

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

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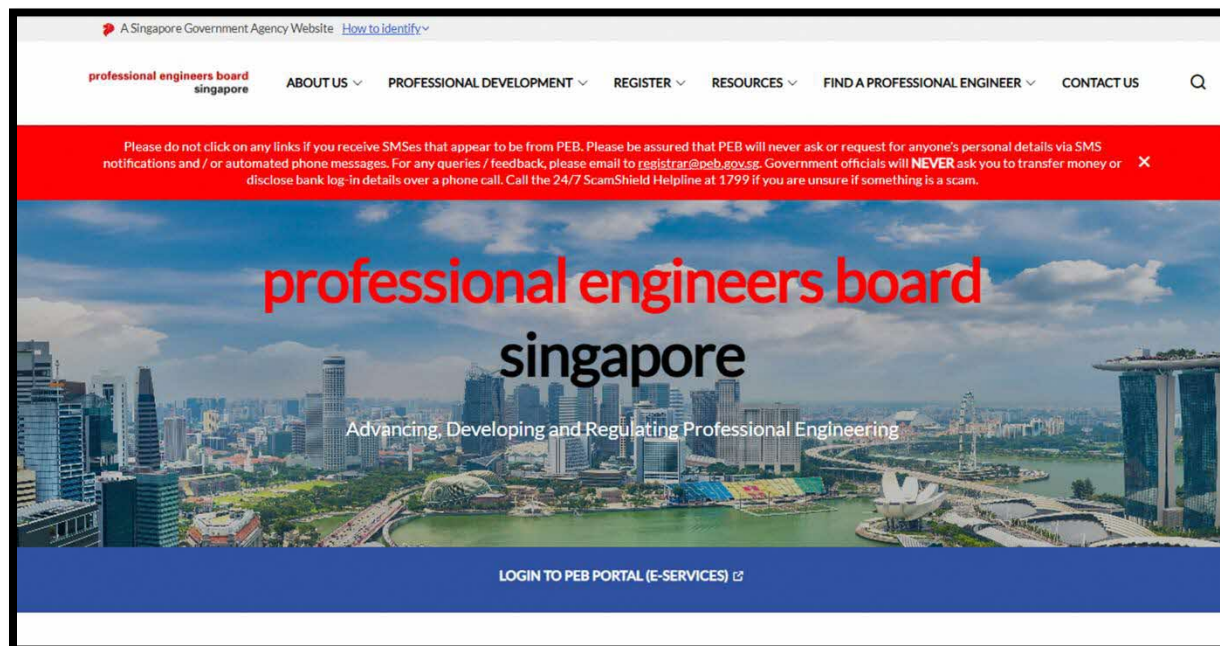
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## Dear Applicant

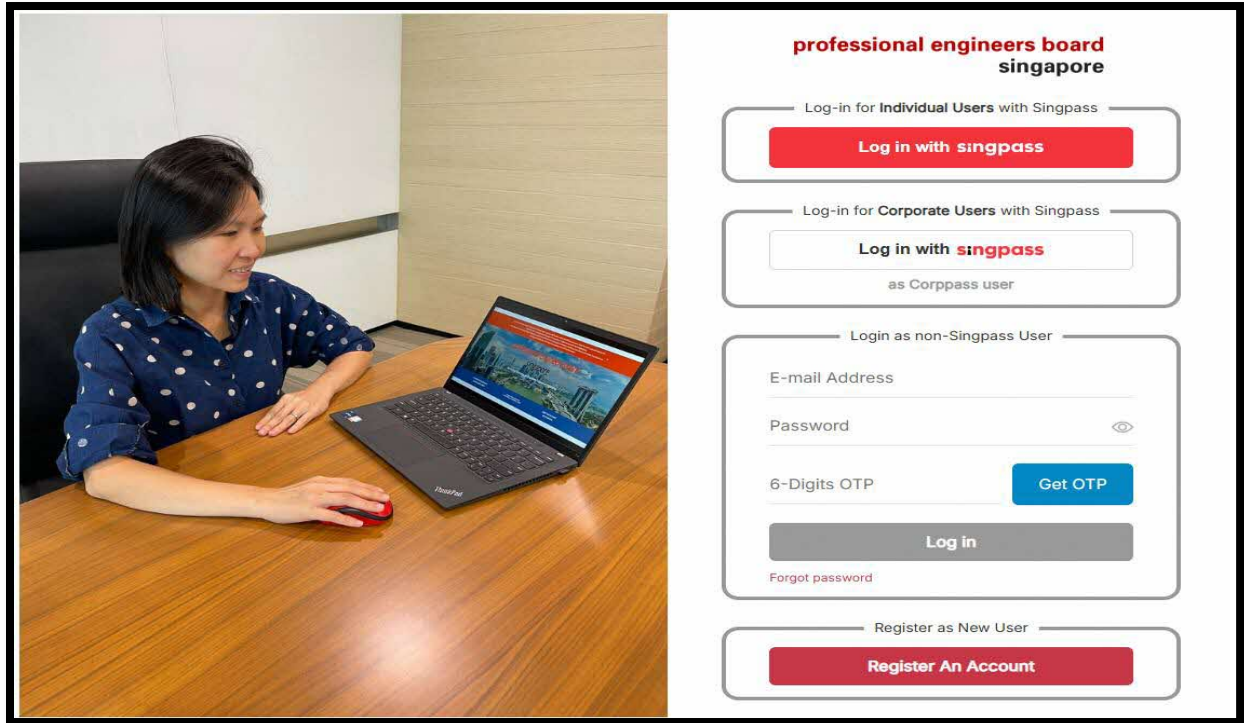
PEB has prepared this guide to assist you in your application process. Please refer to the PEB website for application prerequisites.

