

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

NURSES AND MIDWIVES

- Registration/ Enrolment
- Renewal of Practising Certificate(s)
- Advanced Practice Nurse
- Guidelines and Standards
- Accreditation of Nursing Education Programmes
- Continuing Professional Education (CPE)
- Access to Self-directed Learning**
- Access to Self-directed Reading
- For Nurse/Midwife CPE Claims
- Access to NNA Available Courses
- For Course Organiser
- Feedback / Frequently Asked Questions

Login
FOR NURSES / REGISTERED USERS

Home > Continuing Professional Education (CPE) >
Access to Self-directed Learning

Self-directed learning events for Nurse/Midwife CPE Claims under Category V-A

- Medical-Surgical Nursing (requires registration/creation of an account with password)**
 - » **Medscape Nursing**
 - » **Medscape Multi-specialty**
 - » American Nurses Association Education & Events
 - » American Academy of CME (for healthcare team)
 - » Abbott Nutrition Health Institute
 - » Annenberg Center For Health Sciences
 - » Blood Safe (Australia)
 - » CEU Fast/Nursing CE (need to download App & purchase)
 - » Creative Educational Concepts - Healthcare Education
 - » GE Healthcare
 - » Erbe Academy (Germany)
 - » LearnOnline NZ (Learning resources for healthcare practitioners)
 - » Medical Education
 - » NPS Medicine Wise Learning (Australia)
- Specialty Nursing/Healthcare (requires registration/creation of an account with password)**
 - » American Association of Critical-Care Nurses
 - » American Association for Geriatric Psychiatry
 - » The American Association of Nurse Practitioners



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

The screenshot displays the Singapore Nursing Board (SNB) website interface. On the left is a navigation menu for 'NURSES AND MIDWIVES' with links to Registration/Enrolment, Renewal of Practising Certificate(s), Advanced Practice Nurse, Guidelines and Standards, Accreditation of Nursing Education Programmes, Continuing Professional Education (CPE), Access to Self-directed Learning, Access to Self-directed Reading, For Nurse/Midwife CPE Claims, Access to NNA Available Courses, For Course Organiser, and Feedback / Frequently Asked Questions. The main content area is titled 'Access to Self-directed Reading' and shows the breadcrumb 'Home > Continuing Professional Education (CPE) >'. Below this, it states 'Journal readings for Nurse/Midwife CPE Claims under Category V-B'. There are two main sections: 'Free Journal Access (requires registration/creation of an account with password)' and 'Requires subscription and/or purchase'. The first section lists several journals and resources available for free access, while the second section lists resources that require a subscription or purchase.

NURSES AND MIDWIVES

Registration/ Enrolment

Renewal of Practising Certificate(s)

Advanced Practice Nurse

Guidelines and Standards

Accreditation of Nursing Education Programmes

Continuing Professional Education (CPE)

Access to Self-directed Learning

Access to Self-directed Reading

For Nurse/Midwife CPE Claims

Access to NNA Available Courses

For Course Organiser

Feedback / Frequently Asked Questions

Login
FOR NURSES / REGISTERED USERS

Home > Continuing Professional Education (CPE) >

Access to Self-directed Reading

Journal readings for Nurse/Midwife CPE Claims under Category V-B

Free Journal Access (requires registration/creation of an account with password)

- » Medscape Nurses: Nurses Journals (various specialties, e.g. American Journal of Critical Care, Journal of Hospice & Palliative Care etc)
- » Lippincott Nursing Centre: E-books Journals and Continuing Education (free and purchase articles)
- » American Journal of Nursing
- » American Nurses Association
- » Agency for Healthcare Research and Quality
- » BioMed Central Nursing
- » Journal of Research in Nursing
- » International Council of Nursing

Requires subscription and/or purchase

- » Journal of Advanced Nursing (full article requires purchase)
- » Evidence-Based Nursing (requires subscription or purchase)
- » Journal of Nursing Education (full article requires purchase)
- » Nursing Standard (UK)
- » Nursing Times (UK)
- » National League for Nursing (for Nurse Educators)



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



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

(For Categories V-A & V-B)

Log in to SNB Website

Step 1: Go to SNB website

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

The screenshot shows the homepage of the Singapore Nursing Board (SNB) website. At the top, there is a navigation bar with links for 'public', 'Active Roles Web In...', 'Professional Registr...', 'Secretariat of health...', 'Home', 'SNB | Post-registrat...', 'Education - Home', and 'Settings'. Below the navigation bar, a banner area features a 'Welcome' message and a 'LEARN MORE' button. The main content area is divided into several sections: 'NURSES AND MIDWIVES' with links for 'Registration/ Enrolment', 'Renewal of Practising Certificate(s)', 'Advanced Practice Nurse', 'Guidelines and Standards', 'Accreditation of Nursing Education Programmes', 'Continuing Professional Education (CPE)', and 'Feedback / Frequently Asked Questions'; 'SNB Annual Report 2022' with a link to the report; 'Announcements' with a link to 'Revised Nurses and Midwives Scope of Professional Nursing and Midwifery Practice and Core Competencies and Generic Skills'; 'Random review of employment records'; 'Quick Links' with links to 'Nurses and Midwives Act 1999', 'Renewal of Practising Certificate(s)', 'Renewal of APN Practising Certificate', and 'Accredited Nursing Programmes'; and a 'Login' button for 'FOR NURSES / REGISTERED USERS' which is highlighted with a red box. A red arrow points from the 'Login' button to a text box that says 'Step 2: On SNB website page Click on the “Login” button'.

Step 2: On SNB website page
Click on the “Login” button



Log in to SNB Website



Singapore Nursing Board

Singapore Government
Integrity • Service • Excellence

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Instructions for Authorised Users

This site is best viewed using IE 8 and above.

I am logging as:

- ☒ Nurse / Midwife
- ☐ Applicant with Temporary Registration Number (X-number)
- ☐ HR Personnel
- ☐ CPE Provider

Step 3: Select “Nurse/ Midwife”



Log in to SNB Website



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This site is best viewed using IE 8 and above.

**For Individual
Users**

Log in with Singpass

Step 4: Select “For Individual Users”

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](#)




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

MOHALERT 

Step 5: Select “CPE”

Step 6: Select “Submit CPE Claims”

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

*Type of Activity

Awarded CPE points (A)

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

List of categories to select



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

Awarded CPE points (After Capping)

Category	CPE Points	Max Core Points
	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
	Oral Presentation	Presenter
III	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	

Proceed

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

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

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

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

Optional Documents

Document Title	Certification of completion
File	Choose File midscape 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 view status of your claims. For any query, please email to SNB@spb.gov.sg and quote the above application no.

Print

You will receive 2 Email Notifications from SNB

Successful Submission of CPE Claims



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



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**



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 *Upload Document	Copy of article <input type="button" value="Choose File"/> Nursing students.pdf	<input type="button" value="Attach"/>
Document Title *Upload Document	Reflective learning journal <input type="button" value="Choose File"/> Nursing students.pdf	<input type="button" value="Attach"/>

Supporting Documents

Document Title File	--Select Here-- <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Attach"/>
------------------------	--	---------------------------------------

Documents Attached

No document attached.

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