

# **User Guide to Apply for Course Organiser (CO)**

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**Dear Applicant**

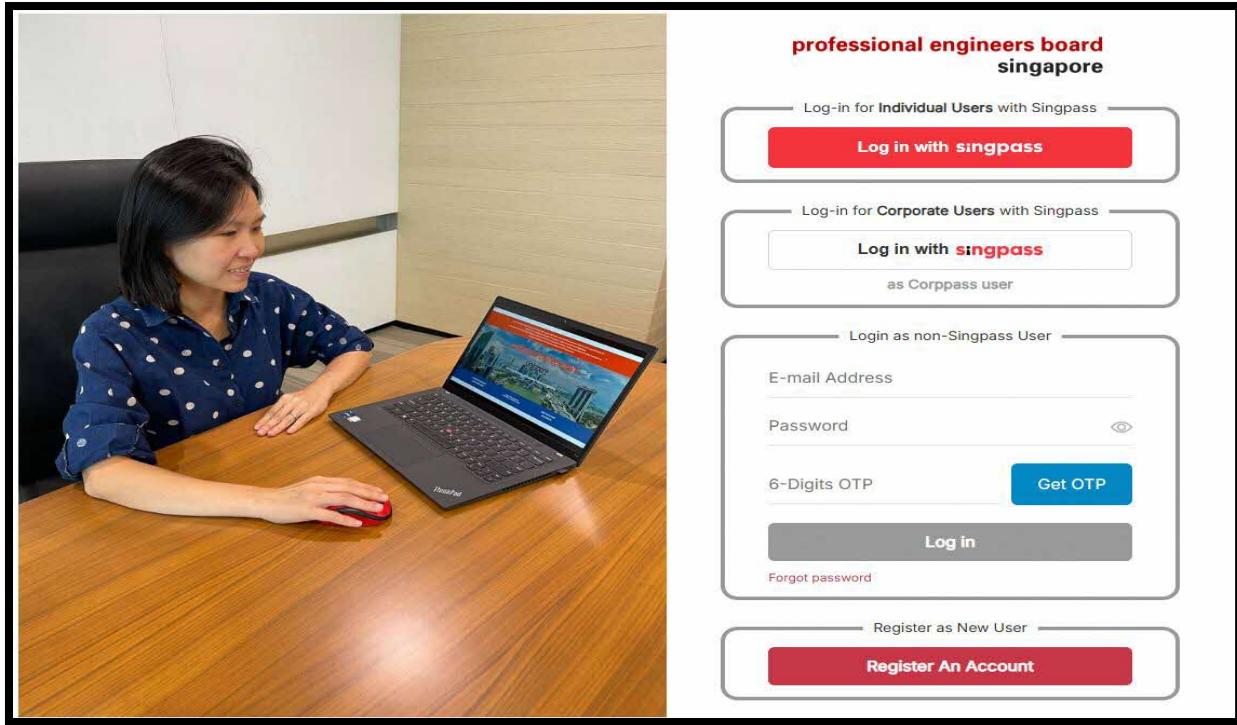
PEB has prepared this guide to assist you in your application process. Please refer to the PEB website for application prerequisites.

