COMMUNITY DEVELOPMENT PROFESSIONALISATON
ONLINE REGISTRATION AND VERIFICATION FORM GUIDELINE

South African
Council for Social Service Professions

Introduction

The Online Registration and Verification Form is being used as a tool to verify Community Development practitioners' information as received from the National Department of Social Development database, and also to allow other practicing practitioners to register on the Community Development database. Only practicing (employed) practitioners, are allowed to participate in the Online Registration and Verification process. All received registration and verified information will be utilised to constitute a voters' roll in terms of Regulation 6(1) of the Regulations regarding the Election and Appointment of Members of a Professional Board, which will lead to the constitution of the 1st Professional Board for Community Development Work. Practitioners who have registered or verified their information in the Online Registration and Verification Form will be eligible for participation in the Community Development nomination and election of the members of the Professional Board for Community Development Work.

The guideline consists out of three sections; namely:

1. Section A: Important notices
2. Section B: Steps to be followed by practitioners wishing to edit or verify their personal information in the Online Registration and Verification Form.
3. Section C: Steps to be followed by practitioners:

   a. Accessing the Online Registration and Verification Form for the first time.
   b. That had difficulties in accessing the form when using their Identity numbers.

Section A: Important notices

1. Only practicing Community Development Practitioners are allowed to complete the Online Registration and Verification Form.
2. It is compulsory for all practicing Community Development Practitioners to either edit, register, or verify their information in the Online Registration and Verification Form, due to the structural changes made in the current Online Registration and Verification Form.
3. Community Development Practitioners are welcome to use the business address of their employers if they are not having personal residential information.
4. Upload of certified supporting documents is mandatory. Failure to upload supporting documents will cause the system not to submit your edited, registered, or verified information. The following supporting documents are mandatory:

a. Job description
b. Appointment letter
c. Identity document
d. Qualification certificates

Practitioners who are not having access to their job description or appointment letter are requested to obtain a signed letter from their Human resource office or immediate supervisor as evidence that he or she is employed within the specific sector or company.

5. Whilst completing the online verification form, you will notice pop-up messages appearing on your screen. Please close the pop-up messages and continue to complete the mandatory information in the category that you are currently busy with and then move to the next category. The Online Registration and Verification Form consists of the following categories:

a. Personal information
b. Contact information
c. Demographic information
d. Academic information
e. Employment information
f. Supporting documents

6. Mandatory information in the below listed categories are being indicated with the following icon

a. Personal information
b. Contact information
c. Demographic information
d. Academic information
e. Employment information
f. Supporting documents

7. Please don't make use of your "gov.za" e-mail address domain, because the firewall being used in the public sector blocks the "Community Development" domain from delivering your unique reference number.
8. Please make sure that your e-mail address is captured correctly when completing the "Contact information" category because your unique reference number will be sent via e-mail.

Section B: Steps to be followed by practitioners wishing to edit or verify their personal information in the Online Registration and Verification Form.

1. Click on the link received from the SACSSP.
2. You will arrive on the "Login" screen.
3. Click on "Log in as a practitioner".
4. You will arrive on the welcome page of the Online Data Verification and Registration Form.
5. Click on the "Edit user profile" tab situated on the left-hand side of your screen.

6. Type in your unique reference number or Identity number and click on search to access your profile.

7. Edit or verify your information by:

   a. Selecting either one of the below-listed categories:

      – Personal information
      – Contact information
      – Demographic information
      – Academic information
      – Employment information

   b. Upload or remove "Supporting documents" as needed.

8. Go to the bottom of the page and read the disclaimer. Click 'yes' or 'no' based on your discretion.

9. Go to the "Submit button" on the right-hand side of the page and click on the submit button to submit your edited and verified information.

Section C: Steps to be followed by practitioners accessing the Online Registration and Verification Form for the first time or had difficulties in accessing the online form when using their identity numbers.

1. Click on the link received from the SACSSP.
2. You will arrive on the "Login" screen.
3. Click on "Log in as a practitioner".
4. You will arrive on the welcome page of the Online Registration and Verification Form.
5. Click on the "Create user profile" tab situated on the left-hand side of your screen.
6. You will arrive on the "Personal information" category page.
7. Complete all the required information as requested in the "Personal information" category before moving to the next category. The blue icons reflect the mandatory fields. ❓
8. A pop-up message might appear on your screen. Close the pop-up message and continue to complete the mandatory information in the category that you are currently busy with. On completion of the mandatory information move to the next category, which is the "Contact information" category.
9. Click the "Contact information" category situated at the top of your screen.
10. You will arrive on the "Contact information" category page.
11. Complete all the required information as requested in the "Contact information" category before moving to the next category. Remember to include your correct personal e-mail address. The blue icons reflect the mandatory fields. ❓
12. A pop-up message might appear on your screen. Close the pop-up message and continue to complete the mandatory information in the category that you are currently busy with. On completion of the mandatory information move to the next category, which is the "Demographic information" category.
13. Click to the "Demographic information" category situated at the top of your screen.
14. You will arrive on the "Demographic information" category page.

15. Complete all the required information as requested in the "Demographic information" category before moving to the next category. The blue icons reflect the mandatory fields. ❓

16. A pop-up message might appear on your screen. Close the pop-up message and continue to complete the mandatory information in the category that you are currently busy with. On completion of the mandatory information move to the next category, which is the "Academic information" category.

17. Click the "Academic information" category situated at the top of your screen.

18. You will arrive on the "Academic information" category page.

19. Complete all the required information as requested in the "Academic information" category before moving to the next category. The blue icons reflect the mandatory fields. ❓

   a. Important notice to practitioners with no qualifications:

      • Click "no" if you are not having a qualification and the form will automatically direct you to the next tab which, is "Employment information".

   b. Important notice to practitioners with qualifications:

      • Complete the three mandatory questions as indicated by the icon ