

# SACE

## REGISTRATION

Application  
Form



Reprinted June 2022

## Compulsory documents required for registration with SACE

- SACE application form (both 1st time applicants and updates)
- Copy of Identity Document for SA citizens (Both side if it is a smart ID card)
- A valid Passport and Permit for Non-SA citizens
- Permit must be valid for a period of six months or more at the time of submission to SACE
- The conditions of the permit must allow the applicant to teach in SA (student teachers must submit study permits)
- 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
- Matric Certificate OR
- A & O Level if received outside the republic of SA
- 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.
- All Police Clearance Certificates will be verified and unverifiable documents will not be accepted
- Qualification certificate; for example, B.Ed., PGCE, NPDE, Diploma in grade R teaching, etc
- 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, signed and have the University stamp.

### Please note the following:

- All copies must be recently certified (not older than 6 months)
- 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 when submitted

## Professionally Qualified Teachers

### 1. All new applications must be submitted via the online portal on [www.eservices.gov.za](http://www.eservices.gov.za) (<https://www.eservices.gov.za/tonkana/home.jsf>)

- Create a profile by creating a username and password
- Login using the created username and password
- Click on SACE professional registration
- If you receive a message **that your profile already exists**, this means that you are already registered on the eservice. **Do not create a new profile. Proceed directly to login.**
- **If you have forgotten your Login details, click on forgot username/ password and to reset your login details**
- If you receive a message indicating **that you are already registered with SACE**, please follow the **update process by emailing your documents to [update.centurion@sace.org.za](mailto:update.centurion@sace.org.za)** as you will not be able to apply using the eservices portal
- To begin the application process, click on new application
- Read the terms and conditions
- Choose the type of registration you want to apply for
- Read the registration requirements before beginning the application process
- Registration requirements can be downloaded on [www.sace.org.za](http://www.sace.org.za) under registration
- Complete the online application process and upload the required documents
- Continue to make a payment if you are paying using the online option (Registration fee is R200 for SA Citizens and R400 for non-SA citizens)
- Proof of payment must only be uploaded if you paid via the Bank / EFT
- Click submit when done to ensure that the application is submitted.
- **Registration fee is non-refundable, make sure you qualify and have all required documents before submitting the application**

### Those who studied towards a Post Graduate Certificate in Education (PGCE), the following documents additional documents must also be submitted:

- Academic Qualifications (Junior qualification certificate)
- 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, signed and have the University stamp.

#### 1.1. To update your registration status to professionally qualified Teacher

- Email the completed application form and the above documents to [update.centurion@sace.org.za](mailto:update.centurion@sace.org.za) including proof of payment (application form can be downloaded on the website [www.sace.org.za](http://www.sace.org.za) under registration)
- Proof of payment for the update Fee is R50.00 for both SA and Non- SA citizens (No cash payments)
- Banking details can be found on [www.sace.org.za](http://www.sace.org.za) under "Pay here"
- Registration requirements can be downloaded on [www.sace.org.za](http://www.sace.org.za) under registration
- Refer to No. 2 above for compulsory documents to be submitted

## Student Teachers

### 2. All new applications must be submitted via the online portal on [www.eservices.gov.za](http://www.eservices.gov.za) (<https://www.eservices.gov.za/tonkana/home.jsf>)

- Create a profile by creating a username and password
- Login using the created username and password
- Click on SACE professional registration
- If you receive a message **that your profile already exists**, this means that you are already registered on the eservice. **Do not create a new profile. Proceed directly to login.**
- **If you have forgotten your Login details, click on forgot username/ password and to reset your login details**
- If you receive a message indicating **that you are already registered with SACE, please follow the update process by emailing your documents to [update.centurion@sace.org.za](mailto:update.centurion@sace.org.za)** as you will not be able to apply using the eservice portal
- To begin the application process, click on new application
- Read the terms and conditions
- Choose the type of registration you want to apply for, e.g., qualified educator/ Student Educator
- Read the registration requirements before beginning the application process
- Registration requirements can be downloaded on [www.sace.org.za](http://www.sace.org.za) under registration
- Complete the online application process and upload the required documents
- Continue to make a payment if you are paying using the online option (Registration fee is R200 for SA Citizens and R400 for non-SA citizens)
- Proof of payment must only be uploaded if you paid via the Bank / EFT
- Click submit when done to ensure that the application is submitted.
- **Registration fee is non-refundable, make sure you qualify and have all required documents before submitting the application**

