User Guide to Apply for Professional Engineer (PE) Practising Certificate

Table of Contents
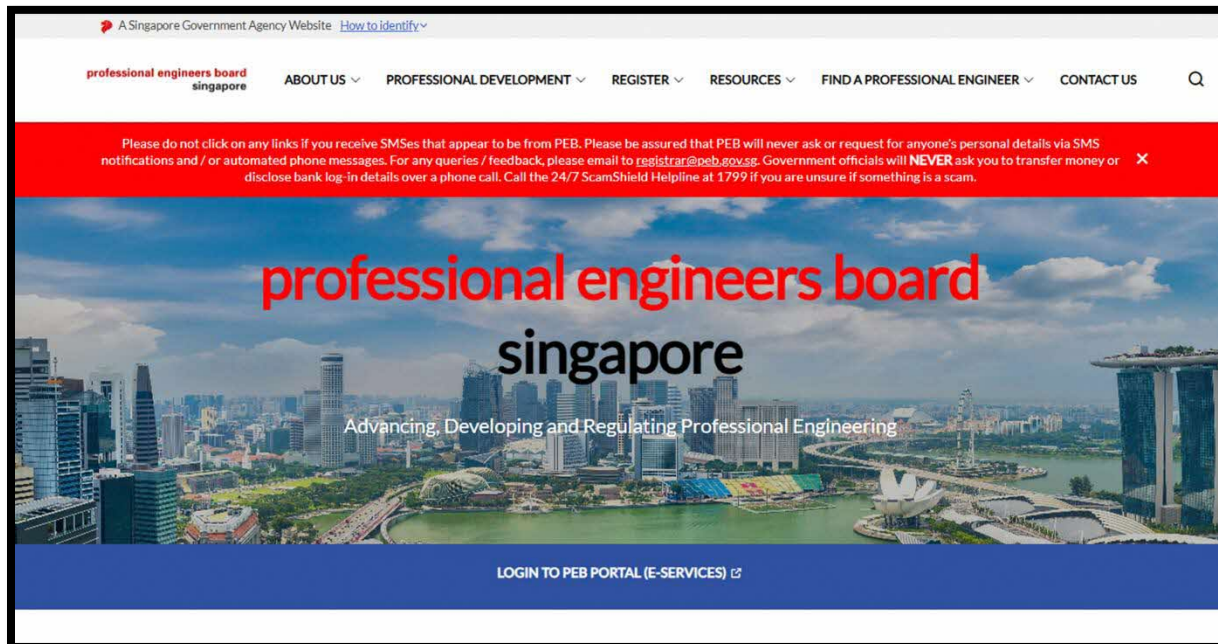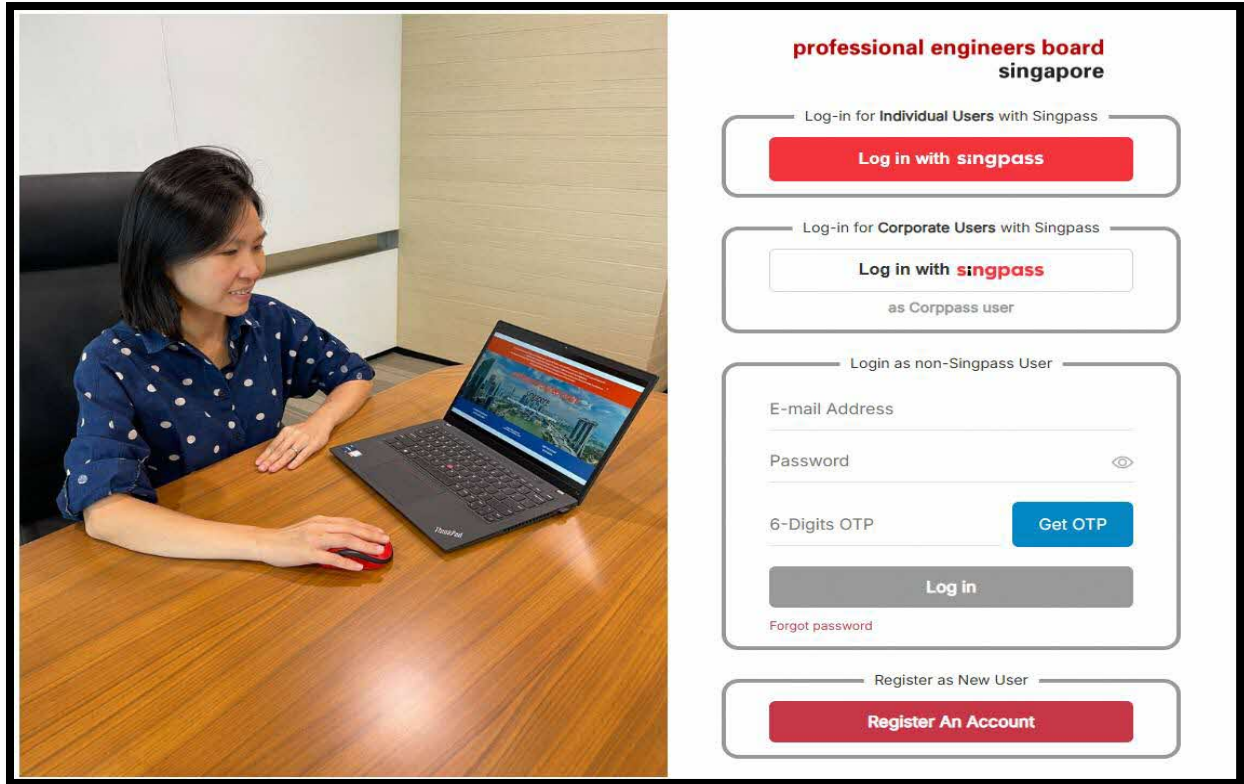
Dear Applicant

