



# **Guide to Submit Application for Event Accreditation**

*March 2024*

# Pre-guide Information

- CPE Providers are required to have the following event details ready before submitting your application:
  - a) Type of event
  - b) Event title
  - c) Target audience
  - d) Start and end date of event
  - e) Event duration
  - f) Venue
- Event details that have been submitted can still be amended later. CPE Providers can write to the AHPC's secretariat via email to request for amendments if required.

# Login to PRS

1. Visit the AHPC's website at [www.ahpc.gov.sg](http://www.ahpc.gov.sg) and click on the "Login" button which can be found on the left menu of the AHPC's homepage.



WHO WE ARE

OUR PROFESSIONS

ANNOUNCEMENTS

PRESS RELEASE

PUBLISHED GROUNDS OF DECISION

FORMS AND DOWNLOADS



## Welcome to the AHPC

The Allied Health Professions Council is established by the Allied Health Professions Act 2011 to regulate the allied health professions in Singapore. Its key purpose is to protect public interest through regulating the professional standards for practice, conduct & ethics of registered allied health professionals in Singapore.



Becoming a Registered Allied Health Professional



Information for Registered Allied Health Professionals



Application for Restoration



Lodging a Complaint



Feedback / Frequently Asked Questions



Search  
FOR REGISTERED ALLIED HEALTH PROFESSIONALS



Login  
FOR ALLIED HEALTH PROFESSIONALS AND PROVIDERS



Pre-Application  
FOR ALLIED HEALTH PROFESSIONALS REGISTRATION

The allied health professions comprise diverse groups of healthcare professionals providing a wide range of health services for all Singaporeans. They include Audiologists, Clinical Psychologists, Dietitians, Occupational Therapists, Physiotherapists, Podiatrists, Prosthetists/Orthotists, Radiation Therapists, Radiographers, Speech-Language Therapists, and others

The Allied Health Professions Council (AHPC) is a professional board under the Ministry of Health which governs and regulates the professional conduct and ethics of registered allied health professionals, in accordance to the Allied Health Professions (AHP) Act 2011. The AHPC's functions include the registration and issuing of practicing certificates to registered allied health professionals, setting of standards for training, conduct and practice; as well as to maintain the Register of Allied Health Professionals in Singapore.

The allied health professions that are regulated under the Allied Health Professions Act 2011 at this time are Occupational Therapists, Physiotherapists, Speech-Language Therapists, Diagnostic Radiographers and Radiation Therapists.

Resize Text: A set of icons for adjusting text size, including a minus sign, a square, and a plus sign.

### Circular on Implementation of Continuing Professional Education for Allied Health Professionals

28 Feb 2024 16:30

Dear Allied Health Professionals IMPLEMENTATION OF CONTINUING PROFESSIONAL EDUCATION FOR ALLIED...

>> more

# Login to PRS

2. Click on the radio button for “**CPE Provider**”.

You will be re-directed to the login page for CPE Providers.

Instructions for Authorised Users

I am logging as:

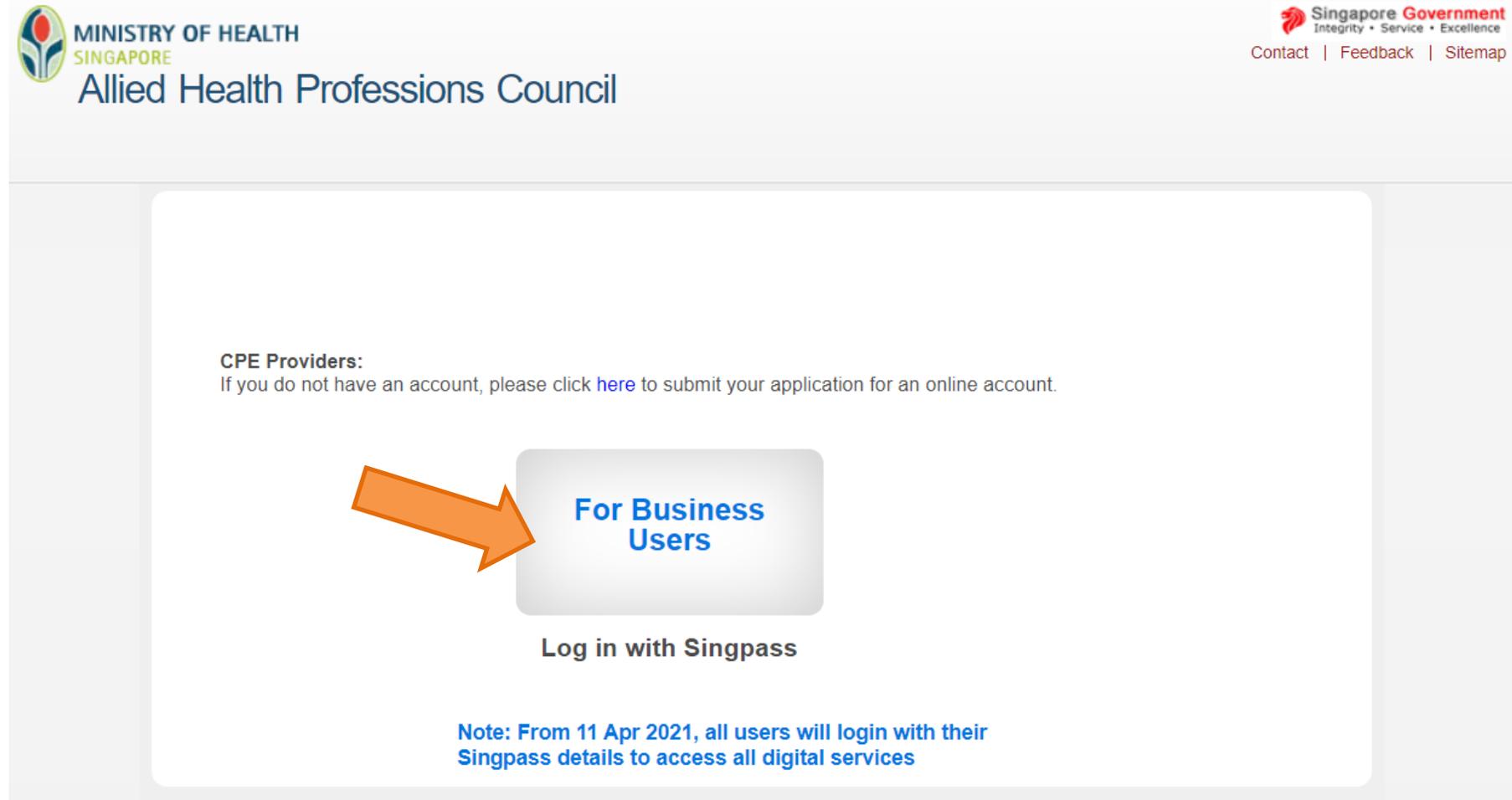
- Allied Health Professional
- Applicant with Temporary Registration Number (XA-number)
- HR Personnel
- CPE Provider



# Login to PRS

3. Click on the **login button** to log in with your SingPass.

Note that you should already be accredited as a CPE Provider. If not, please refer to the guide to apply for CPE Provider accreditation.



The screenshot shows the website header for the Ministry of Health Singapore Allied Health Professions Council. In the top right corner, there is a Singapore Government logo with the tagline 'Integrity • Service • Excellence' and links for 'Contact', 'Feedback', and 'Sitemap'. The main content area contains a message for 'CPE Providers' with a link to 'here' for account creation. A large orange arrow points to a grey button labeled 'For Business Users'. Below this button is the text 'Log in with Singpass'. At the bottom of the content area, a blue note states: 'Note: From 11 Apr 2021, all users will login with their Singpass details to access all digital services'.

# Submission of Events

4. Click on “Manage Events” on the left menu and the page on the right will appear. Click on “New Event”.

You will be re-directed to the application page.

