



MOE REGISTRATION GUIDE

1. Go to <https://stee-rems.com.sg/>
2. Create a user account

Login to REMS/IRS
Applicant/User ID and Password are case sensitive

User ID *

Password *

* Fields are mandatory

Login

[Creation of User Account \(for New Applicants\)](#)

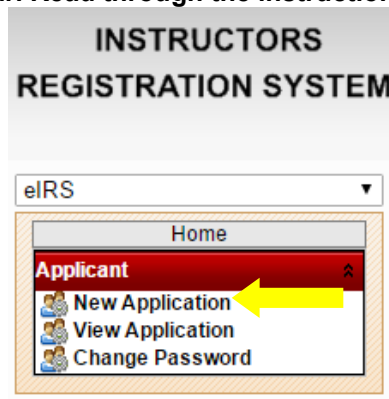
[Reset Password](#)

Upon successful creation of your account, take note of your password and login to your account.

3. Login to your account & click Instructor Registration System



4. Click “New Application” in the sidebar. Read through the instructions that pop up, then click “Proceed”.



5. Fill in the “Personal Data”, “Addresses”, “O Level”, “A Level”, “Tertiary” pages with the relevant details.
 - For those who are still studying in the tertiary level (i.e. if you are an ITE/poly/JC/uni student, fill in your estimated graduation details)

(Next page below)



6. Under the “Specialisations” page, for the “Specialisation” table, fill in the following:

School Programme	Area of Specialisation	Item of Specialisation
ENRICHMENT	LEADERSHIP	
ENRICHMENT	MOE ADVENTURE CENTRE	
ENRICHMENT	OUTDOOR EDUCATION	OBS
ENRICHMENT	OVERNIGHT CAMP	
ENRICHMENT	OVERSEAS TRIP (NON-CCA/VIA BASED)	
PAL	OUTDOOR EDUCATION	
PAL	SPORTS AND GAMES	

7. Under the “Employment Details” page, fill in the following:

Employment Details

Employment Type * :

Job Designation * :

Start Date * :

End Date : Present

Company Information

Company Name * :

Business Registration Number * :

Company Address :

Office Number :

Fax Number :

Email :

Website :

Employment Type: Freelancer
Job Designation: Instructor
Start Date: The 1st of the month which you are applying.
Company Name: CAMP CHALLENGE Pte Ltd
Business Registration No.: 200617925D

8. Fill in the “Declaration” page accordingly.

9. When you have filled up all pages, submit your registration by clicking on the “Go to the Submit page” button at the bottom of the page.

- Check through your Application Summary page
- Tick the checkbox at the bottom of the page “I declare...”
- Click “Submit”

Please send in your MOE Instructors Registration acknowledgement email to us at enquiries@camp-challenge.com with the subject “(Your Name) MOE Instructors Registration Acknowledgement” immediately upon receiving it. After that, text us at 97772440 to inform us that you have emailed it to us.

THANK YOU! 😊