PEB has prepared this guide to assist you in your application process. Please refer to the PEB website for application prerequisites.

1 Navigation to PEB Portal (E-Services) from PEB Website

Access the **PEB website** by visiting https://www1.peb.gov.sg/. On the homepage, click on **"LOGIN TO PEB PORTAL (E-SERVICES)"** to proceed to PEB Portal login page.
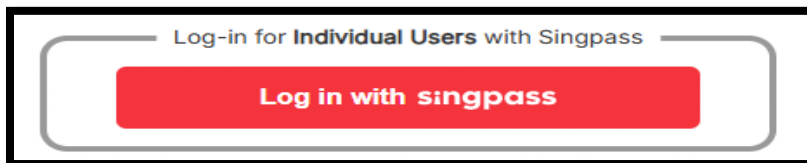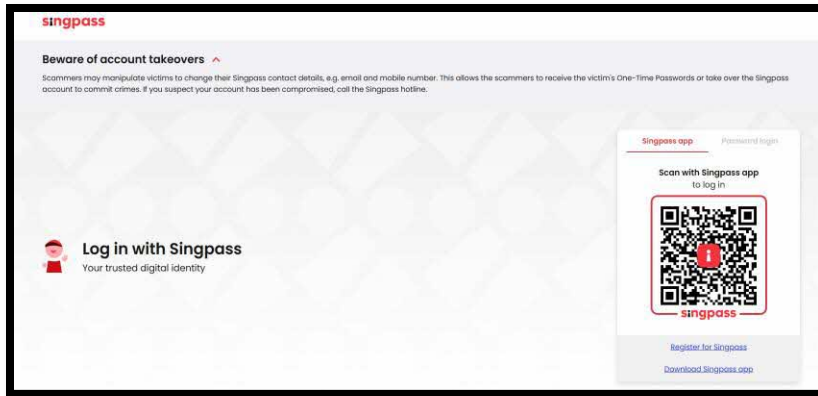
2 User Log In

2.1 Login with Singpass

If you are Singapore citizens, Permanent Residents (PRs), and holders of valid work pass (Employment Pass, S-Pass, Work Permit or Dependant's Pass) and already registered with PEB, select **"Log in with Singpass"**. You will be redirected to the Singpass Login page. Enter your Singpass credentials to login. After successful login, you will be redirected to the PEB Dashboard. **Please review your "Profile" after logging in to the portal.**
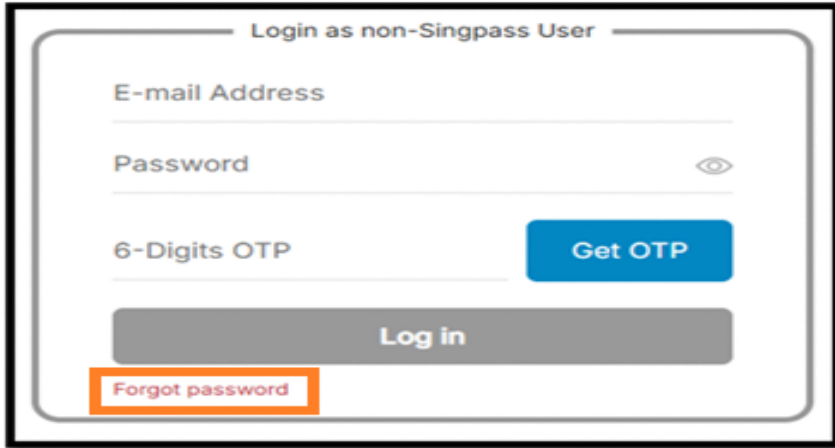
2.2 Login as non-Singpass user

