

Singapore Nursing Board (SNB) is pleased to present a
[Step-by-Step Guide](#)

for Nurses & Midwives to make CPE Claims that will be
auto-approved if they engage in

Self-directed learning [Access to Self-directed Learning](#)

and

Readings [Access to Self-directed Study/Reading](#)

listed on SNB's CPE webpage

<https://www.healthprofessionals.gov.sg/snb/continuing-professional-education>

Continuing Professional Educat



*This is to facilitate nurses/midwives achievement of SNB's
recommended CPE points for their annual Practising Certificate renewal*



Auto Approval of Nurses CPE Claims - Category VA (Self-Directed Learning)

For CPE events published on SNB website, CPE claims submitted will be auto-approved
Check your spam email box folder if you did not receive the approval notification email the next day

NURSES AND MIDWIVES

Registration/ Enrolment

Renewal of Practising Certificate(s)

Advanced Practice Nurse

Guidelines and Standards

Accreditation of Nursing Education Programmes

Continuing Professional Education (CPE)

Access to Self-directed Learning

Access to Self-directed Reading

For Nurse/Midwife CPE Claims

Access to NNA Available Courses

For Course Organiser

Feedback / Frequently Asked Questions

Login FOR NURSES / REGISTERED USERS

Home > Continuing Professional Education (CPE) >

Access to Self-directed Learning

Self-directed learning events for Nurse/Midwife CPE Claims under Category V-A

Medical-Surgical Nursing (requires registration/creation of an account with password)

- » Medscape Nursing
- » Medscape Multi-specialty
- » American Nurses Association Education & Events
- » American Academy of CME (for healthcare team)
- » Abbott Nutrition Health Institute
- » Annenberg Center For Health Sciences
- » Blood Safe (Australia)
- » CEU Fast/Nursing CE (need to download App & purchase)
- » Creative Educational Concepts - Healthcare Education
- » GE Healthcare
- » Erbe Academy (Germany)
- » LearnOnline NZ (Learning resources for healthcare practitioners)
- » Medical Education
- » NPS Medicine Wise Learning (Australia)

Specialty Nursing/Healthcare (requires registration/creation of an account with password)

- » American Association of Critical-Care Nurses
- » American Association for Geriatric Psychiatry
- » The American Association of Nurse Practitioners

Auto Approval of Nurses CPE Claims - Category VB (*Self-Directed Reading*)

For CPE events published on SNB website, CPE claims submitted will be auto-approved
Check your spam email box folder if you did not receive the approval notification email the next day

The screenshot shows the SNB website interface for Nurses and Midwives. The left sidebar contains navigation links such as 'Registration/ Enrolment', 'Renewal of Practising Certificate(s)', 'Advanced Practice Nurse', 'Guidelines and Standards', 'Accreditation of Nursing Education Programmes', 'Continuing Professional Education (CPE)', 'Access to Self-directed Learning', 'Access to Self-directed Reading', 'For Nurse/Midwife CPE Claims', 'Access to NNA Available Courses', 'For Course Organiser', and 'Feedback / Frequently Asked Questions'. The main content area is titled 'Access to Self-directed Reading' and lists 'Journal readings for Nurse/Midwife CPE Claims under Category V-B'. Two categories are highlighted with ovals: 'Free Journal Access (requires registration/creation of an account with password)' and 'Requires subscription and/or purchase'. The 'Free Journal Access' category lists several journals and resources, including Medscape Nurses, Lippincott Nursing Centre, American Journal of Nursing, American Nurses Association, Agency for Healthcare Research and Quality, BioMed Central Nursing, Journal of Research in Nursing, and International Council of Nursing. The 'Requires subscription and/or purchase' category lists journals such as Journal of Advanced Nursing, Evidence-Based Nursing, Journal of Nursing Education, Nursing Standard (UK), Nursing Times (UK), and National League for Nursing (for Nurse Educators).



