

GUIDE TO e-CPD SYSTEM

Professional development units (PDUs) are to be updated online for both structured and unstructured activities. Update is done at your PE account, by referring to the left menu on Continuing Professional Development as shown below.

<p>Professional Engineers</p> <ul style="list-style-type: none">▶ PE Pledge▶ Change Password▶ Your Particulars▶ Continuing Professional Development<ul style="list-style-type: none">▶ About CPD▶ Guide to e-CPD System▶ CPD Update▶ CPD Activity List▶ PDU Summary▶ Apply to Qualify for PDU▶ View CPD Applications▶ Practising Certificate▶ Specialist PE Examination▶ Registration as Specialist PE in Amusement Ride Engineering▶ Registration as Specialist PE in Geotechnical Engineering▶ Registration as ACPE▶ Structured Development Programme▶ Conduct and Ethics Cases▶ Board Circulars▶ Circulars Received from Other Agencies▶ Logout	<p>Continuing Professional Development</p> <p>In this fast changing and dynamic environment, there is a need for professional engineers (PEs) to maintain and update their professional competence on a continuing basis. The continuing professional development (CPD) programme provides a framework for lifelong learning and upgrading.</p> <p>The PE Act requires a registered professional engineer to comply with CPD requirements as part of the process for applying his practising certificate (PC). Section 18(4)(f) of the PE Act specifies that the Board may refuse to issue a practising certificate if the Board is not satisfied that the applicant has complied with the prescribed requirements relating to continuing professional education.</p> <p>Details on CPD are provided for in the PE Rules. Click to view the following paragraphs in the PE Rules on CPD requirements (namely, paragraphs 10J, 10K, 14A, 14B, 14C and 14D).</p> <p>Board's past circulars on CPD programme are as follows:</p> <p>CPD to be mandatory for the renewal of practising certificate for the year</p> <p>Circular to PEs dated 25 Mar 2003</p> <p>Circular to PEs dated 1 Dec 2001</p>
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CPD Update page is where you may update PDU to the CPD activities you had done on structured and unstructured activities.

CPD Activity List page shows a list of CPD activities you had updated to the PC year.

PDU Summary page shows the no. of PDU updated to a specific qualifying period and the balances for each PC year.

Apply to Qualify for PDU page is where you can put up CPD application online if the course organizer did not submit CPD application to PEB.

View CPD Applications page shows the status of CPD application you have submitted online to PEB.

CPD Update

Please update PDU only for the courses/activities you were involved in. The Board may conduct random audit of PEs and those selected will be asked to produce documentary evidence of their CPD participation during a particular period. The documentary evidence may take any one of the following forms:

- a. Summary of diary records or a log showing the activities claimed
- b. Course enrolment record
- c. Receipts
- d. Certificate of attendance
- e. Attendance list from course organizer
- f. Employer's report or certification
- g. Statutory declaration

Select CPD Activities to update – Structured or Unstructured Activities.

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CPD Update

Update your PDU attainments for structured and unstructured activities.

A minimum of 40 PDUs are required over a PC qualifying period, of which a minimum of 15 PDUS shall come from structured activities. PEB may conduct audit of participation in CPD activities and when audited, PEs are required to provide documentary or other relevant evidence of CPD participation.

Refer to [About CPD](#) for more information about each category. Check out [Guide to e-CPD system](#) on how to update your PDUs.

Select the type of CPD Activities to be updated:

CPD Activities:

Structured Activities
UnStructured Activities

[Click for details of structured activities](#)

[Click for details of unstructured activities](#)

Structured Activities

Select Category 1, 2 or 3 to update.

You can read about the classification of activities that fall under each category and select the correct category which applies to your activities.

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- ▶ Specialist PE Examination

CPD Update Structured Activities

Out of the 40 PDUs required over a PC qualifying period, a minimum of 15 PDUs shall come from structured activities.

Select the category of structured activities to be updated:

Structured Activities:

Category 1
Category 2
Category 3

Details of categories of structured activities

Structured Activities

CATEGORY	CRITERIA	PDUs
Category 1(a): Qualified formal study courses	Relevant post-graduate or diploma courses on engineering and/or construction/project management. Example: a. MSc (Engineering) b. MSc (Project Management)	1 PDU for each contact hour

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- ▶ CPD Activity List
- ▶ PDU Summary
- ▶ Apply to Qualify for PDU
- ▶ View CPD Applications

- ▶ Practising Certificate
- ▶ Specialist PE Examination
- ▶ Registration as Specialist PE in Amusement Ride Engineering
- ▶ Registration as Specialist PE in Geotechnical Engineering
- ▶ Registration as ACPE
- ▶ Structured Development Programme
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	<p>Category 1(b): Qualified lectures, short courses, conferences, workshops & seminars</p> <p>Lectures, short courses, conferences, workshops & seminars which are relevant for professional engineers on technical, management, professional development, legal or regulatory matters.</p> <p>Examples:</p> <ul style="list-style-type: none"> a. Seminars on regulatory requirements by government agencies eg. BCA, FSB, ENV, LTA, etc. b. Engineers and the Law by IES. c. Workshops and seminars on engineering topics by NUS or NTU. <p>E-training: Online viewing of qualified lectures, short courses, conferences, workshops & seminars</p> <p>1) Viewing of qualified video recordings of Category 1(b) activities online. 2) Online learning with verifiable assessment meeting the following criteria:</p> <ul style="list-style-type: none"> ▪ Must have a course organizer ▪ Must have evaluation of learning outcomes leading to qualifications/certification/self-assessment ▪ Must evident participation/enrolment/registration for attendance <p>These include lectures, short courses, conferences, workshops & seminars which are relevant for professional engineers on technical, management, professional development, legal or regulatory matters.</p> <p>PDU obtained from E-training will be limited to 10 PDU only.</p>	1 PDU for each contact hour
	<p>Category 1(c): Qualified in-house training</p> <p>Structured in-house training which are relevant to professional engineers on technical, management, professional development, legal or regulatory matters. [CV of speakers to be similar to category 1(a) or 1(b)]</p>	1 PDU for each contact hour
	<p>Category 2: Participation in professional Boards, Committees and Societies</p> <p>a) Member of Boards of local professional institutions or relevant government agencies.</p> <p>Examples:</p> <ul style="list-style-type: none"> i. Board Member of BCA, LTA, HDB, URA, JTC, PEB and BOA ii. Council Member of ACES and IES <p>b) Member of relevant technical or working committees of professional associations and government agencies.</p> <p>Examples:</p> <ul style="list-style-type: none"> i. Member of technical committees of government departments and Statutory Boards; ii. Member of technical or other working committees of ACES, IES ; iii. Member of approved technical societies; 	8 PDUs per organisation
	<p>Category 3: Contribution to relevant engineering or management knowledge</p> <p>a) Conduct lectures, seminars, conferences or training courses that has been qualified for PDU by PEB, for the first time. (Exclude regular lectures by full-time lecturers)</p> <p>b) Conduct lectures, seminars, conferences or training courses that has been qualified for PDU by PEB, after the first time. (Exclude regular lectures by full-time lecturers)</p> <p>c) Write or edit technical articles or papers published in distinguished publications, conference proceedings, professional journals or books.</p> <p>d) Engineering patents registered during the year</p>	4 PDUs per committee (Maximum for this category is 12 PDUs) 4 PDUs for each lecture hour or part thereof 2 PDUs for each lecture hour or part thereof 5 PDUs for each topic 15 PDUs for each patent

Structured Activities Update for Category 1

CATEGORY	CRITERIA	PDUs
Category 1(a): Qualified formal study courses	<p>Relevant post-graduate or diploma courses on engineering and/or construction/project management.</p> <p>Example:</p> <ul style="list-style-type: none"> a. MSc (Engineering) b. MSc (Project Management) 	1 PDU for each contact hour
Category 1(b): Qualified lectures, short courses, conferences, workshops & seminars	<p>Lectures, short courses, conferences, workshops & seminars which are relevant for professional engineers on technical, management, professional development, legal or regulatory matters.</p> <p>Examples:</p> <ul style="list-style-type: none"> a. Seminars on regulatory requirements by government agencies eg. BCA, FSB, ENV, LTA, etc. b. Engineers and the Law by IES. c. Workshops and seminars on engineering topics by NUS or NTU. 	1 PDU for each contact hour