## 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.

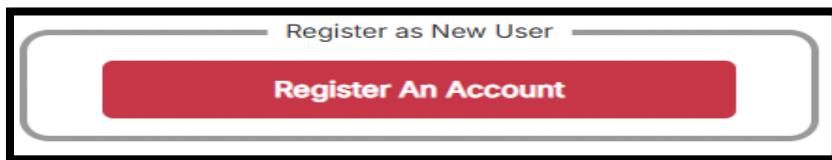


## 2 Log In and Registration



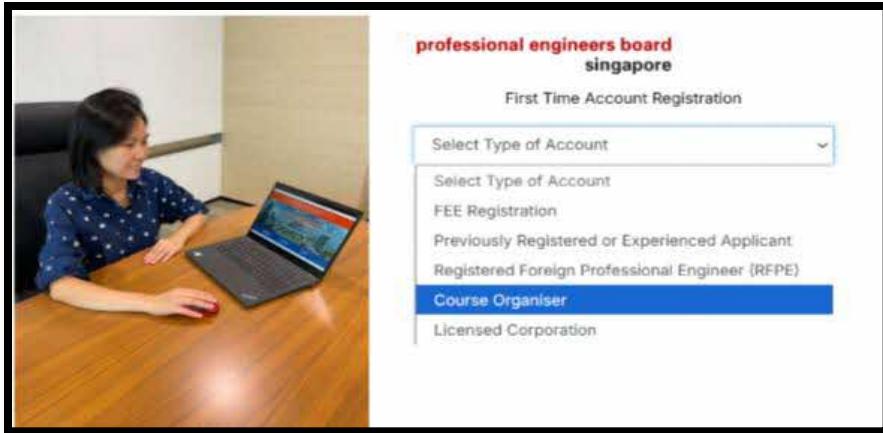
### 2.1 Register as New User

If you do not have an account with PEB, select "**Register An Account**" to create one.

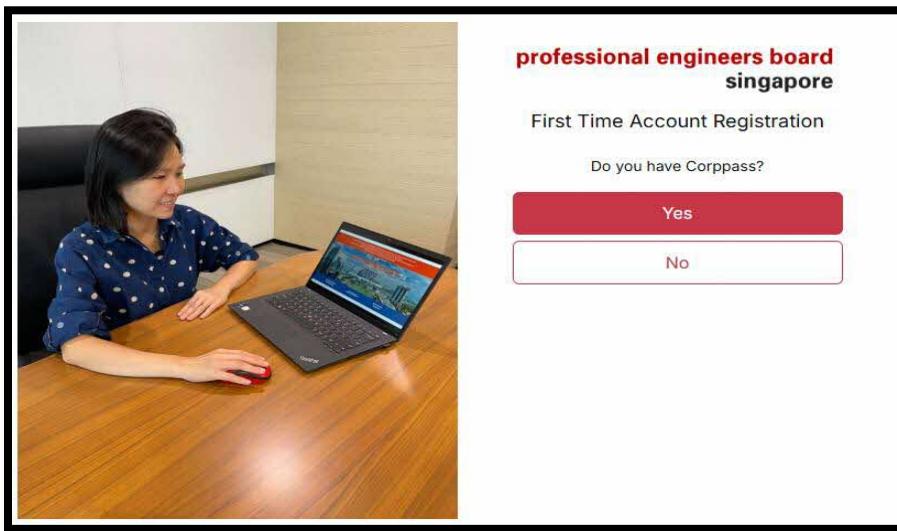


- i. Select Type of Account as **Course Organiser**.

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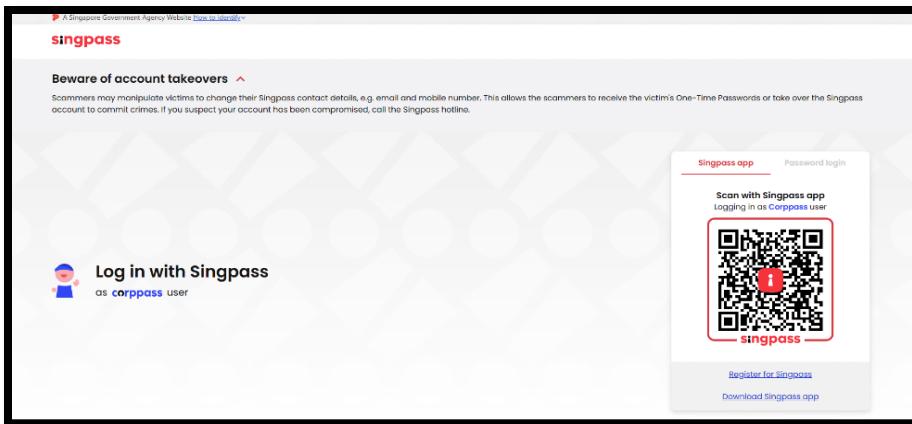


- ii. On the next screen, you will be asked whether you have a **Corppass account**:
  - Click **Yes** if you have a Corppass account.
  - Click **No** if you do not have a Corppass account.

