

Singapore Nursing Board **CPE Guide for Course Providers**

GENERAL INFORMATION

The Continuing Professional Education (CPE) points use in the Professional Registration System (PRS) is equivalent to the Continuing Nursing Education (CNE) units awarded by SNB.

PROVIDER ACCOUNT

Each provider account can consist of 1 admin and multiple operational holders.

CREATION OF EVENTS

- a) Only submit events that will be held locally.
- b) Create event in the system before/on Event Start Date. Events submitted after the event date will not be awarded CPE points.
- c) Create event that is healthcare/ nursing related and attended mainly by nurses (>80% must be nurses, if <10% then the nurses can submit as a claim).
- d) Create event with duration of at least 1 hour to be awarded CPE points.
- e) Do not submit event way in advance, only event date within 1 month (Category I) and 3 months (Category IIA) will be processed.
- f) Do not submit event with generic or generalised titles (e.g. nursing forums, rounds, talks etc). It should indicate a specific nursing-related education or learning.
- g) To display in SNB calendar, it must be events that are open to nurses from other institutions. *(Please uncheck the 'Display in Calendar' field if it is an in house event).*
- h) Copy From Event field is only used for copying from a same event that has been run previously.
- i) Once event application is submitted, no amendment is allowed. New application must be submitted.

Category I

Information/ document required:

- a) Case Study – Indicate the type of case (e.g diabetes) in the Event Title or under the Additional Remarks field.
- b) Journal Club – Journal article
- c) Lecture/ E-Learning/ Video Discussion/ Conference – If the title of the session is not clear then you will need to provide the objective/ topic of the session under the Additional Remarks field.

Category IIA

Supporting documents required for all type of event:

- a) Programme outline, objectives and schedule

The following types of training will not be awarded CPE points (*subjected to changes*)

- a) Trainings that meet organisation requirement such as orientation/ induction programme, product training, mandatory core training such as customer service, fire safety and work procedure briefing.
- b) Self improvement courses (e.g. self awareness, yoga)
- c) Liberal art courses (e.g. music, art, not related to patient care)
- d) Courses for layman or general public
- e) Economic courses for financial gain (e.g. investment, retirement)
- f) Communication Sessions (e.g. Town Hall, Sharing of survey finding)

SUBMISSION OF ATTENDANCE

- a) Submit attendance list within 2 months after the end date of the event.
- b) Claim speaker points in Category I and II-A event when presenting the topic for the first time. Full time educators cannot claim CPE points for presentations/lectures that are part of their job expectations but may claim for presentation made outside the duties of their job.
- c) Credit CPE points according to Qualifying Period (QP), which is from 01 September of the current year to 31 August of the following year.
- d) Submit attendance list before 01 September for events that fall in August.