**Administration**

**CPE**

- » **Manage Events**
- » **Manage Claims**
- » **Enquire CP Applications**

**Payments**

**Manage**

Event ID

Application Status

Submission Date From

Event Date From

Event Title

Category

**Search Result**

Total record(s) found: 2

Event ID	Event Title	Organisation	Event Start Date	Application Status	Attendance Status	Remarks
AHPC20240127-1B-0004				Approved	Pending Submission	-
AHPC20240127-1A-0002				Approved	Pending Submission	-

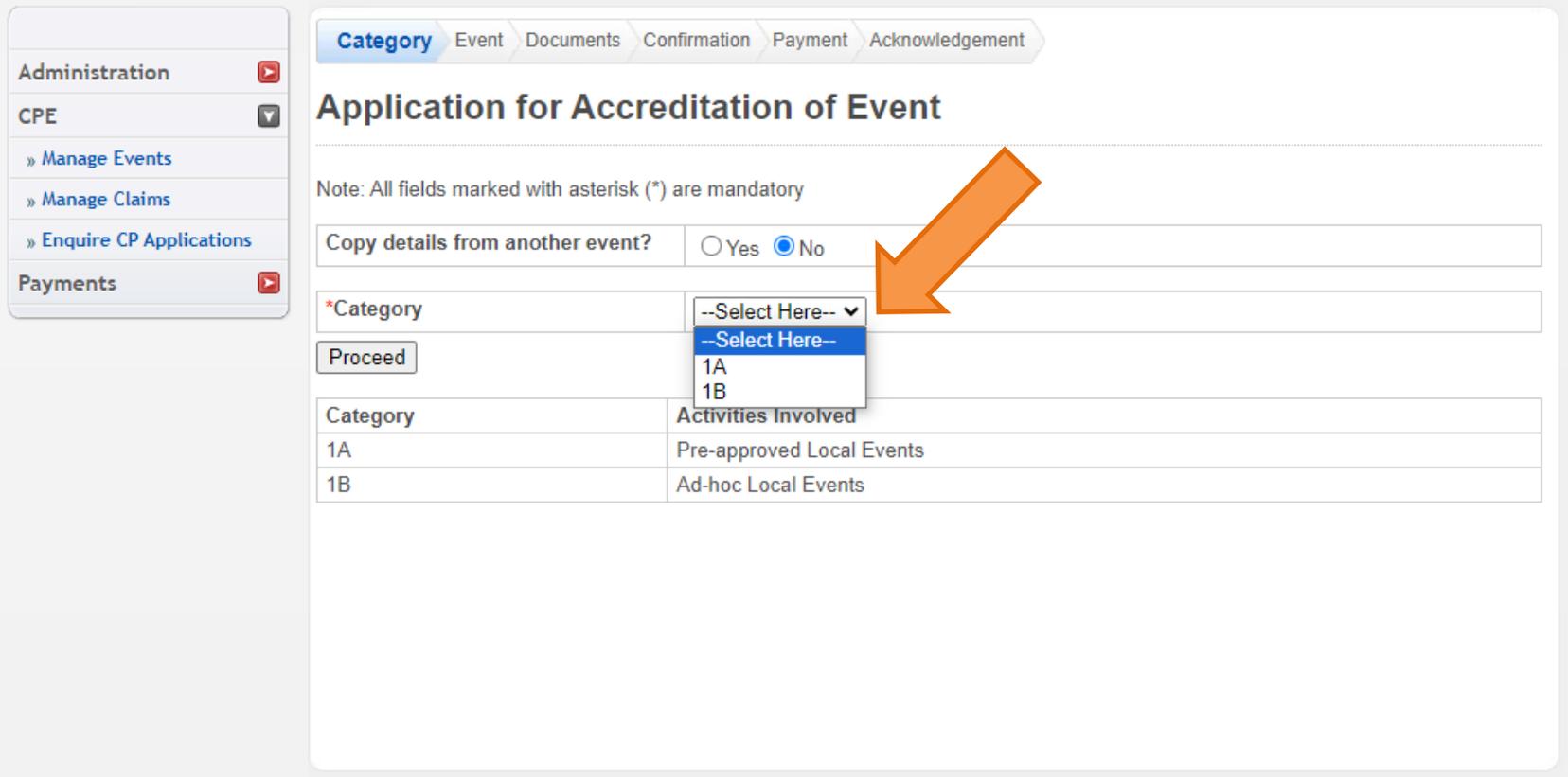
Page 1 [First] | [Previous] | [Next] | [Last]