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<p>E-training:</p> <p>Online viewing of qualified lectures, short courses, conferences, workshops & seminars</p>	<p>1) Viewing of qualified video recordings of Category 1(b) activities online. 2) Online learning with verifiable assessment meeting the following criteria:</p> <ul style="list-style-type: none"> ▪ Must have a course organizer ▪ Must have evaluation of learning outcomes leading to qualifications/certification/self-assessment ▪ Must evident participation/enrolment/registration for attendance <p>These include lectures, short courses, conferences, workshops & seminars which are relevant for professional engineers on technical, management, professional development, legal or regulatory matters.</p> <p>PDU obtained from E-training will be limited to 10 PDU only.</p>	<p>1 PDU for each 2 hours of e-training (Maximum 10 PDUs)</p>
<p>Category 1(c):</p> <p>Qualified in-house training</p>	<p>Structured in-house training which are relevant to professional engineers on technical, management, professional development, legal or regulatory matters. [CV of speakers to be similar to category 1(a) or 1(b)]</p>	<p>1 PDU for each contact hour</p>

To search for a CPD activity that you have attended, follow the screen instructions 1, 2 and 3.

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CPD Update Category 1

Structured | Unstructured | CPD Activity List

Search for CPD Activity

Please read the important explanatory note below before starting your course search

1. Enter a keyword or keywords in "Title of Course." If the search result list is too long, narrow the search by entering Year and Month.

2. If no records are found, please check with the respective course organizer who will be able to advise you if CPD application has been submitted to PEB and result of the CPD application.

3. If the course organizer does not wish to register with PEB to submit CPD application, you may also apply to qualify an activity for PDU at Continuing Professional Development > Apply to Qualify for PDU.

4. Once you are successful with the search, click on the Course Id for the activity you have attended.

Note: It is not necessary to enter all search criterion as information provided by the course organizer may differ from your input, and the system may not be able to match to your exact search criterion.

Date From:

Date To:

Course Organizer:

Title of Course:

Category:

SEARCH **CLEAR**

In general, you could enter one or more criteria to begin a search. If you enter all criteria, the system could only locate a record if it matches all specified criteria.

For example, you have attended a course on 'Design of steel buildings using Eurocode 3 (1st Run)', held on 14 Feb to 15 Feb 2012, by BCA Academy of the Built Environment. You have chosen 1(c) in the category field but it was category 1(b) in the CPD application submitted by the course organizer to PEB. In this case, the system will not be able to list out the record even if your input to the other criteria is correct.

It could also be that you have added a space to a word when it is supposed to be a full word or the course title provided in the CPD application is different from what was provided to participants. In this example, if

the course organizer submitted CPD application as 'Design of steel buildings using EC 3' or 'Design of steel buildings using Euro code 3', the system will not be able to locate the record as the title provided by the course organizer to you and to PEB is not exactly the same.

The quickest and easiest way to search for the course you have attended is to put in a keyword or keywords in the Title of Course field. The system will display a list of records that contain the keyword. However, this is provided that the course organizer has submitted a CPD application for this course and it has been qualified for PDUs.

How to identify a keyword from the course you have attended? It could be a word that is not commonly used in other course titles. If the keyword you typed is a commonly used word, the search result list would be long. In the above example, the search result list would be much shorter if you enter the keyword as 'steel buildings' instead of other wordings in the course title.

If the search result list is long, you could narrow down the search by selecting the year in the Date From/To field, and/or selecting the course organizer from dropdown list.

If you only remembered the month in which you have attended the course/activity, you may do a search by specifying only the month and year in the Date From/To fields. Likewise, you may also search by Course Organizer in a similar manner. However, the list could be long as there could be many courses/activities organized in a day specified or by a particular course organizer.

It would be helpful to keep a record of courses/activities that you have attended and update your PDUs after attending each course/activity that has been qualified for PDU.

Once you are successful with the search, click on the Course Id for the activity you have attended.

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CPD Update Category 1

Structured | Unstructured | CPD Activity List

Search for CPD Activity

Please read the important explanatory note below before starting your course search

1. Enter a keyword or keywords in "Title of Course." If the search result list is too long, narrow the search by entering Year and Month.
2. If no records are found, please check with the respective course organizer who will be able to advise you if CPD application has been submitted to PEB and result of the CPD application.
3. If the course organizer does not wish to register with PEB to submit CPD application, you may also apply to qualify an activity for PDU at Continuing Professional Development > Apply to Qualify for PDU.
4. Once you are successful with the search, click on the Course Id for the activity you have attended.

Note: It is not necessary to enter all search criterion as information provided by the course organizer may differ from your input, and the system may not be able to match to your exact search criterion.

Date From: dd mm yyyy
Date To: dd mm yyyy
Course Organizer: ---Select---
Title of Course: dedication
Category: ---Select---

SEARCH **CLEAR**

Course Id	Course Title	Organizer	Start-End Date	Category	Branch of Engineering	PDU
C0A13799	PEB Day of Dedication 2013	PEB CO	09-11-2013 09-11-2013	1(b)	Others	2

[Start](#) [Prev](#) 1 - 1 of 1 [Next](#) [End](#)

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PDU Update Category 1

Structured | Unstructured | CPD Activity List

PE No.	PE Name	Verify (PE exists and have not update attendance)
2237	Chin Jen Chyi	Verified

Qualifying Period : *

Course Title : **PEB Day of Dedication 2013**

Start Date : 09/11/2013

End Date : 09/11/2013

Maximum PDU that has been accredited for this course :

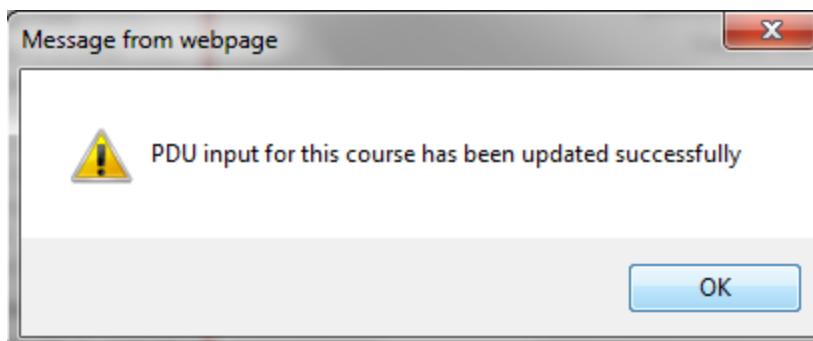
2

Please enter PDU for this course you have attended : *

SUBMIT ATTENDANCE **CANCEL**

The system will match the qualifying period according to the end date of the CPD activity. You just need to enter the no. of PDU and click the SUBMIT ATTENDANCE button. Please take note not to enter the maximum PDU given to the CPD application if you did not complete the full attendance required.

You will see the message that the update has been done successfully:



If you wish to continue with the CPD update, click the Structured or Unstructured Activity links at the top right corner on the same page, which also has the link to the CPD Activity List if you want to check that the update has been added to the list.

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- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development

PDU Update Category 1 Success

Structured | Unstructured | CPD Activity List

Your update has been completed, the system will add this activity to your PDU summary.
If you wish to continue with CPD update, click the Structured or Unstructured Activity links.

If you are not able to find the course that you have attended, please **check with the course organizer** on whether the CPD application had been submitted to and processed by PEB.

At times, it could be the case that the course organizer had submitted the CPD application using a course title that is different from the one that was provided to you. For example, course organizer could have indicated title as 'BESEMINAR' in the CPD application but the course title provided to the participant is 'Ensuring Safe Design & Construction'. We are not able to change the course title in the CPD application that has been processed as this would affect the CPD Activity List of the other professional engineers who may have been informed to search the title as 'BESEMINAR' and done their CPD update.

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You can contact the course organizer who had sent you the course enrolment record or refer to the contact information on the Course Organizer page of PEB website. You can either do a search of the name of course organizer or click the Search button for a list of course organizers. Please note that the directory will only list search results of course organizers who have been registered with PEB to submit CPD applications online.

