



## **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 consists of 1 Administrator account holder and may have multiple Operational account holders. Both Administrator and Operational account holders are responsible to submit event applications for CPE points and upload attendance list. Administrator account holder is responsible to update SNB in the event any account holder leaves the organization.

### **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 related to nurses/ midwives' context and scope of practice.
- 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 learning for nurses/ midwives.
- f) To display in SNB calendar, events must be open to nurses from other institutions. (*Please uncheck the 'Display in Calendar' field if it is an in-house event*).
- g) Once event application is approved, no amendment is allowed. A new, amended application must be re-submitted.

### **Category I**

Information/ document required:

- a) Case Study – Indicate the type of case (e.g. Care of patients with Type I Diabetes, Peer review with multi discipline teams) in the Event Title or under the Additional Remarks field.
- b) Journal Club – Journal article
- c) Lecture/ E-Learning/ Video Discussion/ Conference – Specify the title of the session and insert 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 (indicate duration)

### **The following types of training will not be awarded CPE points**

- a) Personal improvement/interest courses (e.g. cooking, baking, art, music)
- b) Financial related courses (e.g. investment, retirement planning)
- c) Organisation Communication/Update Sessions (e.g. Town Hall)

### **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 events. 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.