

Information Notes on registering Premises, Courses and Teachers
for the registration of a Private Education Institution.

(Smart Forms)

The forms can be downloaded at : www.cpe.gov.sg/Registration/Downloads/

All information on a PEI's premises and facilities used for conducting classes should be added to the premises form.

All information on courses that will be offered by the PEI and the teachers to teach these courses should be added to the Courses form.

Applicants may also add new premises, courses and teachers at a later stage by using the update forms in the Online Business Licensing Service (OBLIS).

- [Premises Guide](#)
- [Courses and Teachers Guide](#)

Premises Form (page 1)

Private Education Institution (PEI) Registration - Premises Registration

Please read the following instructions carefully.

- 1) This form contains the following section :

Section	Status
Premises	

2) After filling in the form, click on the following button to verify all entries. **Verify Input**

3) Please note that the processing time may take longer if mandatory information is not provided.

4) This application is to be made only by the Manager of the Private Education Insitution.

5) Please remember to save before exiting this form.
The completed form should be submitted as an attachment via the OBLS application.

6) To start filling in the form please click on "Begin >>" button.

Version : 1.2

Exit **Begin >>**

Click on "Begin" to advance to the next page

Premises Form (page 2)

	A	B	C	D	E	F	G	H	I	K	L	M	O	P
1		Instructions : Please enter information in the grey boxes												
2		Tips												
3		1) Bring the mouse to the small red triangle of each gray box for information on the item.												
4		2) All fields marked with an asterisk * are compulsory												
5		Back to Get Started												
7	Premises Registration													
9		Premises												
10	P.1	Type of Premises *	<input type="radio"/> Main <input type="radio"/> Others											
11	P.2	Postal Code *												
12	P.3	Block/House No. *												
13	P.4	Street Name *												
14	P.5	Main Unit No.												
15	P.6	Additional Units												
16	P.7	Building Name												
17	P.8	Name of Premises												
18	P.9	Gross Floor Area(m2) *												
19	P.10	Facilities Available	<input type="checkbox"/> Basket Ball Court <input type="checkbox"/> Canteen <input type="checkbox"/> Library <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Others											
20	P.11	If Others, please specify												
22		Classroom Details												
23	N.1	Floor Area (m2) *												
24	N.2	Room Type *	<< Please select from the list >>											
25	N.3	If Others, please specify												
28		List of Premises												
31	Please validate all data entries upon completion of data entry as specified in Get Started page													

Click this **after** you have finished entering information of the current premises.
The information that you have entered will be placed in a table at the bottom of the page and information on classrooms can be entered into the next table.

Type of Premises	Choose whether you are entering information for the main premises or for another premises.
Main Unit	Enter the unit number in which the main office or administrative area is located for this premise.
Additional Units	If the premise occupies multiple units in the building, enter each unit, - separated by 'to' if the units are adjacent. Eg 03-10 to 03-11 - separated by commas if the units are not adjacent eg. 03-14, 03-27, 04-05
Name of Premises	If this premises has its own name, enter it here. This name should be entered into the section for Additional Names in the OBLs form.
Gross Floor Area	This is the area of covered area within the premises of the school. PEIs should report this data from figures provided by a qualified engineer or from a legitimate floor plan.
Facilities Available	Indicate the type of facilities owned or rented by the PEI and for the exclusive use of students and staff.

Premises Form (page 3)

Instructions : Please enter information in the grey boxes

Tips

1) Bring the mouse to the small red triangle of each gray box for information on the item.
 2) All fields marked with an asterisk * are compulsory

[Back to Get Started](#)

Premises Registration

Premises

P.1 Type of Premises * Main Others

P.2 Postal Code *

P.3 Block/House No *

P.4 Street Name *

P.5 Main Unit No.

P.6 Additional Units

P.7 Building Name

P.8 Name of Premises

P.9 Gross Floor Area (m2) *

P.10 Facilities Available Basket Ball Court Carleen Library Swimming Pool Others

P.11 If Others, please specify

Classroom Details

N.1 Floor Area (m2) *

N.2 Room Type *

N.3 If Others, please specify

[Add / Save](#)

[Clear Premise](#)

[Add Classroom](#)

List of Premises

S/N	Type	Postal	Block/House No	Street Name	Main Unit No	Additional Units	Building Name	Gross Floor Area (m ²)	Facilities Available	Others	Edit	Clear/ Delete
1	Main	123456	1	ABC Street	01-Jan	02-01 to 02-05	DEF Building	500	Library;		Edit	Delete

List of Classrooms

S/N	Floor Area	Room Type	If Others, please specify	Action
1	50	Classroom		Delete Classroom
2	50	Classroom		Delete Classroom
3	50	Classroom		Delete Classroom
4	50	Classroom		Delete Classroom

Classroom Details Enter details of all the classrooms at this address.