If the CPD application has been qualified for PDU, you may ask the course organizer to search from the Calendar of CPD Events and send you screenshot of the search result as a guide for you to follow.

Course Organizers <ul style="list-style-type: none">▶ Continuing Professional Development▶ Directory of Course Organiser▶ Calendar of CPD Events▶ Register as Course Organiser▶ Course Organiser Login	<p>Directory Of Course Organisers</p> <p>Select Course Organisers With Name Starting with :</p> <p style="text-align: center;">A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</p> <p>Course Organiser's Name: <input type="text"/></p> <p>Url: <input type="text"/></p> <p>Main Contact: <input type="text"/></p> <p style="text-align: center;">SEARCH CLEAR</p>
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You can refer to the Calendar of CPD Events in the Course Organizer page for courses/activities that had been qualified for PDU. By attending courses/activities that had been qualified for PDU, it saves your efforts to put up CPD applications on your own.

Structured Activities Update on Category 2

Category 2: Participation in professional Boards, Committees and Societies	<p>a) Member of Boards of local professional institutions or relevant government agencies. Examples: i. Board Member of BCA, LTA, HDB, URA, JTC, PEB and BOA ii. Council Member of ACES and IES</p> <p>b) Member of relevant technical or working committees of professional associations and government agencies. Examples: i. Member of technical committees of government departments and Statutory Boards; ii. Member of technical or other working committees of ACES, IES ; iii. Member of approved technical societies;</p>	8 PDUs per organisation 4 PDUs per committee (Maximum for this category is 12 PDUs)
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Select the Criteria 2a and/or 2b to update

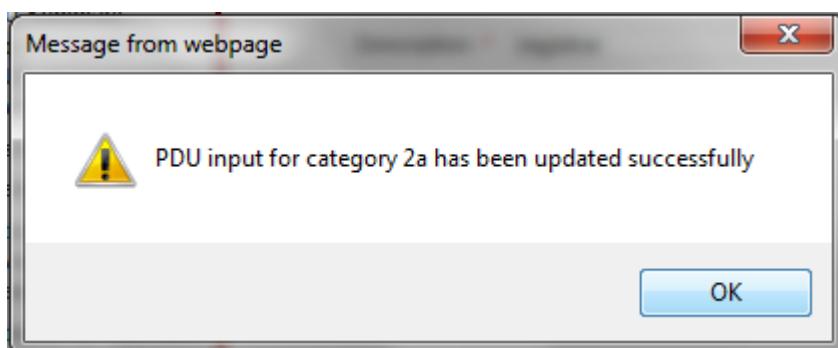
Professional Engineers <ul style="list-style-type: none">▶ PE Pledge▶ Change Password▶ Your Particulars▶ Continuing Professional Development<ul style="list-style-type: none">▶ About CPD▶ Guide to e-CPD System▶ CPD Update	<p>CPD Update Structured Activities</p> <p>Out of the 40 PDUs required over a PC qualifying period, a minimum of 15 PDUs shall come from structured activities.</p> <p>Select the category of structured activities to be updated:</p> <p>Structured Activities: Category 2 <input type="button" value="▼"/></p> <p>Category 2: Participation in Professional Boards, Committees and Societies</p> <p>Criteria: Select <input type="button" value="2a) Members of Board of local Professional Institutions or relevant government agencies"/> <input type="button" value="2b) Member of relevant technical or working committees"/></p> <p>Details of categories of structured activities</p>
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Structured Activity Update on Category 2a

Professional Engineers <ul style="list-style-type: none">▶ PE Pledge▶ Change Password▶ Your Particulars▶ Continuing Professional Development<ul style="list-style-type: none">▶ About CPD▶ Guide to e-CPD System▶ CPD Update▶ CPD Activity List▶ PDU Summary▶ Apply to Qualify for PDU▶ View CPD Applications▶ Practising Certificate▶ Specialist PE Examination	<h3>CPD Update Category 2a</h3> <p style="text-align: right;">Structured Unstructured CPD Activity List</p> <p>Category 2a : Members of Board of local professional institutions or relevant government agencies</p> <p>Example: i) Board Member of BCA, LTA, HDB, URA, JTC, PEB or BOA ii) Council Member ACES or IES</p> <p>Note: - Click on ADD if you have new input and submit all entries at one go by clicking on SUBMIT.</p> <p>Qualifying Period * <input type="button" value="--Select--"/></p> <p>Description : * <input type="text"/></p> <p>PDU : * <input type="text" value="8"/> <input type="button" value="RESET"/></p> <p><input type="button" value="ADD"/> <input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/></p>
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Select the qualifying period during which you are member of Boards of **local** professional institutions or relevant government agencies. Under 'Description', please indicate your designation and the name of institutions or government agencies.

Click the SUBMIT button to complete the update process. You will see the message that the update has been done successfully:



If you wish to continue with CPD update, click the Structured or Unstructured Activity links at top right corner on the same page, which also has the link to the CPD Activity List if you want to check that the update has been added to the list.

Professional Engineers <ul style="list-style-type: none">▶ PE Pledge▶ Change Password▶ Your Particulars▶ Continuing Professional Development▶ Practising Certificate▶ Specialist PE Examination	<h3>PDU Update Category 2 Success</h3> <p style="text-align: right;">Structured Unstructured CPD Activity List</p> <p>Your update has been completed, the system will add this activity to your PDU summary. If you wish to continue with CPD update, click the Structured or Unstructured Activity links.</p>
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Structured Activity Update on Category 2b

Professional Engineers

- ▶ PE Pledge
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- ▶ Your Particulars
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CPD Update Category 2b

Structured | Unstructured | CPD Activity List

Category 2b : Member of relevant technical or working committees of professional associations and government agencies

Example:

- i) Member of technical committees of government departments and statutory boards
- ii) Member of technical or other working committees of ACES and IES
- iii) Member of approved technical societies

Note:

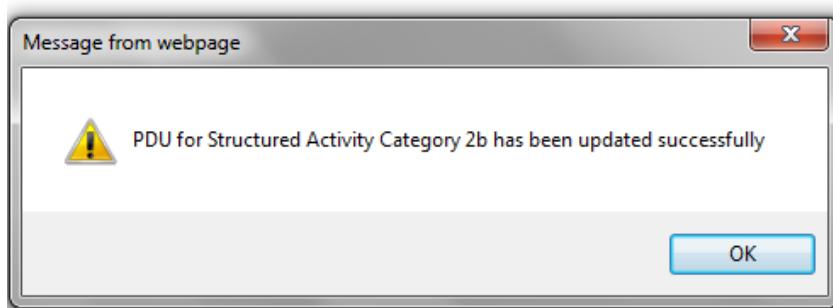
- Click on ADD if you have new input and submit all entries at one go by clicking on SUBMIT
- Maximum PDUs for this category shall not be more than 12 PDUs

Qualifying Period :* ---Select---

Description :* PDU: * ---Select---

Select the qualifying period during which you are member of relevant technical or working committees of professional associations and government agencies. Under 'Description', please indicate your designation and the name of the committees as described on Category 2b.

Click the SUBMIT button to complete the update process. You will see the message that the update has been done successfully:



If you wish to continue with CPD update, click the Structured or Unstructured Activity links at top right corner on the same page, which also has the link to the CPD Activity List if you want to check that the update has been added to the list.

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development
- ▶ Practising Certificate
- ▶ Specialist PE Examination

PDU Update Category 2 Success

Structured | Unstructured | CPD Activity List

Your update has been completed, the system will add this activity to your PDU summary.
If you wish to continue with CPD update, click the Structured or Unstructured Activity links.

