

User Guide to Apply for Course Application (CA)

Table of Contents

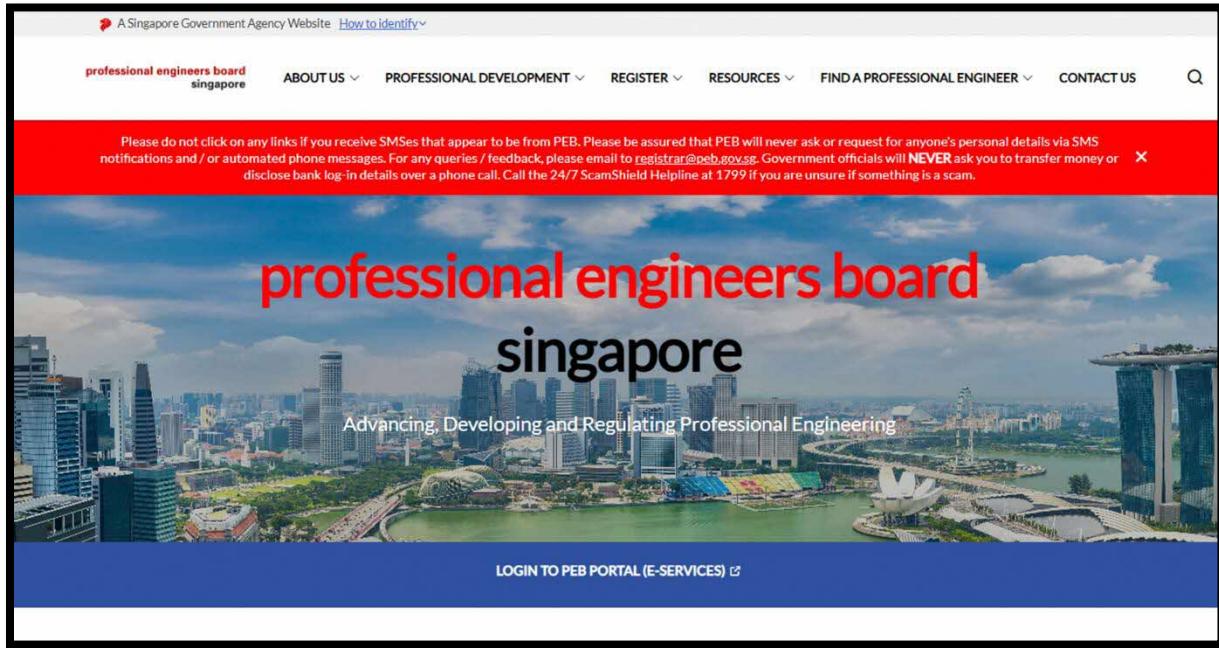
1	Navigation to PEB Portal (E-Services) from PEB Website.....	3
2	User Log In	4
2.1	Login with Singpass as Corppass User	4
2.2	Login as non-Singpass user	6
3	Application for Course (CA) – Step by Step Guide	8
3.1	Submission of Application	8
4	Re-Submission of Application	15
5	Attendance Upload by CO.....	17