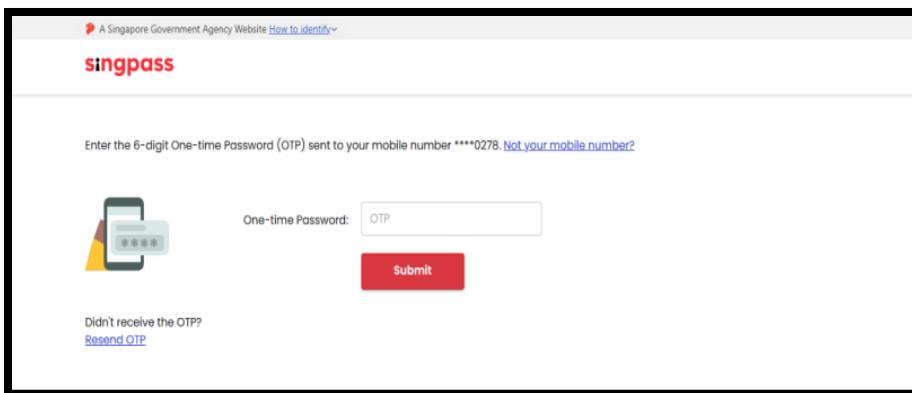


- iii. If you selected **Yes**:
  - You will be redirected to the **Corppass Login** page.
  - Log in using your Corppass credentials to proceed with the account registration.

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- Enter the 6-digit OTP sent to your mobile number and click "**Submit**".

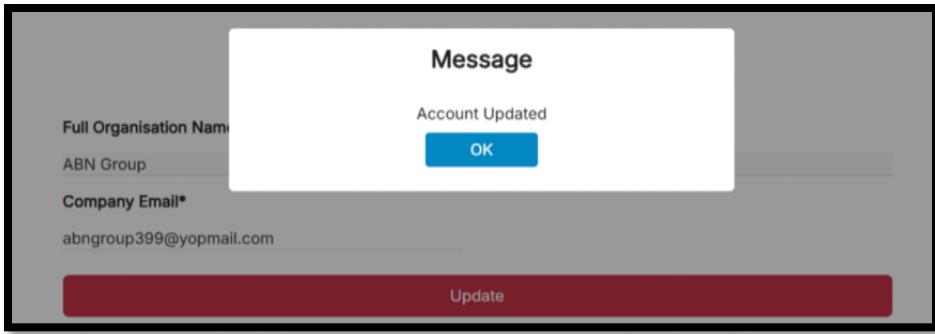


- Enter the Organisation Name and Company Email and click "**Submit**".

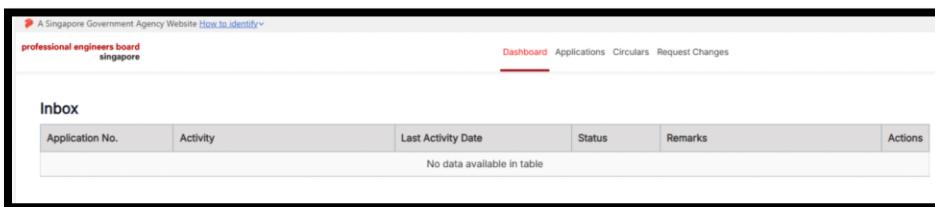
A screenshot of the "New Account (Course Organiser)" form. It has two sections: "Organisation Name\*" and "Company Email\*". The "Organisation Name\*" section includes fields for "Full Organisation Name" (containing "23993622X") and "UEN\*" (containing "23993622X"). The "Company Email\*" section includes a field for "Company Email". At the bottom is a large red "Submit" button. Below the "Submit" button is a link "Already have an account?".

