



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

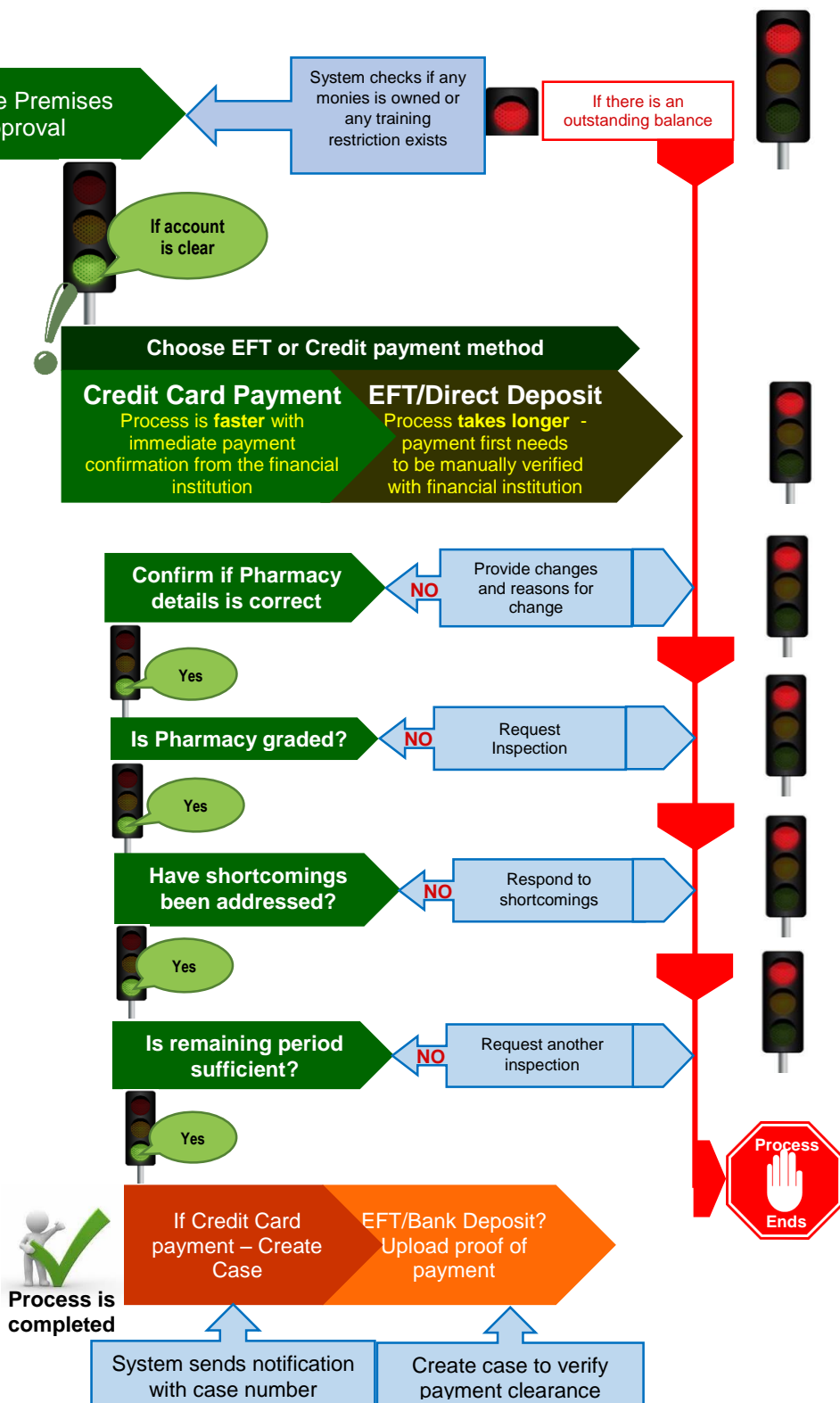
Premises

Online Premises Approval

Please note:

1. You will need access to the internet
2. Go to www.sapc.za.org
3. Go to [“Registered persons click here”](#)
4. Go to [“Request a password”](#) if you do not have a password or have forgotten your password
5. Go to [“Registered persons click here”](#)
6. Login with your P-number; ID number and Password
7. You will have to ensure that:
 - (a) 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
 - (b) Your pharmacy has a zero balance
 - (c) Your pharmacy do not have a training restriction
 - (d) Your pharmacy has been graded
 - (e) You have addressed all the shortcomings (if applicable)
 - (f) You have submitted four CPD entries within the last 12 months
 - (g) Evaluation of a pharmacy for purposes of approval for training: R2,712.72 (VAT incl)
 - (h) Approval of pharmacy premises-internal changes: 2,189.57 (VAT incl)
 - (i) Registration fee as a tutor: R1,059.30 (VAT incl)
 - (j) 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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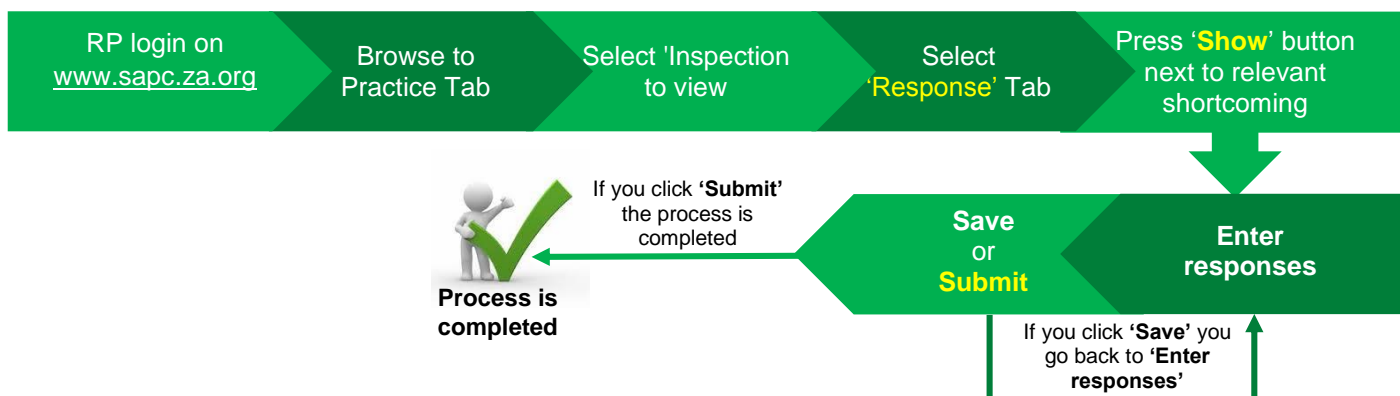
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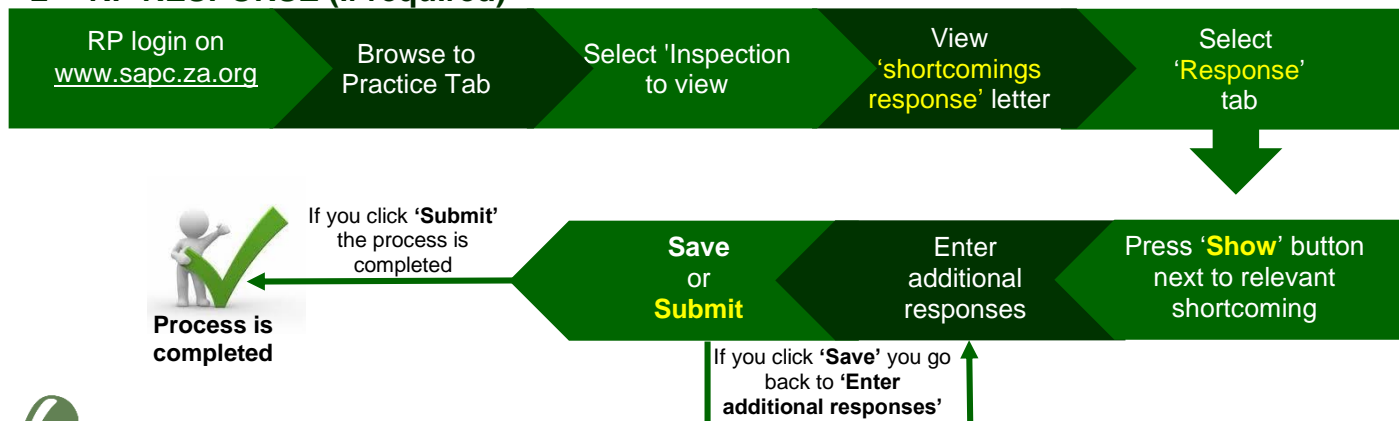
SAPC Register - Click here to search

ONLINE SHORTCOMING RESPONSES Responsible Pharmacist

INITIAL RESPONSE (1st Response after receiving shortcoming letter)



2ND RP RESPONSE (if required)



Online Shortcoming Responses

Please note:

1. You will need access to the internet
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4. Go to "[Request a password](#)" if you do not have a password or have forgotten your password
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



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ONLINE
REGISTRATION

Tutor

Online Registration as a Tutor

Please note:

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

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

Tutor login on
www.sapc.za.org

Choose Tutor
Application

System checks P-
no and
Finance
balance

If account
is clear

If there is an
outstanding balance

System sends
notification of
outstanding
balance to
tutor

System
redirects tutor
to finance
page

Tutor choose EFT or Credit payment method

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

Enter Y-number

If Pharmacy has
zero balance

If there is an
outstanding balance

System
checks if Y-
no has zero
balance

System
redirects tutor
to customer
services
landing page

Premises approved?

If premises
is approved

Premises is not approved

System sends
notification if premises
is not approved

CPD status?

If CPD
complies

If CPD does not comply

System checks if 4
CPD entries have
been completed within
last 12 months and
sent notification

Active RP?

If active
RP

No active RP

System checks if there
is an active RP and
sends notification if
not

Training restriction?

Approve
subject to
payment

Training restriction

System checks and
sends notification if
there is a training
restriction

Tutor choose to tutor
PSP or PSP + Intern

If payment was done by
Credit Card? System
generates letter and send
certificate to print

EFT/Bank Deposit?
Merge letter for review and
create case to verify
payment clearance

System sends tutor notification
with case number

Tutor to wait
for payment
clearance

Process is
completed



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ONLINE REGISTRATION

Pharmacist for
purposes of performing
pharmaceutical
community service
(CSP)

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

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

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



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.