

Annex A - Notes for Submission of Log Book and Professional Case Study

A) Log Book

1. The practical experience record sheets in the log book must be endorsed by the Supervisor and Advisor.
2. Please ensure that you include the two page "Index Sheet of Practical Experience" which contains the summary of the practical experience records sheets.
3. Candidates who wish to typeset the practical experience record sheets must adhere to the prescribed format of the log book. Non-compliance will result in the rejection of application.

B) Professional Case Study

1. The cover page must clearly state the subject, candidate's name, and date (month and year).
2. The case study must be reviewed and endorsed by the PPE Supervisor and Advisor, who are required to sign the first page. The case study must include confirmation letters from the Supervisor and Advisor stating they have reviewed the case study. These letters must be printed on company letterhead.

C) Guidelines for e-submission

1. Candidates must upload soft copies of their case study and log book via Dropbox and submit the shared links through the online form: go.gov.sg/ppe2026-submission-cs
2. Candidates without an existing Dropbox account may sign up for a free account at <https://www.dropbox.com/basic>.
3. Please upload the case study and log book in PDF format. Ensure that all relevant attachments are compiled into a single PDF file for each document - one PDF file for the case study and one PDF file for the log book. Do not submit multiple PDF files for each document.
4. You are required to name the files as follows:
 - Case Study: Name_CaseStudy.pdf (e.g. AydenWongYiden_CaseStudy.pdf)
 - Log Book: Name_Logbook.pdf (e.g. AydenWongYiden_Logbook.pdf)
5. Ensure the Dropbox shared link has no password protection or expiration date.