- Once your account is created, login to the application using your Corppass credentials and click "**Update**" shown in the screen below if there are no further changes.

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- Your account will be updated, and you will be redirected to the dashboard.



- iv. If you have selected **No** for Corppass:
- You will be redirected to the **Registration Page** below.
  - Enter all the required mandatory details.
  - Password entered must contain at least one uppercase and lowercase alphabet, a number, a special character and at least 12 characters long.
  - Click "**Submit**" to complete your registration.
  - Please ensure that the email address provided during registration is accurate. This email address will be used for login purposes.

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New Account (Course Organiser)

All fields marked with an asterisk \* are compulsory

Salutation*	Full Name*
Please select Salutation	Full name as per NRIC*
Nationality*	UEN*
Please select Nationality	UEN
ID Type*	ID Number*
Please select ID Type	ID Number*
Email*	
Email*	
Password	
Password*	Re-enter Password*
Hint: Password must contain at least one uppercase and one lowercase alphabet, a number, a special character and at least 12 characters long	

[Submit](#)

Already have an account? [Log in](#)

- v. After successful registration, you can log in using your newly created credentials under the section "**Log-in as non-Singpass User**" and you will be redirected to the PEB dashboard.

Log-in as non-Singpass User

E-mail Address	
Password	
6-Digits OTP	Get OTP
<a href="#">Log in</a>	
<a href="#">Forgot password</a>	

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The screenshot shows the PEB Singapore dashboard. At the top, there's a notice: "A Singapore Government Agency Website [How to identify](#)". The header includes the PEB logo and navigation links: Dashboard, Applications, Circulars, Request Changes. The main area is titled "Inbox" and contains a table with columns: Application No., Activity, Last Activity Date, Status, Remarks, and Actions. A message at the bottom of the table says "No data available in table". Below the table, there are buttons for "Show 10 entries" and "Showing 0 to 0 of 0 entries".

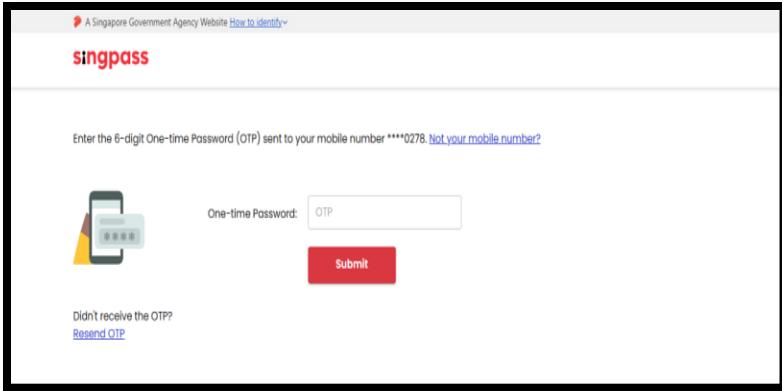
## 2.2 Login with Singpass as Corppass User

If you are authorised personnel of both Singapore-registered entities (such as companies, charities, and associations) and foreign entities that transact with Singapore government agencies and has an existing account with PEB, select "**Log in with Singpass as Corppass user**". You will be redirected to the Corppass Login page. Enter your Corppass credentials to login.

The top screenshot shows a "Log-in for Corporate Users with Singpass" page with a large "Log in with singpass" button. The bottom screenshot shows the Singpass QR code login interface, which includes a QR code, a "Scan with Singpass app" button, and a "Password login" link. There is also a "Beware of account takeovers" warning message.

