

# **User Guide to Apply for Specialist Professional Engineer (SPE) Practising Certificate**

## Table of Contents

1	Navigation to PEB Portal (E-Services) from PEB Website.....	3
2	User Log In .....	4
2.1	Login with Singpass .....	4
2.2	Login as non-Singpass user .....	5
3	Submit online application and payment .....	6
4	Application for PC for Specialist Professional Engineer (SPE PC) – Step by Step Guide .....	7
4.1	Submission of Application .....	7
4.2	Download Payment Receipt .....	14
4.3	Download Certificates.....	14

**Dear Applicant**

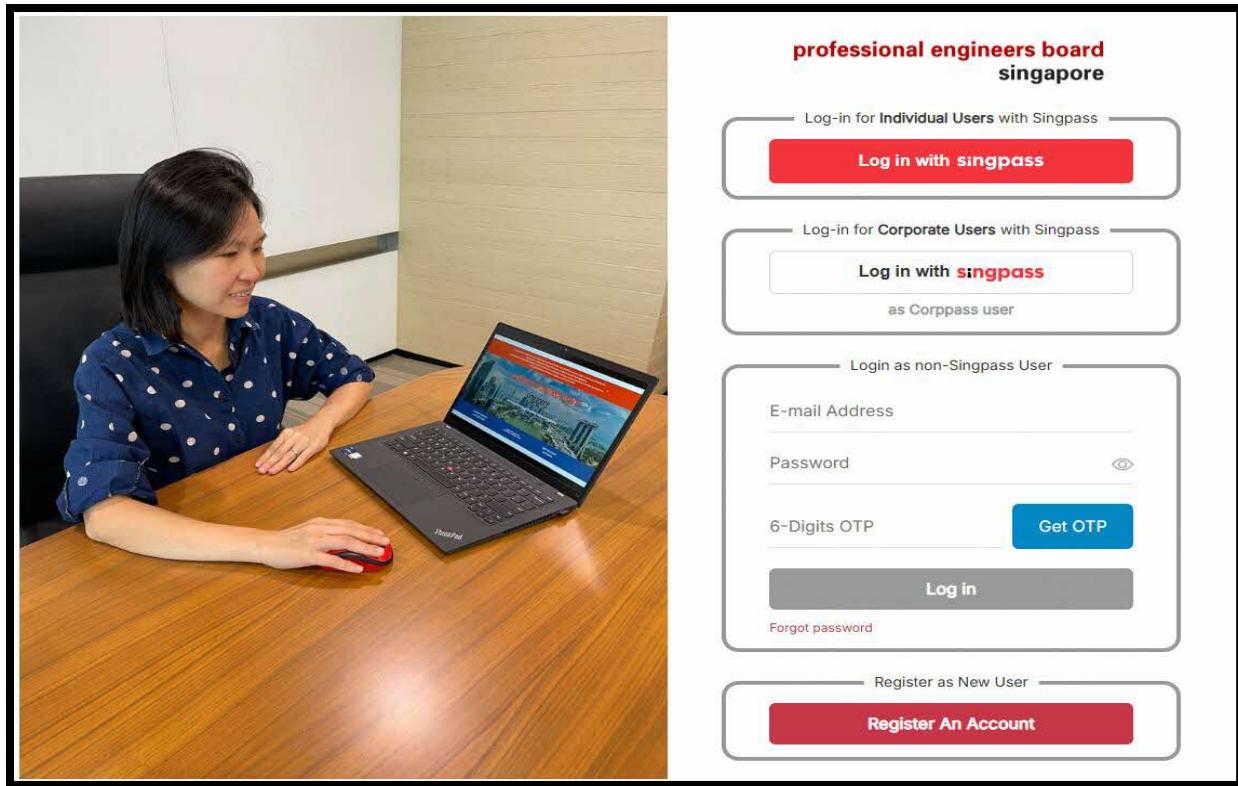
PEB has prepared this guide to assist you in your application process. Please refer to the PEB website for application prerequisites.

