

User Guide to Apply for Course Application (CA)

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Dear Applicant

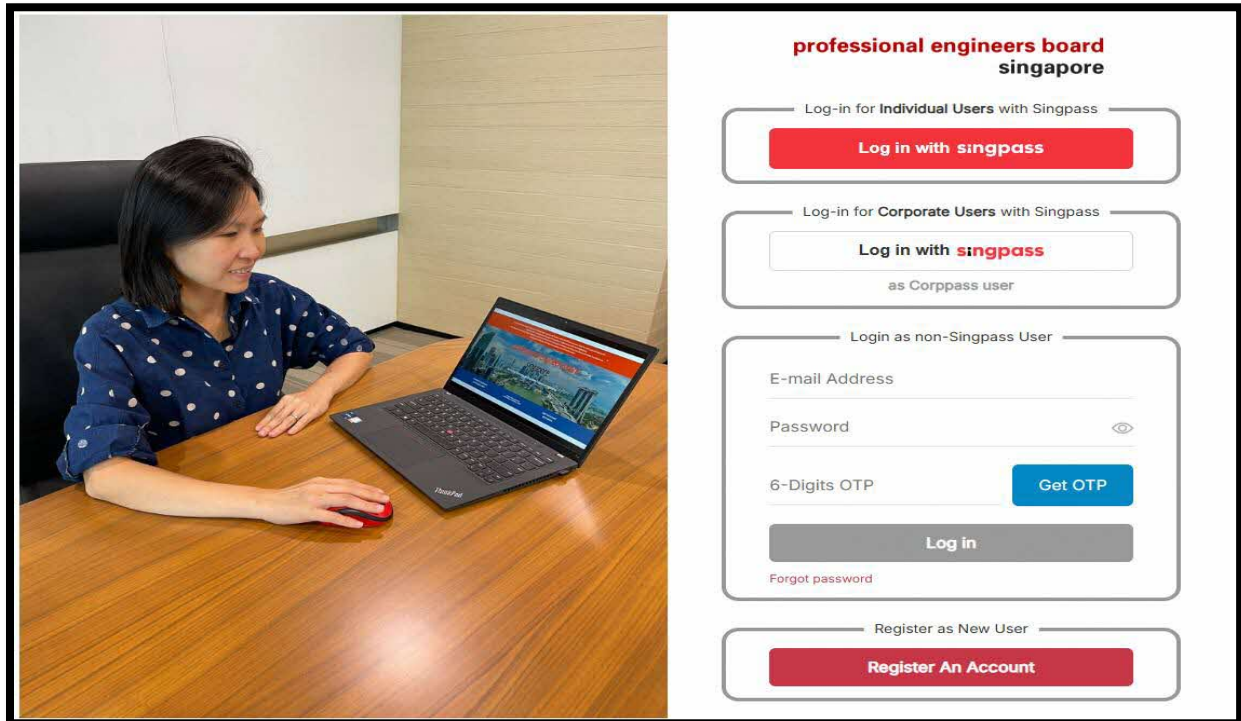
PEB has prepared this guide to assist you in your application process. Please refer to the PEB website for application prerequisites.

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.

