# Guide for Applicants

For the Healthcare Career Conversion Programmes (CCPs) for Allied Health Professionals and Nurses (Enrolled Nurses, Registered Nurses (Diploma) and Registered Nurses (Degree))



**Skills & Workforce Development Agency**
1 Paya Lebar Link #08-08 PLQ2 Paya Lebar Quarter, Singapore 408533 | **Tel** (65) 6669 7932 **www.swda.gov.sg**

Version 1.0 (Information accurate as of 4 Sep 2026)

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# 1. Submit an Application in FormSG

1.1 The Healthcare CCPs help local mid-career professionals gain the training needed to pursue careers in nursing, physiotherapy, occupational therapy, radiography, and other healthcare professions. More information on each Healthcare CCP is available on the following websites:

- CCP for Enrolled Nurses
- CCP for Registered Nurses (Diploma)
- CCP for Registered Nurses (Degree)
- CCP for Allied Health Professionals

1.2 Applications open on a per-intake basis. When an application period is open, click the link displayed on the website as illustrated in the screenshot below to get started. You will be taken to a a FormSG page, where you will need to sign in with your SingPass.



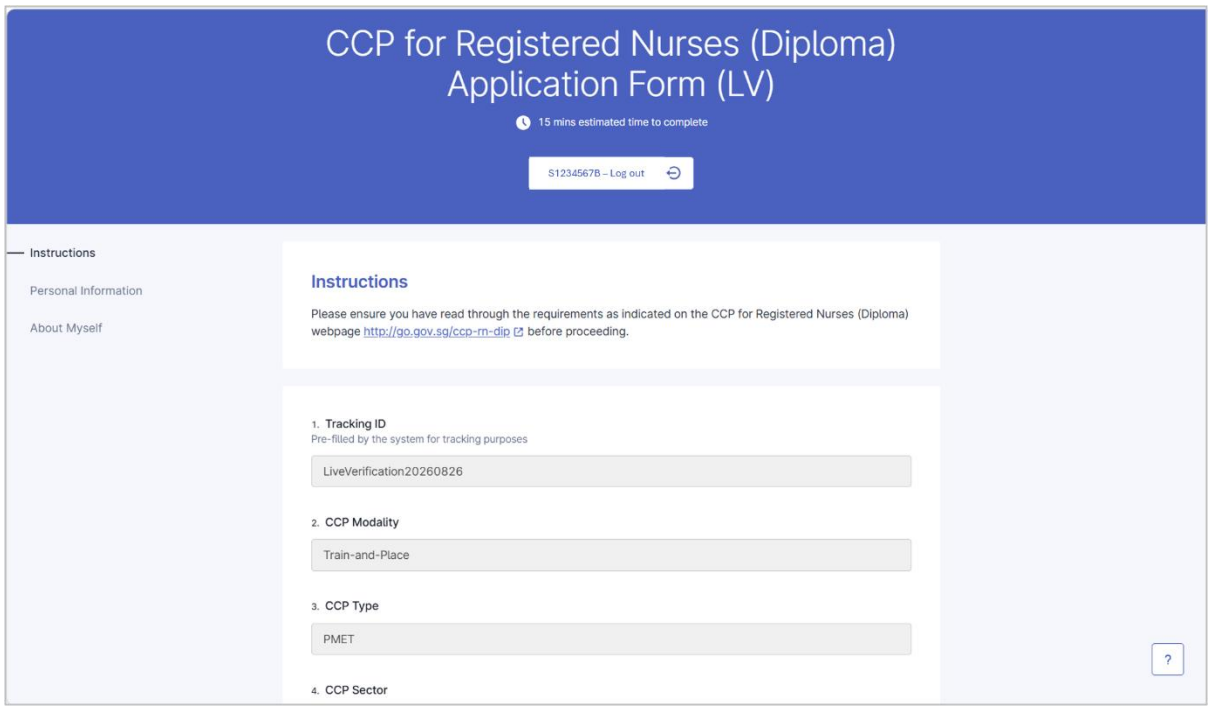



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1.3 Once you have successfully signed in using your SingPass, fill in all required fields.

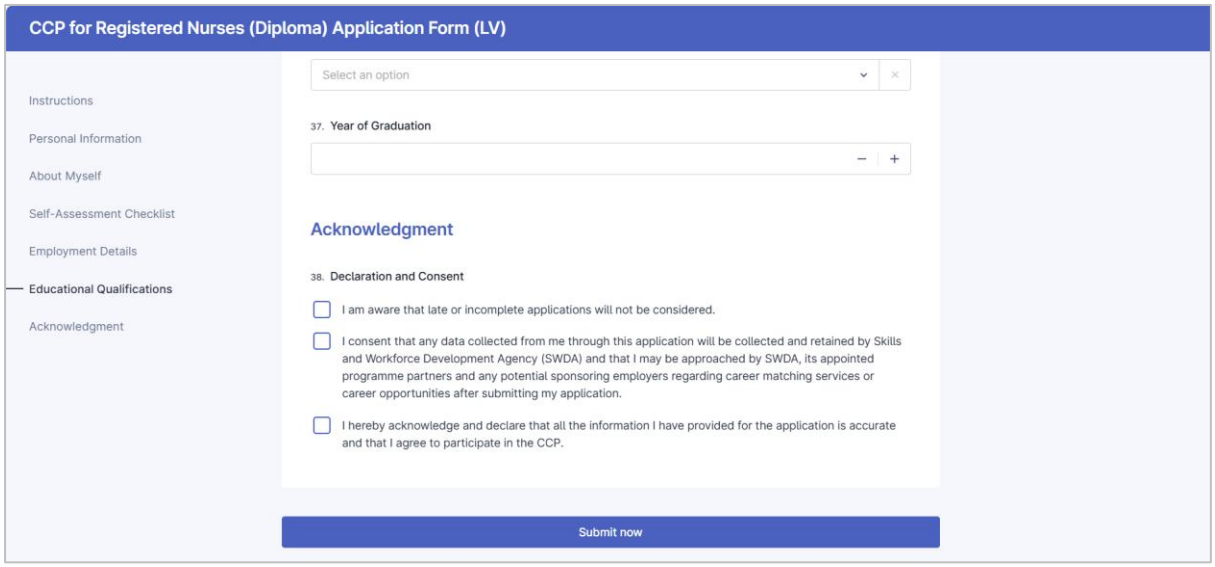


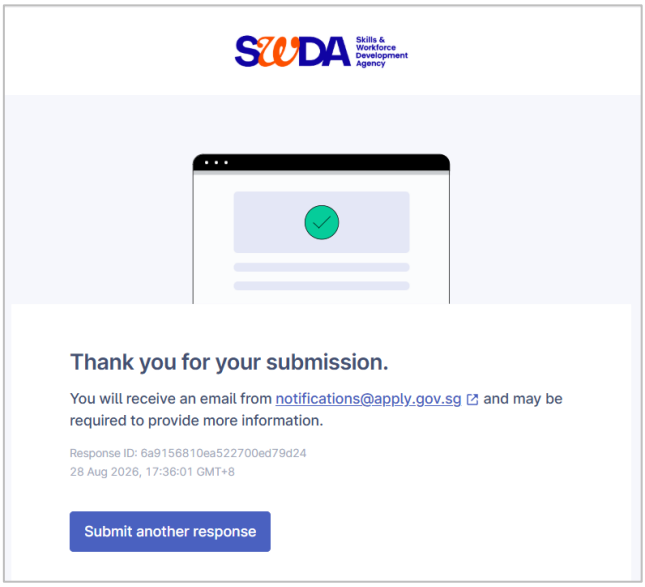

1.4 Once you have completed the form, please ensure to click the checkboxes for acknowledgement and submit the form. A confirmation of your submission will be displayed.



