the Declarations page:
• Upload all documents necessary for supporting your Restoration application.
• Tip: You may click on the [Restoration - Form] link to return to the previous respective page to make changes, if necessary.
• Click on the [Proceed] button.

If the inputs all pass the required validation checks, the Declarations page will be displayed.
To proceed to the Confirmation page:

- Indicate your answers for the questions. If you answer “Yes” to any of the questions, you will be required to provide further details in the text boxes that appear.
- Make your declarations.
- Tip: You may click on the [Restoration - Form] or [Upload Documents] links to return to the previous respective pages to make changes, if necessary.
- Click on the [Save] button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to 2.11 Enquire Applications for more information.
- Click on the [Proceed] button.

If the inputs pass the required validation checks, the Confirmation page will be displayed. The following is an extract.
To proceed to the Payment page:

- Tip: You may click on the [Restoration - Form], [Documents] or [Declarations] links to return to the previous respective pages to make changes, if necessary.
- Click on the [Confirm] button.

The payment page will be displayed.
To proceed to the Acknowledgement page:

- Click on the [Proceed] button. The BillCollect payment interface will be displayed. Follow the on screen instructions to make payment.

After payment has been successfully made, the Acknowledgement page will be displayed.
• Optional: Click on the [email] link to email TCMPB for any queries you may have regarding the application.
  Recommended: Click on the [Print] button to print out a copy of the acknowledgement page.

2.6. Update Particulars Application

For any changes in your particulars, you can update them through the Update Particulars function. You must first login to the PRS. Refer to 2.2 Login to the PRS for more information.

After logging in, click on the [Update Particulars] link.

Figure 57

The Update Particulars - Selection page will be displayed (Figure 58).

Note that professionals on full registration will also have the option to edit their employment details (Figure 59).
To proceed to the Application Form page:

- Recommended: Click on the [here] link to download and read the instructions for submitting an Update Particulars application.
- Indicate which set of the personal particulars you wish to update.
- Click on the [Proceed] button.

If the option “Marital Status, Religion and Contact Details” was selected, the following application form will be displayed. The input fields will be pre-loaded accordingly.
To proceed to the Confirmation page:
- Make changes to the input fields, where required.
- Tip: You may click on the [Update Particulars - Selection] or [Personal] links at the top of the page to return to the respective pages to make changes, if necessary.
- Click on the [Save] button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to 2.11 Enquire Applications for more information.
- Click on the [Proceed] button.

If the inputs all pass the required validation checks, the Confirmation page will be displayed.
To proceed to the Acknowledgement page:

- Tip: You may click on the [Update Particulars - Selection] or [Personal] links at the top of the page to return to the respective pages to make changes, if necessary.
- Click on the [Confirm] button

The Acknowledgement page will be displayed. Your particulars have been updated.
• Optional: Click the [email] link to email TCMPB for any queries
• Recommended: Click the [Print] button to print out a copy of the acknowledgement page.

If the option “Identification Type/No., Name, Nationality, and Residential Status.” was selected instead, the following application form will be displayed (Figure 63). The input fields will be pre-loaded with your last known information.

Note professionals on full registration will have the option to also edit their employment details in the application form.
Figure 63

Update Personal Particulars

Note that each update has to be accompanied with relevant supporting documents.

*Identification Type
NRIC

*Identification No.
S8658839B

*Full Name as shown in NRIC/PIN/Passport
Matthew tan

*Salutation
Mr

Surname / Family Name
tan

Name in Chinese Character

*Nationality
SINGAPORE CITIZEN

Year Obtained Citizenship
YYYY

Other Nationality
--Select Here--

Residential Status (for non-Singapore Citizen)
--Select Here--

Year Permanent Resident Obtained
YYYY

Year Employment Pass Obtained
YYYY

Year Work Permit Obtained
YYYY

Current Employment Details

*Activity Status
Working Full-time in Singapore

*Appointment

*Appointment Effective Date
20/04/2010

*Name of Institution/ Organisation
CITYMED HEALTH ASSOCIATES PTE LTD, 19, KEPPEL RD, #01-1
19, KEPPEL RD
#01-01
JIT POH BUILDING
Singapore 089058

Nature of Work
--Select Here--

Department/ Division

*Date Joined
20/04/2010

Date Left

Proposed Employment Details

*Activity Status
--Select Here--

Appointment

Appointment Effective Date
--Select Here--

Name of Institution/ Organisation
dd/mm/yyyy

Nature of Work
--Select Here--

Department/ Division
dd/mm/yyyy

Date Joined
dd/mm/yyyy

Date Left
dd/mm/yyyy
To proceed to the Confirmation page:

- Make changes to the input fields, where necessary.
- Upload supporting documents, where necessary.
- Click on the [Save] button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to 2.11 Enquire Applications for more information.
- Click on the [Proceed] button.