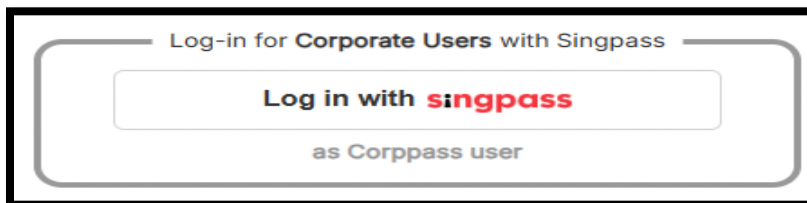


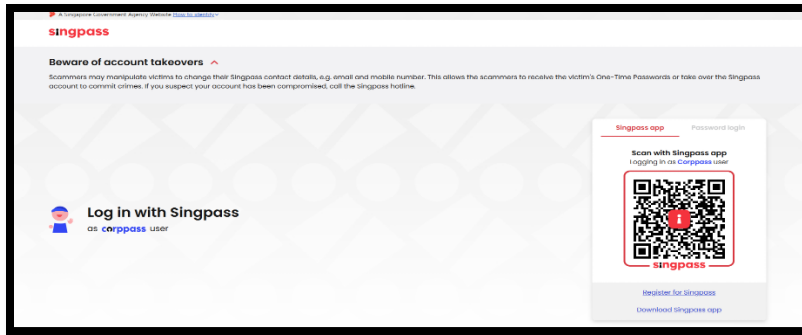
2 User Log In



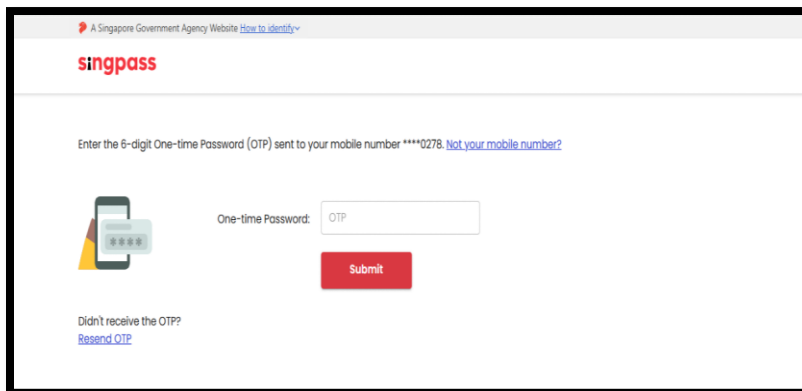
2.1 Login with Singpass as Corppass User

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

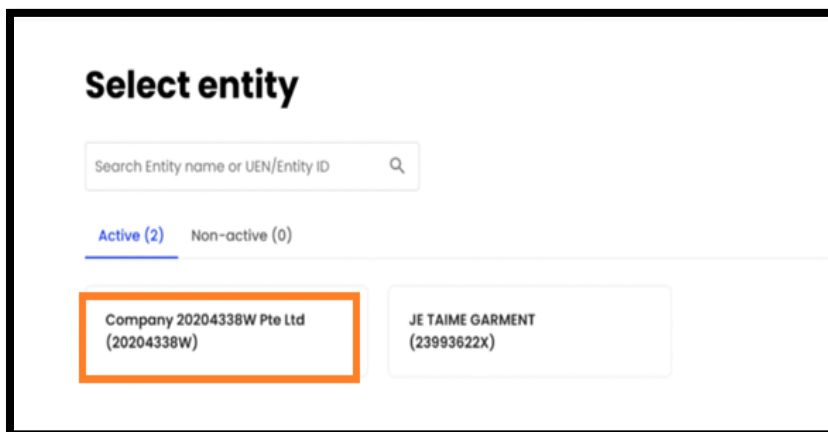




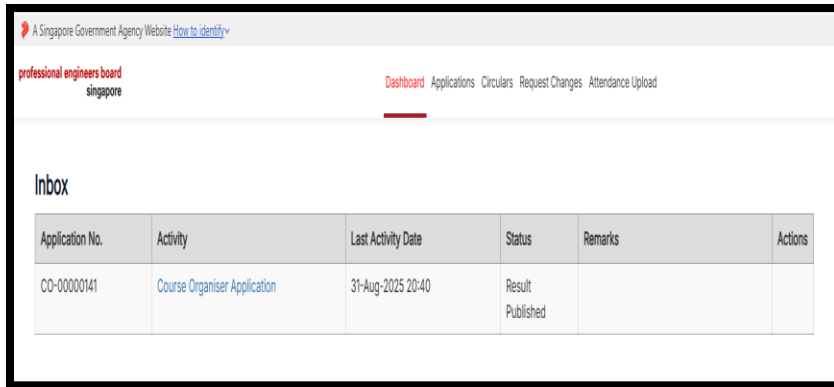
- i. Enter the 6-digit OTP sent to your mobile number.



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



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



2.2 Login as non-Singpass user

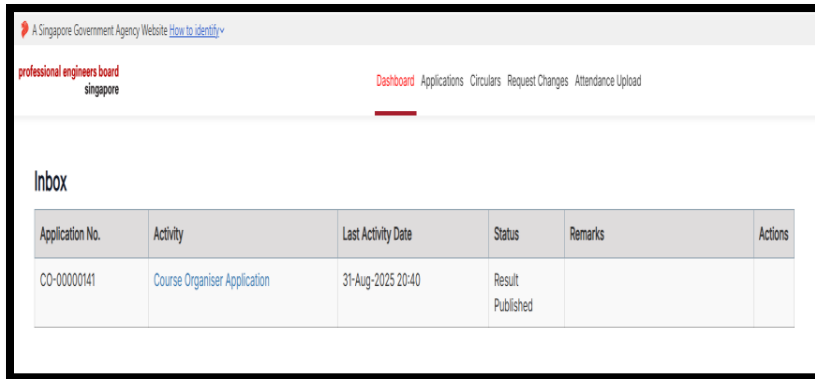
If you are a foreign entity without Corppass and has an existing account with PEB, use the registered email to login under **"Login as non-Singpass User"** section.