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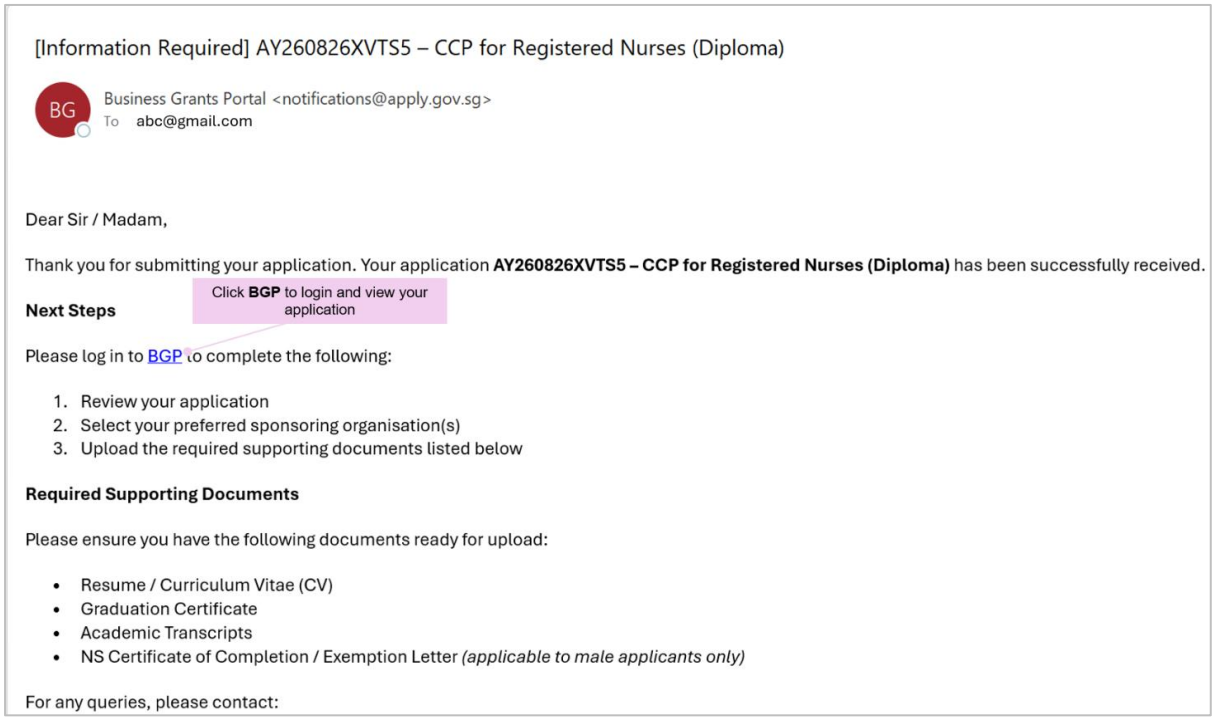




1.5 Once submitted, you may receive an email to log in to the Business Grants Portal (BGP) to complete your application and to submit the necessary documents such as your resume and academic certificates and transcripts.

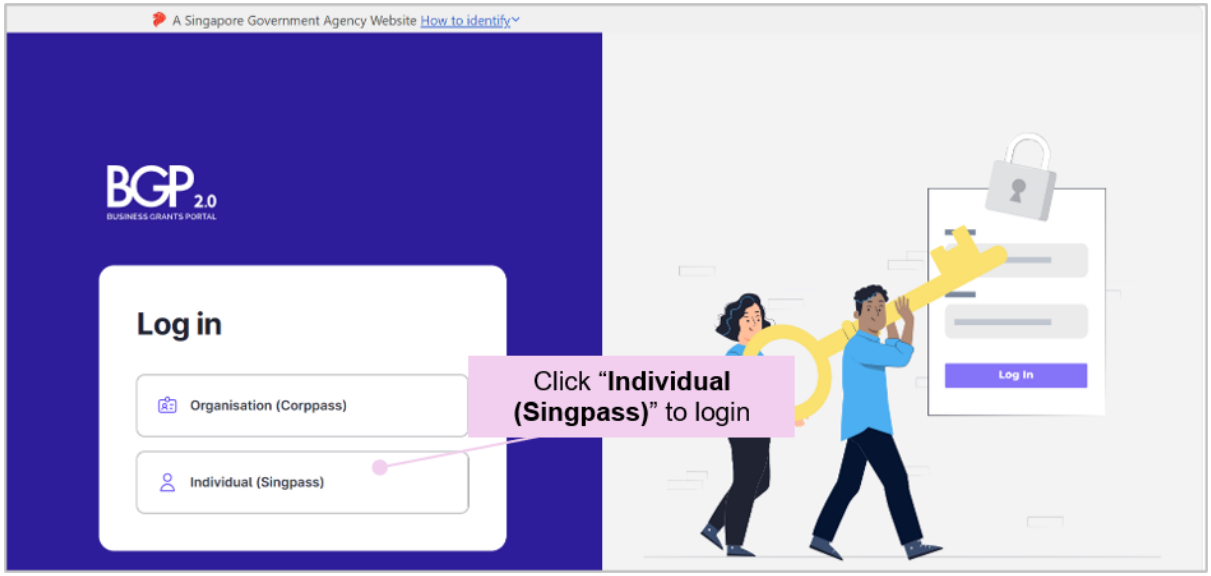


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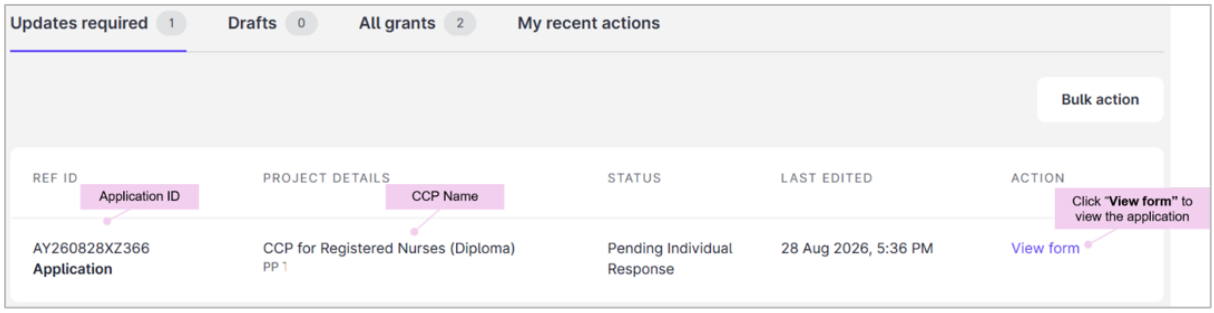

1.6 Click the BGP link in the email and sign in using your SingPass. You will then be able to view your application.






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1.7 Click "**View Form**" and complete your application. You will need to perform the following:

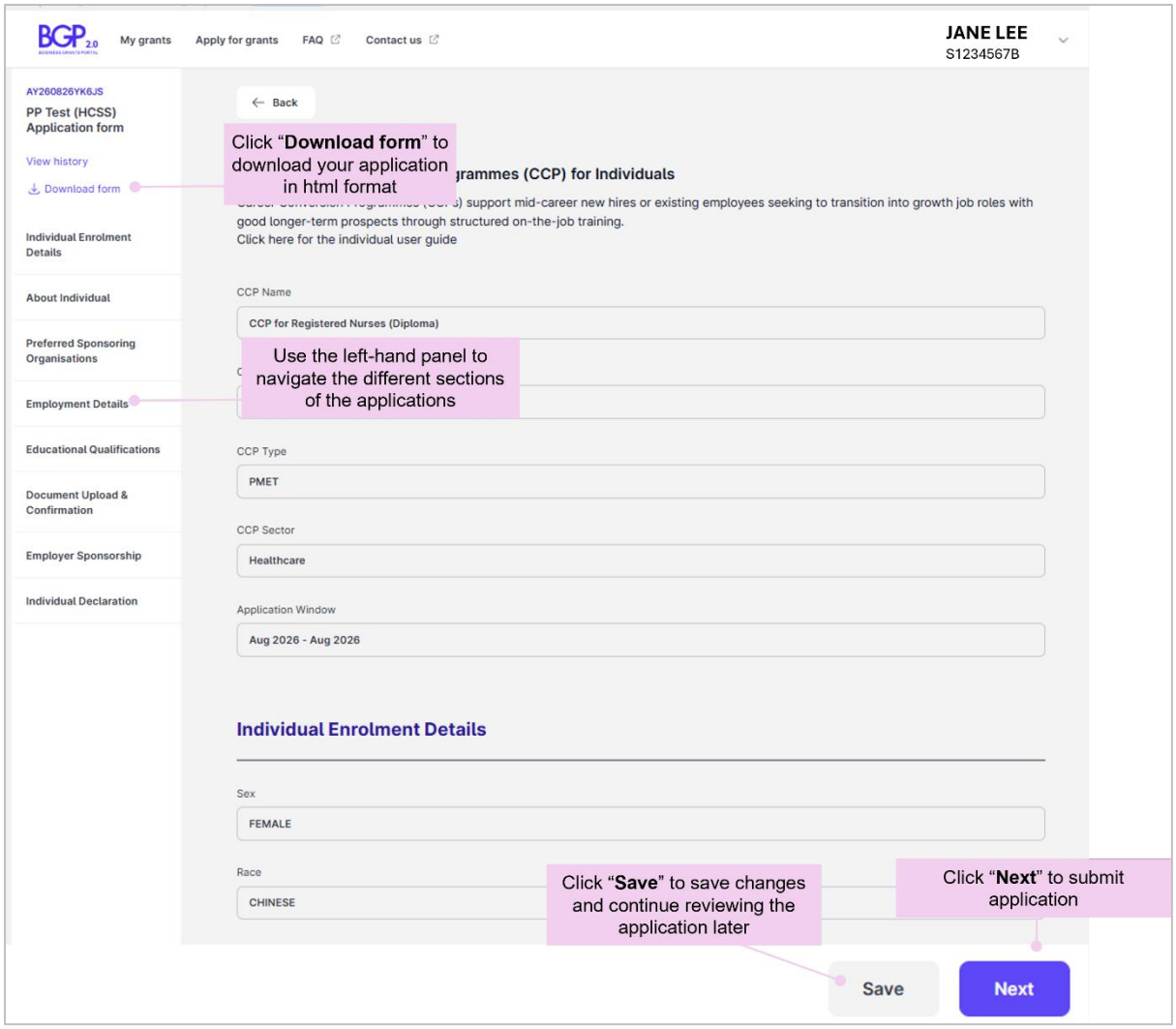
1. Select your preferred sponsoring organisation in order of preference
2. Upload your resume/CV
3. Upload your graduation certificates (upload deed poll if there is a change in name)
4. Upload your academic transcripts (including secondary education)
5. **[For male applicants only]** Update the completion date of your National Service (NS) and upload your NS certificate

Check the declaration box and click "**Next**" to submit. A pop-up window will appear to confirm your submission, or if you wish to "**Withdraw**". If you are not ready to submit, you can "**Save**" your application to continue reviewing it later.

