



Welcome to the South African Pharmacy Council

Registered persons click here

Provider/Organisation Login

Statistics

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SAPC Register - Click here to search

ONLINE APPROVAL

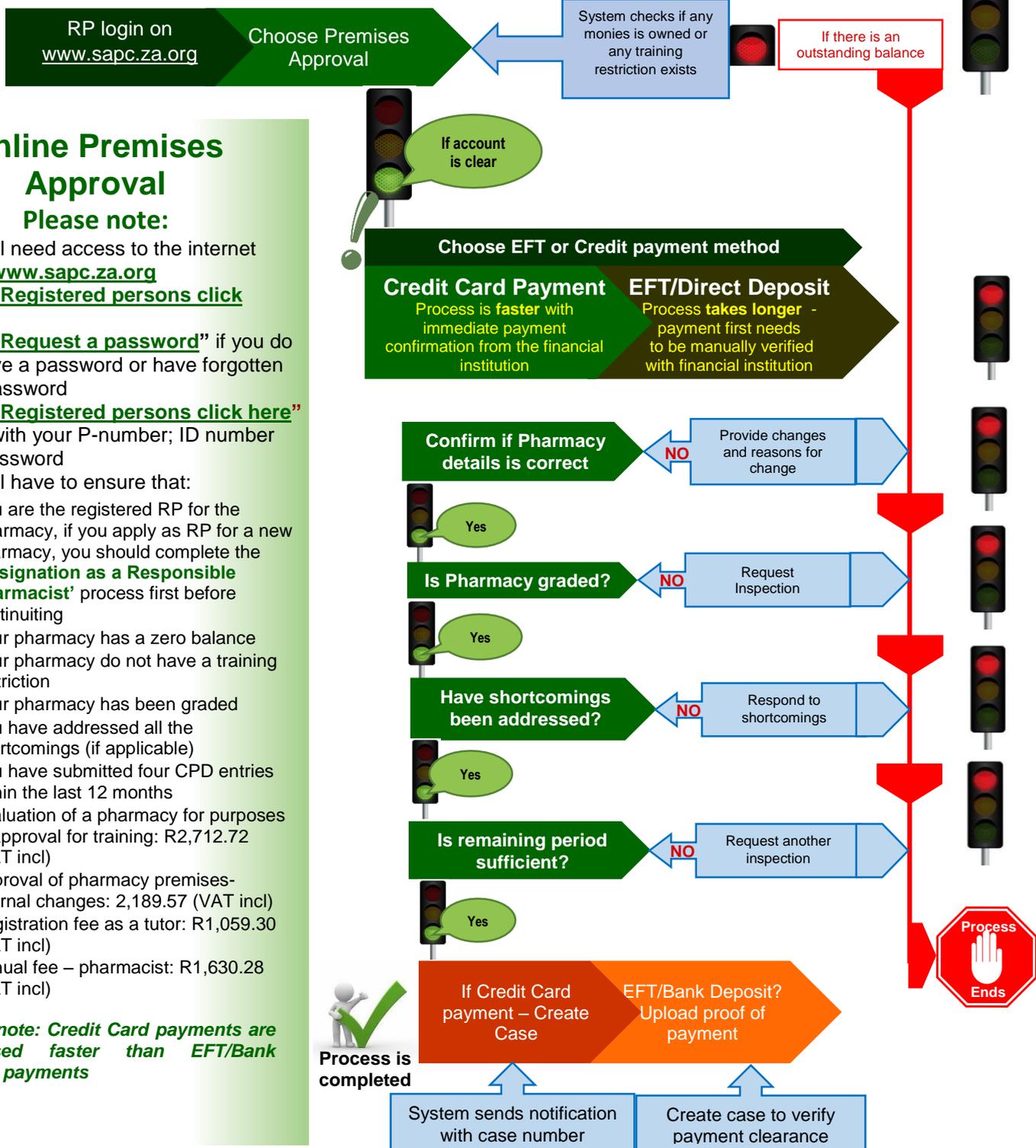
Premises

Online Premises Approval

Please note:

- You will need access to the internet
- Go to www.sapc.za.org
- Go to "[Registered persons click here](#)"
- Go to "[Request a password](#)" if you do not have a password or have forgotten your password
- Go to "[Registered persons click here](#)"
- Login with your P-number; ID number and Password
- You will have to ensure that:
 - You are the registered RP for the Pharmacy, if you apply as RP for a new pharmacy, you should complete the '[Resignation as a Responsible Pharmacist](#)' process first before continuing
 - Your pharmacy has a zero balance
 - Your pharmacy do not have a training restriction
 - Your pharmacy has been graded
 - You have addressed all the shortcomings (if applicable)
 - You have submitted four CPD entries within the last 12 months
 - Evaluation of a pharmacy for purposes of approval for training: R2,712.72 (VAT incl)
 - Approval of pharmacy premises-internal changes: 2,189.57 (VAT incl)
 - Registration fee as a tutor: R1,059.30 (VAT incl)
 - Annual fee – pharmacist: R1,630.28 (VAT incl)

Please note: Credit Card payments are processed faster than EFT/Bank Deposit payments





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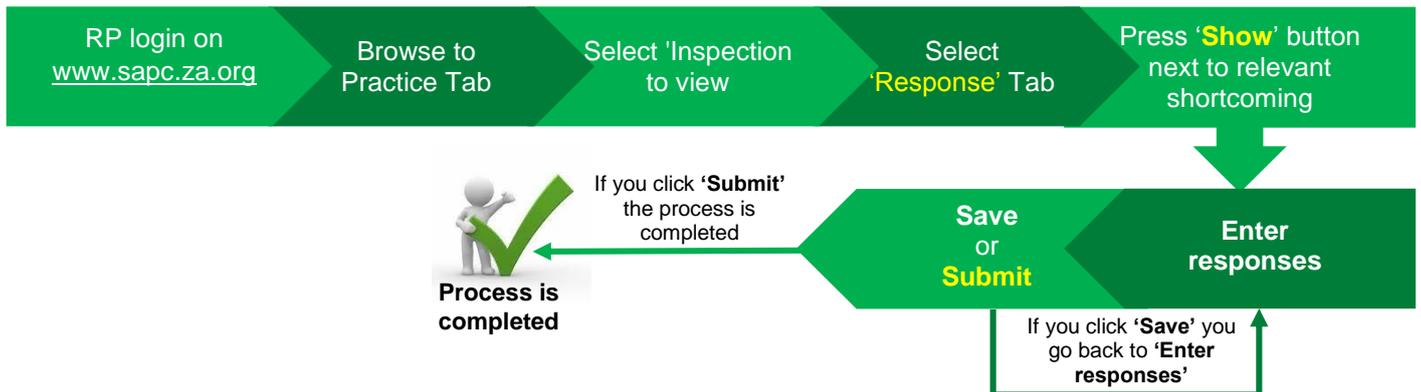
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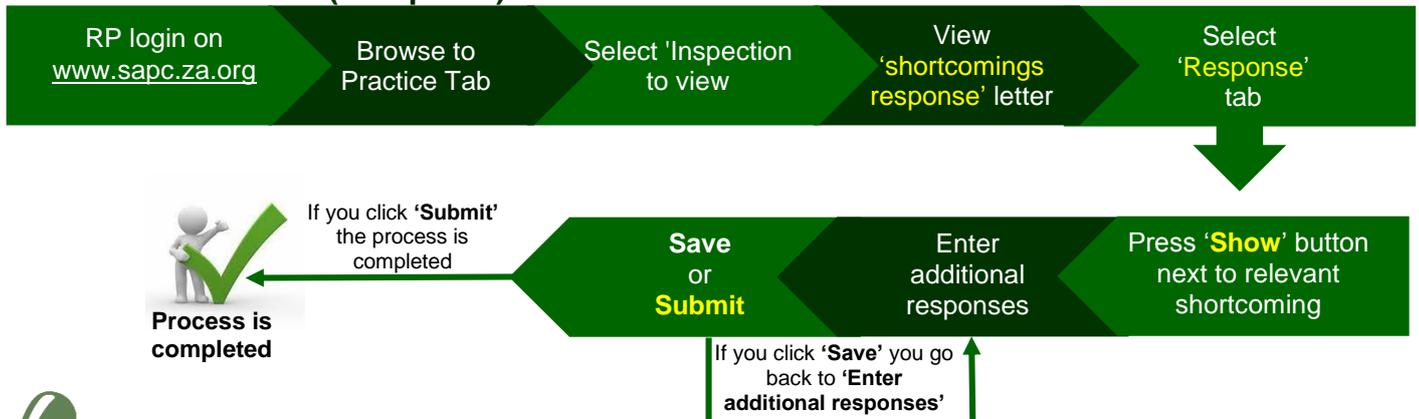
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ONLINE SHORTCOMING RESPONSES Responsible Pharmacist

INITIAL RESPONSE (1st Response after receiving shortcoming letter)