If the inputs pass the required validation checks, the Confirmation page will be displayed. The following is an extract.
To proceed to the Acknowledgement page:

- Click on the **[Attached Document]** link to check through the details of the respective Attached Document
- Click on the **[Confirm]** button

The Acknowledgement page will be displayed. An application will be sent to TCMPB for processing. Once it is approved, your particulars will be updated accordingly.

Optional: Click on the **[email]** link to email TCMPB for queries
• Recommended: Click on the [Print] button to print out a copy of the Acknowledgement pag

2.7. Additional Qualifications Application
You can submit post-registration qualifications through the Additional Qualifications function. You will first need to login to PRS. Refer to 2.2 Login to the PRS for more information.

After logging in, access the Additional Qualifications function by clicking on the [Additional Qualifications] link.

Figure 66

The Additional Qualifications application form will be displayed.

Figure 67

Additional Qualifications / Titles

Click [here] for important instructions for submitting an Additional Qualifications/ Titles application.

Added Qualification/ Title
No matching records found.

Add Qualification/ Title
To add an additional qualification / title:
- Recommended: Click on the [here] link to download and read the instructions for submitting an Additional Qualification/Titles application.
- Click on the [Add Qualifications / Title] button to add new qualifications or title. A pop-up window will appear. Refer to the following screen.

**Figure 68**

<table>
<thead>
<tr>
<th>Application for AQ</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> All Fields marked with an asterisk (*) are mandatory.</td>
</tr>
<tr>
<td><strong>Additional Qualification/ Title Details</strong></td>
</tr>
<tr>
<td>Awarding Country</td>
</tr>
<tr>
<td>Awarding University/ Institution</td>
</tr>
<tr>
<td>Qualification/ Title Type</td>
</tr>
<tr>
<td>Qualification/ Title</td>
</tr>
<tr>
<td>Abbrev. Of Qualification/ Title</td>
</tr>
<tr>
<td>Speciality/ Subspeciality</td>
</tr>
<tr>
<td>Field of Interest</td>
</tr>
<tr>
<td>Programme Type</td>
</tr>
<tr>
<td>Course Duration</td>
</tr>
<tr>
<td>*Year Obtained</td>
</tr>
</tbody>
</table>

**Mandatory Documents**

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

| Document Title | Certified authenticated English translation of Bachelor Degree in Medicine | **Browse** | **Attach** |
| Document Title | Certified authenticated English translation of Graduation Certificate | **Browse** | **Attach** |
| Document Title | Certified true copy of Bachelor Degree in Medicine | **Browse** | **Attach** |
| Document Title | Certified true copy of Graduation Certificate | **Browse** | **Attach** |
| Document Title | Original letter of verification from the issuing authority of TCM qualification | **Browse** | **Attach** |

**Additional Documents**

| Document Title | [Select Here] | **Browse** | **Attach** |

**Attached Documents**

- No document attached

- Save | Cancel

- Enter information about the qualification that you wish to add. Ensure all mandatory fields are filled in.
• Upload the necessary supporting documents.
• Click on the [Save] button. If your inputs satisfy the validation checks, the pop-up will close and a new record will be added to the table. Click on the [Cancel] button to close the pop-up without saving your changes.

The main page will look like the following when records have been successfully added to the Added Qualification/Title table.

Figure 69

- Tip: Click on the [Added Qualification / Title] link to make changes to the respective Qualification / Title.
- Tip: Click on the [Delete] link if you wish to remove Qualification / Title from your application.
- Click on the [Proceed] button.

If the inputs all pass the required validation checks, the Confirmation page will be displayed.
To proceed to the Payment page:

- **Recommended:** Click on the [Qualification / Title] link to check through the details of the respective qualification / title you have choose to submit.
- **Tip:** You may click on the [Additional Qualification / Title - Form] link at the top of the page to return to the previous page to make changes, if necessary.
- Click on the [Confirm] button.

