

CERTIFICATE PRINTING GUIDELINES APPLICABLE TO PROFESSIONALS

CERTIFICATE ONE - APPLICABLE TO PROFESSIONALS WHO ARE CPD COMPLIANT 2015

Please note: This section is applicable to Registered Persons that were due for renewal of registration through Continuing Professional Development (CPD) in 2015.

(2015 Renewal was for Professionals who were registered in the following years: 1975, 1980, 1985, 1990, 1995, 2000, 2005 and 2010)

The conditions for Renewal of Registration are as follows:

1. CPD records for 2010, 2011, 2012, 2013 and 2014 must have been submitted in FULL.
2. A minimum amount of 25 CPD credits in the three CPD categories combined must have been accrued over a five year period.
3. A minimum of 5 of the 25 CREDITS must have been accrued in CATEGORY ONE.
4. Once a Professional has complied with the above conditions, a CERTIFICATE WILL ALREADY BE ON YOUR PROFILE ON YM.

CERTIFICATE TWO – APPLICABLE TO PROFESSIONALS WHO RE-REGISTERED OR UPGRADED TO A DIFFERENT CATEGORY OF REGISTRATION FROM 15 AUGUST 2014 TO DATE

1. New certificates were created on YM for Professionals in this category.
2. This certificate is called an AD HOC certificate on YM.

CERTIFICATE THREE – APPLICABLE TO PROFESSIONALS WHO HAVE BEEN ISSUED WITH AN ORIGINAL SACAP PRINTED CERTIFICATE PREVIOUSLY (BEFORE 2015) BUT REQUIRE A RE-PRINT/RE-ISSUE OF THE CERTIFICATE

1. A written request must be sent to SACAP via the following email address: info@sacapsa.com or on the [CONTACT US](#) section of the SACAP website.
2. SACAP will determine whether the applicant (Professional) is fully PAID UP and has met with the Conditions for CPD compliance.
(Please click on the following link to read more on [CPD Compliance](#)).
Thereafter, an AD HOC Certificate will be created on your profile.
3. SACAP will communicate with you once steps 1 -2 have been completed.

INSTRUCTIONS ON HOW TO PRINT A CERTIFICATE – BROWSER AND PRINTER SETTINGS

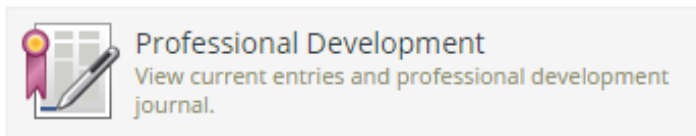
STEP ONE: BROWSER SETTINGS

- Go to your Internet browser setting.
Google Chrome browser is the only browser that will give you an accurate setting when accessing YM.
- CHROME GOOGLE - visit the following link to download [GOOGLE CHROME](#)

(SEE PRINTER SETTINGS SCREEN IMAGES BELOW BEFORE PRINTING FINAL CERTIFICATE)

STEP TWO: SACAP YOUR MEMBERSHIP (YM)

- Log onto the SACAP website: www.sacapsa.com
- Log onto your **INDIVIDUAL PROFILE** on Your Membership (YM).
- Under **MANAGE PROFILE** - go to **CONTENT AND FEATURES** and select the icon **PROFESSIONAL DEVELOPMENT**.



- Once you have opened the **PROFESSIONAL DEVELOPMENT** section this will show you the **CPD** section on your profile.
- To generate the certificate, scroll down to the bottom of the page and go to **CERTIFICATIONS / PROGRAMS**

NAME	STATUS	CREDIT TYPE	MIN REQUIRED	MAX ALLOWED	EARNED	CREDITS EXPIRING
CPD (5 Year Cycle)	Complete		25	32	32	
CPD CAT 3 b) Individual Activies		NA	NA	NA	4	No credits available. Certificate expires on 2015/04/01
CPD CAT 3 a) Membership one		NA	NA	NA	6	No credits available. Certificate expires on