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

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

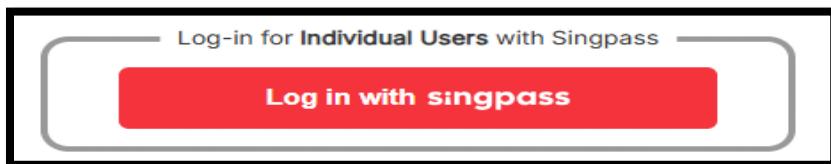


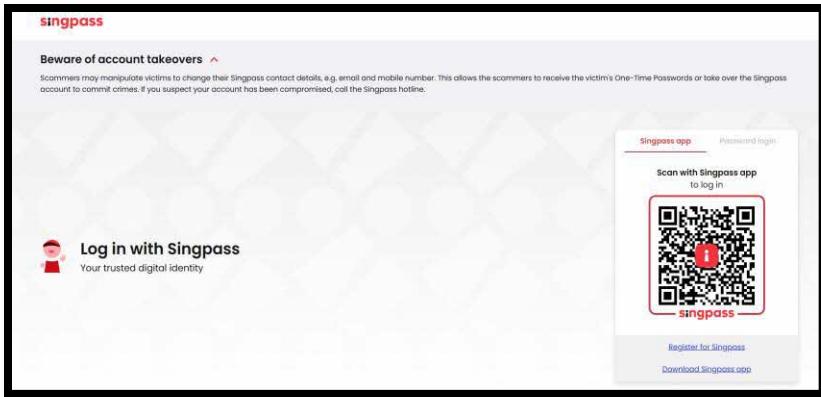
## 2 User Log In



### 2.1 Login with Singpass

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





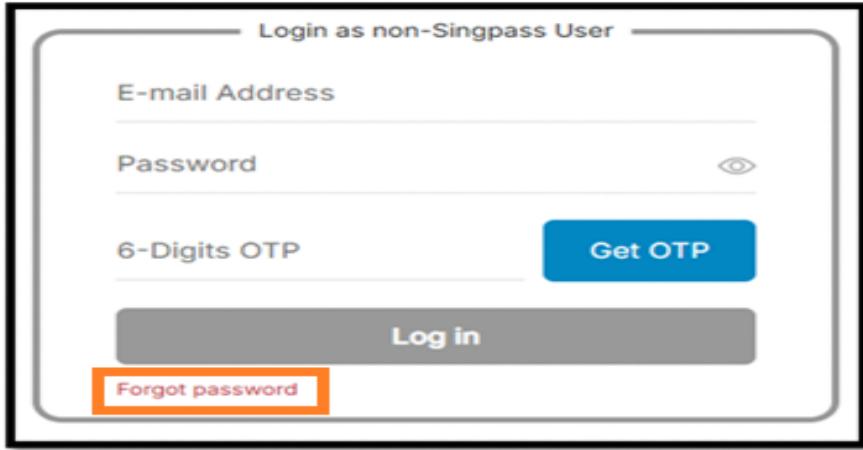
## 2.2 Login as non-Singpass user

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

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

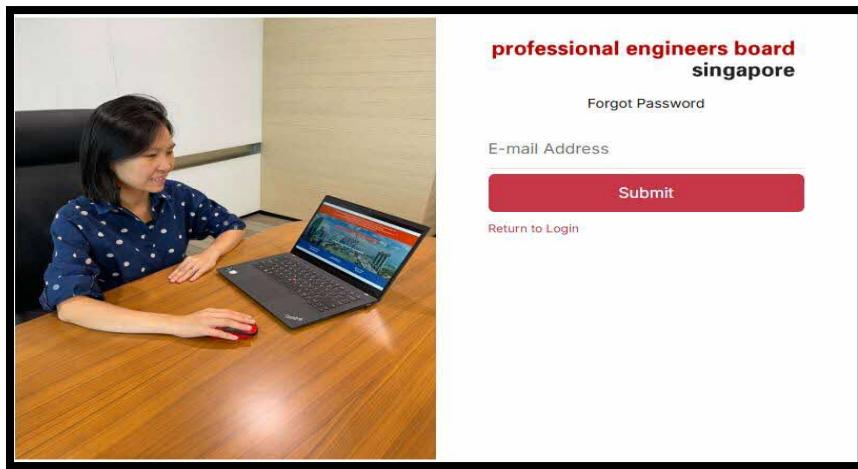
A screenshot of the "Login as non-Singpass User" form. It features three input fields: "E-mail Address", "Password" (with a visibility icon), and "6-Digits OTP". To the right of the "6-Digits OTP" field is a blue button labeled "Get OTP". Below these fields is a grey "Log in" button. At the bottom left of the form is a link "Forgot password".

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



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

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

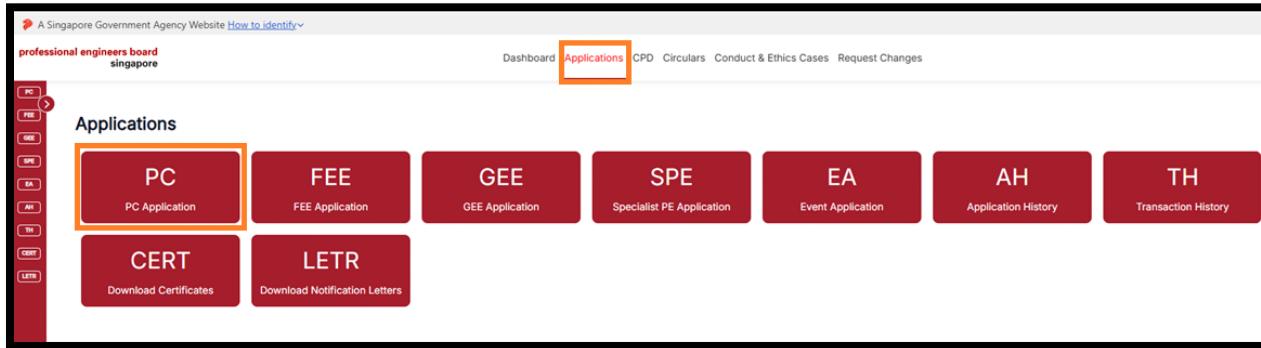


### 3 Submit online application and payment

A Specialist PE (SPE) may submit application for SPE Practicing Certificate (SPE PC) after he or she had applied for PC as a PE. When applying for SPE PC, PE is required to make the necessary declaration, update personal information including contact, practice and employment information. The application fee is S\$50.

## 4 Application for PC for Specialist Professional Engineer (SPE PC) – Step by Step Guide

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



### 4.1 Submission of Application

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

#### Step 1 - Declaration

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

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

The screenshot shows the 'Application for Practising Certificate (PC)' form. On the left, a vertical navigation bar lists steps: Declaration (selected), PC Qualifying Period, PE Details, Practice & Employment Information, Contact Information, PDU Summary, Summary, and Payment. The main area contains a 'Declaration' section with four dropdown menus. A 'Proceed' button is at the bottom right.

## Step 2 – PC Qualifying period

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

The screenshot shows the 'Application for Practising Certificate (PC)' form. The 'PC Qualifying Period' step is selected. It includes fields for 'PC Year\*' (dropdown), 'Qualifying Period\*' (dropdown), and buttons for 'Cancel', 'Save as Draft', and 'Next'.

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

The screenshot shows the 'Application for Practising Certificate (PC)' form. The 'PC Qualifying Period' step is completed with the following values: PC Year\* (2025), PC Type\* (SPE), Specialist Type\* (Tunnelling Engineering), Qualifying Period\* (01-Nov-2023 - 31-Oct-2024), and Engineering Branch\* (Civil). The 'Next' button is visible at the bottom right.