The Payment page will be displayed.

To proceed to the Acknowledgement page:

- Click on [Proceed] button

The BillCollect payment interface will be displayed. Follow the on screen instructions to make payment. After payment is completed, the Acknowledgement page will be displayed.
Figure 72

- Optional: Click on [email] link to email TCMPB for any queries you may have pertaining to the application.
- Recommended: Click on [Print] button to print out a copy of the acknowledgement page.
2.8. CGS Application

If you require a CGS, you may request for one through the Issuing of CGS function. You will first need to log in to PRS. Refer to 2.2 Login to the PRS for more information.

After logging in successfully, click on the [Issuing of CGS] link to access the function.

Figure 73

The Issuing of CGS application form will be displayed.

Figure 74
- Recommended: Click on the [here] link to download and read the instructions for submitting an Issuing of CGS application.
- Tick the checkbox if the requesting authority requires TCMPB to fill in additional forms.
  - Indicate whether you will submit the forms to TCMPB by mail or by hand
- Select the Reason for your CGS request.
- Optional: Select the overseas country you will be departing to, if applicable.
- Optional: Enter the Departure Date.
- Optional: Enter the Return Date.
- Click on the [Add Requesting Authority] button to open a pop-up the window to add a Requesting Authority. The Add Requesting Authority form will be displayed.

**Figure 75**

**Details of Requesting Authority**

- Select the method to Send By.
- Name of Requesting Authority
- Person to Address To
- Address Line 1
- Address Line 2
- Address Line 3
- Address Line 4
- Country

To add Requesting Authority
- Select the method to Send By.
If you have selected “self-collection”, you will be required to provide the reason in the text box that appears.

- Enter the **Name of Requesting Authority**.
- Optional: Enter the **Person to Address to**.
- Enter the **Address Line 1**.
- Optional: Enter **Address Line 2**, if applicable.
- Optional: Enter **Address Line 3**, if applicable.
- Optional: Enter **Address Line 4**, if applicable.
- Select the **Country**.
- Click on the [**Cancel**] button to discard the document and close the window.
- Click on the [**Save**] button.

**Back on the CGS – Form main page:**
- Tip: Click on the link in the Requesting Authority column if you wish to make changes to the respective requesting authority
- Tip: Click on the [**Delete**] link if you wish to remove the respective requesting authority from your application.
- Upload any necessary supporting documents to accompany your application.
- Click on the [**Save**] button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to 2.11 Enquire Applications for more information.
- Click on the [**Proceed**] button.

If the inputs pass the required validation checks, the confirmation page will be displayed.

**Figure 76**

![Application for Certificate of Good Standing (CGS)](image)

To proceed to the Payment page:
- **Tip**: You may click on the [CGS - Form] link at the top of the page to return to the previous page to make changes, if necessary.
- Click on the [**Confirm**] button.
The Payment page will be displayed.

**Figure 77**

Application for Certificate of Good Standing (CGS)

Please note that the following fee(s) is/are non-refundable. If you encounter any problems making payment, please try again later. Your application will be saved as Draft in the Enquire Applications.

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Unit Price (SGD)</th>
<th>Quantity</th>
<th>Amount Due (SGD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Good Standing</td>
<td>XX.XX</td>
<td>1</td>
<td>XX.XX</td>
</tr>
</tbody>
</table>

**Proceed**

To proceed to the Acknowledgement page:
- Click the [Proceed] button. The BillCollect payment interface will be displayed. Follow the on screen instructions to make your payment.

Once payment has been completed, the Acknowledgement page will be displayed.

**Figure 78**

Application for Certificate of Good Standing (CGS)

Please be informed that your Application for CGS / Verification of Registration/Enrolment request has been submitted to Traditional Chinese Medicine Practitioners Board on 23/05/2013. Please print / save a copy of this acknowledgement for your reference.

Your application(s) are

Mark: TCM-20130523-0074-CGS

You may check the status of your application online using the same User ID and password. For any query, please email to TCMPB@spb.gov.sg and quote the above application no.

Rate this service

Print
2.9. Reprint of RC / PC Application

You may use the Reprint of PC / RC function to request for a reprint or certified true copy of your PC / RC. You will first need to login to PRS. Refer to 2.2 Login to the PRS for more information.

After logging in, click on the [Reprint of RC / PC] link.

