**SINGAPORE MEDICAL COUNCIL**

**USEFUL INFORMATION ON**

**CONTINUING PROFESSIONAL EDUCATION (CPE) FOR PRACTISING**

**CERTIFICATE (PC) RENEWAL FOR DOCTORS**

**1) CPE REQUIREMENTS AND CORE POINTS REQUIREMENTS**

* For the renewal of a 2-year PC, doctors will need to obtain at least 50 CPE points.
* Of the 50 CPE points, at least 10 must be core points in each of their registered specialty during their Qualifying Period (QP) and 5 must be core points in Mandatory Medical Ethics.

> For example, if a doctor is accredited as a specialist in Internal Medicine and Endocrinology, he/she has to accrue at least 10 points in Internal Medicine and 10 points in Endocrinology; and 5 core points in Mandatory Medical Ethics.

* Core and non-core CPE points are awarded based on SMC's accreditation of each activity and the doctor's registered specialty.

> For example, Cardiologists will earn core points for activities accredited by SMC as 'core' for Cardiology.

* QP is the period in which the doctors must accumulate sufficient CPE points to renew their PC and this period is the same as their PC validity.

**2) CPE CATEGORIES AND CAPS ON CATEGORIES**

* The table below shows the different categories of CPE activities and their respective caps for a 2-year PC:

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Cap (2-year PC)** |
| Cat 1A or Cat 1B | Local Events | No cap |
| Cat 1C | Overseas Events | No cap |
| Cat 2 | Publications | 40 |
| Cat 3A | Self-study and Online Programmes | 10 |
| Cat 3B | Distance Learning Programme | 36 |

* For Category 1B events, there is a cap of 4 CPE points per event per day.
* For Category 1B/1C events, there is an overall cap of 12 CPE points per event.

1

SINGAPORE MEDICAL COUNCIL

**3) TO VIEW YOUR CPE REPORT**

* Log in to the SMC website at [www.smc.gov.sg](http://www.smc.gov.sg) with your SingPass and 2-factor verification.
* Once you have logged in, navigate through your account in the following order: “CPE” -> “Monitoring of CPE” -> “Detailed Report of Current QP” (as shown below)



 You will be directed to the page to view your CPE report (as shown below).



2

**SINGAPORE MEDICAL COUNCIL**

**4) TO VIEW PAST CPE ACTIVITIES THAT ARE NOT IN THE CURRENT QP**

* Once you have logged in, navigate through your account in the following order: “CPE” -> “Monitoring of CPE” -> “List of Past Activities within a Period” (as shown below).



* Next, you will be directed to the page as shown below. Please key in the dates in the fields “Period From” and “To”. Then select “Generate”.

 For example, if you would like to check the activities you had participated two years preceding 1 June 2023 you can key in “From” as 02/06/2021 and “To” as 01/06/2023.

* You may view your CPE activities for any period as long as the maximum difference between “Period From” and “To” is 2 years.



3

**SINGAPORE MEDICAL COUNCIL**

**5) YOUR CPE REPORT DOES NOT SHOW YOUR POINTS CORRECTLY**

* Your latest CPE points may not be updated because:

> CPE provider has not submitted the attendance records for local CPE events;

or

> SMC is still evaluating the self-claims which you have submitted.

* If there are any activities that are not updated in your CPE report, please note the activity title, activity ID, date and venue (for Cat 1 activities), and email to smc\_cme@spb.gov.sg. We will help you to look into it.
* If there are any discrepancies, please email us a screenshot so that we can investigate the cause.

**6) SUBMISSION OF CPE CLAIMS**

* Under “CPE”, select “Submit CPE claims” and fill up the application form accordingly.
* You are required to fill up the sections marked with red asterisks (\*).
* Please note that documentary proof in support of all claims (except Cat 3A) should be submitted to SMC.



* Your claims may be rejected due to one of the following reasons:

> It is a local event. If you have attended any local events [Cat1A/1B] in Singapore, the organisers (CPE providers) will submit your attendance on your behalf. You only need to ensure that you have signed your attendance record for the event.

> You have attended an local online webinar. For this case, the organisers (CPE providers) will submit your attendance on your behalf.

> The event or organiser is not accredited by SMC.

4

**SINGAPORE MEDICAL COUNCIL**

**7) SUPPORTING DOCUMENTS FOR CPE CLAIMS**

* Please attach supporting documents when you submit Category 1C/2/3B claims to SMC.
* Examples of supporting documents may include:

> Cat 1C:

Programme details, Abstract, Poster, Certificate of Participation, Letter from Head

of Department in overseas hospitals

> Cat 2:

Abstract, Brochure, Poster, PowerPoint Slides, Certificate of Participation, any

other proof of your role as author/reviewer

> Cat 3B:

Certificate of Participation

* After completing the details of your CPE activity, you will be directed to the “Documents” section where you can upload supporting documents of your claim (as shown below).



* Please note that you may only upload files which are:

> less than 1MB in size; and

> saved either in JPEG or PDF file format.

5

SINGAPORE MEDICAL COUNCIL

 To attach the supporting document, please do the following:

> Step 1: Select the most appropriate "Document Title" from the drop-down menu.



> Step 2: Choose the supporting document from your computer/laptop by clicking the "Browse" button (as shown below).



*6*

SINGAPORE MEDICAL COUNCIL

> Step 3: Once you have selected your supporting document, click "Open".



> Step 4: You should be directed to the previous screen. Click "Attach" to upload your supporting document.



7

**SINGAPORE MEDICAL COUNCIL**

> Step 5: You should be able to see the screen below with the message "Upload successfully".



> You may choose to repeat the above mentioned procedure to upload additional supporting documents or click "Proceed" to continue the claim process.

**8) EXEMPTION / PRO-RATION OF CPE REQUIREMENTS**

* All doctors will need to fulfil their CPE requirements if they wish to renew their PC/apply for a new PC. There is no exemption or pro-ration of CPE points.
* If you have attended any event overseas, you may submit Category 1C claims online.
* For regular overseas department teaching sessions, please attach as supporting document, a letter from the Head of Department certifying your attendance. Please itemize the events by claim ID, Date, Topic and duration in the signed letter, for us to review the claims.

8

SINGAPORE MEDICAL COUNCIL

**9) LOWER CPE REQUIREMENTS**

* Lower CPE requirements are for doctors who are in reduced practice.
* Doctors in reduced practice:

> may prescribe medication for himself and his family members (spouse, child, adopted child, stepchild, grandchild, sibling, parent, step-parent and grandparent); and

> the above condition applies to doctors who are residing locally or overseas.



* Please note that your CPE requirements will be adjusted once the application is approved.
* The lower CPE requirements are:

> 10 CPE points for a 1-year PC; or

> 20 CPE points for a 2-years PC.

9

SINGAPORE MEDICAL COUNCIL

**10) PC RENEWAL**

* Your PC is not automatically renewed after you have met your CPE requirements.
* You will need to log in to the SMC website to submit an online PC renewal application.
* You may only apply for the renewal of your PC

> after you have met your CPE requirements; and

> do not have any outstanding fine for not voting in any SMC elections.

* If you have fulfilled the conditions in the preceding paragraph, you may log in to the SMC website to renew your PC from 2 September to 30 November.
* You may also submit your online PC renewal application in the month of December but a late application fee will be imposed.

**11) CONTACT US**

> For queries related to CPE, you may email us at smc\_cme@spb.gov.sg

Date: January 2024

10