

# **NIEC Vitae Portal CPD Course Application User Guide**

# **NIEC Vitae Portal CPD 课程申请用户指南**

## Content Page

*Click to go to the respective pages/点击，即可进入相应页面*

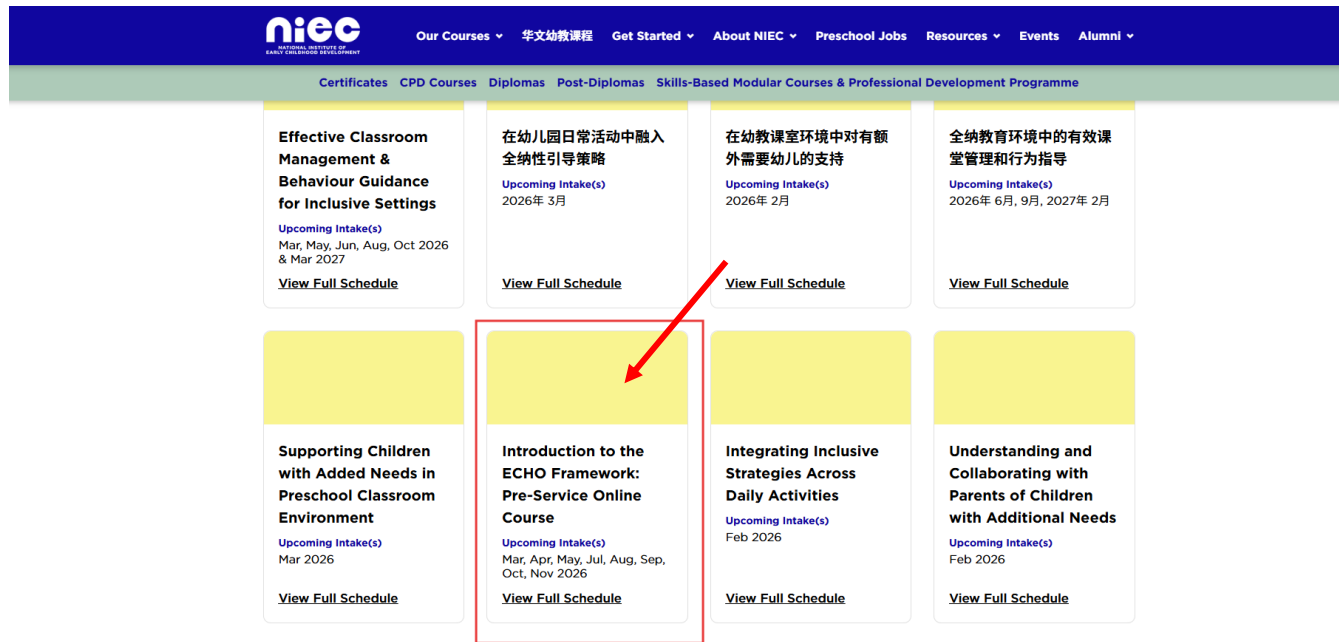
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If you require further assistance, please reach out directly to the course in charge or write in to [CPD@niec.edu.sg](mailto:CPD@niec.edu.sg).

若您需要进一步协助，欢迎您联系课程负责人，或发送电邮至 [CPD@niec.edu.sg](mailto:CPD@niec.edu.sg)。

# 1. Generating the registration link as a Company Admin

**Step A:** Go to NIEC website (<https://www.niec.edu.sg/>) and select the course that your staff is applying.



The screenshot shows the NIEC website's course grid. The navigation bar includes 'Our Courses', '华文幼教课程', 'Get Started', 'About NIEC', 'Preschool Jobs', 'Resources', 'Events', and 'Alumni'. Below the navigation bar, there are several course cards. The card for 'Introduction to the ECHO Framework: Pre-Service Online Course' is highlighted with a red box, and a red arrow points to it. The card details are as follows:

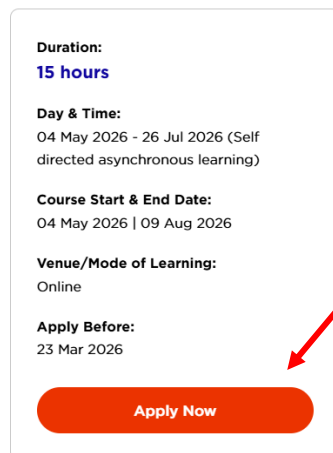
Course Title	Upcoming Intake(s)	View Full Schedule
Effective Classroom Management & Behaviour Guidance for Inclusive Settings	Mar, May, Jun, Aug, Oct 2026 & Mar 2027	View Full Schedule
在幼儿园日常活动中融入全纳性引导策略	2026年 3月	View Full Schedule
在幼教课堂环境中对有额外需要幼儿的支持	2026年 2月	View Full Schedule
全纳教育环境中的有效课堂管理和行为指导	2026年 6月, 9月, 2027年 2月	View Full Schedule
Supporting Children with Added Needs in Preschool Classroom Environment	Mar 2026	View Full Schedule
<b>Introduction to the ECHO Framework: Pre-Service Online Course</b>	Mar, Apr, May, Jul, Aug, Sep, Oct, Nov 2026	View Full Schedule
Integrating Inclusive Strategies Across Daily Activities	Feb 2026	View Full Schedule
Understanding and Collaborating with Parents of Children with Additional Needs	Feb 2026	View Full Schedule



The screenshot shows the NIEC website's navigation bar and course selection tabs. The navigation bar includes 'Our Courses', '华文幼教课程', 'Get Started', 'About NIEC', 'Preschool Jobs', 'Resources', 'Events', and 'Alumni'. Below the navigation bar, there are several course selection tabs: 'Overview', 'Fees', and 'Apply'.

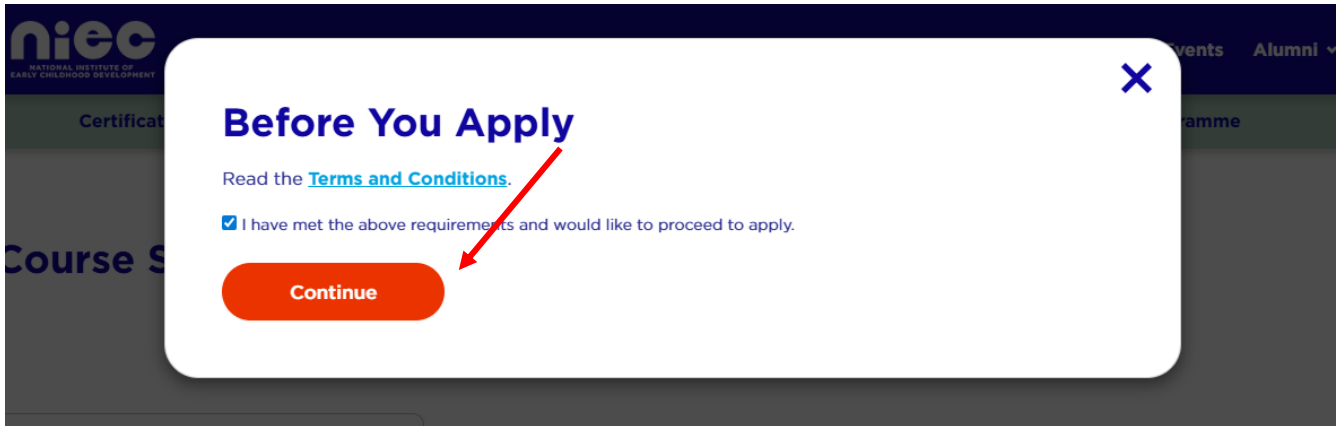
## Course Schedule

[Apply Now](#) [Upcoming Intakes](#)

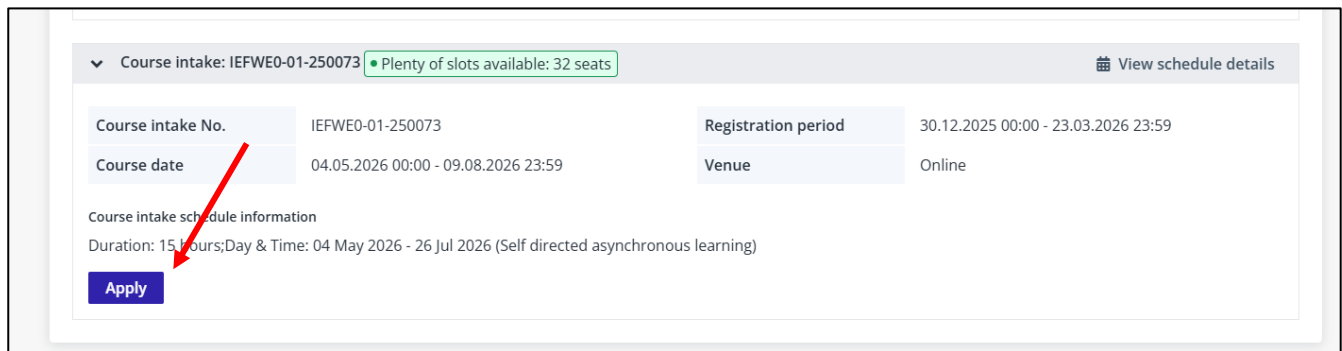


The screenshot shows the 'Apply Now' button on the course schedule page. The button is orange and labeled 'Apply Now'. A red arrow points to the button. The course details are as follows:

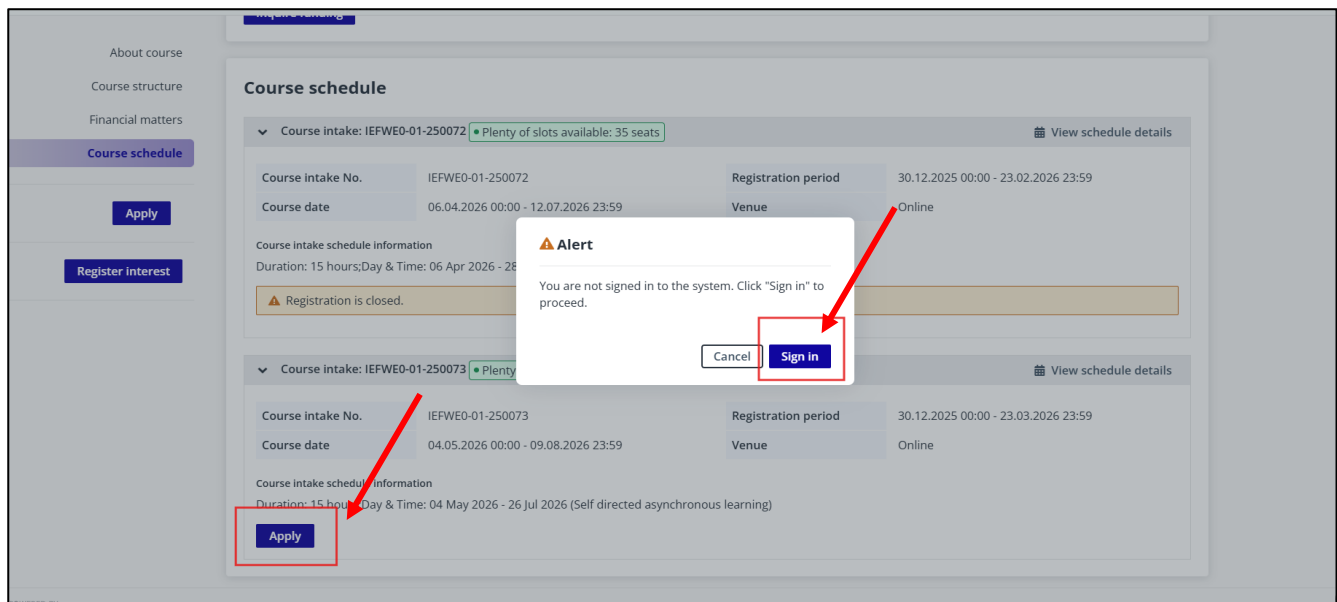
<b>Duration:</b>	15 hours
<b>Day &amp; Time:</b>	04 May 2026 - 26 Jul 2026 (Self directed asynchronous learning)
<b>Course Start &amp; End Date:</b>	04 May 2026   09 Aug 2026
<b>Venue/Mode of Learning:</b>	Online
<b>Apply Before:</b>	23 Mar 2026



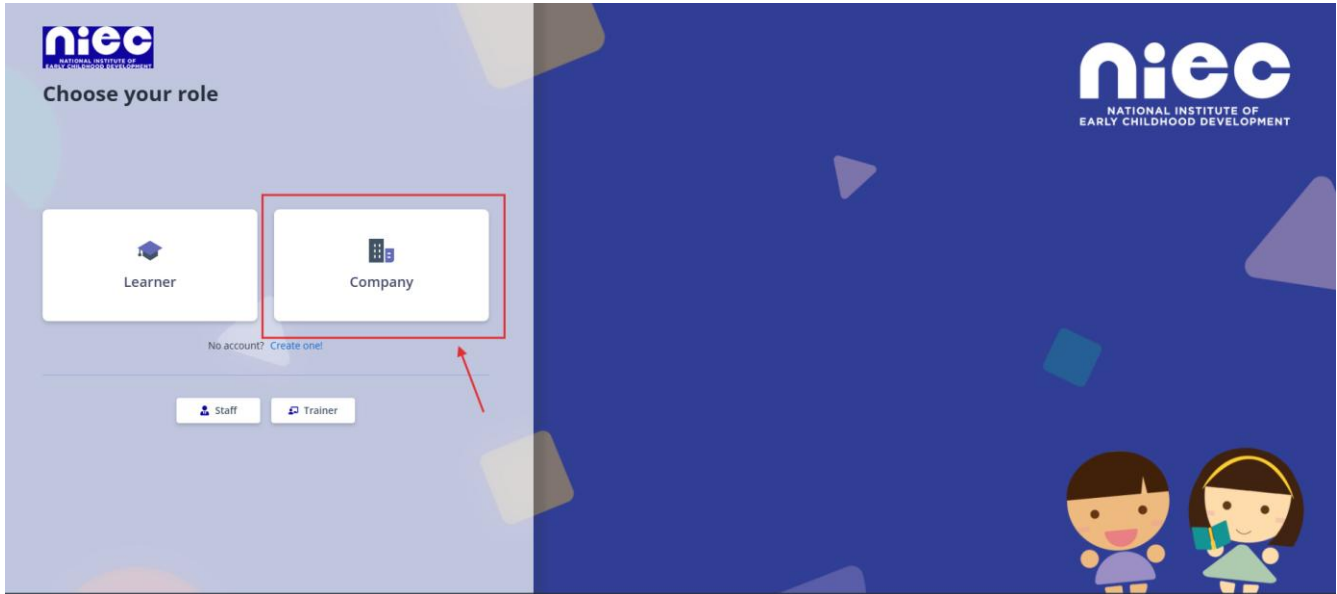
**Step B: Select the intake your staff wish to apply, Click on "Apply" button**



**Step C: Click on "Sign in" button**

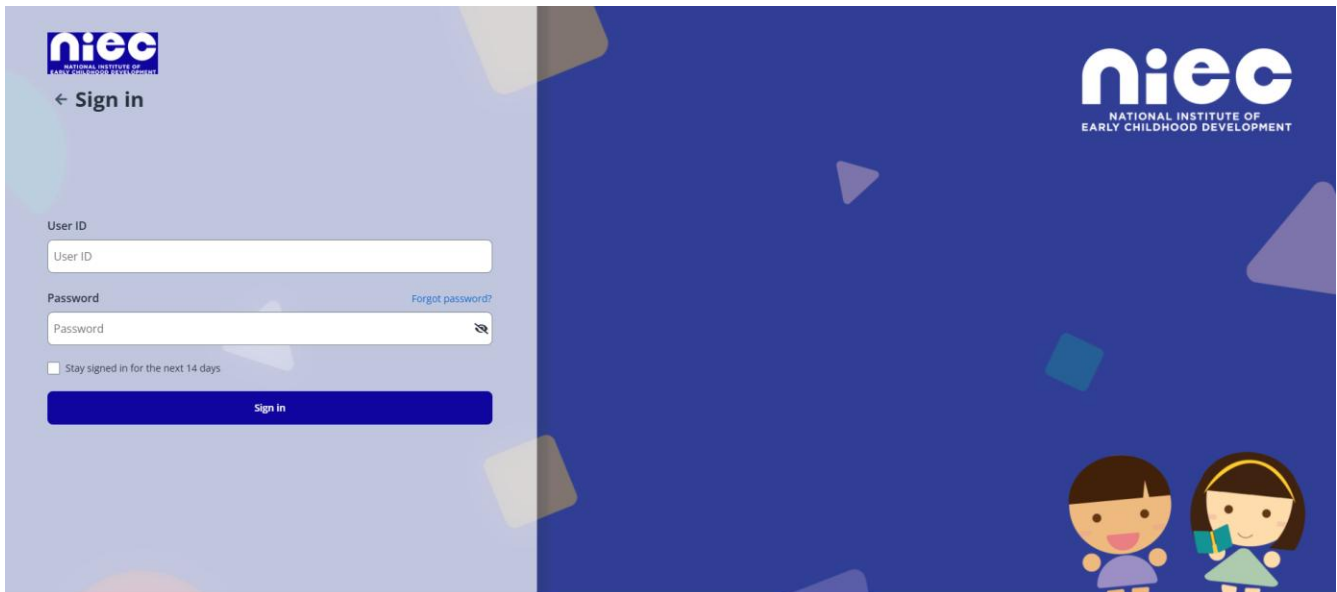


**Step D: Click on "Company" button**



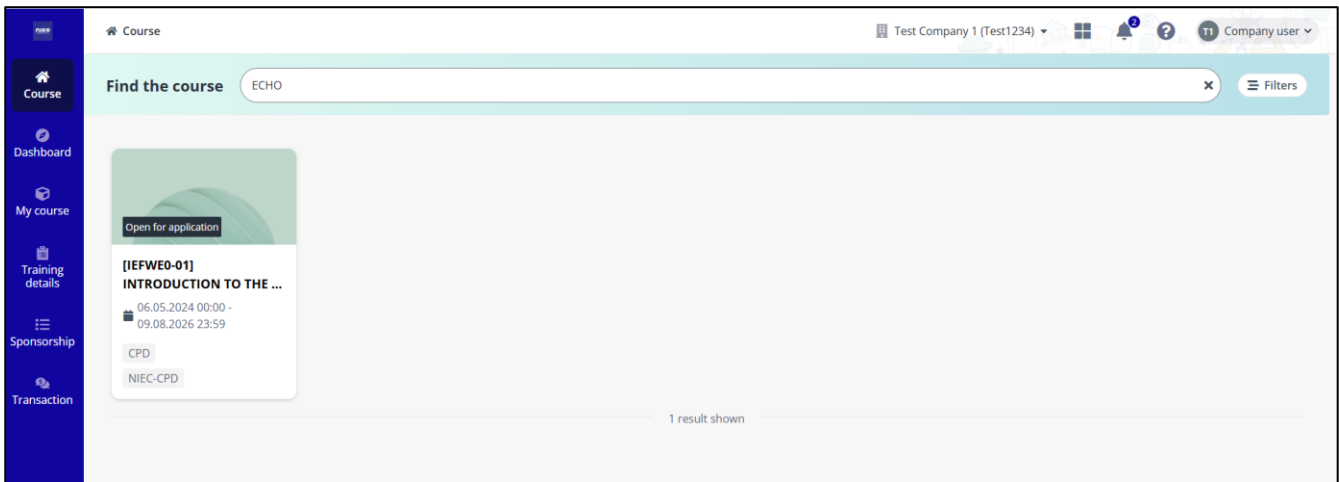
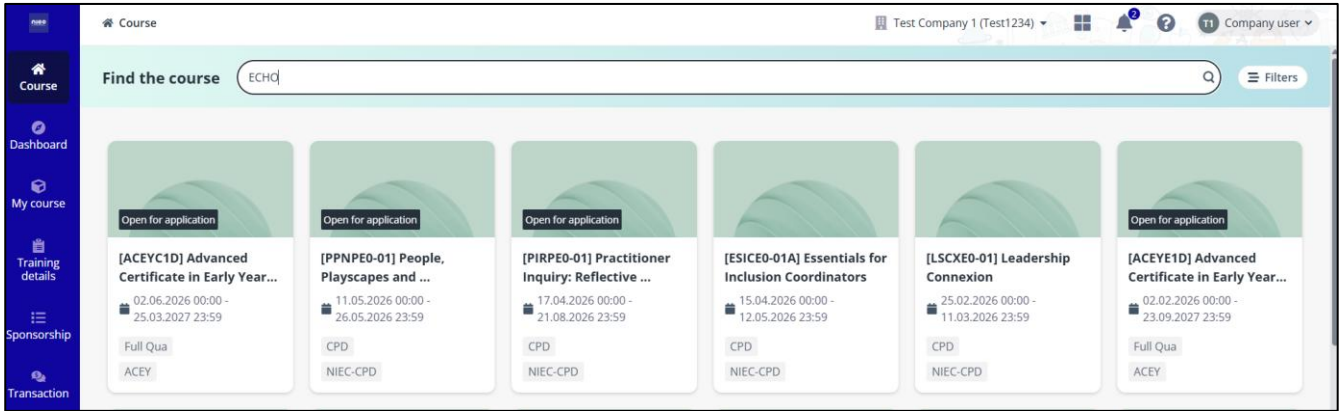
**Step E: Sign in using your User ID and Password**

**For Company admin/ Principal:** Click on the link and login to our NIEC Vitae portal as **Company** with your User ID and Password.

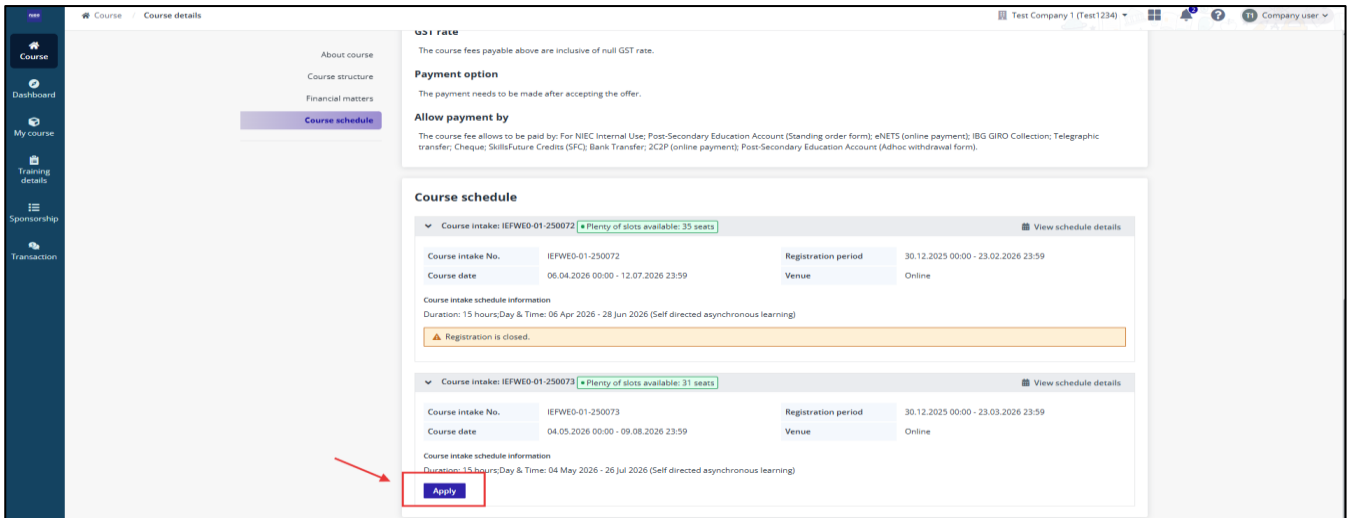


\*Note: If you encounter an error indicating that your account has been deactivated, please contact the course PIC (stated on website) to request reactivation of your account.