If you are a foreigner without Singpass and has an existing account with PEB, use the registered email to login under **"Login as non-Singpass User"** section.

i.   Enter your registered email address and password.
ii.   Click **"Get OTP"** to receive your OTP. Your OTP will be sent to your email address.
iii.   Enter your 6-digit OTP received in your email and click Login.

iv.   If you have forgotten your password, click the **"Forgot password"** section to reset your password.

v. You will be redirected to the page below. Enter your registered email address and click **"Submit"**. The password reset URL will be sent to your email. Please check your inbox and click on the URL to reset your password. **Please review your "Profile" after logging in to the portal.**
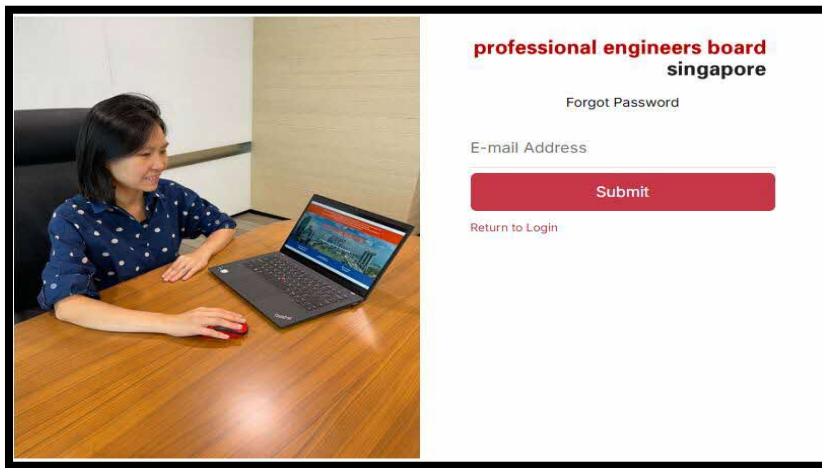

3 Submit online application and payment

To apply for Practising Certificate (PC), a PE is required to comply with Continuing Professional Development (CPD) requirements. When applying for PC, a PE is required to make the necessary declaration, update personal information including contact, practice and employment information. The application fee is S$200. For application submitted online after 1 Dec, an additional fee of S$50 would be levied, however, it is not applicable when PE is applying PC for the first time.

4 Application for Practising Certificate (PC) – Step by Step Guide

To submit PC application, go to the **Applications** tab. Click the PC icon to begin and submit your application.
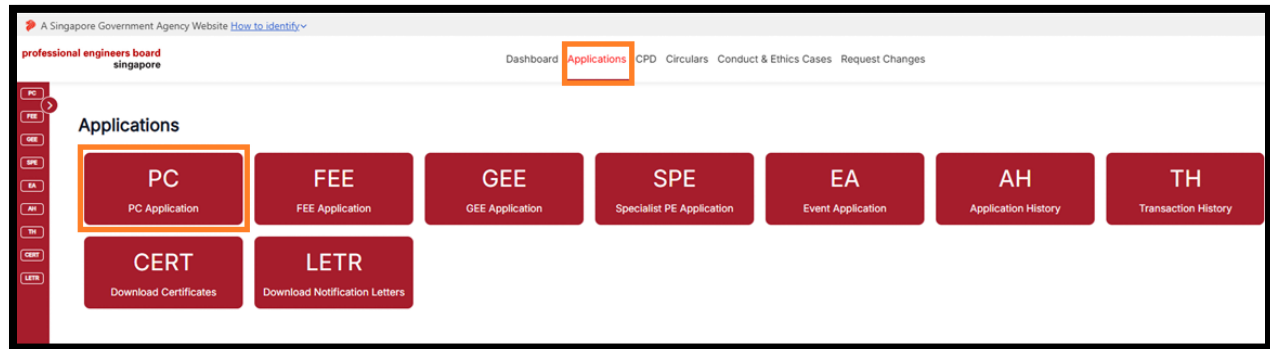
4.1   Submission of Application

The online application form should take about 10 to 15 minutes to complete. All entries are to be made in Title Case (i.e. Capitalise Each Word). During the application process, you may save your progress by selecting **"Save as Draft"**. This allows you to return and continue from where you left off the next time you logged in. To resume, simply click on the application with a **"Draft"** status on your dashboard.