- 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.

A screenshot of the 'Login as non-Singpass User' form. The form is titled 'Login as non-Singpass User' and contains the following fields and buttons:

- E-mail Address (text input field)
- Password (text input field with an eye icon for toggling visibility)
- 6-Digits OTP (text input field)
- Get OTP (blue button)
- Log in (grey button)
- Forgot password (red text link)

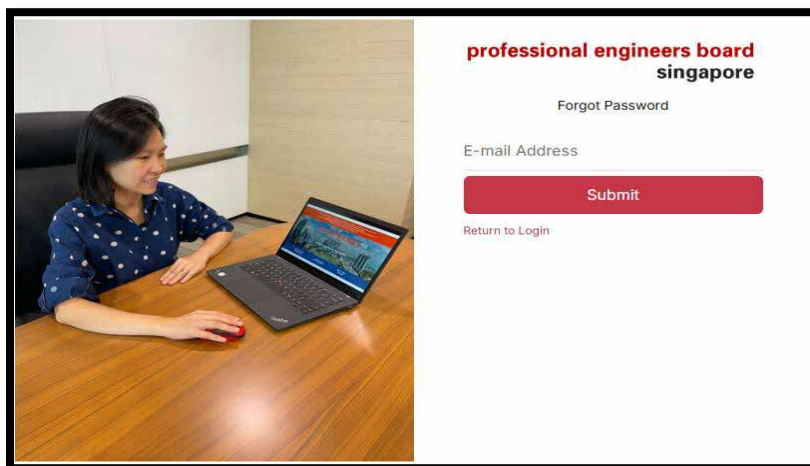
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- v. If you have forgotten your password, click the **"Forgot password"** section to reset your password.

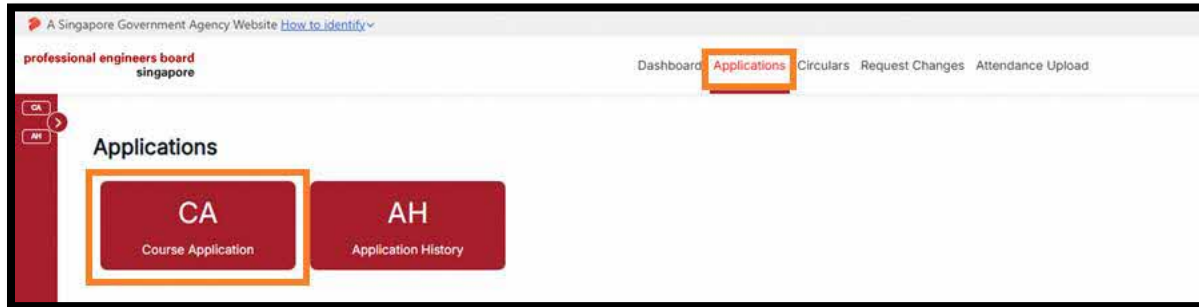
A screenshot of the 'Login as non-Singpass User' form. The form includes fields for 'E-mail Address', 'Password', and '6-Digits OTP'. There is a 'Get OTP' button and a 'Log in' button. The 'Forgot password' link is highlighted with an orange box.

- 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.



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

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



3.1 Submission of Application

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

Step 1 - Declaration

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

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

The screenshot shows the 'Declaration' step of the 'Application for Course' form. On the left, a vertical progress bar lists the steps: Declaration (highlighted with a red circle), Course Organiser Particulars, Application Information, Course Information, Course Schedule Information, Supporting Documents, and Summary. The main content area is titled 'Application for Course' and includes a sub-header 'Declaration:'. Below this, there are two checkboxes. The first checkbox is labeled 'Please click and read the requirements at Information for Course Organiser. I have read and understood the requirements for my course application.' The second checkbox is labeled '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 of the form.

Step 2 – Course Organiser Particulars

- All fields indicated with * are mandatory.
- Company Name and Type of Organization will be auto populated.
- Input the Company URL and click **"Next"** to proceed.

The screenshot shows the 'Course Organiser Particulars' step of the 'Application for Course' form. On the left, the vertical progress bar shows 'Declaration' and 'Course Organiser Particulars' (highlighted with a red circle). The main content area is titled 'Application for Course' and includes a sub-header 'Course Organiser Particulars' with a note '(Complete this form in English. Fields marked with an asterisk are compulsory)'. Below this, there are three fields: 'Company Name*' (a text input field containing 'ST Engineering'), 'Company URL*' (a text input field), and 'Type of Organization*' (a dropdown menu showing 'Government Agency'). At the top right of the form, there are three buttons: 'Cancel', 'Save as Draft', and 'Next'.

