



REGISTRATION REQUIREMENTS: July 2018

Table of Contents

Contents

1.SOUTH AFRICAN COUNCIL FOR EDUCATORS ACT NO. 31 OF 2000 AS AMENDED	2
2.Full registration: Qualified Educators with Professional Teaching Qualification only.....	3
3.Provisional Registration: Pre-service (student teachers).....	4
4.Foreign applications inclusive of Pre-service (student teachers)	5-6
5.Persons who are academically qualified and employed at special schools.....	7-16
6.Request for reprints/ updates and letter for Good Standing.....	17-22



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. (download form for professionally qualified educators from www.sace.org.za)
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 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 (SAPS) and be verifiable.
9. Registration fee of R200.00

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 six (6) months at the time of submission.



2. Provisional Registration: Student teachers

NB: Kindly note that SACE provisional registration of student teachers is not for employment purposes

1. A fully completed original application form. (download form for student educators from www.sace.org.za)
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 (SAPS) and be verifiable.
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**

³ Original certified copy excludes copy of a copy

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

*Have a date stamp and not be older than six (6) months at the time of submission.

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.



- 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.
7. Registration fee of R200.00

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 seeker 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. (download form for professionally qualified- NON- SA Citizens from www.sace.org.za)
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 from SAPS not older than six (6) months at the time of submission. The clearance certificate must have a reference number from South African Police Services (SAPS) 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

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*Have a date stamp and not be older than six (6) 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.



Education Institution (HEI) indicating that the qualification has been completed and the year of completion as submitted to SAQA.

7. Registration fee of R400.00

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

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. (download form for Non- SA student teachers from www.sace.org.za)
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 (SAPS) 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.
8. Registration fee of R400.00

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. (download form for special category from www.sace.org.za)
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.
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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7. Registration fee of R200.00

4.2 Technical and Vocational Education and Training (TVET) Lecturers

1. A fully completed original application form. (download form for special category from www.sace.org.za)
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) OR National Senior Certificate (NSC) OR 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) **OR**
 - *(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 credits **OR**¹²
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 (SAPS) and be verifiable.
8. If studying towards a TVET NQF level 7 Diploma, the following additional documents must accompany the application form:

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*Have a date stamp and not be older than six (6) months at the time of submission.

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



- An original certified copy* of current registration from a Higher Education Institution (HEI) indicating the enrolled Initial Teacher Education (ITE) programme for:
 - Advanced Diploma in Technical and Vocational Teaching (120 Credits) together with an original certified copy of a complete academic record indicating that the qualification has been completed and year of completion **OR**
 - 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.
9. Registration fee of R200.00

4.3 Montessori Educators

1. A fully completed original application form. (download form for special category from www.sace.org.za)
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); 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 (SAPS) and be verifiable.
5. An original certified copy* of a Montessori* qualification certificate¹⁴
6. Registration fee of R200.00.

¹³ 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 six (6) 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. (download form for special category from www.sace.org.za)
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 (SAPS) and be verifiable.
4. An original certified copy* of a Waldorf *¹⁵Qualifications.
5. Registration fee of R200.00

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.



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*Have a date stamp and not be older than six (6) months at the time of submission.

¹ 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 Religious Educators

1. A fully completed original application form. (download form for special category from www.sace.org.za)
2. An original certified copy*¹⁶ 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 (SAPS) and be verifiable.
5. An original certified copy* of a completed Religious qualification*¹⁷.
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.
7. Registration fee of R200.00

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¹⁷ 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 Therapists/ Psychologists / Social workers seeking employment as per SASA

1. A fully completed original application form. (download form for special category from www.sace.org.za)
2. An original certified copy*¹⁸ 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 (SAPS) and be verifiable.
5. Original certified copy* of a relevant Degree/ Diploma 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 registration¹⁹ with the relevant professional body (Not a certificate of registration).
7. Registration fee of R200.00.

¹⁸ Original certified copy excludes copy of a copy

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*Have a date stamp and not be older than six (6) months at the time of submission.

¹⁹ Proof of registration form HPCSA must be for the current year. Only registration cards will be accepted as proof of registration with HPCSA.



4.7 Music and Performing Arts Teachers (teachers at special schools)

1. A fully completed original application form. (download form for special category from www.sace.org.za)
2. An original certified copy*²⁰ 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 (SAPS) and be verifiable.
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.
6. Registration fee of R200.00.