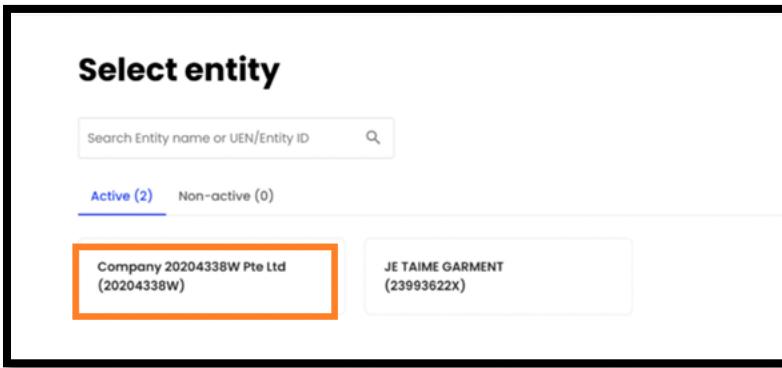
- i. Enter the 6-digit OTP sent to your mobile number.

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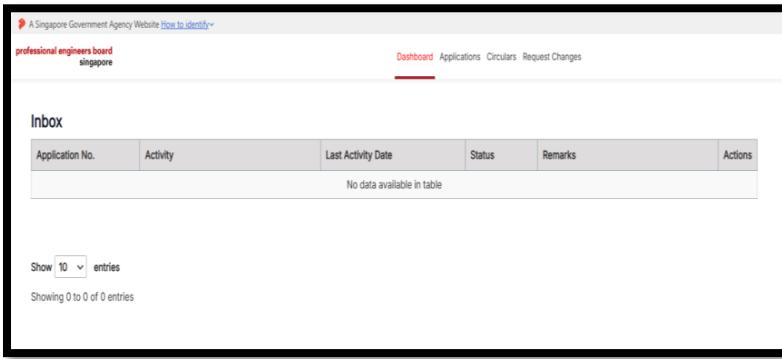
A screenshot of the Singpass One-time Password (OTP) login page. At the top, it says "A Singapore Government Agency Website" and "How to identify". The Singpass logo is prominently displayed. Below that, there's a message: "Enter the 6-digit One-time Password (OTP) sent to your mobile number \*\*\*\*0278. [Not your mobile number?](#)". There is an icon of a smartphone with a message bubble. A text input field is labeled "One-time Password: OTP" and a red "Submit" button below it. Below the input field, there's a link "Didn't receive the OTP? [Resend OTP](#)".

- ii. If you are authorised personnel of multiple entities, you will be redirected to the page below. Select the entity you wish to log in to.



A screenshot of the "Select entity" page. The title "Select entity" is at the top. Below it is a search bar with placeholder text "Search Entity name or UEN/Entity ID" and a magnifying glass icon. Underneath the search bar are two tabs: "Active (2)" which is underlined in blue, and "Non-active (0)". Below the tabs are two entity cards. The first card, "Company 20204338W Pte Ltd (20204338W)", has a red rectangular border around it. The second card, "JE TAIME GARMENT (23993622X)", does not have a border. Both cards show the entity name and its UEN/Entity ID.

- iii. You will be redirected to the PEB dashboard.



A screenshot of the PEB Dashboard. The header includes the "professional engineers board singapore" logo and navigation links for "Dashboard", "Applications", "Circulars", and "Request Changes". The main area is titled "Inbox". It features a table with columns: Application No., Activity, Last Activity Date, Status, Remarks, and Actions. A message at the bottom of the table says "No data available in table". Below the table, there are dropdown menus for "Show 10 entries" and a note "Showing 0 to 0 of 0 entries".

- iv. If you are a first-time user, after you enter your 6-digit OTP, you will be redirected to the account registration page. Select "Type of Account" as "**Course Organiser**", enter your organisation name and company email address and click "**Submit**".

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New Candidate Account  
All fields marked with an asterisk \* are compulsory

Type Of Account\*

Organisation Name\*  
Full Organisation Name

UEN\*  
23993622X

Company Email\*  
Company Email

**Submit**

Already have an account?

- v. Click "**Yes**" to continue.

New Candidate Account

Type Of Account\*

Course Organiser

Organisation Name\*  
DSN Technologies

Company Email\*  
dsnt399@yopmail.com

**Confirmation**

Are you sure you want to continue?

No Yes

**Submit**

Already have an account?

- vi. Click "**Update**" if the details entered are correct and you will be redirected to the PEB dashboard.