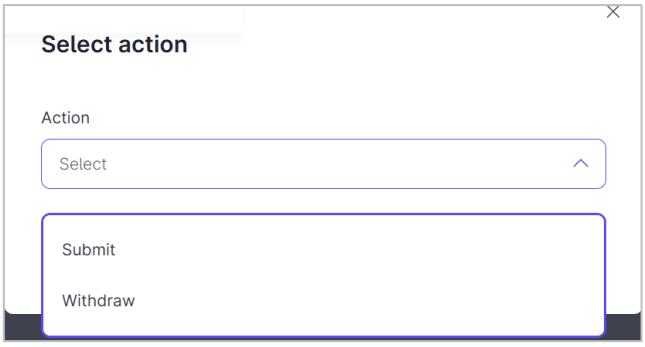


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Tip: Press print or Ctrl+P to print html file in PDF format.

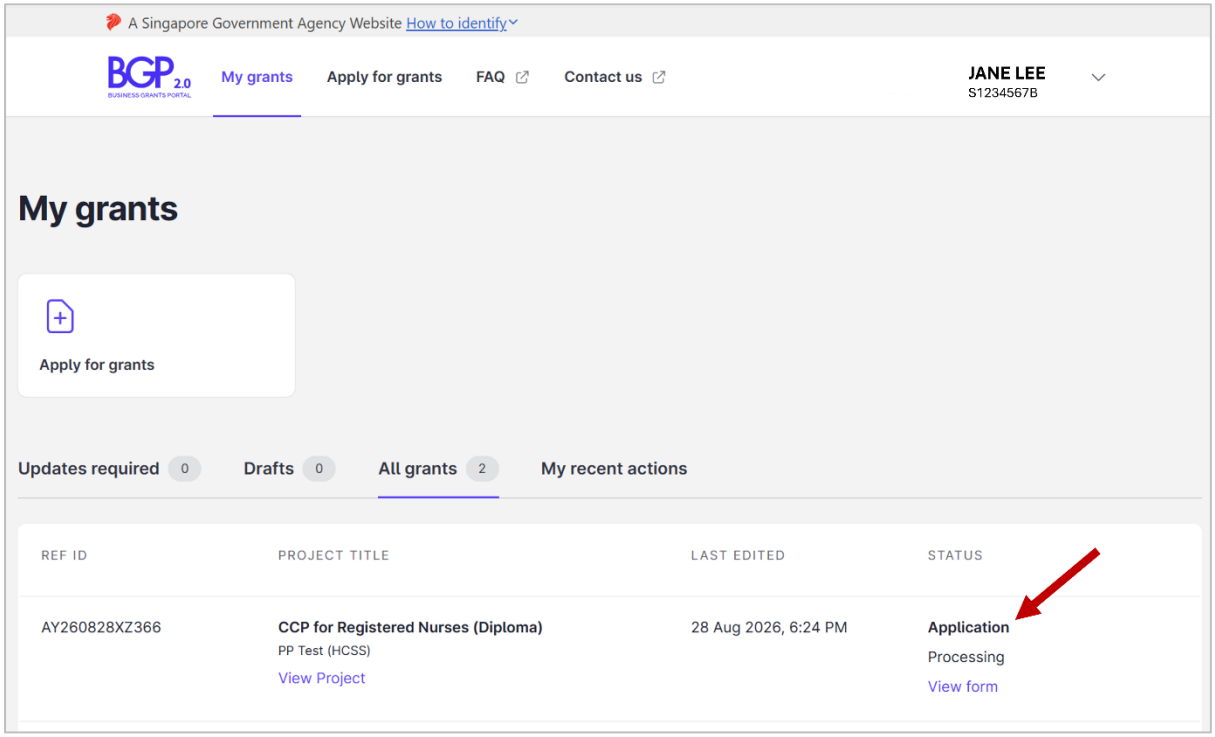





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1.8 You will now be able to see the status of your application in BGP.



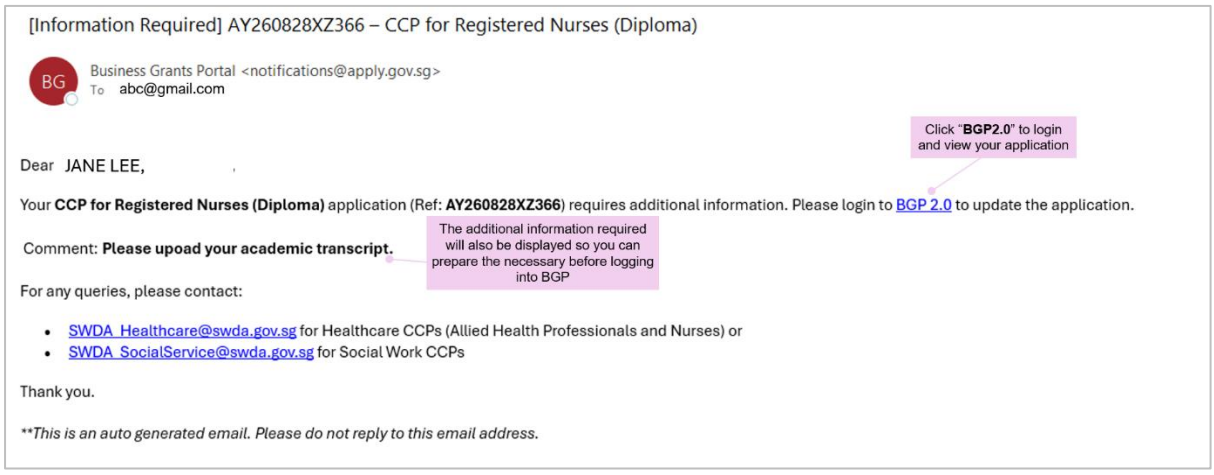


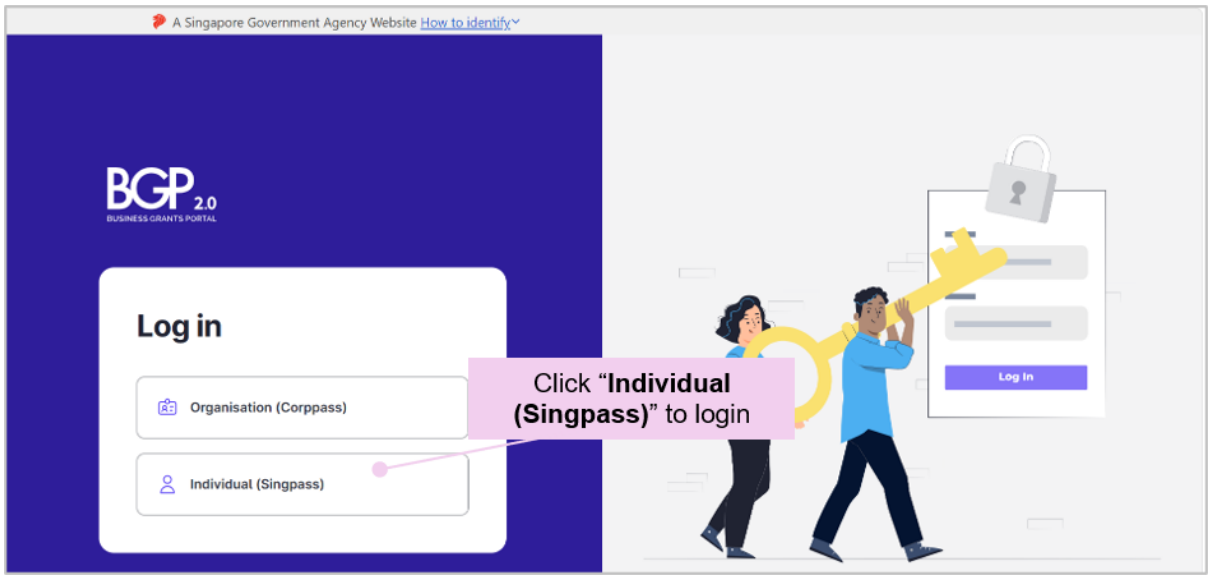

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## 2. Returned Applications for Additional Information

2.1 Please look out for updates to your application via email notification. If additional information/document is required, you may receive an email to log in to BGP to provide more information or upload documents. To do so, please log in to BGP using your SingPass.



