



# GUIDE

for

# Nurses/Midwives to Submit CPE Claims



# Step-by-Step Guide for Nurses/Midwives to **Submit CPE Claims**

Singapore Nursing Board (SNB) is pleased to present a [Step-by-Step Guide](#) for Nurses & Midwives to **submit CPE Claims** when they engaged in learning events under these CPE Award Categories:

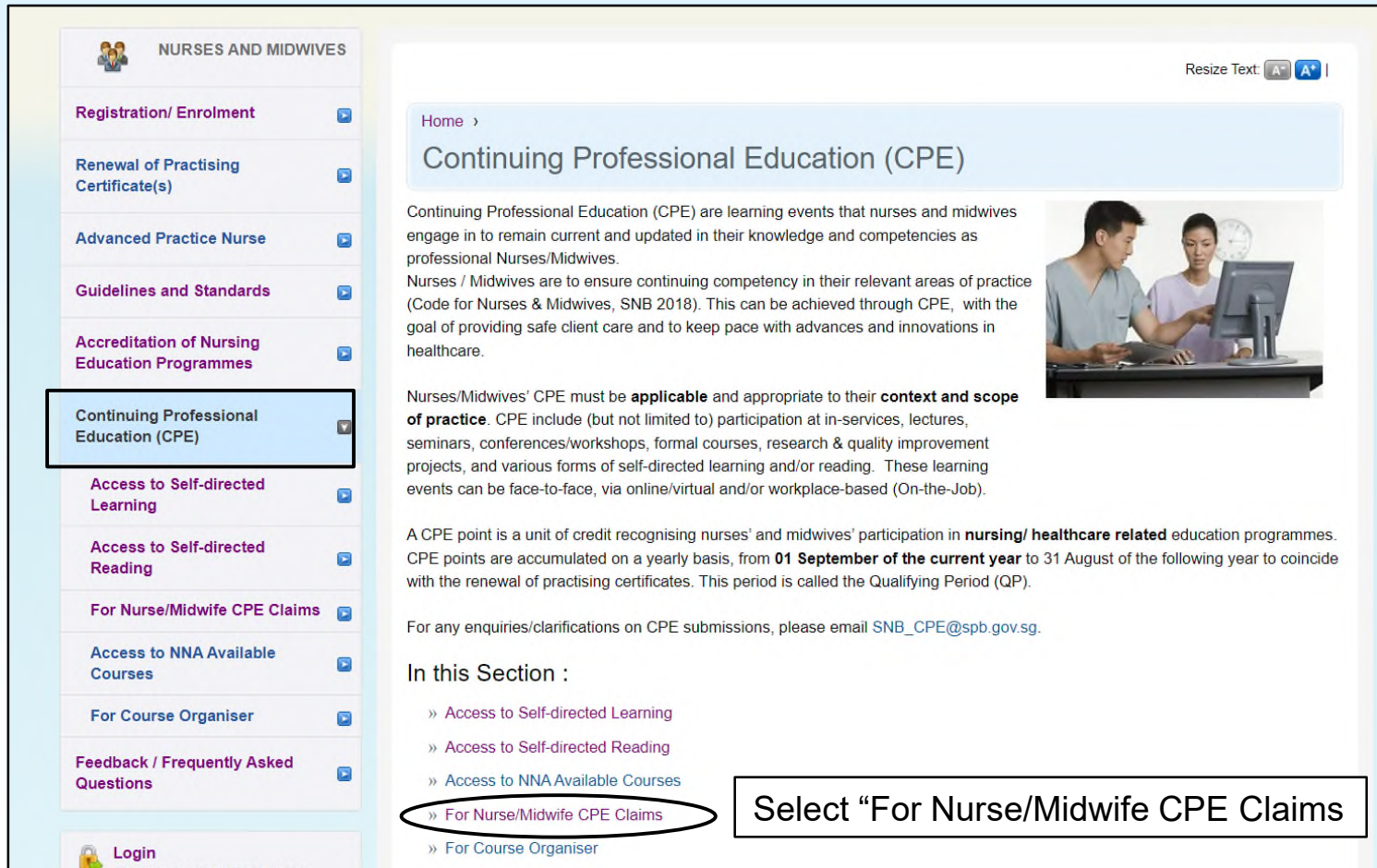
- V-A Self-directed learning
- V-B Self-directed reading
- II-B Local/Overseas Event
- III Nursing Quality Improvement /Research/EBP Projects
- IV Publications
- VI Formal Courses



