S A C E

South African Council for Educators

Towards Excellence in Education

SACE

REGISTRATION

Professionally Qualified Teachers

1.   **First time applicants must apply using the Online registration portal**

- Go to www.eservices.gov.za (if already registered on eservices, use your existing username and password to Login).
- Create a profile by username and password
- After creating a profile, you will have to login by using the username and password you have created.
- Do not start with the application unless you have all the required documents, including proof of payment (note that you cannot use a savings card to pay online).
- To start an application, scroll down to citizens and click on SACE.
- **All documents to be uploaded must be saved individually and in PDF format**

2.   **ID Document**

- ID Copy (Both side if it is a smart ID card)
  Non-SA Citizens
- A valid Passport and Permit
- Permit valid for six months or more at the time of submission to SACE
- Conditions of the permit allows the applicant to teach in SA

3.   **SAQA Evaluation report** for all qualification received outside of the Republic of South Africa including the matric certificate.
Only qualifications with 360 credits or more are recognised for registration purposes.

4.   **Matric Certificate OR** A & O Level if received outside the republic of SA.

5.   Police clearance certificate (Not a name clearance)

- Note that the police clearance is only valid for a period of six months from the date of issue.
- The police clearance certificate must not be older than six months at the time of submission to SACE.
- The Police Clearance Certificate must be verifiable.

6.   **Professional Teaching Qualifications:**

- For example, B.Ed., PGCE, NPDE, Diploma in grade R teaching, etc.
- A complete Academic record for the professional teacher's qualification on the University letter head and Signed.
- Indicate that the qualification has been completed and indicate the date of completion.

7.   **Those who studied for a PGCE, the following documents must also be submitted:**

- Academic Qualifications (qualification certificate).
- A complete Academic record for the academic qualification on the University letter head and signed and indicating that the qualification has been completed including the date of completion.

8.   **Proof of payment:** Proof of payment to be attached even if payment was made online.

- R200 SA citizen | R400 Non-SA citizens.
- go to www.sace.org.za and click on pay here to make a payment.
- The email received from SACE must be attached as proof of payment.
- Alternatively you can pay at the bank or via EFT and attach proof of payment with yourapplication.
- SACE banking details can be found on the SACE website.

All enquiries must be forwarded to info@sace.org.za

Student Teachers

1.   **First time applicants must apply using the Online registration portal**

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- Do not start with the application unless you have all the required documents, including proof of payment (note that you cannot use a savings card to pay online).
- To start an application, scroll down to citizens and click on SACE.
- **All documents to be uploaded must be saved individually and in PDF format**

2.   **SA Citizens**

- ID (Both side if it is a smart ID card)

<u>Non-SA Citizens</u>

- Passport attached and valid
- Permit valid for six months or more at the time of submission to SACE
- Conditions of the permit allows the applicant to teach in SA

- **SAQA Evaluation report** for all qualification received outside of the Republic of South Africa including the matric certificate.
- Only qualifications with 360 credits or more are recognised for registration purposes.

3. **Matric Certificate <u>OR</u>** A & O Level if matric received outside the republic of SA.

4. **Police clearance certificate (Not a name clearance)**
- Note that the police clearance is only valid for a period of six months from the date of issue.
- The police clearance certificate must not be older than six months at the time of submission to SACE.
- The Police Clearance Certificate must be verifiable.

5. **Proof of enrolment**

- Proof of enrolment for the current academic year for a professional teaching qualification. The proof must be on the university letter head and indicate that the student is registered.
  Indicate that the qualification has been completed and indicate the date of completion.

6. **Those who are studying towards a PGCE, the following documents must also be attacheed:**

- Academic Qualifications (Graduation Certificate for the junior Degree or Diploma) together with:
- A complete Academic record for the academic qualification on the University letter head and signed.
- Indicate that the qualification has been completed and indicate the date of completion.

7. **Proof of payment:** Proof of payment to be attached even if payment was made online.

- R200 SA citizen | R400 Non-SA citizens.
- go to www.sace.org.za and click on pay here to make a payment
- The email received from SACE must be attached as proof of payment.
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Professionally Unqualified

1. **First time applicants must apply using the Online registration portal**

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- Do not start with the application unless you have all the required documents, including proof of payment (note that you cannot use a savings card to pay online).
- To start an application, scroll down to citizens and click on SACE.
- **All documents to be uploaded must be saved individually and in PDF format**

2. **ID Document**

- ID Copy (Both side if it is a smart ID card)
- <u>Non-SA Citizens</u>
- A valid Passport and Permit
- Permit valid for six months or more at the time of submission to SACE
- Conditions of the permit allows the applicant to teach in SA

3. **SAQA Evaluation report** for all qualification received outside of the Republic of South Africa including the matric certificate.
   Only qualifications with 360 credits or more are recognised for registration purposes.