Dear Applicant

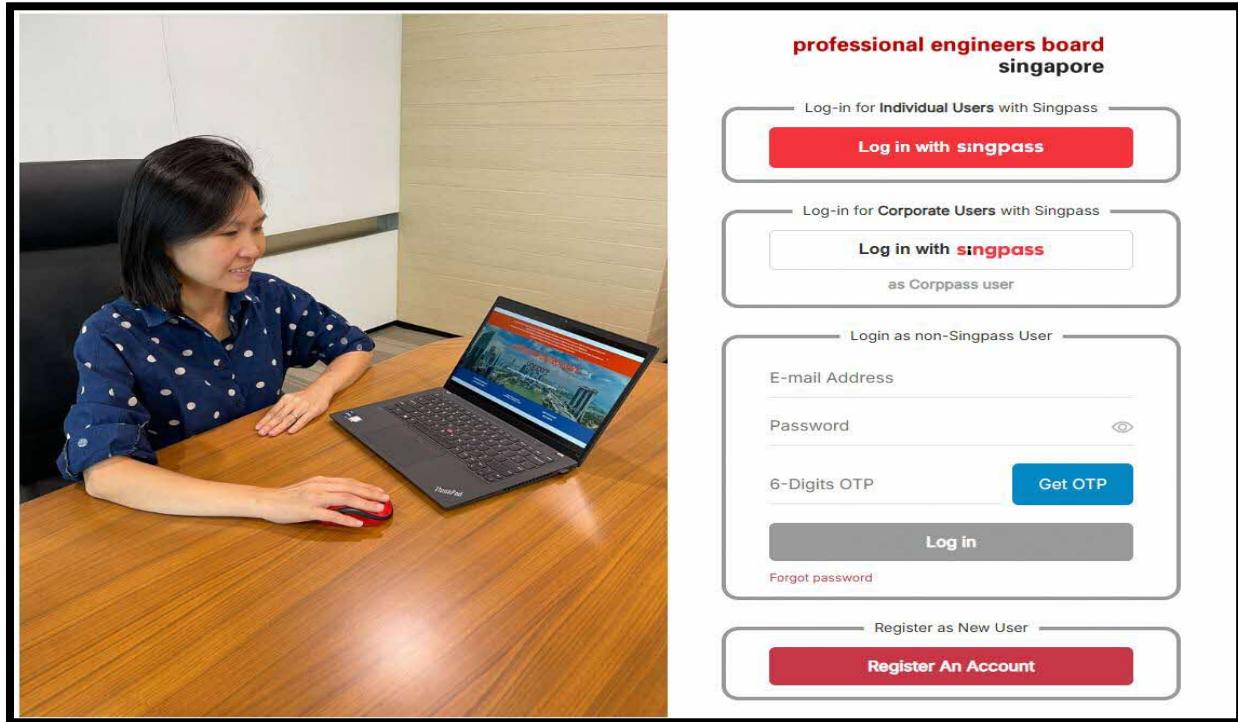
PEB has prepared this guide to assist you in your application process. Please refer to the PEB website for application prerequisites.

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.

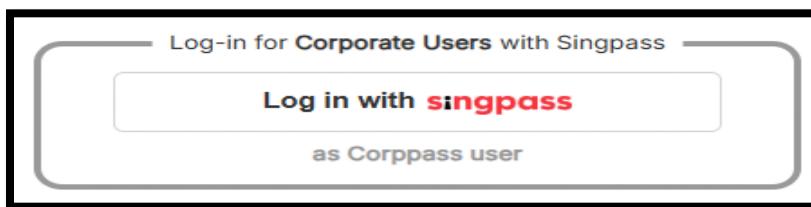


2 User Log In

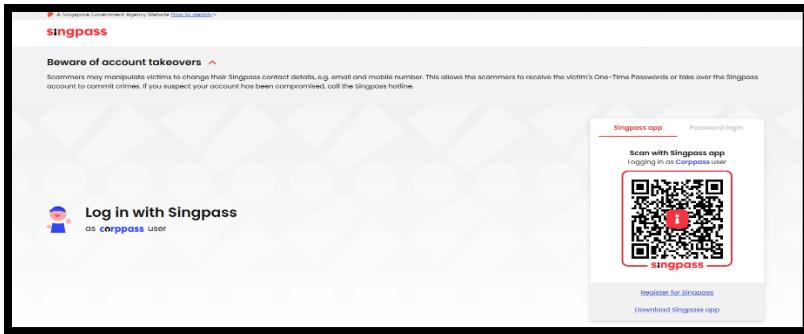


2.1 Login with Singpass as Corppass User

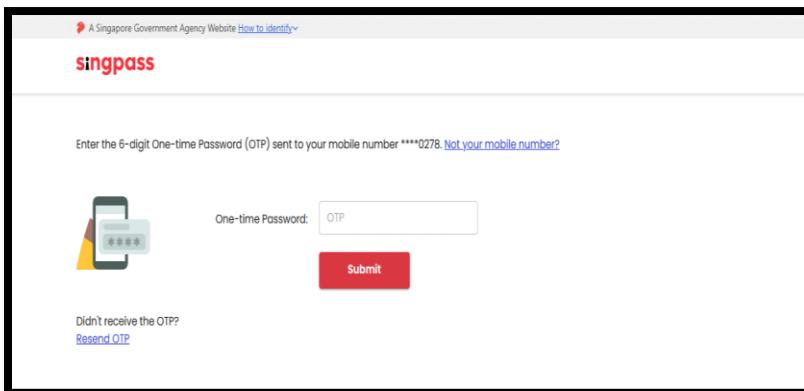
If you are authorised personnel of both Singapore-registered entities (such as companies, charities, and associations) and foreign entities that transact with Singapore government agencies and hold an account with PEB, select "**Log in with Singpass as Corppass user**". You will be redirected to the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



