Singapore Nursing Board (SNB) is pleased to present a Step-by-Step Guide

for Nurses & Midwives to make CPE Claims that will be auto-approved if they engage in

Self-directed Learning Access to Self-directed Learning

and

Reading Access to Self-directed Reading

listed on SNB's CPE webpage

https://www.healthprofessionals.gov.sg/snb/continuing-professional-education

Continuing Professional Education (CPE)

This is to facilitate nurses/midwives achievement of SNB's recommended CPE points for their annual Practising Certificate renewal

Auto Approval of Nurses CPE Claims - *Category VA* *(Self-Directed Learning)*

For CPE events published on SNB website, CPE claims submitted will be auto-approved
Check your spam email box folder if you did not receive the approval notification email the next day

Auto Approval of Nurses CPE Claims - *Category VB (Self-Directed Reading)*

For CPE events published on SNB website, CPE claims submitted will be auto-approved
Check your spam email box folder if you did not receive the approval notification email the next day

Critical steps prior to making CPE Claims

1. After completing the Self-directed Learning (V-A) or Reading (V-B)

Save the certificate of completion/result of assessment or journal article on your computer/mobile device

- *You can either save the document/s as a screen shot using the camera or save into the "File" folder/app*

- *Ensure the reading article is saved as PDF (choose this option when saving)*

- *Certificate/article/document must be in jpg/jpeg or PDF (for uploading into SNB's CPE system)*

- *File size should not be more than 1MB*

   Always save as pdf format where possible

2. Proceed to login to SNB website as a nurse/midwife to make your CPE claim

NB: For claims under Category VI – if the programme schedule is too big a file, copy the page/s with contents and duration on to a Word file and convert to pdf for uploading

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SNB Step-by-Step Guide for Nurses to Claim CPE Points

(For Categories V-A & V-B)

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Log in to SNB Website

Step 1: Go to SNB website

https://www.healthprofessionals.gov.sg/snb

Step 2: On SNB website page Click on the **"Login"** button

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Log in to SNB Website

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Instructions for Authorised Users
This site is best viewed using IE 8 and above.

I am logging as:

○ Nurse / Midwife   **Step 3:** Select "Nurse/ Midwife"

○ Applicant with Temporary Registration Number (X-number)

○ HR Personnel

○ CPE Provider

Log in to SNB Website

Singapore Nursing Board

This site is best viewed using IE 8 and above.

Step 4: Select "For Individual Users"

For Individual Users

Log in with Singpass

You need singpass 2FA to file taxes & access over 100 services

To set up your 2FA:

1) Log in to your Singpass account & follow the instructions on the screen
2) A PIN mailer will be mailed to you
3) Activate your 2FA using the mailer

It will take up to 10 working days to set up 2FA. Please plan in advance before transacting online.

For users unable to login using Singpass, please click here

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Once logged in, go to CPE tab/page on the right-hand side

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Change Password | Logout

Supervisory

CPE

» Enquire CPE Applications

» Enquire CPE Claims

» Submit CPE Claims

» Monitoring of CPE

» Request for Lowering of CPE

» List of Accredited Journals

» Manage Claims

Payments

DECLARATION

Welcome to **PRS**

MOH**ALERT**

Step 5: Select "CPE"

Step 6: Select "Submit CPE Claims"

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Under "Submit CPE Claims" there is a drop-down list of categories for you to select

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

*Category	--Select Here-- ⌄
*Type of Activity	--Select Here--
	II-B
	III
	IV
	V-A
	V-B
	VI

List of categories to select

Navigation menu:
- Application
- Administration
- Supervisory
- CPE
  - » Enquire CPE Applications
  - » Enquire CPE Claims
  - » Submit CPE Claims
  - » Monitoring of CPE
  - » Request for Lowering of CPE
  - » List of Accredited Journals
  - » Manage Claims
- Payments
- DECLARATION

Awarded CPE points (A...)

Category		Non Core Points
II-B	0	0
III	0	0
IV	0	0
V-A	0	2
V-B	0	5
VI	0	0

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	-

Proceed

Submission of CPE Claims for V-A Self-directed Learning and/or for V-B Self-directed Reading

Application
Administration
Supervisory
CPE
» Enquire CPE Applications
» Enquire CPE Claims
» Submit CPE Claims
» Monitoring of CPE
» Request for Lowering of CPE
» List of Accredited Journals
» Manage Claims
Payments
DECLARATION

Category Claim Documents Confirmation Acknowledgement

Submission of CPE Claims

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

*Category	V-A
	The Category is required
*Type of Activity	Self Directed Learning
	The Type of Activity is required

Step 7: Category Select V-A

Step 8: Type of Activity Select Self-Directed Learning

Awarded CPE points (After Capping)

Category	CPE Points	
	Core Points	Non Core Points
II-B	0	0
III	0	0
IV	0	0
V-A	0	1
V-B	0	3
VI	0	0

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	

Proceed

Step 9: After selecting Category and Type of Activity **Click "Proceed"**

The Claim page will now appear

Category **Claim** Documents Confirmation Acknowledgement

Submission of CPE Claims

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

Registration Details

Registration No.
Name
Registered Specialty
Appointment
CPE Specialty

Category of Self Directed Learning Credit Claim

Category	V-A
Type of Activity	Self Directed Learning
*Programme Specialty	Others (Non-core)
*Programme Provider	Medscape Nursing
URL	
*Programme Title / Topic	Cognitive Behavioral Therapy
*Assessment Date	18/10/2023
Module Title / Volume No	
Author (if applicable)	
*Program Duration	1 hour
Additional Remarks	

Step 10: Select appropriate specialty or "Others (Non-core)" from drop down list under Programme Specialty.