Step 3 – Application Information

- All fields indicated with * are mandatory.
- Enter Name of the Applicant.
- Only one set of data input for each field is required on contact no. and email address, i.e. do not input more than 1 contact no. or email address in the same field.

The screenshot shows the 'Application for Course' form at the 'Application Information' step. A vertical progress bar on the left indicates the sequence: Declaration (completed), Course Organiser Particulars (completed), Application Information (current step), Course Information, Course Schedule Information, Supporting Documents, and Summary. The form title is 'Application for Course'. Below the title are buttons for 'Cancel', 'Save as Draft', and 'Next'. The main content area is titled 'Appication Information' (note the typo) with a sub-note: '(Complete this form in English. Fields marked with an asterisk are compulsory)'. It contains two columns of fields: 'Name of Applicant*' and 'Email Address*' on the left; 'Contact No.*' with a dropdown for '+65', 'Area code', and 'Contact No.*' on the right.

Step 4 – Course Information

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

The screenshot shows the 'Application for Course' form at the 'Course Information' step. The vertical progress bar on the left shows: Declaration (completed), Course Organiser Particulars (completed), Application Information (completed), Course Information (current step), Course Schedule Information, Supporting Documents, and Summary. The form title is 'Application for Course'. Below the title are buttons for 'Cancel', 'Save as Draft', and 'Next'. The main content area is titled 'Course Information' with a sub-note: '(Complete this form in English. Fields marked with an asterisk are compulsory)'. It contains two columns of fields: 'Application Run*' (dropdown with 'New'), 'Category 1*' (dropdown with '1(a) Qualified formal study'), 'Branch of Engineering*' (dropdown with 'Civil'), 'Course Fees*' (text input), 'Course Objective*' (text input with placeholder 'Enter Course Objective'), 'Event URL*' (text input with placeholder 'Event URL'), 'Speaker's Information*' (text input with placeholder 'Speaker's Information'), and 'Remarks' at the bottom left; 'Course Title*' (text input with placeholder 'Course Title'), 'Type of Event*' (dropdown with 'Course'), 'Location of Course*' (dropdown with 'Singapore'), 'Course Fees - FOC' (checkbox), 'Course Description (Subject Matter)*' (text input with placeholder 'Enter Course Description'), and 'Main Venue*' (text input with placeholder 'Main Venue') on the right.

Step 5 – Course Schedule Information

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

Note:

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

Examples:

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

Single Day Course

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

Multiple Day Course

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

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

Example:

If Duration of course is 3 days

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

No: of Sessions/Day will be 1.

Declaration
Course Organiser Particulars
Application Information
Course Information
Course Schedule Information
Supporting Documents
Summary

Application for Course

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

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

Duration of Course* Multiple Days

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

Start Time	End Time	Hours	No. of Sessions/Day	Estimated PDU	Action
08:00	13:00	5	1	4	Remove
08:00	13:00	5	1	4	Remove
08:00	11:00	3	1	3	Remove

Total PDU 11

☐ PE as Panel/Speaker/Trainer ☒ Participants

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

Declaration
Course Organiser Particulars
Application Information
Course Information
Course Schedule Information
Supporting Documents
Summary

Application for Course

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

Start Date* 02-Sep-2025

Duration of Course* Single Day

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

☒ PE as Panel/Speaker/Trainer ☐ Participants

Presentation

PE No.	PE Name	1st Time	No. of Sessions/Day	Start Time	End Time	Hours
0034	Check Dela Liam	Yes	1	10:00 am	02:00 pm	4

Presentation

PE No.	PE Name	1st Time	No. of Sessions/Day	Start Time	End Time	Time	Estimated PDU	Action
0048	Daniel Ng	yes	1	08:00	10:00	2	8	Remove
0034	Dela Liam	yes	1	10:00	14:00	4	16	Remove

Total Time 6.00

Step 6 – Supporting Documents

- All fields indicated with * are mandatory.
- All files will have a maximum of 5 MB upload limit.
- Follow the on-screen instructions to upload the correct file type and the required number of files for each category.
- Proceed to the next page by clicking the **"Next"** button.