#### 2.1 Student teachers who are already registered with SACE and wishes to renew their student registration must follow the below steps:

- Email the completed application form and the above documents to [update.centurion@sace.org.za](mailto:update.centurion@sace.org.za) including proof of payment (application form can be downloaded on the website [www.sace.org.za](http://www.sace.org.za) under registration)
- Proof of payment for the update Fee is R50.00 for both SA and Non- SA citizens (No cash payments)
- Banking details can be found on [www.sace.org.za](http://www.sace.org.za) under **"Pay here"**

## Registration requirements to register as a TVET Lecture

### 3. All new applications must be submitted via the online portal on [www.eservices.gov.za](http://www.eservices.gov.za) (<https://www.eservices.gov.za/tonkana/home.jsf>)

- Create a profile by creating a username and password
- Login using the created username and password
- Click on SACE professional registration

- If you receive a message **that your profile already exists**, this means that you are already registered on the eservice. **Do not create a new profile. Proceed directly to login.**
- **If you have forgotten your Login details, click on forgot username/ password and to reset your login details**
- If you receive a message indicating **that you are already registered with SACE**, please follow the **update process by emailing your documents to update.centurion@sace.org.za** as you will not be able to apply using the eservice portal
- To begin the application process, click on new application
- Read the terms and conditions
- Choose the type of registration you want to apply for, e.g., qualified educator/ Student Educator
- Read the registration requirements before beginning the application process
- Registration requirements can be downloaded on **www.sace.org.za** under registration
- Complete the online application process and upload the required documents
- Continue to make a payment if you are paying using the online option (Registration fee is R200 for SA Citizens and R400 for non-SA citizens)
- Proof of payment must only be uploaded if you paid via the Bank / EFT
- Click submit when done to ensure that the application is submitted.
- **Registration fee is non-refundable, make sure you qualify and have all required documents before submitting the application**

**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
- 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)

## **Professionally Unqualified**

### **4. All new applications must be submitted via the online portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)**

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- **If you have forgotten your Login details, click on forgot username/ password and to reset your login details**
- If you receive a message indicating **that you are already registered with SACE**, please follow the



**update process by emailing your documents to [update.centurion@sace.org.za](mailto:update.centurion@sace.org.za)** as you will not be able to apply using the eservices portal

- To begin the application process, click on new application
- Read the terms and conditions
- Choose the type of registration you want to apply for, e.g., qualified educator/ Student Educator
- Read the registration requirements before beginning the application process
- Registration requirements can be downloaded on [www.sace.org.za](http://www.sace.org.za) under registration
- Complete the online application process and upload the required documents
- Continue to make a payment if you are paying using the online option (Registration fee is R200 for SA Citizens and R400 for non-SA citizens)
- If you paid via the Bank / EFT :-Banking details can be found on [www.sace.org.za](http://www.sace.org.za) under “ Pay here”
- **Registration fee is non-refundable, make sure you qualify and have all required documents before submitting the application**

**Qualification certificate: for example, BSc, BCom, etc**

- **All academically qualified and professionally unqualified applicants will be registered with a condition to complete a Post Graduate Certificate in Education (PGCE) within a period of two years. Failure to submit the PGCE to Council within the said period will result in cancellation of registration. NB: This disclaimer excludes anyone registered under special category**

