



The South African  
Council *for* Planners  
S A C P L A N

# **SOUTH AFRICAN COUNCIL FOR PLANNERS**

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Website: [www.sacplan.org.za](http://www.sacplan.org.za)*

## **CHECK LIST**

### **APPLICATION AS PROFESSIONAL PLANNER THROUGH RECOGNITION OF PRIOR LEARNING (RPL)**

	<b>Please Tick</b>
1. Application Form included	
<ul style="list-style-type: none"> <li>• Application Form fully completed</li> </ul>	
<ul style="list-style-type: none"> <li>• Commissioner of Oaths signed</li> </ul>	
2. Section 13(7) Declaration completed and attached	
<ul style="list-style-type: none"> <li>• Commissioner of Oaths signed</li> </ul>	
3. Clear Certified copy of Identity Document or Passport included <i>(In cases where the name differs from information in Identity Document, certified proof must be provided of such name change, e.g. copy of Marriage Certificate)</i>	
4. Certified copies of Qualification(s) <i>(if applicable)</i>	
5. Certified copies of Transcripts (results) <i>(If applicable)</i>	
6. Copies of the Curriculum of the year during which the study was completed <i>(If applicable)</i>	
7. SAQA assessment of Qualification(s) <i>(applicable to applicants with foreign qualifications)</i>	
8. Two (2) letters of support from registered Professional Planners (in good standing)	
9. MIE Personal Credential Disclosure Form completed and included	
10. Completed SACPLAN Competencies – Annexure A (Tables A1, A2, B1, B2, C1 and C2)	
11. Completed Table D – Summary of Achievement of competencies for each category of registration	
12. Summary of Practical Experience Report (Form A1) completed and included	
13. Completed Practical Experience Report (Form A2) completed and included	
14. Portfolio of Evidence	

<p>15. Is/are the person(s) who signed your Practical Experience Report Registered as a Professional Planner(s) with SACPLAN? <i>(In respect of all persons signing your Practical Experience Report)</i></p>	
<p>16. Sworn Affidavit by Supervisor(s) included – Form A3 <i>(Sworn Affidavits must be included for each Supervisor separately)</i></p>	
<p>17. Checked that the Practical Experience shown is not more than the period during which the practical experience was undertaken</p>	
<p>18. Payment in full <i>(proof of payment attached)</i></p>	
<ul style="list-style-type: none"> <li>• Registration Fee</li> </ul>	
<ul style="list-style-type: none"> <li>• Annual Fee</li> </ul>	

**SIGNATURE OF APPLICANT:** \_\_\_\_\_