



Guide to Submit Attendance for Accredited Events

March 2024

Pre-guide Information

- CPE Providers are required to collate the following information for either of the attendance's type:
 - 1. Hardcopy attendance:**
 - a) Participant's name
 - b) Participant's registration number
 - c) Participant's signature
 - 2. Softcopy attendance:**
 - a) Participant's name
 - b) Participant's registration number
 - c) Timestamp from online meeting platforms indicating the participant's time-in/time-out

Login to PRS

1. Visit the AHPC's website at 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

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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:

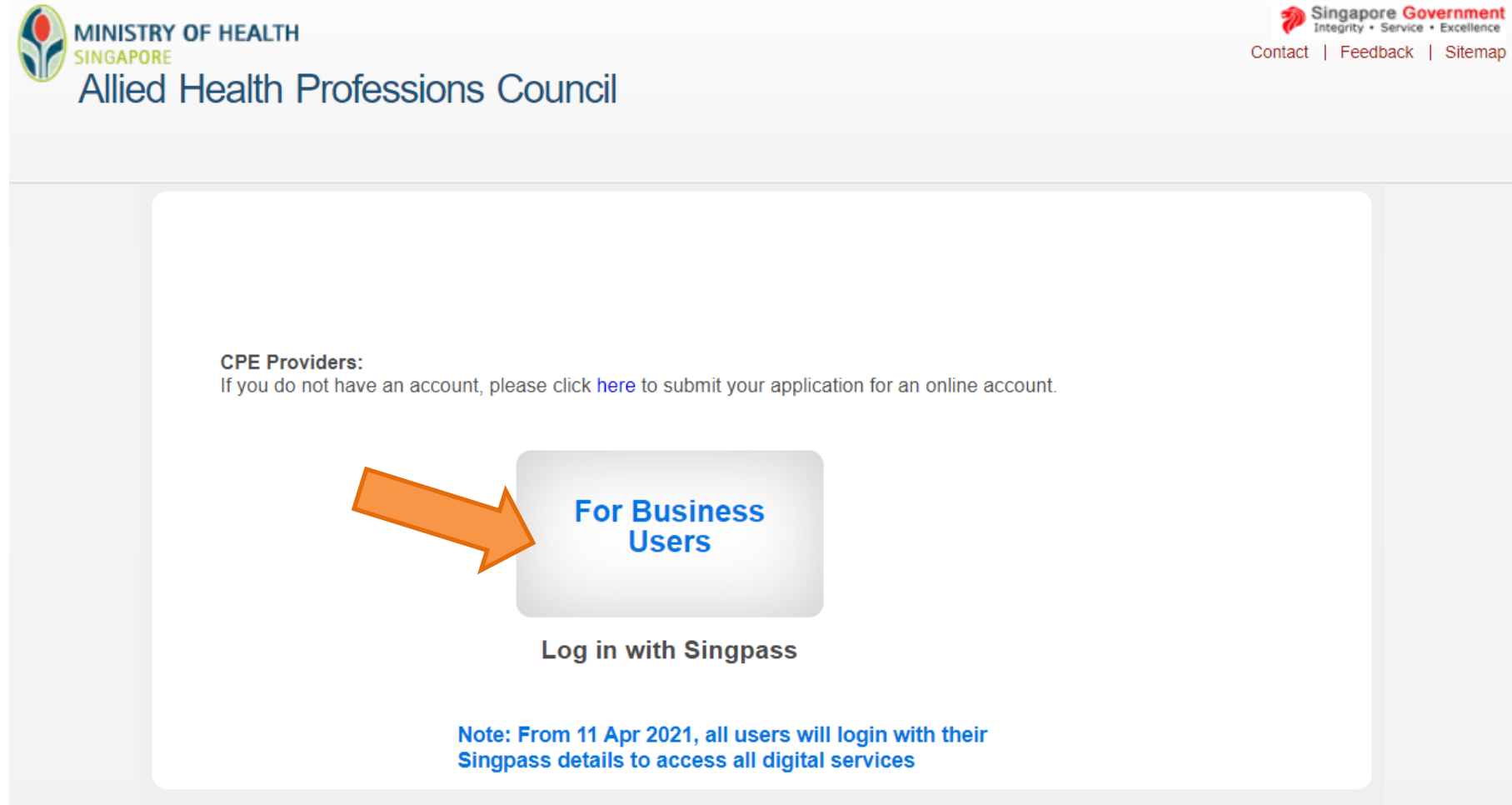
- Allied Health Professional
- Applicant with Temporary Registration Number (XA-number)
- HR Personnel
- CPE Provider