Structured Activity Update on Category 3

Category 3: Contribution to relevant engineering or management knowledge	a) Conduct lectures, seminars, conferences or training courses that has been qualified for PDU by PEB, for the first time. (Exclude regular lectures by full-time lecturers)	4 PDUs for each lecture hour or part thereof
	b) Conduct lectures, seminars, conferences or training courses that has been qualified for PDU by PEB, after the first time. (Exclude regular lectures by full-time lecturers)	2 PDUs for each lecture hour or part thereof
	c) Write or edit technical articles or papers published in distinguished publications, conference proceedings, professional journals or books.	5 PDUs for each topic
	d) Engineering patents registered during the year	15 PDUs for each patent

Select the criteria 3a, 3b, 3c and/or 3d to update

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 - ▶ View CPD Applications

CPD Update Structured Activities

Out of the 40 PDUs required over a PC qualifying period, a minimum of 15 PDUs (20 PDUs for PC 2015 and thereafter) shall come from structured activities.

Select the category of structured activities to be updated:

Structured Activities: **Category 3**

Category 3: Contribution to relevant engineering or management knowledge

--Select--
 3a) Conduct lectures, seminars, conferences or training courses that has been qualified for PDU by PEB, for the first time
 3b) Conduct lectures, seminars, conferences or training courses that has been qualified for PDU by PEB, after the first time
 3c) Write or edit technical articles or papers published in distinguished publications
 3d) Engineering patents registered during the year

CATEGORY	CRITERIA	PDUs
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Structured Activity Update on Category 3a

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CPD Update Category 3a

Structured | Unstructured | CPD Activity List

Category 3a : Conduct lectures, seminars, conferences or training courses that has been qualified for PDU by PEB, for the first time

Please read the important explanatory note below before starting your course search

- Lectures, seminars, conferences or training courses refers to CPD activity that has been qualified for PDU by PEB
- Regular lectures by full-time lecturers are not to be considered as CPD activity
- After input of the course ID, click the link beside the field to populate the Qualifying Period, Course Title and Date
- Click on (*Check Total*) to calculate the Total PDU

Qualifying Period :*

To search for course ID, click Calendar of CPD Events and copy the course ID to the next field

Course ID :* To see the title and date, [Click Here](#)

CPD Activity Title :*

End Date of Activity :*

Total Lecture Hour :* x 4 PDU ([Check Total](#))

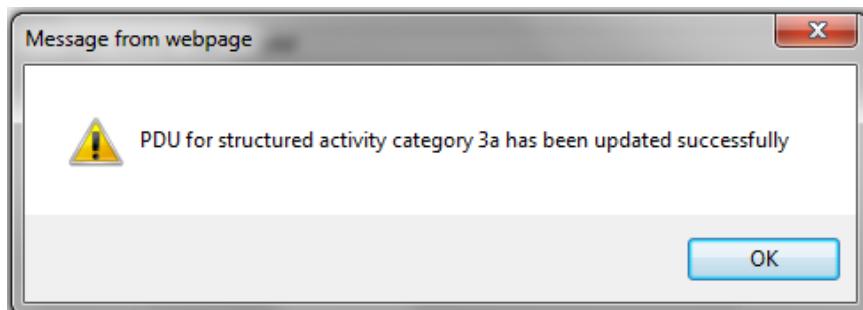
Total PDU :*

SUBMIT **CANCEL**

Follow the screen instructions as shown to search for the CPD activity that has been qualified for PDU. Once it has been done accordingly, you just have to indicate the no. of Lecture Hour and click 'Check Total' to get the PDU you are eligible for this category on CPD activity which you are involved as a speaker, trainer or lecturer for the **first time**.

Note that no. of total lecture hours spent should not include mealtime/tea break. You can only input the no. of hour you have provided on the training or lecture. The PDU awarded to you will not be the same as the PDU awarded to course participants for this CPD activity.

Click the SUBMIT button to complete the update process. You will see the message that the update has been done successfully:



If you wish to continue with CPD update, click the Structured or Unstructured Activity links at top right corner on the same page, which also has the link to the CPD Activity List if you want to check that the update has been added to the list.

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development

PDU Update Category 3 Success

Your update has been completed, the system will add this activity to your PDU summary.
If you wish to continue with CPD update, click the Structured or Unstructured Activity links.

Structured | Unstructured | CPD Activity List

Structured Activity Update on Category 3b

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development
- ▶ About CPD
- ▶ Guide to e-CPD System
- ▶ **CPD Update**
- ▶ CPD Activity List
- ▶ PDU Summary
- ▶ Apply to Qualify for PDU
- ▶ View CPD Applications
- ▶ Practising Certificate
- ▶ Specialist PE Examination
- ▶ Registration as Specialist PE in Amusement Ride Engineering
- ▶ Registration as Specialist PE in Geotechnical Engineering
- ▶ Registration as ACPE

CPD Update Category 3b

Structured | Unstructured | CPD Activity List

Category 3b : Conduct lectures, seminars, conferences or training courses that has been qualified for PDU by PEB, after the first time

Please read the important explanatory note below before starting your course search

- Lectures, seminars, conferences or training courses refers to CPD activity that has been qualified for PDU by PEB
- Regular lectures by full-time lecturers are not to be considered as CPD activity
- After input of the course ID, click the link beside the field to populate the Qualifying Period, Course Title and Date
- Click on *(Check Total)* to calculate the Total PDU

Qualifying Period :*

To search for course ID, click [Calendar of CPD Events](#) and copy the course ID to the next field

CPD Event ID :* To see the title and date, [Click Here](#)

CPD Activity Title :*

End Date of Activity :* (dd/mm/yyyy)

Total Lecture Hour :* x 2 PDU [\(Check Total\)](#)

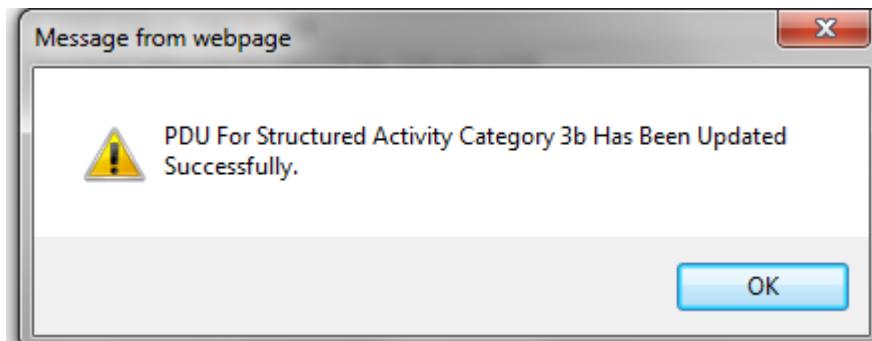
Total PDU :*

SUBMIT **CANCEL**

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Follow the screen instructions as shown to search for the CPD activity that has been qualified for PDU. Once it has been done accordingly, you just have to input the no. of Lecture Hour to get the PDU you are eligible for this category on CPD activity you are involved as a speaker, trainer or lecturer **more than once**. Note that no. of total lecture hours spent should not include mealtime/tea break. You can only input the no. of hour you have provided on the training or lecture. The PDU awarded to you will not be the same as the PDU awarded to course participants for this CPD activity.

Click the SUBMIT button to complete the update process. You will see the message that the update has been done successfully:



If you wish to continue with CPD update, click the Structured or Unstructured Activity links at top right corner on the same page, which also has the link to the CPD Activity List if you want to check that the update has been added to the list.

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development

PDU Update Category 3 Success

Structured | Unstructured | CPD Activity List

Your update has been completed, the system will add this activity to your PDU summary.
If you wish to continue with CPD update, click the Structured or Unstructured Activity links.

Structured Activity Update on Category 3c

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development
 - ▶ About CPD
 - ▶ Guide to e-CPD System
 - ▶ **CPD Update**
 - ▶ CPD Activity List
 - ▶ PDU Summary
 - ▶ Apply to Qualify for PDU
 - ▶ View CPD Applications
 - ▶ Practising Certificate
 - ▶ Specialist PE Examination
 - ▶ Registration as Specialist PE in Amusement Ride Engineering
 - ▶ Registration as Specialist PE in Geotechnical Engineering

CPD Update Category 3c

Structured | Unstructured | CPD Activity List

Category 3c : Write or edit technical articles or papers published in distinguished publications, conference proceedings, professional journals or books

Note:
- Click on ADD button if you have new input to this category and submit all entries at one go by clicking on SUBMIT.