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

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

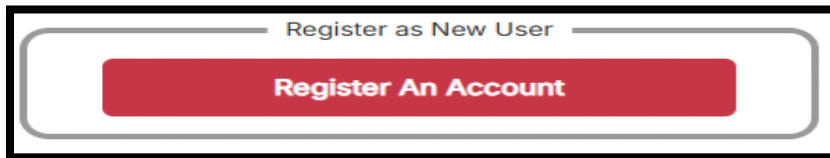


## 2 Log In and Registration



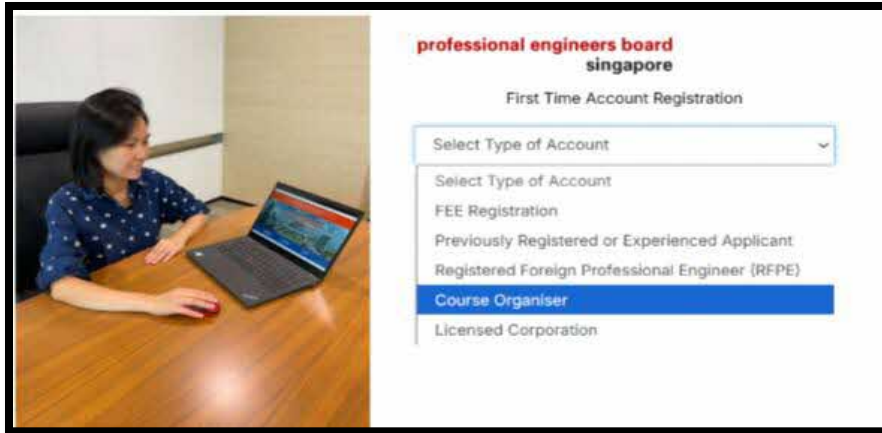
### 2.1 Register as New User

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

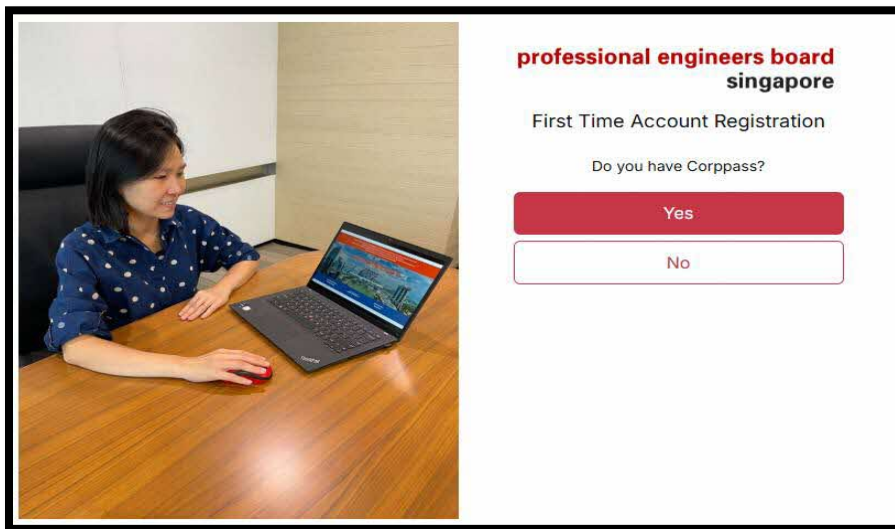


- i. Select Type of Account as **Course Organiser**.