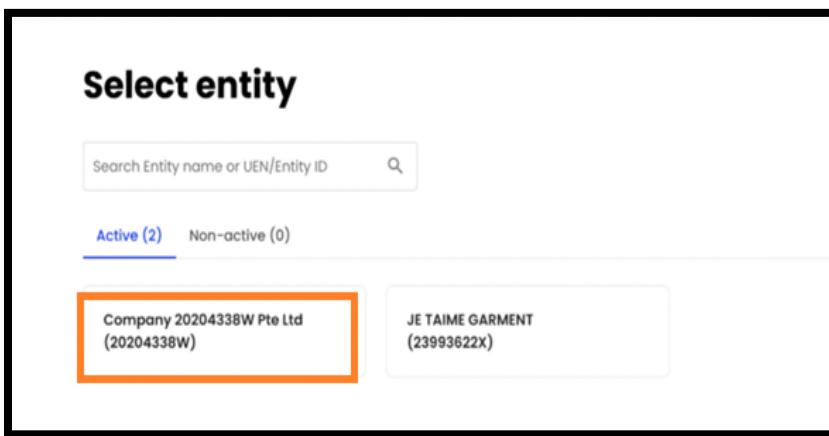
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- i. Enter the 6-digit OTP sent to your mobile number.



- 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.



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

The screenshot shows the professional engineers board singapore dashboard. At the top, there is a header with the PEB logo and a Singapore Government Agency Website link. Below the header, the main navigation menu includes Dashboard, Applications, Circulars, Request Changes, Attendance Upload, and a red-highlighted 'Dashboard' button. The main content area is titled 'Inbox' and contains a table with one row of data. The table columns are Application No., Activity, Last Activity Date, Status, Remarks, and Actions. The single row shows CO-00000141, Course Organiser Application, 31-Aug-2025 20:40, Result Published, and an empty Actions column.

2.2 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.

The login form is 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 "6-Digits OTP" field is a blue "Get OTP" button. Below these fields is a large grey "Log in" button. At the bottom left of the form is a "Forgot password" link.

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A screenshot of the professional engineers board singapore website's inbox page. At the top, there is a header with the logo and navigation links: Dashboard, Applications, Circulars, Request Changes, Attendance Upload. Below the header is a table titled "Inbox" with columns: Application No., Activity, Last Activity Date, Status, Remarks, and Actions. One row is visible in the table:

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO-00000141	Course Organiser Application	31-Aug-2025 20:40	Result Published		

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

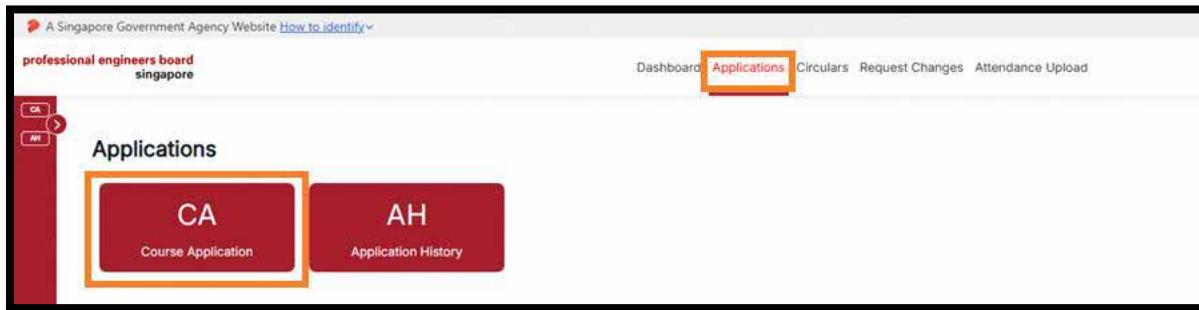
A screenshot of the login page for non-Singpass users. The page has fields for "E-mail Address" and "Password" with an eye icon for visibility. There is also a field for "6-Digits OTP" with a "Get OTP" button. Below these fields is a "Log in" button and a "Forgot password" link.