## Step F: Select the course you would like to apply



## Step G: Click on the course and click apply



**Step H:** Ensure the following:

1. Companies with different Unique Entity Numbers (UENs) are to indicate the UEN that serves as the direct employer of the trainee(s), providing salary, statutory benefits, and other employment entitlements. The UEN will be utilised for verification purposes as part of the funding disbursement process. Failure to provide the correct UEN may lead to disqualification of SSG training grant & Absentee payroll.
2. The course title and start date are correct
3. For CPD courses, please ignore the declaration of SME

The screenshot shows the 'Apply' page for generating a course link for employees. The page title is 'Generate the course link for employees to register'. The course details are: '[GESDE0-01-250074] Cultural Compass: Guiding EC Educators Through Singapore's Diversity' with a course date of '11.11.2025 00:00 - 26.11.2025 23:59'. The form includes a declaration for SME status with 'No' selected, and fields for 'Max No. of sponsorship', 'Link expiry date', 'Branch', 'Contact person', and 'Billing contact person'. Annotations include: 1. A red box around the company name 'Test Company 1 (Test1234)' in the top right. 2. A red box around the course title and date. 3. A red box around the SME declaration with the text '\*Ignore' next to it.

Course / Course details / Apply

Test Company 1 (Test1234) Company user

← Generate the course link for employees to register

[GESDE0-01-250074] Cultural Compass: Guiding EC Educators Through Singapore's Diversity CPD  
Course date: 11.11.2025 00:00 - 26.11.2025 23:59 NIEC-CPD

I declare that my company is a Small Medium Enterprise (SME)  
For more information on how to qualify, update, and retrieve the Small and Medium Enterprise status, please refer to [Enterprise Portal for Jobs & Skills](#).

No  
 Yes

Max No. of sponsorship  Link expiry date

Branch \*  Contact person \*

Billing contact person \*

Cancel Generate

Note: Leave the "Max No. of Sponsorship" **blank**, select the correct branch and billing contact person using the drop down.

Once the above steps are completed, please proceed to click on "**Generate**" at the bottom right of the page.

Course / Course details / Apply

Test Company 1 (Test1234) Company user

← Generate the course link for employees to register

[GESDE0-01-250074] Cultural Compass: Guiding EC Educators Through Singapore's Diversity CPD  
Course date: 11.11.2025 00:00 - 26.11.2025 23:59 NIEC-CPD

I declare that my company is a Small Medium Enterprise (SME)  
For more information on how to qualify, update, and retrieve the Small and Medium Enterprise status, please refer to [Enterprise Portal for Jobs & Skills](#).

No  
 Yes

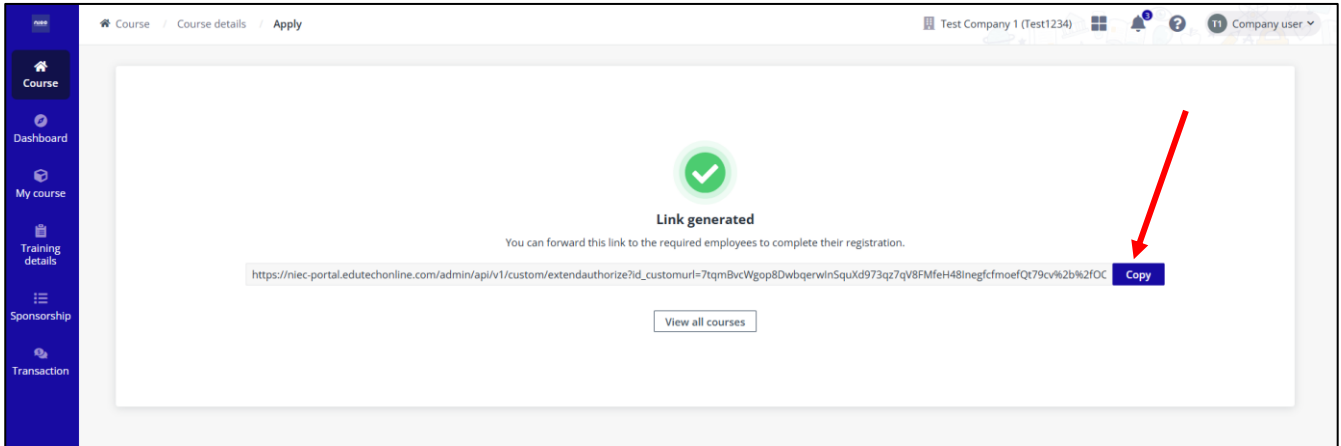
Max No. of sponsorship  Link expiry date

Branch \*  Contact person \*

Billing contact person \*

Cancel Generate

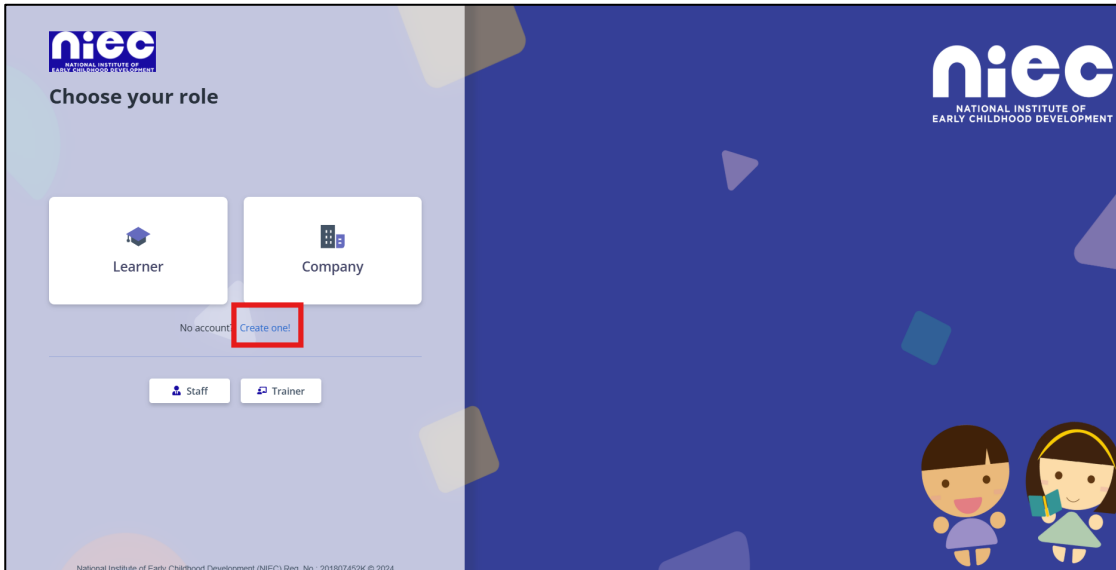
**Step I:** Click on copy and send the link to your staff who is attending the course.



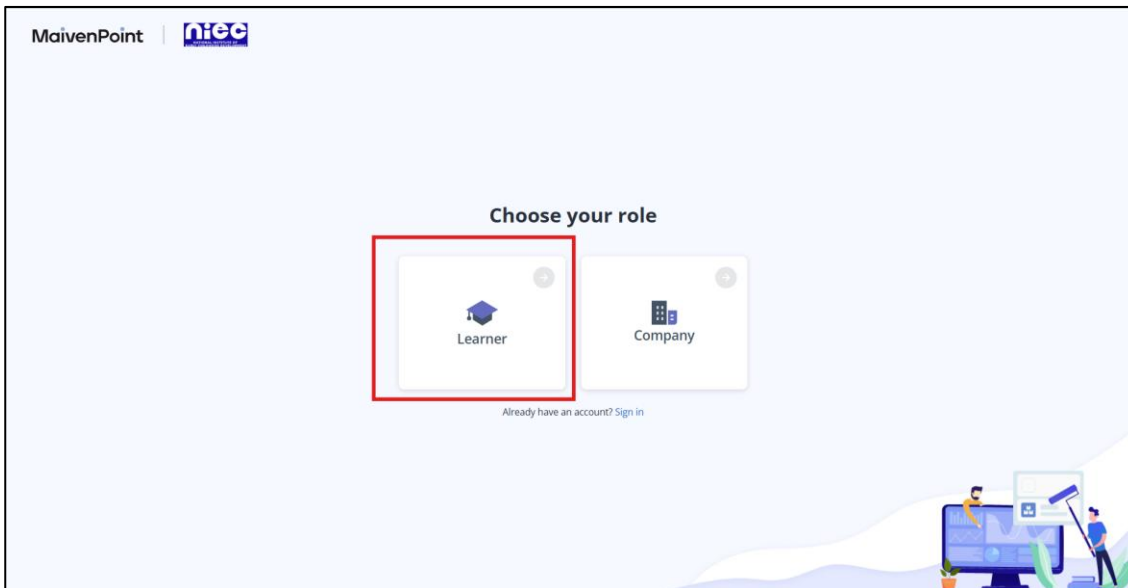
## 2. Creation of Learner Account

Please follow the steps below to create your Learner account using your Singpass.

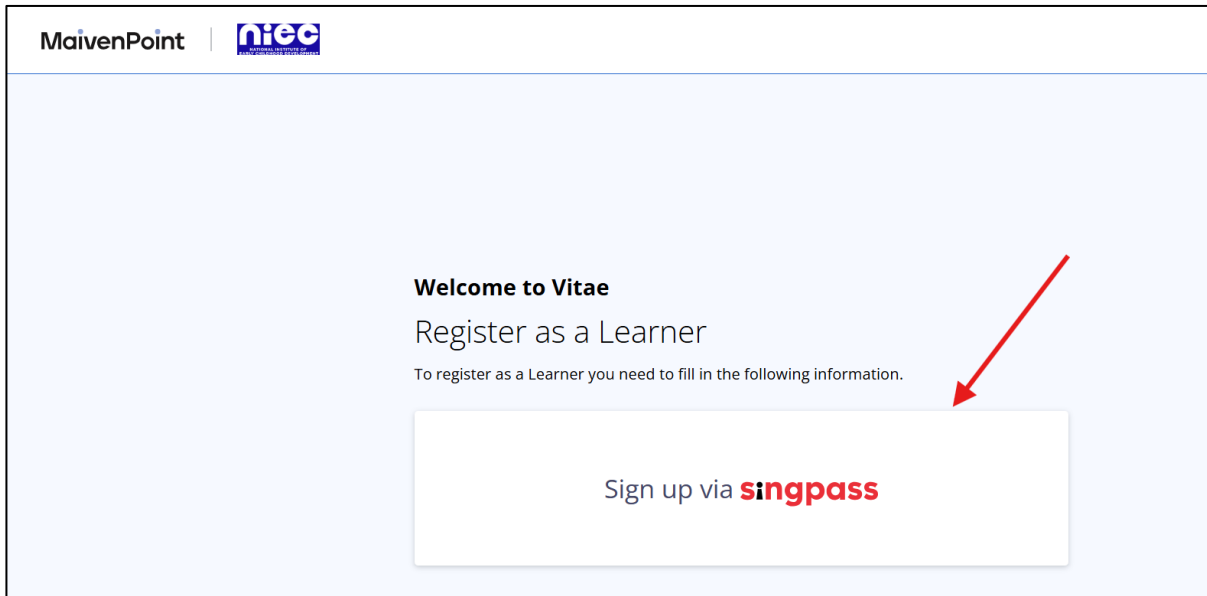
**Step A:** Please click the link here: <https://niec-portal.edutechonline.com/> and click on "Create One".



**Step B:** Click on "Learner". (If you are applying under company sponsorship, please also select Learner).



**Step C:** Click on [Sign up via Singpass]. You will be redirected to the Singpass QR code to sign in.



**Step D:** Fill in your contact details. You will receive a security verification code that will be sent to the email address that you have indicated.

*Note: Please fill in your full name as per NRIC under "Display name".*

*The display name will be listed as your course completion certificate name.*

**Step E:** Please input the security verification code.

## Information

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The verification code has been sent to the email address.

**OK**

**Step F:** Click on "Retrieve Myinfo".

### Complete your profile

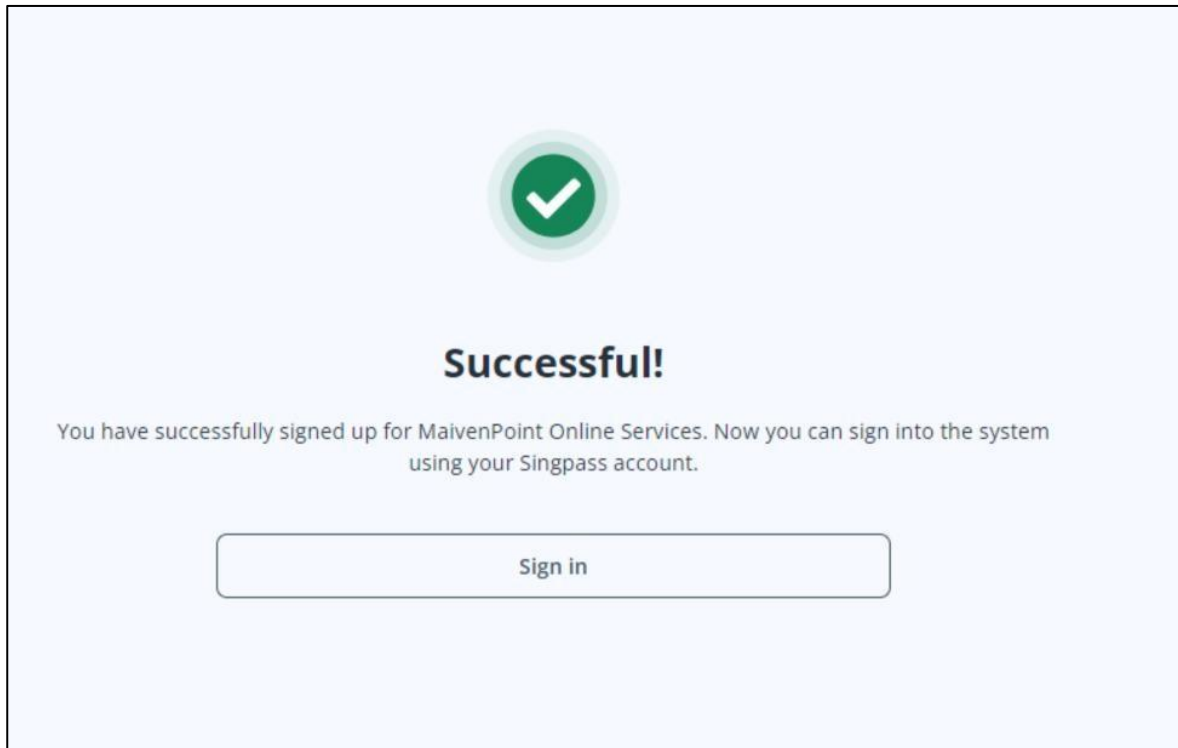
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The basic profile information is required before proceeding with the course application. The information can be synchronized from Myinfo. The information will be automatically populated from Myinfo into your basic profile.

**Retrieve Myinfo**  
with singpass

Please [manually update](#) your basic profile before course applications or other operations in this portal.

**Step G:** You have successfully created your account!

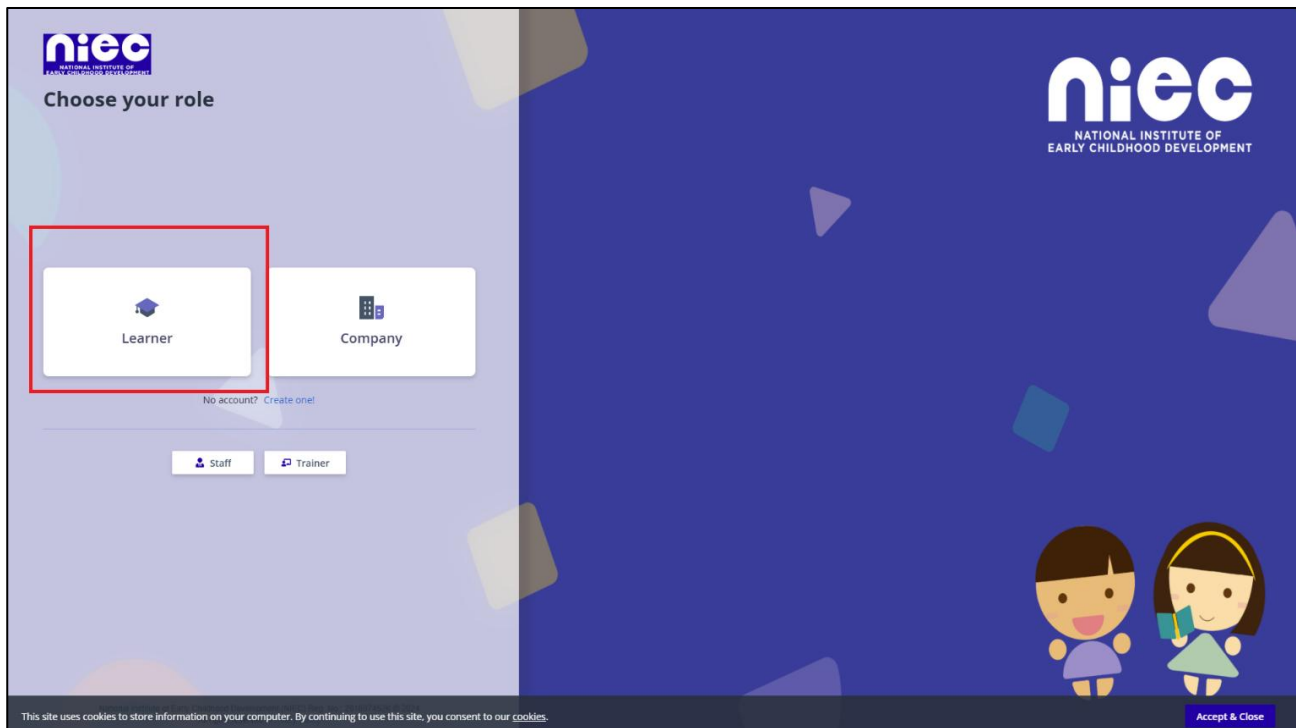


\*Note: After your learner profile has been successfully created, please click again on the link provided by your company admin/ Principal to continue with your application in the NIEC portal.

### 3. How to submit your application as a **COMPANY-SPONSORED APPLICANT:**

Your company admin/ Principal would have provided you with a **UNIQUE** registration link. If you do not have the link, please **DO NOT** proceed to submit your application as a self-sponsored applicant. Instead, inform your company that you require the **UNIQUE** registration link to submit your application.

**Step A:** After accessing the **UNIQUE** registration link from your company admin/ Principal, you will be led to this login page. Click on "Learner" to log in as a **LEARNER**.



**Step B:** You will now see the screen below. **Please ensure that your company information is shown before you click on "Save and Next".**

**Step 1. Applicant details**  
The system retrieves your personal information from your profile.

Name		User ID	
Date of birth	*****	Age	
Citizenship type	Singapore citizen	NRIC/FIN	
Race	CHINESE	Gender	Female
Country/Region of birth			

**Contact information**

Mobile number		Email address	
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**Residential address**

Non-Singapore

Country or region		Address line 1	Not Specified
Address line 2			

**Mailing address**

Non-Singapore

Country or region		Address line 1	Not Specified
Address line 2			

**Company sponsorship information**

Company name	Test Company 1	UEN	Test1234
Company type	Others	Branch	Test Company 1
Contact person		Contact person's email address	
Contact person's mobile number		Mailing address	SINGAPORE,189556,73,NTUC Trade Union House,Bras Basah Road,#07 - 01

Buttons: Cancel, Save as draft, **Save and next**

**Step C:** Select the necessary radio button accordingly, and click on "Save and Next".

**Step 2. Other information**

**Additional information**

Where have you heard about NIEC? \*

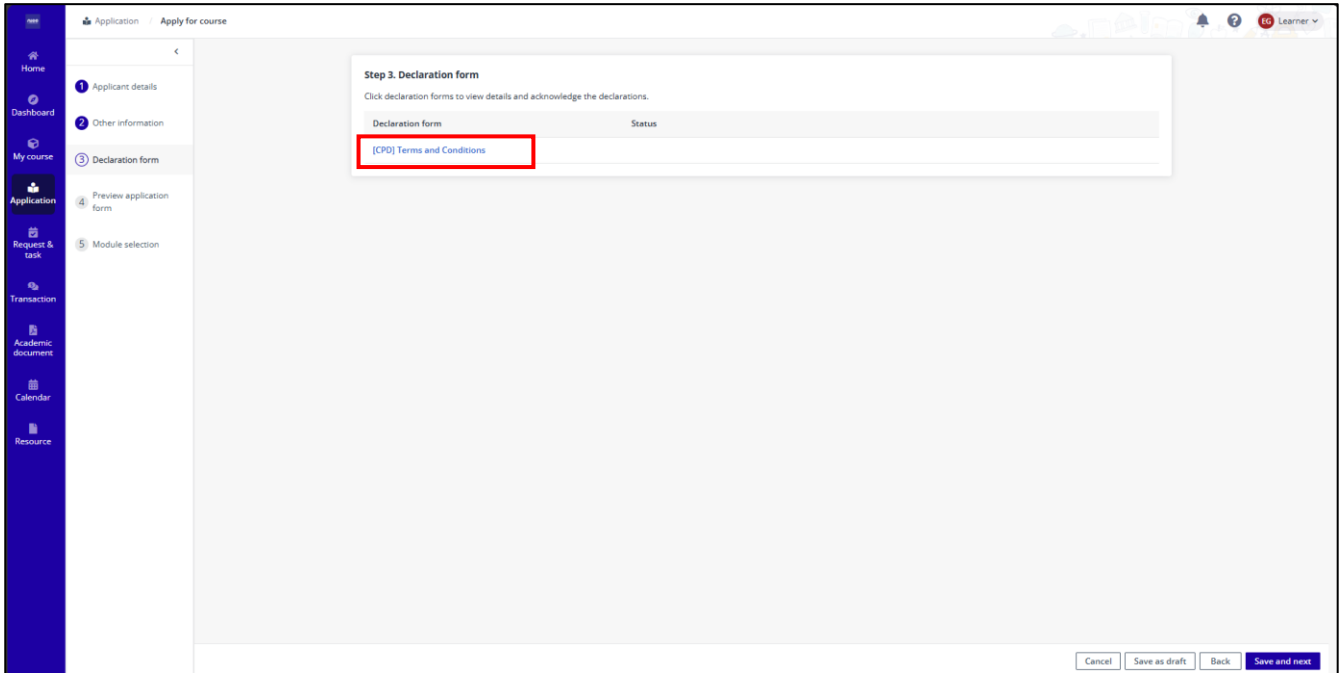
- Electronic Mailer (EDM)
- Friends/Family
- NIEC Course Preview
- ECDA Website
- Advertisement on Facebook/Instagram
- Career Fairs (E2, WSG etc)
- Others