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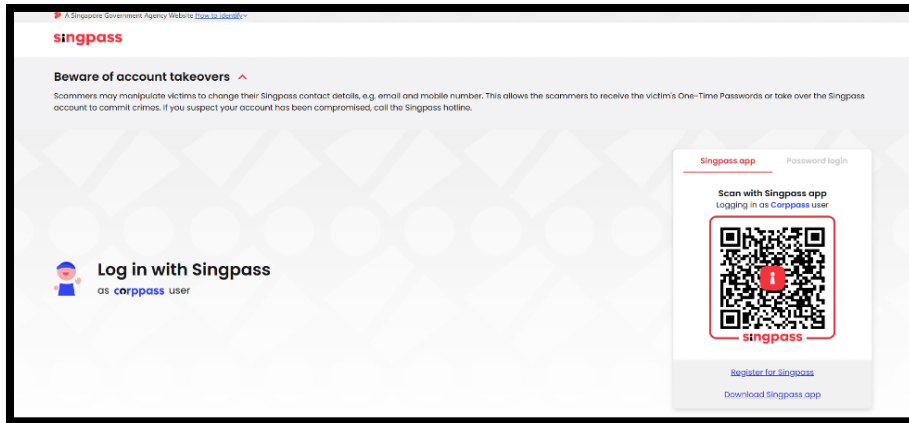


- ii. On the next screen, you will be asked whether you have a **Corppass account**:
- Click **Yes** if you have a Corppass account.
  - Click **No** if you do not have a Corppass account.

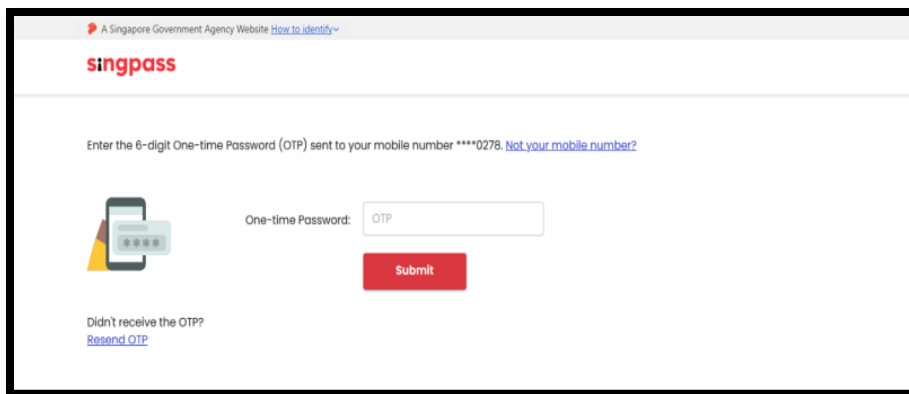


- iii. If you selected **Yes**:
- You will be redirected to the **Corppass Login** page.
  - Log in using your Corppass credentials to proceed with the account registration.

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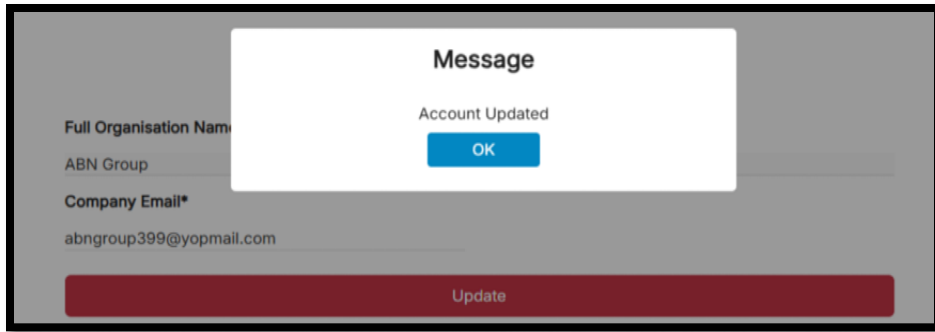


- Enter the 6-digit OTP sent to your mobile number and click **"Submit"**.



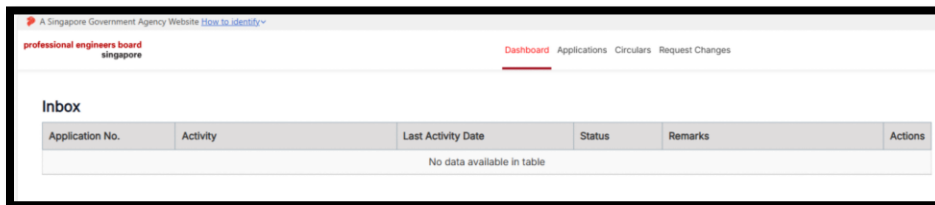
- Enter the Organisation Name and Company Email and click **"Submit"**.