Complete the rest of information as required in the * mandatory fields.

Ignore non-mandatory fields

Proceed

Step 11: After completing/checking the relevant details above click "Proceed"

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The Documents page will now appear – for you to upload & attach the required file/s

Category | Clai | **Documents** | Confirmation | Acknowledgement

Application
Administration
Supervisory
CPE
» Enquire CPE Applications
» Enquire CPE Claims
» Submit CPE Claims
» Monitoring of CPE
» Request for Lowering of CPE
» List of Accredited Journals
» Manage Claims
Payments
DECLARATION

Submission of CPE Claims

Note:

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

Optional Documents

Document Title | Certification of completion ▾
File | Choose File | Medscape Oct 23.pdf | Attach

Supporting Documents

Document Title | --Select Here-- ▾
File | Choose File | No file chosen | Attach

Documents Attached

No document attached.

Proceed

Step 12: Under the Optional Documents – Choose one of the files that you have saved (e.g. Certificate of Completion/Assessment)

Step 13: Select the file (jpg or jpeg or PDF) from your photo library /file app to show evidence of learning

Step 14: Click "Attach" *& the name of the document will appear under "Documents attached"*

Once the required document is attached/uploaded, the name of the Document will appear in blue
Step 15: Click "Proceed"

The Confirmation page will now appear followed by Acknowledgement page

Category | Claim | Documents | **Confirmation** | Acknowledgement

Submission of CPE Claims

Registration Details

Registration No.	
Name	
Registered Specialty	
Appointment	
CPE Specialty	-

Category of Self Directed Learning Credit Claim

Category	V-A
Type of Activity	Self Directed Learning
Programme Specialty	Others (Non-core)
Programme Provider	Medscape Nursing
URL	-
Programme Title / Topic	Cognitive Behavioral Therapy in Irritable Bowel Syndrome
Assessment Date	18/10/2023
Module Title / Volume No	-
Author (if applicable)	-
Recognised Distance Learning Courses	-
Program Duration	1 hour
Additional Remarks	-
CPE Points	1

Documents Attached

Certification of completion

[Confirm]

Step 16: After checking the above information is correct, click **Confirm**

Category | Claim | Documents | Confirmation | **Acknowledgement**

Submission of CPE Claims

Please be informed that your submission of CPE claim for Category VA has been submitted to Singapore Nursing Board on 18/10/2023. Please print / save a copy of this acknowledgement for your reference.

Your application no. is SNB20231018-VA-0005
Type of Activity: Self Directed Learning
Activity Date: 18/10/2023
Activity Title: Medscape Nursing-Cognitive Behavioral Therapy in Irritable Bowel Syndrome

You will be notified via email on the outcome of your application. Please login to to view status of your claims. For any query, please email to SNB@spb.gov.sg and quote the above application no.

[Print]

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You will receive 2 Email Notifications from SNB

Successful Submission of CPE Claims

SS   SNB@spb.gov.sg
      1

This is an Internet email. If you are unsure of the content, please check the source before you respond.

We wish to inform you that your submission of CPE claims for Category V-A on 18/10/2023 is submitted successfully. Your application no. is SNB20231018-VA-0005.

Application Details:
Type of Activity: Self Directed Learning
Activity Date: 18/10/2023
Activity Title: Medscape Nursing-Cognitive Behavioral Therapy in Irritable Bowel Syndrome

You will be notified via email on the outcome of your application. Please login to Singapore Nursing Board to view status of your claims. For any query, please email to SNB@spb.gov.sg and quote the above application no.

Thank you.

Singapore Nursing Board
81 Kim Keat Road
#08-00
Singapore 328836
Email Address: SNB@spb.gov.sg

First email on **successful submission**

Submission of CPE Claim

SS   SNB@spb.gov.sg

This is an Internet email. If you are unsure of the content, please check the source before you respond.

We wish to inform you that your submission for the following CPE Claim has been approved.

Application No.: SNB20231018-VA-0005.
Type of Activity: Self Directed Learning
Activity Title: Medscape Nursing-Cognitive Behavioral Therapy in Irritable Bowel Syndrome
Activity Date: 18/10/2023

Thank you.

Singapore Nursing Board
81 Kim Keat Road
#08-00
Singapore 328836
Email Address: SNB@spb.gov.sg

Second email that claim **has been approved**

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For Self-directed Reading – Category V-B
On Documents page, upload & attach the required file/s as indicated

Category | Claim | **Documents** | Confirmation | Acknowledgement

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 — Copy of article
*Upload Document — [Choose File] Nursing students.pdf [Attach]

Document Title — Reflective learning journal
*Upload Document — [Choose File] Nursing students.pdf [Attach]

Supporting Documents

Document Title — --Select Here--
File — [Choose File] No file chosen [Attach]

Documents Attached

No document attached.

[Proceed]

Under the Copy of article
Upload the journal article
And click "Attach"

Under the Reflective learning journal
Upload the SAME journal article
(reflective journal not required)
And click **"Attach"**

Once the required document is attached/uploaded, the name of the Document will appear in blue; Click "Proceed" and the rest of the steps will follow