# Step-by-Step Guide for Nurses/Midwives to Submit CPE Claims

Login to SNB's website and select **Continuing Professional Education (CPE)**

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



The screenshot displays the SNB website interface. On the left is a navigation menu under the heading "NURSES AND MIDWIVES". The menu items include: "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 "Continuing Professional Education (CPE)" item is highlighted with a blue box. Below the menu, the main content area features a "Home" breadcrumb, a "Continuing Professional Education (CPE)" title, and introductory text explaining CPE. A photograph of two healthcare professionals at a computer is shown. Further down, there is text defining CPE points and a list of links under "In this Section :". The link "For Nurse/Midwife CPE Claims" is circled in red. A separate box on the right contains the text "Select 'For Nurse/Midwife CPE Claims'".

**Continuing Professional Education (CPE)**

Continuing Professional Education (CPE) are learning events that nurses and midwives engage in to remain current and updated in their knowledge and competencies as professional Nurses/Midwives.

Nurses / Midwives are to ensure continuing competency in their relevant areas of practice (Code for Nurses & Midwives, SNB 2018). This can be achieved through CPE, with the goal of providing safe client care and to keep pace with advances and innovations in healthcare.

Nurses/Midwives' CPE must be **applicable** and appropriate to their **context and scope of practice**. CPE include (but not limited to) participation at in-services, lectures, seminars, conferences/workshops, formal courses, research & quality improvement projects, and various forms of self-directed learning and/or reading. These learning events can be face-to-face, via online/virtual and/or workplace-based (On-the-Job).

A CPE point is a unit of credit recognising nurses' and midwives' participation in **nursing/ healthcare related** education programmes. CPE points are accumulated on a yearly basis, from **01 September of the current year** to 31 August of the following year to coincide with the renewal of practising certificates. This period is called the Qualifying Period (QP).

For any enquiries/clarifications on CPE submissions, please email [SNB\\_CPE@spb.gov.sg](mailto:SNB_CPE@spb.gov.sg).

**In this Section :**

- » Access to Self-directed Learning
- » Access to Self-directed Reading
- » Access to NNA Available Courses
- » For Nurse/Midwife CPE Claims
- » For Course Organiser

Select "For Nurse/Midwife CPE Claims"



# Step-by-Step Guide for Nurses/Midwives to **Submit CPE Claims**

Be familiar with the [CRITERIA FOR AWARD OF CPE POINTS](#)

The screenshot displays the Singapore Nursing Board's website interface. On the left is a navigation menu with the following items: 'Registration/Enrolment', 'Renewal of Practising Certificate(s)', 'Advanced Practice Nurse', 'Guidelines and Standards', 'Accreditation of Nursing Education Programmes', 'Continuing Professional Education (CPE)', and 'Access to Self-directed Learning'. The main content area shows a breadcrumb trail: 'Home > Continuing Professional Education (CPE) > For Nurse/Midwife CPE Claims'. Below this, a paragraph states: 'Nurses/Midwives are encouraged to attain 15 Continuing Professional Education (CPE) points per year. Advanced Practice Nurses need to meet a different requirement (Refer to Renewal of APN Practising Certificate for more details)'. A section titled 'Claim for CPE Points' follows, with the text: 'In addition to obtaining CPE points from SNB approved Event Providers, Nurses/Midwives may submit claims for CPE points. Please refer to the CPE Award Criteria and "Step by Step Guide" below before you Login to submit an online CPE claim.' A list of links is provided: 'a) CPE Award Criteria [PDF, 213KB]', 'b) Step by Step Guide for Nurses Midwives to Submit CPE Claims\* [PDF, 2MB]', and 'c) Monitoring Nurses Midwives CPE Awarded Points'. A footnote at the bottom reads: '\*If the claim is approved, it will be reflected in your CPE Report (CPE-> Monitoring of CPE)'. The 'Continuing Professional Education (CPE)' menu item is highlighted in blue, and the 'a) CPE Award Criteria' link is circled in black.