- 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.

A composite image showing a woman sitting at a desk using a laptop on the left, and a screenshot of the password reset form on the right. The form has a heading "professional engineers board singapore" and a "Forgot Password" link. It includes an "E-mail Address" input field and a red "Submit" button. Below the form is a "Return to Login" link.

3 Application for Course (CA) – Step by Step Guide

To submit Course application, go to the **Applications** tab. Click the CA 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 CA, 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.

Estimated time to complete this form: 20 Minutes

Application for Course

Before you proceed to register as a Course, you are required to read and understand the requirements for registration as a course 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 my course application.

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.
- Company Name and Type of Organization will be auto populated.
- Input the Company URL and click “**Next**” to proceed.

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

Company Name*
ST Engineering

Type of Organization*
Government Agency

Company URL*

Next

Step 3 – Application Information

- All fields indicated with * are mandatory.
- Enter Name of the Applicant.
- 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.

The screenshot shows the 'Application for Course' form with the title 'Application for Course' at the top right. On the left, a vertical navigation bar lists steps: Declaration (red dot), Course Organiser Particulars (red dot), Application Information (white circle), Course Information (grey dot), Course Schedule Information (grey dot), Supporting Documents (grey dot), and Summary (grey dot). The main area is titled 'Application Information' with the sub-instruction '(Complete this form in English. Fields marked with an asterisk are compulsory)'. It contains fields for 'Name of Applicant*' (text input), 'Email Address*' (text input), 'Contact No.*' (text input with placeholder '+65 Area code Contact No.*'), and three buttons: 'Cancel', 'Save as Draft' (outline), and 'Next' (blue).

Step 4 – Course Information

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

This screenshot shows the 'Course Information' step of the application form. The left sidebar has a red dot next to 'Course Organiser Particulars' and a grey dot next to 'Course Information'. The main content area includes fields for 'Course Title*' (text input), 'Type of Event*' (dropdown: Course), 'Location of Course*' (dropdown: Singapore), 'Course Fees - FOC' (checkbox), 'Course Description (Subject Matter)*' (text input), 'Event URL*' (text input), 'Main Venue*' (text input), 'Speaker's Information*' (text input), and 'Remarks' (text input). The top right features 'Cancel', 'Save as Draft' (outline), and 'Next' (blue) buttons.

Step 5 – Course Schedule Information

- All fields indicated with * are mandatory.
- Ensure that you fill in the Start and End time and the system will auto populate the estimated PDU.

Note:

- **If course duration spans across two different qualifying periods, the Course Organiser must submit two separate course applications for the same course.**

Examples:

- **For PC 2026, the qualifying period is 1 Nov 2024 – 31 Oct 2025.**
- **If a course runs from 31 Oct 2025 to 1 Nov 2025, two course applications must be submitted - One dated 31 Oct 2025, which falls within the PC 2026 qualifying period and another dated 1 Nov 2025, which falls within the PC 2027 qualifying period (1 Nov 2025 – 31 Oct 2026).**

Single Day Course

For Single day course enter the start date, start time and end time. System will auto populate the estimated PDU.

The screenshot shows the 'Application for Course' form with the 'Course Schedule Information' section highlighted. The 'Duration of Course' dropdown is set to 'Single Day'. The 'Start Date' is 02-Sep-2025. The 'End Date' is 03-Sep-2025. The 'Start Time' is 08:00 am and the 'End Time' is 02:00 pm. The 'Hours' are 6 and the 'Estimated PDU' is 5. The 'Participants' radio button is selected. The left sidebar shows the following steps: Declaration, Course Organiser Particulars, Application Information, Course Information, Course Schedule Information (which is the current step), and Supporting Documents. The bottom right has 'Cancel', 'Save as Draft', and 'Next' buttons.

Multiple Day Course

For multiple day courses, select "**Duration of Courses**" as Multiple Days

Enter the Start Date, End Date, Start Time, End Time

Example:

If Duration of course is 3 days

CO can add 3 rows i.e. 1 row for each day with start and end time.

No: of Sessions/Day will be 1.

