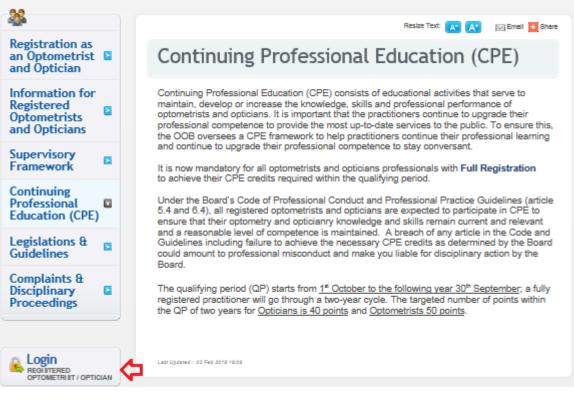**Optometrists & Opticians Board**

Professional Registration System
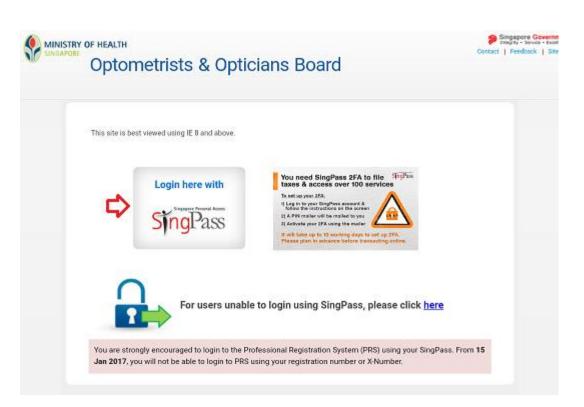# Steps on submitting Category 3

1. **Log in PRS?**
   a. Our systems are not mobile responsive. Hence, please use a computer or laptop with internet explorer while submitting your CPE claims.
   b. To view the records of your CPE status, you are required to log in PRS.
   c. Prior to access to the PRS, please ensure you have your Singpass account activated.
   d. If you are not elig1.ible for Singpass, please contact OOB's Secretariat at 6355 2533 or email at OOB@spb.gov.sg for further assistance.

   To access the PRS, click on the **[Login]** button on the OOB's website.

- The PRS Login screen will be displayed as follows.
- Click on the radio button under "Optometrists and Opticians"

To login:
- Enter your Singpass ID and password.
- Click on the **[Login]** button.

If you are authorised to access the system the PRS landing page will be displayed as follows.
➢ To access to CPE, click on "CPE" menu.

2. Submit CPE Claims

➢ To submit a CPE Claim, click on the **[CPE]** menu item. Click on the **[Submit CPE Claims]** link.

Application ▶	**Welcome to PRS**
Administration ▶	
Supervisory ▶	
CPE ⬅ ▼	
» Enquire CPE Applications	
» Enquire CPE Claims	
» Submit CPE Claims ⬅	
» Monitoring of CPE	
» Request for Lowering of CPE	

The CPE Claims form will be displayed as follows.

*Category	--Select Here-- ▼
*Type of Activity	--Select Here-- ▼

Awarded CPE points (After Capping)

Category	CPE Points	
	Core Points	Non Core Points
1A	0	24 You've clocked 24 CPE points
1B	0	0
2	0	0
3	0	0
4	0	0
5	0	0

Claim Category Details

Category	Type of Activity	Role
1A	Local Events	Participant, Speaker
1B	Overseas Events	Participant, Speaker
2	Publication	Author, Editor, Reviewer
3	Readings	-
4	Formal Courses	-
5	Role as a supervisor for supervisory framework	-

To proceed to the next stage of the application (i.e.: Documents)

- Select the Category (1A or 3 and so on)
- Select Type of Activity
- Click on the **[Proceed]** button

3. Category 3 – Journal Readings/ Online Quizzes/ E-learning

CPE points will be awarded for reading optometry/ opticianry-related articles from recommended journals or websites.

For Journal Readings, you may wish to label each of your submission. Please prepare the mandatory documents:

    i.   Complete Journal article.
    ii.   Short summary of the article <u>in your own words</u>; or knowledge/learning points acquired from the article that you could apply to your daily practice; or your view point about the article.

For Online quizzes, you may wish to label each of your submission. Please prepare the mandatory documents:

    i.   Certificate of Completion/Learning History

For <u>E-Learning with assessment</u>, please prepare the mandatory documents:

    i.   Programme Outline include timetable (if any); and
    ii.   Result slips (with student name, student ID, course/module title, date of taking up the respective programme); or
   iii.   Certificate of Completion.

For <u>Webinar</u>, please prepare the mandatory documents:

    i.   Webinar outline
    ii.   Certificate of Completion.

