South African Pharmacy Council

Welcome to the
South African Pharmacy Council

Registered persons click here | Provider/Organisation Login | Statistics

Quick Links
- Contact us
- Complaints
- CPD
- Vacancies
- Documents
- Publications
- Rate our site
- Customer Survey

SAPC Register - Click here to search

ONLINE REGISTRATION
Provider/ Organization to submit LEARNER registrations online

---

Go to **www.sapc.za.org** and click on **Provider/Organization login** → Provider enter **User Name and Password** → **Step 1 –** Add New – **Pharmacist Assistant Learner Basic**

Provider/Organization submitting LEARNER registrations online

Please note:

1. **Please note that a Provider/Organization needs to be registered with Council as an administrator to login on this section.**
2. You will need access to the internet
3. Go to **www.sapc.za.org**
4. Go to **Provider/Organization** login
5. Login with your Username and Password
6. Follow the steps and enter ID, personal, address and contact details of applicant
7. **Education Details**
   - Under this step the learner's qualification is selected and his/her student number entered;
   - The practical training site (Y-number) must be entered and a tutor be selected from the drop down list
   - Please ensure the practical training site and tutor is approved for training
8. **Documents to be uploaded**
   As a first time registration the SAPC requires the original certified PDF copy of ID/Passport document
   - Certified copy of ID document/passport (upload as a PDF document)
   - A recent colour photograph of learner (passport size) – attached as a JPEG document
   - Proof of reenrolment
   - A certified copy of the learner's study permit (if applicable)
9. **A reference number will be provided once you clicked** Submit
10. **Step 2 – Authorise new submission category, select learner and upload bulk proof of payment**
11. **Step 3 – Get a Quote for all the learners that are awaiting submission for registration with the SAPC**
12. **Accept the quote, Choose payment method and click** Submit

New Pharmacist Assistant Learner Basic
Follow Screens 4 – 9 to:
"Enter" SA ID Number *click* **Next >**
"Enter" Address Details of applicant *click* **Next >**
"Enter" Contact Details of applicant *click* **Next >** **"Enter"** Enter Education and Practical Training Sit and Tutor Details *click* **Next >**
"Upload" Documents specified *click* **Next >**

New **Pharmacist Assistant Learner Basic**
"Confirm" Submission Summary and click **Submit**

The system will provide a pop out message indicating the submission was successful and provide you with a reference number

Step 2 – New Submissions – **"Select"** New submission category and click **Authorise**

"Upload bulk proof of payment upload and select learner and click **Authorise**

Step 3 – Awaiting submission for registration with the SAPC – "After all learners are selected that you have added select learner and click **Get Quote**

View Quote and click **I accept**

Tick **I accept box –** Choose payment method and click **Submit**

Process is completed