Critical steps prior to making CPE Claims

1. After completing the Self-directed Learning (V-A) or Reading (V-B)

Save the certificate of completion/result of assessment or journal article on your computer/mobile device

- *You can either save the document/s as a screen shot using the camera or save into the “File” folder/app*
- *Ensure the reading article is saved as PDF (choose this option when saving)*
- *Certificate/article/document must be in jpg/jpeg or PDF (for uploading into SNB’s CPE system)*
- *File size should not be more than 1MB*

Always save as pdf format where possible

2. Proceed to login to SNB website as a nurse/midwife to make your CPE claim

NB: For claims under Category VI – if the programme schedule is too big a file, copy the page/s with contents and duration on to a Word file and convert to pdf for uploading



SNB Step-by-Step Guide for Nurses to Claim CPE Points

(For Categories V-A & V-B)



Log in to SNB Website

Step 1: Go to SNB website


<https://www.healthprofessionals.gov.sg/snb>

The screenshot shows the homepage of the Singapore Nursing Board (SNB) website. The browser address bar displays <https://www.healthprofessionals.gov.sg/snb>. The page features a navigation menu with items like 'public', 'Active Roles Web In...', 'Professional Registr...', 'Secretariat of health...', 'Home', 'SNB | Post-registrat...', 'Education - Home', and 'Settings'. A banner at the top right shows a smiling nurse. The main content area includes a 'Welcome' message, a 'NURSES AND MIDWIVES' sidebar with links for 'Registration/ Enrolment', 'Renewal of Practising Certificate(s)', 'Advanced Practice Nurse', 'Guidelines and Standards', 'Accreditation of Nursing Education Programmes', 'Continuing Professional Education (CPE)', 'Feedback / Frequently Asked Questions', 'Login FOR NURSES / REGISTERED USERS', and 'Pre-Application FOR NEW APPLICATION'. A central announcement for the 'SNB Annual Report 2022' is dated 19 Sep 2023 10:00. Another announcement for 'Revised Nurses and Midwives Scope of Professional Nursing and Midwifery Practice and Core Competencies and Generic Skills' is dated 28 Aug 2023 13:55. A 'Quick Links' section is also visible. A black box with a white border highlights the 'Login' button in the sidebar, with a line pointing to a text box.


Step 2: On SNB website page
Click on the “Login” button



Log in to SNB Website



Singapore Nursing Board



Contact | Feedback | Sitemap

Instructions for Authorised Users

This site is best viewed using IE 8 and above.

I am logging as:

- Nurse / Midwife
- Applicant with Temporary Registration Number (X-number)
- HR Personnel
- CPE Provider

Step 3: Select "Nurse/ Midwife"

Log in to SNB Website



Singapore Nursing Board

Singapore Government
Integrity • Service • Excellence
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This site is best viewed using IE 8 and above.

Step 4: Select “For Individual Users”

**For Individual
Users**

Log in with Singpass

You need **singpass 2FA** to file taxes & access over 100 services

To set up your 2FA:

- 1) Log in to your Singpass account & follow the instructions on the screen
- 2) A PIN mailer will be mailed to you
- 3) Activate your 2FA using the mailer



It will take up to 10 working days to set up 2FA.
Please plan in advance before transacting online.



For users unable to login using Singpass, please click [here](#)



Once logged in, go to CPE tab/page on the right-hand side

The screenshot displays the Singapore Nursing Board's Professional Register System (PRS) interface. At the top left is the Singapore Nursing Board logo and name. At the top right, it features the Singapore Government logo with the tagline 'Integrity • Service • Excellence' and links for 'Contact', 'Feedback', and 'Sitemap'. Below this are links for 'Change Password' and 'Logout'. The main content area is titled 'Welcome to PRS' and includes a 'MOHALERT' notification icon. On the left, a navigation menu is visible under the 'Supervisory' heading. The 'CPE' option is highlighted with a black box, and a callout box points to it with the text 'Step 5: Select "CPE"'. Under the 'CPE' menu, the 'Submit CPE Claims' option is also highlighted with a black box, and a callout box points to it with the text 'Step 6: Select "Submit CPE Claims"'. Other menu items include 'Enquire CPE Applications', 'Enquire CPE Claims', 'Monitoring of CPE', 'Request for Lowering of CPE', 'List of Accredited Journals', and 'Manage Claims'. Below the CPE menu are sections for 'Payments' and 'DECLARATION', each with a right-pointing arrow icon.