4. **Matric Certificate <u>OR</u>** A & O Level if studied outside the republic of SA.

5. **Police clearance certificate (Not a name clearance)**
- Note that the police clearance is only valid for a period of six months from the date of issue.
- The police clearance certificate must not be older than six months at the time of submission to SACE.
- The Police Clearance Certificate must be verifiable.

6. **Academic Qualifications: Qualification certificate: For example, BSc BCom, etc.**

7. **A complete Academic record for the academic qualification.**
- Be on the University letter head and Signed.
- Indicate that the qualification has been completed and indicate the date of completion.

8. **Those who are studied towards a PGCE, the following documents must also be attacheed:**
- Proof of registration for PGCE for the current academic year on the University letter head.
- Academic Qualifications (Junior Degree or Diploma) together with:
  A complete Academic record for the academic qualification on the University letter head and signed and indicate that the qualification has been completed and indicate the date of completion.

9. **Proof of payment:** Proof of payment to be attached even if payment was made online.

- R200 SA citizen | R400 Non-SA citizens.
- go to www.sace.org.za and click on pay here to make a payment
- The email received from SACE must be attached as proof of payment.
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TVET Lectures, ECD and AET Practitioners

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- Do not start with the application unless you have all the required documents, including proof of payment (note that you cannot use a savings card to pay online)
- To start an application, scroll down to citizens and click on SACE.
- **All documents to be uploaded must be saved individually and in PDF format**

2. **ID Document**
- ID Copy (Both side if it is a smart ID card)
  Non-SA Citizens
- A valid Passport and Permit
- Permit valid for six months or more at the time of submission to SACE
- Conditions of the permit allows the applicant to teach in SA

3. **SAQA Evaluation report** for all qualification received outside of the Republic of South Africa including the matric certificate.
- Only qualifications with 360 credits or more are recognised for registration purposes.

4. **Matric Certificate OR** A & O Level if received outside the republic of SA.

5. **Police clearance certificate (Not a name clearance)**
- Note that the police clearance is only valid for a period of six months from the date of issue.
- The police clearance certificate must not be older than six months at the time of submission to SACE.
- The Police Clearance Certificate must be verifiable.

6. **ECD Practitioners:**
- **(ECD Level 4 (120 credits)** certificate and a complete academic record indicating that the

  qualification has been completed and indicating the number of credits obtained **OR**
- **ECD Level 5 (240 credits)** certificate and a complete academic record indicating that the

  qualification has been completed and indicating the number of credits obtained.

7. **AET Practitioners**
- Higher certificate in Adult Education (certificate) and
- A complete Academic record indicating that the qualification has been completed and indicating the credits obtained.

8.   **TVET Lectuires**

- N3 Certificate plus a trade test; OR
- National diploma/Degree in technical subjects (360 0r 480 credits)
- A complete Academic record indicating that the qualification has been completed and indicating credits.

9.   **Proof of payment:** to be attached even if payment was made online.

- R200 SA citizen | R400 Non-SA citizens.
- go to www.sace.org.za and click on pay here to make a payment

   All enquiries must be forwarded to info@sace.org.za

Therapist/ Psychologist/ Social Workers

1.   **First time applicants must apply using the Online registration portal**

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- Create a profile by username and password
- After creating a profile, you will have to login by using the username and password you have created.
- Do not start with the application unless you have all the required documents, including proof of payment (note that you cannot use a savings card to pay online).
- To start an application, scroll down to citizens and click on SACE.
   All documents to be uploaded must be saved individually and in PDF format

2.   **ID Document**

- ID Copy (Both side if it is a smart ID card)
   Non-SA Citizens
- A valid Passport and Permit
- Permit valid for six months or more at the time of submission to SACE
- Conditions of the permit allows the applicant to teach in SA

3.   **SAQA Evaluation report** for all qualification received outside of the Republic of South Africa including the matric certificate.
- Only qualifications with 360 credits or more are recognised for registration purposes.

4.   **Matric Certificate** (including A & O Levels for those who studies outside SA)

5.   **Proof of current registration with the professional body, e.g. HPSCA**

6.   **Police clearance certificate (Not a name clearance)**
- Note that the police clearance is only valid for a period of six months from the date of issue.
- The police clearance certificate must not be older than six months at the time of submission to SACE.
- The Police Clearance Certificate must be verifiable.

7.   **Academic Qualifications:**

- Qualification certificate, for example, BSc BCom, etc.

- A complete Academic record for the academic qualification indicates that the qualification has been completed and indicates the date of completion.

8.   **Proof of payment:** to be attached even if payment was made online.

