Singapore Nursing Board (SNB) is pleased to present a <u>Step-by-Step Guide</u>

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 MIDWIV	ES	Resize Text: 🔊 🗛
Registration/ Enrolment		Home > Continuing Professional Education (CPE) >
Renewal of Practising Certificate(s)		Access to Self-directed Learning
Advanced Practice Nurse		Self-directed learning events for Nurse/Midwife CPE Claims under Category V-A
Guidelines and Standards		Medical-Surgical Nursing (requires registration/creation of an account with password)
Accreditation of Nursing Education Programmes		» Medscape Nursing » Medscape Multi-specialty » American Nurses Association Education & Events
Continuing Professional Education (CPE)		 » American Academy of CME (for healthcare team) » Abbott Nutrition Health Institute
Access to Self-directed Learning		 » Annenberg Center For Health Sciences » Blood Safe (Australia)
Access to Self-directed Reading		 » CEU Fast/Nursing CE (need to download App & purchase) » Creative Educational Concepts - Healthcare Education
For Nurse/Midwife CPE Claims		» GE Healthcare
Access to NNA Available Courses		 » Erbe Academy (Germany) » LearnOnline NZ (Learning resources for healthcare practitioners)
For Course Organiser		» Medical Education
Feedback / Frequently Asked Questions		» NPS Medicine Wise Learning (Australia)
Login FOR NURSES / REGISTERED USERS		» American Association of Critical-Care Nurses
		American Association for Geriatric Psychiatry The American Association of Nume Exactlification



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



CIL

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 <u>1MB</u>

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 S	NB website	
https://www.healt	hprofessionals.gov.sg/snb	
https://www.healthprofessiona	als.gov.sg/snb Q	
tes 🗋 public 🧏 Active Roles Web	In 🗅 Professional Registr 🚯 Secretariat of healt 🛞 Home 🌓 S	5NB Post-registrat 🚯 Education - Home 😥 Settings
A Singapore Government Agency Websi	te <u>How to identify</u> Y	
The Singapore Nursing Board (SNB) is the r Singapore. We aim to protect the public thro education and practice.	egulatory authority for nurses and midwives in ugh licensure and regulation of nursing/midwifery	
NURSES AND MIDWIVES Registration/Enrolment Renewal of Practising Certificate(s)	 SNB Annual Report 2022 19 Sep 2023 10:00 The SNB Annual Report 2022 has been published. Please click this link (PDF, 1.84MB) to read the 	Random review of employment records If it is found that nurses have not been practising nursing for a continuous period of 5 years, they will not be allowed to renew their Pracitising Certificates until they have completed a Return-to-Nursing (RTN) Programme. For more information, please contact us.
Advanced Practice Nurse	>> more	For more information on how to update your particulars
Guidelines and Standards Accreditation of Nursing Education Programmes	Announcements View More » 28 Aug 2023 13:55	For more information on RTN programmes, please click here.
Continuing Professional Education (CPE)	Revised Nurses and Midwives Scope of Professional Nursing and Midwifery Practice and Core Competencies and Generic Skills	QUICK LINKS Nurses and Midwives Act 1999 Renewed of Practicing
Feedback / Frequently Asked Questions	Step 2: On SNB website p Click on the "Login" butto	Dage Practising on Programmes
Pre-Application FOR NEW APPLICATION		

Log in to SNB Website





Log in to SNB Website



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



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

Application	*Category	Select Hore	List of categories to select
Application	Trans (A stin	Select Here	
Administration 🔁	Type of Activ	II-B	
Supervisory	Awarded CPE	points (A III	
CPE		V-A s	
» Enquire CPE	Category	V-B VI	Non Core Points
	II-B	0	0
» Enquire CPE Claims		0	0
» Submit CPE Claims	IV	0	0
» Monitoring of CPE	V-A	0	2
» Request for Lowering of	V-B	0	5
CPE	VI	0	0
» List of Accredited Journals	Claim Catego	ory Details	
» Manage Claims	Category	Type of Activity	Role
Payments D	II-B	Overseas / Local Events	Participant, Speaker
	III	Oral Presentation	Presenter
DECLARATION		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 Publica	ion Author, Co-author, Contributor
		Journals	Author, Co-author, Reviewer
	V-A	Self Directed Learning	-
	V-B	Readings	-
	VI	Clinical Attachments	-
		E	