I am an \*

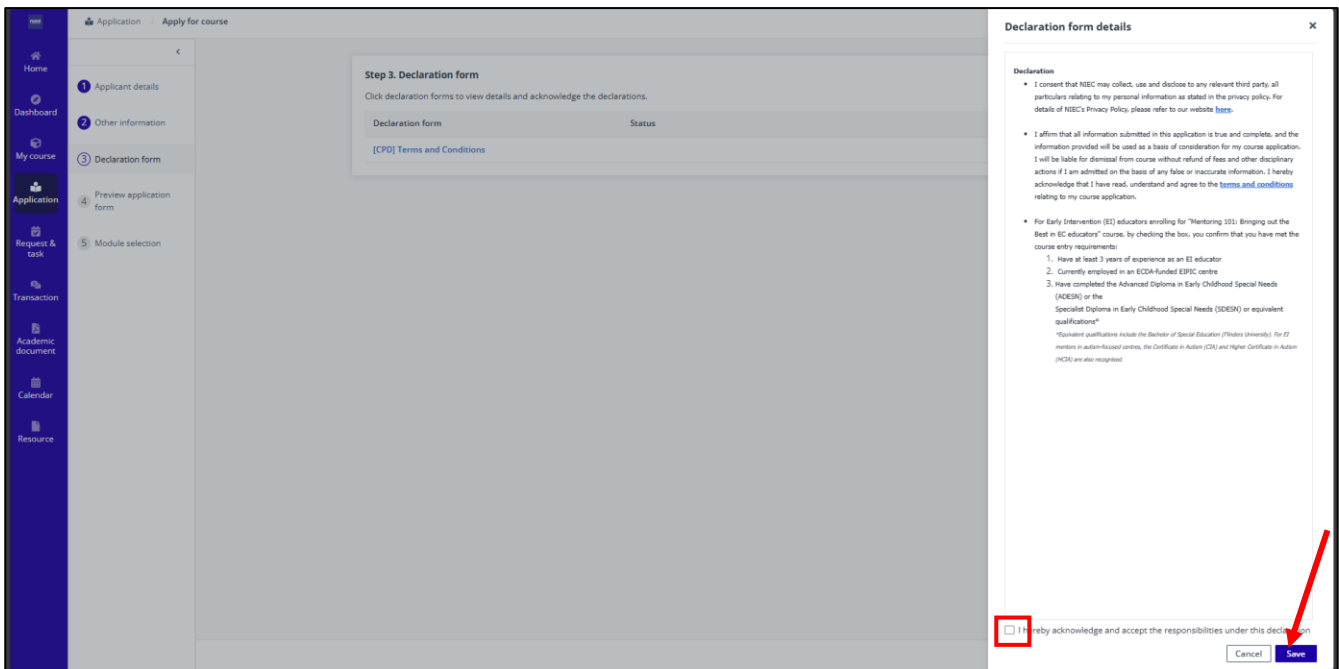
- Early Childhood (EC) educator
- Early Intervention (EI) educator
- Learning Support (LS) educator

Buttons: Cancel, Save as draft, Back, **Save and next**

**Step D:** Click on the declaration form, “[CPD] Terms and Conditions” to acknowledge before you click on “Save and Next”.



**Step E:** Acknowledge the Terms and Conditions and click on “Save”.



**Step F:** Preview your application form details and click on “Complete”.

The screenshot shows the 'Apply for course' application form preview page. The form is divided into several sections:

- Applicant details:** Non-Singapore, Country or region, Address line 1 (Not Specified), Address line 2.
- Mailing address:** Non-Singapore, Country or region, Address line 1 (Not Specified), Address line 2.
- Company sponsorship information:**
  - Company name: Test Company 1
  - Company type: Others
  - Contact person
  - Contact person's mobile number
  - UEN: Test1234
  - Branch: Test Company 1
  - Contact person's email address
  - Mailing address: SINGAPORE,189556,73,NTUC Trade Union House,Bras Basah Road,#07 -01
- Step 2. Other information:**
  - Additional Information:** Where have you heard about NIEC? Electronic Mailer (EDM). I am an Early Childhood (EC) educator.
- Step 3. Declaration form:**
  - Click declaration forms to view details and acknowledge the declarations.
  - Declaration form: [CPD] Terms and Conditions
  - Status:  I hereby acknowledge and accept the responsibilities under this declaration

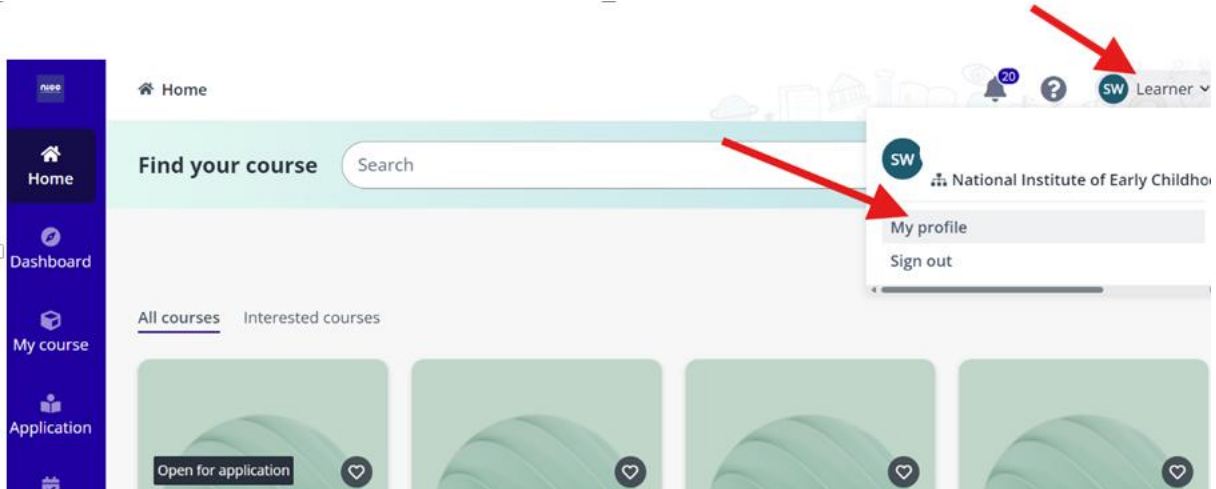
At the bottom right of the form, there are four buttons: Cancel, Save as draft, Back, and Complete. A red arrow points to the Complete button.

**Step G:** You will be required to click on “Submit” upon seeing the “pop-up” and “Confirm” button. Upon successful submission, you will see this “Application Submitted” page.

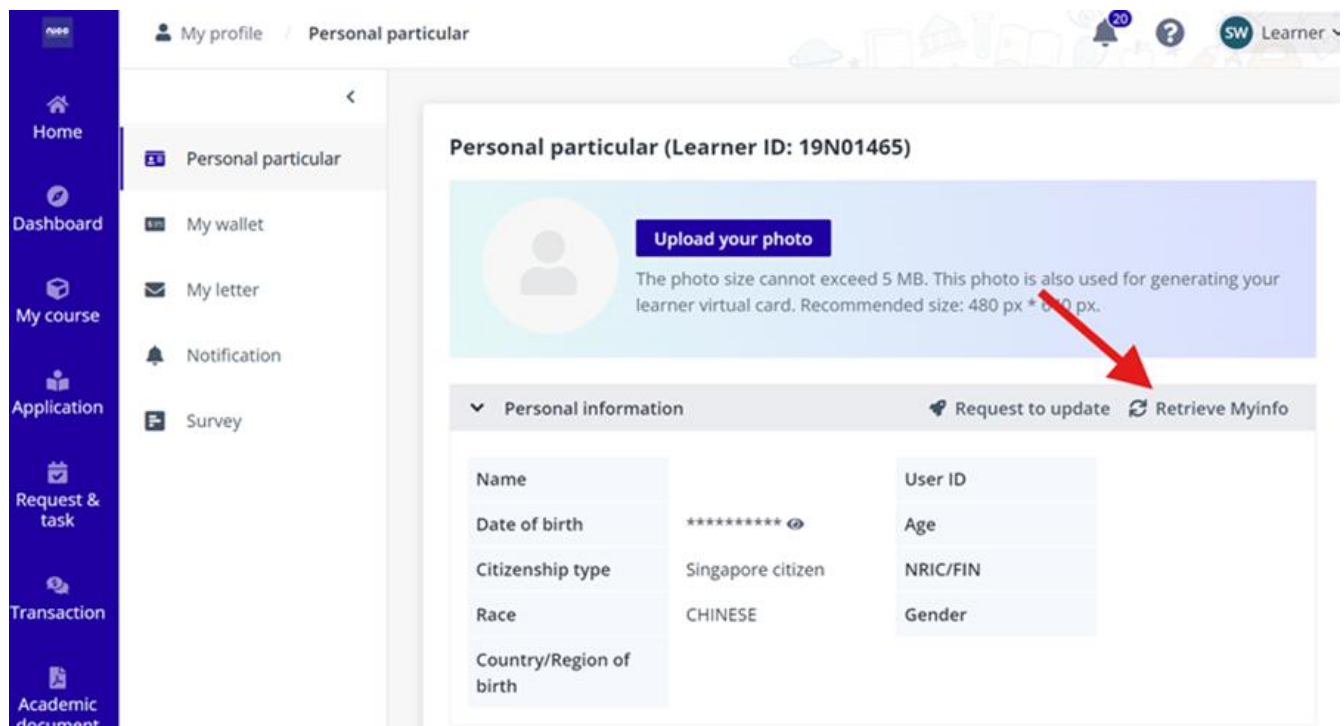
The screenshot shows the 'Application Submitted' page. The page features a large green checkmark icon and the text 'Application submitted'. Below this, it says 'Thank you for submitting the application. Please check your mailbox and learner portal notifications for the outcome of your application.' and includes a 'View application details' button.

**Step H:**

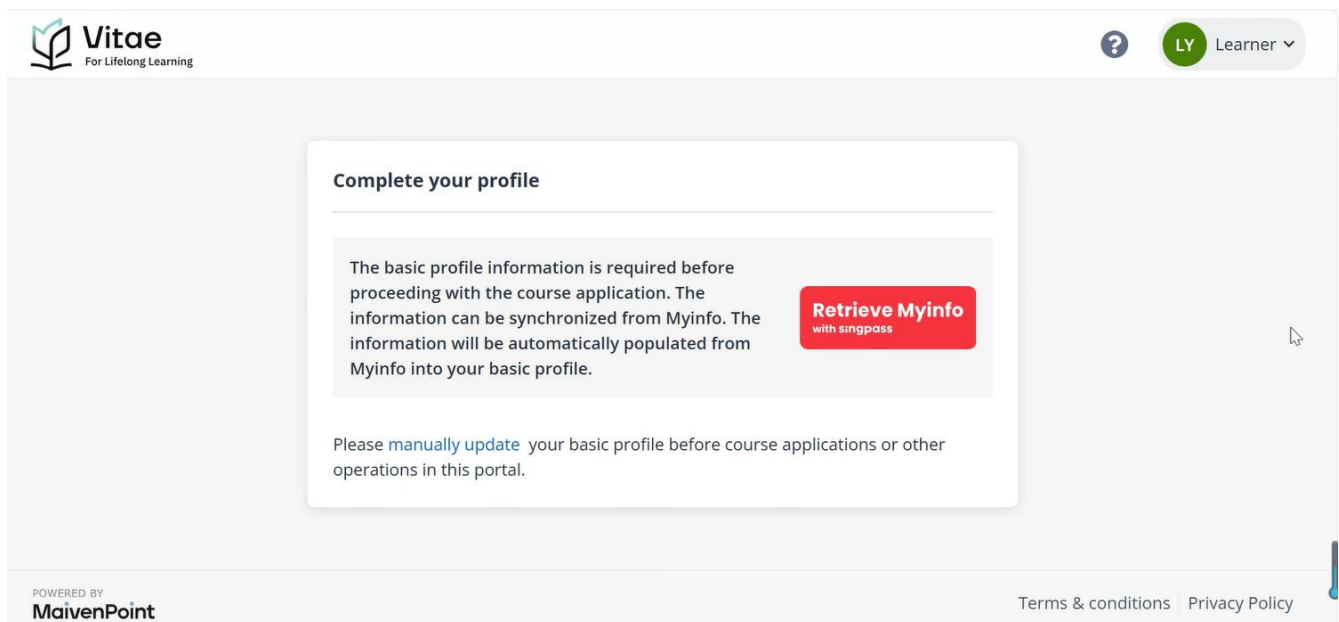
Click on your profile name, click "My profile"



**Step I:** click on "Retrieve Myinfo"

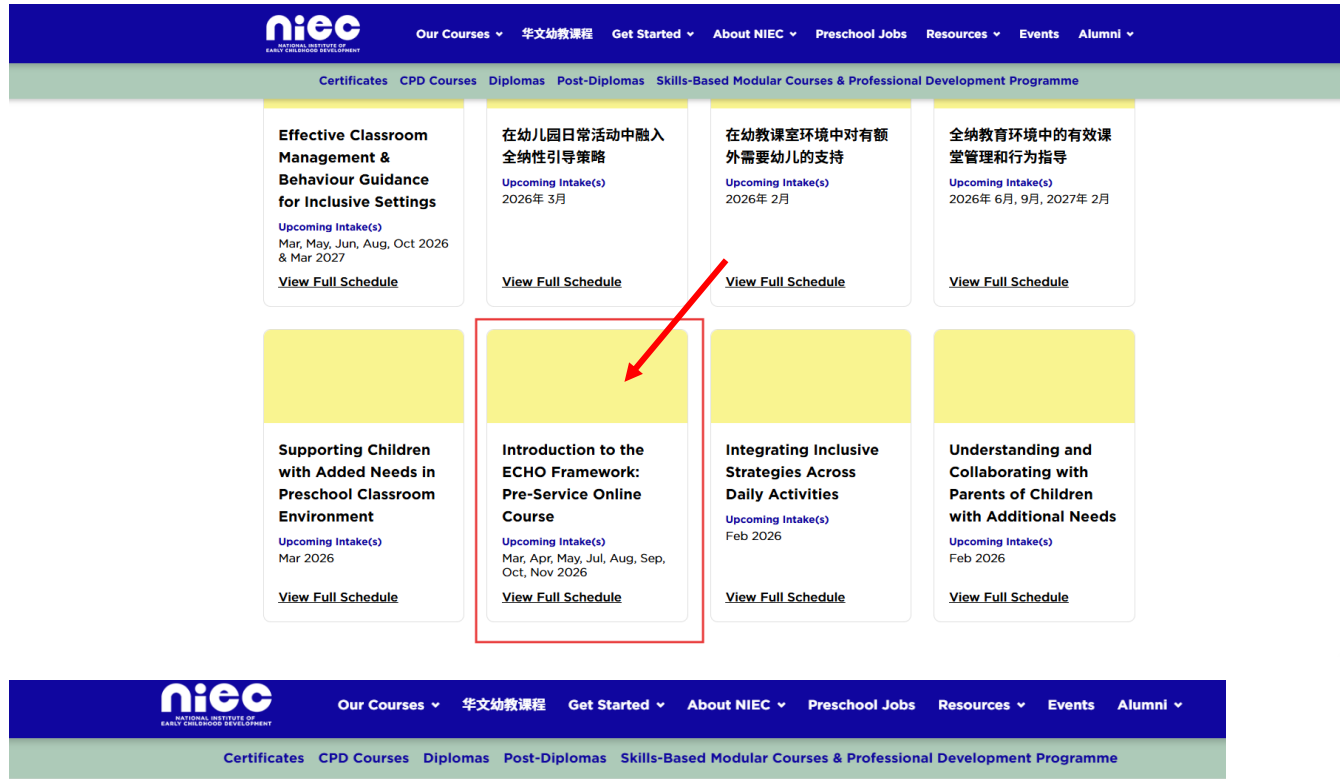


**Step J:** Click on "I agree"

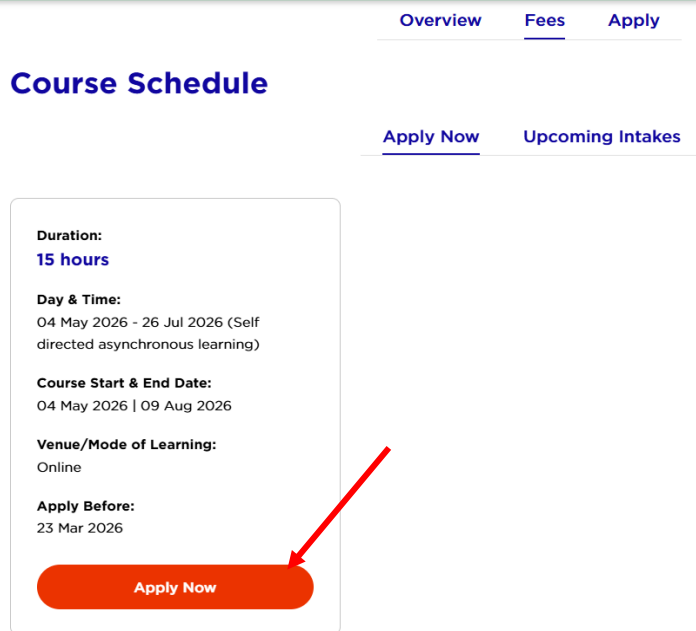


## 4. How to submit your application as a **SELF-SPONSORED APPLICANT:**

**Step A:** Go to NIEC website (<https://www.niec.edu.sg/>) and select the course that your staff is applying.



The screenshot shows the NIEC website's course selection interface. The top navigation bar includes 'Our Courses', '华文幼教课程', 'Get Started', 'About NIEC', 'Preschool Jobs', 'Resources', 'Events', and 'Alumni'. Below this, a secondary navigation bar lists 'Certificates', 'CPD Courses', 'Diplomas', 'Post-Diplomas', and 'Skills-Based Modular Courses & Professional Development Programme'. The main content area displays a grid of course cards. The card for 'Introduction to the ECHO Framework: Pre-Service Online Course' is highlighted with a red box and a red arrow pointing to it. Other visible course cards include 'Effective Classroom Management & Behaviour Guidance for Inclusive Settings', '在幼儿园日常活动中融入全纳性引导策略', '在幼教课堂环境中对有额外需要幼儿的支持', '全纳教育环境中的有效课堂管理和行为指导', 'Supporting Children with Added Needs in Preschool Classroom Environment', 'Integrating Inclusive Strategies Across Daily Activities', and 'Understanding and Collaborating with Parents of Children with Additional Needs'. Each card provides details on upcoming intakes and a 'View Full Schedule' link.



The screenshot shows the 'Course Schedule' page for the selected course. The top navigation bar is identical to the previous screenshot. Below it, a secondary navigation bar lists 'Overview', 'Fees', and 'Apply'. The 'Apply' tab is active. The main content area features a 'Course Schedule' heading and two sub-sections: 'Apply Now' and 'Upcoming Intakes'. The 'Apply Now' section is highlighted with a red box and a red arrow pointing to the 'Apply Now' button. The 'Apply Now' button is orange and located at the bottom of the 'Apply Now' section. The 'Upcoming Intakes' section is currently empty.

