



SOUTH AFRICAN COUNCIL FOR EDUCATORS

REGISTRATION REQUIREMENTS: July 2018

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SOUTH AFRICAN COUNCIL FOR EDUCATORS ACT NO. 31 OF 2000 AS AMENDED

2. Objects of Act. —The objects of this Act are—

(a) to provide for the registration of educators

3. Application of Act. —This Act applies to all educators, lecturers and management staff of colleges appointed—

(a) in terms of the Employment of Educators Act, 1998 (Act No. 76 of 1998);

(b) in terms of the South African Schools Act, 1996 (Act No. 84 of 1996);

(c) in terms of the Further Education and Training Colleges Act, 2006 (Act No. 16 of 2006);

(d) in terms of the Public Service Act, 1994 (Proclamation 103 of 1994);

(e) at an independent school; or

(f) at an Adult Learning Centre Act No. 31 of 2007.]

21. Compulsory registration of educators. —

(1) A person who qualifies for registration in terms of this Act must register with the council prior to being appointed as an educator.

(2) No person may be employed as an educator by any employer unless the person is registered with the council.

22. Application for registration. — (1)

(a) An application for registration must be made to the council in the manner and form determined by the council.

(b) The applicant must submit the documentation and information required by the council together with the registration fee referred to in section 5 (d) (i).

(2) The council must consider an application for registration in terms of the requirements for registration determined by the council.

(3) If an applicant for registration satisfies the requirements referred to in subsection (1), the council must register the applicant and issue a registration certificate to the educator.

(4) If an applicant does not satisfy all the requirements, but the council is of the opinion that the requirements will be satisfied within a reasonable time, the council may register the applicant provisionally on such conditions as the council may determine.

(5) When an educator who is provisionally registered as contemplated in subsection (4) satisfies all the requirements for registration and the conditions referred to in that subsection, the council must register the educator in accordance with subsection (3).

(6) If an educator referred to in subsection (4) does not satisfy the requirements for registration within the period specified, the provisional registration lapses and the name of the person is removed from the register.

(7) The period for which an educator is provisionally registered may be extended by the council, and different conditions in respect of different applicants may be determined if there is a reasonable basis for the differentiation.

(8) Different categories of registration may be determined by the council—

(a) to allow for special circumstances of different sectors in education; or

(b) if there is a reasonable basis for such differentiation.



1. Full registration: Professionally qualified Educators

1. A fully completed original application form.
2. An original certified copy*¹ of a National Qualifications Framework (NQF) level 4 qualification as registered on the General and Further Education and Training (UMALUSI) Qualifications Sub-framework:
 - Senior Certificate/ National Senior Certificate (Colleges) or National Senior Certificate (NSC) or National Certificate (Vocational) Level 4 or Senior Certificate (SC) (as amended in 2014)
3. An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
4. An original certified copy* of the professional* qualification (graduation certificate).
5. An original certified copy* of a complete academic record*² (transcript) indicating that the qualification has been completed and year of completion. The academic record must be on the University letterhead, dated, stamped and signed
6. If studied for Post Graduate Certificate in Education (PGCE) qualification an initial qualification and a complete academic record indicating that the qualification has been completed and date of completion must be attached.
7. In a situation where a qualification has been lost, an original certified copy* of a declaration from the Higher Education Institution (HEI) where the qualification was obtained or from the Department of Education is required. The declaration must indicate that the qualification was completed and a certificate was issued. This document must be on the HEIs'/ DBE/PED letterhead, dated, stamped and signed.
8. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable (As at 1st of January 2019).

¹ Original certified copy excludes copy of a copy

*Certified by a Commissioner of Oaths

*State that the copy is a true copy of the original

*Have a date stamp and not be older than three (3) months at the time of submission.