Submission of CPE Claims: **CATEGORY** V-A Self-directed Learning and/or V-B Self-directed Reading

Application							
Administration		Submission	of CP	'E Claims			
Supervisory					Step 7: Category Select V-A		
CPE		Note: All Fields marke	ed with aste	erisk (*) are mandatory.	1 3 7		
» Enquire CPE Applications		*Category	V-A The	Category is required			
» Enquire CPE Claims		*Type of Activity	Set	f Directed Learning 🗸	Step 8: I vpe of Activity		
Submit CPE Claims			The	Type of Activity is required			
» Monitoring of CPE		Awarded CPE poi	nts (After	Capping)	Select Self-Directed Learning		
Request for Lowering	of			CPE Points			
CPE		Category		Core Points	Non Core Points		
» List of Accredited Journals		II-B		0	0		
» Manage Claims				0	0		
Payments		IV		0	0		
		V-A		0	1		
DECLARATION	-	V-B		0	3		
		VI		0	0		
		Claim Category D	etails				
		Category	Type of Ac	tivity	Role		
		II-B	Overseas /	Local Events	Participant, Speaker		
		.111	Oral Prese	ntation	Presenter		
			Poster Pres	sentation	Presenter		
			Quality Imp	rovement	Project Leader, Team Member		
			Research		Co-investigator, Principal Investigator		
		IV	Book / Text	book	Chapter Author, Co-Editor, Editor, Reviewer		
			Clinical Pra	octice Guidelines	Chair, Member		
			E-Learning	/ Online Publication	Author, Co-author, Contributor		
			Journals		Author, Co-author, Reviewer		
		V-A	Self Directe	ed Learning	-		
		V-B	Readings		-		
			Canada Atta	2 mamma	-		
		Proceed	Ste	9 : After selec	ting Category and Type of Activity		
			-				



Submission of CPE Claims: CLAIM page

Category Claim Documents Confirm	mation Acknowledgement	
Submission of CPE Cla	aims	
Note: All Fields marked with asterisk (*) and	re mandatory.	
Registration Details Category of Self Directed Learning Category Type of Activity *Programme Specialty *Programme Provider URL *Programme Title / Topic *Assessment Date Module Title / Volume No Author (if applicable) *Program Duration Additional Remarks Proceed	V-A Self Directed Learning Others (Non-core) Medscape Nursing Cognitive Behavioral Therapy 18/10/2023 18/10/2023	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 relevar	nt details above click "Proceed"



	Category Clair Documents Confirmation	Acknowledgement		
Application				
Administration	Submission of CPE Claims	Step 12: Under the Op	otional	Documents – Choose
Supervisory 💽		one of the file that you	have	saved
CPE	Note:	(e.g. Certificate of comple	etion/As	sessment)
» Enquire CPE Applications	 File must be in JPEG(.jpg or .jpeg), PDF (. Each file size must not exceed 1MB 	pdf).	Step	13 : Select the file (jpg or jpeg or
» Enquire CPE Claims			PDF)	from your photo library /file app
» Submit CPE Claims	Optional Documents		to sh	ow evidence of learning
» Monitoring of CPE	Document Title	Certification of completion V		
» Request for Lowering of CPE	File	Choose File Medscape Oct 23.pdf Attach		
» List of Accredited	Supporting Documents			Step 14: Click "Attach" & the
Journals	Document Title	Select Here V		name of the document will appear
» Manage Claims	File	Choose File No file chosen Attach		under Documents attached
Payments 💽	Documents Attached			
DECLARATION	No document attached.			
(Proceed			