### To update your registration status to professionally qualified Teacher

- Email the completed application form and the above documents to [update.centurion@sace.org.za](mailto:update.centurion@sace.org.za) including proof of payment (application form can be downloaded on the website [www.sace.org.za](http://www.sace.org.za) under registration)
- Proof of payment for the update Fee is R50.00 for both SA and Non- SA citizens (No cash payments)
- Banking details can be found on [www.sace.org.za](http://www.sace.org.za) under “Pay here”
- Registration requirements can be downloaded on [www.sace.org.za](http://www.sace.org.za) under registration
- Refer to No. 2 above for compulsory documents to be submitted

### AET practitioners

#### 5. **All new applications must be submitted via the online portal on [www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)**

- Create a profile by creating a username and password
- Login using the created username and password
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- If you receive a message **that your profile already exists**, this means that you are already registered on the eservice. **Do not create a new profile. Proceed directly to login.**
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- If you receive a message indicating **that you are already registered with SACE**, please follow the **update process by emailing your documents to [update.centurion@sace.org.za](mailto:update.centurion@sace.org.za)** as you will not be able to apply using the eservice portal
- To begin the application process, click on new application
- Read the terms and conditions

- Choose the type of registration you want to apply for, e.g., qualified educator/ Student Educator
- Read the registration requirements before beginning the application process
- Registration requirements can be downloaded on [www.sace.org.za](http://www.sace.org.za) under registration
- Complete the online application process and upload the required documents
- Continue to make a payment if you are paying using the online option (Registration fee is R200 for SA Citizens and R400 for non-SA citizens)
- Proof of payment must only be uploaded if you paid via the Bank / EFT
- Click submit when done to ensure that the application is submitted.
- **Registration fee is non-refundable, make sure you qualify and have all required documents before submitting the application**

#### **Additional documents required**

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

#### **Therapists/ Psychologist/ Social Workers**

##### **6. All new applications must be submitted via the online portal on**

**[www.eservices.gov.za](http://www.eservices.gov.za) ( <https://www.eservices.gov.za/tonkana/home.jsf>)**

- Create a profile by creating a username and password
- Login using the created username and password
- Click on SACE professional registration
- If you receive a message **that your profile already exists**, this means that you are already registered on the eservice. **Do not create a new profile. Proceed directly to login.**
- **If you have forgotten your Login details, click on forgot username/ password and to reset your login details**
- If you receive a message indicating **that you are already registered with SACE**, please follow the **update process by emailing your documents to [update.centurion@sace.org.za](mailto:update.centurion@sace.org.za)** as you will not be able to apply using the eservice portal
- To begin the application process, click on new application
- Read the terms and conditions
- Choose the type of registration you want to apply for
- Read the registration requirements before beginning the application process
- Registration requirements can be downloaded on [www.sace.org.za](http://www.sace.org.za) under registration
- Complete the online application process and upload the required documents
- Continue to make a payment if you are paying using the online option (Registration fee is R200 for SA Citizens and R400 for non-SA citizens)
- Proof of payment must only be uploaded if you paid via the Bank / EFT
- Click submit when done to ensure that the application is submitted.
- **Registration fee is non-refundable, make sure you qualify and have all required documents before submitting the application**

### **Additional documents required**

- Proof of current registration with the relevant Professional body e.g., HPCSA (Proof of registration must be for the current academic year)
- Copy of qualification Certification together with;
- 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

### **ECD practitioners**

#### **7. All new applications must be submitted via the online portal on [www.eservices.gov.za](http://www.eservices.gov.za) (<https://www.eservices.gov.za/tonkana/home.jsf>)**