The Reprint of RC / PC application form will be displayed.
To proceed to the Confirmation page:

- **Recommended**: Click on the [here] link to download and read the instructions for submitting an Reprint of PC / RC application.
- Tick the respective checkboxes to indicate the service you require.
- Select the **Reason for Application**.
  - If others, enter the reason on the text box that appears.
- Select the method to **Send Certificate By**.
  - If sending by mail, select the address to send to.
- Upload the necessary supporting documents, if any, to accompany your application.
- Click on the [Save] button to save this application as a draft. You can retrieve the draft later on from Enquire Applications. Refer to 2.11 Enquire Applications for more information.
- Click on the [Proceed] button.

If the inputs all pass the required validation checks, the Confirmation page will be displayed.
To proceed to the Payment page:

- Tip: You may click on the [Reprint RC/PC - Form] link at the top of the page to return to the previous page to make changes, if necessary.
- Click on the [Confirm] button.

The Payment page will be displayed.
To proceed to the last stage of the application (i.e.: Acknowledgement)
- Click on the [Proceed] button. The BillCollect payment interface will be displayed. Follow the on screen instructions to make your payment.

Once payment has been completed, the Acknowledgement page will be displayed.

TCMPB@spb.gov.sg
• Optional: Click on [email] link to email TCMPB on any queries pertaining to the application.
• Recommended: Click on [Print] button to print out a copy of the acknowledgement page.

2.10. Supervisory

2.10.1. Assessment Report Request

An email will be sent to the supervisor when the HPE officer makes a request for the submission of the assessment report. Upon receiving the email, the supervisor can proceed to the PRS website provided in the email to proceed with the submission of the assessment report.

Figure 84

Dear WANG YIN LONG,

SUPERVISORY ASSESSMENT REPORT 监管人的评估报告

This is to inform you that the Supervisory Assessment of Li Yuan Yuan is due as his /her Conditional Registration is expiring /has expired.

2 Please do complete the assessment report by 14/07/2013.

3 You may complete the assessment online (available in English only); or you may download the "Assessment Form for TCMPs on Conditional Registration" complete it in English or Chinese, and forward it directly to the TCM Practitioners Board by email (in pdf format), by fax or by post.

Traditional Chinese Medicine Practitioners Board
81 Kim Keat Road
NKF Centre, Level 9
Singapore 328836
Tel No.: (65) 6355 2488
Fax No.: (65) 6355 2489
Email Address: TCMPB@spb.gov.sg

Example of an email for request of assessment report
The login page will be displayed on the web browser as shown below. The supervisor will be required to login using their user ID and password.

**Figure 85**

![Login screen for PRS](image)

Login screen for PRS

The screenshot below shows the page after the supervisor has logged in. To proceed, the supervisor can click on “Pending Assessment Reports” hyperlink to view the list of pending assessment reports currently assigned to him.

**Figure 86**

![Landing page for supervisor](image)

Landing page for supervisor
On the pending assessment report page, the supervisor can proceed by clicking on the S/N (as circled below) to begin working on the assessment report.

Figure 87

<table>
<thead>
<tr>
<th>S/N</th>
<th>Supervisee</th>
<th>Registration Type</th>
<th>Type of Register</th>
<th>Level of Supervision</th>
<th>Assessment Period</th>
<th>Submission Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Teng Lee Chu (103027i)</td>
<td>Conditional</td>
<td>Registration</td>
<td>L1</td>
<td>06/11/2012 - 13/11/2013</td>
<td>28/11/2013</td>
<td>Supervisor Informed</td>
</tr>
</tbody>
</table>

Pending assessment report page with pending assessments

The following shows an example of an assessment report that is needed to be completed. User will have to fill in the respective details (Grades and comments) before submitting the report.
Figure 88

Example of an assessment report (continued)

### ASSESSMENT REPORT

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

#### SUPERVISEE INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>AN LIPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regn No.</td>
<td>T1102705G</td>
</tr>
<tr>
<td>Employer</td>
<td>-</td>
</tr>
<tr>
<td>Appointment</td>
<td>TCM Physician</td>
</tr>
<tr>
<td>Type of Register</td>
<td>TCM Physician</td>
</tr>
<tr>
<td>Practice Place</td>
<td>-</td>
</tr>
<tr>
<td>Registration Type</td>
<td>Conditional Registration</td>
</tr>
<tr>
<td>Level of Supervision</td>
<td>L1</td>
</tr>
<tr>
<td>Restriction</td>
<td>-</td>
</tr>
<tr>
<td>Condition</td>
<td>Beijing Tong Ren Tang Science Arts (S) Co Pte Ltd (clinics at Upper Cross Street, Buangkok View and Irrawaddy Road)</td>
</tr>
<tr>
<td>Assessment Period</td>
<td>27/04/2012 - 26/04/2014</td>
</tr>
<tr>
<td>Assessment No.</td>
<td>3</td>
</tr>
</tbody>
</table>

For instructions on completing the assessment report, click [here](#).

#### ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Grade</th>
<th>Comments, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Quality of Clinical Work 临床表现客观性</td>
<td>--Select Here--</td>
<td>(0/000)</td>
</tr>
<tr>
<td>2. Dedication and Commitment 工作态度</td>
<td>--Select Here--</td>
<td>(0/000)</td>
</tr>
<tr>
<td>3. Basic Professional Knowledge (include the ability to apply the basic principles correctly in clinical work) 基本专业知识</td>
<td>--Select Here--</td>
<td>(0/000)</td>
</tr>
<tr>
<td>4. Readiness to Accept Advice 愿意接受他人指导</td>
<td>--Select Here--</td>
<td>(0/000)</td>
</tr>
<tr>
<td>5. Rapport with Patients 与病人的关系</td>
<td>--Select Here--</td>
<td>(0/000)</td>
</tr>
<tr>
<td>6. Rapport with Colleagues 与同事的关系</td>
<td>--Select Here--</td>
<td>(0/000)</td>
</tr>
<tr>
<td>7. How often do you come into contact with this TCM practitioner whom you are supervising? 您与被监督者的接触有多频繁?</td>
<td></td>
<td>(0/000)</td>
</tr>
<tr>
<td>8. Based on the TCM practitioner's ability to manage patients safely and competently, should he/she be allowed to continue practice in Singapore? 根据被监督者是否具备安全和熟练地处理病人的能力，他/她是否可以获准继续在新加坡从事中医执业吗?</td>
<td>--Select Here--</td>
<td>(0/000)</td>
</tr>
<tr>
<td>9. List of seminars / talks conducted during the period under conditional registration (if applicable) 在有条件注册期间所参加的研讨会/讲座列表（若有）</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. I confirm that the TCM practitioner has fulfilled all conditions imposed by the Board on his/her conditional registration. Proof of fulfillment of these conditions will be provided to this Board at their request. 我确认被监督的中医师已遵守条件注册所规定的全部条件，监督所需证明会在监督会的要求下呈交。</td>
<td>--Select Here--</td>
<td></td>
</tr>
</tbody>
</table>

Overall Grading 总评估: --Select Here--
Upon submission of the report, the pending assessment report should be removed from the supervisors’ Pending Assessments Report (Refer to screen below)

Figure 89

Pending assessment report page with no pending assessments

2.11. Enquire Applications

You can utilize the Enquire Applications function to do the following:
- Continue your saved drafts
- View the details of submitted applications
- Upload documents for applications where the current status is “Pending Supporting Documents”.

You will first need to login to PRS. Refer to 2.2 Login to the PRS for more information. After logging in, click on the [Enquire Application] link.

Figure 90

The Enquire Applications page will be displayed as follows.
Carrying on with a draft:
- Click on the link in the Application No. column, where the Application Status is "Draft". The application form will be loaded and you may proceed with filling in the application.

Viewing the details of submitted applications:
- Click on the link in the Application No. column, where the Application Status is not "Draft". The details you entered for the submitted application will be displayed. They will be read only and non-editable.

Uploading of additional supporting documents:
- Click on the [here] link in the Remarks column the Application Status is "Pending Supporting Documents".

The Attach Document form will be displayed as follows.
To proceed to the Acknowledgement page:

- Select the **Document Title**.
  - If others, enter the document title in the text box that appears.
- Click the **[Browse]** button. A file dialog box will appear. Select the file you wish to upload.
- Click on the **[Open]** button.
- Click on the **[Attach]** button. The document will appear in the Documents Attached table.
- Tip: To view uploaded documents, click on the hyperlink for the document title.
- Tip: Click on the **[Replace]** link to replace the respective document.
- Tip: Click on the **[Delete]** link to remove the respective document.
- Click on the **[Proceed]** button.

