Change of tutor for Pharmacist Assistants via Internet

- Access the South African Pharmacy Councils webpage (www.sapc.za.org)

- Click on the red "Login" (top right). **Login**

- Click on the "Registered Person" Button

- Fill in your P number, ID number and password and click on the green "Enter" button.
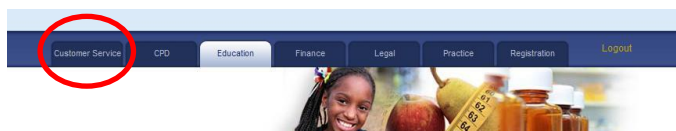
  P Number

  ID/Passport Number

  Password

  Enter

- Select "Above details are correct" or "Update the above details" if applicable.

  NB: Confirm/Update your contact information by choosing one of the options below.

Telecommunication Details	Notices
Cell Number : Business Number : Email Address :	Click Here to [Accept/Decline] tutor association

  Address Details

Postal	Residential / Physical	Courier

  Above details are correct   Update the above details

- Once you are logged in, select the "Customer Services" tab at the top.

  Customer Service   CPD   Education   Finance   Legal   Practice   Registration   Logout

- Select the Pharmacist assistant - change of tutor application in the Applications column.

  Applications

  My balance outstanding : R -377.77

  » Voluntary removal from SAPC register
  » Student / learner Applications
  » Application for extension of registration
  » Pharmacist assistant - change of tutor
  » Pharmacist assistant - change of provider
  » Pharmacist assistant - change of pharmacy

- Now select a Payment Option and then select "Next".

- Now select a Tutor at the facility and then select "Next".

- Now read the declaration and select "I Accept".

- Now select "Browse" to attach your proof of payment. Find it and select open. Once attached select "Save".

CHANGE OF TUTOR FOR A PHARMACIST'S ASSISTANT (LEARNER BASIC OR LEARNER POST-BASIC)IN TERMS OF THE PHARMACY ACT 53 OF 1974

EFT / Bank Deposit Payment

Summary

Application : Pharmacist assistant - change of tutor

Cost : R 377.77

Please note that by paying via EFT or by Direct Deposit, the application cannot be completed unless proof of payment has been uploaded. There may be a lead time of up to 14 days for the final processing of the application in order to complete all processes. Kindly ensure that you use the Y number as the beneficiary reference on such deposit or transfer. An Application will not be processed until funds have been cleared.

Tutor Accept/Decline

Your selected tutor needs to accept or decline the tutorship within 5 days and if no action, the application will lapse. If your tutor declines- You have 15 days to select another tutor and if no action, the application will lapse.

Proof Of Payment

Proof of payment is not compulsory at this stage. However no case will be created until proof of payment has been uploaded using the pending/history application page.

Browse... No file selected.

Back Home   Save

- The following screen will appear.

Welcome to SAPC online applications

CHANGE OF TUTOR FOR A PHARMACIST'S ASSISTANT (LEARNER BASIC OR LEARNER POST-BASIC)IN TERMS OF THE PHARMACY ACT 53 OF 1974

Application submitted successfully !

Summary

Application : Pharmacist assistant - change of tutor

Cost : R 377.77

Your application has been submitted successfully! A SMS will be sent to **0824343652** confirming your application case number.

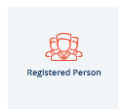Thank you.
SAPC

Click here to view history/pending application.

Back Home

- Log out and let the tutor sign in.

- Click on the red "Login" (top right).   Login

- Click on the "Registered Person" Button

Registered Person

- Fill in your P number, ID number and password and click on the green "Enter" button.

P Number

ID/Passport Number

Password

Enter

- Select "Click here" to [Accept/Decline} tutor association under the Notices heading.

- The learner will appear in the first column under the heading Intern/Assistant (new) - *Your Leaner.* Click Select.

- Now verify the learner and training site details and enter today's date in the block that says Practical training start date. Click on "I Accept" to finalize the registration or "Decline" if this is not your learner

- Once you selected "I Accept" the following screen will appear. Select Ok and please notify the S Buys Academy that you have accepted the learner via e-mail/telephone.