



UPDATING OR RENEWING PROVISIONAL REGISTRATION

**Newly Qualified Teachers with SACE Provisional
Registration Letters, Wanting to Update from
Provisional Status to Full Registration Status**

INTRODUCTION

- As an employer, SACE has a responsibility to protect its staff and workplace from COVID-19. Therefore, in line with COVID-19 compliance requirements, regulations and an appeal made by Department of Employment and Labour to minimise contact with people and public in the workplaces, SACE will not be:
 - **Opening its offices physically for providing any of the services to the teachers, including the professional registration of teachers; and**
 - **Administering onsite registration through the walk-ins until further notice.**
- In line with the above, virtual and online processes are in place to assist with new registration and updating or renewing provisional registration as well as dealing with issuing of the letters of professional standing.
- Educators will receive various documents, through this platform, addressing different areas in registration such as:
 - new registration through online service,
 - dealing with the police clearance certificate,
 - renewal or updating of provisional registration status,
 - requirements for graduation certificates and others.

Therefore, in this document we are dealing with **UPDATING OR RENEWAL OF PROVISIONAL REGISTRATION STATUS** as follows:

Newly Qualified Teachers with SACE Provisional Registration Letters, Wanting to Update from Provisional Status to Full Registration Status

- Please Go to the SACE website (www.sace.org.za) to download **Update Form**
- Click on **REGISTRATION**, then choose **UPDATE FORM**
- Complete the form on both sides. Sign and date it.

The following supporting certified documents must be attached:

- SA ID (**printed both sides in case of smart cards**) / valid passport and permit
- for foreign nations (**the permit must be valid for a period of six months or more at the time of submission of the application to SACE. Conditions of the permit allows the applicant to teach in South Africa**)

- **South African Police clearance certificate (Not a name clearance certificate)**
- The police clearance must not be older than six months or more at the time of submission to SACE, and it must be verifiable
- SA ID (both side if it is a smart ID card)
- Qualification certificate together with a complete academic record indicating that the qualification has been completed. The academic record must be an official document, on the University letter head; and
- Proof of R50.00 payment.

PAYMENT METHODS

Online Payment

- Go to www.sace.org.za. Click on: **pay here to make a payment**
- You will receive the payment email from SACE.
- The payment email received from SACE must be attached as proof of payment)

EFT Payment / Bank Deposit

- Alternatively, you can pay at the bank or via EFT and attach proof of payment with your request.
- SACE Banking Details are as follows:

BANKING DETAILS:

Account holder: South African Council for Educators

Bank name: Nedbank

Branch name: Pretoria

Branch code: 146245

Account no: 1462 00 1653

Account type: Current account

Reference no: Your ID Number

SENDING ALL THE REQUIRED DOCUMENTS TO SACE

- Please save all your documents in PDF (scanned update / renewal application form, expired letter of registration if available and certified copies of your supporting documents), .
- Please send all the PDF saved documents to **ONE of the following email addresses only**, and please choose the province that is nearer to you:
 - update.centurion@sace.org.za
 - update.limpopo@sace.org.za
 - update.Kzn@sace.org.za
 - Update.freestate@sace.org.za
- The turnaround time for processing the application will be between 5 and 7 working days.
- Should you not hear from us after 7 days, please contact SACE at info@sace.org.za
- All registration letters / certificates will be sent to you via email (only original certificates will be sent via post office after being emailed)
- **No collections will be allowed from any of the SACE office until further notice.**

PLEASE NOTE THE FOLLOWING

- All registration certificates will be sent to you via email
- Originals Registration certificates will be sent through the post office
- **No collections will be allowed from any of the SACE office**
- All supporting documents copies must be certified including the Police clearance certificate;
- Certification must
 - be original and clear;
 - state true copy of original;
 - must be dated and the date not be older than 3 Months at the time of submission
- Copies of Registration certificates will be forwarded via email.