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4.8 Early Childhood Development (ECD) Practitioners

1. A fully completed original application form. (download form for special category from www.sace.org.za)
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); 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 (SAPS) and be verifiable.
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

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- 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.
 7. Registration fee of R200.00.

4.9 Teachers at Special schools

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

1. A fully completed original application form. (download form for special category from www.sace.org.za)
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. 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 (SAPS) and be verifiable.
5. An original certified copy* a relevant Diploma OR Degree (qualification Certificate) in the area of specialisation, **AND**
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.
7. Registration fee of R200.00.



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*Have a date stamp and not be older than six (6) months at the time of submission.

4.10 Academically qualified and Professionally unqualified persons

1. A fully completed original application form. (download form for special category from www.sace.org.za)
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)
- 5 An original certified copy* of a South African green barcoded ID book or a Smart ID card (both sides).
- 6 An original certified copy* of the academic* qualification: 3-year Diploma (360) or 3-year Degree (480) (graduation certificate).
- 7 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.
- 8 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.
- 9 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 (SAPS) and be verifiable.



- 10 The registration status will be renewed annually up to three (3) years with a condition that every year proof of registration for a Post Graduate Certificate in Education (PGCE) and progress thereof with a Higher Education Institution (HEI) is submitted to the Council.
- 11 Registration fee of R200.00.

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5 Request for a reprint

A request for a SACE certificate to be reprinted must be accompanied by the following:

- A request for a reprint form (download a reprint form from www.sace.org.za)
- A clearly certified copy of the green barcoded ID book smart card (both side of the card must be attached).
- Certified copy of proof of change of surname if using a different surname from the one registered with.
- R50. 00 reprint fee.

All copies must be certified

- Certification must be done 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 six (6) months at the time of submission.
- Certification must be original (copy of certification will not be accepted)

6 Request for a letter of professional standing

A request for a letter of good and professional standing must be accompanied by the following:

- SACE update form (download form for professionally qualified from www.sace.org.za)
- A formal letter of request including all personal details, reasons for the request, SACE registration number and the forwarding address.
- A South African Police Clearance Certificate from SAPS not older than six months at the time of submission.
- A clearly certified copy of the green barcoded ID book/ smart card (both side it is a smart ID card) OR Valid passport and permit.
- A current testimonial letter from the last south African school where one is/was employed.
- R400.00 administration fee
- Proof that all SACE annual fees are paid in full



The office will first determine if the educator did not bridge the SACE Code of Ethics before the said letter is issued. Note that this process might take up-to a month and applicants are advised to apply on time. Further note that the letter of Professional Standing will not be issued on the spot.

ALL COPIES MUST BE CERTIFIED

- Certification must be done 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 six (6) months at the time of submission.
- Certification must be original (copy of certification will not be accepted)



Requirements for an update or extension of a provisional registration

A request for an update for a provisional registration for student educators must be accompanied by the following:

For all South African Citizens

- An update form (downloaded from www.sace.org.za)
- A copy of the previous SACE provisional letter
- Copy of the green barcoded ID book or smart ID card (both side of the card must be attached).
- R50. 00 administrative fee.
- A 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. The SAPS reference number should be clearly visible.
- If still studying towards a teacher qualification, a Copy* of current proof of registration from a Higher Education Institution (HEI) indicating the enrolled Initial Teacher Education (ITE) programme and academic year together with a copy* of academic record* (post 1st year of study). Proof of registration should state that you are currently enrolled for the academic year, be on the university letterhead, stamped and dated and
- The academic record on the University letter head and must have a University stamp
- If the qualification has been completed, a Copy of the qualification certificate AND a copy* of a complete academic record indicating that the qualification has been completed and year of completion is required before full registration and a SACE certificate can be issued. The academic record must be on the university letterhead, stamped and dated. Internet printouts will not be accepted.

All copies must be certified.

- Certification must be done 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 six (6) months at the time of submission.
- Certification must be original (copy of certification will not be accepted)



For all non- South African Citizens

- An update form for non- SA Citizens (downloaded from www.sace.org.za)
- A copy of the SACE provisional letter
Copy* of a valid passport and a work permit (to each in South Africa) valid.

All the conditions of the work permit must allow the permit holder to teach in South Africa.

NB: A permit must be valid for six months or more at the time of submission.

- Copy of proof of change of surname if using a different surname from the one registered with.
- Copy of a valid passport and study permit for student educators studying towards a B.Ed. or PGCE only. The permit must be valid for six months or more at the time of submission.
- Copy of a Refugee permit together with a Refugee ID valid for six months or more at the time of submission.
- Copy of a valid passport and a Permanent Residence Permit from the Department of Home Affairs (DHA).
- A copy of an Asylum seekers permits valid for six months or more at the time of submission.

Please note: All the conditions of the work permit must allow the permit holder to teach in South Africa. NB: A permit must be valid for six months or more at the time of submission.

- R50. 00 administrative fee.
- A 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. The SAPS reference number should be clearly visible.
- **If still studying** towards a teacher qualification, a Copy* of current proof of registration from a Higher Education Institution (HEI) indicating the enrolled Initial Teacher Education (ITE) programme and academic year together with a copy* of academic record* (post 1st year of study). Proof of registration should state that you are currently enrolled for the academic year, be on the university letterhead, stamped and dated.
- **If the** qualification has been completed, a Copy of the qualification certificate AND a copy* of a complete academic record indicating that the qualification has been completed and year of completion is required before full registration and a SACE



certificate can be issued. The academic record must be on the university letterhead, stamped and dated. Internet printouts will not be accepted.

All copies must be certified.

- Certification must be done 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 six (6) months at the time of submission.
- Certification must be original (copy of certification will not be accepted)

6.1 A request for an extension for a provisional registration with conditions must be accompanied by the following documents:

For South African Citizens:

- Update form for SA Citizens downloaded from www.sace.org.za
- A copy of the previous SACE provisional letter
- A certified Copy of the green barcoded ID book /smart ID card (both side of the card must be attached)
- A certified copy of a valid temporary ID in a situation where the ID has been lost. Note that a temporary ID is only valid for three months.
- A certified Copy of proof of change of surname if using a different surname from the one registered with.
- A 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. The SAPS reference number should be clearly visible. (As at 1st January 2019 for all applicants irrespective of Country of origin).
- R50. 00 administrative fee.
- Proof of current registration for a Post Graduate Certificate in Education (PGCE). a Copy* of current proof of registration from a South African Higher Education Institution (HEI) indicating the enrolled Initial Teacher Education (ITE) programme and academic year together with a copy* of academic record* (post 1st year of study). Proof of registration should state that you are currently enrolled for the academic year, be on the university letterhead, stamped and dated.

ALL COPIES MUST BE CERTIFIED

- Certification must be done 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 six (6) months at the time of submission.
- Certification must be original (copy of certification will not be accepted)

For all non- South African Citizens

- Update form for Non- SA Citizens downloaded from www.sace.org.za
- A copy of the old SACE provisional letter
- Copy* of a valid passport and a valid work permit (to each in South Africa)
- Copy of proof of change of surname if using a different surname from the one registered with.
- Copy of a valid passport and study permit for student educators studying towards a B.Ed. or PGCE only.
- Copy of a valid passport and a Permit from the Department of Home Affairs (DHA).

All the conditions of the work permit must allow the permit holder to teach in South Africa.

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

- R50. 00 administrative fee.
- Proof of current registration for a Post Graduate Certificate in Education (PGCE). a Copy* of current proof of registration from a South African Higher Education Institution (HEI) indicating the enrolled Initial Teacher Education (ITE) programme and academic year together with a copy* of academic record* (post 1st year of study). Proof of registration should state that you are currently enrolled for the academic year, be on the university letterhead, stamped and dated.
- a 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. The SAPS reference number should be clearly visible.

NO EXTENTION WILL BE GRANTED WITHOUT CURRENT PROOF OF REGISTRATION TOWARDS A RECOGNISED (PGCE) TEACHER QUALIFICATION: EXCEPT FOR THE FOLLOWING GROUP:

- Music and fine Arts



- Montessori
- Waldorf
- Religious
- Islamic
- Technical and Vocational Education and Training (TVET) Lecturers
- Community Education and Training Centers (CETC's) Practitioners --- ABET & AET
- Therapists (Current proof of registration is a requirement. Note that only a registration card from HPCSA will be accepted as proof of registration.)
- Sports teachers employed in sports school only. (Not sports coaches). Physical educators must bring proof of registration for PGCE
- And any other educators at special schools with relevant qualifications.

ALL COPIES MUST BE CERTIFIED

- Certification must be done 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 six (6) months at the time of submission.
- Certification must be original (copy of certification will not be accepted)