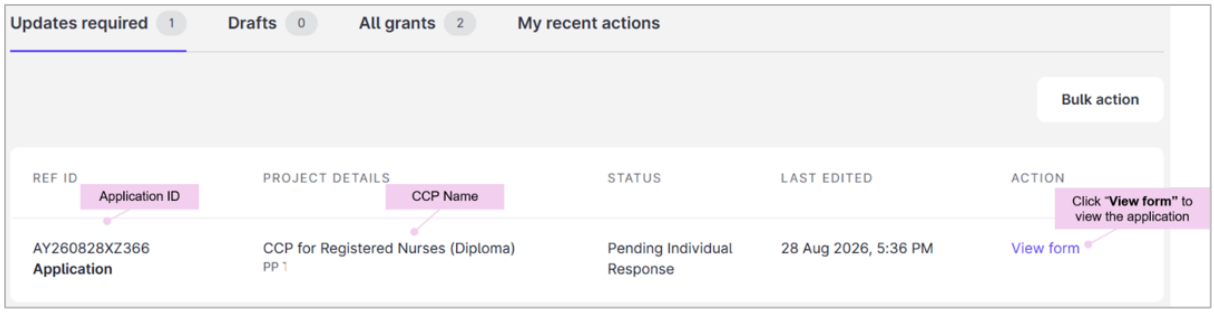




2.2 Click "**View Form**" to access your application and submit the required information/documents. You will be able to see the comments on the information/documents requested at the top of the page.

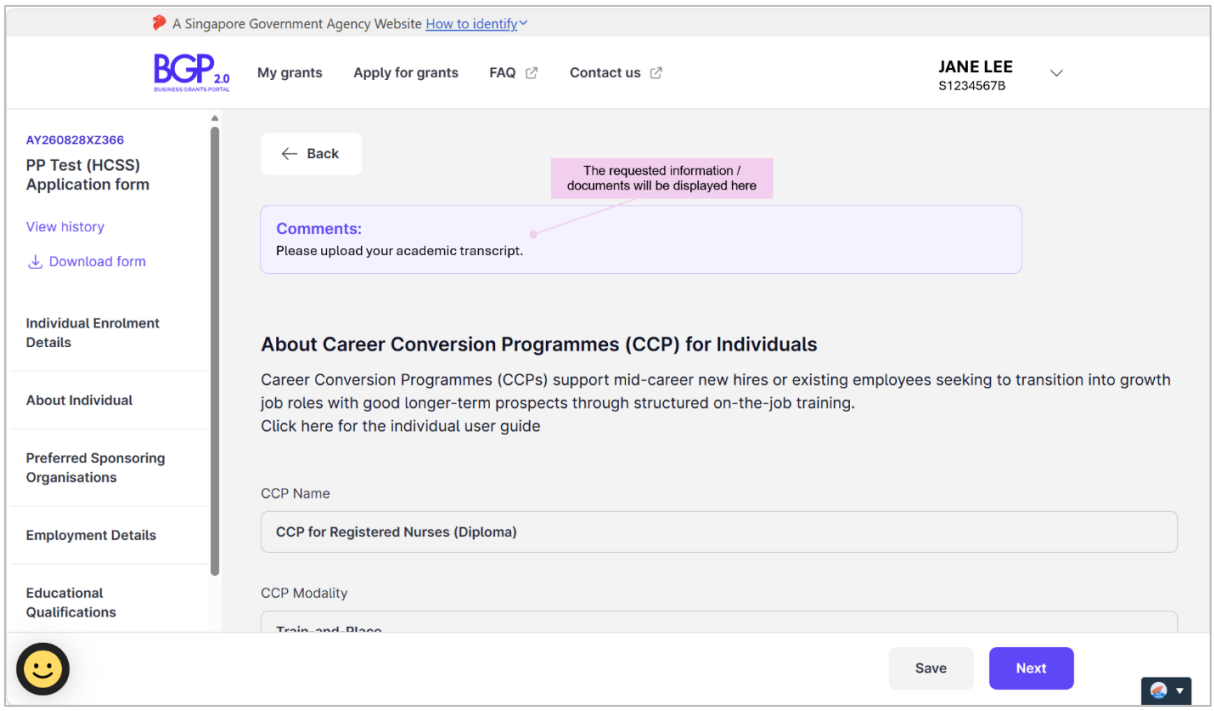


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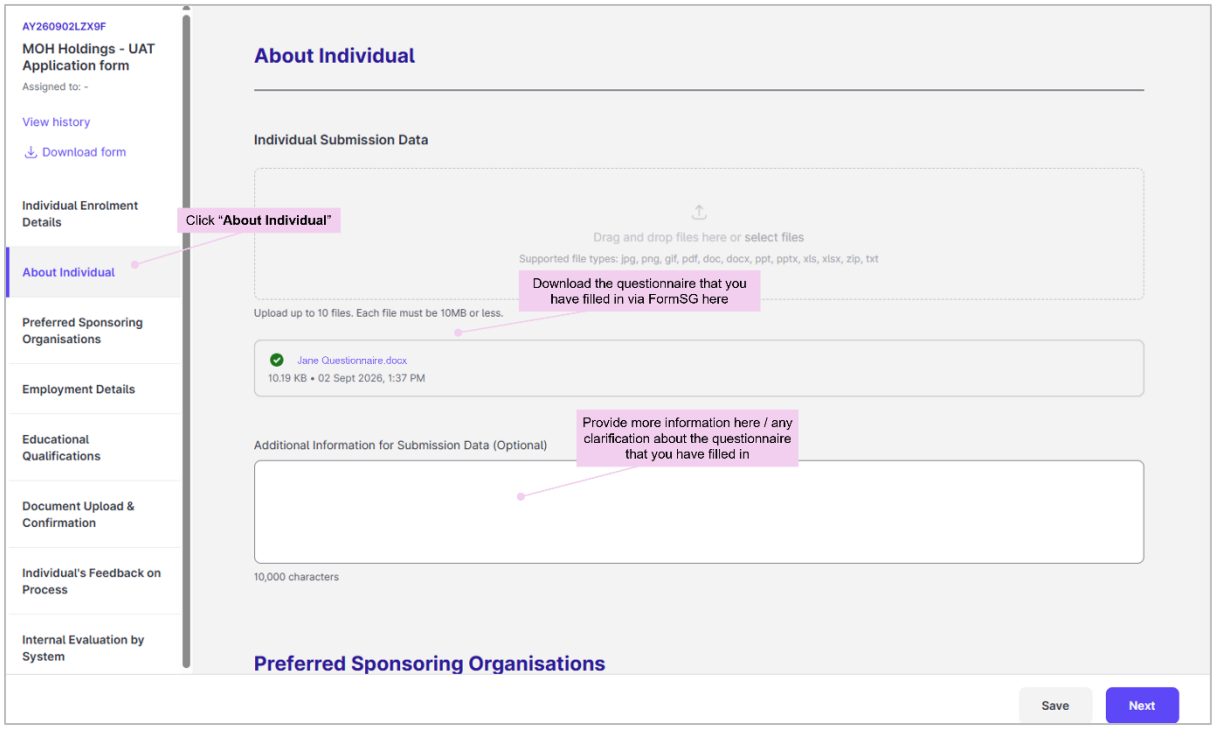

2.3 Navigate to the "**About Individual**" section. Here, you can provide the necessary clarifications.

Navigate to the "**Document Upload & Confirmation**" section. Here, you can upload the requested supporting document(s).