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



The screenshot shows a web interface with a central white message box. The message box contains the text "Message" and "Account Updated", with a blue "OK" button below it. To the left of the message box is a form with the following fields: "Full Organisation Name", "ABN Group", "Company Email\*", and "abngroup399@yopmail.com". Below these fields is a large red "Update" button.

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



The screenshot shows the dashboard of the Professional Engineers Board Singapore. The header includes the logo and navigation links: "Dashboard", "Applications", "Circulars", and "Request Changes". Below the header is an "Inbox" section with a table. The table has columns: "Application No.", "Activity", "Last Activity Date", "Status", "Remarks", and "Actions". The table is currently empty, with a message "No data available in table" at the bottom.

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

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### New Account (Course Organiser)

All fields marked with an asterisk \* are compulsory

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

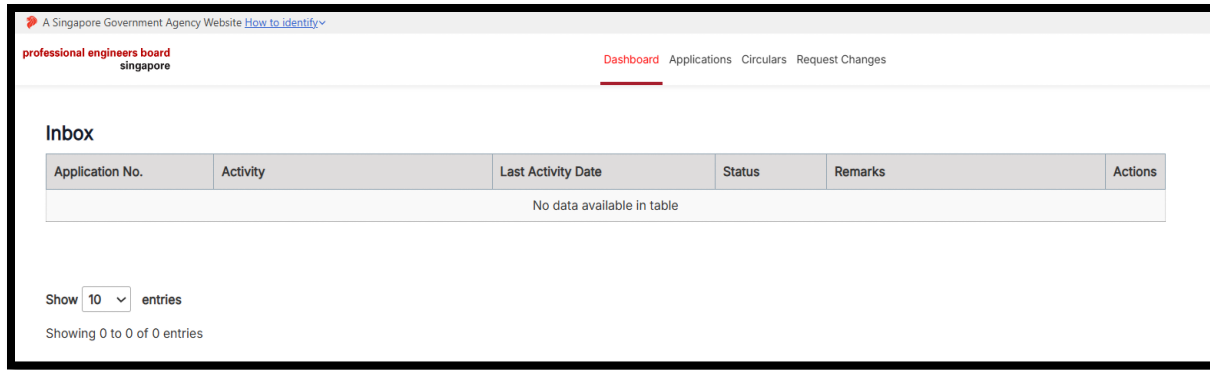
[Already have an account?](#)

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

### Log-in as non-Singpass User

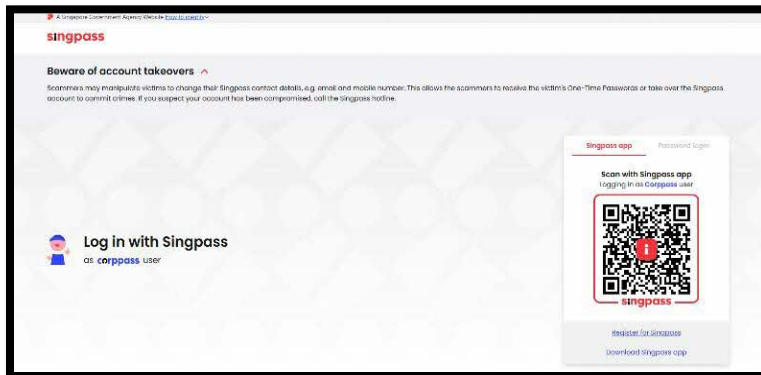
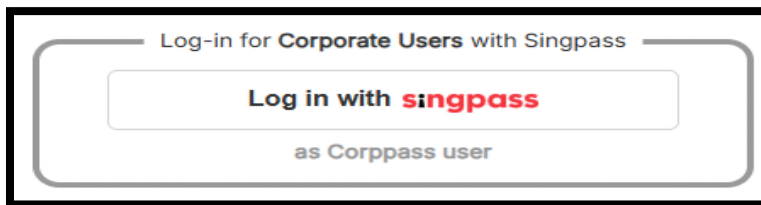
<b>E-mail Address</b>	
<b>Password</b>	
<b>6-Digits OTP</b>	<b>Get OTP</b>
<b>Log in</b>	
<a href="#">Forgot password</a>	