**Duration:**  
15 hours

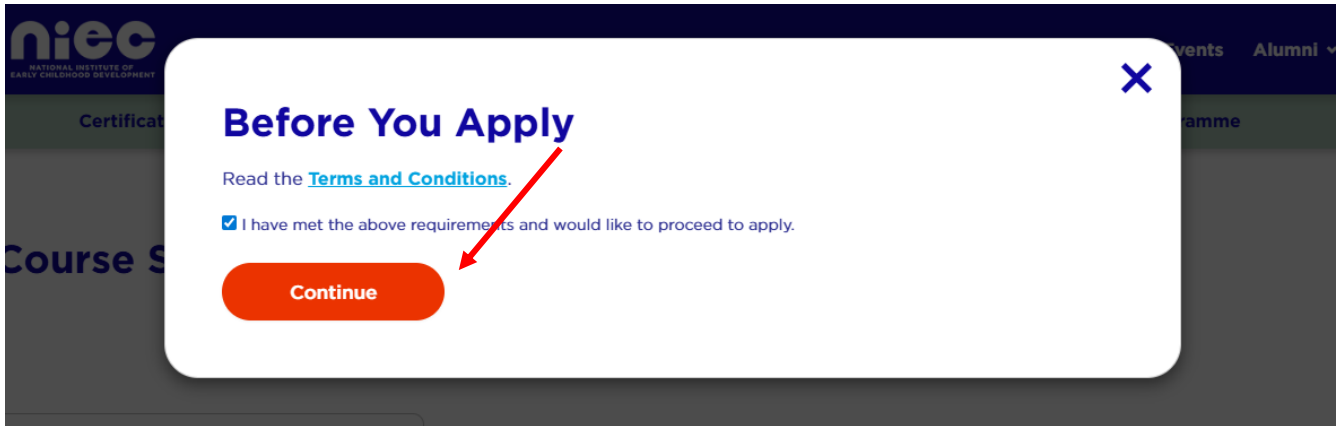
**Day & Time:**  
04 May 2026 - 26 Jul 2026 (Self directed asynchronous learning)

**Course Start & End Date:**  
04 May 2026 | 09 Aug 2026

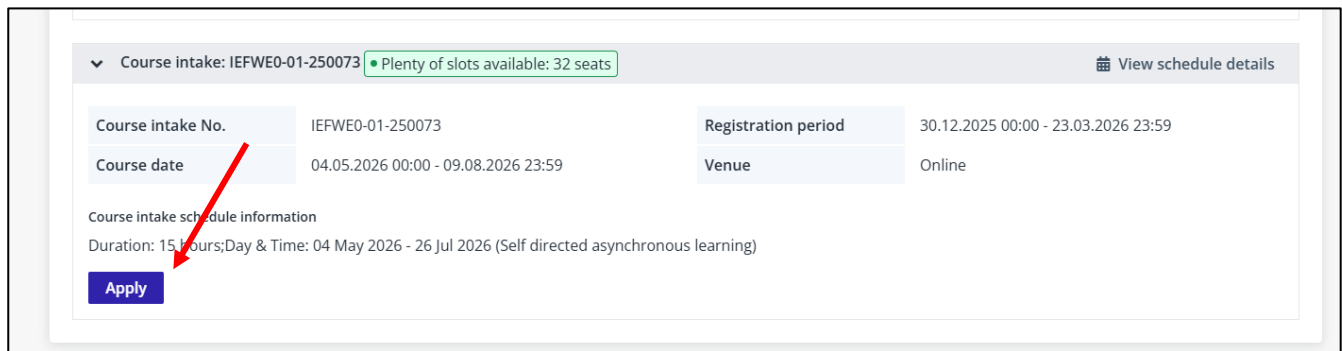
**Venue/Mode of Learning:**  
Online

**Apply Before:**  
23 Mar 2026

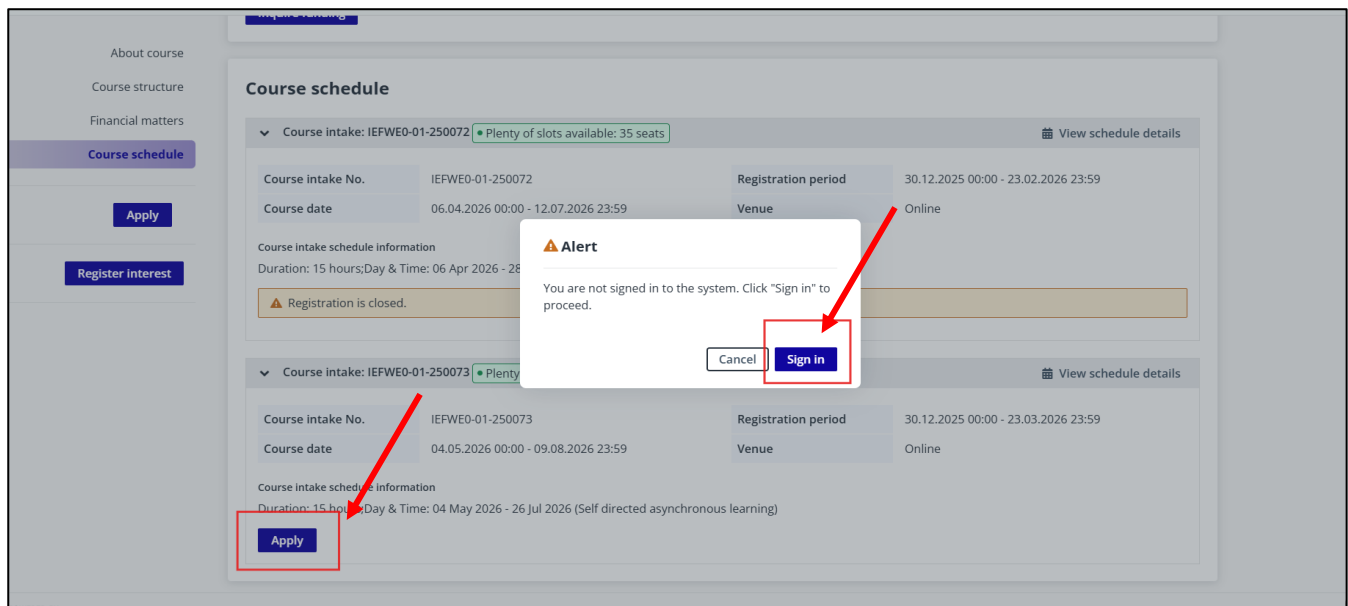
**Apply Now**

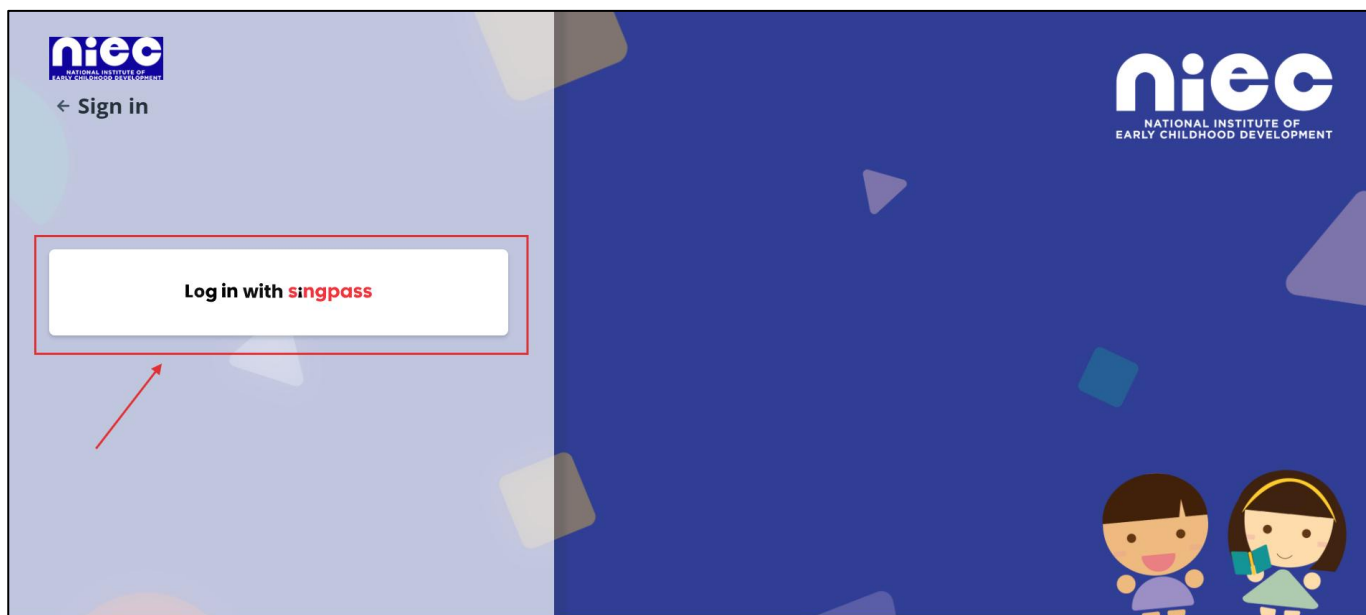
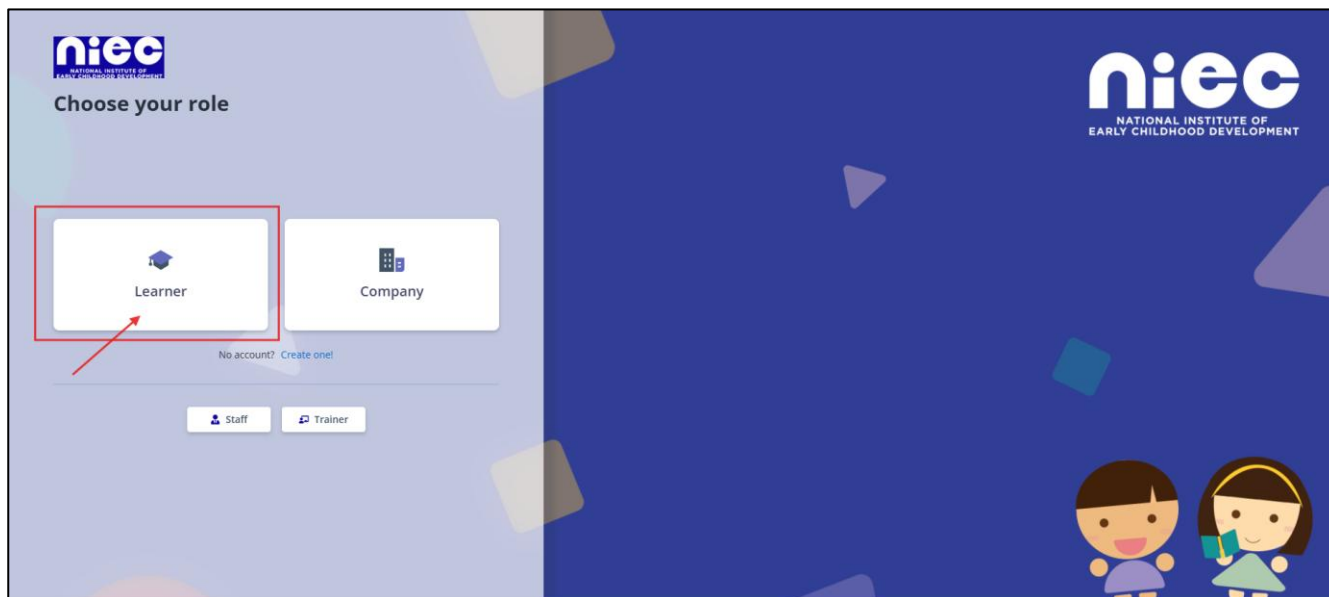


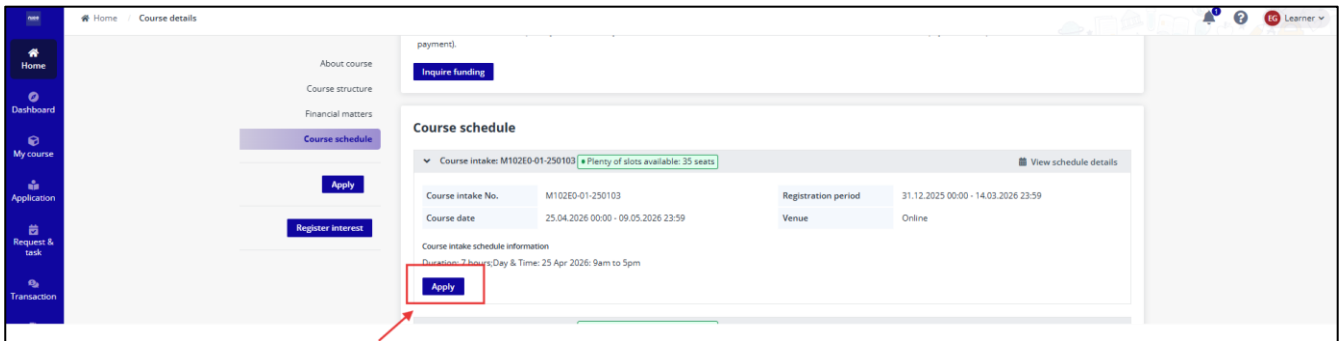
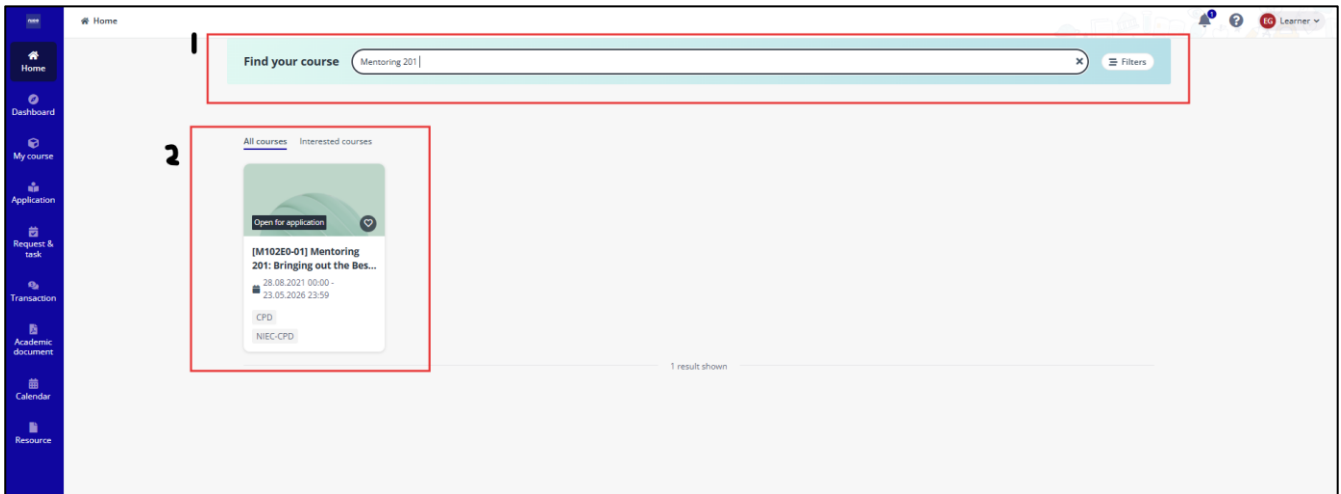
**Step B: Select the intake your staff wish to apply, Click on "Apply" button**



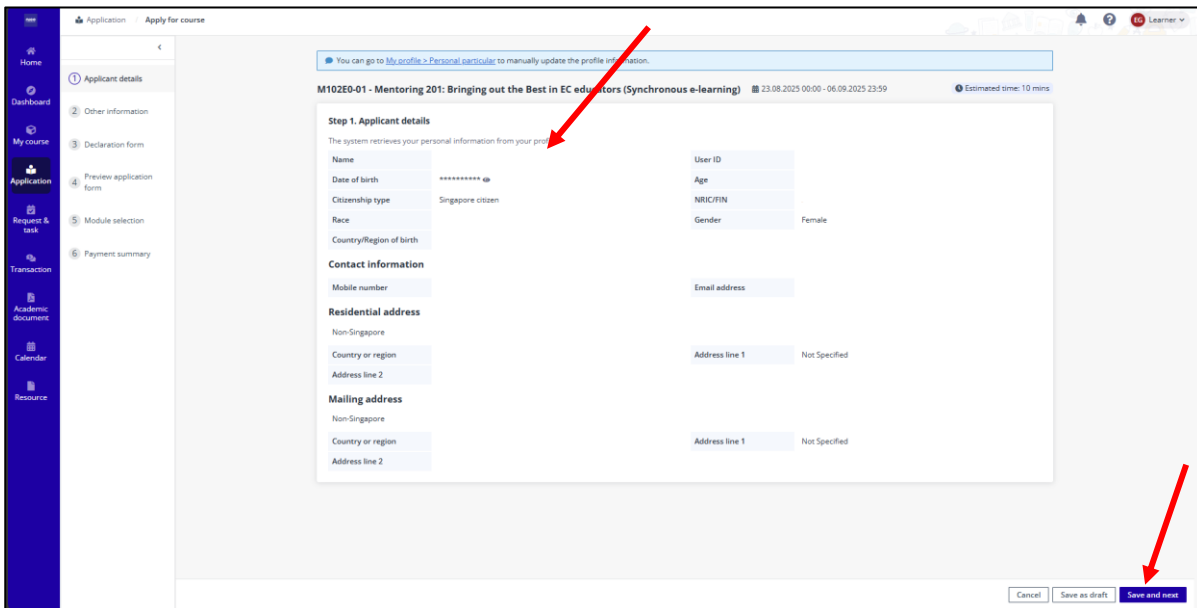
**Step C: Click on "Sign in" button**







**Step D:** Upon logging in, you will see this page with your details. Click on “Save and Next”.



**Step E:** Check the radio button accordingly and click on "Save and Next".

Application / Apply for course

Step 2. Other information

Additional information

Where have you heard about NIEC? \*

- Electronic Mailer (EDM)
- Friends/Family
- NIEC Course Preview
- ECDA Website
- Advertisement on Facebook/Instagram
- Career Fairs (E2L, WSG etc)
- Others

I am an \*

- Early Childhood (EC) educator
- Early Intervention (EI) educator
- Learning Support (LS) educator

Cancel Save as draft Back Save and next

**Step F:** Click on the declaration form, "[CPD] Terms and Conditions" to acknowledge and click on "Save and Next".

Application / Apply for course

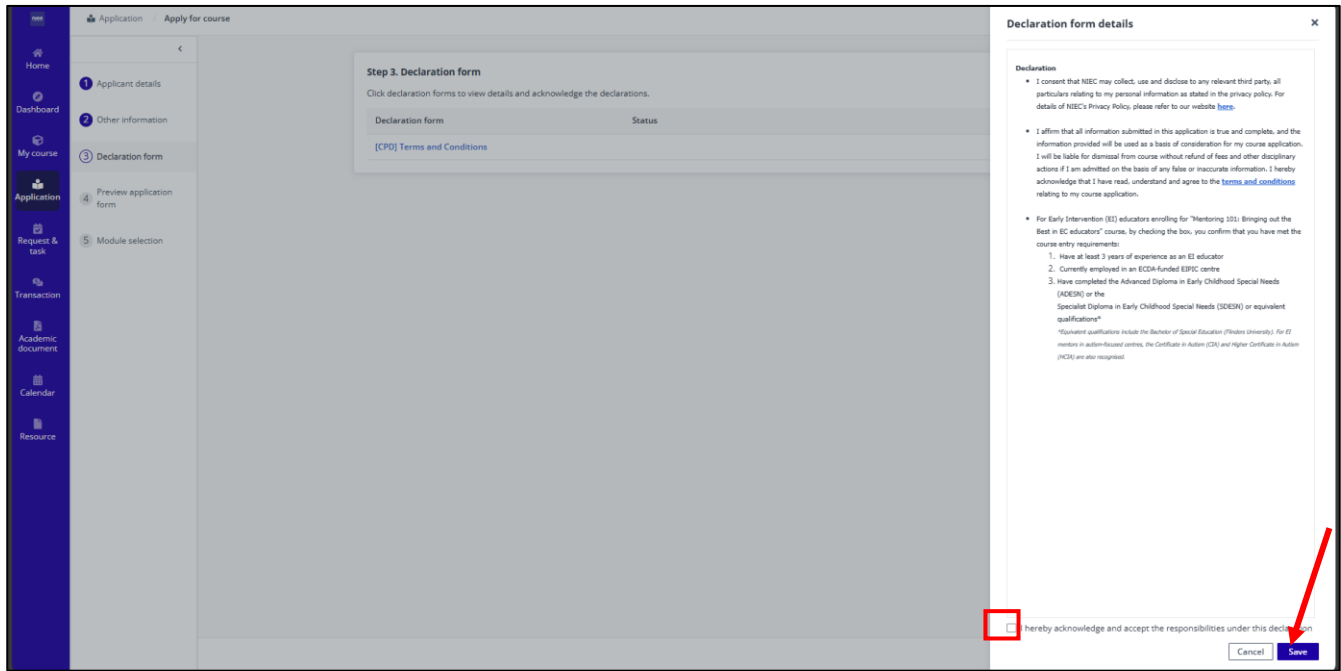
Step 3. Declaration form

Click declaration forms to view details and acknowledge the declarations.

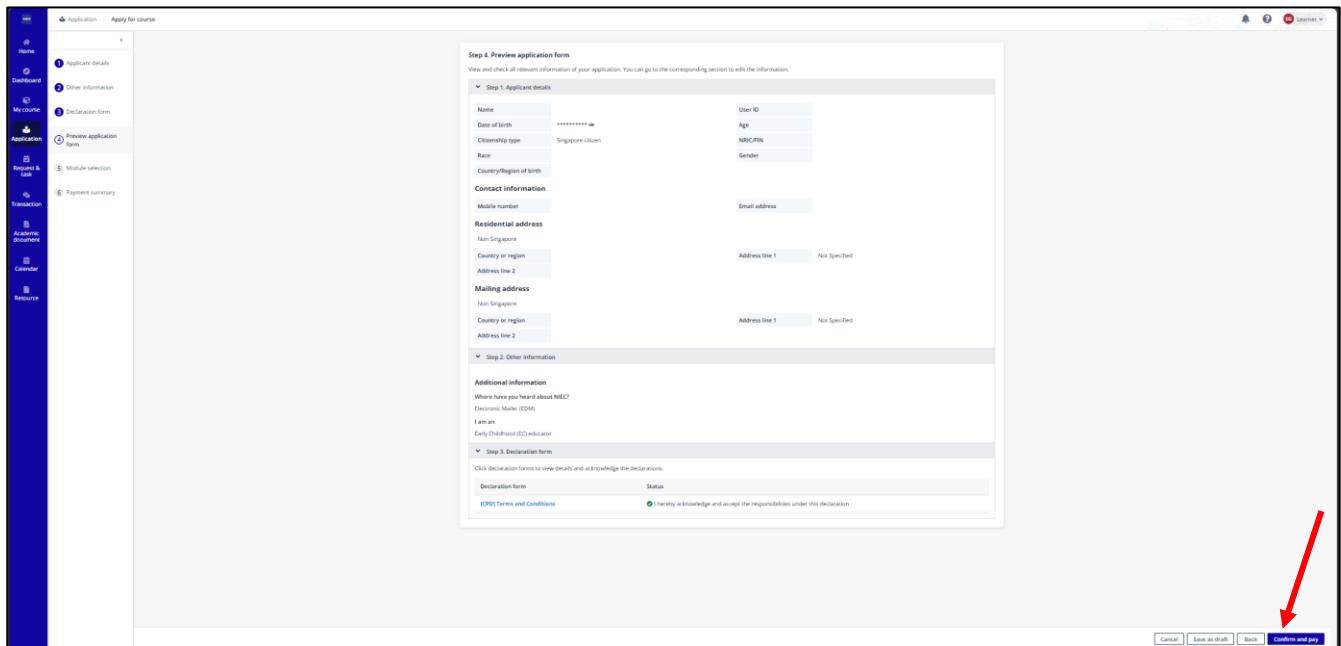
Declaration form	Status
[CPD] Terms and Conditions	

Cancel Save as draft Back Save and next

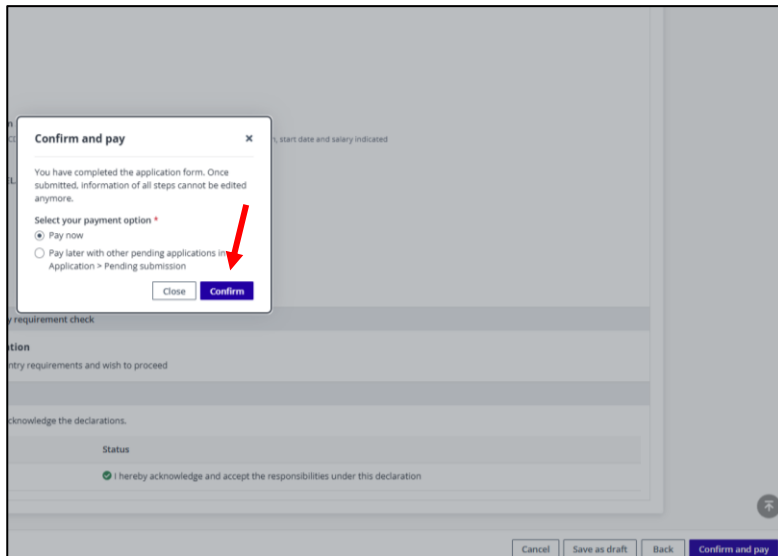
**Step G:** Acknowledge the Terms and Conditions and click on "Save".