2. Provisional Registration: Final year student teachers Only

1. A fully completed original application form.
2. An original certified copy*³ of a National Qualifications Framework (NQF) level 4 qualification as registered on the General and Further Education and Training (UMALUSI) Qualifications Sub-framework:
Senior Certificate/ National Senior Certificate (Colleges) or National Senior Certificate (NSC) or National Certificate (Vocational) Level 4 or Senior Certificate (SC) (as amended in 2014)
3. An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
4. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable (As at 1st of January 2019).
5. An original certified copy* of current proof of registration*⁴ from a Higher Education Institution (HEI) indicating the enrolled Initial Teacher Education programme and a certified copy* of the academic record*⁵ (post 1st years of study). The academic record must be on the University letterhead, dated, stamped and signed
6. **If studying towards a Post Graduate Certificate in Education (PGCE) qualification, the following additional documents must accompany the application:**
 - An original certified copy* of current⁶ proof of registration from a Higher Education Institution for Post Graduate Certificate In Education (PGCE) and an original certified copy* of academic record* (post 1st year of study), **AND**
 - an original certified copy* of the initial qualification(s) together with an original certified copy* of a complete academic record indicating that the qualification has been completed and year of completion.

³ Original certified copy excludes copy of a copy

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⁴ Proof of registration must be an official document issued by the Higher Education Institution (HEI), on the HEI letterhead, stamped, dated and signed.

⁵ Emailed, faxed and any other unofficial documents will not be accepted.

⁶ Proof of registration must be an official document issued by the Higher Education Institution (HEI), on the HEI letterhead, stamped, dated and signed.

3. Foreign Applicants

3.1 Professionally qualified Educators

1. An original certified copy* of
 - a **valid passport** and a **valid work permit OR**;
 - a **valid passport** and a **Permanent Residence Permit OR**;
 - a **valid Refugee permit** together with a **valid Refugee ID OR**
 - **A valid Asylum seekers permit which is valid for a period of six months and above at the time of submission.**

Note that conditions of the work permit must allow the permit holder to work an Educator in South Africa.

All permits must be valid for a period of six months or more at the time of submission.

2. A fully completed original application form.
3. An original certified copy*⁷ of a National Qualifications Framework (NQF) level 4 qualification as registered on the General and Further Education and Training (UMALUSI) Qualifications Sub-framework:
 - Senior Certificate/ National Senior Certificate (Colleges) or National Senior Certificate (NSC) or National Certificate (Vocational) Level 4 or Senior Certificate (SC) (as amended in 2014); or equivalent thereof as evaluated by Evaluation from South African Qualifications Authority (SAQA).
4. An original certified copy* of the SAQA certificate of evaluation for all qualifications obtained outside South Africa irrespective of the year.
5. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable.
6. An original certified copy* of Initial Teacher Education*⁸ (ITE) qualification and academic qualification and an original certified copy* of a complete academic record from a Higher Education Institution (HEI) indicating that the qualification has been completed and the year of completion as submitted to SAQA

NB: All documents submitted for registration will be subjected to verification and registration will not be issued on the spot.

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*Have a date stamp and not be older than three (3) months at the time of submission.

⁸ An original certified copy* of SAQA Certificate of Evaluation from South African Qualifications Authority (SAQA) for all qualifications obtained outside the republic South Africa irrespective of the year.

3.2 Foreign Applicants: Student Teachers {for students studying towards an initial teacher qualification or Post Graduate Certificate in Education (PGCE)}

1. An original certified copy* of
 - a **valid passport** and a **valid study/work permit** OR;
 - a **valid passport** and a **Permanent Residence Permit** OR;
 - a **valid Refugee permit** together with a **valid Refugee ID**.

Note that conditions of the work permit must allow the permit holder to work an Educator in South Africa.

All permits must be valid for a period of six months or more at the time of submission.