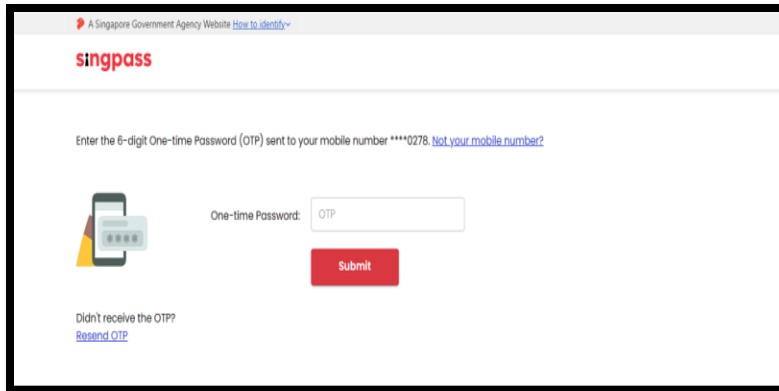
## 2.2 Login with Singpass as Corppass User

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



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


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

**singpass**

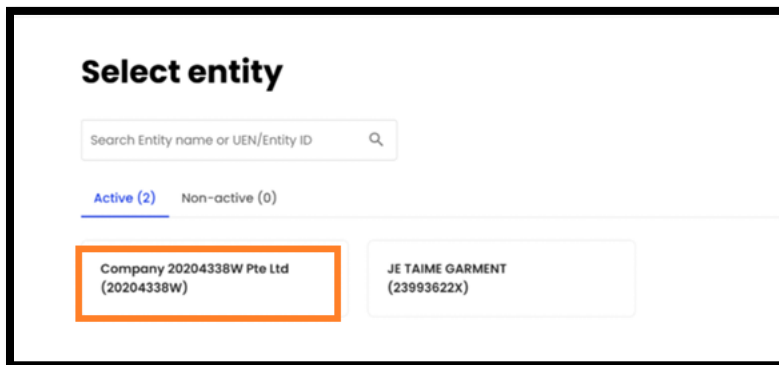
Enter the 6-digit One-time Password (OTP) sent to your mobile number \*\*\*\*0278. [Not your mobile number?](#)

 One-time Password:


**Submit**

Didn't receive the OTP?  
[Resend OTP](#)

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



**Select entity**

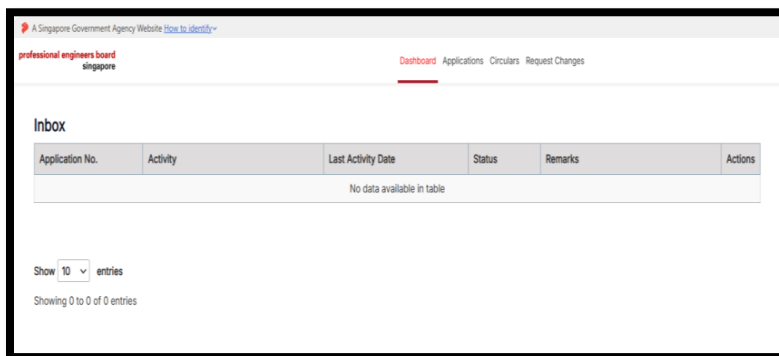


**Active (2)** Non-active (0)

**Company 20204338W Pte Ltd**  
(20204338W)

**JE TAIME GARMENT**  
(23993622X)

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



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

**professional engineers board**  
singapore

**Dashboard** Applications Circulars Request Changes

**Inbox**

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

Show  entries

Showing 0 to 0 of 0 entries

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

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New Candidate Account

All fields marked with an asterisk \* are compulsory

Type Of Account\*

Organisation Name\* UEN\*

Full Organisation Name 23993622X

Company Email\*

Company Email

Submit

Already have an account?

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

New Candidate Account

Type Of Account\*

Course Organiser

Organisation Name\*

DSN Technologies

Company Email\*

dsnt399@yopmail.com

Submit

Already have an account?

**Confirmation**

Are you sure you want to continue?

