Introducing online CPD
Completing Annual Declaration

Login on the SAPC Website
www.sapc.za.org

To login on the secure side you will need to request a password to be sent to you, via sms or e-mail. Please note if your e-mail address or cell phone number is not updated with Council you will not be able to use this automated function. Kindly send an e-mail with your P-number in the subject line to customercare@sapc.za.org or contact the SAPC Customer Care line: 0861 7272 00 to update these details.

Click on **Registered person** login

Login using your P number, ID number or Passport number (using only numerical characters and no spaces) and Web Password and press **ENTER**

You can change your password once you've logged in. Your full colour ID photo, can be uploaded under the Biographical and Communications tab.
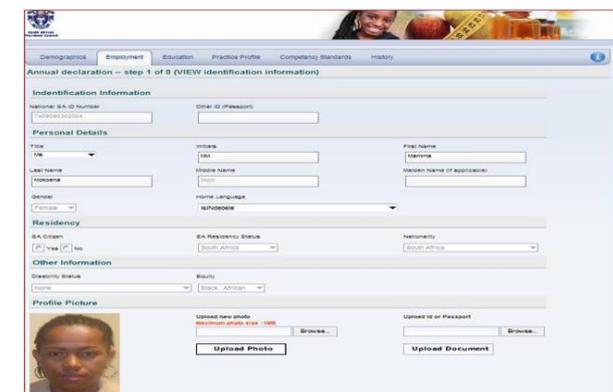

CONGRATULATIONS! If you see this screen, you are logged in on the secure side of the website

You can either follow these screen shots or log in online to interactively follow the steps involved in capturing a CPD event.
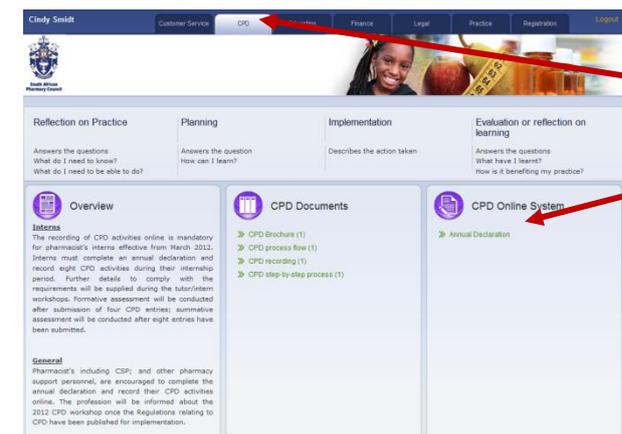
Click on the **CPD tab**

Click on **Annual Declaration**

Annual Declaration - STEP 1 of 8

Click on **Employment** tab then view your information as captured on the SAPC register system. You may upload your full colour ID photo and change your password on this page

Annual Declaration - STEP 2 of 8

Click on **Demographics** tab and view **your contact details, cellular number, e-mail address, Postal, Residential and Courier address as captured on the SAPC register**
Click on **NEXT** tab to continue to the next page

Annual Declaration - STEP 3 of 8

Still under **Demographics** tab
You may view your roles as captured on the SAPC register
Change your password (optional)
Once completed,
Click on **PROCEED TO EMPLOYMENT** tab

Annual Declaration - STEP 4 of 8

Under **Employment** tab
**Select your primary area of practice
Tick your secondary area of practice
which might be more than one
Select your primary employment status
and finally your employment sector**

Once completed, Click on **NEXT** tab

Annual Declaration - STEP 5 of 8

Under **Education** tab
**View your supplementary and additional
qualifications as captured on the SAPC
register**

**You may upload your additional
qualification on line, the Office of the
Register will validate your qualification,
update the register and inform you once
the process is finalised**

Once completed,
Click on **PROCEED TO PRACTICE** tab

Annual Declaration - STEP 6 of 8

Answer all the practice profile questions

**Note that the system will not allow you
to move to the next step unless the page
is fully completed**

Once completed,
Click on **NEXT** tab

Annual Declaration - STEP 7 of 8

Competency standards according to your practice profile will be displayed

Tick under "this is a true reflection of my practice profile" if you agree to the practice profile then

Click on **NEXT** tab

Annual Declaration - STEP 8 of 8

Complete your practice status and location

Click on **NEXT** tab

WELL DONE!

You have completed the Annual Declaration and can begin now to Complete your CPD Activities