Step 1: Submission of CPE Claims under Category 3

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

Submission of CPE Claims

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

Registration Details

Registration No.	E1810001E
Name	ABCD
Registered Specialty	-
Appointment	OPTICIAN (REFRACTION AND DISPENSING
CPE Specialty	-

Category of Readings Credit Claim

Category	3
Type of Activity	Readings
***Specialty**	--Select Here-- ⬅ Click '-' (dash)
***Name of Readings**	--Select Here-- ➡ If it's a new article, you have to add or refer to the dropdown list for selected articles.
***Topic / Title**	Eg. Cataract
Publisher	
***Publication Year**	
Volume / Issue No	
Page number	
Additional Remarks	1. If it's an online quiz, key 'quiz' 2. For summary, please key summary and upload a copy of your summary in Word format (0/500)

[Proceed]

1. Click "select here" if it's a new article
2. Select the articles that have already listed on the dropdown list.

Category of Readings Credit Claim

Category	--Select Here--
Type of Activity	A Complete Approach to Dry Eye
***Specialty**	A Powerful Outlook on Low Power Cataract Surgery
***Name of Readings**	A Systematic Approach to Solving Contact Lens Discomfort
***Topic / Title**	Advances in Visual Field Testing for Glaucoma Management
Publisher	Age-related Macular Degeneration: Essential Pearls for Routine Practice
***Publication Year**	Assault Matters: What You Need to Know
Volume / Issue No	Be an ocular foreign body fixer
Page number	Blepharoplasty: Referring and Managing the Pre-referral Workup
***Brief Summary of Journal/Article Read**	Building Your Practice with New Technologies

Articles list:
- A Complete Approach to Dry Eye
- A Powerful Outlook on Low Power Cataract Surgery
- A Systematic Approach to Solving Contact Lens Discomfort
- Advances in Visual Field Testing for Glaucoma Management
- Age-related Macular Degeneration: Essential Pearls for Routine Practice
- Assault Matters: What You Need to Know
- Be an ocular foreign body fixer
- Blepharoplasty: Referring and Managing the Pre-referral Workup
- Building Your Practice with New Technologies
- Cataract Surgery and Anterior Segment Challenges
- Cataract Surgery and IOLs:What the Doctor Ordered?
- Cataract Surgery and Retinal Disease
- Clinical Record Keeping in Glaucoma
- Contact Lens Cleaning: Finding the Perfect Solutions
- Contact Lens Solutions: Time to Talk to Patients?
- Contact Lenses and Tear Film Stability
- Contact Lenses: Beyond Vision Correction
- Contact Lenses: Beyond Vision Correction (2)
- Controlling Light: Transmission, Reflection and Absorption by Spectacle Lenses
- Corneal Research - New Ways to Clear Vision
- Corneal manifestations of systemic diseases
- Defining Near Vision Behaviour: A New Tool for Practice
- Degenerative Floaters: A Practical Review
- Demystifying Dysphotopsia After Cataract Surgery
- Diabetic Eye Disease Beyond the Retina
- Diabetic Eye Disease Detection and Management: The Missing Link

To proceed to the next stage of the application (i.e.: Documents)

a. Select Specialty
b. Select Name of Readings
c. Enter Topic/Title
d. Enter Publisher
e. Enter Publication Year
f. Enter Volume/Issue No.
g. Enter Page Number
h. Enter Additional Remarks (Key 'Quiz' or 'Summary')
i. Click on the **[Proceed]** button

You are required to complete all the field from (a) to (g) as it's a mandatory field before you could proceed to next page "Document".

Step 2: Upload the Mandatory Documents.

Category Claim **Documents** Confirmation Acknowledgement

Submission of CPE Claims

Mandatory Documents Note: You must save a copy of your test result/Certificate of Completion or Learning History on your laptop/computer in order for you to browse and upload

Document Title	Copy of article	1 ⬇	2
*Upload Document		Browse..	Attach
Document Title	Reflective learning journal		
*Upload Document		Browse..	Attach

Additional Documents

Document Title	--Select Here-- ▼		
File		Browse..	Attach

Documents Attached

No document attached.

Proceed ⬅ 3

- Upload Mandatory Documents (Certificate of Completion/Learning History or if it is article – **full** article and summary in Word document)
    - o Click on the **[Browse]** button.
    - o Select the file to upload.
    - o Click on the **[Open]** button.
    - o Click on the **[Attach]** button.
- Optional: Upload Additional Documents
    - o Select the document title.
    - o If others, enter the document title.
    - o Repeat the process above.
- Tip: You may click on the **[Claims]** link to return to the previous page to make changes, if necessary.
- Click **[Proceed]** button

The confirmation page will be displayed as follows once you have click **[Proceed]** button. For amendment, you may click on the tab "claim" and proceed to next page.

Step 3: Check all your inputs are correct prior to submit.

Category	3
Type of Activity	Reading
Specialty	-
Name of Readings	Optician
Name of Readings (Others)	-
Topic / Title	C5567x: Dry eye, Cataract and Refractive Surgery
Publisher	-
Publication Year	2017
Volume / Issue No	215
Page number	-
Additional Remarks	-
CPE Points	1

Documents Attached

Reflective learning journal

Document Title 1

Copy of article

Confirm

Click [Confirm] button, to proceed to the next stage of the application (i.e.: Acknowledgement)

Step 4: Submit your CPE Claim.

The CPE Claims acknowledgement page will be displayed as follows.

Submission of CPE Claims

Submission of CPE Claims

Acknowledgement for Submission of CPE Claims

Please be informed that your submission of CPE claim for Category 3 has been submitted to Optometrists and Opticians Board on 04/02/2018. Please print/ save a copy of this acknowledgement for your reference.

Your application no. is OOB20180202-3-0004
Type of Activity: Reading
Activity Date: 02/02/2018
Activity Title: C55675: Dry eye, cataract and refractive surgery

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 OOB@spb.gov.sg and quote the above application number.

Print

Lastly, click on the [Print] button to print out a copy of the acknowledgement page.