No Yes

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

Update Account

All fields marked with an asterisk \* are compulsory

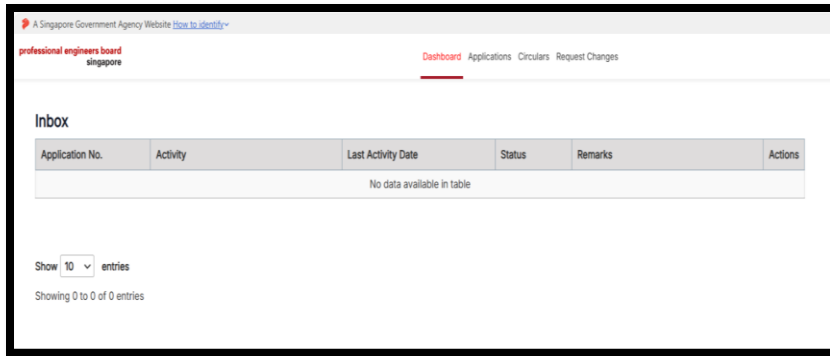
Full Organisation Name\* UEN\*

DSN Technologies 23993622X

Company Email\*

dsnt399@yopmail.com

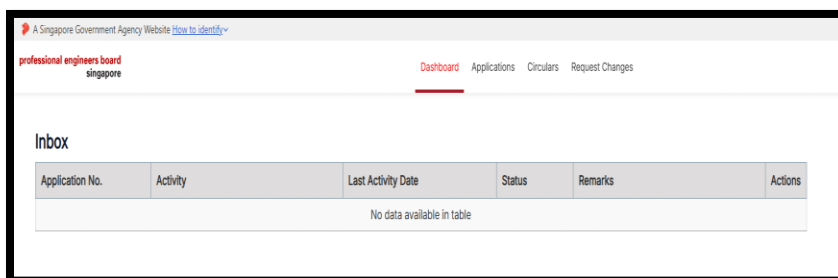
Update



## 2.3 Login as non-Singpass user

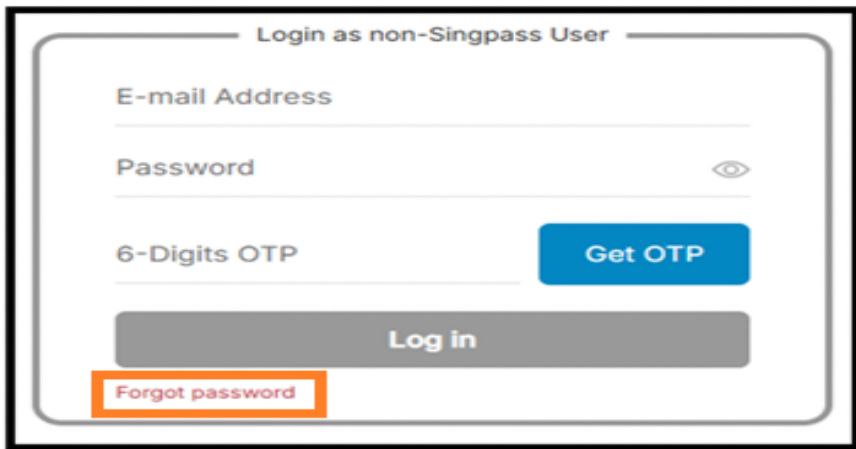
If you are a foreign entity without Corppass and has an existing account with PEB, use the registered email to login under **“Login as non-Singpass User”** section.

- Enter your registered email address and password.
- Click **“Get OTP”** to receive your OTP. Your OTP will be sent to your email address.
- Enter your 6-digit OTP received in your email and click Login.
- You will be redirected to the PEB dashboard.



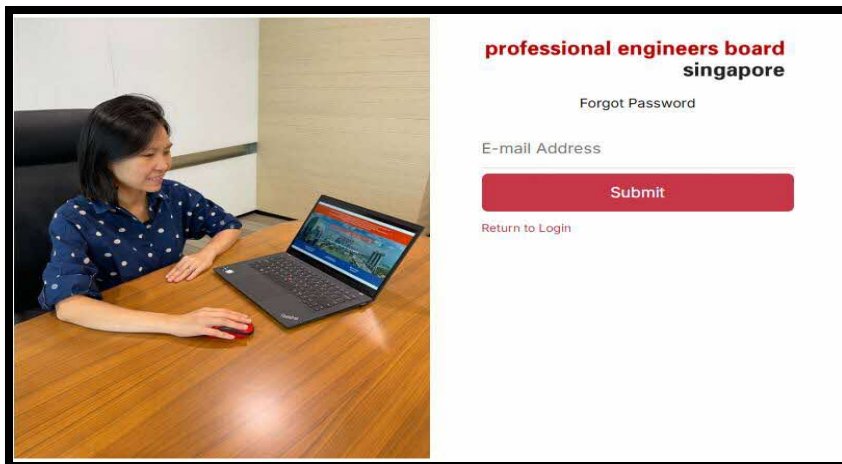
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- v. If you have forgotten your password, click the **"Forgot password"** section to reset your password.