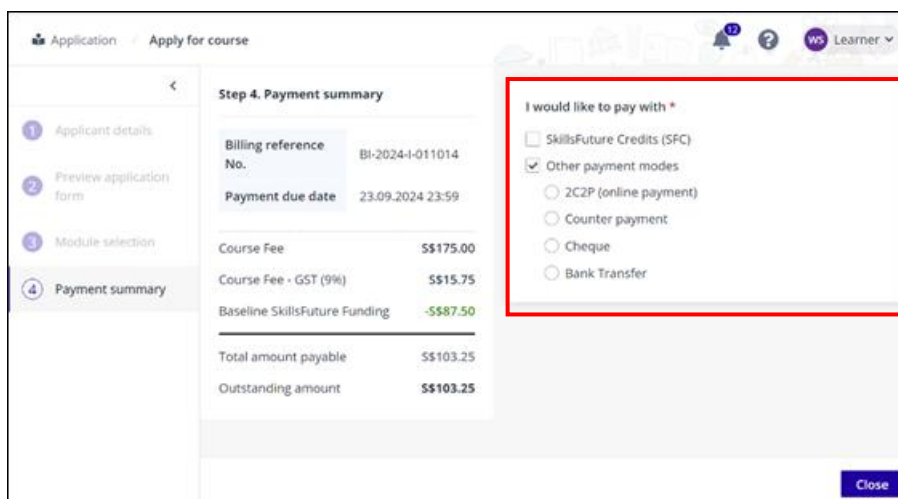
**Step H:** Preview your application details and click on "Confirm and Pay".



**Step I:** Click on **"Pay Now"** and **"Confirm"**. Please note that your enrollment will only be confirmed upon payment made.



**Step J:** There are several modes of payment for you to select. Select the one that you would like to proceed with.



Note:

- i. For payment via "SkillsFuture Credits (SFC)":
  - Upon selection of the "SkillsFuture Credits (SFC)" payment mode, you will be redirected to the SkillsFuture portal to submit your claim.
  - Ensure that you have sufficient credits available in your SkillsFuture portal.
  - The SkillsFuture Credit (Mid-Career) top-up is not applicable for all NIEC CPD courses.

ii. For payment via "2C2P (online payment):

If you are paying using Credit Card, please key in your card details:

The screenshot shows the payment interface for the National Institute of Early Childhood Development. At the top, the merchant name and a long alphanumeric ID are displayed. The transaction amount, 87.20 SGD, is highlighted with a red box. Below this, a message states that 8 payment options are available. A section titled "GLOBAL CARD" lists various credit cards including VISA, JCB, AMEX, and DISCOVER. There are input fields for "CARD NUMBER" (with a placeholder 0000-0000-0000-0000) and "EMAIL ADDRESS". At the bottom of this section are "CANCEL" and "CONTINUE PAYMENT" buttons. A "QR PAYMENT" option is visible at the very bottom right.

Upon keying in your details, you would be prompted to key in your One-Time password. Click on "Submit" once you have keyed in the OTP.

The screenshot displays the "2C2P Secure Cardholder Verification" screen. It features the 2C2P logo and a language dropdown set to "English". The screen prompts the user to verify their transaction by entering an OTP. Transaction details are listed: Merchant, Amount (87.20 SGD), Date (29 Apr 2025), and Card Number. Below the details is an empty input field for the OTP, a "Request New OTP" link, and "Cancel" and "Submit" buttons. A copyright notice for 2024 2C2P PTE., LTD. is at the bottom.

iii. For payment via "Bank transfer":

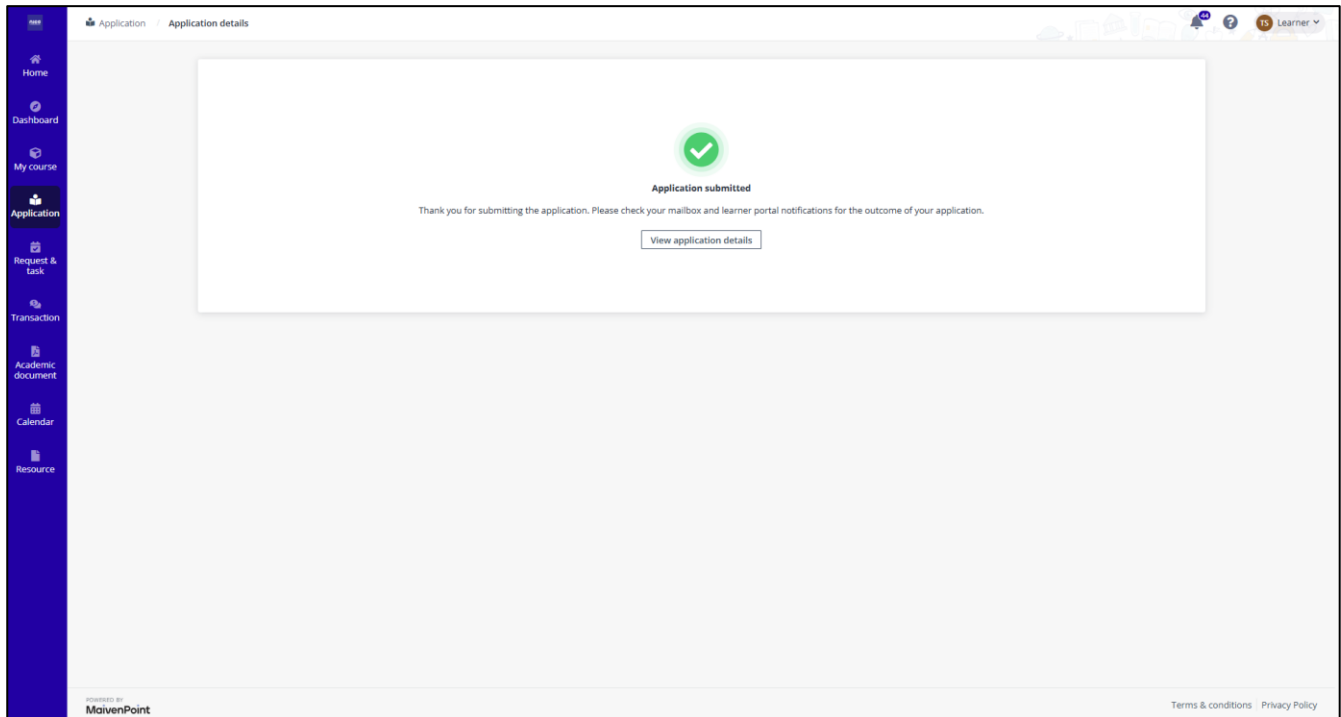
If you are paying using PayNow, please\_key in your PayNow details and click on "Generate QR".

The screenshot shows the payment interface for the National Institute of Early Childhood Development. At the top, the organization's name and a unique ID (8f469c8c-15a7-4882-b7d6-c5eb2527f6ba) are displayed, along with the amount 87.20 SGD. Below this, it states "There are 8 payment options available for you!". The "GLOBAL CARD" section lists various payment methods like VISA, JCB, AMEX, and DISCOVER. The "QR PAYMENT" section is active, showing a "Pay Now" button with the PAY NOW logo. Below this, there are input fields for "PAYER NAME" and "EMAIL ADDRESS". At the bottom, there are two buttons: "CANCEL" and "GENERATE QR". A large red arrow points to the "GENERATE QR" button.

You may then scan the payment QR Code and make payment accordingly:

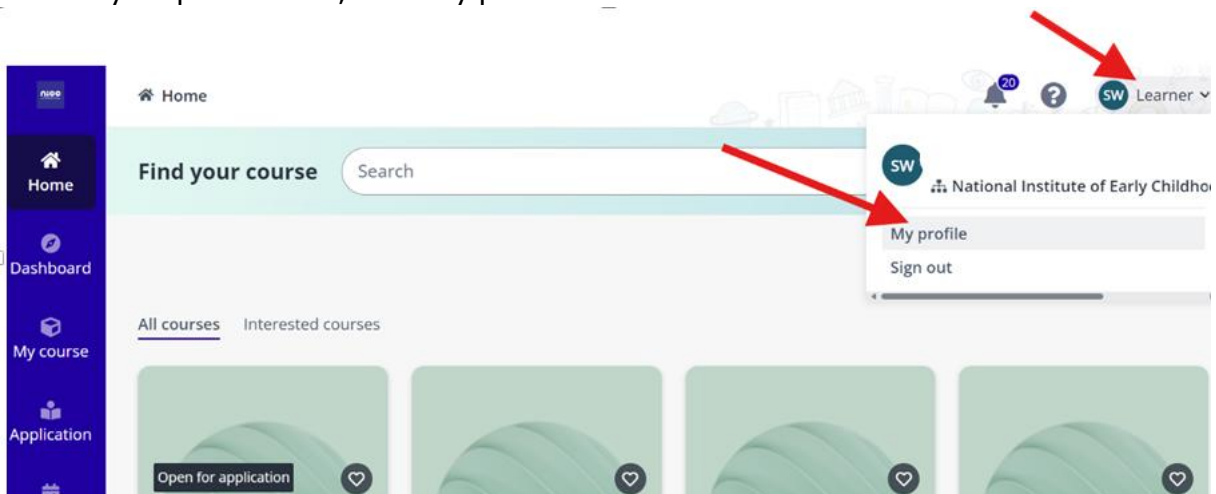
The screenshot shows the QR payment interface. At the top, it says "QR PAYMENT" and "Pay Now" with the PAY NOW logo. A message indicates "Please pay within 20 minutes. Time remaining 19:34". In the center, there is a large QR code with the PAY NOW logo overlaid. Below the QR code, it says "Please scan the QR code using a PayNow compatible app to continue with the payment." and "Note: Payment will be made to 2C2P, the payment provider engaged by National Institute Of Early Childhood Development." At the bottom, there are two buttons: "CANCEL" and "SAVE QR CODE".

**Step K:** Upon successful payment, you would see this page. You will also receive an email to notify that your application was successfully received.

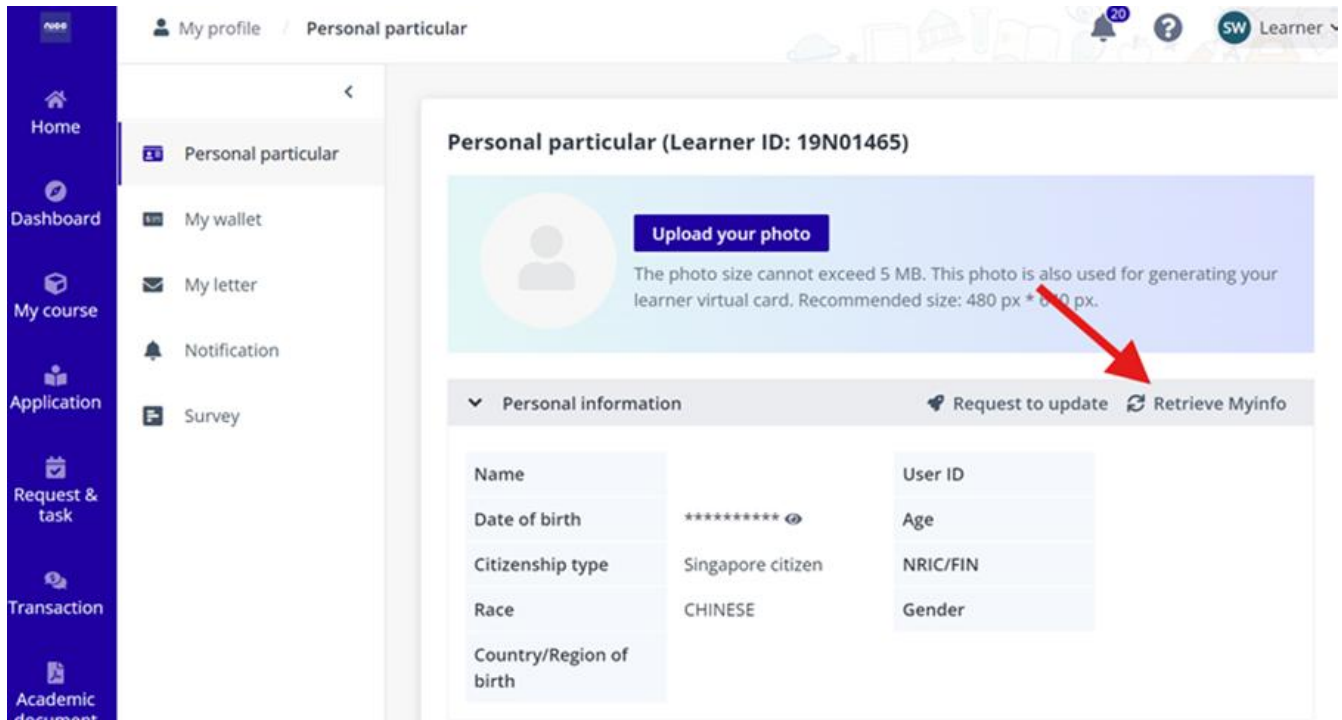


## Step L

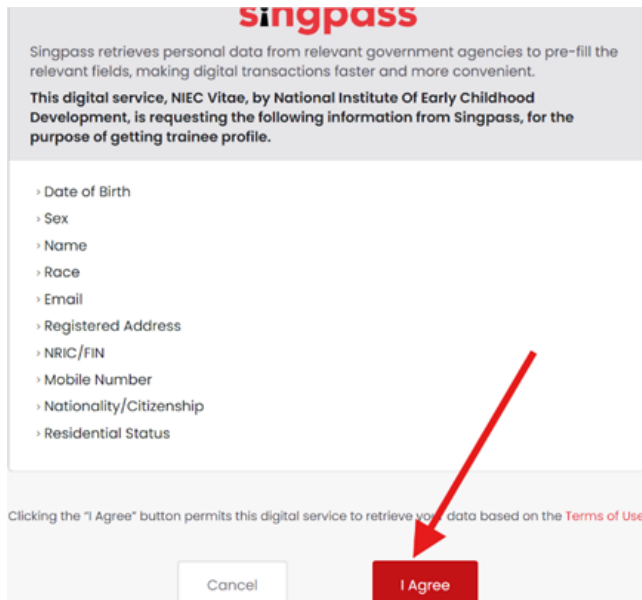
Click on your profile name, click "My profile"



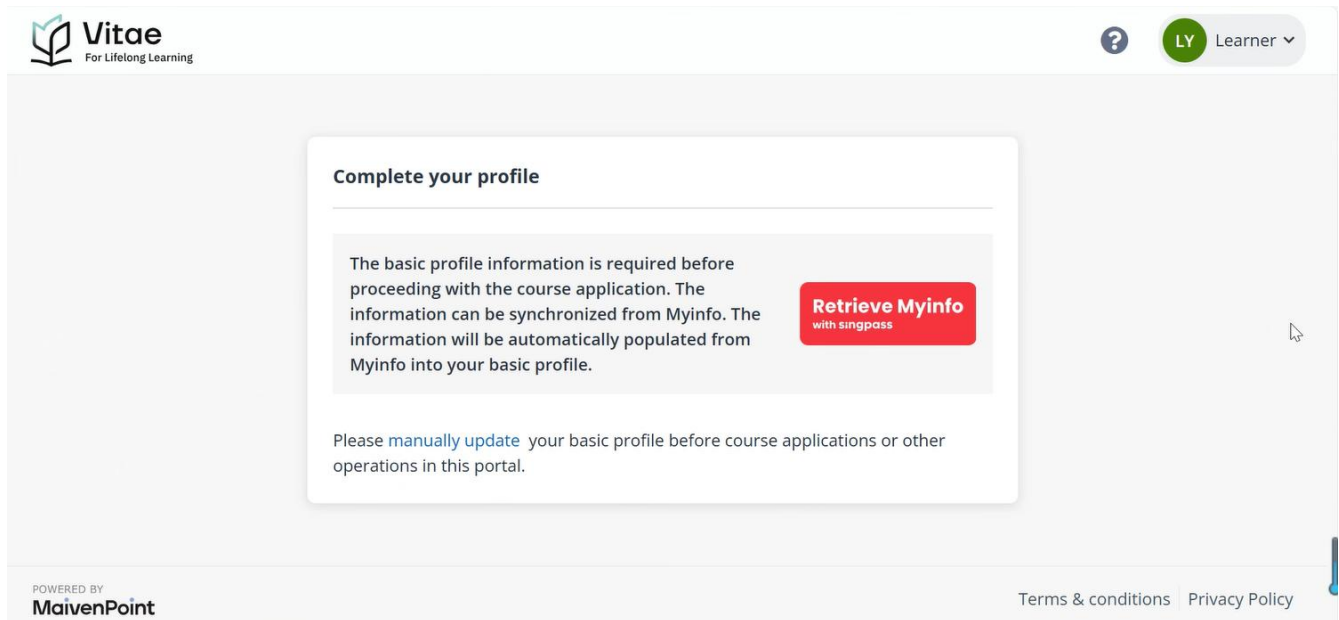
**Step M:** click on “Retrieve Myinfo”



**Step O:** Click on “I agree”



**Step P:** Click on "Retrieve Myinfo"

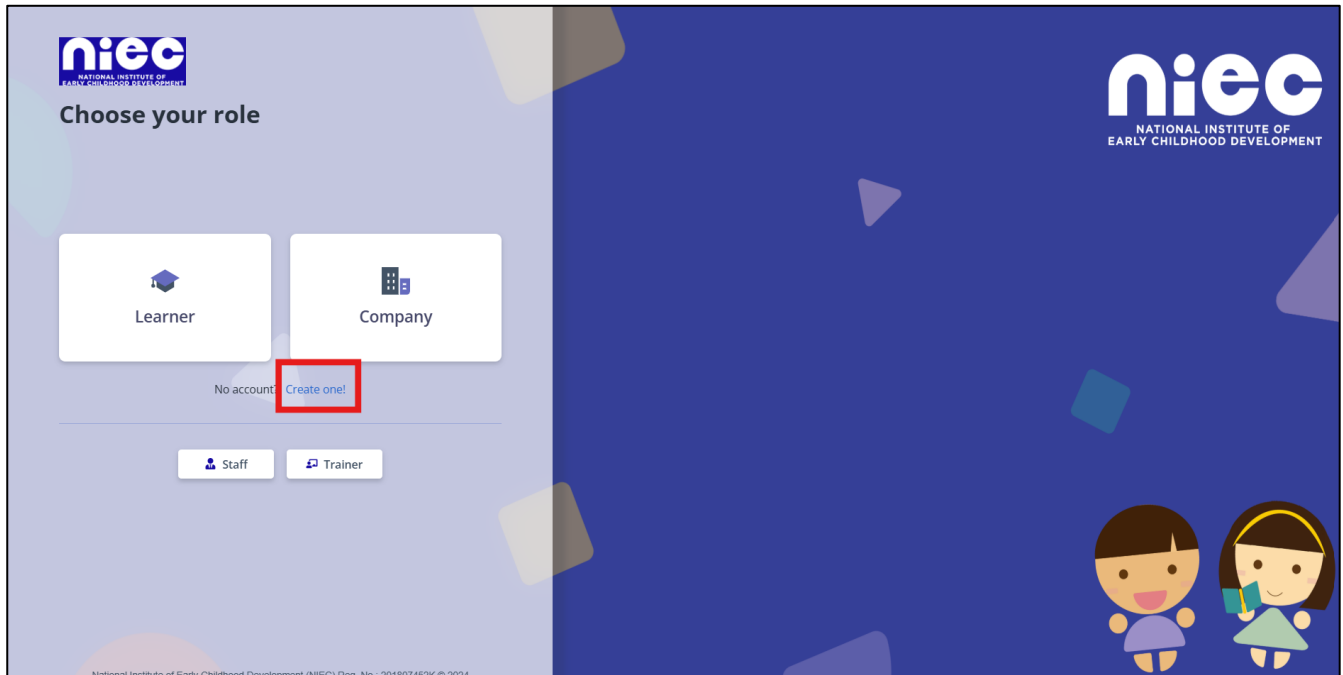


The screenshot shows the Vitae portal interface. At the top left is the Vitae logo with the tagline "For Lifelong Learning". At the top right, there is a user profile dropdown menu showing "LY Learner". The main content area features a white box titled "Complete your profile". Inside this box, there is a message: "The basic profile information is required before proceeding with the course application. The information can be synchronized from Myinfo. The information will be automatically populated from Myinfo into your basic profile." To the right of this message is a red button labeled "Retrieve Myinfo with singpass". Below the message, it says "Please manually update your basic profile before course applications or other operations in this portal." At the bottom left of the page, it says "POWERED BY MaivenPoint". At the bottom right, there are links for "Terms & conditions" and "Privacy Policy".

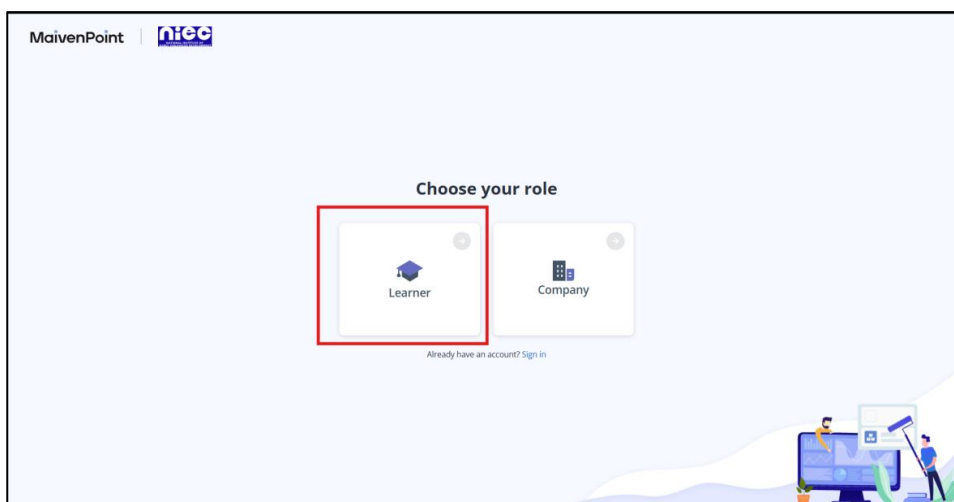
## 1. 创建您的学员帐户

请按照以下步骤使用您的 Singpass 创建您的学员帐户。

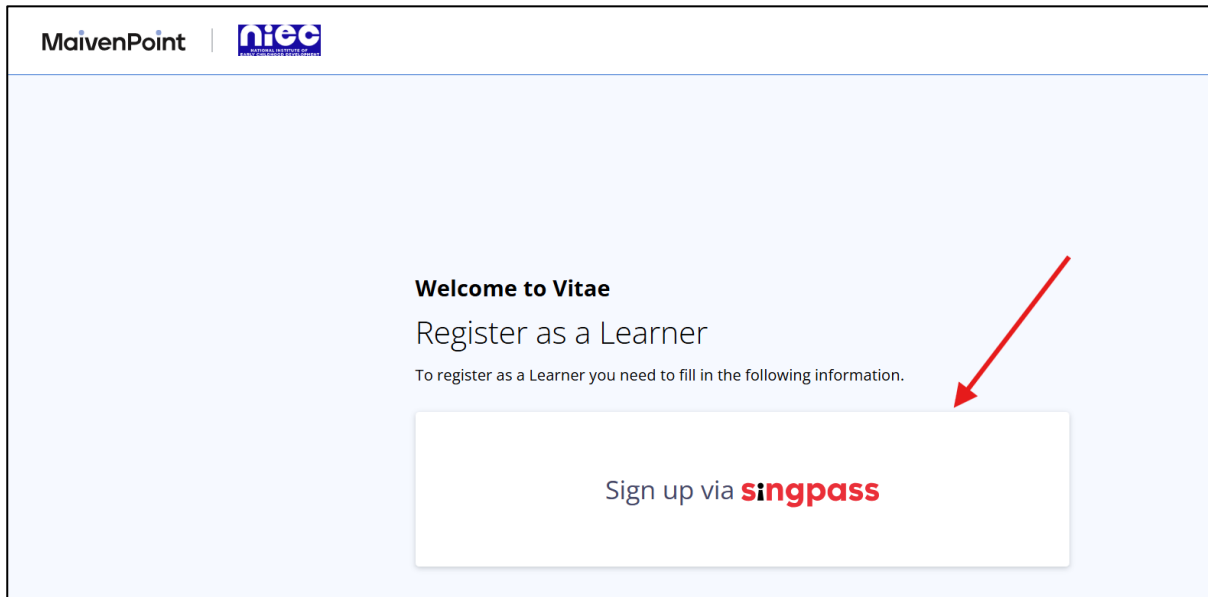
**步骤 A:** 请点击此处的链接: <https://niec-portal.edutechonline.com/> 然后请点击: "Create One".



