

Guide to Claim CPE Points For Nurse/ Midwife

(Updated as of January 2023)

CPE Categories for Nurses to Claim CPE Points

Category	Event	Remarks
I	In Service Programmes	Claimable by Advanced Practice Nurse (APN) only
IIA	Local/ Structured Events	Claimable by Advanced Practice Nurse (APN) only
IIB	Local/ Overseas Events	E.g. webinars, workshops, seminars organized by non CPE account providers
III	Research /Quality Improvement Projects	
IV	Publication	
V-A	Self- directed learning	E-learning modules
V-B	Journal Reading	Reading on journal articles
VI	Formal courses	Nurses who are doing formal courses leading to Academic Qualification related to <u>nursing</u> (Bachelor/ Advanced Diploma/ Graduate Diploma/ Master/ Doctorate) are exempted from the need to fulfil CPE. <u>Please do not submit under this category.</u> This category is only for other nursing related courses (e.g. Psychology, Teaching & Learning).
VI	Clinical Attachment	This category is for the submission of completed HMDP or local attachment. The following attachment will not be allowed for submission. a) Part of your job b) APN internship as it is part of the certification process

NB: 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.

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

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NURSES' LOGIN

Login to PRS

To access the PRS, click on the [\[Login\]](#) button on the SNB's website (URL: <http://www.snb.gov.sg>).

The screenshot shows the SNB website homepage. The navigation menu includes: WHO WE ARE, CPE EVENTS, ANNOUNCEMENTS, PUBLICATIONS & FORMS, USEFUL LINKS, CONTACT INFO, and a search icon. The main content area features a 'Welcome' banner with a 'LEARN MORE' button. Below this is a sidebar for 'NURSES AND MIDWIVES' with links to 'Registration/ Enrolment', 'Renewal of Practising Certificate (s)', 'Advanced Practice Nurse', 'Nursing Guidelines and Standards', 'Accreditation of Nursing Education Programmes', and 'Continuing Professional Education'. There are also links for 'Login' and 'Pre-Application'. The main content area displays three news items: '[COVID-19 measures] Temporary Closure of Singapore Nursing Board Office Premises' (dated 23 Apr 2020), 'Appreciation from SNB' (dated 28 Feb 2020), and 'Mailing of Practising Certificates 2020' (dated 20 Dec 2019). A 'Quick Links' section on the right includes links to 'Nurses and Midwives Act (Chapter 209)', 'Registration/Enrolment', 'Renewal of Practising Certificate (s)', 'Renewal of APN Practising Certificate', and 'Accredited Nursing Programmes'.

The PRS Login screen will be displayed as follows.

The screenshot shows the SNB PRS Login screen. The header includes the SNB logo and 'Singapore Nursing Board' text, along with a 'Contact' link. The main content area contains 'Instructions for Authorised Users' and a note that the site is best viewed using IE 8 and above. Under the heading 'I am logging as:', there are four radio button options: 'Nurse / Midwife', 'Applicant with Temporary Registration Number (X-number)', 'HR Personnel', and 'CPE Provider'. The 'Nurse / Midwife' option is highlighted with a red rectangular box.

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This page is best viewed using IE 8 and above.

Click here to login by SingPass

Log in here with SingPass

Haven't set up your 2FA and need to transact urgently?
You have a 30-day grace period upon your first login to transact while you set up your 2FA.

For users unable to login using SingPass, please click [here](#)

You are strongly encouraged to login to the Professional Registration System (PRS) using your SingPass. From **15 Jan 2017**, you will not be able to login to PRS using your registration number or X-Number.

Singapore Personal Access
SingPass

Singapore Government
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Announcement for Upcoming Scheduled Maintenance
SingPass will be undergoing scheduled maintenance from 12am to 9am on 6 Nov, and will not be available during this period. Thank You. [Note: Your SingPass account contains a lot of personal data. Please do not share your SingPass username and password with others].

Received your PIN mailer yet? Use it to activate your 2FA!
From 5 July 2016, you'll need 2FA to view your CPF statements, file taxes etc. To get a new PIN mailer, SMS: Resend pin mailer:sgpass+NRIC+sgpass+Postal Code to 78111. E.g. Resend pin mailer S1234567A 088765

Security Advisory
Use strong passwords that are alphanumeric and contain 8-24 characters
Change your passwords regularly
Get tips from the GoSafeOnline website on how to protect yourself against cyber threats

Login
SingPass ID Password

Cancel Login

Forgot SingPass ID or Password?
Don't have a SingPass ID? Register Now
Received an SMS about 2FA auto-registration? Find Out More

2-Step Login with SMS OTP

A One-Time Password (OTP) has been sent to you via SMS.