# How to submit CPE Claims

## For Categories

- V-A Self-Directed Learning
- V-B Self-Directed Reading

*Nurses/Midwives CPE Claims will be auto-approved when they engage in Self-directed learning [Access to Self-directed Learning](#)*

*and*

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

***Available on SNB's CPE webpage***

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

***NB: Nurses/Midwives can engage in other websites apart from those on SNB's webpage and submit for CPE claims***

# 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*

The screenshot displays the SNB website interface for Nurses and Midwives. The left sidebar contains a navigation menu with the following items: 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, and Login FOR NURSES / REGISTERED USERS. The main content area shows the breadcrumb path: Home > Continuing Professional Education (CPE) > Access to Self-directed Learning. Below this, the heading is 'Self-directed learning events for Nurse/Midwife CPE Claims under Category V-A'. Two categories are circled: 'Medical-Surgical Nursing (requires registration/creation of an account with password)' and 'Specialty Nursing/Healthcare (requires registration/creation of an account with password)'. The 'Medical-Surgical Nursing' category lists several providers: 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, and NPS Medicine Wise Learning (Australia). The 'Specialty Nursing/Healthcare' category lists: American Association of Critical-Care Nurses, American Association for Geriatric Psychiatry, and 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 displays the SNB website interface for nurses and midwives. On the left is a navigation menu with the following items: 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. At the bottom of the menu is a 'Login FOR NURSES / REGISTERED USERS' button. 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' section lists several journals and organizations, 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' section lists journals and organizations such as Journal of Advanced Nursing, Evidence-Based Nursing, Journal of Nursing Education, Nursing Standard (UK), Nursing Times (UK), and National League for Nursing.

**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 Reading

**Journal readings for Nurse/Midwife CPE Claims under Category V-B**

**Free Journal Access (requires registration/creation of an account with password)**

- » Medscape Nurses: Nurses Journals (various specialties, e.g. American Journal of Critical Care, Journal of Hospice & Palliative Care etc)
- » Lippincott Nursing Centre: E-books Journals and Continuing Education (free and purchase articles)
- » American Journal of Nursing
- » American Nurses Association
- » Agency for Healthcare Research and Quality
- » BioMed Central Nursing
- » Journal of Research in Nursing
- » International Council of Nursing

**Requires subscription and/or purchase**

- » Journal of Advanced Nursing (full article requires purchase)
- » Evidence-Based Nursing (requires subscription or purchase)
- » Journal of Nursing Education (full article requires purchase)
- » Nursing Standard (UK)
- » Nursing Times (UK)
- » National League for Nursing (for Nurse Educators)

# Log in to SNB Website

Following completion of your self-directed learning and/or reading and saving document/screen shot of certificate of completion or journal article

## Step 1: Go to SNB website

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

### Welcome

The Singapore Nursing Board (SNB) is the regulatory authority for nurses and midwives in Singapore. We aim to protect the public through licensure and regulation of nursing/midwifery education and practice.

[LEARN MORE](#)

#### NURSES AND MIDWIVES

[Registration/ Enrolment](#)

[Renewal of Practising Certificate\(s\)](#)

[Advanced Practice Nurse](#)

[Guidelines and Standards](#)

[Accreditation of Nursing Education Programmes](#)

[Continuing Professional Education \(CPE\)](#)

[Feedback / Frequently Asked Questions](#)

[Login FOR NURSES / REGISTERED USERS](#)

[Pre-Application FOR NEW APPLICATION](#)

#### 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...

[-> more](#)

#### Announcements [View More >>](#)

28 Aug 2023 13:55

[Revised Nurses and Midwives Scope of Professional Nursing and Midwifery Practice and Core Competencies and Generic Skills](#)

04 Aug 2023 09:00

#### 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 Practising Certificates until they have completed a Return-to-Nursing (RTN) Programme. For more information, please contact us.