2. A fully completed original application form.
3. An original certified copy* of a National Qualifications Framework (NQF) level 4 qualification as registered on the General and Further Education and Training (UMALUSI) Qualifications Sub-framework:
 - Senior Certificate/ National Senior Certificate (Colleges) or National Senior Certificate (NSC) or National Certificate (Vocational) Level 4 or Senior Certificate (SC) (as amended in 2014)
4. An original certified copy* of the SAQA certificate of Evaluation from South African Qualifications Authority (SAQA) for all qualifications obtained outside South Africa irrespective of the year.
5. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable.
6. An original certified copy* of current proof of registration from a Higher Education Institution (HEI) for an Education qualification (360 credits Teachers Diploma or 480 credits teachers Degree) together with an academic recording if post 1st year of study.
7. If studying towards a Post Graduate Certificate in Education (PGCE) qualification, the following additional documents must accompany the application form:
 - An original certified copy* of current proof of registration from a Higher Education Institution for Post Graduate Certificate in Education (PGCE) and an original certified copy* of academic record* (post 1st year of study) **AND**
 - An originally certified copy of the Initial qualification together with a complete academic record stating that the qualification has been completed and year of completion.

NB: All documents submitted for registration will be subjected to verification and registration will not be done on the spot.

4. Special Registration Categories

4.1 Community Education and Training Centers (CETC's) Practitioners --- ABET & AET

1. A fully completed original application form.
2. An original certified copy*⁹ of a National Qualifications Framework (NQF) level 4 qualification as registered on the General and Further Education and Training (UMALUSI) Qualifications Sub-framework:
 - Senior Certificate/ National Senior Certificate (Colleges) or National Senior Certificate (NSC) or National Certificate (Vocational) Level 4 or Senior Certificate (SC) (as amended in 2014)
3. An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
4. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable (As at 1st of January 2019).
5. An original certified copy* OF **HIGHER CERTIFICATE IN ADULT AND EDUCATION TRAINING (AET) 120 CREDITS** together with a certified copy* of a complete academic record indicating that the qualification has been completed and year of completion, OR
6. An original certified copy* of **HIGHER DIPLOMA IN ADULT EDUCATION AND TRAINING 240 CREDITS** together with a certified copy* of a complete academic record indicating that the qualification has been completed and the year of completion. The academic record must be on the University letterhead, dated, stamped and signed

⁹ Original certified copy excludes copy of a copy

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4.2 Technical and Vocational Education and Training (TVET) Lecturers

1. A fully completed original application form.
2. An original certified copy*¹⁰ of a National Qualifications Framework (NQF) level 4 qualification as registered on the General and Further Education and Training (UMALUSI) Qualifications Sub-framework:
 - Senior Certificate/ National Senior Certificate (Colleges); National Senior Certificate (NSC); National Certificate (Vocational) Level 4; Senior Certificate (SC) (as amended in 2014)
3. An original certified copy* of N3 certificate plus Trade Test (completed before 1991)
 - *(Phased out in 1991 and replaced by the National Teachers Diploma: Technical which was phased out by 1994).*
 - *National Teachers Diploma: Hairdressing- Phased out in 1991*
 - *National Higher Diploma: Post -School Education which was offered until 1995 and then replaced with the Bachelor of Technology: Education.¹¹*
4. Advanced Certificate in Technical and Vocational Education and Training 120 credits¹²
5. An original certified copy* of a National Diploma in Technical and Vocational Teaching* (N4-N6 certificates are required).
6. An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
7. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable (As at 1st of January 2019).
8. If studying towards a TVET NQF level 7 Diploma, the following additional documents must accompany the application form:
 - An original certified copy* of current registration from a Higher Education Institution (HEI) indicating the enrolled Initial Teacher Education (ITE) programme:
 - Advanced Diploma in Technical and Vocational Teaching (120 Credits)
 - Advanced Diploma in Technical and Vocational Education and Training (120 Credits) An original certified copy* of the initial qualification together with an original certified copy of a complete academic record indicating that the qualification has been completed and year of completion.

