

## **SACE REGISTRATION PROCESS (ex email from SACE October 2019)**

### **1. All teachers applying for the first time**

#### **For Registration purposes All those applying for the first time will need the following:**

1. SACE application form ( we have different forms for different types of registration. It is important for teachers to complete the correct forms and bring them with) See attached forms for both SA and Non SA citizens.
  - Full registration: Professionally qualified with teaching qualifications
  - Student teachers: those studying towards a teaching qualification
  - Special category: All those with 3 year or 4 year academic qualifications, including ECD, AET, TVET etc.
2. ID copy ( both side of the smart ID card)
3. Matric certificate
4. A valid police clearance certificate ( not a name clearance). Note that a police clearance certificate is only valid for six months
5. Qualifications ( Both for academic and professional teaching qualifications)
6. A complete academic record for both academic and professional qualifications
7. Proof of payment for R200 registration fee for all new applicants ( except for Non- SA citizens)

#### **For non SA citizens, the above must also be accompanied by:**

8. SAQA evaluation reports for all qualifications obtained outside south Africa. Including matric.
9. Valid passport and permit. All permits must be valid for a period of six months or more at the time of submission to SACE.
10. Proof of payment for R400 registration fee for all Non SA citizens.

**NB: All Academic records ( statements of results) must be on the University letter head and have an official University stamp ( No exceptions)**

- All copies must be certified ( including the police clearance certificate)
- Certification must be original and clear
- Certification must indicate that it is a true copy of the original
- Have a certification stamp
- Have a date stamp ( less than 3 months)

### **2. ECD practitioners**

1. Application form : Special category
2. ID copy ( both side of the smart ID card)
3. Matric certificate

4. A valid police clearance certificate ( not a name clearance). Note that a police clearance certificate is only valid for six months
5. Qualifications certificates: CED level 4 or 5. Those who studied towards Educate must bring the National diploma in Educare
6. A complete academic record for level 4 or 5.
7. Proof of payment for R200 registration fee for all new applicants ( except for Non- SA citizens)

- NB: All Academic records ( statements of results) must be on the University letter head and have an official University stamp ( No exceptions)
- All copies must be certified ( including the police clearance certificate)
- Certification must be original and clear
- Certification must indicate that it is a true copy of the original
- Have a certification stamp
- Have a date stamp ( less than 3 months)

### 3. registration updates / renewals

- Update form ( different forms for SA and NON SA citizens)
- ID copy ( both side of the smart ID card)
- A valid police clearance certificate ( not a name clearance). Note that a police clearance certificate is only valid for six months
- Proof of payment for R50.00 update fee.

### 4. Request for a duplicate SACE certificate

- Request for a duplicate form
- Proof of payment for R50.00 re-print fee
- Certified copy of ID ( both sided if it's a smart ID card)

We do not accept cash and all payments must be made on [www.sace.org.za](http://www.sace.org.za) ( click on pay here and use ID number as reference) or at the bank. See attached SACE banking details. Proof of payment to be printed and attached to the application forms.

Kindly request teachers to bring clear copies of qualifications and ensure that when making copies, all information on the certificate is included ( including barcodes and seal)