Please enter the 6-digit OTP in the below box:

Mobile Number: xxxxx xxxxx

OTP: Resend OTP

If you do not receive the SMS OTP after 30 seconds, please click "Resend OTP".

Submit

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

Last updated on 05 July 2015

To login:

- Select logging in as Nurse/Midwife
- Enter your SingPass ID and Password to login to your SNB account
- Perform SingPass 2FA verification

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

Application Administration Supervisory Inspection CPE

- » Enquire CPE Applications
- » Enquire CPE Claims
- » **Submit CPE Claims**
- » Monitoring of CPE
- » Request for Lowering of CPE
- » List of Accredited Journals

Welcome to PRS MOHALERT

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

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The CPE Claims form will be displayed as in the screen shot below:

STEP 1: SELECT CORRECT CATEGORY, ACTIVITY AND ROLE

a)	Select the Category	see claim category details
b)	Select Type of Activity	as listed in the screen shot below
c)	Select Role	Participant - This role is selected when you only attended the event as a participant.
		Speaker - This role is selected when you are a speaker for the event.
		NB: 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).
		Point is only given if you are <u>presenting the topic for the first time</u> . Please do not submit claim for your repeated sessions. Do enter the topic that you have presented as points are given to each topic.
		For Quality Improvements/ Research - role will be Project Leader or Team Member, Principle Investigator or Co-investigator.
		For E-Learning/Publications as listed.

Claim Category Details

Category	Type of Activity	Role
II-B	Overseas / Local Events	Participant, Speaker
III	Oral Presentation	Presenter
	Poster Presentation	Presenter
	Quality Improvement	Project Leader, Team Member
	Research	Co-investigator, Principal Investigator
IV	Book / Textbook	Chapter Author, Co-Editor, Editor, Reviewer
	Clinical Practice Guidelines	Chair, Member
	E-Learning / Online Publication	Author, Co-author, Contributor
	Journals	Author, Co-author, Reviewer
V-A	Self Directed Learning	-
V-B	Readings	-
VI	Clinical Attachments	-
	Formal Courses	-

STEP 2: PROCEED to the next stage of the application (i.e. Claim)

- Click on the [\[Proceed\]](#) button

If your inputs for each category pass the required validation checks, the Documents form will be displayed. Please refer to Uploading of Documents in Step 3 below:

STEP 3: UPLOADING OF DOCUMENTS

Submission of CPE Claims

Note:

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

Mandatory Documents

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

Supporting Documents

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

Documents Attached

No document attached.

Upload Documents

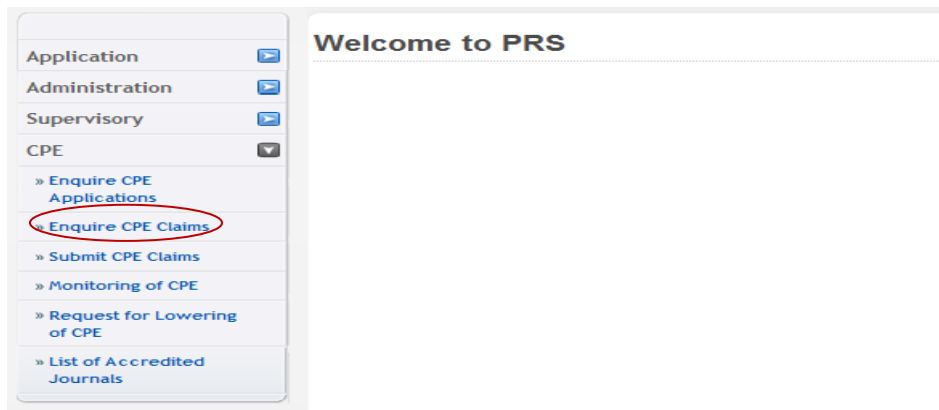
- Select the document title under “Mandatory Documents” (may need to select under “Supporting Documents” if relevant).
- If others, enter the document title
- Click on the **[Browse]** button.
- Select the file to upload.
- Click on the **[Open]** button.
- Click on the **[Attach]** button.

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

- Click **[Proceed]** button. Once all documents are uploaded to proceed to confirmation and acknowledgement page.