¹⁰ Original certified copy excludes copy of a copy

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¹¹ Policy of Professional Qualifications for Lecturers in Technical and Vocational Education and Training (2013): Pg. 10

¹² Policy of Professional Qualifications for Lecturers in Technical and Vocational Education and Training (2013): Pg. 17

4.3 Montessori Educators

1. A fully completed original application form.
2. An original certified copy*¹³ of a National Qualifications Framework (NQF) level 4 qualification as registered on the General and Further Education and Training (UMALUSI) Qualifications Sub-framework:
 - Senior Certificate/ National Senior Certificate (Colleges)
 - National Senior Certificate (NSC)
 - National Certificate (Vocational) Level 4
 - Senior Certificate (SC) (as amended in 2014)
3. An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
4. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable (As at 1st of January 2019).
5. An original certified copy* of a Montessori* qualification certificate¹⁴

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*Have a date stamp and not be older than three (3) months at the time of submission.

¹⁴ An original certified copy* of SAQA Certificate of Evaluation from South African Qualifications Authority (SAQA) for all qualifications obtained outside the Republic of South Africa irrespective of the year

4.4 Waldorf Educators

1. A fully completed original application form.
2. An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
3. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable (As at 1st of January 2019).
4. An original certified copy* of a Waldorf *¹⁵Qualifications certificate together with a complete academic record indicating that the qualification has being completed.

¹⁵ An original certified copy* of SAQA Certificate of Evaluation from South African Qualifications Authority (SAQA) for all qualifications obtained outside the Republic of South Africa irrespective of the year.



4.5 Islamic Educators

1. A fully completed original application form.
2. An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
3. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable (As at 1st of January 2019).
4. Original certified copy* of Islamic*¹⁶ Qualifications certificate recognised for registration with the Council.

¹⁶ An original certified copy* of SAQA Certificate of Evaluation from South African Qualifications Authority (SAQA) for all qualifications obtained outside the Republic of South Africa irrespective of the year.

4.6 Religious Educators

1. A fully completed original application form.
2. An original certified copy*¹⁷ of a National Qualifications Framework (NQF) level 4 qualification as registered on the General and Further Education and Training (UMALUSI) Qualifications Sub-framework:
 - Senior Certificate/ National Senior Certificate (Colleges)
 - National Senior Certificate (NSC)
 - National Certificate (Vocational) Level 4
 - Senior Certificate (SC) (as amended in 2014)
3. An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
4. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable (As at 1st of January 2019).
5. An original certified copy* of a completed Degree or Diploma (Certificate) in Theology*¹⁸.
6. An original certified copy* of a complete academic record indicating that the qualification has been completed and year of completion. The academic record must be on the University letterhead, dated, stamped and signed

¹⁷ Original certified copy excludes copy of a copy

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*Have a date stamp and not be older than three (3) months at the time of submission.

¹⁸ An original certified copy* of SAQA Certificate of Evaluation from South African Qualifications Authority (SAQA) for all qualifications obtained outside the republic of South Africa irrespective of the year.

4.7 Therapists/ Psychologists employed at a school

1. A fully completed original application form.
2. An original certified copy*¹⁹ of a National Qualifications Framework (NQF) level 4 qualification as registered on the General and Further Education and Training (UMALUSI) Qualifications Sub-framework:
 - Senior Certificate/ National Senior Certificate (Colleges)
 - National Senior Certificate (NSC)
 - National Certificate (Vocational) Level 4
 - Senior Certificate (SC) (as amended in 2014)
3. An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
4. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable (As at 1st of January 2019).
5. Original certified copy* Qualifications as a Therapist together with a complete academic record indicating that the qualification has been completed and year of completion. The academic record must be on the University letterhead, dated, stamped and signed
6. An Originally certified copy of current proof of registration²⁰ with The Health Professional Council of South Africa (HPCSA). Current registration card or certified copy of the electronic current proof of registration with HPCSA.

¹⁹ Original certified copy excludes copy of a copy

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²⁰ Proof of registration form HPCSA must be for the current year. Only registration cards will be accepted as proof of registration with HPCSA.