For more information on how to update your particulars with SNB, please click [here](#).

For more information on RTN programmes, please click [here](#).

#### Quick Links

[» Nurses and Midwives Act 1999](#)

[» Renewal of Practising Certificate\(s\)](#)

[» Renewal of APN Practising Certificate](#)

[» Accredited Nursing Programmes](#)

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





# Select **Authorised Users** on SNB Website



## Singapore Nursing Board

### Instructions for Authorised Users

I am logging as:

Nurse / Midwife

Applicant with Temporary Registration Number (X-number)

HR Personnel

CPE Provider

**Step 3: Select Nurse/ Midwife**



# Log in with Singpass



Singapore Nursing Board

Singapore Government  
Integrity • Service • Excellence  
[Contact](#) | [Feedback](#) | [Sitemap](#)

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 motto 'Integrity • Service • Excellence' and links for 'Contact', 'Feedback', and 'Sitemap'. Below this, there 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 side, there is a vertical navigation menu under the heading 'Supervisory'. The 'CPE' option is highlighted with a black box and a callout box that reads 'Step 5: Select CPE'. Below 'CPE', the 'Submit CPE Claims' option is also highlighted with a black box and a callout box that reads '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'. At the bottom of the 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

**List of Categories to select**

- II-B
- III
- IV
- V-A
- V-B
- VI

**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	-

# Submission of CPE Claims: **Category** page

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

The screenshot shows the 'Submission of CPE Claims' page. The 'Category' tab is selected and circled. The form fields for 'Category' and 'Type of Activity' are highlighted with callouts. The 'Awarded CPE points' table and 'Claim Category Details' table are also visible. A 'Proceed' button is circled at the bottom left.

**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**

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

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

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: --Select Here--

File: --Select Here--  
Certification of completion  
Result of assessment

**Supporting Documents**

Document Title: --Select Here--

File: Choose File No file chosen Attach

**Documents Attached**

Certification of completion	Replace
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Proceed

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

**Step 13:** Choose 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 Upload

Category Claim **Documents** Confirmation Acknowledgement

## 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

### Mandatory Documents

Document Title

--Select Here--

File

Choose File No file chosen

Attach

### Supporting Documents

Document Title

--Select Here--

File

Choose File No file chosen

Attach

### Documents Attached

Certification of completion

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 page

Category Claim Documents **Confirmation** Acknowledgement

## Submission of CPE Claims

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### 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** page

Category Claim Documents Confirmation **Acknowledgement**

## Submission of CPE Claims

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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](mailto:SNB@spb.gov.sg) and quote the above application no.

Print



# You will receive 2 Email Notifications from SNB

Successful Submission of CPE Claims

 SNB@spb.gov.sg

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](mailto: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](mailto:SNB@spb.gov.sg)

First email on  
**Successful  
Submission**

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.

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](mailto:SNB@spb.gov.sg)

Second email  
that claim  
has been  
approved



# For Self-directed Reading (Category VB)

On **Documents** page, select/upload & attach the required file/s as indicated in Mandatory Documents

Category Claim **Documents** Confirmation Acknowledgement

MESSAGES  
Upload successfully

### 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 *Upload Document	Copy of article <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Attach"/>
Document Title *Upload Document	Reflective learning journal <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Attach"/>

#### Supporting Documents

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

Documents Attached	
Reflective learning journal	Replace
Copy of article	Replace

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 page

Category Claim **Documents** Confirmation Acknowledgement

### 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

### Mandatory Documents

Document Title	Copy of article		
*Upload Document	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Attach"/>	
Document Title	Reflective learning journal		
*Upload Document	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Attach"/>	