2ND RP RESPONSE (if required)



Online Shortcoming Responses

Please note:

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5. Go to "[Registered persons click here](#)"
6. Login with your P-number; ID number and Password
7. For more information please review the User Manual attached hereto



ONLINE REGISTRATION

Tutor

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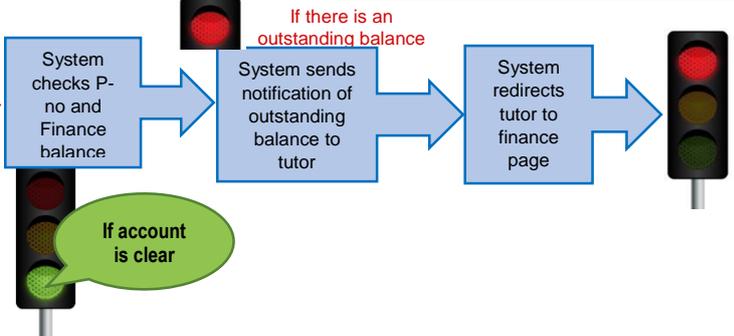
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Tutor login on www.sapc.za.org → Choose Tutor Application

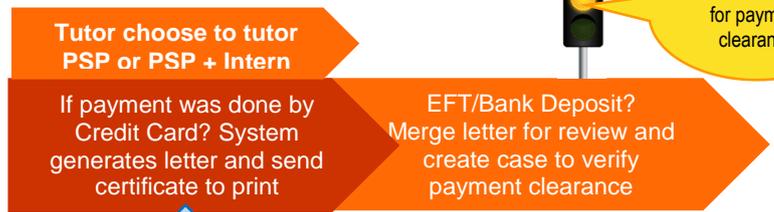
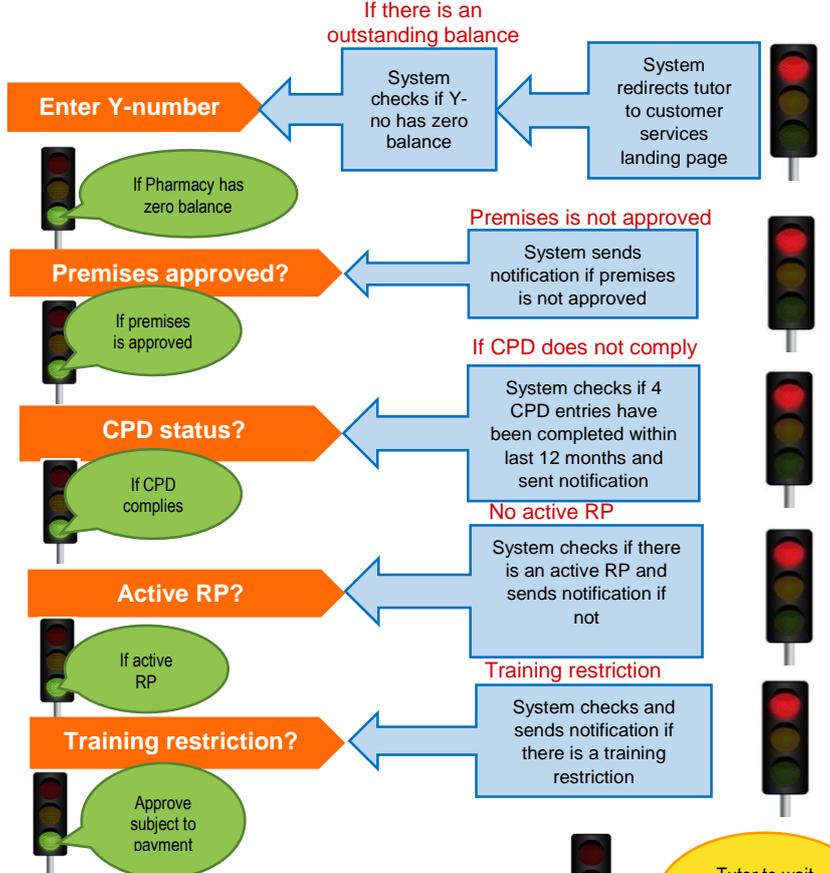


Online Registration as a Tutor

Please note:

- You will need access to the internet
- Go to www.sapc.za.org
- Go to **“Registered persons click here”**
- Go to **“Request a password”** if you do not have a password or have forgotten your password
- Go to **“Registered persons click here”**
- Login with your P-number; ID number and Password
- You will have to ensure that:
 - Your pharmacy has a zero balance
 - Your premises is approved for training
 - You are up to date with annual fee payments
 - You have the relevant experience, i.e:
 - <3 years (Pharmacy Support Personnel)
 - >3 years (3 Pharmacy Support Personnel + Intern); Academia (5 interns)
 - You have submitted four CPD entries within the last 12 months
 - If you apply for tutor at a new pharmacy, you have completed the **“Resign as a Tutor”** process first before continuing with this process
 - Registration fee as a tutor: R1,059.30 (VAT incl)
 - Annual fee – pharmacist: R1,630.28 (VAT incl)

Please note: Credit Card payments are processed faster than EFT/Bank Deposit payments



Process is completed



ONLINE REGISTRATION

Pharmacist for purposes of performing pharmaceutical community service (CSP)

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Intern login on www.sapc.za.org

Choose CSP Application

Select EFT/Bank Deposit/ Credit Card

Choose Pharmacy

System validates Pharmacy is a public institution

Upload supporting documents

Complete declaration

Credit Card Payment
Process is **faster** with immediate payment confirmation from the financial institution

EFT/Direct Deposit
Process **takes longer** - payment first needs to be manually verified with financial institution

System sends CSP notification & case number

Online Registration as a pharmacist for purposes of performing pharmaceutical community service (CSP)

Please note:

1. **New Community Service Pharmacist application should be submitted online as soon as you receive sms confirmation that you are released**
2. You will need access to the internet
3. Go to www.sapc.za.org
4. Go to "[Registered persons click here](#)"
5. Go to "[Request a password](#)" if you do not have a password or have forgotten your password
6. Go to "[Registered persons click here](#)"
7. Login with your P-number; ID number and Password
8. Have the following **supporting documents** ready to upload as PDF documents with your application
 - (a) Certified copy of the qualification in pharmacy (e.g. BPharm degree)
 - (b) Documentary evidence of the name of the public health facility or complex of health facilities where you have been placed to perform pharmaceutical community service and the envisaged date of commencement of such community service (signed copy of letter of appointment/employment) on a provincial letterhead
9. Registration fee – pharmacist: R3,180.22 (VAT incl)
10. Annual fee – pharmacist: R1,630.28 (VAT incl)

Please note: Credit Card payments are processed faster than EFT/Bank Deposit payments

Foreign graduates should follow the manual process – please note: a copy of a valid endorsement certificate from NDoH foreign workforce



Process is completed



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ONLINE REGISTRATION

4th year BPharm student to Intern

4th year BPharm student login on www.sapc.za.org

Choose Intern Application

Select EFT/Bank Deposit/ Credit Card

Enter name of Pharmacy & start date

System validates Pharmacy information

Select Tutor and submit

System checks tutor validity

Upload documentary evidence

Complete declaration

Credit Card Payment
Process is faster with immediate payment confirmation from the financial institution

EFT/Direct Deposit
Process takes longer - payment first needs to be manually verified with financial institution

System sends tutor notification

System sends intern notification & case number

Tutor login on secure site on www.sapc.za.org

Tutor goes to link to reject or accept

System sends intern notification

Tutor rejects

Tutor accept

End of process



Process is completed

Online Registration as a pharmacist intern

Please note:

1. New intern application should be submitted online as soon as you receive sms confirmation that you are released.
2. You will need access to the internet
3. Go to www.sapc.za.org
4. Go to “Registered persons click here”
5. Go to “Request a password” if you do not have a password or have forgotten your password
6. Go to “Registered persons click here”
7. Login with your P-number; ID number and Password
8. Have the following ready to upload as PDF documents with your application
 - (a) Y-number of the facility where you are going to do your internship (follow this [link http://www.sapc.za.org/B_Regs4_RegsOr gan.asp](http://www.sapc.za.org/B_Regs4_RegsOr gan.asp) to utilise the search functionality on the council’s website)
 - (b) Copy original signed SAPC internship contract entered into by and between yourself and the tutor
 - (c) Certified copy of the qualification in pharmacy (BPharm) if qualified prior to 2013
 - (d) **Academic interns – please note:**
 - (i) documentary evidence that you have registered with a provider of qualification in pharmacy (university) for a course in study which will lead to at least a master’s degree
 - (ii) full particulars of the proposed postgraduate study or research to be undertaken
9. Registration fee: R1,867.40 (VAT incl).

Please note: Credit Card payments are processed faster than EFT/Bank Deposit payments

Foreign graduates should follow the manual process – please note: a copy of a valid endorsement certificate from NDoH foreign workforce is required.