# Submission of Events

5. Select the event category type that you wish to submit, then click on the “**Proceed**” button.

Category 1A (Pre-approved local events) are events conducted on a regular basis (ie. every few months or annually).

Category 1B (Ad-hoc local events) are once-off events or events being conducted on an irregular basis (ie. once every few years).



The screenshot shows a web application interface for submitting an event. On the left is a navigation menu with sections for Administration, CPE, and Payments. The main content area is titled 'Application for Accreditation of Event' and includes a breadcrumb trail: Category > Event > Documents > Confirmation > Payment > Acknowledgement. A note states that fields marked with an asterisk are mandatory. A form field for 'Copy details from another event?' has radio buttons for 'Yes' and 'No', with 'No' selected. Below this is a dropdown menu for '\*Category' with options '--Select Here--', '1A', and '1B'. An orange arrow points to this dropdown. A 'Proceed' button is located below the dropdown. At the bottom, a table lists the categories and their activities.

Category	Activities Involved
1A	Pre-approved Local Events
1B	Ad-hoc Local Events

# Submission of Events

6. Fill in the details of the event and click on the “**Proceed**” button to progress along the application form.

Note that you must reach the “**Acknowledgement**” tab to ensure that the application is submitted successfully and to receive the application number.

## Application for Accreditation of Event

### Provider Details & Address

Provider Type	Accredited
Organisation Type	Private Hospital
Organisation	UAT_CPE_ORG_TEST1
Department/Ward	-
Address	20 CACTUS DRIVE GRANDE VISTA SINGAPORE 809692

### Contact Person(s)

S/N	Name	Telephone No.	Email Address
*1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Event Details

Category	1A		
*Event Specialty	<input type="text" value="Diagnostic Radiographer"/> <input type="text" value="Occupational Therapist"/> <input type="text" value="Others"/>	<input type="button" value="&gt;&gt;"/> <input type="button" value="&lt;&lt;"/>	<input type="text"/>
*Aesthetic	Is the activity related to aesthetic practice? <input type="radio"/> No <input type="radio"/> Yes		
*Type of Event	--Select Here--		<input type="checkbox"/> Lump Sum Attendance
*Event Title	<input type="text"/>		
*Target Audience	<input type="text" value="Medical Officers"/> <input type="text" value="Specialists"/> <input type="text" value="Others"/>	<input type="button" value="&gt;&gt;"/> <input type="button" value="&lt;&lt;"/>	<input type="text"/>
Target Audience Specialty	<input type="text" value="Diagnostic Radiographer"/> <input type="text" value="Occupational Therapist"/> <input type="text" value="Others"/>	<input type="button" value="&gt;&gt;"/> <input type="button" value="&lt;&lt;"/>	<input type="text"/>
*Start Date	<input type="text" value="dd/mm/yyyy"/>		*Start Time <input type="text" value="hh"/> : <input type="text" value="mm"/>
*End Date	<input type="text" value="dd/mm/yyyy"/>		*End Time <input type="text" value="hh"/> : <input type="text" value="mm"/>
*Event Duration excluding break in between session	--Select Here--		
Frequency	<input type="text"/>		
*Venue	<input type="text"/>		
Event URL	<input type="text"/>		<input checked="" type="checkbox"/> Display in Calendar
Previous Event ID	<input type="text"/>		
Copied from Event ID	<input type="text"/>		
Additional Remarks	<input type="text"/>		