



CERTIFICATE IN CONTINUING EDUCATION & DEVELOPMENT

Introduction

The Singapore Professional Centre, as an organization of professional associations, supports the continuing education and development of members and individuals to help them to keep pace with the rapid changes in the fields of management and technology.

Objectives

The objectives of the award of the Certificate in Continuing Education & Development are:

- (a) To encourage and enable the professions to implement mandatory or formal documentation of voluntary continuing education by providing the basic design and administration of a scheme to facilitate the documentation of continuing education.
- (b) To encourage learners and employers to give more emphasis to learning as a continuing lifelong process rather than the attainment of a qualification as an end in itself.
- (c) To encourage wider learning perspectives in addition to the technical aspects of one's profession.

Criteria for the Award of Certificates

The concept of a Continuing Education Unit (CEU) as a recognized unit of educational accomplishment is defined as four contact hours of participation in an organized education experience under responsible sponsorship, capable direction and qualified instruction.

The Singapore Professional Centre, in conjunction with the participating institution, will issue a Certificate of Continuing Education & Development whenever a participant has acquired 10 CEUs over a period of 24 months.

To make this flexible, consideration will be given to continuing education experiences organized in-house by individual companies as part of their corporate training and development activities. Distance learning programs will also qualify.

Qualifying Studies and Continuing Education Unit

In order to qualify for a “Certificate in Continuing Education & Development”, an application must offer at least two areas of study considered to be an extension, broadening or updating of knowledge or skills. The areas of study must qualify for at least 10 CEUs and must have been undertaken during the period of 24 months which the application covers. A maximum of 8 CEUs is allowed for any one area of study. Continuing Education Units are determined as follows :

- obtaining an additional qualification which entailed at least 80 hours of study 20 CEU
- successfully completing a 2-week or longer, full-time course 20 CEU
- successfully completing a 5-day full-time course 10 CEU
- attending a one-day seminar 2 CEU
(additional full day) 2 CEU
- attending a half-day seminar 1 CEU
(additional half day) 1 CEU
- successfully completing a course of study by correspondence 10 CEU

In addition, evidence of an original application of new knowledge, such as a project report, published articles, dissertation, etc may be considered as contributing towards some credit hours.

Processing Fee and Application

A processing fee of S\$30.00 is to be submitted together with the application form. Kindly call the SAAP’s secretariat at Tel : 63237523 or email at saap@starhub.net.sg for an application form.

Please make cheque payable to “Singapore Professional Centre”. Certified copies of your qualifications, certificates of attendance, etc and membership grade are also required. All documents submitted must be endorsed as a “Certified True Copy” by either a professional association registered with the Registrar of Societies or a training institution recognized by the Ministry of Education.
