



SACE

South African Council for Educators

Towards Excellence in Education

www.sace.org.za



SACE

REGISTRATION



STUDENT TEACHERS
SA Citizens

Version 2025



Compulsory documents required for registration with SACE.

- Copy of Identity Document (Both side if it is a smart ID card).
- A copy of National Senior Certificate (NSC) **“NOT A STATEMENT OF RESULTS”**
- OR copy of Senior Certificate (SC) **“NOT A STATEMENT OF RESULTS”**
- OR a copy of National Senior Certificate for Adults (NASCA) **“NOT A STATEMENT OF RESULTS”**
- OR a copy of Level 4 National Certificate (Vocational), OR **“NOT A STATEMENT OF RESULTS”**
- A copy of A & O Levels if matriculated outside the republic of SA (international matric).
- Copy of a Marriage certificate/ divorce decree/ assumptions of new names where applicable.
- A Copy of a Police clearance/ Certificate (**Not a name/ fingerprint clearance OR proof of payment for application**).
- The police clearance /certificate must not be **older than six months** at the time of submission to SACE.
- All Police Clearance /Certificates will be subjected to verification and unverifiable clearances will not be accepted.
- **A copy of a computerised SAPS 69 report** for all those with criminal offences (SAPS verification).
- **A copy of current Proof of registration, e.g.-** B.Ed. / PGCE/ ADVDip TVET/ Diploma in Grade R Teaching
- Copy of an academic record post first year of study. The academic record must be on the University letter head, **have an OFFICIAL UNIVERSITY STAMP**, be dated, signed, and be **CERTIFIED**.
- **PGCE and ADVDip TVET student teachers MUST** also submit a copy of a complete academic record for the **JUNIOR QUALIFICATION** indicating that the qualification has been completed, indicating the date of completion and relevant credits. The academic record must be on the University letter head, **have an OFFICIAL UNIVERSITY STAMP**, be dated, signed, and be **CERTIFIED**.
- Copy of the junior qualification certificate.
- Copy of a QR Coded SAQA Evaluation report for all qualification obtained outside of the Republic of South Africa, including A/O Levels.
- Proof of Payment for registration fee (R200 registration / R50 Update). Note that Council Fees are subject to change.
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.**

All applications must be submitted Online via the eservice's portal: www.eservices.gov.za

NB: Before beginning the online application process, make sure of the following:

- All documents are saved in PDF
- Pictures and screenshots will be rejected

Steps on how to submit an Online application

- Go to www.eservices.gov.za
- Click on Education, then SACE professional registration.
Applications must be submitted via the online portal on www.eservices.gov.za.
- Create a profile by creating a username and password.
- Login using the created username and password to start your application process.
- If you receive a message that your profile already exists OR your ID number is invalid, this means that you are already registered on the eservices and there is no need to create a new profile.
- Proceed directly to login
- If you have forgotten your username/ password, click on forgotten username/ password to reset your login details.
- Read the terms and conditions and begin the application process, click on new application or status update if you are already registered with SACE.
- Choose the type of registration you want to apply for.
- Read the registration requirements before beginning the application process.
- Complete the online application process and upload the required documents.
- After declaration process click next to proceed to the next step.
- Continue to make a payment if you are paying using the online option OR
- Upload Proof of payment if you paid via the Bank / EFT/ or you have proof of payment (email) from SACE.
- Click submit when done to ensure that the application is submitted.
- **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.**

Council Fees

- Registration fee R200 for SA citizens
- Update Fee R50
- Registration fee is non-refundable, make sure you qualify and have all required documents before submitting the application.
- **Note that Council Fees are subject to change.**

Towards Excellence in Education





SACE

South African Council for Educators

Towards Excellence in Education

www.sace.org.za

CONTACT US

📍 HEAD OFFICE

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

📍 FREE STATE OFFICE

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

📍 KWAZULU NATAL OFFICE

4 The Spinnaker
180 Mahatma Gandhi Road
Durban
4001

📍 LIMPOPO OFFICE

25 Rhodesdrift Street
Bendo 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>