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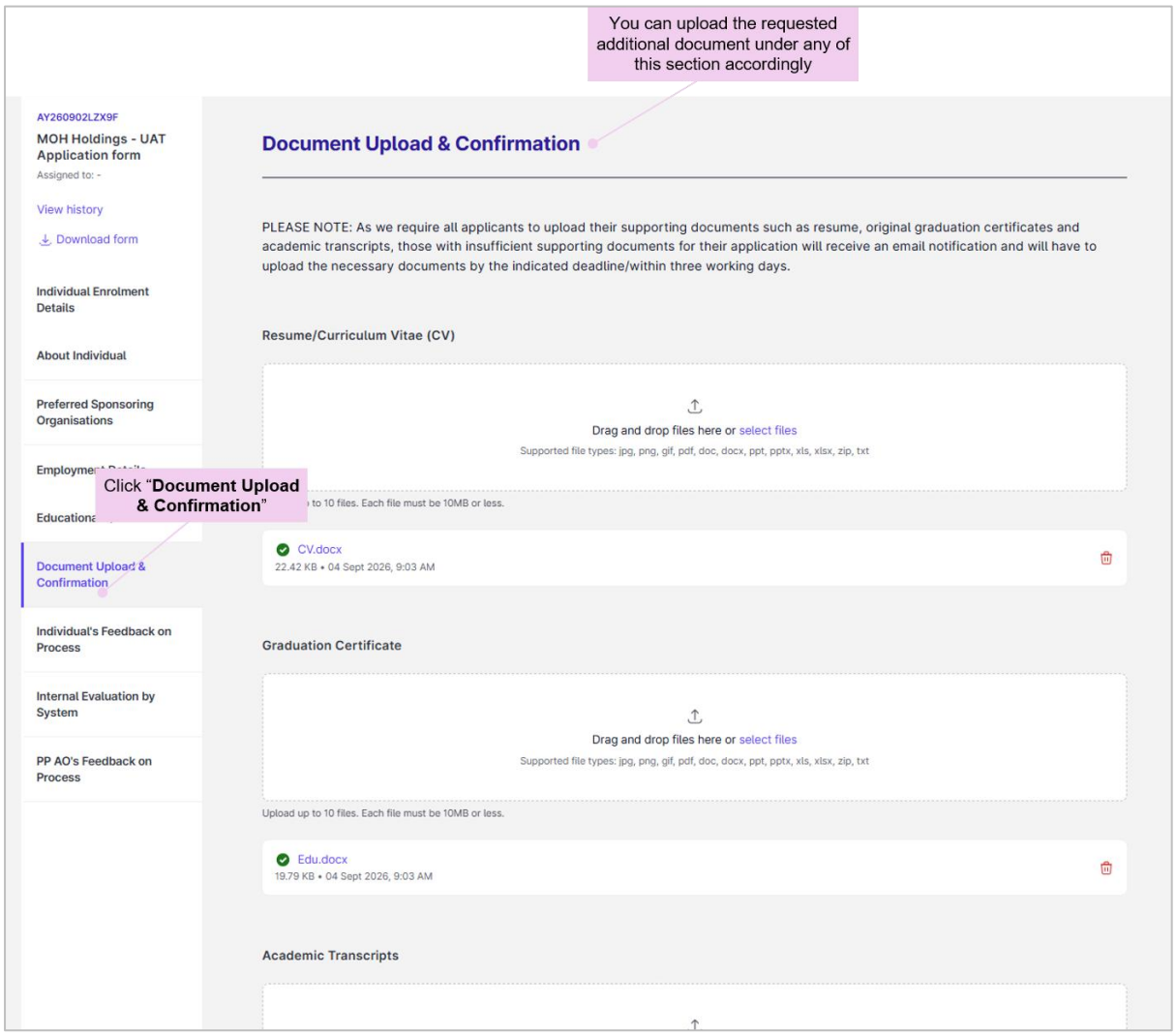
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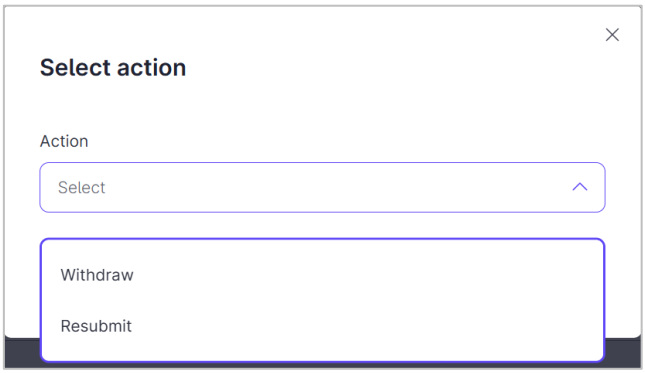



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2.4 Check the declaration box and click "**Next**" to submit. A pop-up window will appear to confirm your resubmission, or if you wish to withdraw. Under the comment section, please indicate your changes made e.g. "Resume and degree certificate uploaded."



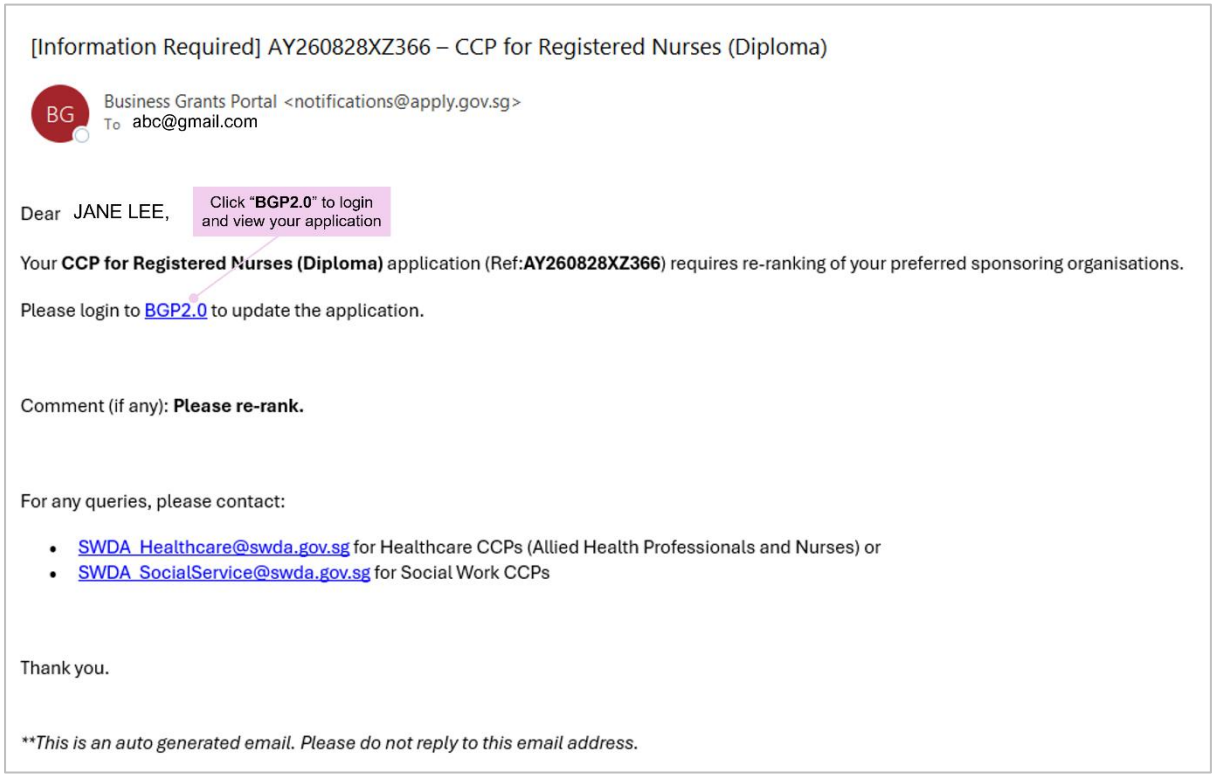



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# 3. Submit a Request to Re-Rank Preferred Sponsoring Employers

3.1 Your application may be returned to you to re-rank your preferred sponsoring employer and you may receive an email to log in to BGP. To do so, please log in to BGP using your SingPass.



[Information Required] AY260828XZ366 – CCP for Registered Nurses (Diploma)

BG Business Grants Portal <notifications@apply.gov.sg>
To abc@gmail.com

Dear JANE LEE,

Click "**BGP2.0**" to login and view your application

Your **CCP for Registered Nurses (Diploma)** application (Ref:**AY260828XZ366**) requires re-ranking of your preferred sponsoring organisations.

Please login to BGP2.0 to update the application.

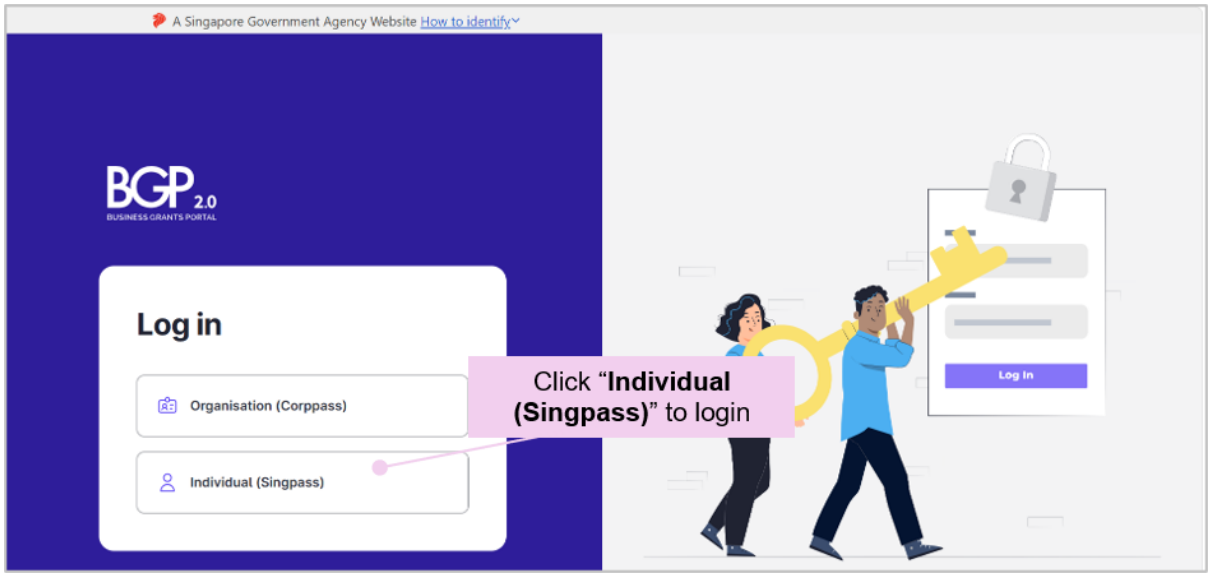
Comment (if any): **Please re-rank.**

For any queries, please contact:

- SWDA_Healthcare@swda.gov.sg for Healthcare CCPs (Allied Health Professionals and Nurses) or
- SWDA_SocialService@swda.gov.sg for Social Work CCPs

Thank you.