**步骤 B:** 请点击 "Learner". (如果您是公司赞助的申请者, 请也选择 Learner).



**步骤 C:** 点击通过 Singpass 注册。您将被重定向至 Singpass QR 码页面 以进行登录。



**步骤 D:** 填写您的联系方式后，您将收到一封包含安全验证码的电邮，请系统中输入安全验证码以完成验证。

**注意：**请在“显示名称”处填写与您的身份证（NRIC）一致的英文全名。

步骤 E: 请输入安全验证码。

## Information

---

The verification code has been sent to the email address.

**OK**

步骤 F: 请点击“Retrieve Myinfo”。

## Complete your profile

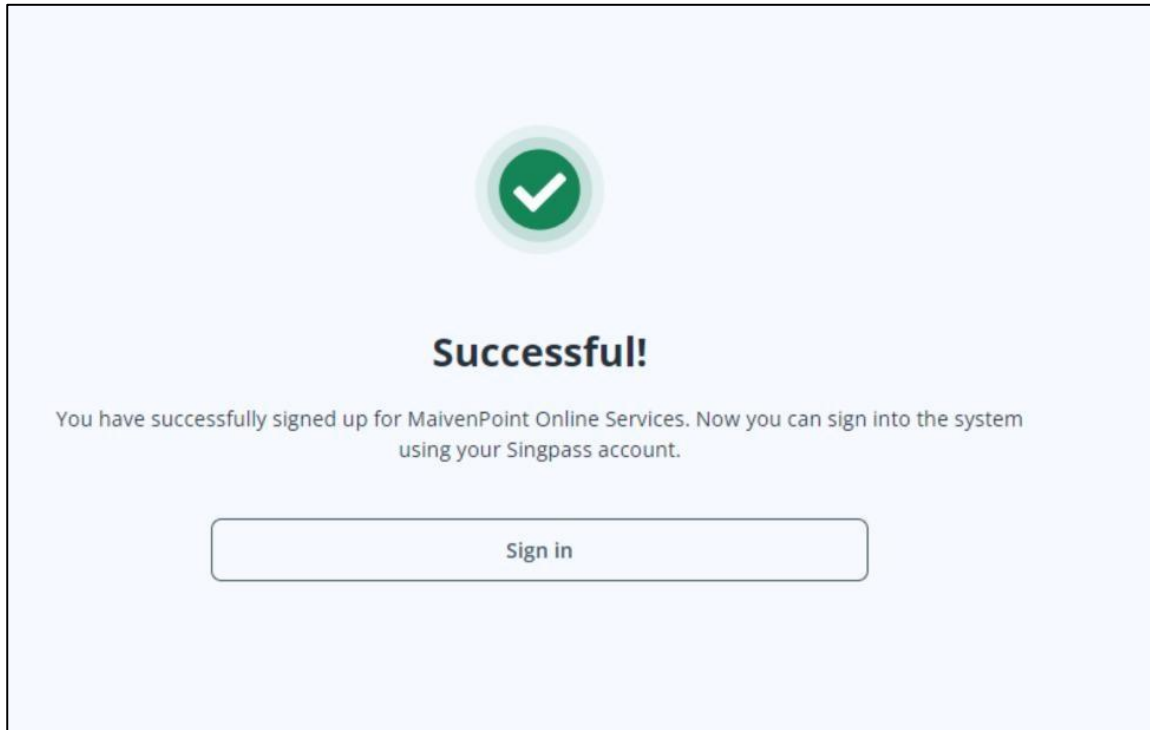
---

The basic profile information is required before proceeding with the course application. The information can be synchronized from Myinfo. The information will be automatically populated from Myinfo into your basic profile.

**Retrieve Myinfo**  
with singpass

Please [manually update](#) your basic profile before course applications or other operations in this portal.

**步骤 G:** 您已成功创建您的学员帐户!

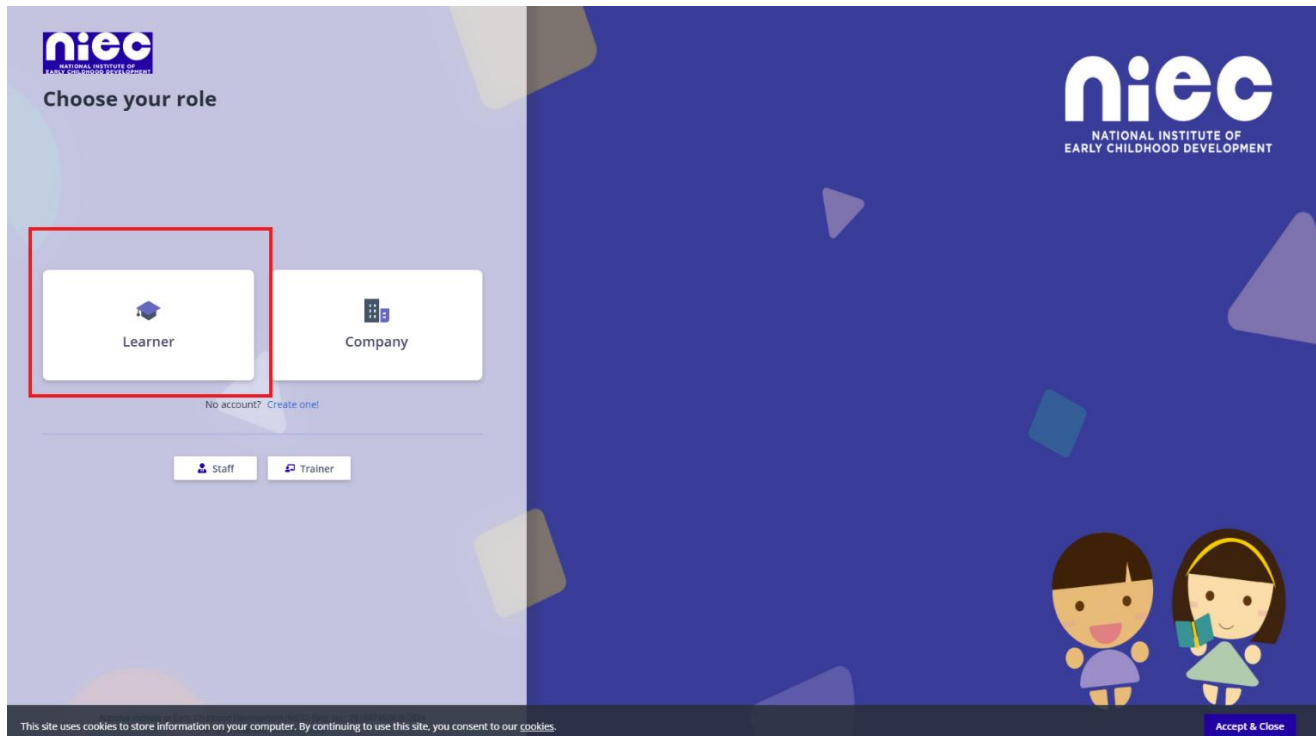


\*注意：创建学习者档案后，请重新点击您公司管理员提供的链接，以继续在我们的 NIEC 门户网站上提交申请

## 2. 如何以公司资助申请者提交申请:

您的公司管理员/校长会为您提供一个专属链接。如果您没有该链接，请不要以自费身份提交申请。请先通知您的公司，您需要专属链接才能提交申请。

**步骤 A:** 点击此处，使用公司管理员/校长提供的专属链接 以“Learner”身份登录。



**步骤 B:** 点击公司提供给您的专属链接。您将看到如下页面。请在点击“Save and Next”之前确认页面上显示了您的公司信息。

The screenshot shows the 'Apply for course' interface. The main content area is titled 'DECC48 - Diploma in Early Childhood Care & Education - Teaching (Chinese), [DECE-T (Chinese)] 幼儿保育与教育专业文凭课程-教学 (Classroom & Synchronous)'. The 'Step 1. Applicant details' section is active, and a red box highlights the 'Company sponsorship information' section. A red arrow points to the 'Save and next' button at the bottom right.

**Step 1. Applicant details**  
The system retrieves your personal information from your profile.

**Name**  
Date of birth  
Citizenship type  
Race  
Country/Region of birth

**Contact information**  
Mobile number

**Residential address**  
Singapore  
Country or region  
Block/Building No.  
Street name

**Mailing address**  
Same as the residential address

**Company sponsorship information**

Company name	Company 1	UEN
Company type		Branch
Contact person		Contact person's email address
Contact person's mobile number		Mailing address

SINGAPORE, 189556, 73, NTUC Trade Union House, Bras Basah Road, #07 - 01

Buttons: Cancel, Save as draft, Save and next

**步骤 C:** 请根据情况勾选相应的单选按钮，然后点击“Save and next”。

The screenshot shows the 'Apply for course' interface at 'Step 2. Other information'. The 'Additional information' section is active, showing radio button options for 'Where have you heard about NIEC?' and 'I am an?'.

**Step 2. Other information**

**Additional information**  
Where have you heard about NIEC? \*

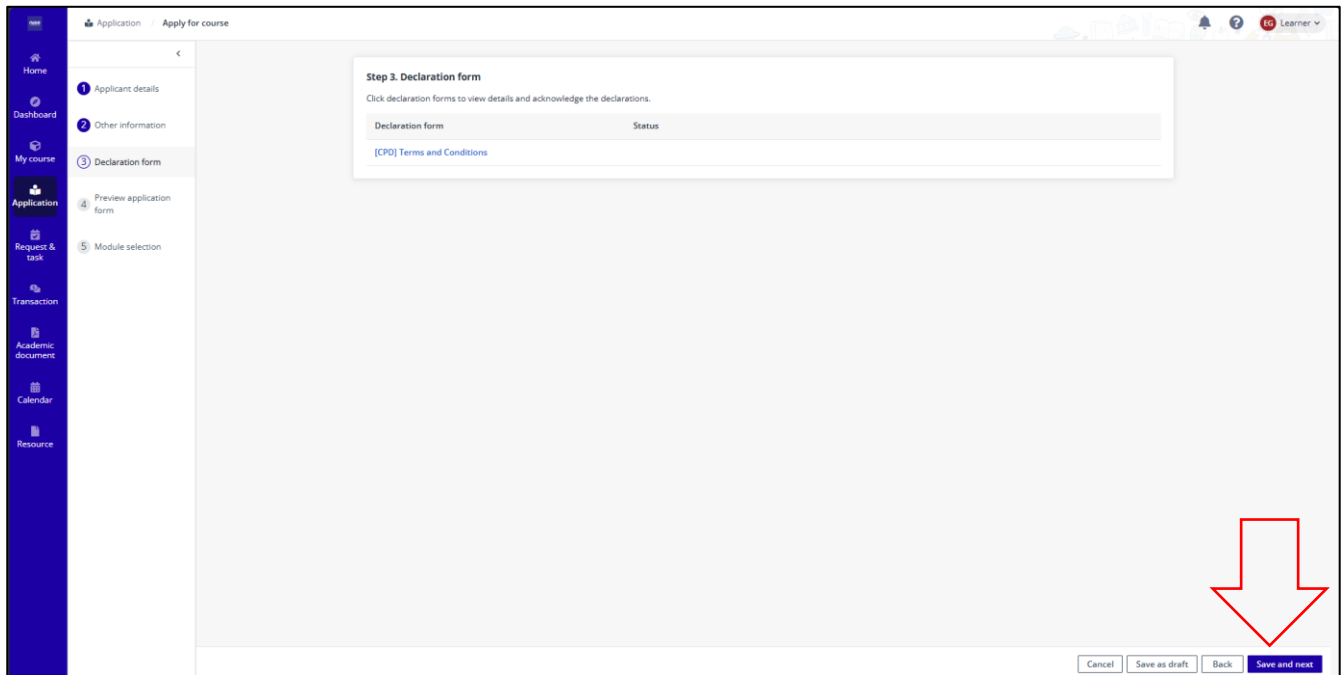
- Electronic Mailer (EDM)
- Friends/Family
- NIEC Course Preview
- ECDA Website
- Advertisement on Facebook/Instagram
- Career Fairs (E2, WSG etc)
- Others

I am an \*

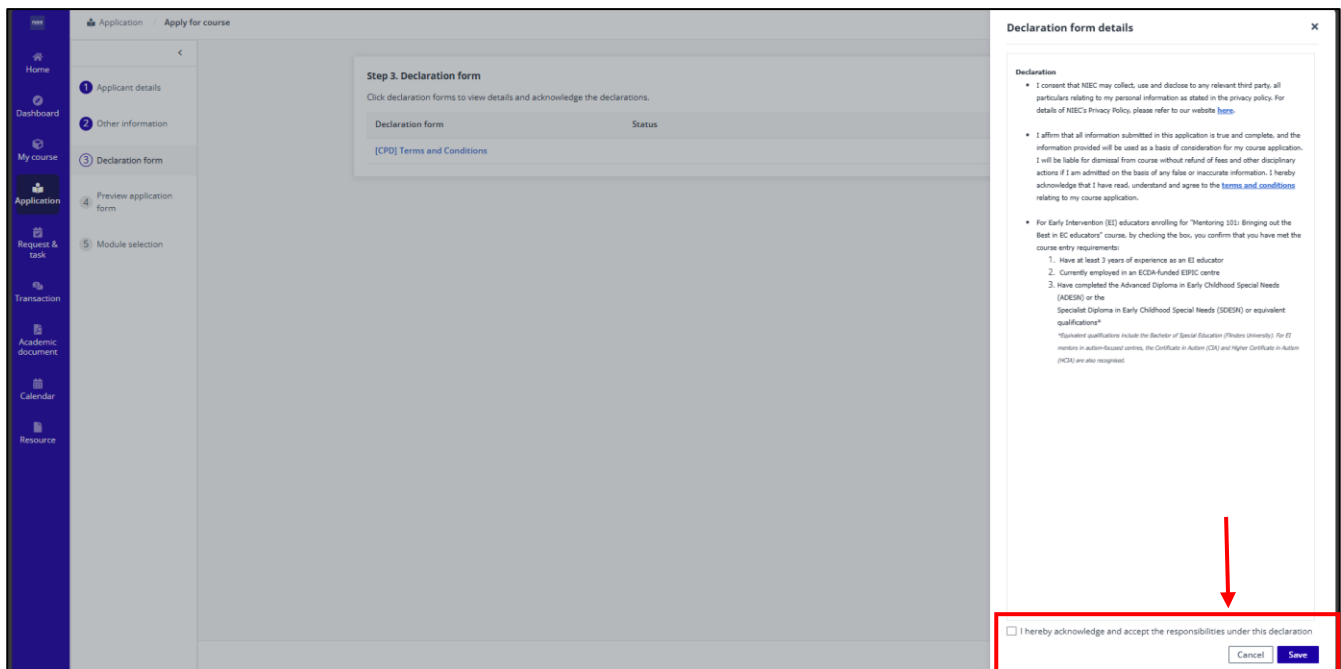
- Early Childhood (EC) educator
- Early Intervention (EI) educator
- Learning Support (LS) educator

Buttons: Cancel, Save as draft, Back, Save and next

**步骤 D:** 点击进入 [CPD] 条款与条件以确认，然后点击“Save and next”。

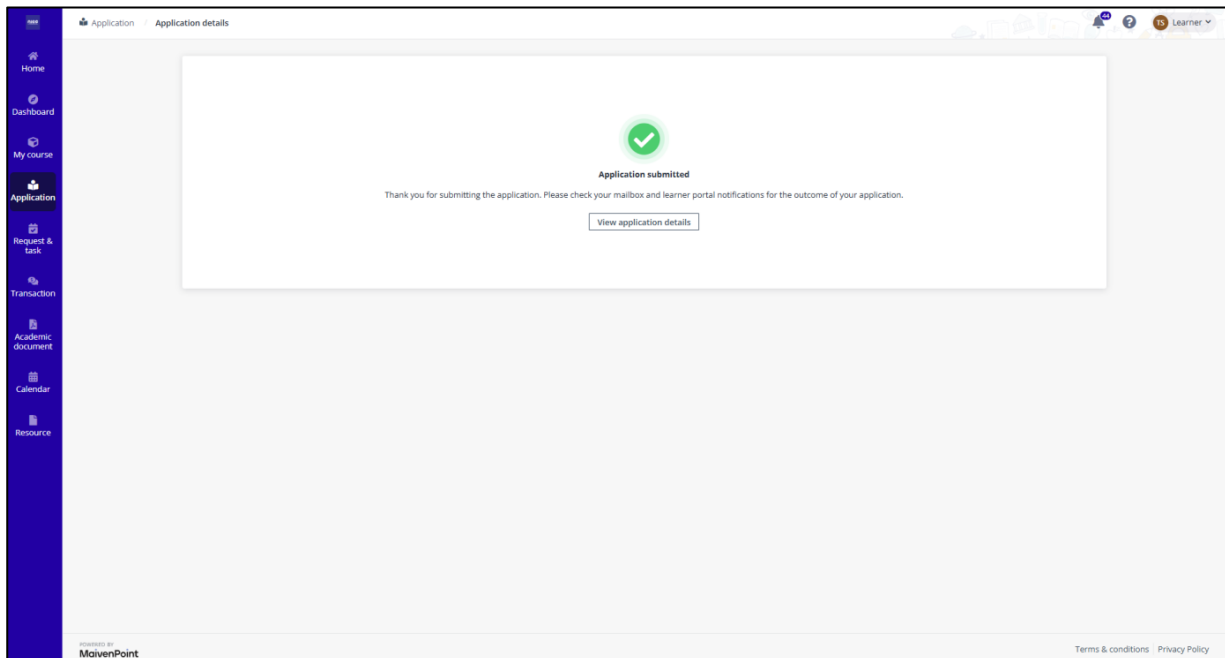


**步骤 E:** 确认条款与条件后，点击“Save”。



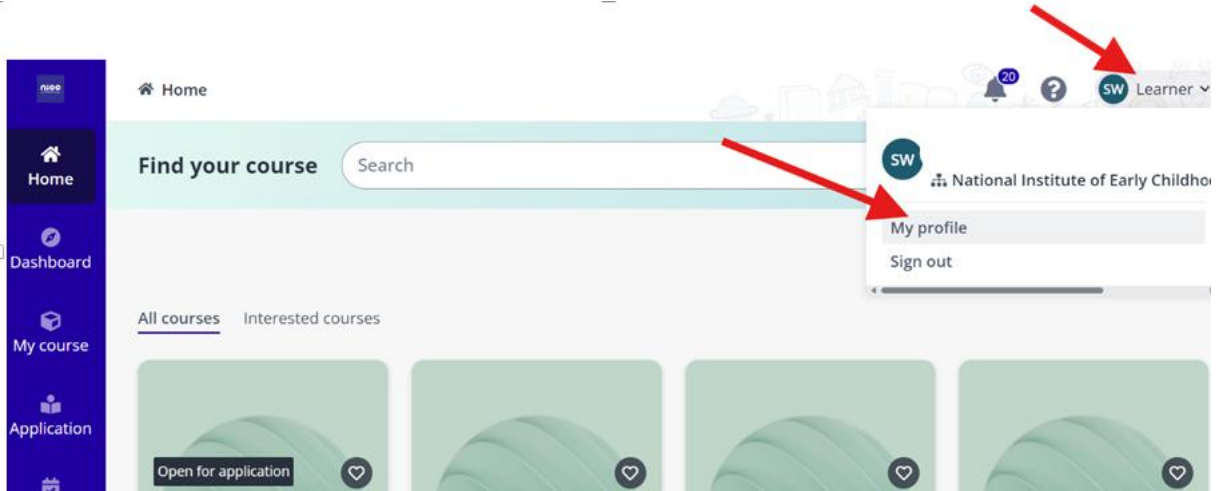
**步骤 F:** 预览您的申请详情，然后点击“Complete”。

**步骤 G:** 当您看到“弹出窗口”和“确认”按钮时，需要点击“提交”。报名成功后，您将看到此页面。您也将收到一封电子邮件，通知您申请已成功提交。

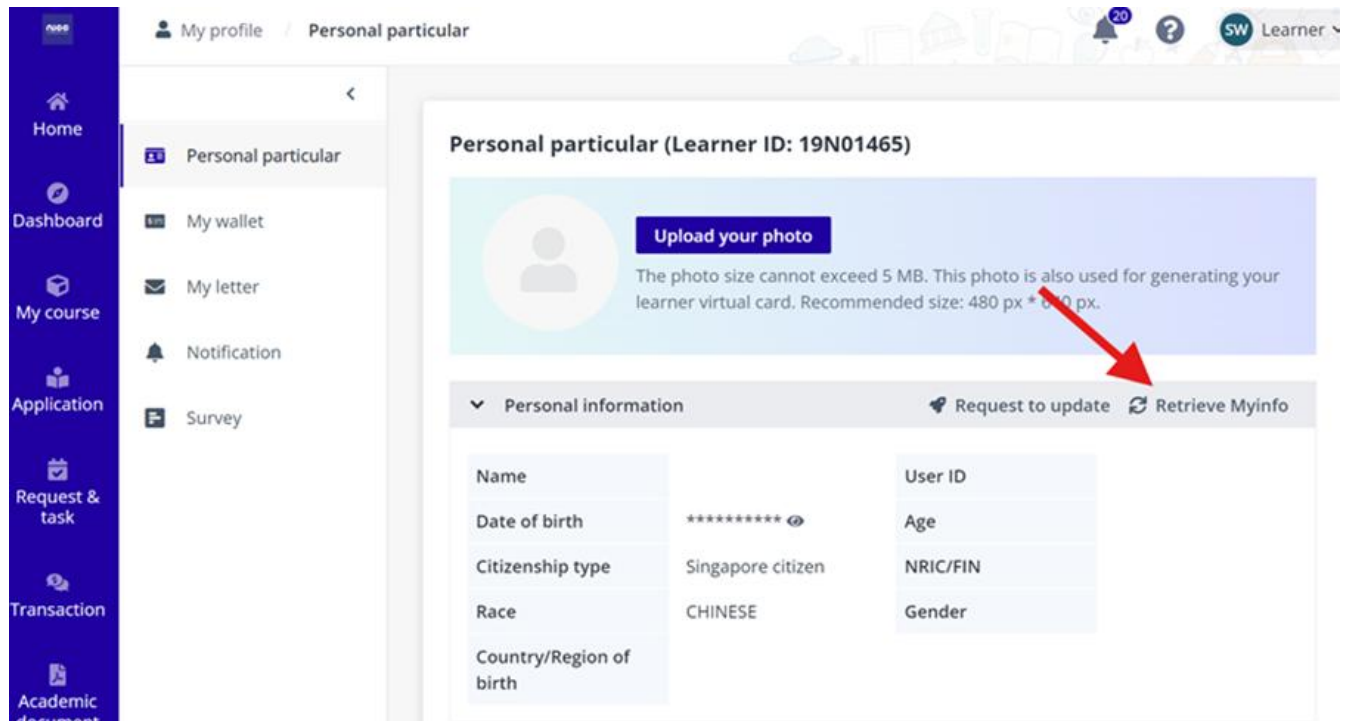


**Step H:**

点击您的个人资料名称“Learner”，然后点击“My profile”