Step 1 - Declaration

Before you proceed to apply for PC, you are required to declare your answer for each query. Please read each question carefully and provide the correct details.

Note: The **"Proceed"** button will be enabled only after you indicate **Yes** or **No** to make each declaration.

Step 2 – PC Qualifying period

- All fields indicated with * are mandatory.
- Make the appropriate selection in fields with a dropdown list.

- After selecting PC year, user will be able to select the PC type from the drop-down list.
- Once PC type is selected, user will be able to select Engineering branch.
- Click Next to proceed.

Step 3 - PE Details

- Information on this page will be pre-filled using details from previously submitted applications.

Step 4 – Practice & Employment Information

- All fields indicated with * are mandatory.
- Based on your selection of *Practice/Employer Category (Private Sector/Public Sector)*, make the appropriate selection in fields with a dropdown list.
- Input additional Practising / Employment Information by checking the check box.

Step 5 – Contact Information

- All fields indicated with * are mandatory.
- Information on this page will be pre-filled using details from previously submitted applications.
- Make the appropriate selection in fields with a dropdown list.
- Only one set of data input for each field is required on contact no. and email address, i.e. do not input more than 1 contact no. or email address in the same field.
- As some companies may have 'firewalls' in place, do provide a personal email address to ensure you receive an email acknowledgement of your application.

- In case of an address change, enter the postal code in the *Postal Code* field and click the *Search* button. The system will automatically populate the *Block/House No.*, *Street/City/State Name*, and *Building Name*. You will only need to enter the *Floor No.* and *Unit No.* **Please note:** The populated data is not editable, so there is no need to change the text format (e.g., from UPPERCASE to Title Case).

Step 6 – PDU Summary

System populates the PDU Summary table with overview of past qualifying period based on your PE registration year.

Step 7 – Summary

This section allows you to check and confirm your information before submitting the online application.

- To make changes to your input, use the side menu to navigate to the relevant pages. Avoid using your browser's Back or Forward buttons, as this may disrupt the application process.
- Confirm that all information provided is accurate by ticking the checkbox, then click **"Next"** to proceed.

Step 8 – e-Payment

This section allows you to pay your application fee by e-payment.

- Click the **"Pay"** button to get into the payment page.

- To proceed with the payment please click the **"Yes"** button from the Confirm pop up to redirect to the payment page.
- The accepted payment mode is VISA or Master credit card/ debit card.
- You may make a final check of your input done at the Payment page before clicking the Pay button.
- To return to the PEB Portal dashboard you can click the backward button upon the top left corner.
- To complete the payment, you can click the **"Pay"** button to proceed.
- After payment is submitted you will be redirected back to the PEB Portal dashboard within 10 seconds.
- You will receive Pay SG and PEB acknowledgement email once the application is submitted.

professional engineers board singapore

← **Professional Engineers Board**

Name	Your Name
Identifier	Your NRIC number or Passport/Employment Pass if you are not Singaporean
Email	Your Email Address

Summary

Description	Amount (SGD)
PC Application Fee	$200.00
Total	**$200.00**

Complete payment

Card number

1234 1234 1234 1234   VISA ⬤⬤

Expiration date	Security code
MM / YY	CVC

Country

Singapore ⌄

Pay $200.00

✓ **PAY**SG

professional engineers board
singapore

Payment Successful! Redirecting in 10 seconds. To print the completed application form, please navigate to the submitted application in the dashboard.
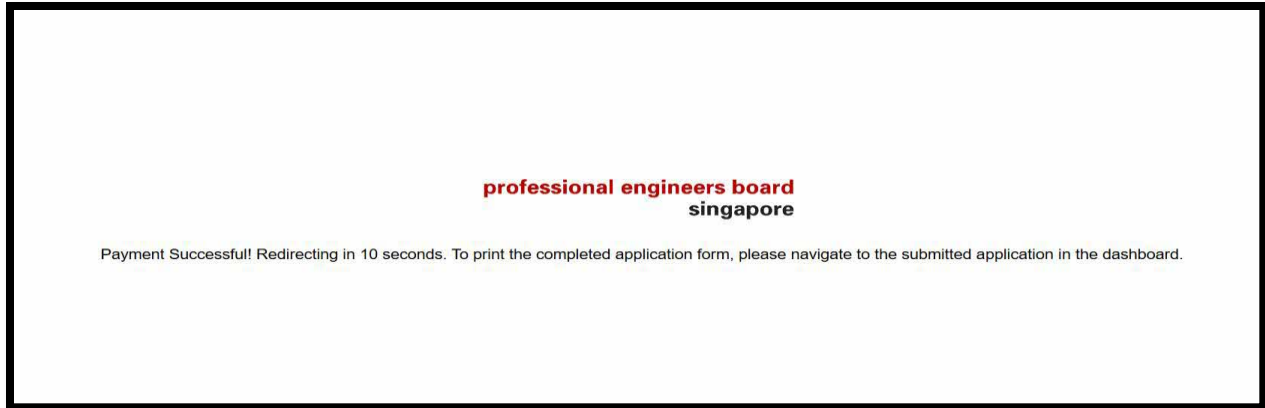
Step 9 – Application Form