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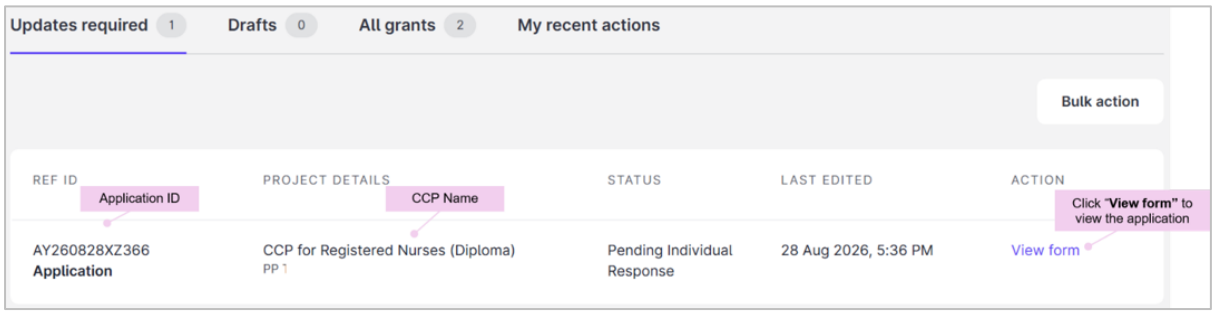




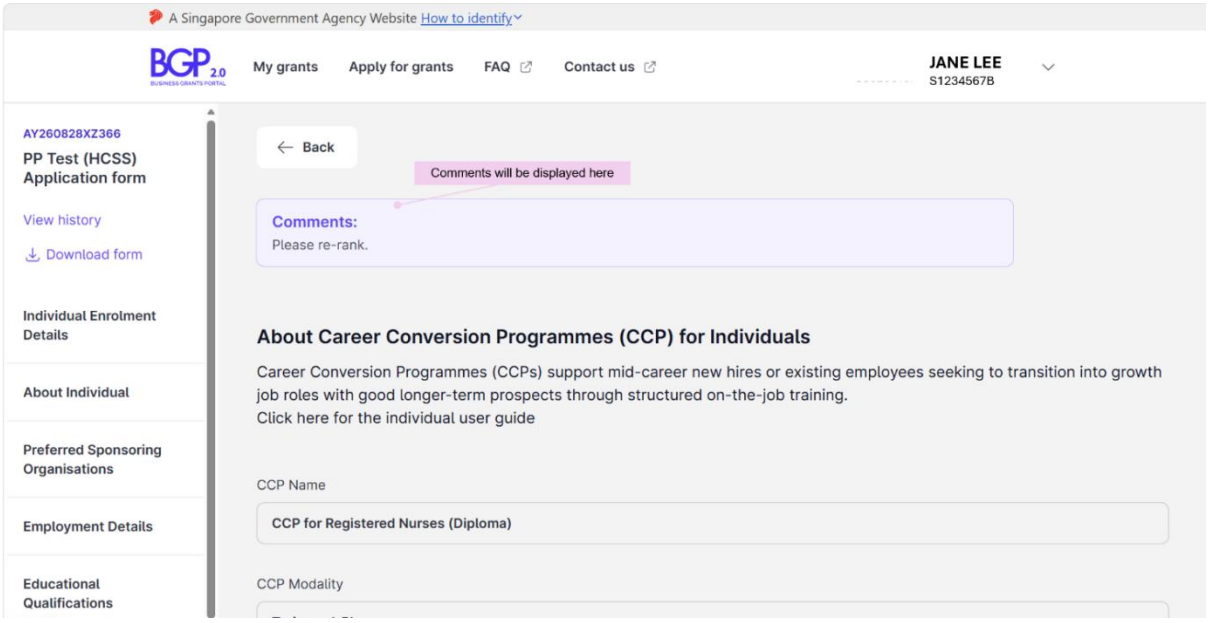

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3.2 Click “**View Form**” to access your application.




3.3 You will be able to see the <u>comments</u> at the top of the page.

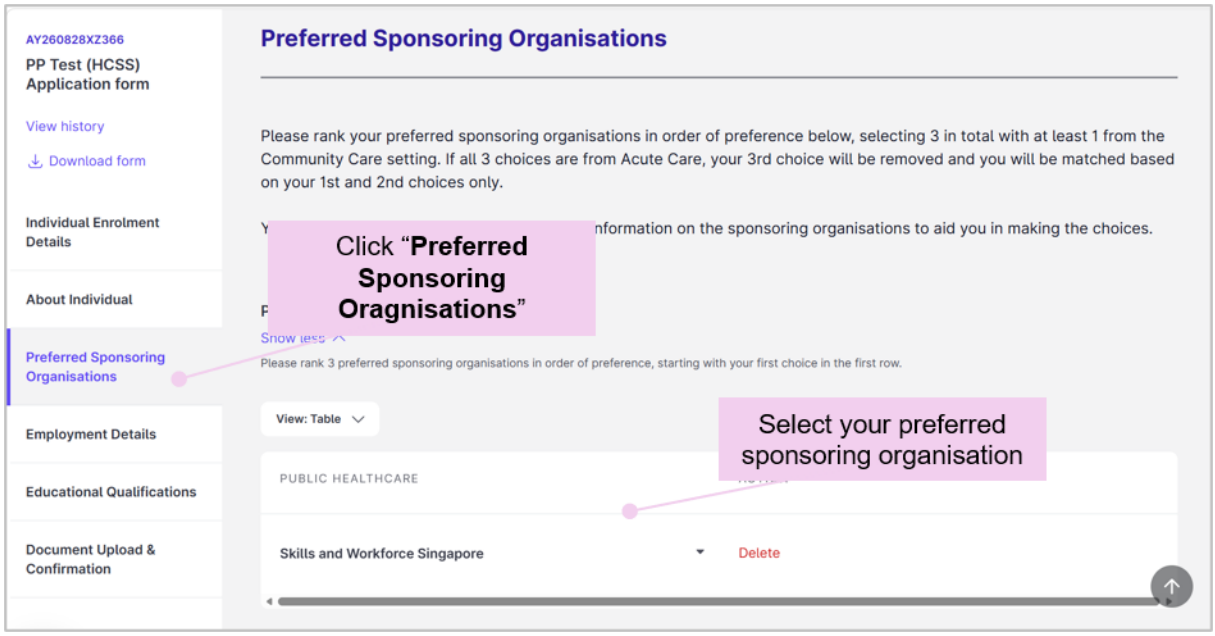




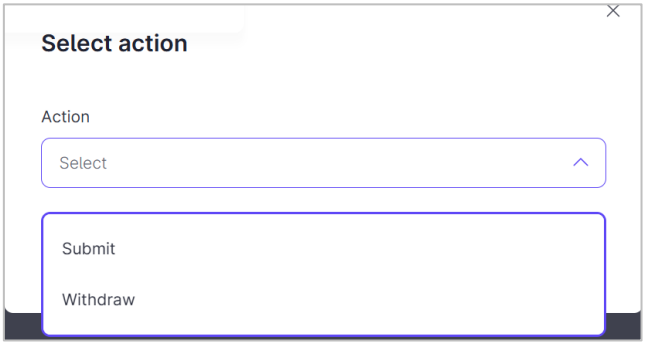

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3.4 Navigate to the "**Preferred Sponsoring Organisations**" section and re-rank your choices.




3.5 Scroll down to the bottom of the page and click "**Next**" to re-submit your application. A pop-up window will appear to confirm your submission, or if you wish to withdraw.