Under **SUBMIT CPE CLAIMS** there is a drop-down list of **CATEGORIES** for you to select

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

*Category

*Type of Activity

Awarded CPE points (A

Category	Core Points	Non Core Points
II-B	0	0
III	0	0
IV	0	0
V-A	0	2
V-B	0	5
VI	0	0

Claim Category Details

Category	Type of Activity	Role
II-B	Overseas / Local Events	Participant, Speaker
III	Oral Presentation	Presenter
	Poster Presentation	Presenter
	Quality Improvement	Project Leader, Team Member
	Research	Co-investigator, Principal Investigator
IV	Book / Textbook	Chapter Author, Co-Editor, Editor, Reviewer
	Clinical Practice Guidelines	Chair, Member
	E-Learning / Online Publication	Author, Co-author, Contributor
	Journals	Author, Co-author, Reviewer
V-A	Self Directed Learning	-
V-B	Readings	-
VI	Clinical Attachments	-
	Formal Courses	-

List of categories to select

Submission of CPE Claims: CATEGORY

V-A Self-directed Learning and/or V-B Self-directed Reading

The screenshot shows the 'Submission of CPE Claims' page. The 'Category' dropdown is circled and labeled 'Step 7: Category Select V-A'. The 'Type of Activity' dropdown is also circled and labeled 'Step 8: Type of Activity Select Self-Directed Learning'. A 'Proceed' button is circled and labeled 'Step 9: After selecting Category and Type of Activity Click "Proceed"'. The page includes a sidebar with navigation options, a breadcrumb trail, and two tables: 'Awarded CPE points (After Capping)' and 'Claim Category Details'.

Step 7: Category Select V-A

**Step 8: Type of Activity
Select Self-Directed Learning**

**Step 9: After selecting Category and Type of Activity
Click "Proceed"**

Category	CPE Points	Core Points	Non Core Points
II-B	0	0	0
III	0	0	0
IV	0	0	0
V-A	0	0	1
V-B	0	0	3
VI	0	0	0

Category	Type of Activity	Role
II-B	Overseas / Local Events	Participant, Speaker
III	Oral Presentation	Presenter
	Poster Presentation	Presenter
	Quality Improvement	Project Leader, Team Member
	Research	Co-investigator, Principal Investigator
IV	Book / Textbook	Chapter Author, Co-Editor, Editor, Reviewer
	Clinical Practice Guidelines	Chair, Member
	E-Learning / Online Publication	Author, Co-author, Contributor
	Journals	Author, Co-author, Reviewer
V-A	Self Directed Learning	-
V-B	Readings	-
VI	Clinical Attachments	-



Submission of CPE Claims: **CLAIM** page

Category **Claim** Documents Confirmation Acknowledgement

Submission of CPE Claims

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

Registration Details

Category of Self Directed Learning Credit Claim

Category	V-A
Type of Activity	Self Directed Learning
*Programme Specialty	Others (Non-core) ▼
*Programme Provider	Medscape Nursing ▼
URL	<input type="text"/>
*Programme Title / Topic	Cognitive Behavioral Therapy
*Assessment Date	18/10/2023
Module Title / Volume No	<input type="text"/>
Author (if applicable)	<input type="text"/>
*Program Duration	1 hour ▼
Additional Remarks	<input type="text"/>

Step 10: Select appropriate specialty or “Others (Non-core)” from drop down list under Programme Specialty. Complete the rest of information as required in the *** mandatory** fields. *Ignore non-mandatory fields*

Step 11: After completing/checking the relevant details above click “Proceed”

Submission of CPE Claims: DOCUMENTS page

The screenshot shows the 'Submission of CPE Claims' page. The 'Documents' tab is selected and circled. The page is divided into 'Optional Documents (Required Documents)' and 'Supporting Documents'. The 'Optional Documents' section has a dropdown menu set to 'Certification of completion' and a file named 'Medscape Oct 23.pdf' with an 'Attach' button. The 'Supporting Documents' section has a dropdown set to '--Select Here--' and 'No file chosen' with an 'Attach' button. A 'Documents Attached' section shows 'No document attached.' and a 'Proceed' button. A sidebar on the left contains navigation links for Application, Administration, Supervisory, CPE, Enquire CPE Applications, Enquire CPE Claims, Submit CPE Claims, Monitoring of CPE, Request for Lowering of CPE, List of Accredited Journals, Manage Claims, Payments, and DECLARATION.

