



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 shows the SNB website interface. On the left is a navigation menu for 'NURSES AND MIDWIVES' 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)** (highlighted with a black box), 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. Below the menu is a 'Login' button for nurses/registered users.

The main content area is titled 'Continuing Professional Education (CPE)'. It includes a breadcrumb 'Home >' and a 'Resize Text' control. The text explains that CPE are learning events for nurses and midwives to stay current. It states that CPE must be **applicable** and appropriate to their **context and scope of practice**. A list of activities includes in-services, lectures, seminars, conferences/workshops, formal courses, research, and self-directed learning. A CPE point is defined as a unit of credit for nursing/healthcare related education, accumulated from **01 September of the current year** to 31 August of the following year. For enquiries, it provides the email SNB_CPE@spb.gov.sg.

Under 'In this Section:', there is a list of links: Access to Self-directed Learning, Access to Self-directed Reading, Access to NNA Available Courses, **For Nurse/Midwife CPE Claims** (circled in black), and For Course Organiser. A black box with white text points to the circled link, stating 'Select "For Nurse/Midwife CPE Claims"'. An image of two healthcare professionals at a computer is also visible.



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

Be familiar with the **CRITERIA FOR AWARD OF CPE POINTS**

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 ▶

Home › Continuing Professional Education (CPE) ›

For Nurse/Midwife CPE Claims

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)

Claim for CPE Points

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) [CPE Award Criteria \[PDF, 213KB\]](#)
- b) [Step by Step Guide for Nurses Midwives to Submit CPE Claims* \[PDF, 2MB\]](#)
- c) [Monitoring Nurses Midwives CPE Awarded Points](#)

*If the claim is approved, it will be reflected in your CPE Report (CPE-> Monitoring of CPE).



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

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 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. The main content area is titled 'Access to Self-directed Reading' and includes a breadcrumb trail: Home > Continuing Professional Education (CPE) > Access to Self-directed Reading. Below the title, it states 'Journal readings for Nurse/Midwife CPE Claims under Category V-B'. The page is divided into two sections: '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 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' section lists journals and resources that require a subscription or purchase, including 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). A 'Login' button is visible at the bottom left of the page.



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

[Update your email address and employment by 19 August](#)

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 tagline 'Integrity • Service • Excellence' and links for 'Contact', 'Feedback', and 'Sitemap'. Below this, there are links for 'Change Password' and 'Logout'. The main content area shows a 'Welcome to PRS' message and a 'MOHALERT' notification. On the left, a navigation menu is visible under the 'Supervisory' heading, with 'CPE' selected. The 'CPE' menu includes options like 'Enquire CPE Applications', 'Enquire CPE Claims', 'Submit CPE Claims', 'Monitoring of CPE', 'Request for Lowering of CPE', 'List of Accredited Journals', and 'Manage Claims'. Two callout boxes highlight the 'CPE' menu item and the 'Submit CPE Claims' option.

Step 5: Select CPE

Step 6: Select Submit CPE Claims

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 are as follows:

- *Category:** V-A (dropdown menu, circled with a callout: **Step 7: Category Select V-A**). Below the dropdown is the text 'The Category is required'.
- *Type of Activity:** Self Directed Learning (dropdown menu, circled with a callout: **Step 8: Type of Activity Select Self-Directed Learning**). Below the dropdown is the text 'The Type of Activity is required'.

Below the form is a table titled 'Awarded CPE points (After Capping)':

Category	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

Below the table is a table titled '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	-

At the bottom left of the form is a 'Proceed' button, circled with a callout: **Step 9: After selecting Category and Type of Activity Click Proceed**.

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"/>

Proceed

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
-----------------------------	---------

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

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

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

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

 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 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