Submission of CPE Claims: DOCUMENTS UPLOADED

]
	MESSAGES	(Once the required	d do	cumer	nt is attache	d/uploaded
	Upload successfully		Upload successf	ully	" in gr e	en will app	ear
	Submission of CPE Cla	aims	•	<u> </u>			
-	Note:						
	• File must be in JPEG(.jpg or .jpe	g), PDF (.pdf).					
	Each file size must not exceed 1	MB					
	Optional Documents						
T of	Document litle		Select Here \$				
g OI	File		Choose File no file selected			Attach	
	Supporting Documents						
	Document Title	Select He	ere	٥			
	File	Choose File	no file selected		Attach		
	Documents Attached						
	Result of assessment		Replace		Delete		
	Proceed	Once	the required docu	ıme	ent is u	ploaded, the	₽ I
		name	of the Document	wil	l appea	ar in <mark>blue</mark>	
		Step	15: Click "Procee	d"	••		
	l				C;	nganore Nursin	a Board
					SI	ngupure mursing	

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 completion

Confirm

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







You will receive 2 Email Notifications from SNB

Successful Submission of CPE Claims	
SNB@spb.gov.sg	
This bian nener, chan in you ale on one while it, prease ones, one switch device you region a	First email on V
	successful
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.	<u> </u>
Application Details:	submission /
Type of Activity: Self Directed Learning	
Activity Uate: 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.	
main you.	
Singapore Nursing Board 81 Kim Keat Road	
#08-00	
Singapore 328836 Email Address: SNB@kob.gov.se	
Submission of CPE Claim	
SNB@spb.gov.sg	
This is an Internet email. If you are unsure of the content, please check the source before you respond.	
	Second email
We wish to inform you that your submission for the following CPE Claim has been approved.	that claim
Application No.: SNB20231018-VA-0005.	has been
Type of Activity: Self Directed Learning Activity Title: Medecane Nurring Cognitive Rehavioral Therapy in Irritable Revuel Syndrome	lias peeli
Activity Date: 18/10/2023	annroved
Thank you	approved
Hank your	
Singapore Nursing Board	
81 Kim Keat Road	
#08-00	
Email Address: <u>SNB@spb.gov.sg</u>	_

For Self-directed Reading (Category VB)

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

Category Clain Documents Infirmation Acknowledgement Submission of CPE Claims			
Note: • File must be in JPEG(.jpg or .jpeg), PDF (.pd • Each file size must not exceed 1MB	ſ).	U	nder the Copy of article
Mandatory Documents Document Title *Upload Document	Copy of article	Attach	pload the journal article nd click "Attach"
Document Title *Upload Document	Reflective learning journal Choose File Nursing students.pdf	Attach Unde	r the Reflective learning journal
Supporting Documents Document Title File	Select Here Choose File No file chosen	Attach And c	<i>ctive <u>SAME</u> journal article</i> <i>ctive journal not required)</i> click " Attach "
Documents Attached No document attached. Proceed			



For Self-directed Reading (Category VB)

Documents uploaded

	MESSAGES		
	Upload successfully	Once the required document is attached/upl "Upload successfully in green will appear	oaded
	Submission of CPE	E Claims	
-	Note:		
	File must be in JPEG(.jpgEach file size must not exc	or .jpeg), PDF (.pdf). ceed 1MB	
_			
	Optional Documents		
	Document Title	Select Here 🗢	
of	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"	
		Singapore Nursing Boar	

