

Singapore Nursing Board
CPE Guide for Nurses to Claim CPE Points

GENERAL INFORMATION

The Continuing Professional Education (CPE) points used in the system is equivalent to the Continuing Nursing Education (CNE) units awarded by SNB.

Nurses on provisional registration would not be able to gain CPE points. They can only start accumulating the points once they are on Conditional or Full Registration.

Nurses would need to login to the SNB website to view their CPE reports.

CPE points are credited according to Qualifying Period (QP). Each QP is from 01 September of the current year to 31 August of the following year.

For local events (CPE approved), course organisers will submit attendance and CPE points will be automatically accord to the nurses. (Please do not claim CPE unit for such events)

Full time educators cannot claim CPE points for presentations/lectures that are part of their job expectations, but may use presentations made outside the duties of their job. Similar a nurse researcher cannot claim CPE for research works (presentation and publication).

Nurses who are doing formal courses leading to Academic Qualification related to nursing (Bachelor/ Advanced Diploma/ Graduate Diploma/ Master/ Doctorate) are exempted from the CPE programme.

Please note that we would not be processing any claim if you have met the category cap or CPE requirement

CPE CATEGORY

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)

Category I [Claimable by Advanced Practice Nurse (APN) only]

Event that is related to advanced practice nursing and/or in the clinical specialty relevant to the APN area of practice.

APN can gain speaker points if they present the topic for the first time.

Supporting documents required (Face to Face):

- a) Copy of signed attendance sheet or certificate of attendance or confirmation letter/email (as a participant)
- b) Speaker presentation confirmation letter (as a speaker)
- c) Published abstract of presentation (as a speaker)

Supporting documents required (Online):

- a) An email to prove that you have registered/ completed the session including details (title, date and duration)
OR
- b) Any other document that can prove that you have attended the session including details (title, date and duration)

Category IIA [Claimable by Advanced Practice Nurse (APN) only]

Event that is related to advanced practice nursing and/or in the clinical specialty relevant to the APN area of practice.

APN can gain speaker points if they present the topic for the first time.

Supporting documents required:

- a) Programme details (schedule/timing)
AND
- b) Confirmation letter/email or certificate of completion (as a participant)
- c) Speaker presentation confirmation letter (as a speaker)
- d) Published abstract of presentation (as a speaker)

Category II-B

Event held overseas/locally but not submitted for CPE points by course provider

Supporting documents required:

- a) Programme details (schedule/timing)
AND
- b) Confirmation letter or certificate of completion (as a participant)
- c) Speaker presentation confirmation letter or certificate of participation (as a speaker)
- d) Published abstract of presentation (as a speaker)

Category III (Research Project/ Evidence Based Project/ Nursing Quality Improvement Projects)

Project must be completed within the Qualifying Period

Supporting documents required to show:

- a) The project has been given approval to start (projected timeline)
OR
- b) The project has been published/ presented/given an award.

Category III (Presentation of original paper/poster)

Presentation of a Research

Supporting documents required:

- a) Poster/Oral presentation confirmation letter or certificate of participation
 - b) Programme schedule
- AND**
- c) Abstract of paper/poster (Objective, Method, Result and Conclusion) – Published **OR**
 - d) Copy of poster

Category IV (Publication)

The article must be published at the point of submission

Supporting documents required:

- a) Copy of article/chapter/practice guidelines
- AND**
- b) Copy of the cover and content page indicating the chapter written (For book)
 - c) Appointment letter from journal publisher/ editor (For reviewer)
 - d) Copy of workgroup membership page (For practice guidelines)

Category V-A (Self directed learning)

ELearning module related to nursing completed from online website.

Supporting documents required:

- a) An email to prove that you have registered/ completed the session including details (title, date and duration)
- OR**
- b) Any other document that can prove that you have attended the session including details (title, date and duration)
- OR**
- c) Certification of completion/ Result of assessment

Category V-B (Self-study)

Reading of paper from health-related journal. It must be a full journal article (no abstract, news flash, viewpoint, editorial or executive summary comment).

Supporting documents required:

- a) Copy of article

Category VI (Formal courses)

Nurses who are doing formal courses leading to Academic Qualification related to nursing (Bachelor/ Advanced Diploma/ Graduate Diploma/ Master/ Doctorate) are exempted from the CPE programme. Please do not submit under this category. This category is only for other nursing related courses that are not awarded CPE points.

Supporting documents required:

- a) Course outline
- AND**
- b) Certificate of completion

Updated on December 2020

Category VI (Clinical Attachment)

HMDP or Local Attachment

Supporting documents required:

a) Official acceptance letter

AND

b) Report stating details of your observation/ learning points during the attachment