

FREQUENTLY ASKED QUESTIONS (SACNASP REGISTRATION AND PAYMENT PROCESSES)

1. Who should register?

All natural scientists working in their respective fields of practice should register.

2. Why should I register?

It is mandatory for all practising natural scientists are required to be registered in terms of the Natural Scientific Professions Act, 2003 (Act No. 27 of 2003) (Sections 18 (1) and 20(2)(a).

3. What are the benefits of registration?

Registration provides recognition by a professional body. Registration is indicative of peer recognition by all scientists in a particular field of expertise. Registration also ensures standard practices and conduct amongst scientists as it is regulated by a Code of Conduct.

4. I am completing my undergraduate qualification in 2013. May I apply for registration already?

It is advisable to complete the qualification before submitting your application for registration as an applicant can only be assessed in terms of completed qualifications.

5. Which qualifications are not considered for registration?

The qualifications currently excluded for registration purposes are stipulated in the information brochure.

6. I have a foreign qualification, what should I do to apply for registration?

All foreign qualifications that will be assessed as part of an application must be accompanied by a South African Qualification Authority (SAQA) certificate. Applicants with any foreign qualification are also liable to pay the Qualification Assessment fee for assessment by the Qualification Assessment Committee. No exemption is granted for any qualification obtained outside South Africa.

7. Can you please clarify what SAQA is? I am not South African and not familiar with it.

SAQA, or the South African Qualifications Authority, is an advisory / regulatory institution who evaluates foreign qualifications to assist decision-makers like SACNASP in interpreting these when foreign qualification holders are considered for, inter alia, application for professional registration.

8. My degree certificates and transcripts are not in English, should I translate it to English?

Yes, a professional/ legal translator must be consulted and only the original documents will be accepted.

9. My academic transcript is handwritten; can I submit this for assessment?

It is advisable that you request an updated non-handwritten transcript from the institute where the qualification was obtained before submitting it with your application for registration.

10. What field of practice do I qualify for?

The identified fields of practice appear in Schedule 1 of the Act. Confirm the information in the work experience guideline documents for each field of practice to align your field of practice with your qualifications and current work functions.

11. How long does the registration process take?

The registration process is very rigorous and is estimated to take 3-6 months. The first is the receipt and compliance check by the Registration office. Thereafter a compliant application is submitted to the QAC if a foreign qualification is part of the application package. After the QAC, recommendations/applications are submitted to the respective Professional Advisory Committee (specific for each field of practice) to assess an application and make a recommendation to the Registration Committee, who makes the final decision in the registration process.

Progress can be delayed for various reasons namely receipt of non-compliant applications (i.e. outstanding documents or fees), request for additional information by the various committees involved in the assessment process, as well as other factors.

12. I need a proof of registration for a job application. What should I do?

All registered persons can use their registration certificate as proof of registration. New applicants can enquire with the Registration Office with regard to progress on applications.

13. I need to nominate a referee/mentor? Who should I nominate?

Referees and mentors are very important and should ideally be SACNASP registered. Referees and mentors should be able to provide critical insight into the scientific skills and capabilities of the applicant. Mentors should be persons who are able to guide a Candidate Natural Scientist through a mentorship program as part of his/her progress to becoming a Professional Natural Scientist.

14. How often do I need to renew my registration?

An annual fee is levied against registered scientists on an annual basis at the start of the financial year in April.

15. My registration has lapsed, what do I need to do to renew my registration?

If your registration had been cancelled or has lapsed, you may apply for reinstatement if this is within one year after date of when registration was discontinued.

If you wish to reinstate lapsed registration after more than one year, you must apply for registration via the normal application process and you will be subject to reassessment by all the relevant Committees.

16. What are the requirements to upgrade from Candidate to Professional Natural Scientist?

A Candidate Natural Scientist must apply for registration as a Professional Natural Scientist within 12 months after fulfilling the experience requirement. Submit certified copies of any relevant qualifications if obtained after first registration as candidate. An updated work experience report highlighting all experience including level of participation in all work/projects gained since first registration should be submitted (refer to work experience guideline with regard to format of report). A mentor's report (and *curriculum vitae*, if applicable) as well referee nominations to be included.