How to monitor and view your CPE points

status/history







Monitoring of CPE Points

		Deta	ailed R	Report fo	r Current Q	P				
Application	Monitoring of CPE Points									,
Administration										,
Supervisory	Detailed Report for Current QP	Summ	1ary Tying Perio	od (QP)						
CDE E	Detailed Report for Previous GP	QP Ty	pe Time	e Frame	Note					
UPC	History Report	QP	01/09	9/2023 - 31/08/	/2024 -					
» Enquire CDE	List of Past Activities within a Period	Point	Type		Min. Red	uirement *Awa	arded Points	Meet Min. Rec	uirement	t? Shortfall
Applications		Total	CPE Points	s	0	13		Yes		0
» Enquire CPE Claims		*All the Break	awarded p	ooints displayed CPE Points b	above are <u>after cap</u> y Category	<u>points</u> (i.e. Points a	fter applying day	y cap, event cap	and categ	ory cap, if any).
-		Cathor	Bef	fore Capping			After Capping	9		
» Submit CPE Claims	Check your current OP CPE	Categ	Con	re Points	Non-Core Points	Total Awarded Points	Core Points	Non-Core	Points	Total Awarded Points
		1		0	1	1	0	1		1
» <u>Monitoring of CPE</u>	l points		A.	0	4	4	0	4		4
	p •e	I	1	0	0	0	0	0		0
» Request for Lowering of		IN	/	0	0	0	0	0		0
CPE		V-	A	0	2	2	0	2		2
		V-	8	0	5	5	0	5		5
» List of Accredited Journals » Manage Claims		#denot	es capped p ere for Capp wed Activ	points ping Rules /ities [+] [-]						
_		S/N	Date	Category	Activities Inform	ation	Core	Points Non-Poin	-Core ts	Total Points
Payments		1	18/10/202	23 V-A.	SNB20231018-V/ Cognitive Behavio Bowel Syndrome	-0005 Medscape N oral Therapy in Irrital	lursing- ble	0	1	1
DECLARATION		2	20/10/202	23 V-B	SNB20231020-VE characteristics of from the perspect qualitative descrip	9-0003 BMC Nursin an effective clinical i ive of nursing studer tive study in Iran	g - The instructor nts: a	0	1	1
		3	20/10/202	23 V-B	SNB20231020-VE Environmental Re Effect of Nurses' F Educating New G Preceptor Training Teaching Behavio	8-0008 Internal Jour search and Public H Preceptorship Exper raduate Nurses and g Courses on Clinica r	rnal of Health - Ience in al	D	1	1

You can scroll down to print your current QP Report if you wish



Detailed Report for Current QP

Detail	ed Report for Cu	rrent QP						
Summary	/							
Qualifyin	g Period (QP)							
QP Type	Time Frame	Note						
QP	01/09/2023 - 31/08/2024	\triangleright						
Points wi	thin QP							
Points wi Point Typ	ithin QP ie	Min. Requirement	*Awarded Points	Meet Min. Requirement?	Shortfall			

*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	1		After Capping					
	Core Points	Non-Core Points	Total Awarded Points	Core Points	Non-Core Points	Total Awarded Points			
T	0	1	1	0	1	1			
II-A.	0	4	4	0	4	4			
II-B	0	1	1	0	1	1			
Ш	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			

Click here for Capping Rules

s/N	Date	Category	Activities Information	Core Points	Non-Core Points	Total Point
1	18/10/2023	V-A	SNB20231018-VA-0006 Medscape Nursing- Cognitive Behavioral Therapy in Irritable Bowel Syndrome	D	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	D	1	1

History Report

Min. Requirement *Awarded Points Category QP Total CPE Total CPE I II-A II-B III IV V-A V-B VI Core Points Core Points Points Points 01/09/2007-0 4 0 0 0 0 0 0 0 0 0 4 31/08/2008 01/09/2008-1 8 0 0 0 0 0 0 0 0 9 0 31/08/2009 01/09/2009-2 16 0 0 0 0 0 0 0 0 0 18 31/08/2010 01/09/2010-3 0 0 0 0 0 0 0 0 0 0 3 31/08/2011 01/09/2011-3 24 0 0 0 0 0 0 0 0 0 27 31/08/2012 01/09/2012-10 27 0 0 0 0 0 0 0 0 37 0 31/08/2013 01/09/2013-0 0 0 0 5 0 5 0 0 0 0 0 31/08/2014 01/09/2014-0 4 0 0 0 0 0 0 0 0 0 4 31/08/2015 01/09/2015-0 0 0 0 0 0 0 9 9 0 0 0 31/08/2018 01/09/2016-1 14 0 0 0 0 0 0 0 0 0 15 31/08/2017 01/09/2017-1 0 0 0 0 0 0 0 0 0 0 1 31/08/2018 01/09/2018-0 12 0 0 0 0 0 0 12 0 0 0 31/08/2019 01/09/2019-0 4 0 0 0 3 2 0 0 0 10 1 31/08/2020 01/09/2020-1 11 0 0 0 0 5 0 0 0 0 17 31/08/2021 01/09/2021-6 14 1 0 0 0 5 0 0 0 0 26 31/08/2022 01/09/2022-31/08/2023 27 6 2 0 0 0 8 3 8 0 0 0 01/09/2023-1 4 1 0 0 2 5 0 0 0 0 13 31/08/2024

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

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