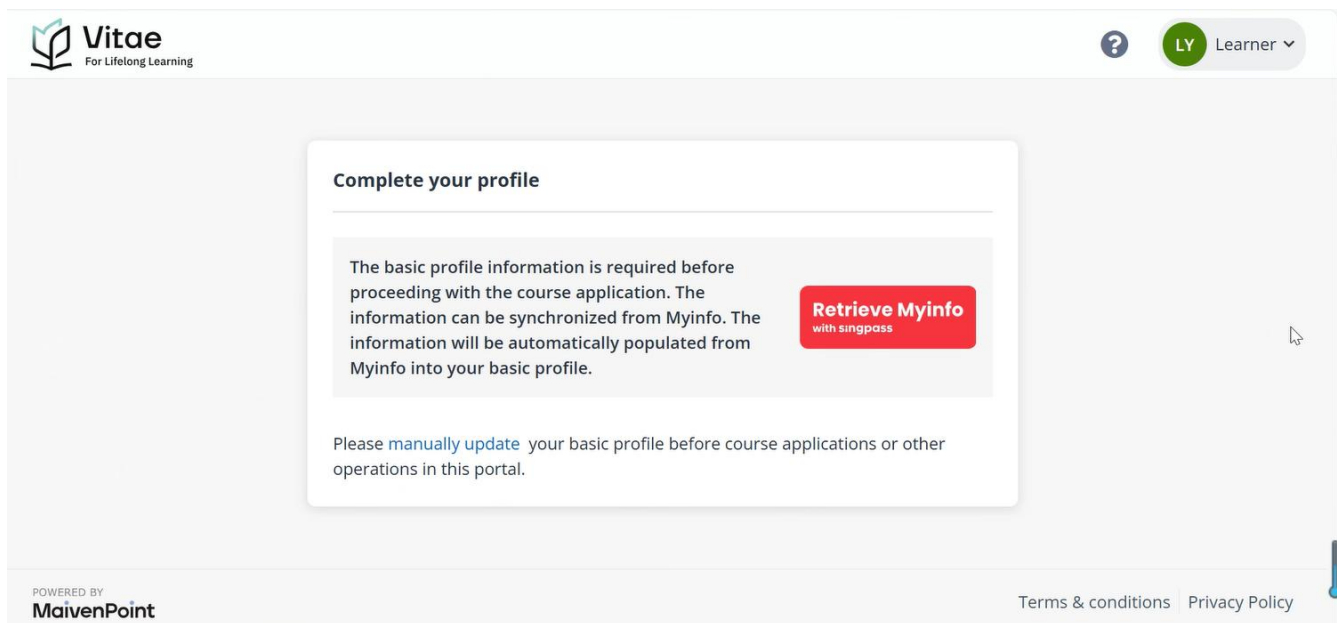
**Step I: 点击“Retrieve Myinfo”**



## Step J: 点击 "I agree"

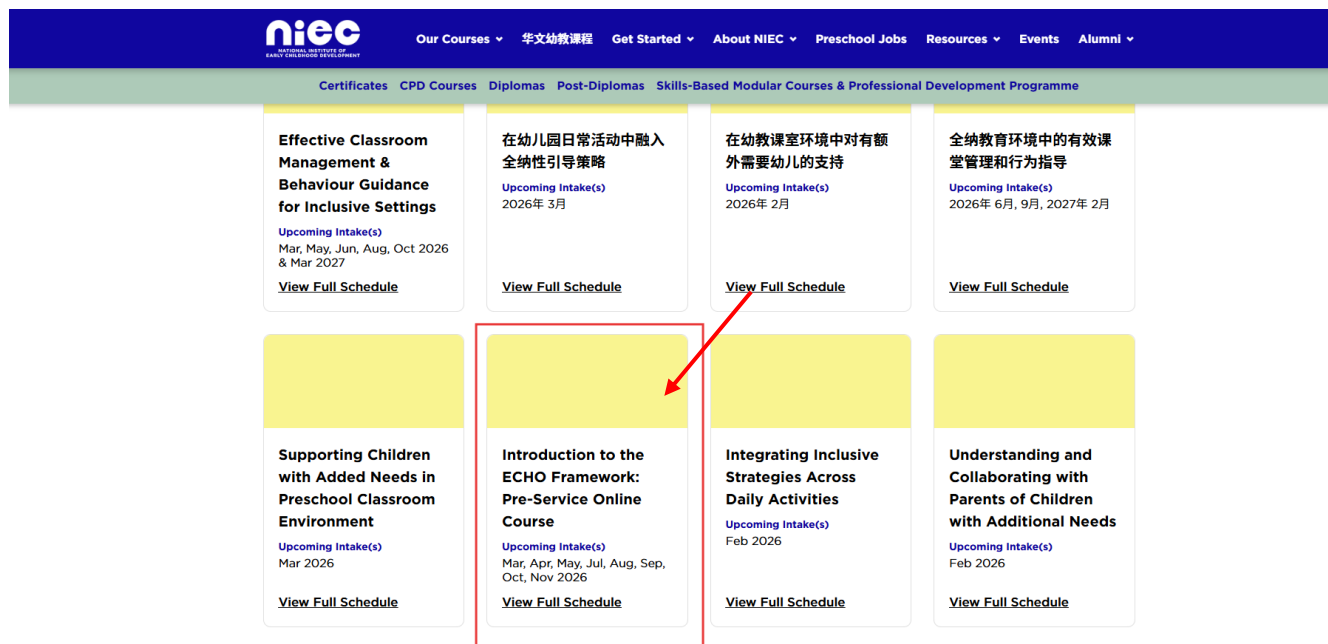


## Step K: 点击 "Retrieve Myinfo"



### 3. 如何以自费申请者提交申请:

步骤 A: 前往 NIEC 官网 (<https://www.niec.edu.sg/>), 并选择您的员工所申请的课程。



Overview Fees Apply

## Course Schedule

Apply Now Upcoming Intakes

**Duration:**  
15 hours

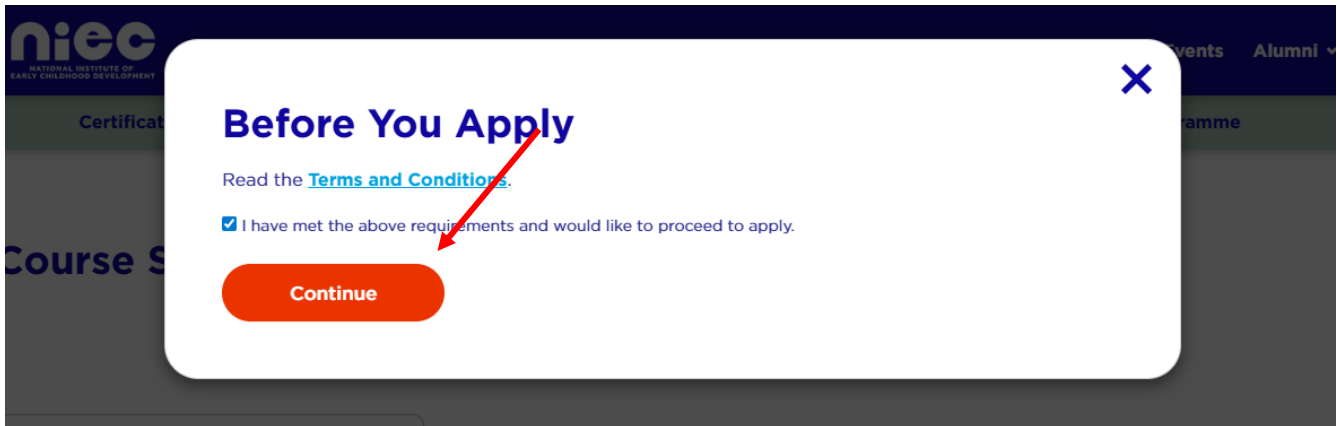
**Day & Time:**  
04 May 2026 - 26 Jul 2026 (Self directed asynchronous learning)

**Course Start & End Date:**  
04 May 2026 | 09 Aug 2026

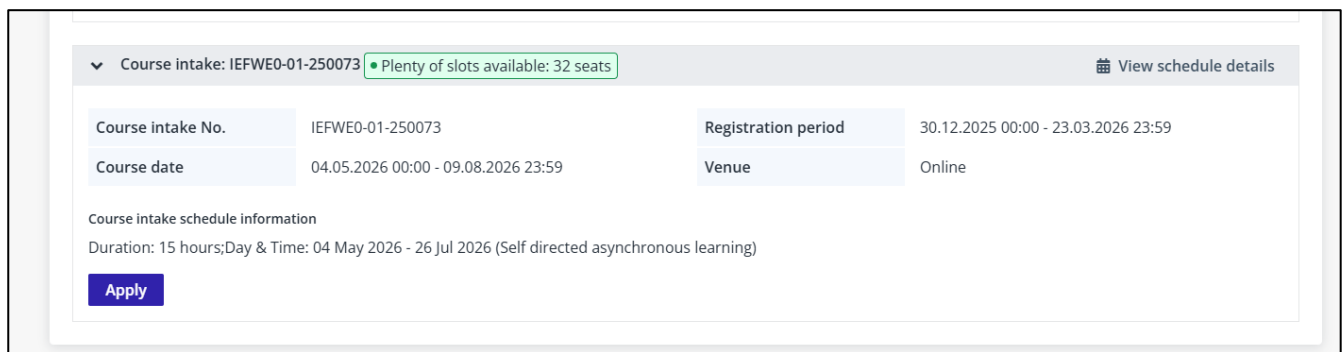
**Venue/Mode of Learning:**  
Online

**Apply Before:**  
23 Mar 2026

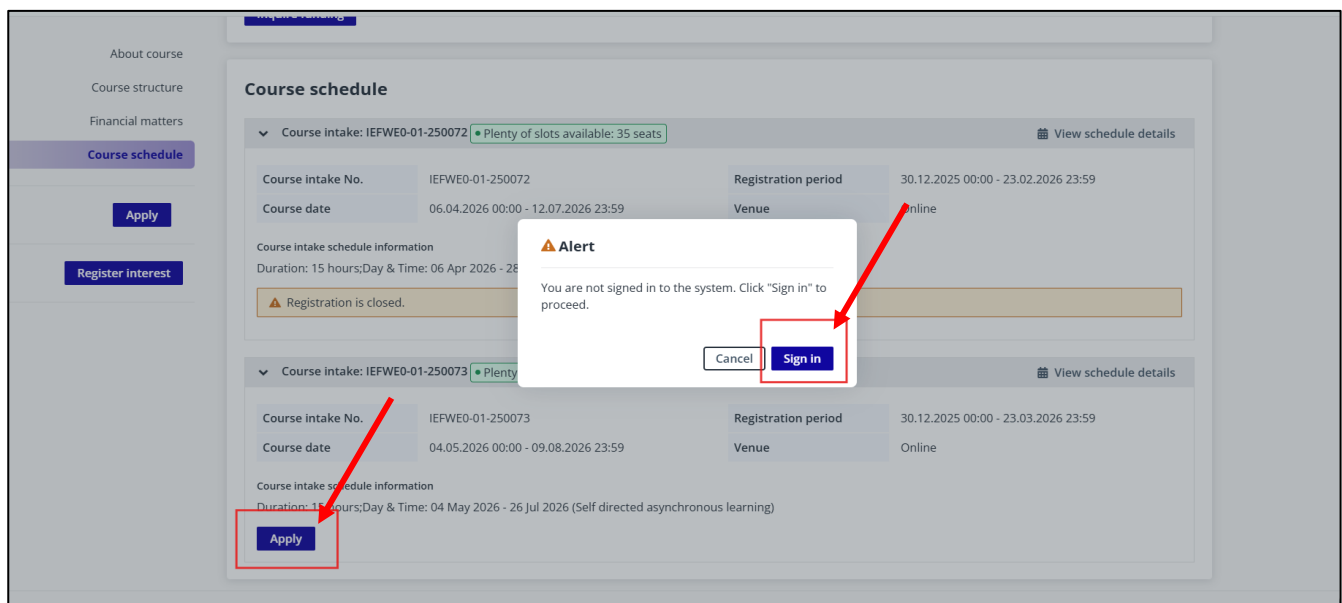
[Apply Now](#)

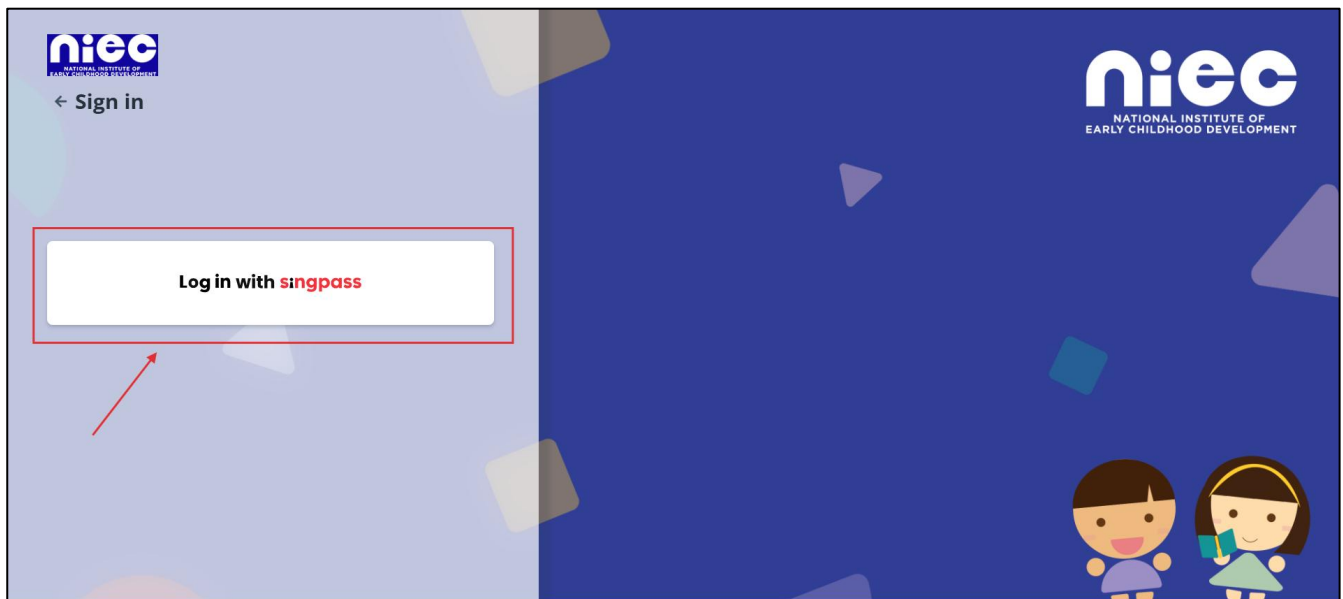
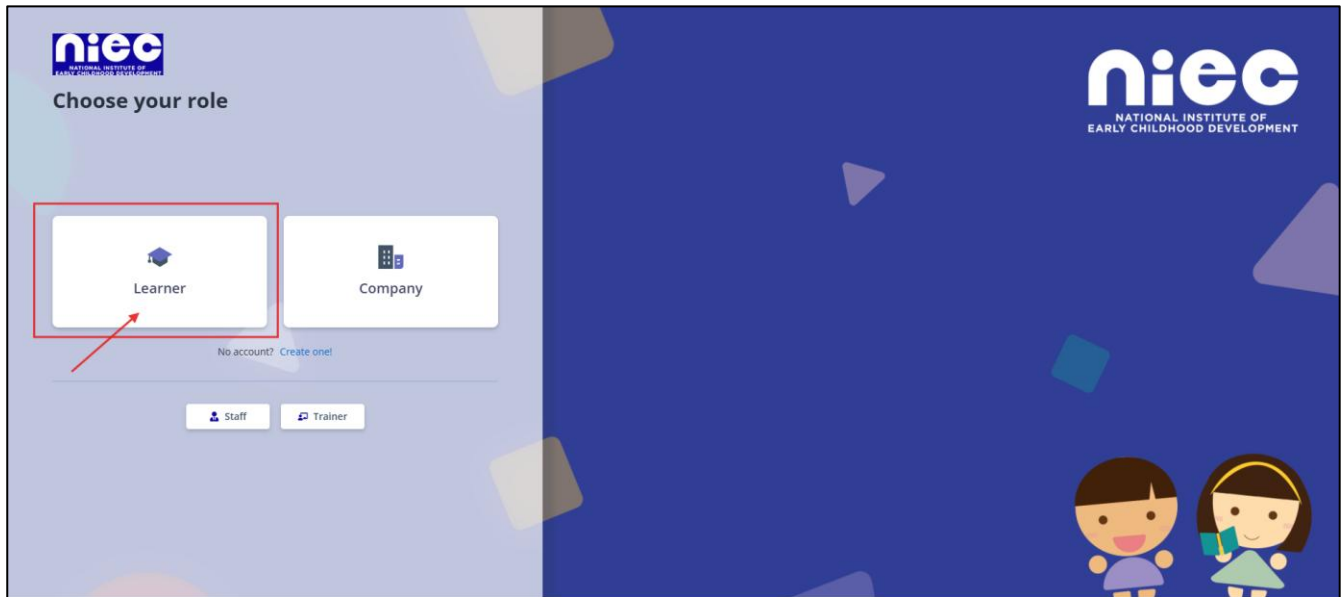


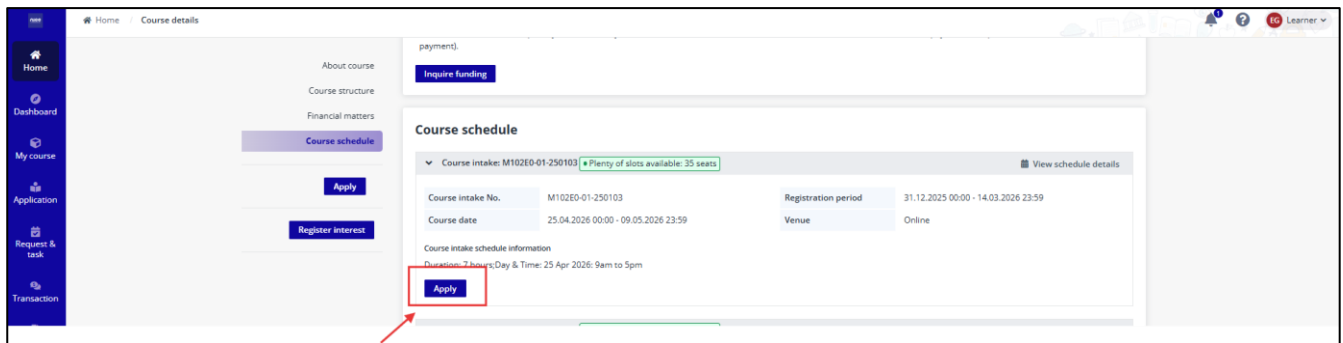
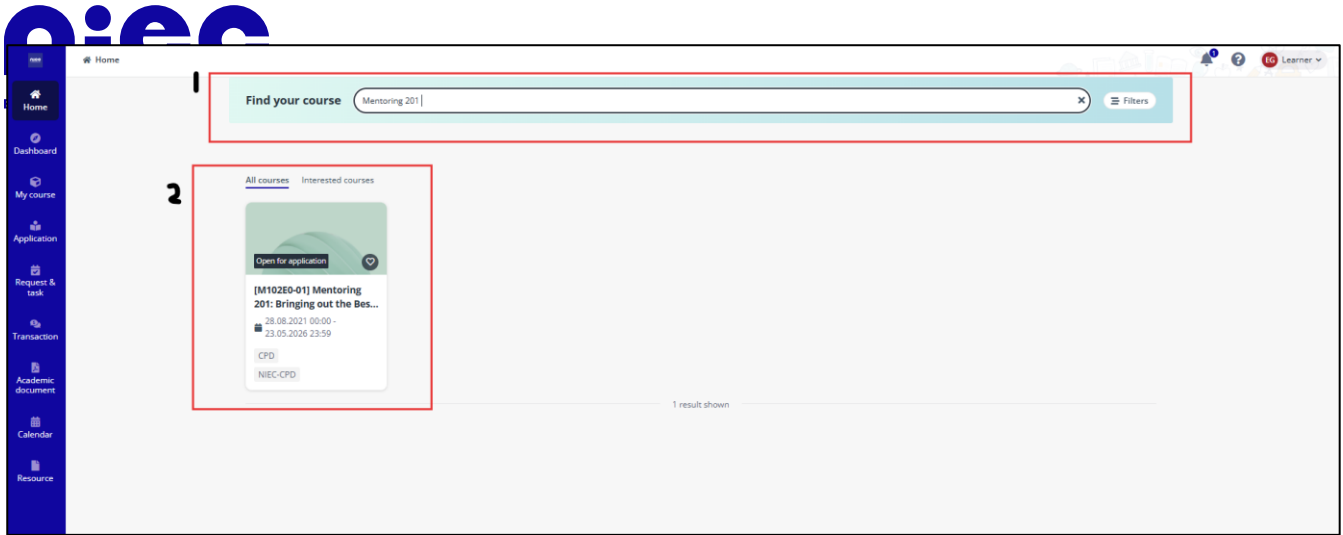
**步骤 B:** 选择您的员工欲申请的课程班次，并点击“Apply”按钮。