### Step 3 - PE Details

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

### Step 4 – Practice & Employment Information

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

## Step 5 – Contact Information

- All fields indicated with \* are mandatory.
- Information on this page will be pre-filled using details from previously submitted applications.
- Make the appropriate selection in fields with a dropdown list.
- Only one set of data input for each field is required on contact no. and email address, i.e. do not input more than 1 contact no. or email address in the same field.
- As some companies may have 'firewalls' in place, do provide a personal email address to ensure you receive an email acknowledgement of your application.
- In case of an address change, enter the postal code in the *Postal Code* field and click the *Search* button. The system will automatically populate the *Block/House No., Street/City/State Name*, and *Building Name*. You will only need to enter the *Floor No.* and *Unit No.* **Please note:** The populated data is not editable, so there is no need to change the text format (e.g., from UPPERCASE to Title Case).

**Application for Practising Certificate (PC)**

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

Residential Phone No.* +65 11 12345678	Mobile Phone No.* +65 11 12345678
Office Phone No.* +65 11 12345678	Email Address* jack259@yopmail.com
Residential Address Country*	
Postal Code* <input type="button" value="Search"/>	

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

## Step 6 – PDU Summary

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

**PDU Summary**

Qualifying Period	PC Year	Obtained			Required				Balance			PC	Under-taking
		Struct a/f (a)	Struct b (b)	Unstruct c (c)	Struct d (d)	Did not apply PC e (e)	Struct f (f)	Unstruct g (g)	Struct h=a+b-d-e-f (h)	Unstruct i=c-g (i)	Total j=h+i (j)		
01-Nov-2019 - 31-Oct-2019	2021	0	8	0	0	0	0	8	0	8	Y	N	
01-Nov-2020 - 27-Oct-2021	2022	8	0	0	0	8	0	0	0	0	NIL	N	
01-Nov-2021 - 27-Oct-2022	2023	0	0	0	0	0	0	0	0	0	NIL	N	
01-Nov-2022 - 31-Oct-2023	2024	0	0	0	0	0	0	0	0	0	NIL	N	
01-Nov-2023 - 31-Oct-2024	2025	0	80	0	0	0	40	40	40	-40	0	Y	
01-Nov-2024 - 31-Oct-2025	2026	0	54	0	0	0	20	20	34	-20	14	P	

**Cancel** **Next**

## **Step 7 – Summary**

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

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

## **Step 8 – e-Payment**

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

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

Items	Total Amount Payable
Specialist PE PC Application Fee	SGD 200.00

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

← Professional Engineers Board

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

**Summary**

Description	Amount (SGD)
PC Application Fee	\$200.00
<b>Total</b>	<b>\$200.00</b>

**Complete payment**

Card number	1234 1234 1234 1234	VISA	MasterCard
Expiration date	MM / YY	Security code	CVC
Country	Singapore	123	