Once the payment is made, please navigate to the submitted application in the dashboard. Click on the PC application with status **"Pending Processing"**. You will be redirected to the Summary page. Click on the **"Generate PDF"** button to print the submitted application form for your reference.
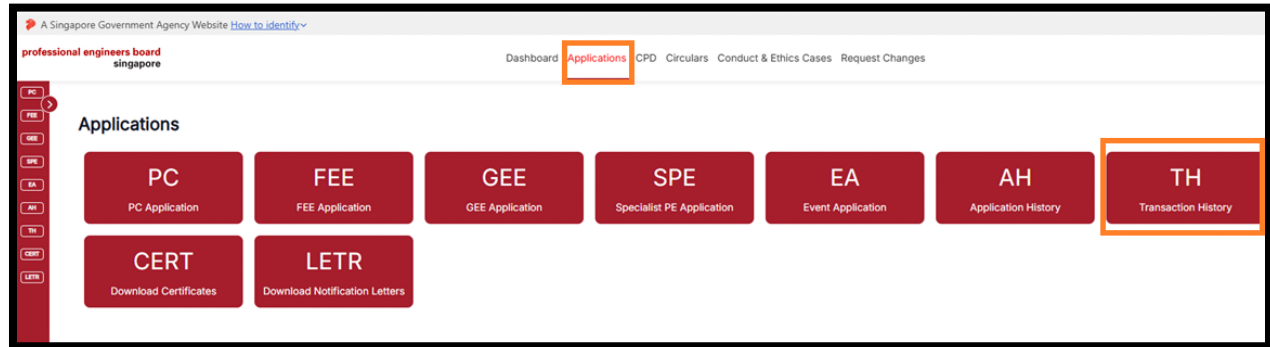
PEB will review and process your application, and you will be notified via email about the outcome. All correspondence will be sent from registrar@peb.gov.sg , please look out for notification. Alternatively, you can log in to the PEB portal to check the status of the application.
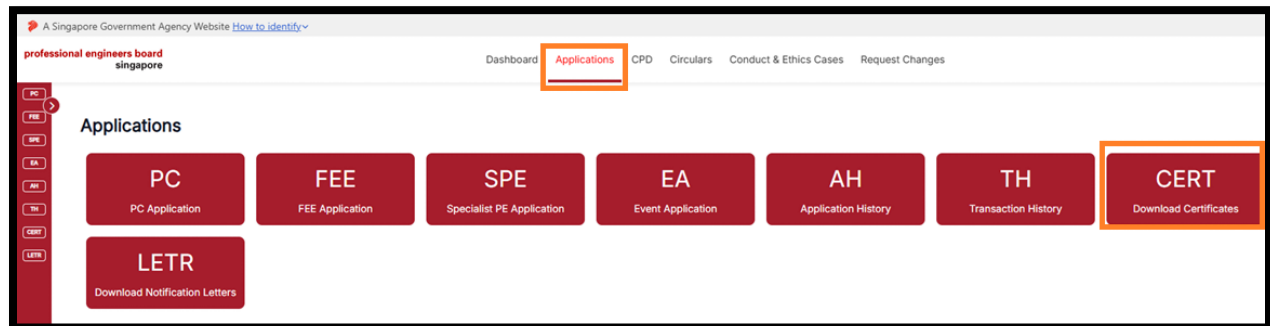
4.2 Download Payment Receipt

To download the payment receipt, navigate to Applications → Transaction History and click on the download button.

4.3 Download Certificates

Once the PC application is approved, you can download the **PC Certificate** by navigating to Applications → Download Certificates and clicking the download button.

professional engineers board singapore