Update Account  
All fields marked with an asterisk \* are compulsory

Full Organisation Name\*  
DSN Technologies

UEN\*  
23993622X

Company Email\*  
dsnt399@yopmail.com

**Update**

A Singapore Government Agency Website [How to identify](#)

professional engineers board  
singapore

Dashboard Applications Circulars Request Changes

Inbox

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
No data available in table					

Show 10 entries  
Showing 0 to 0 of 0 entries

## 2.3 Login as non-Singpass user

If you are a foreign entity without Corppass 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. You will be redirected to the PEB dashboard.

Login as non-Singpass User

E-mail Address

Password

6-Digits OTP

**Log in**

**Forgot password**

A Singapore Government Agency Website [How to identify](#)

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singapore

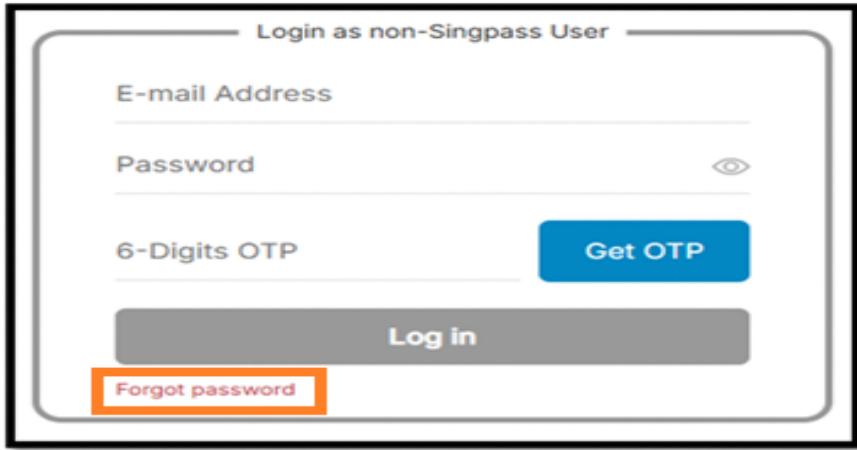
Dashboard Applications Circulars Request Changes

Inbox

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
No data available in table					

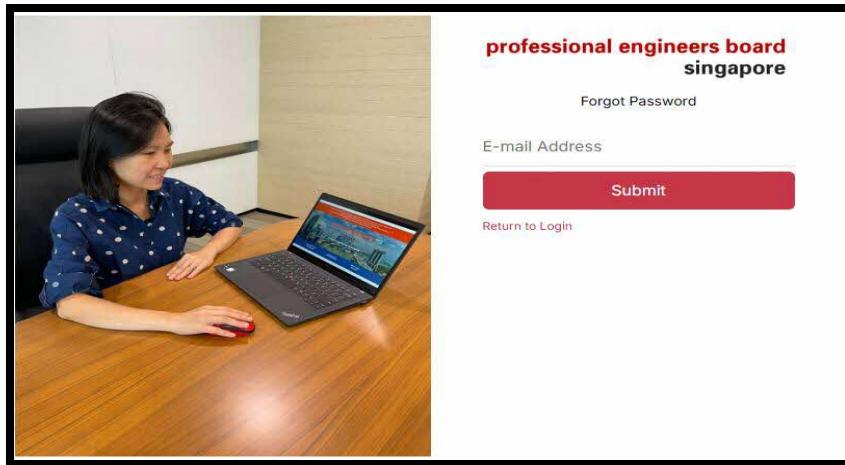
**professional engineers board singapore**

- v. If you have forgotten your password, click the “**Forgot password**” section to reset your password.



The image shows a login interface titled "Login as non-Singpass User". It features three input fields: "E-mail Address", "Password" (with an eye icon for visibility), and "6-Digits OTP". To the right of the OTP field is a blue button labeled "Get OTP". Below these fields is a large grey "Log in" button. At the bottom left is a red "Forgot password" link.