The screenshot shows a login form titled "Login as non-Singpass User". It contains three input fields: "E-mail Address", "Password" (with an eye icon for toggling visibility), and "6-Digits OTP". A blue "Get OTP" button is positioned to the right of the OTP field. Below these fields is a large grey "Log in" button. At the bottom left of the form, there is a link labeled "Forgot password" highlighted with an orange border.

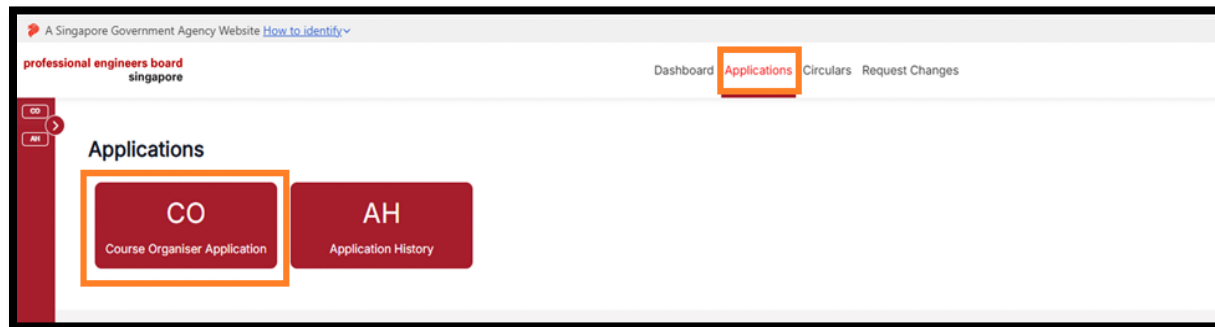
- vi. You will be redirected to the page below. Enter your registered email address and click **"Submit"**. The password reset URL will be sent to your email. Please check your inbox and click on the URL to reset your password.



The screenshot is split into two parts. On the left, a woman is seated at a wooden desk, using a laptop. On the right, the "Forgot Password" page is displayed. The page header includes the "professional engineers board singapore" logo. Below the header, the text "Forgot Password" is centered. There is an "E-mail Address" input field, followed by a red "Submit" button. At the bottom of the form, there is a link that says "Return to Login".

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

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



### 3.1 Submission of Application

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

#### Step 1 - Declaration

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

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

The screenshot shows the 'Declaration' step of the 'Application for Course Organiser' form. On the left, a vertical navigation bar lists the steps: Declaration (highlighted with a red circle), Course Organiser Particulars, Main Contact Information, Supporting Documents, and Summary. The main content area has a header 'Application for Course Organiser' and a sub-header 'Declaration:'. Below this, there is a paragraph stating: 'Before you proceed to register as a Course Organiser, you are required to read and understand the requirements for registration as a course organiser and you declare that you have done so.' There are two checkboxes: the first is 'Please click and read the requirements at Information for Course Organiser. I have read and understood the requirements for the application as a course organiser.' and the second is '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.' A 'Proceed' button is located at the bottom right.

## Step 2 – Course Organiser Particulars

- All fields indicated with \* are mandatory.
- Do not use abbreviations on name of company/organisation
- You are required to provide a Singapore correspondence address. Enter the postal code in the *Postal Code* field and click the *Search* button. The system will automatically populate the *Block/House No.*, *Street/City/State Name*, and *Building Name*. You will only need to enter the *Floor No.* and *Unit No.* **Please note:** The populated data is not editable, so there is no need to change the text format (e.g., from UPPERCASE to Title Case).

The screenshot shows the 'Course Organiser Particulars' step of the 'Application for Course Organiser' form. On the left, a vertical navigation bar lists the steps: Declaration, Course Organiser Particulars (highlighted with a red circle), Main Contact Information, Supporting Documents, and Summary. The main content area has a header 'Application for Course Organiser' and a sub-header 'Course Organiser Particulars' with a note '(Complete this form in English. Fields marked with an asterisk are compulsory)'. There are three buttons at the top right: 'Cancel', 'Save as Draft', and 'Next'. The form is divided into two main sections: 'Company Information' and 'Address'. The 'Company Information' section includes fields for 'Company Name\*' and 'Company URL\*'. The 'Address' section includes fields for 'Country\*' (a dropdown menu showing 'Singapore'), 'Block/House No.\*', 'Floor No.', 'Building Name', 'Postal Code\*' (with a 'Search' button), 'Street/City/State Name\*', and 'Unit No.'.

### Step 3 – Main Contact Information

- All fields indicated with \* are mandatory.
- Only one set of data input for each field is required on contact no. and email address, i.e. do not input more than 1 contact no. or email address in the same field.
- Enter main contact information to ensure you receive an email acknowledgement of your application.

