

## **Singapore Nursing Board** **CPE Guide for Course Providers**

### **GENERAL INFORMATION**

The Continuing Professional Education (CPE) points use in the Professional Registration System (PRS) is equivalent to the Continuing Nursing Education (CNE) units awarded by SNB.

### **PROVIDER ACCOUNT**

Each provider account can consist of 1 admin and multiple operational holders.

### **CREATION OF EVENTS**

- a) Only submit events that will be held locally.
- b) Create event in the system before/on Event Start Date.
- c) Create event that is healthcare/ nursing related and attended mainly by nurses (>80% must be nurses, if <10% then the nurses can submit as a claim).
- d) Create event with duration of at least 1 hour to be awarded CPE points.
- e) Do not submit event with generic or generalised titles (e.g. nursing forums, rounds, talks etc). It should indicate a specific nursing-related education or learning.
- f) To display in SNB calendar, it must be events that are open to nurses from other institutions. *(Please uncheck the 'Display in Calendar' field if it is an in house event).*
- g) Copy From Event field is only used for copying from a same event that has been run previously.
- h) Once event application is submitted, no amendment is allowed. New application must be submitted.

### **Category I**

Information/ document required:

- a) Case Study – Indicate the type of case (e.g diabetes) in the Event Title or under the Additional Remarks field.
- b) Journal Club – Journal article
- c) Lecture/ E-Learning/ Video Discussion/ Conference – If the title of the session is not clear then you will need to provide the objective/ topic of the session under the Additional Remarks field.

### **Category IIA**

Supporting documents required for all type of event:

- a) Programme outline, objectives and schedule

### **The following types of training will not be awarded CPE points (subjected to changes)**

- a) Trainings that meet organisation requirement such as orientation/ induction programme, product training, mandatory core training such as customer service, fire safety and work procedure briefing.
- b) Self improvement courses (e.g. self awareness, yoga)
- c) Liberal art courses (e.g. music, art, not related to patient care)
- d) Courses for layman or general public
- e) Economic courses for financial gain (e.g. investment, retirement)
- f) Communication Sessions (e.g. Town Hall, Sharing of survey finding)

## **SUBMISSION OF ATTENDANCE**

- a) Submit attendance list within 2 weeks after the end date of the event.
- b) Claim speaker points in Category I and II-A event when presenting the topic for the first time. Full time educators cannot claim CPE points for presentations/lectures that are part of their job expectations but may claim for presentation made outside the duties of their job.
- c) Credit CPE points according to Qualifying Period (QP), which is from 01 September of the current year to 31 August of the following year.
- d) Submit attendance list before 01 September for events that fall in August.