The Acknowledgement form will be displayed as follows.

### Figure 93

- Optional: Click on the **[email]** link to email TCMPB for any enquiries pertaining to the application.
- Recommended: Click on the **[Print]** button print a copy of the acknowledgement page.

#### 2.12. Professional Search

**2.12.1. Search by Name**

The menu on the top displays the functions you have access to. To make a Professional Search by Name, click on the **[Search by Name]** menu item.

The Search by Name page will be displayed as follows.
Search Details
Provide information about the Professional that you are searching for

- **Enter Name and/or enter Name of Place of Practice**
- **Select the language.**
- **Should you wish to search for the Name field which starts with a particular set of characters, tick the Names starting with... after entering them in the Name field.**
- **Should you wish to search for the professional using his/her Registration Number you can:**
  - Click on the [More Search Options] link then Enter Registration Number.
- **Select Dentist or Oral Health Therapist.**
- **Should you wish to search for the professional by selecting the register you can:**
  - Click on the [More Search Options] link then tick the different types of registers.
- **Click on the [Search] button**

The records will be displayed as follows.

- Click on the [View more details] link to view the respective Professional
- Click on the [Back to Top] link to return to the top of the page.
- Click on the [Reset Search] link to do a search again.
- Click on the links at the bottom right to navigate through the pages.

2.12.2. Search by Location
The menu on the top displays the functions you have access to. To make a Professional Search by Location, click on the [Search by Location] menu item.

The Search by Location page will be displayed as follows.

**Figure 96**

<table>
<thead>
<tr>
<th>Search by Name 姓名查询</th>
<th>Search by Location 地点查询</th>
<th>Search by Region 区域查询</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Postal Code</td>
<td>Range</td>
<td>Registration Number (Optional)</td>
</tr>
<tr>
<td>More Search Options</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Search Details
Provide information about the Professional that you are searching for

- Enter **Postal Code** and/or enter **Range**.
- Should you wish to search for the professional using his/her Registration Number you can:
  - Click on the [More Search Options] link then Enter Registration Number.
- Should you wish to search for the professional by selecting the register you can:
  - Click on the [More Search Options] link then tick the different types of registers.
- Click on the [Search] button

The records will be displayed as follows.
Click on the [View more details] link to view the respective Professional.
Click on the page numbers to go to the page.
Click on the [Back to Top] link to return to the top of the page.
Click on the [Reset Search] link to do a search again.
Click on the links at the bottom right to navigate through the pages.
2.12.3. Search by Region

The menu on the top displays the functions you have access to. To make a Professional Search by Region, click on the [Search by Region] menu item.

The Search by Region page will be displayed as follows.

Search Details
Provide information about the Professional that you are searching for
- Select the Region by clicking on the different parts of the map.
- Should you wish to search for the professional using his/her Registration Number you can:
  - Click on the [More Search Options] link then Enter Registration Number.
- Should you wish to search for the professional by selecting the register you can:
  - Click on the [More Search Options] link then tick the different types of registers.
- Click on the [Search] button

The records will be displayed as follows.
- Click on the [View more details] link to view the respective Professional
- Click on the page numbers to go to the page.
- Click on the [Back to Top] link to return to the top of the page.
- Click on the [Reset Search] link to do a search again.
- Click on the links at the bottom right to navigate through the pages.
2.13.4. Details Page

The screenshot below shows the list of Professionals that are displayed. To view the details of the Professional, click on the [View more details] link.

**Figure 100**

<table>
<thead>
<tr>
<th>Name</th>
<th>Registration Number</th>
<th>Qualification</th>
<th>Type of Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lim Nai Sim</td>
<td>T02002H</td>
<td></td>
<td>TCM Physician</td>
</tr>
<tr>
<td>Lim Norman</td>
<td>T03076G</td>
<td></td>
<td>Acupuncturist, TCM Physician</td>
</tr>
<tr>
<td>Mei Chaofeng</td>
<td>T03042B</td>
<td>q1 2005, UNIV 1, Singapore</td>
<td>Acupuncturist</td>
</tr>
</tbody>
</table>

The details of the Professional will be displayed as follows.

**Figure 101**

- Click on the [Back to Top] link to return to the top of the page.
- Click on the [Reset Search] link to do a search again.
- Click on the [Rate this service] link to rate the service of the Professional Search.