 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

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

Documents Attached

Reflective learning journal	Replace	Delete
Copy of article	Replace	Delete

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



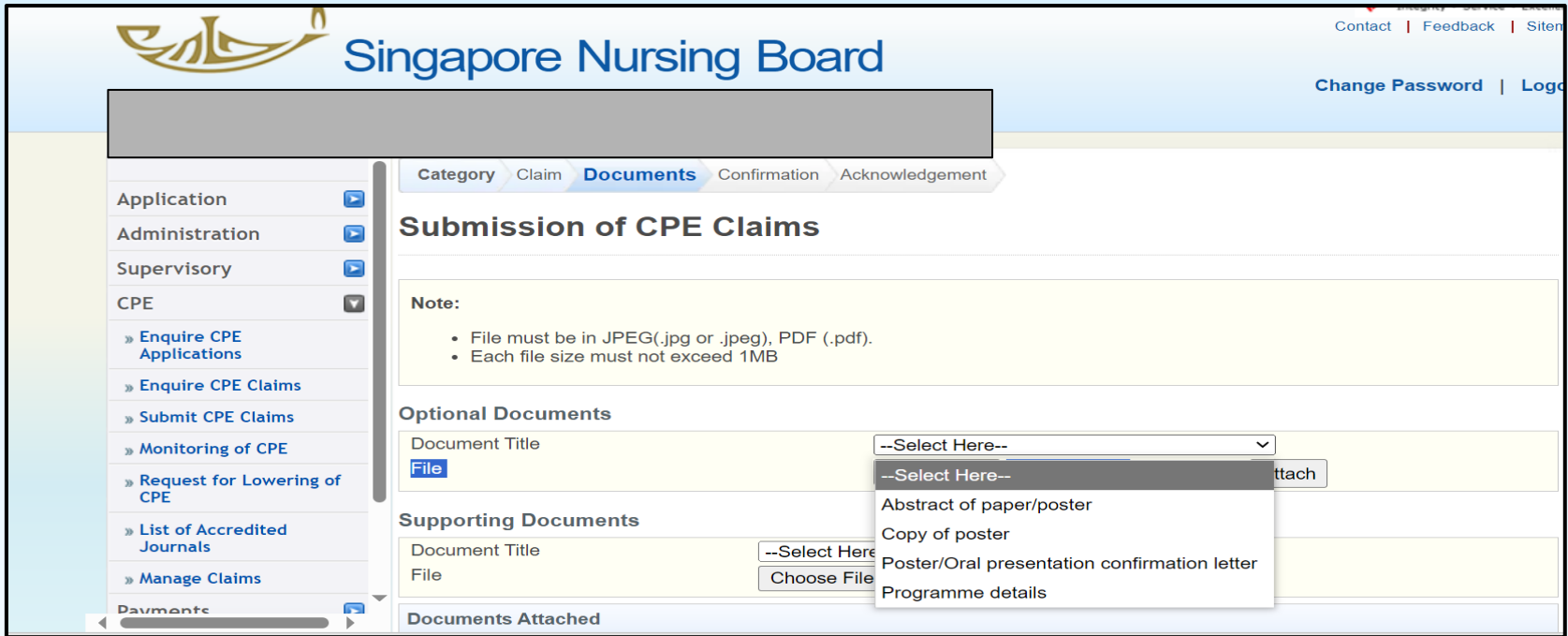
On the **Documents** page, select (from your file folder) & attach the required file/s as indicated under the Mandatory Documents

The screenshot shows the Singapore Nursing Board website interface. At the top, there is the logo and name 'Singapore Nursing Board' and the Singapore Government logo with the motto 'Integrity • Service • Excellence'. Navigation links include 'Contact', 'Feedback', 'Sitemap', 'Change Password', and 'Logout'. The main navigation menu on the left includes 'Application', 'Administration', 'Supervisory', 'CPE', and 'Payments'. Under 'CPE', there are sub-links for 'Enquire CPE Applications', 'Enquire CPE Claims', 'Submit CPE Claims', 'Monitoring of CPE', 'Request for Lowering of CPE', 'List of Accredited Journals', and 'Manage Claims'. The breadcrumb trail shows 'Category > Claim > Documents > Confirmation > Acknowledgement'. The page title is 'Submission of CPE Claims'. A 'Note' section states: 'File must be in JPEG(.jpg or .jpeg), PDF (.pdf). Each file size must not exceed 1MB'. The 'Mandatory Documents' section has a dropdown menu with options: '--Select Here--', 'Confirmation letter or certificate of attendance', and 'Programme details'. A red arrow points to the 'Programme details' option. Below this, there is a 'Supporting Documents' section with a similar dropdown menu and a 'Choose File' button. The 'Documents Attached' section is currently empty.

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



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>III <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"> • Document indicating your role as Team Leader or Team Member • Document indicating your role as the Presenter • Copy of the research paper/poster • Document indicating the approval for the quality improvement project, with projected timelines <p>OR</p> <ul style="list-style-type: none"> • Document indicating the project/research has been published/presented/given an award

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

Category	Mandatory Documents
<p>IV Publication <i>(Article/book/guidelines must be published/established at the point of submission)</i></p>	<p><u>Role as Author/ Co-Author</u></p> <ul style="list-style-type: none"> • Copy of the article/chapter/guidelines <p><u>Role as member of practice guidelines</u></p> <ul style="list-style-type: none"> • Copy of workgroup membership page <p><u>Role as Reviewer</u></p> <ul style="list-style-type: none"> • Copy of the article/chapter/guideline • Appointment letter as reviewer
<p>VI 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"> • Document indicating you completed the course/Certificate of completion • Course Outline with duration <ul style="list-style-type: none"> • Official acceptance letter AND • Report stating details of your observation/ learning points during the attachment



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