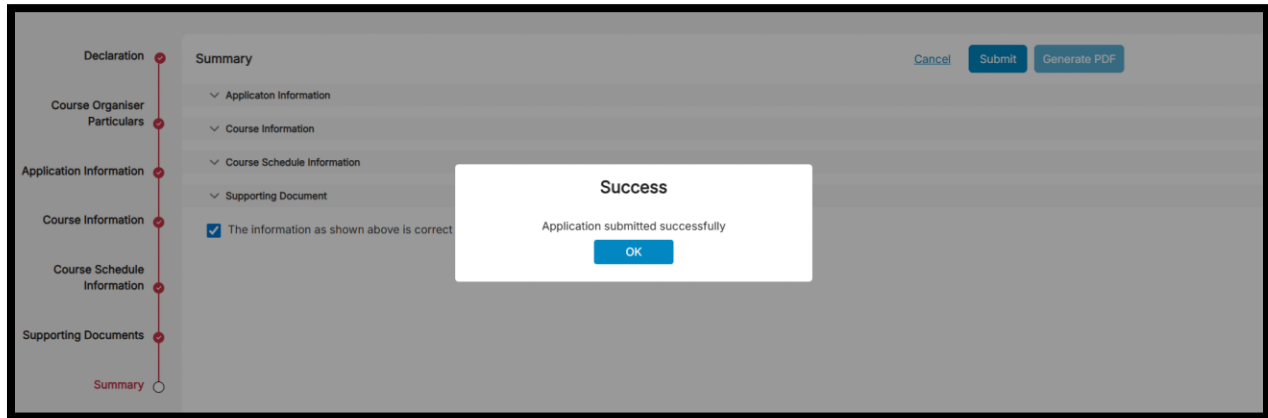
The screenshot shows the 'Supporting Documents' step of the 'Application for Course' process. On the left, a vertical progress bar lists the steps: Declaration, Course Organisation Particulars, Application Information, Course Information, Course Schedule Information, Supporting Documents (highlighted in red), 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: 'Course Information' (PDF, Up to 5MB) and 'Course Timetable' (JPG, JPEG, PNG, PDF, Up to 5MB). Each section has a dashed box with a '+' icon and the text 'Click to add files'. At the top right, there are buttons for 'Cancel', 'Save as Draft', and '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.

The screenshot shows the 'Summary' step of the 'Application for Course' process. The left-hand progress bar is identical to the previous step, with 'Summary' now highlighted in red. The main content area is titled 'Summary' and contains a list of expandable sections: 'Application Information', 'Course Information', 'Course Schedule Information', and 'Supporting Document'. Below these sections is a checkbox with the text 'The information as shown above is correct and have been updated by me.' At the top right, there are buttons for 'Cancel', 'Submit', 'Submit', and 'Generate PDF'.

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



The screenshot shows a web interface for the Professional Engineers Board (PEB) Singapore. On the left, there is a vertical progress bar with steps: Declaration, Course Organisation Particulars, Application Information, Course Information, Course Schedule Information, Supporting Documents, and Summary. The 'Summary' step is currently selected. The main content area shows a 'Summary' section with expandable options: Application Information, Course Information, Course Schedule Information, and Supporting Document. A checkbox is checked under 'Supporting Document' with the text 'The information as shown above is correct'. A central pop-up window displays a 'Success' message: 'Application submitted successfully' with an 'OK' button. In the top right corner, there are buttons for 'Cancel', 'Submit', and 'Generate PDF'.

Step 8 – Application Form

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

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

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

Inbox					
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO/A00000149	Course Application	26-Aug-2025 22:12	Pending Processing		

4 Re-Submission of Application

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

To resubmit the returned application, proceed as follows:

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

Inbox					
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO/A00000152	Course Application	31-Aug-2025 20:48	Pending Re-Submission	Additional documents required	

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

Application for Course

Correspondence

Resubmit

Additional Documents

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

Application for Course

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)

Remarks*

Please Enter Remarks

- 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)"**.

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Submit Correspondence Successful, redirecting to Portal dashboard in 5 seconds.

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

Note:

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

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

5 Attendance Upload by CO

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

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

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

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

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

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Dashboard Applications Circulars Request Changes **Attendance Upload**

Attendance Upload

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

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

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

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

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

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

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

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

Attendance Upload

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

Show entries
Showing 1 to 2 of 2 entries

Uploaded successfully!
[OK](#)

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

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

Attendance Uploaded Files

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

Show entries

Showing 1 to 1 of 1 entry

« < 1 > »

Attendance Uploaded Details

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

Show entries

Showing 1 to 2 of 2 entries

« < 1 > »