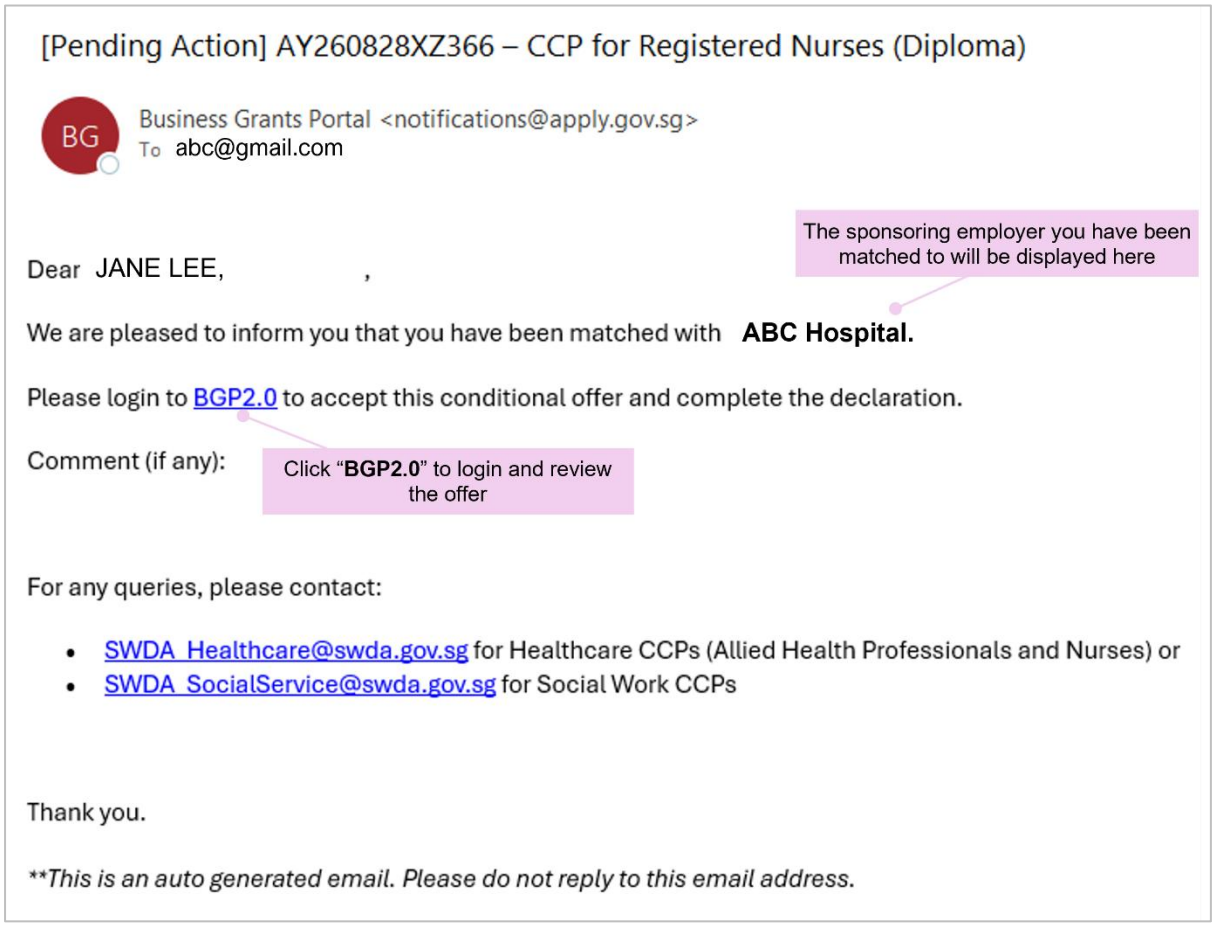



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# 4. Submit Individual Declaration Form (Accept Matched Employer, Request for Rematch, or Withdraw)

4.1 Once you have been matched to a sponsoring employer, you will receive an email to submit an individual declaration. To do so, please log in to BGP using your SingPass.



[Pending Action] AY260828XZ366 – CCP for Registered Nurses (Diploma)

BG Business Grants Portal <notifications@apply.gov.sg>
To abc@gmail.com

The sponsoring employer you have been matched to will be displayed here

Dear JANE LEE, ,

We are pleased to inform you that you have been matched with **ABC Hospital.**

Please login to BGP2.0 to accept this conditional offer and complete the declaration.

Comment (if any):

Click "**BGP2.0**" to login and review the offer

For any queries, please contact:

- SWDA_Healthcare@swda.gov.sg for Healthcare CCPs (Allied Health Professionals and Nurses) or
- SWDA_SocialService@swda.gov.sg for Social Work CCPs

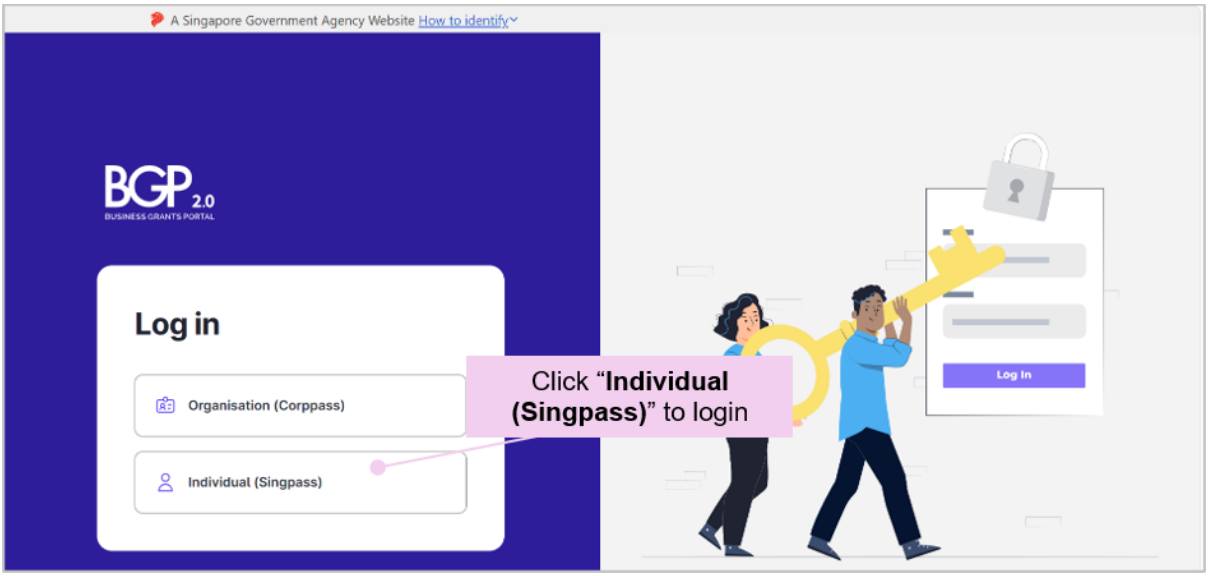
Thank you.

***This is an auto generated email. Please do not reply to this email address.*

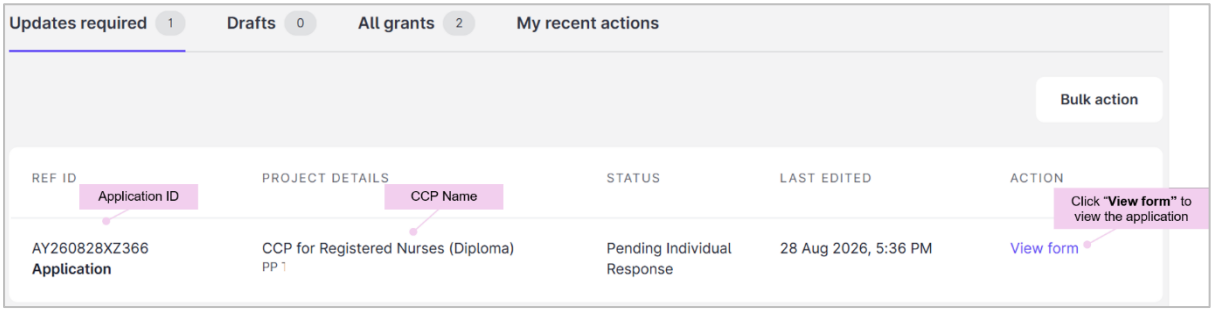


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4.2 Click "**View Form**" to access your application.