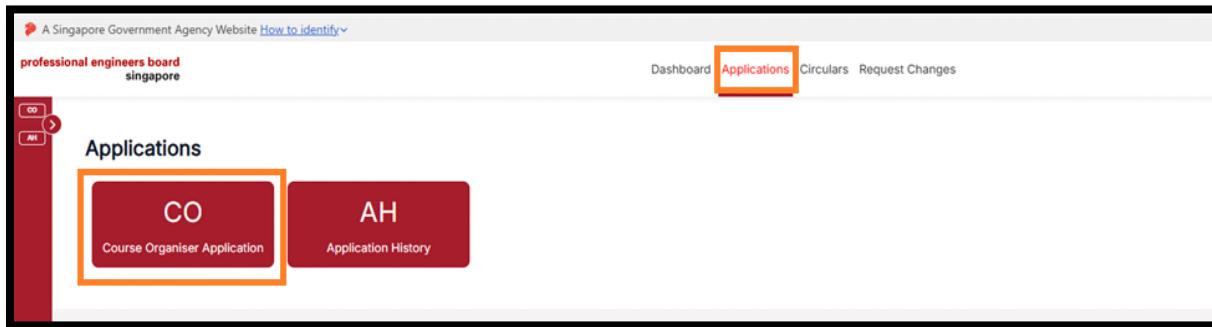
- vi. You will be redirected to the page below. Enter your registered email address and click “**Submit**”. The password reset URL will be sent to your email. Please check your inbox and click on the URL to reset your password.



The image shows a composite view. On the left, a woman is seated at a desk, looking at a laptop screen. On the right, a screenshot of a web page titled "professional engineers board singapore" is displayed. The page has a "Forgot Password" heading, an "E-mail Address" input field, a red "Submit" button, and a "Return to Login" link.

## 3 Application for Course Organiser – Step by Step Guide

To submit CO application, go to the **Applications** tab. Click the CO icon to begin and submit your application.



### 3.1 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 CO, you will be required to read about the requirement, and you declare that you have done so. You may click and read the requirements at "*Information for Course Organiser*", please review all declarations carefully and check the corresponding boxes where applicable to proceed with the application.

**Note:** The "**Proceed**" button will be enabled only after you have opened and reviewed the requirements under "**Information for Course Organiser**" and checked all the required declaration boxes.

**Declaration**

Estimated time to complete this form: 20 Minutes

**Application for Course Organiser**

Before you proceed to register as a Course Organiser, you are required to read and understand the requirements for registration as a course organiser and you declare that you have done so.

**Declaration:**

**Please click and read** the requirements at [Information for Course Organiser](#). I have read and understood the requirements for the application as a course organiser.

I hereby submit my application and authorise the Professional Engineers Board (PEB) to seek verification on the information submitted in any manner and by any means it deems fit and proper.

**Proceed**

## Step 2 – Course Organiser Particulars

- All fields indicated with \* are mandatory.
- Do not use abbreviations on name of company/organisation
- You are required to provide a Singapore correspondence address. 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).

**Declaration**

**Course Organiser Particulars**  
(Complete this form in English. Fields marked with an asterisk are compulsory)

**Type of Organization\***  
Government Agency

**Address**

<b>Country*</b> Singapore	<b>Postal Code*</b> 309669	<b>Search</b>
<b>Block/House No.*</b> Block/House No.	<b>Street/City/State Name*</b> Street/City/State Name*	
<b>Floor No.</b> Floor No.	<b>Unit No.</b> Unit No.	
<b>Building Name</b> Building Name		

**Cancel** **Save as Draft** **Next**

### Step 3 – Main Contact Information

- All fields indicated with \* are mandatory.
- 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.
- Enter main contact information to ensure you receive an email acknowledgement of your application.