Qualifying Period :* ---Select---

Title of Article / Papers :*

Published Date :* dd mm yyyy

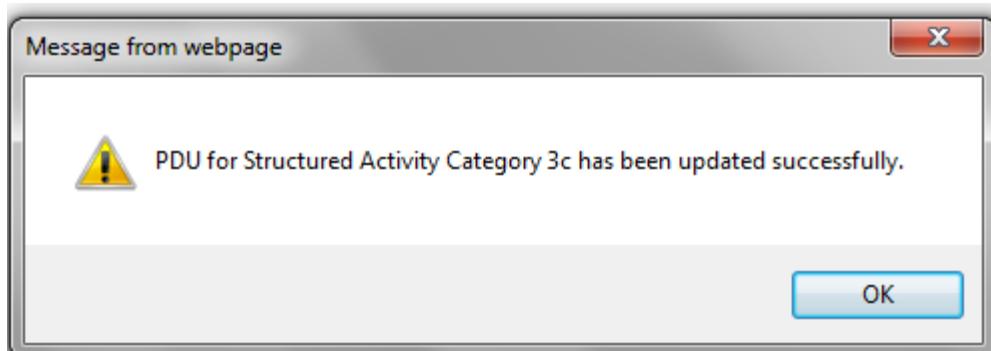
Name of Publication, Conference proceeding, Professional Journals or Book :*

Total PDU :* 5

RESET **ADD** **SUBMIT** **CANCEL**

Select the qualifying period during which you have written or edited technical articles or papers published in distinguished publications, conference proceedings, professional journals or books. The title of articles or papers and name of publication must be indicated.

Click the SUBMIT button to complete the update process. You will see the message that the update has been done successfully:



If you wish to continue with CPD update, click the Structured or Unstructured Activity links at top right corner on the same page, which also has the link to the CPD Activity List if you want to check that the update has been added to the list.

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development

PDU Update Category 3 Success

Your update has been completed, the system will add this activity to your PDU summary.
If you wish to continue with CPD update, click the Structured or Unstructured Activity links.

Structured | Unstructured | CPD Activity List

Structured Activity Update on Category 3d

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development
 - ▶ About CPD
 - ▶ Guide to e-CPD System
 - ▶ **CPD Update**
 - ▶ CPD Activity List
 - ▶ PDU Summary
 - ▶ Apply to Qualify for PDU
 - ▶ View CPD Applications
- ▶ Practising Certificate
- ▶ Specialist PE Examination
- ▶ Registration as Specialist PE in Amusement Ride

CPD Update Category 3d

Structured | Unstructured | CPD Activity List

Category 3d) : Engineering patents registered during the year

Note:
- Click on ADD button if you have new input to this category and submit all entries at one go by clicking on SUBMIT.

Qualifying Period :*

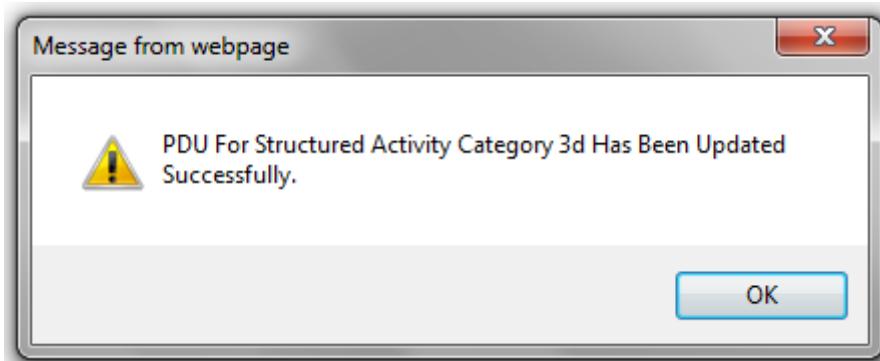
Title of Patent :*

Patent Registered Date :*

Total PDU :*

Select the qualifying period during which you have registered engineering patents and indicate the title and registered date of the patent.

Click the SUBMIT button to complete the update process. You will see the message that the update has been done successfully:



If you wish to continue with CPD update, click the Structured or Unstructured Activity links at top right corner on the same page, which also has the link to the CPD Activity List if you want to check that the update has been added to the list.

<p>Professional Engineers</p> <ul style="list-style-type: none">▶ PE Pledge▶ Change Password▶ Your Particulars▶ Continuing Professional Development	<p>PDU Update Category 3 Success</p> <p>Your update has been completed, the system will add this activity to your PDU summary. If you wish to continue with CPD update, click the Structured or Unstructured Activity links.</p>	Structured Unstructured CPD Activity List
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Unstructured activities

Read about the activities classified under Category A, B, C and D and select the correct category which applies to you.

<p>Professional Engineers</p> <ul style="list-style-type: none">▶ PE Pledge▶ Change Password▶ Your Particulars▶ Continuing Professional Development▶ About CPD▶ Guide to e-CPD System▶ CPD Update▶ CPD Activity List	<p>CPD Update of Unstructured Activities</p> <p>Out of the 40 PDUs required over a PC qualifying period, a minimum of 15 PDUs shall come from structured activities. The remaining PDUs, up to 25 PDUs, may come from unstructured activities.</p> <p>Select the category of unstructured activities to be updated:</p> <p>Unstructured Activities: <input type="button" value="--Select--"/> <input type="checkbox" value="Category A"/> Category A <input type="checkbox" value="Category B"/> Category B <input type="checkbox" value="Category C"/> Category C <input type="checkbox" value="Category D"/> Category D</p> <p>Details of categories of unstructured activities are listed below:</p>
--	--

- ▶ PDU Summary
- ▶ Apply to Qualify for PDU
- ▶ View CPD Applications
- ▶ Practising Certificate
- ▶ Specialist PE Examination
- ▶ Registration as Specialist PE in Amusement Ride Engineering
- ▶ Registration as Specialist PE in Geotechnical Engineering
- ▶ Registration as ACPE
- ▶ Structured Development Programme
- ▶ Conduct and Ethics Cases
- ▶ Board Circulars
- ▶ Circulars Received from Other Agencies
- ▶ Logout

Unstructured Activities

CATEGORY	CRITERIA	PDUs
Category A: Self study of relevant topics	i. Reading of relevant technical, professional, financial, legal or business literature. ii. Listening/viewing audio/video tapes on relevant topics or taking correspondence courses.	1 PDU for every 2 hours (Maximum for this category is 16 PDUs)
Category B: Informal in-house training and discussion	i. Conducting informal in-house training and presentations to colleagues. ii. Attending informal in-house training and presentations.	1 PDU for every 2 hours (Maximum for this category is 16 PDUs)
Category C: Professional membership	i. Membership of professional engineering or management bodies.	2 PDUs per organisation (Maximum for this category is 16 PDUs)
Category D: Non-accredited engineering activities	i. Attending professional and technical courses which are not accredited. ii. Attending organised group technical site visits and exhibitions.	1 PDU for every 2 hours (Maximum for this category is 16 PDUs)

Unstructured Activity Update on Category A

CATEGORY	CRITERIA	PDUs
Category A: Self study of relevant topics	i. Reading of relevant technical, professional, financial, legal or business literature. ii. Listening/viewing audio/video tapes on relevant topics or taking correspondence courses.	1 PDU for every 2 hours (Maximum for this category is 16 PDUs)

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development
 - ▶ About CPD
 - ▶ Guide to e-CPD System
 - ▶ **CPD Update**
 - ▶ CPD Activity List
 - ▶ PDU Summary
 - ▶ Apply to Qualify for PDU
 - ▶ View CPD Applications
- ▶ Practising Certificate
- ▶ Specialist PE Examination
- ▶ Registration as Specialist PE in Amusement Ride Engineering
- ▶ Registration as Specialist PE in Geotechnical Engineering
- ▶ Registration as ACPE

CPD Update Category A

Structured | Unstructured | CPD Activity List

Category A : Self study of relevant topics

Example:

- i) Reading of relevant technical, professional, financial, legal or business literature
- ii) Listening/viewing audio/video tapes on relevant topics or taking correspondence courses

Note:

- 1 PDU is awarded for every 2 hours.
- Maximum PDUs for this category shall not be more than 16 PDUs.
- Click on (Check Total) to calculate the Total PDU.
- Click on ADD button if you have new input and submit all entries at one go by clicking on SUBMIT.