17. What are the requirements to change category from Certificated to Professional Natural Scientist?

In order to change category a registered person will have to complete an appropriate qualification that would be equivalent to the requirements set for Professional registration. Work experience requirements also need to be satisfied.

18. What is a CPD/Continuous Professional Development Program?

Professional development is the cornerstone of any profession in pursuit of improved knowledge and skills. CPD would involve the education and training which would relate directly to registered scientists. This is a program undertaken beyond academic requirements for registration as a professional scientist. In essence CPD

is an activity where something new is learned or a new skills acquired. CPD will also aim to ensure maintenance and enhancement of the image of scientists in a professional environment.

19. When will the Continuous Professional Development (CPD) Program be implemented?

Currently, the CPD programs for each field of practice are under development. Once finalised, the programs will be implemented and all registered scientists in the specific field will be subject to the requirements as per each field of practice. The CPD will also be linked to continued registration with SACNASP.

20. What is the closing date for applications for registration?

There is no closing date. Applications are accepted year round. Do note that the application form does however expire each financial year. Applications submitted on expired forms will *not* be accepted.

21. Can I have a *pro forma* invoice?

No pro forma invoices can be issued by SACNASP. An invoice can only be generated if an application form has been submitted to SACNASP. In the case where an employer will be paying the application or registration fee, this must be indicated on the application form. The employers VAT number must also be supplied, if applicable. The invoice will be forwarded to you via email and the applicant/registered scientist is required to submit it to their employers finance department to facilitate payment.

22. Can I have one invoice for all my employees?

SACANSP only invoices individuals and not companies.

23. Can I have my annual fee invoiced for the next financial year in the current in current year?

No. Invoices for the next financial period can only be created after the fees for the next period have been determined.

24. Can you change my address on the annual fee invoice?

Registered persons must inform the Accounts Office of changes of the following (i) company names/employers and (ii) addresses (work or personal) as soon as possible after receipt of the invoice. Only an applicant or registered scientist can request a change of address not an employer.

25. When should my application fee be settled if not submitted with the initial application fee?

Settlement of the application fee is due 30 days from date of invoice if not submitted with the application form.

26. When is my annual fee due?

The annual fee is due in April of each year.

27. When should my annual fee be settled?

Settlement of the annual fee should be within 60 days of date of invoice.

28. Who is responsible for payment of fees?

The account remains the responsibility of the registered scientist. SACNASP is not party to any agreement between a registered scientist and their employer to pay the relevant fees on his/her behalf.

29. Can I settle my annual fee by instalments?

Yes, but only if the request is received within 30 days after invoice was issued. Number of instalments can be arranged with Accounts Office/Accountant.

30. Why do I have to pay a *pro rata* annual fee just after I have paid my application fee?

The application/registration fee covers the administrative costs involved in the assessment of the application. The annual fee is for maintaining the registered status of a scientist.

31. Why do I have to pay a qualification fee if I already have a SAQA certificate?

SACNASP needs to do additional verification in addition to the SAQA evaluation. SAQA certifies to which National Qualification Framework level the qualification(s) are equivalent to. The QAC of SACNASP assesses the subject content of qualifications according to the field of practice for which the applicant has applied.

32. Is there any rebate for retired/student/unemployed persons? How do i qualify for this rebate?

A rebate is applicable for retired persons only if they earn less than R60 0000 per annum. This rebate form should be submitted for each financial year to declare a registered scientist's status.

33. How often do I have to complete the declaration of my status for a retired scientist's rebate?

An application must be submitted for each financial period – April to March the following year - for audit purposes.

34. What methods can I use in settling my fees?

Electronic funds transfer (EFT), over the counter cash and cheques deposits at Nedbank. No cash, debit or credit card payments are accepted in lieu of payment by the SACNASP office.

35. What reference should I use for SACNASP to identify my payment?

New applicants should use their full initials and surname as per their identity document or passport as indicated on their application. Registered persons can use their registration number together with the account number. Both numbers appear on the invoice as well as the statement.

36. How do I notify SACNASP of my contact details?

A form is available on the web page, or can be requested from the Registration or Accounts Office. The form also appears on the invoices and statements.