Step 12: Under the Optional Documents – Choose one of the file that you have saved (e.g. Certificate of completion/Assessment or Result of assessment)

Step 13: Chose the file (jpg or jpeg or PDF) from your Photo Library /Take Photo/Choose File to upload evidence of learning

Step 14: Click “Attach” & the name of the document will appear under “Documents Attached”

Submission of CPE Claims: DOCUMENTS UPLOADED

MESSAGES

Upload successfully

Once the required document is attached/uploaded “Upload successfully” in **green** will appear

Submission of CPE Claims

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Optional Documents

Document Title

--Select Here--

File

Choose File no file selected

Attach

Supporting Documents

Document Title

--Select Here--

File

Choose File no file selected

Attach

Documents Attached

Result of assessment

Replace

Delete

Proceed

Once the required document is uploaded, the name of the Document will appear in **blue**
Step 15: Click “Proceed”



Submission of CPE Claims: **CONFIRMATION**

Category Claim Documents **Confirmation** Acknowledgement

Submission of CPE Claims

Registration Details

Registration No. Name Registered Specialty Appointment CPE Specialty	
--	--

Category of Self Directed Learning Credit Claim

Category	V-A
Type of Activity	Self Directed Learning
Programme Specialty	Others (Non-core)
Programme Provider	Medscape Nursing
URL	-
Programme Title / Topic	Cognitive Behavioral Therapy in Irritable Bowel Syndrome
Assessment Date	18/10/2023
Module Title / Volume No	-
Author (if applicable)	-
Recognised Distance Learning Courses	-
Program Duration	1 hour
Additional Remarks	-
CPE Points	1

Documents Attached

[Certification of compl](#)

Step 16: After checking the above information is correct, click **Confirm**



Submission of CPE Claims: **ACKNOWLEDGEMENT**

Category Claim Documents Confirmation **Acknowledgement**

Submission of CPE Claims

Please be informed that your submission of CPE claim for Category VA has been submitted to Singapore Nursing Board on 18/10/2023. Please print / save a copy of this acknowledgement for your reference.

Your application no. is SNB20231018-VA-0005

Type of Activity: Self Directed Learning

Activity Date: 18/10/2023

Activity Title: Medscape Nursing-Cognitive Behavioral Therapy in Irritable Bowel Syndrome

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 SNB@spb.gov.sg and quote the above application no.

Print



You will receive 2 Email Notifications from SNB

Successful Submission of CPE Claims



This is an Internet email. If you are unsure of the content, please check the source before you respond.

We wish to inform you that your submission of CPE claims for Category V-A on 18/10/2023 is submitted successfully. Your application no. is SNB20231018-VA-0005.

Application Details:

Type of Activity: Self Directed Learning

Activity Date: 18/10/2023

Activity Title: Medscape Nursing-Cognitive Behavioral Therapy in Irritable Bowel Syndrome

You will be notified via email on the outcome of your application. Please login to [Singapore Nursing Board](#) to view status of your claims. For any query, please email to SNB@spb.gov.sg and quote the above application no.

Thank you.

Singapore Nursing Board

81 Kim Keat Road

#08-00

Singapore 328836

Email Address: SNB@spb.gov.sg

First email on
**successful
submission**

Submission of CPE Claim



This is an Internet email. If you are unsure of the content, please check the source before you respond.

We wish to inform you that your submission for the following CPE Claim has been approved.

Application No.: SNB20231018-VA-0005.

Type of Activity: Self Directed Learning

Activity Title: Medscape Nursing-Cognitive Behavioral Therapy in Irritable Bowel Syndrome

Activity Date: 18/10/2023

Thank you.

Singapore Nursing Board

81 Kim Keat Road

#08-00

Singapore 328836

Email Address: SNB@spb.gov.sg

Second email
that claim
**has been
approved**



For Self-directed Reading (Category VB)

On Documents page, upload & attach the required file/s as indicated

Category Claim **Documents** Confirmation Acknowledgement

Submission of CPE Claims

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Mandatory Documents

Document Title	Copy of article		
*Upload Document	<input type="button" value="Choose File"/>	Nursing students.pdf	<input type="button" value="Attach"/>
Document Title	Reflective learning journal		
*Upload Document	<input type="button" value="Choose File"/>	Nursing students.pdf	<input type="button" value="Attach"/>

Supporting Documents

Document Title	--Select Here--		
File	<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="Attach"/>

Documents Attached

No document attached.

Under the Copy of article
Upload the journal article
And click **“Attach”**

Under the Reflective learning journal
Upload the **SAME** journal article
(reflective journal not required)
And click **“Attach”**



For Self-directed Reading (Category VB)

Documents uploaded

MESSAGES

Upload successfully

Once the required document is attached/uploaded
“Upload successfully in **green** will appear

Submission of CPE Claims

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Optional Documents

Document Title

--Select Here--

File

Choose File no file selected

Attach

Supporting Documents

Document Title

--Select Here--

File

Choose File no file selected

Attach

Documents Attached

Nursing students

Replace

Delete

Proceed

Once the required document is uploaded, the name
of the Document will appear in **blue**
Click “Proceed”



How to monitor and view your CPE points status/history



Log in to SNB Website

Step 1: Select "For Individual Users"

This site is best viewed using IE11 and above.

For Individual Users

Log in with Singpass

You need **singpass 2FA** to file taxes & access over 100 services

To set up your 2FA:

- 1) Log in to your Singpass account & follow the instructions on the screen.
- 2) A PIN mailer will be mailed to you.
- 3) Activate your 2FA using the mailer.

It will take up to 10 working days to set up 2FA. Please plan in advance before transacting online.

For users unable to login using Singpass, please click [here](#)

Welcome Ms VERONICA MARGARET LOH PEIXIA, N0733262C (Last successful login: 13/04/2023 06:49:50 AM)

Supervisory

CPE

» Enquire CPE Applications

» Enquire CPE Claims

» Submit CPE Claims

Monitoring of CPE

» Request for Lowering of CPE

» List of Accredited Journals

» Manage Claims

Payments

DECLARATION

Welcome to PRS

MOHALERT

Step 2: Select "CPE"

Step 3: Select "Monitoring of CPE"



Monitoring of CPE Points

Monitoring of CPE Points

- Application
- Administration
- Supervisory
- CPE
 - » Enquire CPE Applications
 - » Enquire CPE Claims
 - » Submit CPE Claims
 - » **Monitoring of CPE**
 - » Request for Lowering of CPE
 - » List of Accredited Journals
 - » Manage Claims
- Payments
- DECLARATION

[Detailed Report for Current QP](#)

[Detailed Report for Previous QP](#)

[History Report](#)

[List of Past Activities within a Period](#)

Check your current QP CPE points

Detailed Report for Current QP

Summary

Qualifying Period (QP)				
QP Type	Time Frame	Note		
QP	01/09/2023 - 31/08/2024	-		

Points within QP

Point Type	Min. Requirement	*Awarded Points	Meet Min. Requirement?	Shortfall
Total CPE Points	0	13	Yes	0

*All the awarded points displayed above are after cap points (i.e. Points after applying day cap, event cap and category cap, if any).

Breakdown of CPE Points by Category

Category	Before Capping			After Capping		
	Core Points	Non-Core Points	Total Awarded Points	Core Points	Non-Core Points	Total Awarded Points
I	0	1	1	0	1	1
II-A	0	4	4	0	4	4
II-B	0	1	1	0	1	1
III	0	0	0	0	0	0
IV	0	0	0	0	0	0
V-A	0	2	2	0	2	2
V-B	0	5	5	0	5	5
VI	0	0	0	0	0	0

#denotes capped points

[Click here for Capping Rules](#)

Approved Activities [\[+\]](#) [\[-\]](#)

S/N	Date	Category	Activities Information	Core Points	Non-Core Points	Total Points
1	18/10/2023	V-A	SNB20231018-VA-0005 Medscape Nursing-Cognitive Behavioral Therapy in Irritable Bowel Syndrome	0	1	1
2	20/10/2023	V-B	SNB20231020-VB-0003 BMC Nursing - The characteristics of an effective clinical instructor from the perspective of nursing students: a qualitative descriptive study in Iran	0	1	1
3	20/10/2023	V-B	SNB20231020-VB-0006 Internal Journal of Environmental Research and Public Health - Effect of Nurses' Preceptorship Experience in Educating New Graduate Nurses and Preceptor Training Courses on Clinical Teaching Behavior	0	1	1