The screenshot shows a web-based application form titled "Application for Course Organiser". On the left, there is a vertical navigation menu with the following items: Declaration (highlighted with a red dot), Course Organiser Particulars (highlighted with a red dot), Main Contact Information (highlighted with a red dot), Supporting Documents, and Summary. The main content area is titled "Main Contact Information" and includes the sub-instruction "(Complete this form in English. Fields marked with an asterisk are compulsory)". It contains two required fields: "Name\*" and "Email Address\*". Below these fields is a "Contact No.\*" section with a dropdown menu showing "+65" and a text input field for "Area code Contact No.\*". In the top right corner of the main content area, there are three buttons: "Cancel", "Save as Draft", and a blue "Next" button.

### Step 4 – Supporting Document

- All fields indicated with \* are mandatory.
- All files will have a maximum of 5 MB upload limit.
- Follow the on-screen instructions to upload the correct file type and the required number of files for each category.
- If you have additional supporting documents, upload your file under "**Any Other Supporting Document(s)**". Otherwise, proceed to the next page by clicking the "**Next**" button
- Additional Information:
  - List of Courses section allows upload up to 10 files of maximum 5 MB each.

## Step 5 – 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 "**Submit**" to proceed.

Once you submit, a pop-up message will appear confirming: "**Application submitted successfully**" and you will receive PEB acknowledgement email once the application is submitted.

The screenshot shows a navigation sidebar on the left with items: Declaration, Course Organiser Particulars, Main Contact Information, Supporting Documents, and Summary. The Summary item is highlighted with a blue circle. The main content area is titled "Summary" and contains sections for "Course Organiser Particulars", "Main Contact Information", and "Supporting Document". A checkbox labeled "The information as shown above is correct" is checked. At the top right are buttons for "Cancel", "Submit", and "Generate PDF". A modal window titled "Success" is displayed in the center, stating "Application submitted successfully" with an "OK" button.

## Step 6 – Application Form

Once the payment is made, please navigate to the submitted application in the dashboard. Click on the CO 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 may reach out to you should any additional information or supporting documents be required. All correspondence will be sent from [registrar@peb.gov.sg](mailto: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.

In case of any clarifications, PEB will return the application to you and the application will be in status "**Pending Resubmission**".

Inbox					
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO-00000105	Course Organiser Application	25-Aug-2025 12:09	Pending Processing		

The screenshot shows a navigation sidebar on the left with items: Declaration, Course Organiser Particulars, Main Contact Information, Supporting Documents, and Summary. The Summary item is highlighted with a blue circle. The main content area is titled "Summary" and contains sections for "Course Organiser Particulars", "Main Contact Information", and "Supporting Document". A checkbox labeled "The information as shown above is correct and have been updated by me." is checked. At the top right are buttons for "Submit" and "Generate PDF".

## 4 Re-Submission of Application

In case of any clarifications, PEB will return the application and notify you by email. You will be required to log in to the system and resubmit the application with the requested details.

To resubmit the returned application, proceed as follows:

- i. Log in to the system.
- ii. The application will be in the status "**Pending Re-Submission**".

Inbox					
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO-00000141	Course Organiser Application	31-Aug-2025 18:55	Pending Re-Submission	Additional documents required	

- iii. Select the application to open the **Correspondence** page.
- iv. Click "**Additional Documents**" to expand the section.

- v. You can view the comments provided by PEB.

- vi. Upload the required documents or provide the requested details.
- vii. Enter the “**Remarks**” and click “**Resubmit**” to resubmit the application to PEB for further processing.
- viii. After resubmission, the status of the application will change to “**Pending Processing (Resubmission)**”.



Inbox						
Application No.	Activity	Last Activity Date	Status	Remarks	Actions	
CO-00000141	Course Organiser Application	31-Aug-2025 19:03	Pending Processing (Resubmission)			

**Note:**

Once the Course Organiser application is processed and approved, the status will be updated to “**Result Published**”. To check the status, CO can log in to the PEB Portal and view the submitted application under their dashboard. CO can now proceed to apply for Course Applications.

Inbox						
Application No.	Activity	Last Activity Date	Status	Remarks	Actions	
CO-00000106	Course Organiser Application	25-Aug-2025 13:39	Result Published			