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Application for Course

Course Schedule Information
(Complete this form in English. Fields marked with an asterisk are compulsory)

Start Date* 27-Aug-2025 **End Date*** 29-Aug-2025

Duration of Course* Multiple Days

Start Time	End Time	Hours	No. of Sessions/Day	Estimated PDU	Add
08:00 am	11:00 am	3	1	3	

Start Time	End Time	Hours	No. of Sessions/Day	Estimated PDU	Action
08:00	13:00	5	1	4	<button style="background-color: red; color: white; border: none; padding: 2px 5px;">Remove</button>
08:00	13:00	5	1	4	<button style="background-color: red; color: white; border: none; padding: 2px 5px;">Remove</button>
08:00	11:00	3	1	3	<button style="background-color: red; color: white; border: none; padding: 2px 5px;">Remove</button>

Total PDU 11

PE as Panel/Speaker/Trainer Participants

[Cancel](#) [Save as Draft](#) [Next](#)

- If course organiser wants to input the session for Panel/Speaker/Trainer. Please select "**PE as Panel/Speaker/Trainer**" radio button.
- CO can enter the PE No. of the panel/speaker/trainer and click on "**Check**" and system will auto populate the PE Name.
- Enter "**Yes/No**" under 1st Time, No of Sessions/Day as 1, Start Time and End time of the trainer session.
- Click "**Add**", System will auto calculate the estimated PDU for the trainer session.
- Click "**Next**" to continue to next page.

Application for Course

Course Schedule Information
(Complete this form in English. Fields marked with an asterisk are compulsory)

Start Date* 02-Sep-2025

Duration of Course* Single Day

Start Time	End Time	Hours	Estimated PDU
08:00 am	02:00 pm	6	5

PE as Panel/Speaker/Trainer Participants

Presentation

PE No.	PE Name	1st Time	No. of Sessions/Day	Start Time	End Time	Hours
0034	<input checked="" type="checkbox"/> Dela Liam	Yes	1	10:00 am	02:00 pm	4

Presentation

PE No.	PE Name	1st Time	No. of Sessions/Day	Start Time	End Time	Time	Estimated PDU	Action
0048	Daniel Ng	yes	1	08:00	10:00	2	8	<button style="background-color: red; color: white; border: none; padding: 2px 5px;">Remove</button>
0034	Dela Liam	yes	1	10:00	14:00	4	16	<button style="background-color: red; color: white; border: none; padding: 2px 5px;">Remove</button>

Total Time 6.00

[Cancel](#) [Save as Draft](#) [Next](#)

Step 6 – Supporting Documents

- 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.
- Proceed to the next page by clicking the “**Next**” button.

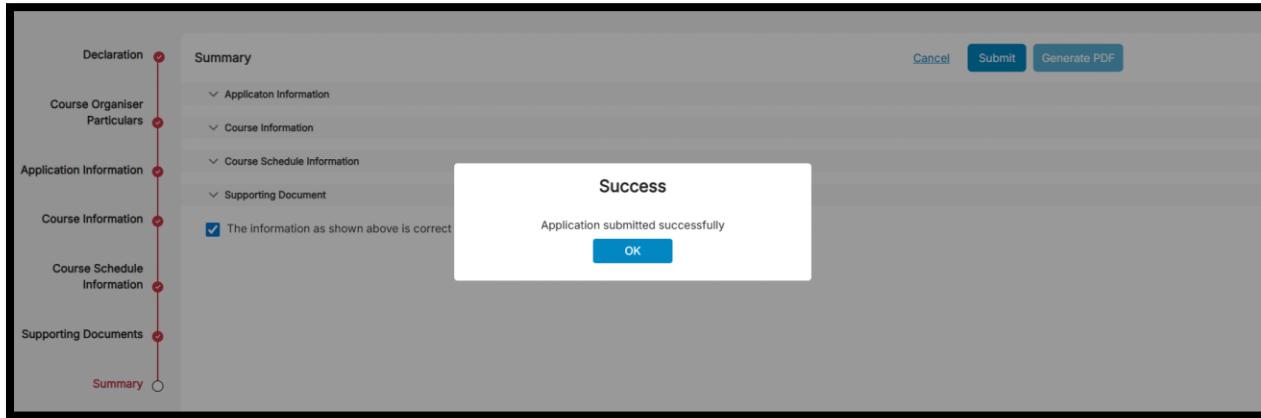
The screenshot shows the 'Application for Course' form. On the left, a vertical navigation bar lists steps: Declaration, Course Organiser Particulars, Application Information, Course Information, Course Schedule Information, Supporting Documents, and Summary. The 'Supporting Documents' step is highlighted with a red circle. The main area is titled 'Supporting Documents' with a note: '(Complete this form in English. Fields marked with an asterisk are compulsory)'. It contains two sections: 'Course Information' and 'Course Timetable'. Each section has a dashed box with a plus sign and the text 'Click to add files'. At the top right are 'Cancel', 'Save as Draft', and 'Next' buttons.

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.

The screenshot shows the 'Summary' page. The left navigation bar is identical to the previous screen. The main area displays a summary of the entered information under sections: Application Information, Course Information, Course Schedule Information, and Supporting Document. A checkbox at the bottom states: 'The information as shown above is correct and have been updated by me.' The top right features 'Cancel', 'Submit', and 'Generate PDF' buttons.

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.



Step 8 – Application Form

Once the payment is made, please navigate to the submitted application in the dashboard. Click on the CA 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, 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/A00000149	Course Application	26-Aug-2025 22:12	Pending Processing		

The screenshot shows a user interface for application submission. On the left, there is a vertical navigation bar with the following items: Declaration, Course Organiser Particulars, Application Information, Course Information, Course Schedule Information, Supporting Documents, and Summary. The 'Summary' item is at the bottom of this list. To the right of this bar, the main area is titled 'Summary' and contains sections for Application Information, Course Information, Course Schedule Information, and Supporting Document. At the top right of the summary area are two buttons: 'Submit' and 'Generate PDF'. Below the summary sections is a checkbox with the text: 'The information as shown above is correct and have been updated by me.'

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/A00000152	Course Application	31-Aug-2025 20:48	Pending Re-Submission	Additional documents required	

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

The screenshot shows the 'Application for Course' form. On the left, a vertical navigation bar lists steps: Declaration, Course Organiser Particulars, Application Information, Course Information, Course Schedule Information, Supporting Documents, Summary, and Correspondence. The 'Correspondence' step is at the bottom and has a red dot next to it. The main area is titled 'Application for Course' and contains a 'Resubmit' button. Below the title is a section labeled 'Additional Documents' with a dropdown arrow.

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

The screenshot shows the same 'Application for Course' form after a comment has been added. The 'Correspondence' step now has a green dot next to it. The main area displays a comment from 'PEB Officer' dated '31-Aug-2025' with the message: 'Comments: Additional documents required Accept files format and limit size (JPG, JPEG, PNG, PDF) (Up to SMB)'. Below this, there is a dashed box with a plus sign and the text 'Click to add file'. A 'Remarks*' section with the placeholder 'Please Enter Remarks' is also visible.

- 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)**".

The screenshot shows a confirmation message: 'Submit Correspondence Successful, redirecting to Portal dashboard in 5 seconds.' The 'professional engineers board singapore' logo is at the top.

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO/A00000152	Course Application	31-Aug-2025 21:00	Pending Processing (Resubmission)		

Note:

After the Course Application is processed and approved, the status will be updated to “**Completed**”. To check the status, CO can log in to the PEB Portal and view the submitted application under their dashboard. Once the course application status is marked as “**Completed**”, the Course Organiser (CO) can upload the attendance after the course has been conducted.

Inbox					
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO/A00000185	Course Application	22-Sept-2025 13:53	Completed		

5 Attendance Upload by CO

Once the course has been conducted, Course Organiser can upload the attendance of the participants in PEB portal

- Log-in to PEB portal using your credentials.
- Navigate to “**Attendance Upload**” page.

 A Singapore Government Agency Website How to identify					
Dashboard Applications Circulars Request Changes Attendance Upload					
Inbox					
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO/A00000150	Course Application	26-Aug-2025 22:25	Completed		
CO/A00000149	Course Application	26-Aug-2025 22:25	Completed		
CO-00000139	Course Organiser Application	26-Aug-2025 13:29	Result Published		

- Click “**Download**” corresponding to the course you want to upload the attendance for.