Qualifying Period :* ---Select---

Topic :*

RESET

Total Hours Spent :* / 2 PDU ([Check Total](#))

Total PDU :*

ADD

SUBMIT

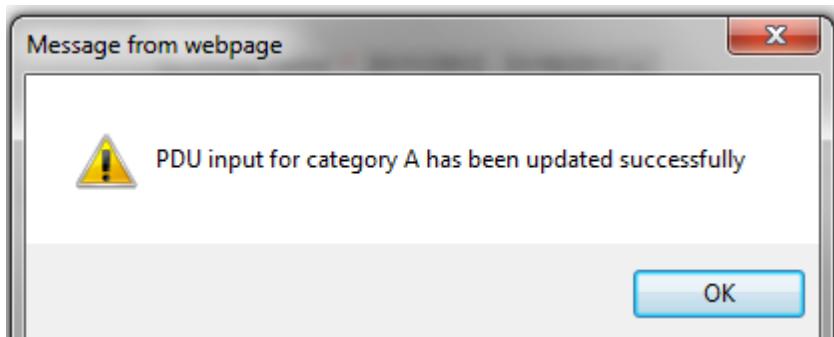
CANCEL

Select the qualifying period during which you have done self study of relevant topics and indicate the topics read.

Please do not input general description in the Topic field, for example, 'Reading of technical books' but specify the title of article or book read so that you know what to provide if the Board conducts random check of your CPD update.

Input 'Total Hours Spent', then click 'Check Total' to find out total PDU awarded based on hours spent.

Click the SUBMIT button to complete the update process. You will see the message that the update has been done successfully:



If you wish to continue with CPD update, click the Structured or Unstructured Activity links at top right corner on the same page, which also has the link to the CPD Activity List if you want to check that the update has been added to the list.

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development

PDU Update Category A Success

[Structured](#) | [Unstructured](#) | [CPD Activity List](#)

Your update has been completed, the system will add this activity to your PDU summary.
If you wish to continue with CPD update, click the Structured or Unstructured Activity links.

Unstructured Activity Update on Category B

Category B: Informal In-house training and discussion	i. Conducting informal in-house training and presentations to colleagues. ii. Attending informal in-house training and presentations.	1 PDU for every 2 hours (Maximum for this category is 16 PDUs)
---	--	---

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development
 - ▶ About CPD
 - ▶ Guide to e-CPD System
 - ▶ **CPD Update**
 - ▶ CPD Activity List
 - ▶ PDU Summary
 - ▶ Apply to Qualify for PDU
 - ▶ View CPD Applications
- ▶ Practising Certificate
- ▶ Specialist PE Examination
- ▶ Registration as Specialist PE in Amusement Ride Engineering
- ▶ Registration as Specialist PE in Geotechnical Engineering
- ▶ Registration as ACPE

CPD Update Category B

Structured | Unstructured | CPD Activity List

Category B) : Informal in-house training and discussion

Example:

- i) Conducting informal in-house training and presentations to colleagues
- ii) Attending informal in-house training and presentations

Note:

- 1 PDU is awarded for every 2 hours.
- Maximum PDUs for this category shall not be more than 16 PDUs.
- Click on (*Check Total*) to calculate the Total PDU.
- Click on ADD button if you have new input and submit all entries at one go by clicking on SUBMIT.

Qualifying Period: *

Topic :*

Total Hours Spent :* / 2 PDU

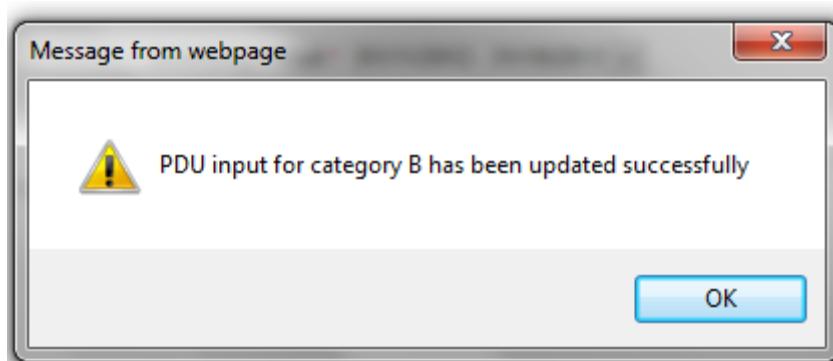
Total PDU :*

Select the qualifying period during which you have conducted and/or attended informal in-house training and discussion, indicate the training or discussion topics attended.

Please do not input general description in the Topic field, for example, 'Attended in-house training' but specify the title of training or presentations so that you know what to provide if the Board conducts random check of your CPD update.

Input 'Total Hours Spent', then click 'Check Total' to find out total PDU awarded based on hours spent.

Click the SUBMIT button to complete the update process. You will see the message that the update has been done successfully:



If you wish to continue with CPD update, click the Structured or Unstructured Activity links at top right corner on the same page, which also has the link to the CPD Activity List if you want to check that the update has been added to the list.

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development

PDU Update Category B Success

Structured | Unstructured | CPD Activity List

Your update has been completed, the system will add this activity to your PDU summary.
If you wish to continue with CPD update, click the Structured or Unstructured Activity links.

Unstructured Update on Category C

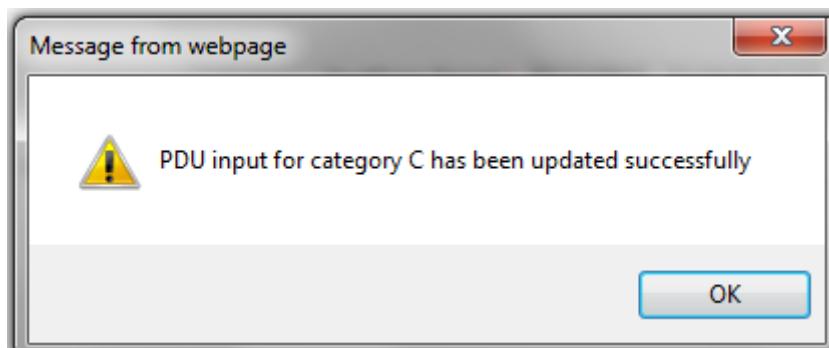
Category C: Professional Membership	i. Membership of professional engineering or management bodies.	2 PDUs per organisation (Maximum for this category is 16 PDUs)
---	---	---

Please note that membership of professional engineering or management bodies does not include professional registration such as PE, AC, ACPE, QECP registration in Singapore, or Professional Engineer/Chartered Engineer and similar registration in other jurisdictions.

Professional Engineers <ul style="list-style-type: none"> ▶ PE Pledge ▶ Change Password ▶ Your Particulars ▶ Continuing Professional Development <ul style="list-style-type: none"> ▶ About CPD ▶ Guide to e-CPD System ▶ CPD Update ▶ CPD Activity List ▶ PDU Summary ▶ Apply to Qualify for PDU ▶ View CPD Applications ▶ Practising Certificate ▶ Specialist PE Examination ▶ Registration as Specialist PE in Amusement Ride Engineering ▶ Registration as Specialist PE in Geotechnical Engineering ▶ Registration as ACPE 	<p>CPD Update Category C</p> <p style="text-align: right;">Structured Unstructured CPD Activity List</p> <p>Category C) : Professional membership</p> <p>Example: i) Membership of professional engineering or management bodies <i>(This does not include professional registration such as PE, AC, ACPE, QECP registration in Singapore, or Professional Engineer/Chartered Engineer and similar registration in other jurisdictions)</i></p> <p>Note:</p> <ul style="list-style-type: none"> - Maximum PDUs for this category shall not be more than 16 PDUs. - Click on ADD button if you have new input and submit all entries at one go by clicking on SUBMIT. <p>Qualifying Period.* <input type="button" value="---Select---"/></p> <p>Professional Engineering/Management Bodies.* <input type="text"/> <input type="button" value="RESET"/></p> <p>Membership No.* <input type="text"/></p> <p>Membership Date.* <input type="button" value="dd"/> <input type="button" value="mm"/> <input type="button" value="yyyy"/></p> <p>PDU.* <input type="text"/> <input type="button" value="ADD"/> <input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/></p>
--	---

Select the qualifying period during which you have professional membership and indicate the name of professional membership body.