- R200 SA citizen | R400 Non-SA citizens.
- go to www.sace.org.za and click on pay here to make a payment.
- The email received from SACE must be attached as proof of payment.
- Alternatively you can pay at the bank or via EFT and attach proof of payment with your application.
- SACE banking details can be found on the SACE website.

   All enquiries must be forwarded to info@sace.org.za

Update/ renewals including request for duplicate SACE certificate

1. **Relevant Application Form:**
   - Update form for Updates/Renewals
   - Request for duplicate certificate for re-print
   - Downloaded from www.sace.org.za under registration.
   - Completed on both side.
   - Signed and Dated.

2. **Request for a duplicate registration certificate**
   - Relevent form (Request for duplicate certificate for re-print).
   - ID copy (Both side if it is a smart ID card)
   - Reprint of fee of R50.00

3. **For update: Completed update form together with the following documents:**
   - ID copy (both side if it is a smart ID card) for SA citizens.
   - Valid passport and permit for Non-SA citizens.
   - A valid police clearance certificate (name clearance and proof of application from SAPS will not be accepted).
   - **For Newly qualified teachers:** Qualification certificate together with an academic record indicating that the qualificaion has been completed (for those who are provisionally registered).
   - **For students' teachers:** Proof of registration with the University for the current year.

4. **Proof of payment:**
   - R50.00 update fee/reprint fee
   - go to www.sace.org.za and click on pay here to make a payment.
   - The email received from SACE must be attached as proof of payment.
   - Alternatively, you can pay at the bank or via EFT and attach proof of payment with your request.
   - SACE banking details can be found on the SACE website under pay here.
   - **NB: Proof of payment must be attached to the application even if you have emailed it.**

5. **All documents must be emailed to one of the below email addresses:**
   - **update.freestate@sace.org.za**
   - **update.limpopo@sace.org.za**
   - **update.centurion@sace.org.za**
   - **update.kzn@sace.org.za**

     All enquiries must be forwarded to info@sace.org.za

Request for a letter of Good Standing

1.   Update form (downloaded from www.sace.org.za under registration)
- Completed on both side
- Signed and Dated.

2.   A formal request, indicating the reasons for requesting a letter of good standing

3.   Identity Copy
- (Both side if it is a smart ID card)
- Non-SA Citizens
- A valid Passport

4.   Proof of payment:
- R400.00
- SACE annual fees must be up to date.
- The letter will not be issued if there are any outstanding annual fees. Go to www.sace.org.za, and click on **pay here** to make a payment.
- go to www.sace.org.za and click on pay here to make a payment.
- The email received from SACE must be attached as proof of payment.
- Alternatively you can pay at the bank or via EFT and attach proof of payment with your request.
- SACE banking details can be found on the SACE website.

5.   A certified copy of a valid South African Police clearance certificate from SAPS.
- The PCC must not be older than six months or less at the time of request.

   NB: Only Police Clearance Certificate from SAPS will be accepted (Not from Afiswitch or any o

6.   A current testimonial letter from a school in South Africa
- The letter must not be older than three months at the time of submission to SACE.
- The letter must be on the school's letter head, dated, signed and stamped.
- The letter of Good Standing will not be issued to teachers who never taught in South Africa for a period of one year or more.

7.   The letter will be issued within 30 days of request.

8.   The request must be emailed to update.centurion@sace.org.za

   All enquiries must be forwarded to info@sace.org.za

CONTACT US

GAUTENG

PHYSICAL ADDRESS:

CROSSWAY OFFICE PARK, BLOCK 1 , 240 LENCHEN AVENUE, CENTURION, 0183

POSTAL ADDRESS:

SOUTH AFRICAN COUNCIL FOR EDUCATORS (SACE), PRIVATE BAG X127, CENTURION, 0046

TEL: 086 1007 223 | FAX: 012 663 9238 OR 012 679 972 | EMAIL: info@sace.org.za

FREE STATE

PHYSICAL ADDRESS:

33 REID STREET, SUITE 2 & 4 WESTDENE, BLOEMFONTEIN, 9301

TEL: 012 663 9517 | EMAIL: info@sace.org.za

KWAZULU-NATAL

PHYSICAL ADDRESS:

21 JOE SLOVO STREET, ZUMAYSHA BUILDING DURBAN, 4001

TEL: 012 663 9517 | EMAIL: info@sace.org.za

LIMPOPO

PHYSICAL ADDRESS:

Hoër Tegniese Skool Tom Naude
226 Potgieter Ave,
Eduanpark,
Polokwane,
0700
(Entrance on Dap Naude street)

OFFICE HOURS:
Mon - Fri (08:00 - 16:30)
FACEBOOK:
https://www.facebook.com/SACE
TWITTER:
https://twitter.com/SACE9

SACE
REGISTRATION