The screenshot shows a web application interface for 'Application for Course Organiser'. On the left is a vertical navigation menu with five steps: Declaration, Course Organiser Particulars, Main Contact Information (highlighted in red), Supporting Documents, and Summary. The main content area is titled 'Main Contact Information' with a sub-note: '(Complete this form in English. Fields marked with an asterisk are compulsory)'. It contains two columns of form fields. The left column has 'Name\*' (with a 'Name\*' label above the input field), 'Contact No.\*' (with a dropdown for '+65' and 'Area code' next to it, and a 'Contact No.\*' label above the input field). The right column has 'Email Address\*' (with an 'Email Address\*' label above the input field). At the top right of the form are three buttons: 'Cancel' (blue text), 'Save as Draft' (grey button), and 'Next' (blue button).

### Step 4 – Supporting Document

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



The screenshot shows the 'Application for Course Organiser' form at the 'Supporting Documents' step. On the left, a vertical navigation bar lists the steps: Declaration, Course Organiser Particulars, Main Contact Information, Supporting Documents (highlighted), and Summary. The main content area is titled 'Supporting Documents' with a sub-note '(Complete this form in English. Fields marked with an asterisk are compulsory)'. It features two sections: 'List of Courses for Professional Engineers, including type of industries and audiences' (marked with an asterisk) and 'Any Other Supporting Document(s)'. Each section has a 'Click to add files' button. At the top right, there are 'Cancel', 'Save as Draft', and 'Next' buttons.

## Step 5 – Summary

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

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

The screenshot shows the 'Summary' page of the application. The left navigation bar is the same as in the previous step, with 'Summary' now highlighted. The main content area is titled 'Summary' and contains three expandable sections: 'Course Organiser Particulars', 'Main Contact Information', and 'Supporting Document'. Below these sections is a checkbox labeled 'The information as shown above is correct and have been updated by me.' At the top right, there are '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.

The screenshot shows the 'Summary' page of the application form. On the left, a vertical progress bar indicates the status of each section: Declaration (completed), Course Organiser Particulars (completed), Main Contact Information (completed), Supporting Documents (completed), and Summary (current step). The main content area is titled 'Summary' and contains three expandable sections: 'Course Organiser Particulars', 'Main Contact Information', and 'Supporting Document'. The 'Supporting Document' section is expanded, showing a checkbox labeled 'The information as shown above is correct' which is checked. At the top right, there are buttons for 'Cancel', 'Submit', and 'Generate PDF'. A white modal box with the title 'Success' is centered on the screen, displaying the message 'Application submitted successfully' and an 'OK' button.

## Step 6 – Application Form

Once the payment is made, please navigate to the submitted application in the dashboard. Click on the CO application with status **"Pending Processing"**. You will be redirected to the Summary page. Click on the **"Generate PDF"** button to print the submitted application form for your reference.

PEB will review and process your application and may reach out to you should any additional information or supporting documents be required. All correspondence will be sent from [registrar@peb.gov.sg](mailto:registrar@peb.gov.sg), please look out for notification. Alternatively, you can log in to the PEB portal to check the status of the application.

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

Inbox					
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO-00000105	<a href="#">Course Organiser Application</a>	25-Aug-2025 12:09	Pending Processing		

This screenshot shows the 'Summary' page of the application form, similar to the one above but without the success modal. The progress bar on the left shows the 'Summary' step as the current active step. The 'Supporting Document' section is expanded, showing a checkbox labeled 'The information as shown above is correct and have been updated by me.' which is checked. The 'Submit' and 'Generate PDF' buttons are visible at the top right.

## 4 Re-Submission of Application

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

To resubmit the returned application, proceed as follows:

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

Inbox					
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO-00000141	<a href="#">Course Organiser Application</a>	31-Aug-2025 18:55	Pending Re-Submission	Additional documents required	

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

Declaration  
Course Organiser Particulars  
Main Contact Information  
Supporting Documents  
Summary  
Correspondence

### Application for Course Organiser

Correspondence

Resubmit

Additional Documents

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

Declaration  
Course Organiser Particulars  
Main Contact Information  
Supporting Documents  
Summary  
Correspondence

### Application for Course Organiser

Correspondence

Resubmit

Additional Documents

Commented By: PEB Officer

Date of Comment: 31-Aug-2025

Comments: Additional documents required

Accept files format and limit size (JPG, JPEG, PNG, PDF) (Up to 5MB)

+  
Click to add files

**Remarks\***

Please Enter Remarks

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



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

### Note:

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

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