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For Nurse/ Midwife**

ENQUIRE CPE CLAIMS – to check on your CPE points awarded



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](#)

SEARCH

Application No	<input type="text"/>	Submission Date From	<input type="text" value="dd/mm/yyyy"/>	Submission Date To	<input type="text" value="dd/mm/yyyy"/>
Activity Date From	<input type="text" value="dd/mm/yyyy"/>	Activity Date To	<input type="text" value="dd/mm/yyyy"/>		
Application Status	--Select Here--				
Category	--Select Here--				
Type of Activity	--Select Here--				

Search

Claims

Application No.	Type of Activity	Activity Title	Activity Date	Status	Remarks	Status Date ▲
SNB20140117-III-0008	Poster Presentation	2324	-	Draft	-	17/01/2014
SNB20140117-VI-0003	Formal Courses	231	-	Draft	-	17/01/2014
SNB20140117-III-0007	Poster Presentation	test3	-	Draft	-	17/01/2014
SNB20140117-VI-0004	Formal Courses	23	17/01/2014	Application Submitted	-	17/01/2014
SNB20140117-VI-0002	Clinical Attachments	24	17/01/2014	Application Submitted	-	17/01/2014
SNB20140117-VB-0003	Readings	AORN Journal, Association of Operating Room Nurses - 2342	17/01/2014	Application Submitted	-	17/01/2014
SNB20140117-VB-0002	Audio Visual Media	234 - 34	17/01/2014	Application Submitted	-	17/01/2014
SNB20140117-VA-0002	Self Directed Learning	23-23	07/01/2014	Application Submitted	-	17/01/2014
SNB20140117-IV-0008	Journals	AACN Clinical Issues: Advances in Nursing Science - 23	17/01/2014	Application Submitted	-	17/01/2014
SNB20140117-IV-0007	E-Learning / Online Publication	23	17/01/2014	Application Submitted	-	17/01/2014

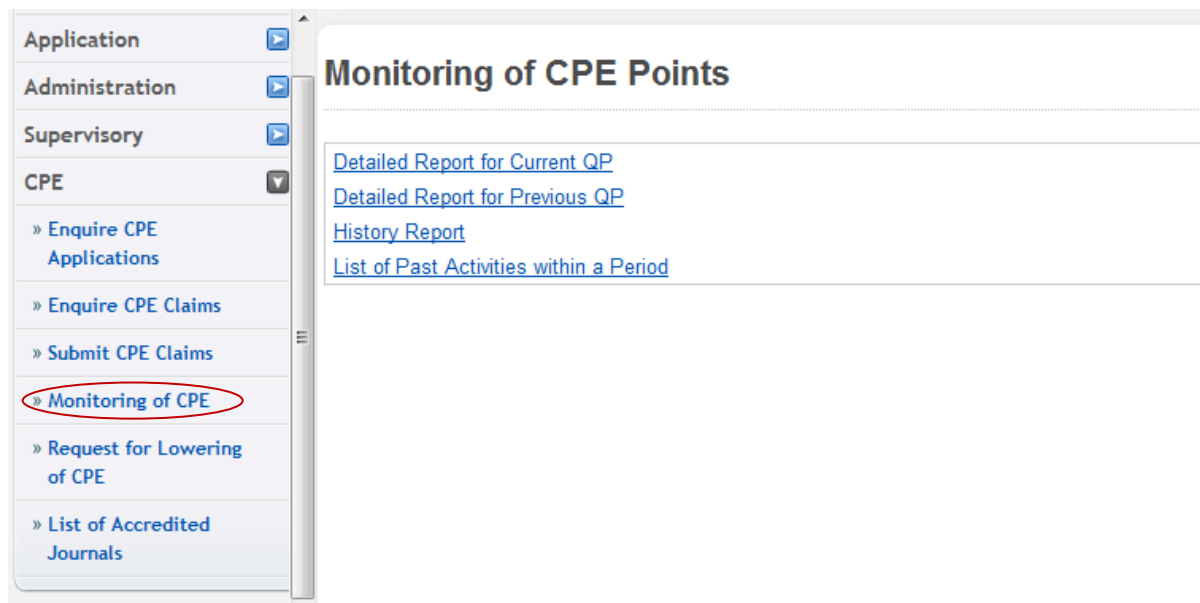
Page 1 2 [First] | [Previous] | [Next] | [Last]

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

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MONITORING OF CPE – to check on your CPE history & detailed report

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.

If you require assistance, please contact SNB at SNB@spb.gov.sg