### Supporting Documents

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

### Documents Attached

Reflective learning journal	<a href="#">Replace</a>	<a href="#">Delete</a>
Copy of article	<a href="#">Replace</a>	<a href="#">Delete</a>

Once the required document is uploaded, the name of the Document will appear in **blue** under **Documents Attached**  
Click **Proceed**



# How to submit CPE Claims

## For Categories

- II-B Local/Overseas Event
- III Nursing Quality Improvement / Research/ Evidence-Based Projects
- IV Publications
- VI Formal Courses

*Follow the same Steps 1 to 11 - for self-directed learning/reading as in the previous slides*

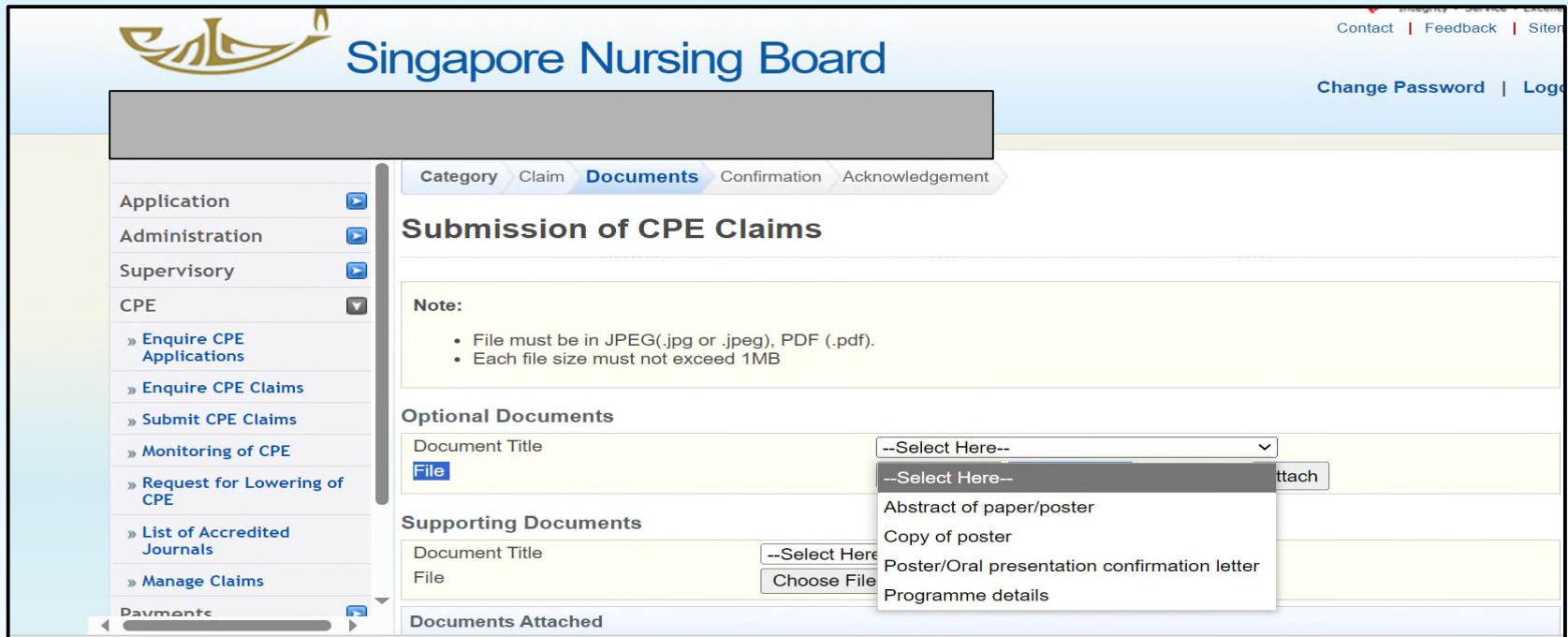


On the **Documents** page, select (from your file folder) & attach the required file/s as indicated under the Mandatory Documents