Floor Area Enter the floor area of this classroom from data provided by a qualified engineer or a legitimate floor plan.

Room type Select the main function of the room from the drop-down list.

"Add Classroom" Click this to add details for the next classroom.

After entering all the required details for this premises, you can enter the details for the second premises if any. Remember to save your work on a regular basis.

"Clear Premises" Clicking on this button will clear the information for the first premises. You can enter information on another premises.

Premises Form (page 4)

A	B	C	D	E	F	G	H	I	K	L	M	O	P																																																																																			
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<p>Premises</p> <p>P.1 Type of Premises* <input checked="" type="radio"/> Main <input type="radio"/> Others</p> <p>P.2 Postal Code* 654321 Add / Save</p> <p>P.3 Block/House No* 2</p> <p>P.4 Street Name* CBA Street Clear Premise</p> <p>P.5 Main Unit No. 02-01</p> <p>P.6 Additional Units 01-01 to 01-05</p> <p>P.7 Building Name FED Building</p> <p>P.8 Name of Premises</p> <p>P.9 Gross Floor Area(m2)* 500.00</p> <p>P.10 Facilities Available <input type="checkbox"/> Androl Roll Court <input type="checkbox"/> Carpark <input checked="" type="checkbox"/> Library <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Others</p> <p>P.11 If Others, please specify</p>																																																																																																
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“Edit”	If there is a need to edit the information already entered, clicking on the edit button will allow you to do so.
“Delete”	The delete button on the this table will delete all information on the premises including information on classrooms.
“Delete Classrooms”	This button will allow you to delete information on the particular classroom.

Please validate all data entries upon completion of data entry as specified in Get Started page

Courses and Teachers Form (page 1)

Sections	Status	Sections	Status
a) Teachers		b) Courses	
c) Modules			

Version : 1.2

Exit

Begin >>

Click on "Begin" to advance to the next page

Courses and Teachers Form (page 2)

B1 Instructions : Please enter information in the grey boxes

Instructions : Please enter information in the grey boxes

Tips
 1) Bring the mouse to the small red triangle of each grey box for information on the item.
 2) All fields marked with an asterisk * are compulsory

[Back to Get Started](#) [Next \(Course s\) >>](#)

Private Education Institution (PEI) Registration Profile

Teachers Particulars

T.1 Name * **Andrew Tan**

T.2 NRIC/Passport No. * **S1234567A**

T.3 Gender * Male Female

T.4 Date of Birth (DD-MMM-YYYY) * **01 Jan 1985** (i.e. 21 Nov 1985)

T.5 Country of Birth * **Singapore**

T.6 Nationality * **SINGAPORE** << Please select from the lists >>

T.7 Singapore PR * YES NO

T.8 Occupation * **Teacher**

T.9 Highest Relevant Qualification * **Degree** << Please select from the lists >>
 If "Others", please specify

T.10 Highest language qualification * **BA (English)**

T.11 No. of years of working experience * **6 to 10 years** << Please select from the lists >>

T.12 Position **Teacher**

T.13 Company **ABC School**

Residential Address

T.14 Postal Code * **123456**

T.15 Block/House No. * **1**

T.16 Street Name * **ABC Street**

T.17 Level **10**

T.18 Unit No. **10**

T.19 Building Name

T.20 State **Singapore**

T.21 Country **Singapore**

[Save Teacher](#)

List of Teachers

S/N	Name	NRIC	Gender	DOB	Country of Birth	Nationality	Singapore PR	Occupation	Highest Relevant Qualification	Highest language qualification	No. of years of working experience	Edit	Clear/Delete
Position		Company											
Residential Address													
Postal Code		Block/House	Street Name	Level	Unit No.	Building	State	Country					

T.21 Declaration * We confirm that all teachers in this application have either:
 * A higher qualification in the same field as the programme/modules/subjects being taught, or
 * A qualification in the same level and field as the programme/modules/subjects being taught, and has 5 or more years of relevant working experience, or
 * A higher qualification in a different field as the programme/modules/subjects to be taught, and has 3 or more years of relevant working experience.