**Pay \$200.00**

 PAYSG



## Step 9 – Application Form

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

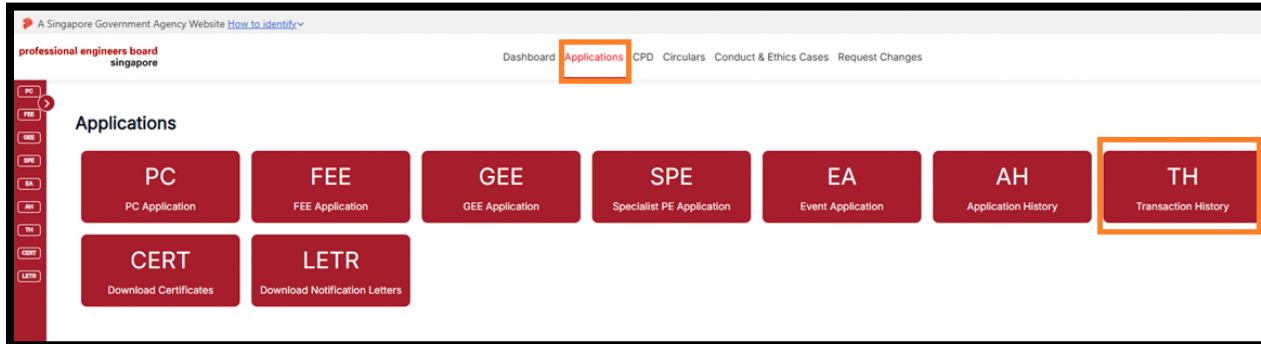
PEB will review and process your application, and you will be notified via email about the outcome. All correspondence will be sent from [registrar@peb.gov.sg](mailto:registrar@peb.gov.sg), please look out for notification. Alternatively, you can log in to the PEB portal to check the status of the application.

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
PC-00000627	PC Application - 2025 - Pressure Vessel Engineering	04-Jul-2025 11:52	Pending Processing		

The image shows a screenshot of a web page with a black border. On the left, there is a vertical navigation menu with items: Declaration (red dot), PC Qualifying Period (red dot), PE Details (red dot), Practice & Employment Information (red dot), Contact Information (red dot), PDU Summary (red dot), Summary (white circle), and Payment (grey circle). To the right of the menu, under the "Summary" section, there are several expandable dropdowns: "PC Qualifying Period", "PE Details", "Practice & Employment Information", "Contact Information", and "PDU Summary". Below these dropdowns is a checkbox labeled "The information as shown above is correct and have been updated by me." At the top right, there are two buttons: "Next" and "Generate PDF".

## 4.2 Download Payment Receipt

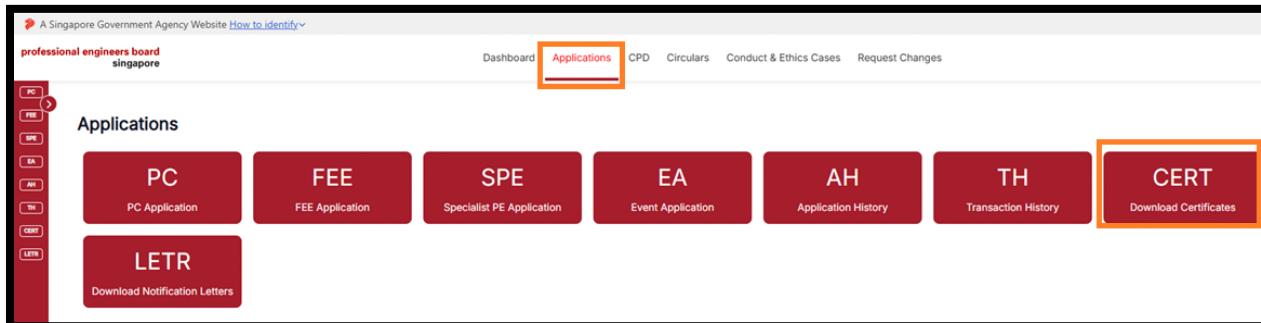
To download the payment receipt, navigate to Applications → Transaction History and click on the download button.



Download Receipt							
Order No	Transaction Date	Description	Amount	Application Type	Payment Mode	Transaction Status	Action
PEBREC/20250704/00002167	04-Jul-2025 11:52	Specialist PE (Pressure Vessel Engineering) PC Application Fee	50.00	SPE PC	PaySG	Success	<button>Download</button>

## 4.3 Download Certificates

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



Download Certificates			
Application	Branch/Specialisation	Issued Date	Action
PC 2025	Civil	13-Aug-2025	<button>Download</button>
SPE PC 2025	Geotechnical Engineering	13-Aug-2025	<button>Download</button>