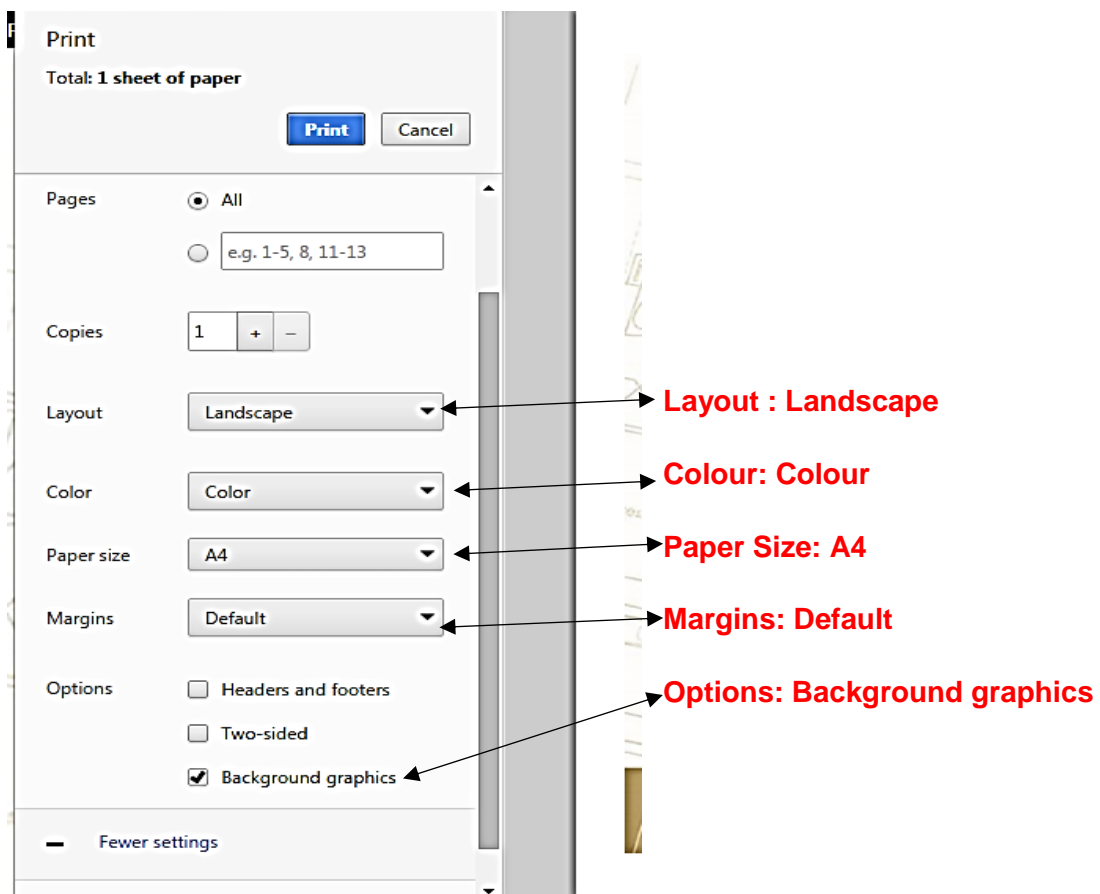
- The **ICON** for printing the certificate is situated on the TOP LEFT HAND CORNER. (Please make sure that you select the ICON and NOT the CPD (5 Year Cycle) as it will appear blank.
- The image of the certificate will appear



- **SELECT PRINT**

STEP THREE: PRINTER SETTINGS

NOTE : Options: SELECT BACKGROUND GRAPHICS for the background image to appear



SEE EXAMPLE OF A FINAL PRINTED CERTIFICATE IMAGE



SOUTH AFRICAN COUNCIL
for the
ARCHITECTURAL PROFESSION

THIS IS TO CERTIFY THAT

Joe Soap

Is registered as a **Professional Architect**

In terms of The Architectural Professions Act, 2000 (Act No. 44 of 2000)

Registration Number	PrArch000000
Registration Date	2010/10/02
Valid Until -	2020/01/01

President

Registrar

This certificate is only valid if the Registered Person has paid all annual fees and has complied with the CPD requirements