Teachers

Name	Enter the name that appears in the NRIC or Passport.
NRIC/Passport	Singaporeans and Singapore PRs must enter a NRIC number. Foreigners must enter their current passport numbers.
Occupation	If the teacher is a full-time teacher with the PEI, fill-in "Teacher". Otherwise fill in the occupation if s/he is holding a job (full-time or part-time) in another company or "nil" if not having a job elsewhere.
Highest Relevant Qualification	Select the highest qualification relevant to the courses the teacher is teaching.
Highest language qualification	Enter the highest language qualification/examination the teacher has in the language of instruction s/he will be teaching in. eg. GCE O'levels English, GCE A'levels General Paper, BA (English), IELTS 6, TOEFEL 650
Most recent work experience	Enter current full-time position and company. If teacher is not in full-time employment, enter the part-time position the teacher is working at,
Save Teacher	Click on this button to populate the details of this teacher to the section "List of Teachers". You will be able to enter the next teacher.

Courses and Teachers Form (page 3)

B1 Instructions : Please enter information in the grey boxes

Instructions : Please enter information in the grey boxes

Tips

1) Bring the mouse to the small red triangle of each gray box for information on the item.

2) All fields marked with an asterisk * are compulsory

[Back to Get Started](#) [Next \(Courses\) >>](#)

Private Education Institution (PEI) Registration Profile

Teachers Particulars

T.1 Name: **Joanne Lee**

T.2 NRIC/Passport No.: **A987654Z**

T.3 Gender: Male Female

T.4 Date of Birth (DD-MMM-YYYY): **21 Nov 1975** (i.e. 21 Nov 1975)

T.5 Country of Birth: **Korea**

T.6 Nationality: **KOREAN, SOUTH** << Please select from the list.>>

T.7 Singapore PR: Yes No

T.8 Occupation: **Teacher**

T.9 Highest Relevant Qualification: **Diploma** << Please select from the list.>>

If "Others", please specify

T.10 Highest language qualification: **IELTS 6.5**

T.11 No. of years of working experience: **6 to 10 years** << Please select from the list.>>

T.12 Position: **Unemployed**

T.13 Company: **n/a**

Residential Address

T.14 Postal Code: **654321**

T.15 Block/House No.: **1**

T.16 Street Name: **DEF Road**

T.17 Level: **11**

T.18 Unit No.: **11**

T.19 Building Name: **CBA Building**

T.20 State: **Singapore**

T.21 Country: **Singapore**

[Save Teacher](#)

List of Teachers

S/N	Name	NRIC	Gender	DOB	Country of Birth	Nationality	Singapore PR	Occupation	Highest Relevant Qualification	Highest language qualification	No. of years of working experience	Edit	Clear/Delete
1	Andrew Tan	S1234567A	M	01/01/1985	Singapore	SINGAPORE CITIZEN	No	Teacher	Degree	BA (English)	6 to 10 years	Edit	Clear
Position			Company										
Teacher			ABC School										
Residential Address													
Postal Code		Block/House	Street Name	Level	Unit No.	Building	State	Country					
123456		1	ABC Street	10	10		Singapore	Singapore					

T.21 Declaration: I/We confirm that all teachers in this application have either:
 * A higher qualification in the same field as the programme/modules/subjects being taught, or
 * A qualification in the same level and field as the programme/modules/subjects being taught, and has 5 or more years or relevant working experience, or
 * A higher qualification in a different field as the programme/modules/subjects to be taught, and has 3 or more years of relevant working experience.

Please validate all data entries upon completion of data entry as specified in Get Started page

[Teachers](#)

When details of all teachers for this application have been entered, click on the "Next (Courses) >>" button to go to the next page. You will enter course and module information on the next page.

After entering the details of the next teacher, click on the "Save Teacher" button. The information will be populated into the table "List of Teachers".

Clicking on the "Edit" button will allow you to edit the information already entered for the teacher.

The "Clear" button will delete all particulars of this teacher.

When details of all teachers for this application have been entered, check the declaration box to confirm that the teachers are properly qualified.

Courses and Teachers Form (page 4)

Instructor: Please enter information in the gray boxes

Tip
 1) Bring the mouse to the small red triangle of each gray box for information on the item.
 2) All fields marked with an asterisk * are compulsory

Back to Get Started << Back (Teachers) Next (Modules) >>

Course Registration

Course Detail

C.1 Course Title *
 C.2 Course Level *
 C.3 If "Other", please specify

Entry Requirements

C.4 Minimum Age *
 C.5 Academic Level *
 C.6 Language Proficiency *
 C.7 Work Experience (If Applicable) *
 C.8 Internal Exams *
 Written Exams Assignments / Projects Practical Exams Others

If "Other", please specify
 C.9 External Exams, please specify
 C.10 Origin of Course
 Self Developed Externally Developed

(Applicable only Externally Developed Courses or External Reserve Program only)

C.11 Name of Course Developer or Overseas Institute
 C.12 Home Country of Course Developer or Overseas Institute
 C.13 Accredited by

Course Duration (Full Time)

C.14 Total No. of Months
 C.15 Total No. of Days Per Week
 C.16 Total No. of Hours Per Day

Course Duration (Part Time)

C.17 Total No. of Months
 C.18 Total No. of Days Per Week
 C.19 Total No. of Hours Per Day

Save Course

If the course level selected is 'Associate Degree' 'Bachelor' 'Master' or 'Doctorate', the section on externally developed courses must be filled in.