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The screenshot shows the 'Attendance Upload' section of the website. At the top, there's a notice about being a Singapore Government Agency Website ([How to identify](#)). The navigation bar includes links for Dashboard, Applications, Circulars, Request Changes, and Attendance Upload (which is underlined). Below the navigation, the title 'Attendance Upload' is displayed. A table lists two course entries:

Reference ID	Course Title	Download Template	Upload Template	View
CO/A00000149	Applied Engineering Part 8	Download	Choose File	View
CO/A00000150	Applied Engineering Part 9	Download	Choose File	View

- In the downloaded template, enter the attendees Registration No, last 4 digit of NRIC/FIN/Passport number, hours attended and remarks if any.

This is a sample attendance template. It includes fields for Course No. (CO/A00000149), Category of Structured Activity (1(a)), and Title of CPD Activity (Applied Engineering Part 8). The 'Trainer/Panel' section shows a PE Reg No. (0034) and a PE Reg No. (0043). The 'PE Attendees' section shows two rows: one for PE Reg No. 0034 (112E, 5 hours) and one for PE Reg No. 0043 (112C, 5 hours). The entire template is highlighted with an orange border.

Course No.	CO/A00000149
Category of Structured Activity	1(a)
Title of CPD Activity	Applied Engineering Part 8
Trainer/Panel	
Trainer/Panel PE Reg No.	Last 4 characters of NRIC/ FIN/ Passport Trainer/Panel as PE 1st Time? Presentation Duration
PE Attendees	
PE Reg No.	Last 4 characters of NRIC/ FIN/ Passport Hours Attended Remarks
0034	112E 5
0043	112C 5

- If you have trainer details in the approved course application, then you can enter the trainer details under "**Trainer/Panel**".
- Enter trainer registration No, last 4 digit of NRIC/FIN/Passport number, Mark Trainer/Panel as "Yes", enter "Yes/No" under the column "**1st Time?**" and enter the presentation duration.

This is a sample attendance template for 'Training Course 1'. It includes fields for Course No. (CO/A00000094), Category of Structured Activity (1(a)), and Title of CPD Activity (Training Course 1). The 'Trainer/Panel' section shows a PE Reg No. (0048) and a PE Reg No. (0043). The 'PE Attendees' section shows two rows: one for PE Reg No. 0048 (619F, Yes, Yes, 3 hours) and one for PE Reg No. 0043 (112C, Yes, Yes, 7 hours). The entire template is highlighted with an orange border.

Course No.	CO/A00000094
Category of Structured Activity	1(a)
Title of CPD Activity	Training Course 1
Trainer/Panel	
Trainer/Panel PE Reg No.	Last 4 characters of NRIC/ FIN/ Passport Trainer/Panel as PE 1st Time? Presentation Duration
0048	619F Yes Yes 3
PE Attendees	
PE Reg No.	Last 4 characters of NRIC/ FIN/ Passport Hours Attended Remarks
0043	112C Yes Yes 7 Rex attended the full course

- Save the template and click "**Choose File**" to upload the template.

Attendance Upload

Reference ID	Course Title	Download Template	Upload Template	View
CO/A00000149	Applied Engineering Part 8	Download	Choose File	View
CO/A00000150	Applied Engineering Part 9	Download	Choose File	View

- Once you upload, a pop up message will appear confirming file "**Uploaded successfully**". System will calculate the PDU based on the hours attended and will auto assign the PDUs to the PE.

Attendance Upload

Reference ID	Course Title	Download Template	Upload Template	View
CO/A00000149	Applied Engineering Part 8	Download	Choose File	View
CO/A00000150	Applied Engineering Part 9	Download	Choose File	View

Show [10](#) entries

Showing 1 to 2 of 2 entries

Uploaded successfully!

OK

- Course Organiser can click on "**View**" button to view the details uploaded.

Attendance Upload

Reference ID	Course Title	Download Template	Upload Template	View
CO/A00000149	Applied Engineering Part 8	Download	Choose File	View
CO/A00000150	Applied Engineering Part 9	Download	Choose File	View

Attendance Uploaded Files

File Name	Uploaded Date Time	View
AttendanceBulkUpload-2025-08-26-2230.xls	26-Aug-2025 22:42	View

Show entries

Showing 1 to 1 of 1 entry

« < > »

Attendance Uploaded Details

Registration No.	ID Last 4 Chars	Hours Attended	Remarks	Error Message
0043	112C	5		
0034	112E	5		

Show entries

Showing 1 to 2 of 2 entries

« < > »