Login to PRS

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

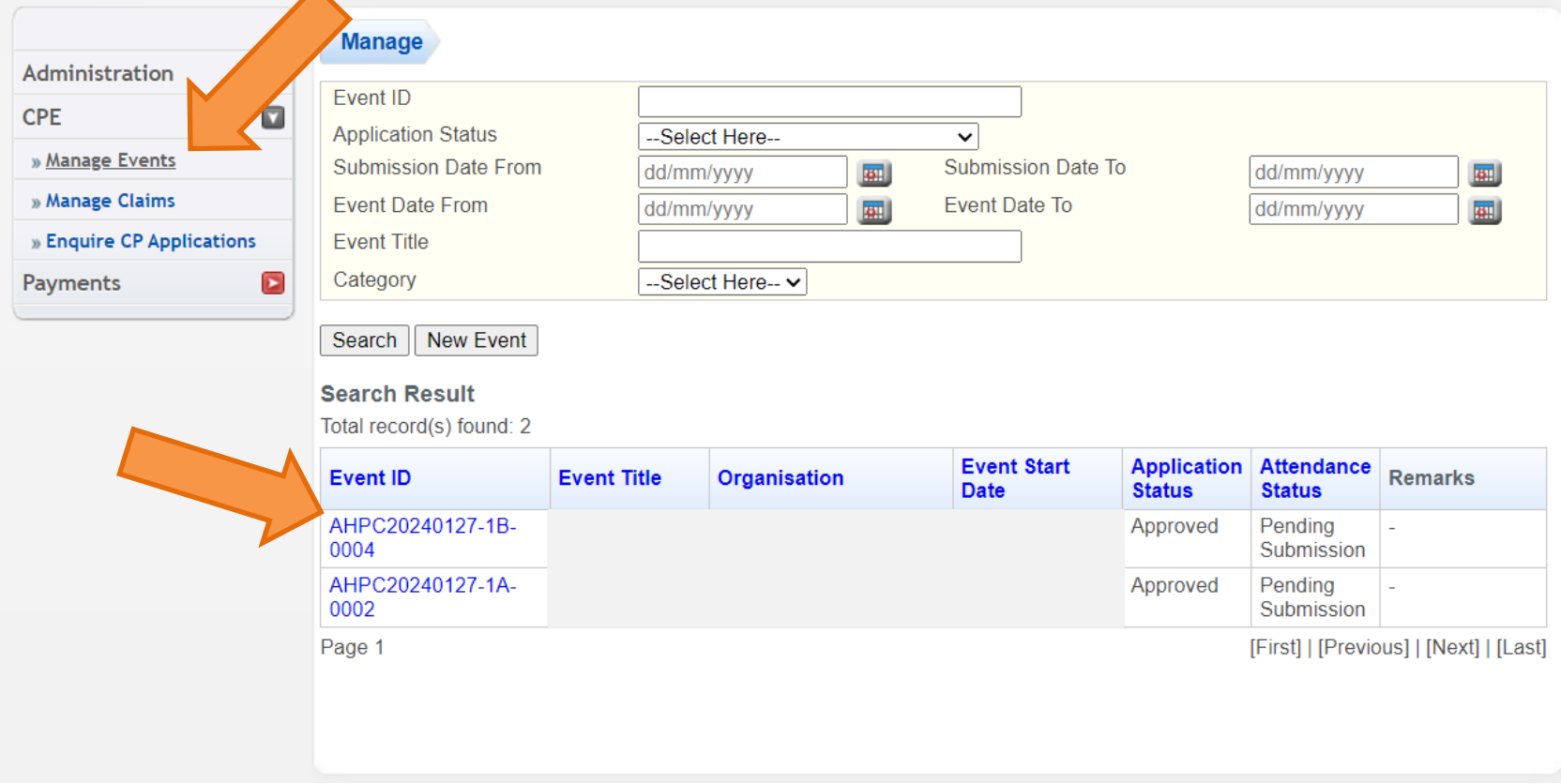
Note that you should already be accredited as a CPE Provider. If not, please refer to the guide to apply for CPE Provider accreditation.