Click the SUBMIT button to complete the update process. You will see the message that the update has been done successfully:



If you wish to continue with CPD update, click the Structured or Unstructured Activity links at top right corner on the same page, which also has the link to the CPD Activity List if you want to check that the update has been added to the list.

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development

PDU Update Category C Success

Structured | Unstructured | CPD Activity List

Your update has been completed, the system will add this activity to your PDU summary.
If you wish to continue with CPD update, click the Structured or Unstructured Activity links.

Unstructured Activity Update on Category D

Category D: Non-accredited engineering activities	i. Attending professional and technical courses which are not accredited. ii. Attending organised group technical site visits and exhibitions.	1 PDU for every 2 hours (Maximum for this category is 16 PDUs)
---	---	---

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development
 - ▶ About CPD
 - ▶ Guide to e-CPD System
 - ▶ **CPD Update**
 - ▶ CPD Activity List
 - ▶ PDU Summary
 - ▶ Apply to Qualify for PDU
 - ▶ View CPD Applications
- ▶ Practising Certificate
- ▶ Specialist PE Examination
- ▶ Registration as Specialist PE in Amusement Ride Engineering
- ▶ Registration as Specialist PE in Geotechnical Engineering
- ▶ Registration as ACPE
- ▶ Structured Development Programme

CPD Update Category D

Structured | Unstructured | CPD Activity List

Category D) : Non-accredited engineering activities

Example:

- i) Attending professional and technical courses which are not qualified for PDU
- ii) Attending organised group technical site visits and exhibitions which are not qualified for PDU

Note:

- 1 PDU is awarded for every 2 hours.
- Maximum PDUs for this category shall not be more than 16 PDUs.
- Click on *(Check Total)* to calculate the Total PDU.
- Click on ADD button if you have new input and submit all entries at one go by clicking on SUBMIT.

Qualifying Period: *

Topic :*

End Date of Activity :*

Total Hours Spent :* / 2 PDU

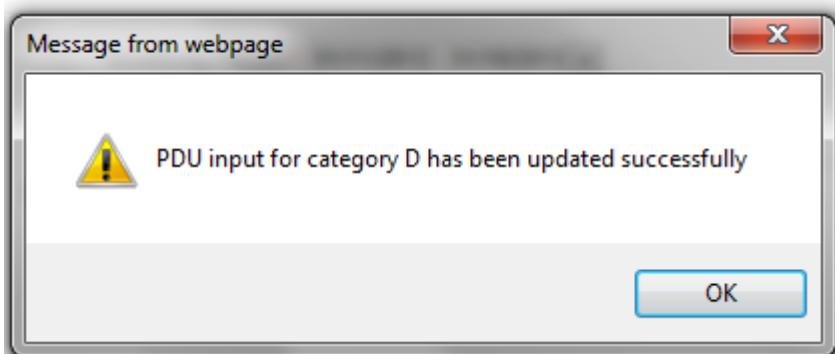
Total PDU :*

Select the qualifying period during which you have attended engineering activities that are not qualified for PDU as structured activity.

Please do not input general description in the Topic field, for example, 'Attended site visit' but specify more detailed description so that you know what to provide if the Board conducts random check of your CPD update.

Indicate the topic of activity, input 'Total Hours Spent', then click 'Check Total' to find out total PDU awarded based on hours spent.

Click the SUBMIT button to complete the update process. You will see the message that the update has been done successfully:



If you wish to continue with CPD update, click the Structured or Unstructured Activity links at top right corner on the same page, which also has the link to the CPD Activity List if you want to check that the update has been added to the list.

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development

PDU Update Category D Success

[Structured](#) | [Unstructured](#) | [CPD Activity List](#)

Your update has been completed, the system will add this activity to your PDU summary.
If you wish to continue with CPD update, click the Structured or Unstructured Activity links.

CPD Activity List

Refer to CPD Activity List to see what you have updated and correct if wrong entries are made.

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development
 - ▶ About CPD
 - ▶ Guide to e-CPD System
 - ▶ CPD Update
 - ▶ [CPD Activity List](#)
 - ▶ PDU Summary
 - ▶ Apply to Qualify for PDU
 - ▶ View CPD Applications
- ▶ Practising Certificate
- ▶ Specialist PE Examination
- ▶ Registration as Specialist PE in Amusement Ride Engineering

CPD Activities List

Note:

Select PC year to display details of CPD activities.

You may delete entries for Current PC year if you have not renewed your PC. If you have renewed your PC, email PEB with a screenshot of the CPD Activities List to request for deletion of entries.

PC Year :	<input type="button" value="--Select--"/>
Qualifying Period :	<input type="button" value="2003"/> <input type="button" value="2004"/> <input type="button" value="2005"/> <input type="button" value="2006"/> <input type="button" value="2007"/> <input type="button" value="2008"/> <input type="button" value="2009"/> <input type="button" value="2010"/> <input type="button" value="2011"/> <input type="button" value="2012"/> <input type="button" value="2013"/> <input type="button" value="2014"/>
Structured Unstructured	

Select the PC year for which you wish to see the CPD activities you have updated.

For entries updated wrongly or incorrect qualifying period entered, you may delete them if you have not applied for PC of the year selected. If the delete key is not shown, please send an email to PEB (registrar@peb.gov.sg) and attach a screenshot of the CPD activities you wish to delete.

PDU Summary

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Refer to the PDU Summary if you want to find out whether you have fulfilled PC application requirements.

Read the legend and the 8 points for a better understanding of the PDU summary to plan your training needs.

Professional Engineers

- ▶ PE Pledge
- ▶ Change Password
- ▶ Your Particulars
- ▶ Continuing Professional Development
 - ▶ About CPD
 - ▶ Guide to e-CPD System
 - ▶ CPD Update
 - ▶ CPD Activity List
 - ▶ **PDU Summary**
 - ▶ Apply to Qualify for PDU
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- ▶ Registration as Specialist PE in Amusement Ride Engineering
- ▶ Registration as Specialist PE in Geotechnical Engineering
- ▶ Registration as ACPE
- ▶ Structured Development Programme
- ▶ Conduct and Ethics Cases
- ▶ Board Circulars
- ▶ Circulars Received from Other Agencies
- ▶ Logout

PDU Summary

Qualifying Period	PC Year	Obtained			Required			Balance			PC	Under-taking	
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h) = a+b-d-e-f	(i) = c-g	Total *(j) **=h+i		
01/11/2001 - 31/10/2002	2003		0	0		0	0	0	0	0	0	Y	N
01/11/2002 - 31/10/2003	2004		46	0		0	0	0	46	0	46	Y	N
01/11/2003 - 31/10/2004	2005	46	16	0		0	15	25	47	-25	22	Y	N
01/11/2004 - 31/10/2005	2006	22	23	0		0	15	25	30	-25	5	Y	N
01/11/2005 - 31/10/2006	2007	5	31	32		0	15	25	21	7	21	Y	N
01/11/2006 - 31/10/2007	2008	21	3	26		0	15	25	9	1	9	Y	N
01/11/2007 - 31/10/2008	2009	9	10	25		0	15	25	4	0	4	Y	N
01/11/2008 - 31/10/2009	2010	4	19	25		0	15	25	8	0	8	Y	N
01/11/2009 - 31/10/2010	2011	8	19	32		0	15	25	12	7	12	Y	N
01/11/2010 - 31/10/2011	2012	12	14	32		0	15	25	11	7	11	Y	N
01/11/2011 - 31/10/2012	2013	11	17	25		0	15	25	13	0	13	Y	N
01/11/2012 - 31/10/2013	2014	13	135	6		0	15	25	133	-19	114	P	N

Legend:

- Struct - Structured Activities PDUs
- Unstruct - Unstructured Activities PDUs
- Struct c/f - Carry forward Structured Activities PDUs from previous PC year
- Shortfall Struct - Shortfall of Structured Activities PDUs from previous qualifying period
- Y - PC issued
- Nil - PC not issued
- N - Undertaking not used
- P - System assumed that PC will be applied any time in current PC year and shows the deduction. Deduction will be removed at the beginning of new year when PC is not issued.