- Create a profile by creating a username and password
- Login using the created username and password
- Click on SACE professional registration
- If you receive a message **that your profile already exists**, this means that you are already registered on the eservice. **Do not create a new profile. Proceed directly to login.**
- **If you have forgotten your Login details, click on forgot username/ password and to reset your login details**
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- To begin the application process, click on new application
- Read the terms and conditions
- Choose the type of registration you want to apply for
- Read the registration requirements before beginning the application process
- Registration requirements can be downloaded on [www.sace.org.za](http://www.sace.org.za) under registration
- Complete the online application process and upload the required documents
- Continue to make a payment if you are paying using the online option (Registration fee is R200 for SA Citizens and R400 for non-SA citizens)
- Proof of payment must only be uploaded if you paid via the Bank / EFT
- Click submit when done to ensure that the application is submitted.
- **Registration fee is non-refundable, make sure you qualify and have all required documents before submitting the application**

#### **Qualifications required**

- **ECD level 4 (120) credits qualification certificate** together with 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



- **ECD level 5 (240) credits qualification certificate** together with 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)

## Religious Educators

### 8. All new applications must be submitted via the online portal on [www.eservices.gov.za](http://www.eservices.gov.za) (<https://www.eservices.gov.za/tonkana/home.jsf>)

- Create a profile by creating a username and password
- Login using the created username and password
- Click on SACE professional registration
- If you receive a message **that your profile already exists**, this means that you are already registered on the eservice. Do not create a new profile. Proceed directly to login.
- **If you have forgotten your Login details, click on forgot username/ password and to reset your login details**
- If you receive a message indicating **that you are already registered with SACE**, please follow the **update process by emailing your documents to [update.centurion@sace.org.za](mailto:update.centurion@sace.org.za)** as you will not be able to apply using the eservice portal
- To begin the application process, click on new application
- Read the terms and conditions
- Choose the type of registration you want to apply for
- Read the registration requirements before beginning the application process
- Registration requirements can be downloaded on [www.sace.org.za](http://www.sace.org.za) under registration
- Complete the online application process and upload the required documents
- Continue to make a payment if you are paying using the online option (Registration fee is R200 for SA Citizens and R400 for non-SA citizens)
- Proof of payment must only be uploaded if you paid via the Bank / EFT
- Click submit when done to ensure that the application is submitted.
- **Registration fee is non-refundable, make sure you qualify and have all required documents before submitting the application**
- All documents must be saved and uploaded in PDF (**NO Pictures and Screenshots**)
- Documents must be saved individually and named accordingly
- All documents must be recently certified (not older than six months)
- All documents must be clear, unclear copies will not be processed
- Compulsory documents required for registration
- Copy of Identity Document for SA citizens (Both side if it is a smart ID card)
- A valid Passport and Permit for Non-SA citizens
- Permit must be valid for a period of six months or more at the time of submission to SACE
- The conditions of the permit must allow the applicant study of work in South Africa
- **SAQA Evaluation report for all qualification received outside of the Republic of South Africa including the matric certificate**
- Matric Certificate OR
- A & O Level if received outside the republic of South Africa

- 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.
- Note that all Police Clearance Certificates will be verified and unverifiable documents will not be accepted
- **Relevant qualification certificate** and the academic record e.g., Montessori, religious, Waldorf qualifications
- - (The academic record must be on an official University letter head and must have an official University stamp)
- **All qualifications and transcripts not in English (foreign language) must be accompanied by a formal translation document**

### Technical/ Vocational /Occupation specialists

#### 9. All new applications must be submitted via the online portal on

- [www.eservices.gov.za](https://www.eservices.gov.za) (<https://www.eservices.gov.za/tonkana/home.jsf>)
- Create a profile by creating a username and password
- Login using the created username and password
- Click on SACE professional registration
- If you receive a message that your profile already exists, this means that you are already registered on the eservice. Do not create a new profile. Proceed directly to login.
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- To begin the application process, click on new application
- Read the terms and conditions
- Choose the type of registration you want to apply for, e.g., qualified educator/ Student Educator
- Read the registration requirements before beginning the application process
- Registration requirements can be downloaded on [www.sace.org.za](http://www.sace.org.za) under registration
- Complete the online application process and upload the required documents
- Continue to make a payment if you are paying using the online option (Registration fee is R200 for SA Citizens and R400 for non-SA citizens)
- Proof of payment must only be uploaded if you paid via the Bank / EFT
- Click submit when done to ensure that the application is submitted.
- **Registration fee is non-refundable, make sure you qualify and have all required documents before submitting the application**