The screenshot shows the Singapore Nursing Board website interface. The top right corner features the Singapore Government logo and navigation links: Contact, Feedback, Sitemap, Change Password, and Logout. The main header displays the Singapore Nursing Board logo and name. A breadcrumb trail indicates the current page is 'Documents' under 'Claim'. The page title is 'Submission of CPE Claims'. A 'Note' section specifies file requirements: JPEG/PDF format and 1MB size limit. The 'Mandatory Documents' section has a dropdown menu open, with a red arrow pointing to the 'Programme details' option. The 'Supporting Documents' section includes a 'Choose File' button and an 'Attach' button.

Category	Mandatory Document/s to select and attach
<p><b>II B</b></p> <p>Local/ Overseas Events</p>	<p><b><u>Participant role:</u></b></p> <ul style="list-style-type: none"> <li>• Confirmation letter/document indicating your registration/ attendance <b>OR</b></li> <li>• Certificate of Attendance (<i>indicating date/s &amp; duration</i>) <b>AND</b></li> <li>• Event Programme/Schedule (if certificate of attendance does not have event duration) <b>OR</b></li> <li>• Screenshot of the event title/date and Zoom/MS Teams details</li> </ul> <p><b><u>Speaker role</u></b></p> <ul style="list-style-type: none"> <li>• Supporting document indicating your role as Speaker</li> <li>• Event Programme/Schedule</li> </ul>

On the **Documents** page, select (from your file folder) & attach the required file/s as indicated under the Mandatory Documents



Category	Mandatory (indicated as “Optional”) Document/s to select and attach
<p><b>III</b>  <u>Type of Activity</u>                      Oral Presentation                      Poster Presentation                      Quality Improvement                      Research  <i>(Activity must be completed within the Qualifying Period)</i></p>	<ul style="list-style-type: none"> <li>• Document indicating your role as Team Leader or Team Member</li> <li>• Document indicating your role as the Presenter</li> <li>• Copy of the research paper/poster</li> <li>• Document indicating the approval for the quality improvement project, with projected timelines</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Document indicating the project/research has been published/ presented/given an award</li> </ul>



On the **Documents** page, select (from your file folder) & attach the required file/s as indicated under the Mandatory Documents

Category	Mandatory Documents
<p><b>IV</b>            Publication  <i>(Article/book/guidelines must be published/established at the point of submission)</i></p>	<p><b><u>Role as Author/ Co-Author</u></b></p> <ul style="list-style-type: none"> <li>• Copy of the article/chapter/guidelines</li> </ul> <p><b><u>Role as member of practice guidelines</u></b></p> <ul style="list-style-type: none"> <li>• Copy of workgroup membership page</li> </ul> <p><b><u>Role as Reviewer</u></b></p> <ul style="list-style-type: none"> <li>• Copy of the article/chapter/guideline</li> <li>• Appointment letter as reviewer</li> </ul>
<p><b>VI</b>            Formal Courses  <i>(Courses not submitted by Providers and not awarded CPE points)</i></p> <p>Clinical Attachment            (HMDP)</p>	<ul style="list-style-type: none"> <li>• Document indicating you completed the course/Certificate of completion</li> <li>• Course Outline with duration</li> </ul> <ul style="list-style-type: none"> <li>• Official acceptance letter  <b>AND</b></li> <li>• Report stating details of your observation/ learning points during the attachment</li> </ul>



# Critical steps prior to submitting CPE Claims

- After completing the various categories of learning activity (IIB, III, IV, V-A, V-B & VI)
  - Save the certificate of completion/result of assessment, journal article and other mandatory documents 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
  - Certificate/article/document must be in jpg/jpeg or PDF (to upload/attach)
  - File size should not be more than 1MB

***Always save as pdf format where possible***

- Proceed to login to SNB website as a nurse/midwife to submit your CPE claim

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