- 1) For PC year 2003 qualifying period, 50% of PDUs from Struct can be carried forward to the next PC year, no pdus required.
- 2) For PC year 2004 qualifying period, 100% of PDUs from Struct and Unstruct can be carried forward to the next PC year, no pdus required.
- 3) For PC year 2005 qualifying period and onwards, the maximum PDU to be carried forward to the next PC year is 40 and from structured activity only.
- 4) For application of a PC, 40 PDUs are required, comprising of 15 from Struct, 25 from Unstruct (20 PDUs on both Struct and Unstruct for PC 2015 and thereafter).
- 5) If you do not have PC for 3 years or more continuous, 80 PDUs are required, i.e. 30 from Struct, 50 from Unstruct (40 PDUs on both Struct and Unstruct for PC 2015 and thereafter).
- 6)* Any unstructured PDU requirement may be met by either structured or unstructured activities carried out during the current PC qualifying period. If it cannot be met, the shortfall will have to be made up by PDUS from structured activities in the following qualifying period.
- 7)** The sum on total balance does not take into account of any positive balance on Unstruct. Any positive or negative balance in the Total column will be considered carried over as 'Excess or Shortfall of Structured'
- 8) If you did not apply PC for the year, the system will deduct 15 if bal on Struct ≥ 15 , else deduct the exact bal on Struct if balance on Struct < 15 (deduction change to 20 PDUs on Struct for PC 2015 and thereafter).

Apply to Qualify for PDU

You may submit a CPD application online if the course is organized overseas or the course organizer has not registered with PEB to submit CPD application online. The application shall be made after the course/activity has ended.

Please note that not all CPD applications can be qualified for PDU. If your CPD application is not qualified for PDU, you will receive an email notification that it has been rejected. If there is already a submission by the course organizer, we will inform you before we delete the CPD application submitted by you.

Before you click the 'OK' button to apply CPD, please read the instructions on the screen carefully.

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Application For Qualification Of Continuing Professional Development (CPD) Activities under Category 1

- 1) A professional (PE) is encouraged to attend a course/activity that has been qualified for professional development unit (PDU). In the event that a PE attends a course/activity that has not been qualified for PDU, and deemed that it could meet the requirements under categories 1(a), (b) or (c) of the continuing professional development (CPD) programme, the PE can make an online application for qualification after the commencement of the course.
- 2) An application would be accepted only if it is made within the qualifying period corresponding to the course/activity or the following qualify period. The application will not be accepted if you submit the application in subsequent qualifying periods.
- 3) Take note that to make any amendments, the PE can submit a re-application and request PEB to delete the earlier application. The maximum file size to upload is limited to 1 MB on course timetable and 2 MB on course/activity information and application (sample timetable).
- 4) Please always check with the course organiser and request the course organiser to submit CPD applications. Course organiser also include a company which conducts in-house training. For qualifying period corresponding to PC 2012 onwards, while course organisers would be asked to upload the attendance files of PEs who attended their courses/activities so that the system can update the PDU directly to the PE's account, it is the PE's responsibility to check and confirm the accuracy of information uploaded by the CO.
- 5) If a PE is conducting a course, please ask your organization to register as a course organiser and upload the attendance files of PE attendees.
- 6) If a PE is a trainer or lecturer, you may ask your course organiser to apply for the course to qualify for PDU so that you may update PDU under categories 3a), 3b) of structured activities.

To proceed, please click on the OK button at the bottom of this page.

OK

You may include the course objective or speaker's info as part of the event information and indicate 'refer to attached file' in these fields.

For the calculation of PDU, the system requires the time schedule in Excel format. If you do not have the time to type out the time schedule similar to the sample timetable template provided, you may copy and paste the time schedule from other file format to Excel file format for uploading to the CPD application.

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Apply to qualify for PDU

About PE - Title Case Input

Name :	<input type="text" value="Chin Jen Chyi"/>
Contact No. :	<input type="text" value="62229293"/>
Email Address :	<input type="text" value="registrar@peb.gov.sg"/>

About Course Organiser - Title Case Input

Name of Company :*	<input type="text"/>
Name of Contact :*	<input type="text"/>
Contact No. :*	<input type="text"/>
Email Address :*	<input type="text"/>

Course Information - Title Case Input

Course Title :*	<input type="text"/>
Category 1 :*	--Select-- <input type="button" value="▼"/>
Type of Event :*	--Select-- <input type="button" value="▼"/>
Branch of Engineering :*	--Select-- <input type="button" value="▼"/>
Location of Course :*	--Select-- <input type="button" value="▼"/>
Course Fees Per Person :*	\$ <input type="text"/> or <input type="checkbox"/> FOC
Course Objective :*	<input type="text"/> <small>(Maximum 300 characters)</small>
Speaker's Info :*	<input type="text"/> <small>(Maximum 300 characters)</small>
Event URL :	<input type="text"/> <small>(related to this application only)</small>
Duration of Course :*	--Select-- <input type="button" value="▼"/>
Event Information :*	<input type="text"/> <input type="button" value="Browse..."/> <small>(Max file size limit: 2MB) File name should not include special characters e.g. ~!@#\$%, ^?\\^&%;</small>
Venue :*	<input type="text"/>
Venue Address :*	<input type="text"/>
Remark :	<input type="text"/> <small>(Maximum 300 characters)</small>

Course Schedule

Start Date :*	<input type="text"/> dd <input type="button" value="▼"/> mm <input type="button" value="▼"/> yyyy <input type="button" value="▼"/>
End Date :*	<input type="text"/> dd <input type="button" value="▼"/> mm <input type="button" value="▼"/> yyyy <input type="button" value="▼"/>
Course Timetable :*	<input type="text"/> <input type="button" value="Browse..."/> <small>Excel file(.xls,.xlsx), file size limit:2MB File name should not include special characters e.g. ~!@#\$%, ^?\\^&%;</small>

Note that input is compulsory in the fields marked with *. If you are not able to submit the CPD application, please check if there is a message awaiting for your action. Such message is shown after the header – Apply to Qualify for PDU, for example:

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Apply to qualify for PDU

Please input Course Title

[About PE - Title Case Input](#)

View CPD Applications

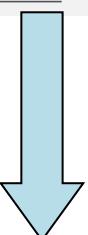
This page lists out the CPD application you have submitted online to PEB. You could check the status of processing if you did not receive email acknowledgement on the CPD application submitted.

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View CPD Applications

CourseID	<input type="text"/>	Status:	<input type="button" value="---Select---"/>	<input type="button" value="SEARCH"/>	<input type="button" value="CLEAR"/>	
Course Id	Course Title	Start Date	Application Date	Status	PDU	Remarks
COA13336	Sample CPD application	06-09-2013	18-10-2013	Pending	-	



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View CPD Application

Course Particulars	
Course application no.:	COA13336
Course title:	Sample CPD application
Type of event:	Seminar
Name of CO:	ABC Company
Contact no. of applicant:	62229293
Name of applicant:	Chin Jen Chyi
Email of applicant:	registrar@peb.gov.sg
Types of organization:	
Course organizer URL:	
Event URL:	
Location of course:	Local
Duration of course:	Single day
Course Fee:	0
Remark:	
Uploaded document:	
1_Event file.docx 2_Time schedule.xlsx	
Course Schedule	
Start date (dd/mm/yyyy):	06-09-2013
End date (dd/mm/yyyy):	06-09-2013
Venue:	Hilton International
Venue address:	3 Jalan Stesen Sentral, 50470 Kuala Lumpur

[BACK](#)

If you could see your CPD application from 'View CPD Application' but there is no indication of files being uploaded, please send the same files via email to registrar@peb.gov.sg, quoting the CPD application no. so that there is no further delay in processing your CPD application.

PEB will process the CPD application submitted and notify you of the application results via email regardless of approval or decline. Processing turnaround time is expected to be within a month.