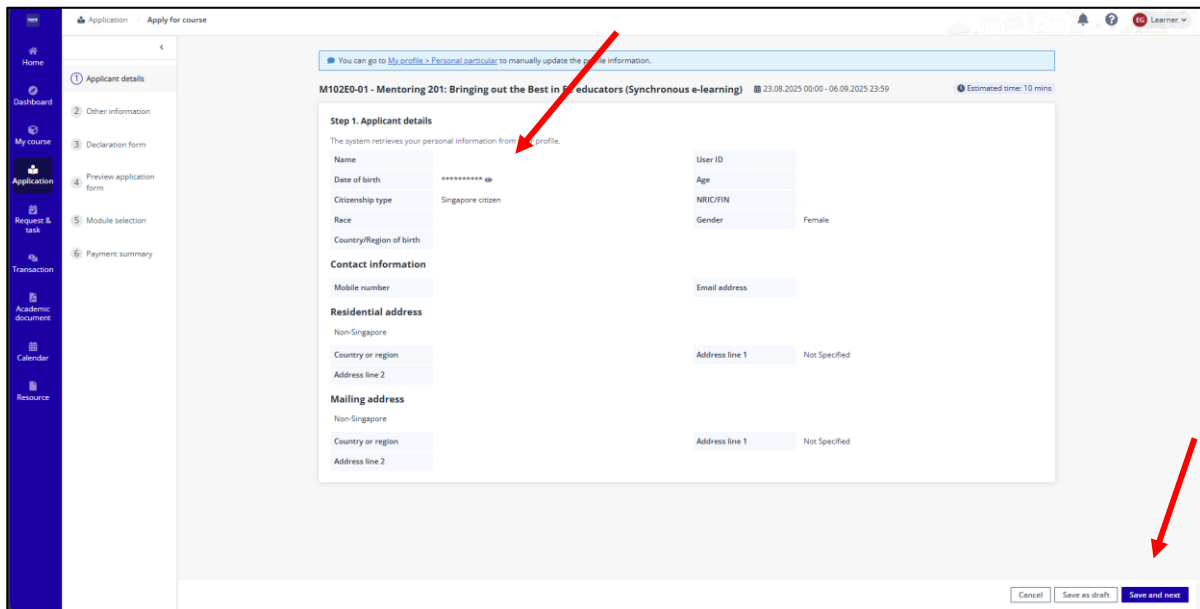
**步骤 C:** 点击“Sign in（登录）”按钮







步骤 D: 登录后，您将看到包含您个人信息的页面。请点击“Save and next”。



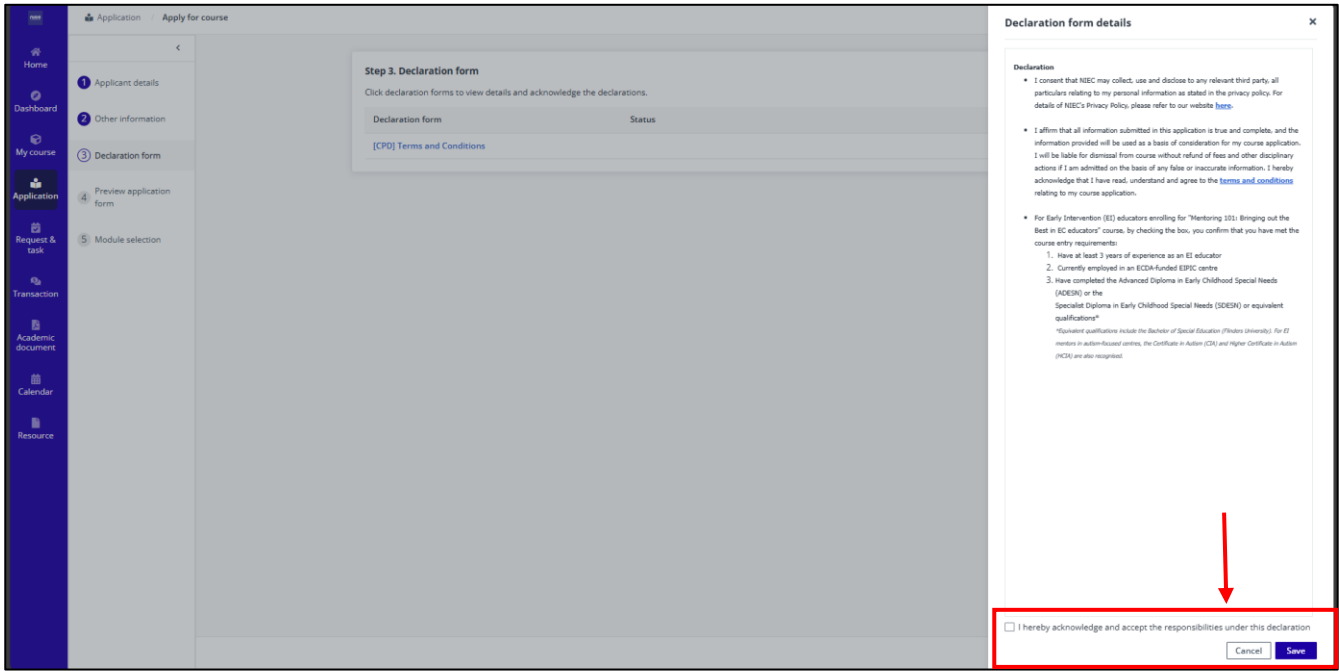
**步骤 E:** 请根据情况勾选相应的单选按钮，然后点击“Save and next”。

The screenshot shows the 'Step 2. Other information' section of the application form. The left sidebar contains navigation options: Home, Dashboard, My course, Application, Request & task, Transaction, Academic document, Calendar, and Resource. The main content area is titled 'Step 2. Other information' and includes 'Additional information' with the question 'Where have you heard about NIEC?'. The options are:  Electronic Mailer (EDM),  Friends/Family,  NIEC Course Preview,  ECDA Website,  Advertisement on Facebook/Instagram,  Career Fairs (E2L, WSG etc), and  Others. Below this is the question 'I am an' with options:  Early Childhood (EC) educator,  Early Intervention (EI) educator, and  Learning Support (LS) educator. At the bottom right, there are four buttons: 'Cancel', 'Save as draft', 'Back', and 'Save and next'. A red arrow points to the 'Save and next' button.

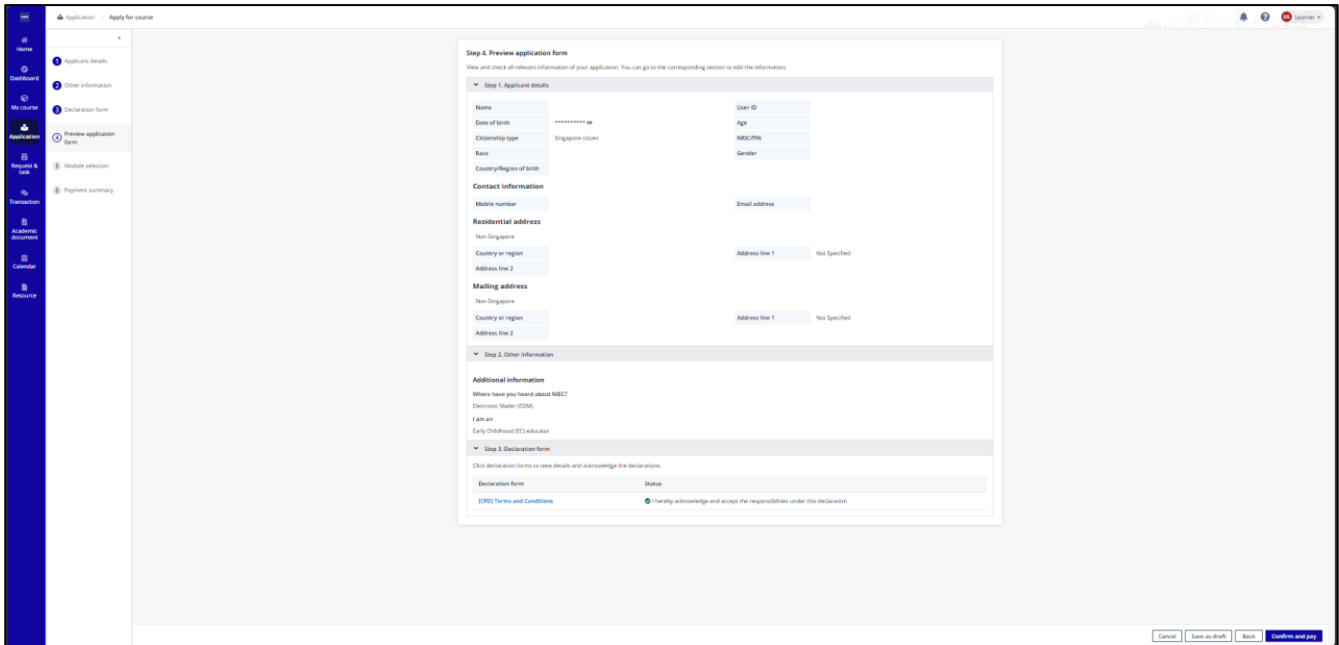
**步骤 F:** 点击进入 [CPD] 条款与条件以确认，然后点击“Save and next”。

The screenshot shows the 'Step 3. Declaration form' section of the application form. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Step 3. Declaration form' and includes the instruction 'Click declaration forms to view details and acknowledge the declarations.' Below this is a table with two columns: 'Declaration form' and 'Status'. The first row contains the text '[CPD] Terms and Conditions'. At the bottom right, there are four buttons: 'Cancel', 'Save as draft', 'Back', and 'Save and next'. A red arrow points to the 'Save and next' button.

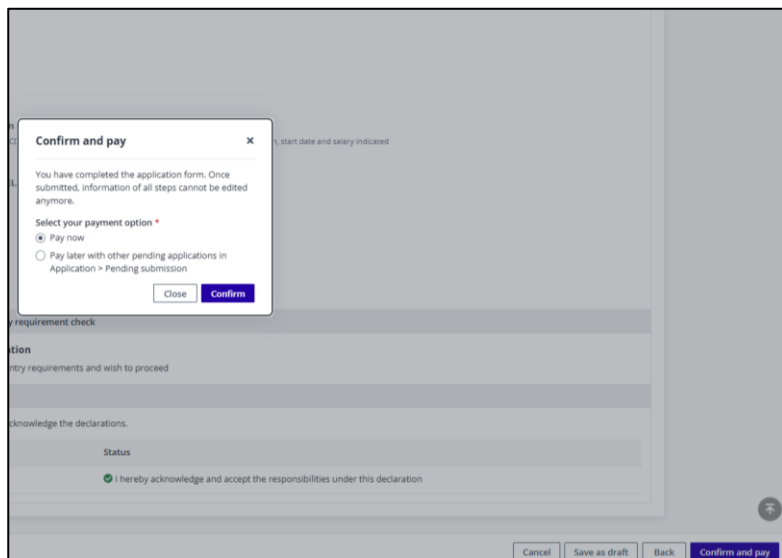
步骤 G: 确认条款与条件后，点击“Save”。



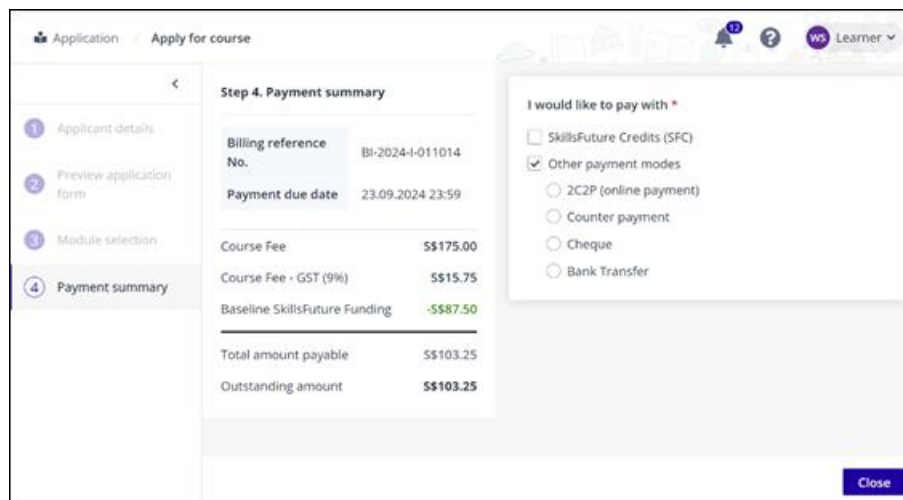
步骤 H: 预览您的申请详情，然后点击“Confirm and Pay”。



**步骤 I:** 点击“Pay now”和“Confirm”。请注意，只有完成付款后，您的注册才会被确认。



**步骤 J:** 您可以从以下不同付款方式，请选择您希望使用的付款方式继续操作。



- i. 注意：如果您选择使用“技能创前程培训补助” (SkillsFuture Credit)支付方式，请在页面上选择该选项，系统将自动跳转至 SkillsFuture 门户网站以提交您的申领。
  - 请确保您的 SkillsFuture 门户网站账户中有足够的学分。
  - SkillsFuture Credit (Mid-Career) top-up 不适用于所有 NIEC 的 CPD 课程。

ii. 如果您使用信用卡付款，请输入您的信用卡信息：

National Institute Of Early Childhood Development  
8f469c8c-15a7-4882-b7d6-c5eb2527f6ba

**87.20 SGD**

There are **8** payment options available for you!

**GLOBAL CARD**

CARD NUMBER  
0000-0000-0000-0000

EMAIL ADDRESS

**QR PAYMENT**

输入您的信息后，系统会提示您输入一次性密码（OTP）。输入 OTP 后，请点击“Submit”。

**2C2P** English

**Secure Cardholder Verification**

This authentication is simulated by 2C2P, verify your transaction by entering OTP in the field below.

Merchant:  
Amount: 87.20 SGD  
Date: 29 Apr 2025  
Card Number:

[Request New OTP](#)

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iii. 如果您使用 PayNow 付款，请输入您的 PayNow 资料，然后点击“生成二维码”。

National Institute Of Early Childhood Development  
8f469c8c-15a7-4882-b7d6-c5eb2527f6ba  
87.20 SGD

English

There are 8 payment options available for you!

GLOBAL CARD VISA JCB AMEX DISCOVER

QR PAYMENT PAY NOW

Pay Now

PAYER NAME EMAIL ADDRESS

CANCEL GENERATE QR

随后您可以扫描付款二维码并完成支付。

QR PAYMENT PAY NOW

Pay Now

Please pay within 20 minutes. Time remaining 19:34

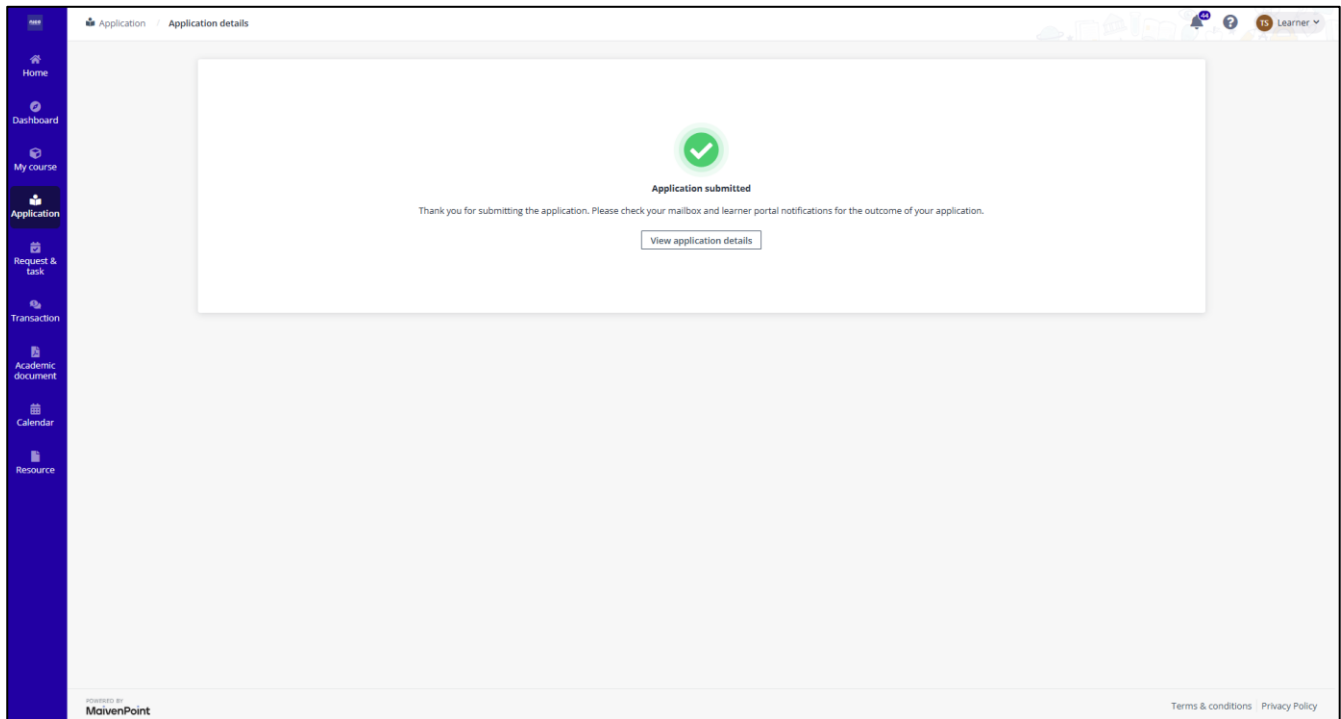
QR CODE

Please scan the QR code using a PayNow compatible app to continue with the payment.

Note: Payment will be made to 2C2P, the payment provider engaged by National Institute Of Early Childhood Development.

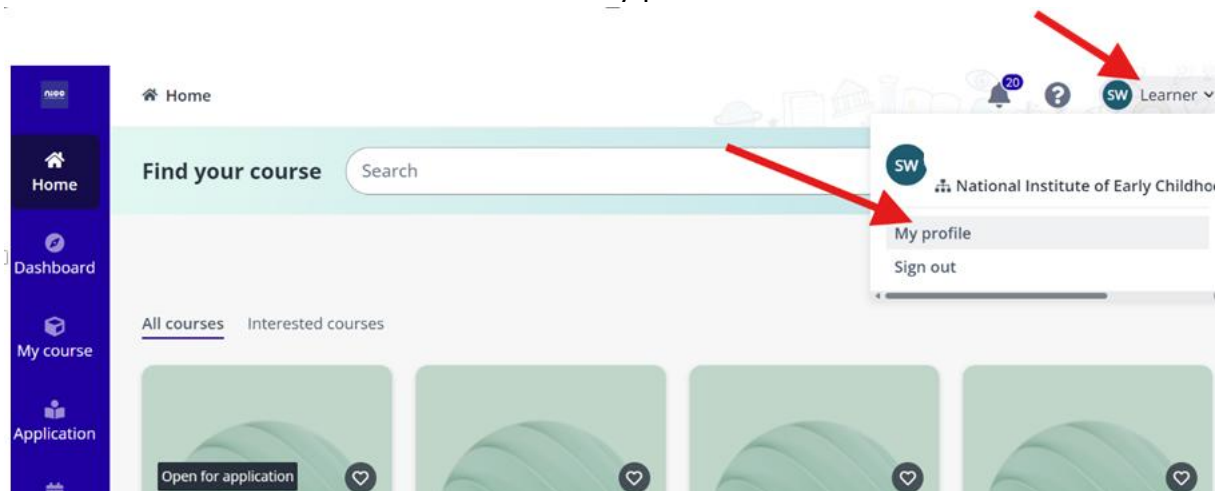
CANCEL SAVE QR CODE

**步骤 K:** 报名成功后，您将看到此页面。您也将收到一封电子邮件，通知您申请已成功提交。

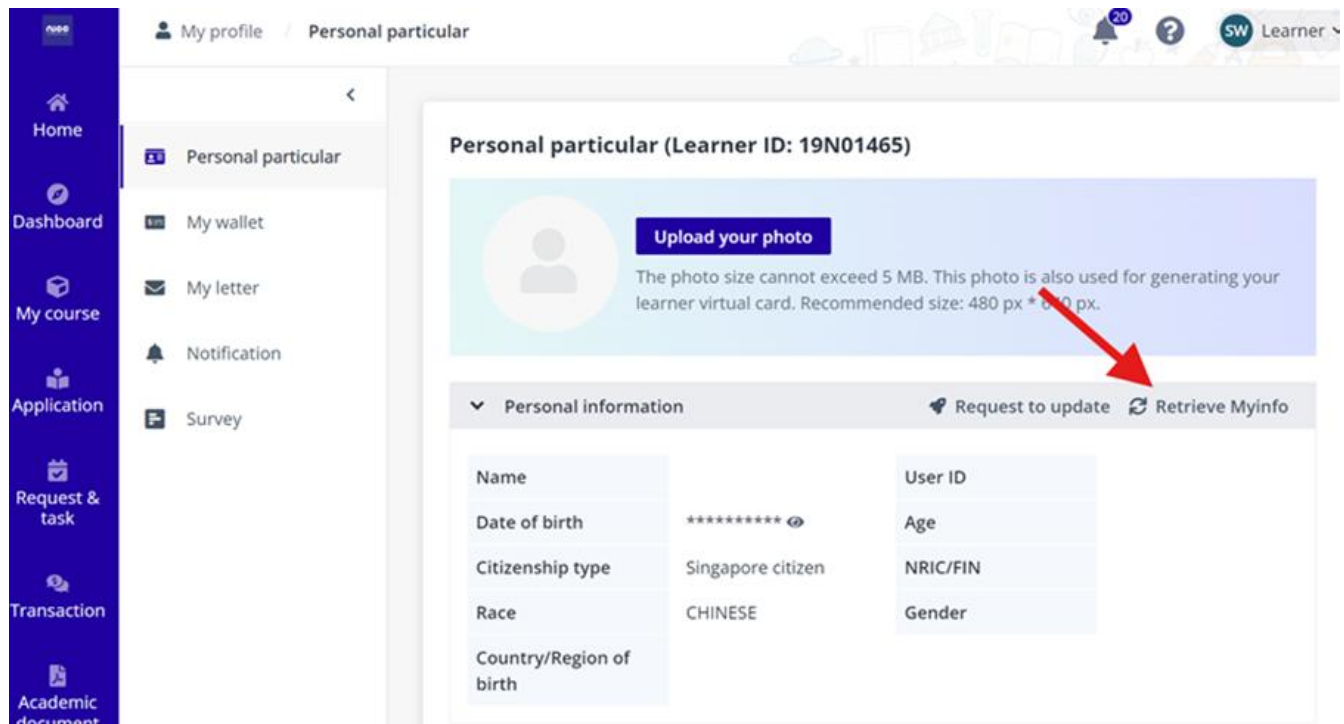


**步骤 L:**

点击您的个人资料名称 "Learner"，然后点击 "My profile"



步骤 M: 点击 "Retrieve Myinfo"



步骤 N: 点击 "I agree"



步骤 0: 点击 "Retrieve Myinfo"

The screenshot shows the Vitae portal interface. At the top left is the Vitae logo with the tagline "For Lifelong Learning". At the top right, there is a user profile dropdown menu showing "LY Learner". The main content area features a white box titled "Complete your profile". Inside this box, a message states: "The basic profile information is required before proceeding with the course application. The information can be synchronized from Myinfo. The information will be automatically populated from Myinfo into your basic profile." To the right of this message is a red button labeled "Retrieve Myinfo with singpass". Below the message, it says "Please manually update your basic profile before course applications or other operations in this portal." At the bottom left of the page, it says "POWERED BY MaivenPoint". At the bottom right, there are links for "Terms & conditions" and "Privacy Policy".