#### Qualifications required

- Copy of qualification Certification (Technical qualifications),
- NTC III (N3) plus Trade Test Certificate

## **Request for duplicate SACE certificate**

### **10. The following documents must be submitted when requesting a duplicate registration certificate**

- A completed application form.
- The application form must be completed on both sides, dated and signed
- Go to the SACE website on [www.sace.org.za](http://www.sace.org.za) to download the application form
- A copy of the South African Identity document (both side if it is smart ID card)
- Proof of payment for R50.00 re-print fee
- Proof of payment for membership/ annual fee (visit the SACE website on [www.sace.org.za](http://www.sace.org.za), click on "Pay here" to check your outstanding balance for membership fee
- **No certificate will be issued if membership fees are not paid and up-to date**
- All documents must be emailed to [update.centurion@sace.org.za](mailto:update.centurion@sace.org.za)

## **Request for a Letter of Good standing**

### **11. The following documents must be submitted when requesting a duplicate registration certificate**

- A completed application form.
- The application form must be completed on both sides, dated and signed
- Go to the SACE website on [www.sace.org.za](http://www.sace.org.za) to download the application form
- A copy of the South African Identity document (both side if it is smart ID card)
- **A valid Police Clearance certificate from the South African Police services (SAPS). Note that the PCC is only valid for a period of six months from the date of issue**
- ONLY A POLICE CLEARANCE CERTIFICATE FROM SAPS WILL BE ACCEPTED FOR THIS REQUEST
- A recommendation letter from your current employer or previous employer (school) in South Africa. The recommendation letter must be on an official school's letterhead, have contact details of the school, have an official school's stamp and be dated.
- Proof of payment for R400.00 administration fee
- Proof of payment for membership/ annual fee (visit the SACE website on [www.sace.org.za](http://www.sace.org.za), click on "Pay here" to check your outstanding balance for membership fee
- **The letter of good standing will not be issued if membership fees are not paid and up-to date**
- **The recommendation letter must not be older than six (6) months and the time of submission to SACE**
- **All documents must be emailed to [update.centurion@sace.org.za](mailto:update.centurion@sace.org.za)**

#### **Kindly note the following:**

- The Council will not issue a letter of good standing if the applicant has never taught in South Africa
- The Council will not issue a letter of good standing if the applicant taught for less than 12 (one year) in South Africa
- The Council will not issue a letter of good standing if the applicant is not professional qualified
- That the process for issuing the letter of Good Standing will take up to 30 working days to be finalised



**SACE**

South African Council for Educators

*Towards Excellence in Education*

[www.sace.org.za](http://www.sace.org.za)

## CONTACT US

### GAUTENG HEAD OFFICES

- 📍 Crossway Office Park ,Block 1,240 Lenchen Avenue, Centurion 0157
- 📞 Tel :012 663 9517/Email Address: info@sace.org.za

### FREE STATE OFFICES

- 📍 2 Genius Loci Park  
CP Hoogenhout Street  
Langenhovenpark  
Extension 7  
Bloemfontein  
9301

### KWAZULU NATAL OFFICES

- 📍 4 The Spinnaker  
180 Mahatma Gandhi Road  
Durban  
4001

### LIMPOPO OFFICES

- 📍 25 Rhodesdrift Street,Bendor  
Park ,Polokwane  
0699

### EASTERN CAPE OFFICES

- 📍 33 Bonza Bay Drive  
Bonza Bay  
East London  
5241

### OFFICE HOURS:

- 🕒 Mon - Fri (08:00 - 16.30)

### FACEBOOK:

- 📘 <https://www.facebook.com/SACE>

### TWITTER:

- 🐦 <https://twitter.com/SACE9>

