



## REGISTRATION REQUIREMENTS

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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.

## A. Professionally Qualified Educators

1. All Applications for registration must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message that your profile already exists, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details

### **4. Compulsory documents required for registration as a professionally qualified teacher**

- 5.1 Identity Document for SA citizens (Both side if it is a smart ID card)
- 5.2 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)
- 5.3 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted.

**Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**

- 5.4 Professional Teaching Qualifications: for example, B.Ed., PGCE, NPDE, Diploma in grade R teaching, etc. together with;
- 5.5 A complete Academic record for the professional teaching qualification indicating that the qualification has been completed and indicate the date of completion and relevant credits. The Academic record must be on the University letter head, be signed and have an official University stamp.
- 5.6 In a situation where a qualification has been lost, 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.
- 5.7 Proof of payment for Registration fee of R200.00 (Visit the SACE website for Banking details)

### **6. Those who studied towards a Post Graduate Certificate in Education (PGCE), the following additional documents must be submitted with the above documents:**

- 6.1 Academic Qualifications (Junior qualification certificate) together with;
- 7.1 A complete Academic record for the Junior qualification indicating that the qualification has been completed and indicate the date of completion and relevant credits. The Academic record must be on the University letter head and have an official University stamp.

### **Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated
- All documents must be saved in PDF
- Pictures and screenshots will not be accepted
- All copies must be clear and visible



## B. Provisional Registration: Student teachers

Kindly note that the provisional registration of student teachers by SACE is not for employment purposes

1. All Applications for registration must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message that your profile already exists, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details

4. **Compulsory documents required for registration as a Student Teachers**

- 4.1 Identity Document for SA citizens (Both side if it is a smart ID card)
- 4.2 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)
- 4.3 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted.

**Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**

- 4.4 Current proof of registration from a recognised & accredited Higher Education Institution indicating the enrolled Teacher Education Qualification together with;  
A copy of the academic record (post 1<sup>st</sup> years of study). The academic record must be on the University letterhead, dated and have an official university stamp.

- 4.5 Proof of payment for Registration fee of R200.00 (Visit the SACE website for Banking details)

5. **Those who studied towards a Post Graduate Certificate in Education (PGCE), the following additional documents must be submitted with the above documents:**

- 5.1 Academic Qualifications (Junior qualification certificate) together with;
- 5.2 A complete Academic record for the Junior qualification indicating that the qualification has been completed and indicate the date of completion and relevant credits. The Academic record must be on the University letter head and have an official University stamp. **Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated
- All documents must be saved in PDF
- Pictures and screenshots will not be accepted
- All copies must be clear and visible

### C. Foreign Applicants Professionally Qualified Educators

1. All Applications for registration must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) (<https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message that your profile already exists, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details

4.

5. **Compulsory documents required for registration as a professionally qualified teacher**

- 5.1 a valid passport and a valid work permit **OR** valid passport and a Permanent Residence Permit **OR** a valid Refugee permit together with a valid Refugee ID **OR** A valid Asylum seeker permit
- 5.2 All permits must be valid for a period of six months and above at the time of submission and Conditions of the permit must allow the applicant to teach in South Africa
- 5.3 Latest/ recent evaluation report from SAQA, indicating the relevant credits and NQF with a QR Code. A & O levels (must also be evaluated by SAQA)\_Latest/ recent evaluation report from SAQA, indicating the relevant credits and NQF with a QR Code, **OR**
- 5.4 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) if matric was done in South Africa
- 5.5 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted.

**Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**

- 5.6 Professional Teaching Qualifications: for example, B.Ed., PGCE, etc. together with;
- 5.7 A complete Academic record for the professional teaching qualification indicating that the qualification has been completed and indicate the date of completion and relevant credits. The Academic record must be on the University letter head, be signed and have an official university stamp.
- 5.8 All qualifications must have 360 credits or more
- 5.9 Proof of payment for Registration fee of R400.00 (Visit the SACE website for Banking details)

6. **Those who studied towards a Post Graduate Certificate in Education (PGCE), the following additional documents must be submitted with the above documents:**

- 6.1 Academic Qualifications (Junior qualification certificate) together with;
- 6.2 A complete Academic record for the Junior qualification indicating that the qualification has been completed and indicate the date of completion and relevant credits. The Academic record must be on the University letter head and have an official University stamp.

**Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated



- All documents must be saved in PDF

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- All copies must be clear and visible

#### D. Foreign Applicants: Student Teachers

1. All Applications for registration must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) (<https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message **that your profile already exists**, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details
4. **Compulsory documents required for registration as a student teacher**
  - 6.1 a valid passport and a valid work permit/ Study permit **OR** valid passport and a Permanent Residence Permit **OR** a valid Refugee permit together with a valid Refugee ID **OR** A valid Asylum seeker permit
  - 6.2 **All permits must be valid for a period of six months and above at the time of submission and Conditions of the permit must allow the applicant to teach in South Africa**
  - 6.3 **An evaluation report from SAQA, indicating the relevant credits and NQF for all qualifications obtained outside South Africa**
  - 6.4 A & O levels (**must also be evaluated by SAQA**) **OR**
  - 6.5 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) if matric was done in South Africa
  - 6.6 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted.

**Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**

- 6.7 Current proof of registration from a South African recognised & accredited Higher Education Institution indicating the enrolled Teacher Education Qualification and;
- 6.8 A copy of the academic record (post 1<sup>st</sup> years of study). The academic record must be on the University letterhead, dated and have an official University stamped
- 6.9 Proof of payment for Registration fee of R400.00 (Visit the SACE website for Banking details)
7. **Those who studied towards a Post Graduate Certificate in Education (PGCE), the following additional documents must be submitted with the above documents:**
  - 7.1 Academic Qualifications (Junior qualification certificate) together with;
  - 7.2 A complete Academic record for the Junior qualification indicating that the qualification has been completed and indicate the date of completion and relevant credits. The Academic record must be on the University letter head and have an official University stamp.

#### **Please note the following:**

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- All copies must be clear and visible

## E. Special Registration Categories

### ➤ Community Education and Training Centers (CETC's) Practitioners

1. All Applications for registrations must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message that **your profile already exists**, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details

#### 4. **Compulsory documents required for registration as a CET Practitioner**

- 4.1 Identity Document for SA citizens (Both side if it is a smart ID card)
- 4.2 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)
- 4.3 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted.

**Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**

- 4.4 National Higher Certificate: ABET/AET Practice (120 credits or more) OR National Diploma in ABET/AET Practice (NQF level 5)
- 4.5 A complete academic record indicating that the qualification has been completed and indicating the relevant credits. (The academic record must be on an official University letter head and must have an official University stamp)
- 4.6 Proof of payment for Registration fee of R200.00 (Visit the SACE website for Banking details)

#### **Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated
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➤ **Early Childhood Development (ECD) Practitioners**

1. All Applications for registration must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message that **your profile already exists**, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details

4. **Compulsory documents required for registration as a CET Practitioner**

4.1 Identity Document for SA citizens (Both side if it is a smart ID card)

4.2 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)

4.3 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted.

**Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**

4.4 National Higher Certificate: ECD (120 credits or more) OR National Diploma in ABET Practice (NQF level 5)

4.5 A complete academic record indicating that the qualification has been completed and indicating the relevant credits. (The academic record must be on an official University letter head and must have an official University stamp)

4.6 Proof of payment for Registration fee of R200.00 (Visit the SACE website for Banking details)

**Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated
- All documents must be saved in PDF
- Pictures and screenshots will not be accepted

➤ **Technical and Vocational Education and Training (TVET) Lecturers**

1. All Applications for registration registrations must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message that **your profile already exists**, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details