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 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 Attendance




4. Click on “**Manage Events**” on the left menu and the page on the right will appear. Locate the “**Event ID**” of the event that you wish to submit attendance for. Click on the “**Event ID**” link to open the application.



The screenshot shows a web interface for managing events. On the left is a navigation menu with categories: Administration, CPE, and Payments. Under CPE, there are links for 'Manage Events', 'Manage Claims', and 'Enquire CP Applications'. The main area is titled 'Manage' and contains search filters for Event ID, Application Status, Submission Date, Event Date, Event Title, and Category. Below the filters are 'Search' and 'New Event' buttons. A 'Search Result' section shows 'Total record(s) found: 2' and a table with columns: Event ID, Event Title, Organisation, Event Start Date, Application Status, Attendance Status, and Remarks. Two records are listed, both with 'Approved' application status and 'Pending Submission' attendance status. The first record's 'Event ID' is highlighted with an orange arrow. At the bottom, there is a 'Page 1' indicator and navigation links: [First] | [Previous] | [Next] | [Last].

Submission of Attendance

5. Click on the “Add Attendance” button.

Administration 
 CPE 
 » Manage Events
 » Manage Claims
 » Enquire CP Applications
 Payments 

Event Attendance

Application for Accreditation of Event

Event ID
Application Status
Applicant Name
Applicant ID
Submission Date
Outcome Date
Attendance Status

Provider Details & Address

Provider Type
Organisation Type
Organisation
Department/Ward
Address

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1			
2			

Event Details

Event ID AHPC20240221-1A-0002
Category 1A
Event Specialty Physiotherapist
Type of Event Journal clubs
Event Title PT Journal Club
Target Audience Allied Health Professionals
Target Audience (Others)
Target Audience Specialty Physiotherapist
Start Date 17/04/2024 Start Time 10:00
End Date 17/04/2024 End Time 12:00
Event Duration 02 Hrs
Frequency -
Venue KKH
Event URL - Display in Calendar
Previous Event ID/Title -
Copied from Event ID/Title -
Additional Remarks -
Max CPE Points 2

Attendance Details

Date	Duration	Status	Last Approval Date
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[Add Attendance](#)

Documents Attached

No document attached.




Submission of Attendance

6. Enter the registration numbers of AHPs who have participated in the event. Alternatively, the **excel template** can also be downloaded to fill in for large numbers of participants. Click on the “**Attach**” button to upload the file.

Note that only the attendance of registered AHPs should be keyed in. Attendance for other registered healthcare professionals should be submitted with the relevant Professional Board.

Event Attendance

*Date  *Duration

Attendance Details

Attendance Status Pending Submission
Last Approval Date -
 No Attendance

Search Attendance

Reg No./Name


Note:
• File must be in EXCEL (.xls or .xlsx)

Upload Attendance File

Upload attendance Excel sheet, if participants are more than 10.
Click [here](#) to download attendance excel template. Click [here](#) to view sample of attendance upload excel

No file chosen

Attendance List Add More Rows

<input type="checkbox"/>	S/N	Reg No. 	Name of Professional	Role	Speaker Duration	CPE Points	Status
<input type="checkbox"/>	1	<input type="text"/>		Participant <input type="text" value="Participant"/>		1	Draft
<input type="checkbox"/>	2	<input type="text"/>		Participant <input type="text" value="Participant"/>		1	Draft
<input type="checkbox"/>	3	<input type="text"/>		Participant <input type="text" value="Participant"/>		1	Draft
<input type="checkbox"/>	4	<input type="text"/>		Participant <input type="text" value="Participant"/>		1	Draft
<input type="checkbox"/>	5	<input type="text"/>		Participant <input type="text" value="Participant"/>		1	Draft
<input type="checkbox"/>	6	<input type="text"/>		Participant <input type="text" value="Participant"/>		1	Draft
<input type="checkbox"/>	7	<input type="text"/>		Participant <input type="text" value="Participant"/>		1	Draft
<input type="checkbox"/>	8	<input type="text"/>		Participant <input type="text" value="Participant"/>		1	Draft
<input type="checkbox"/>	9	<input type="text"/>		Participant <input type="text" value="Participant"/>		1	Draft
<input type="checkbox"/>	10	<input type="text"/>		Participant <input type="text" value="Participant"/>		1	Draft