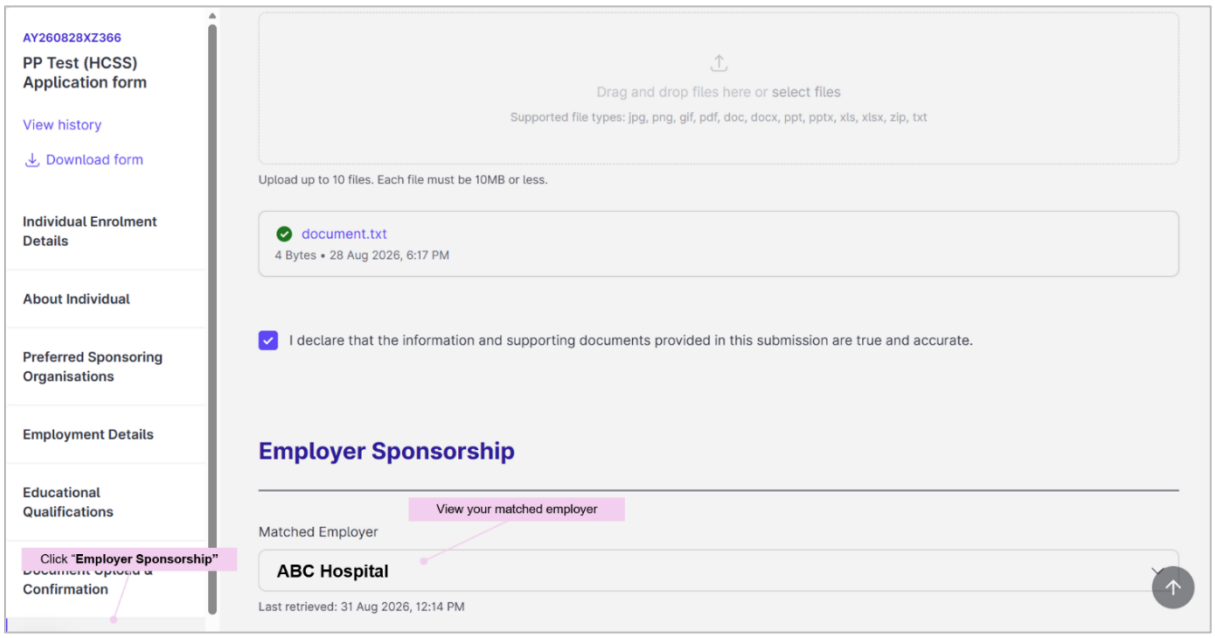




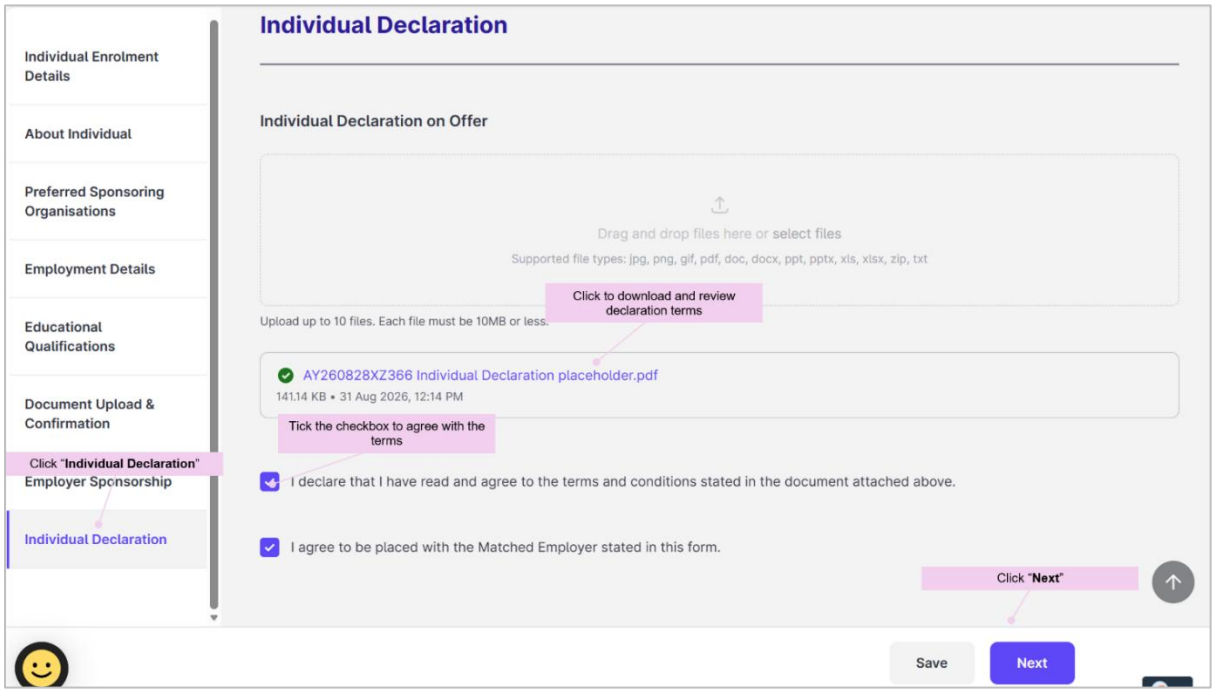

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4.3 Navigate to the "**Employer Sponsorship**" section to view your matched employer.




4.4 Navigate to the "**Individual Declaration**" section and download the declaration form. This is mandatory, as it details the terms and conditions of the CCP. Should you have concerns about this declaration or do not meet some of the Terms and Conditions, please write in to SWDA_Healthcare@swda.gov.sg before proceeding with your application.

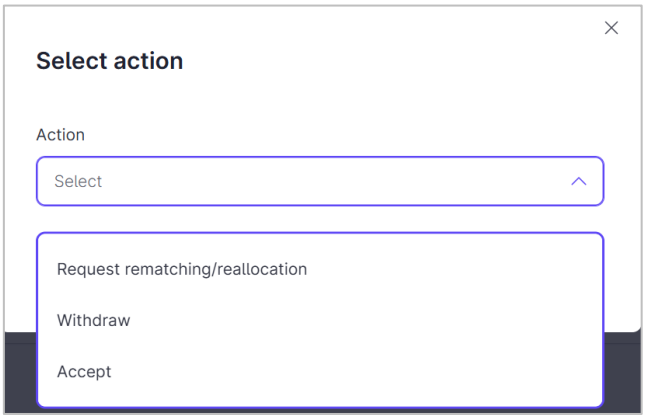


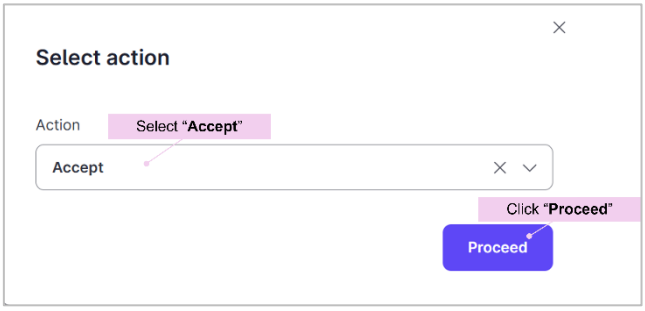



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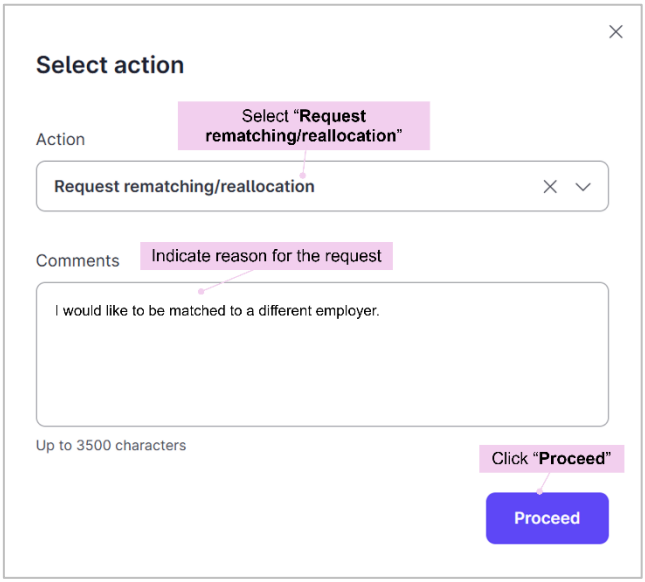
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4.5 Click “**Next**” to submit. A pop-up window will appear to accept the offer, request a rematching/allocation, or if you wish to withdraw. To accept, click “**Accept**”, followed by “**Proceed**”.




4.6 If you would like to request for a rematching/reallocation of sponsoring employer, select “**Request rematching/reallocation**” and indicate your remarks in the “**Comments**” section. This field is mandatory.

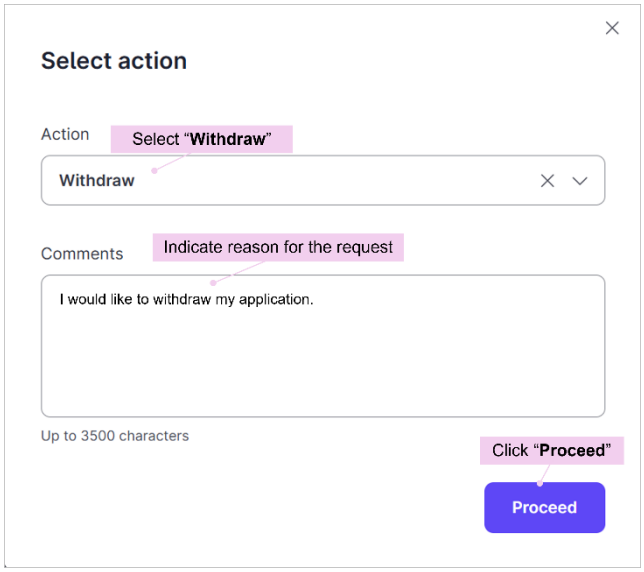





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4.7 If you wish to withdraw your application, select "**Withdraw**" and indicate your remarks in the "**Comments**" section. This field is mandatory.






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