If "Externally Developed" is selected, the next section must be filled in.

Click "Save Course" to populate the table below and to add another course.

These tables show details of the courses that have been entered.

SN	Course Title	Course Level	Other Course Level	Entry Requirements								Edit	Clear/ Delete	
				Age	Academic Level	Language Proficiency	Work Experience	TYPE of	Other Internal	External Exams	Origin of			
1	Preparatory course for IELTS	Preparatory		14	PSLE	nil	nil	Written assignments/Prm			IELTS	Self Developed	Edit	Clear
Name of Course Developer or Overseas Institute				Name Country of Course Developer or Overseas Institute				Accredited By						
Course Duration (Full Time)				Course Duration (Part Time)										
Total No. of Months		Total No. of Days Per Week		Total No. of Hours Per Day		Total No. of Months		Total No. of Days Per Week		Total No. of Hours Per Day				
4		5		3		3		2		3				
List of Teachers														
Select a Teacher: Add <i>(Please select from the list)</i>														
SN	Name & HRIC/Partpart No	Action												
1	Andrew Tan - S1234567A	Delete Teacher												

Select from the drop-down list, teachers teaching the course. These teachers must have been entered in the previous page.

SN	Course Title	Course Level	Other Course Level	Entry Requirements								Edit	Clear/ Delete	
				Age	Academic Level	Language Proficiency	Work Experience	TYPE of	Other Internal	External Exams	Origin of			
2	Master's in Business Administration	Master		25	Bachelor's	IELTS 6	2 years	Written assignments/Prm				Externally Developed	Edit	Delete
Name of Course Developer or Overseas Institute				Name Country of Course Developer or Overseas Institute				Accredited By						
ABC University				United Kingdom				BIUS						
Course Duration (Full Time)				Course Duration (Part Time)										
Total No. of Months		Total No. of Days Per Week		Total No. of Hours Per Day		Total No. of Months		Total No. of Days Per Week		Total No. of Hours Per Day				
18		2		3		18		2		3				
List of Teachers														
Select a Teacher: Add <i>(Please select from the list)</i>														
SN	Name & HRIC/Partpart No	Action												

Courses and Teachers Form (page 5)

1		Instructions : Please enter information in the grey boxes			
2		Tips			
3		1) Bring the mouse to the small red triangle of each gray box for information on the item.			
4		2) All fields marked with an asterisk * are compulsory			
5		Back to Get Started		<< Back (Courses)	
7	Private Education Institution (PEI) Registration Profile				
9		Module Detail			
10	M.1	Course Title *			<< Please select from the list >>
11	M.2	Module Name *			
12				Add	
15	List of Modules & Teachers				
17	S/N	Course Title	Masters in Business Administration		Action
18	1	Module Name	Finacial Mathematics		Delete Module
19		Teacher(s)		Add	
20		1	Mark Tan , S456789A	Delete Teacher	
21					
22					
23					
24					
25	S/N	Course Title	Masters in Business Administration		Action
26	2	Module Name	Business English		Delete Module
27		Teacher(s)		Add	
28		1	Andrew Teo , S1234567A	Delete Teacher	
29		2	Mark Tan , S456789A	Delete Teacher	
30					
31					
32					
33					
34	Please validate all data entries upon completion of data entry as specified in Get Started page				
35	Back to Top				

Select from the drop-down list a course that has modules.

Type in the module name

Click 'Add' to add the course and module to the table below

Select from the drop-down list, teachers teaching the module. These teachers must have been entered in the previous page as teaching this course. Click 'Add' to add it to this module.

Click on this to return to the previous pages to assign teachers to the course in necessary.

Click this after all information have been added.

Courses and Teachers Form (page 6)

Sections	Status	Sections	Status
a) Teachers	OK	b) Courses	OK
c) Modules	OK		

Version: 1.2

Exit

Begin >>

You can click on 'Verify' at any time to see if the form has been properly filled in,

Yu can exit at any time. However, please remember to save the file.
This file should be uploaded to the OBLS form in support of your application.