4.8 Music and Performing Arts Teachers (Only for teachers at special schools)

1. A fully completed original application form.
2. An original certified copy*²¹ of a National Qualifications Framework (NQF) level 4 qualification as registered on the General and Further Education and Training (UMALUSI) Qualifications Sub-framework:
 - Senior Certificate/ National Senior Certificate (Colleges)
 - National Senior Certificate (NSC)
 - National Certificate (Vocational) Level 4
 - Senior Certificate (SC) (as amended in 2014)
3. An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
4. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable (As at 1st of January 2019).
5. Original certified copy* a Music or Fine Arts diploma or degree qualification certificate (360 Credit Diploma or 480 Credit Degree) together with a complete academic record indicating that the qualification has been completed and year of completion. The academic record must be on the University letterhead, dated, stamped and signed

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4.9 Early Childhood Development (ECD) Practitioners

1. A fully completed original application form.
2. An original certified copy*²² of a National Qualifications Framework (NQF) level 4 qualification as registered on the General and Further Education and Training (UMALUSI) Qualifications Sub-framework:
 - Senior Certificate/ National Senior Certificate (Colleges)
 - National Senior Certificate (NSC)
 - National Certificate (Vocational) Level 4
 - Senior Certificate (SC) (as amended in 2014)
3. An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
4. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable (As at 1st of January 2019).
5. An original certified copy* OF **Early Childhood Development Certificate (ECD Level 4) 120 CREDITS** together with a certified copy* of a complete academic record indicating that the qualification has been completed and year of completion The academic record must be on the University letterhead, dated, stamped and signed, OR
6. An original certified copy* of **Early Childhood Development Certificate (ECD Level 5) 240 credits** together with a certified copy* of a complete academic record indicating that the qualification has been completed and the year of completion. The academic record must be on the University letterhead, dated, stamped and signed.

²² Original certified copy excludes copy of a copy

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4.9.1 Teachers at Special schools only

e.g. School of Skills, Sports Schools, Focused schools

1. A fully completed original application form.
2. An original certified copy* of a National Qualifications Framework (NQF) level 4 qualification as registered on the General and Further Education and Training (UMALUSI) Qualifications Sub-framework:
 - Senior Certificate/ National Senior Certificate (Colleges)
 - National Senior Certificate (NSC)
 - National Certificate (Vocational) Level 4
 - Senior Certificate (SC) (as amended in 2014)
3. An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
4. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable (As at 1st of January 2019).
5. An original certified copy* a relevant Diploma OR a relevant Degree (qualification Certificate) in the area of specialisation, **AND**
6. An original certified copy* of a complete academic record indication that the qualification has been completed and year of completion. The academic record must be on the University letterhead, dated, stamped and signed

5. Academically qualified and Professionally unqualified persons **STUDYING TOWARDS A POST GRADUATE CERTIFICATE IN EDUCATION (PGCE)**

1. A fully completed original application form.
2. An original certified copy* of a National Qualifications Framework (NQF) level 4 qualification as registered on the General and Further Education and Training (UMALUSI) Qualifications Sub-framework:
 - Senior Certificate/ National Senior Certificate (Colleges) or National Senior Certificate (NSC) or National Certificate (Vocational) Level 4 or Senior Certificate (SC) (as amended in 2014)
3. An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
4. An original certified copy* of the academic* qualification: 3-year Diploma or 3-year Degree (graduation certificate).
5. An original certified copy* of a complete academic record*(transcript) indicating that the qualification has been completed and year of completion. The academic record must be on the University letterhead, dated, stamped and signed.
6. In a situation where a qualification has been lost, an original certified copy* of a declaration from the Higher Education Institution (HEI) where the qualification was obtained or from the Department of Education is required. The declaration must indicate that the qualification was completed and a certificate was issued. This document must be on the HEIs'/ DBE/PED letterhead, dated, stamped and signed.
7. A certified copy of a South African Police Clearance Certificate not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services and be verifiable (As at 1st of January 2019).
8. **The registration status will be renewed annually up to three (3) years with a condition that every year proof of registration for a PGCE and progress thereof with a Higher Education Institution (HEI) is submitted to the Council.**