4. **Compulsory documents required for registration as a TVET Lecturer**

4.1 Identity Document for SA citizens (Both side if it is a smart ID card)



- 4.2 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)
- 4.3 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted. **Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**
- 4.4 **Copy of qualification Certificate (TVET qualifications), For example:**
- Diploma in Technical and Vocational Teaching (Dip TVT) NQF L6
  - Advanced Diploma in Technical and Vocational Teaching (Adv Dip TVT) NQF L7
  - Bachelor of Education in Technical and Vocational Teaching (B Ed TVT) NQF L7
  - Advanced Certificate in Technical and Vocational Education Teaching (Adv Cert TVET) NQF L6
  - Advanced Diploma in Technical and Vocational Education Teaching (Adv Dip TVET) NQF L7
  - Post graduate Diploma in Technical and Vocational Education and Teaching (PGDip TVET) NQF L8
- 4.5 And complete academic record indicating that the qualification has been completed and indicating the relevant credits. (The academic record must be on an official University letter head and must have an official University stamp)
- 4.6 Proof of payment for Registration fee of R200.00 (Visit the SACE website for Banking details)

**Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated
- All documents must be saved in PDF
- Pictures and screenshots will not be accepted

1.

➤ Teachers at a Technical/ Vocational Schools

1. All Applications for registration/ Update must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message **that your profile already exists**, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details
4. **Compulsory documents required for registration as a teacher at a Technical/ Vocational school**
  - 4.1 Identity Document for SA citizens (Both side if it is a smart ID card)
  - 4.2 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)
  - 4.3 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted. **Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**
  - 4.4 Proof of payment for Registration fee of R200.00 (Visit the SACE website for Banking details)
  - 4.5 **Copy of qualification Certificate (Technical qualifications), For example:**

○ NTC III (N3) plus Trade Test Certificate

**Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated
- All documents must be saved in PDF
- Pictures and screenshots will not be accepted

### ➤ Montessori Educators

1. All Applications for registration/ Update must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message **that your profile already exists**, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details
4. **Compulsory documents required for registration as a Montessori Teacher**
  - 4.1 Identity Document for SA citizens (Both side if it is a smart ID card)
  - 4.2 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)
  - 4.3 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted. **Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**
  - 4.4 Proof of payment for Registration fee of R200.00 (Visit the SACE website for Banking details)
  - 4.5 Copy of qualification Certificate (Montessori qualifications) and an official academic record indicating completion, on the University letter head and must have an official University stamp ( Where applicable)

#### **Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated
- All documents must be saved in PDF
- Pictures and screenshots will not be accepted

### ➤ Waldorf Educators

1. All Applications for registration/ Update must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message that **your profile already exists**, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details
4. **Compulsory documents required for registration as a Waldorf Teacher**
  - 4.1 Identity Document for SA citizens (Both side if it is a smart ID card)



- 1.
- 4.2 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)
- 4.3 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted. **Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**
- 4.4 Proof of payment for Registration fee of R200.00 (Visit the SACE website for Banking details)
- 4.5 Copy of qualification Certificate (Waldorf qualifications) and an official academic record indicating completion, on the University letter head and must have an official University stamp (Where applicable)

**Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated
- All documents must be saved in PDF
- Pictures and screenshots will not be accepted

1.

➤ Religious Educators

1. All Applications for registration/ Update registrations must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message that **your profile already exists**, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details
4. **Compulsory documents required for registration as a Religious Teacher**
  - 4.1 Identity Document for SA citizens (Both side if it is a smart ID card)
  - 4.2 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)
  - 4.3 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted. **Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**
  - 4.4 Proof of payment for Registration fee of R200.00 (Visit the SACE website for Banking details)
  - 4.5 Copy of qualification Certificate (Religious qualifications)
  - 4.6 A complete academic record indicating that the qualification has been completed and relevant credits must be attached for those with 3- and 4-years qualifications (360 credits and more) . The academic record must be on a University letter head and have an official University stamp.

**Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated
- All documents must be saved in PDF
- Pictures and screenshots will not be accepted

➤ Therapists/ Psychologists / Social workers seeking employment

1. All Applications for registration/ Update registrations must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message that **your profile already exists**, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details

- 1.
4. **Compulsory documents required for registration for all Therapists / Psychologist/ Social workers**
  - 4.1 Identity Document for SA citizens (Both side if it is a smart ID card)
  - 4.2 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)
  - 4.3 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted. **Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**
  - 4.4 Relevant Qualifications (360/ 480 credits diploma or Degree) together with a
  - 4.5 A complete Academic record indicating that the qualification has been completed and indicate the date of completion and relevant credits. The Academic record must be on the University letter head, be signed and have an official University stamp,
  - 4.6 Current proof of registration with the relevant professional body e.g., HPCSA
  - 4.7 Proof of payment for Registration fee of R200.00 (Visit the SACE website for Banking details)

**Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated
- All documents must be saved in PDF
- Pictures and screenshots will not be accepted
- All copies must be clear and visible

➤ **Music and Performing Arts Teachers**

1. All Applications for registration/ Update must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message that your profile already exists, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details
4. **Compulsory documents required for registration as a Teacher under Performing Arts**
  - 4.1 Identity Document for SA citizens (Both side if it is a smart ID card)
  - 4.2 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)



- 1.
- 4.3 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted. **Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**
- 4.4 Relevant Qualification Certificate (360/ 480 credits diploma or Degree) together with;
- 4.5 A complete Academic record indicating that the qualification has been completed and indicate the date of completion and relevant credits. The Academic record must be on the University letter head, be signed and have an official University stamp.
- 4.6 Proof of payment for Registration fee of R200.00 (Visit the SACE website for Banking details)

**Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated
- All documents must be saved in PDF
- Pictures and screenshots will not be accepted
- All copies must be clear and visible



## F. Conditional registration: Academically qualified and professionally unqualified persons

1. All applications for registration/ Update registrations must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message that your profile already exists, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details
4. **Compulsory documents required for registration as Professionally unqualified**
  - 4.1 Identity Document for SA citizens (Both side if it is a smart ID card)
  - 4.2 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)
  - 4.3 A valid Police clearance certificate (Not a name clearance). The police clearance certificate must not be older than six months at the time of submission to SACE. Note the office will verify all Police Clearance Certificates and unverifiable documents will not be accepted. **Note that should the Police clearance indicate SAPS verification, an official report from SAPS indicating the nature of the offence must be attached.**
  - 4.4 Academic Qualifications: for example, B.A., BCom, B.Sc., etc. together with;
  - 4.5 A complete Academic record for the academic qualification indicating that the qualification has been completed and indicate the date of completion and relevant credits. The Academic record must be on the University letter head, be signed and have an official University stamp.
  - 4.6 Proof of payment for Registration fee of R200.00 (Visit the SACE website for Banking details)
  - 4.7 Current Proof of registration for a Post Graduate Certificate in Education (PGCE). Proof of registration must be on a University letter Head and have an official University stamp,
5. **Those who studied towards a Post Graduate Certificate in Education (PGCE), the following additional documents must be submitted with the above documents:**
  - 5.1 Academic Qualifications (Junior qualification certificate) together with;
  - 5.2 A complete Academic record for the Junior qualification indicating that the qualification has been completed and indicate the date of completion and relevant credits. The Academic record must be on the University letter head and have an official University stamp.

### **Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated
- All documents must be saved in PDF
- Pictures and screenshots will not be accepted
- All copies must be clear and visible

#### **E. Requirements for a duplicate registration certificate**

1. All requests for a duplicate SACE registrations certificate must be done via the online registration portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)
2. If you receive a message that your profile already exists, this means that you are already registered on the eservices. Do not create a new profile, proceed directly to login.
3. If you have forgotten your Login details, click on forgot username/ password and to reset your login details
4. **Compulsory documents required for registration as Professionally unqualified**
  - Identity Document for SA citizens (Both side if it is a smart ID card)
  - Proof of payment for R50.00 reprint fee
  - All qualifications and academic records. On the University letter head and with an official University stamp.

#### **Please note the following:**

- All copies must be recently certified (not older than 6 months) and Certification must indicate true copy of original and be dated
- All documents must be saved in PDF
- Pictures and screenshots will not be accepted
- All copies must be clear and visible

NOTE that no duplicate certificate will be issued if membership fees are not paid/ up- to date.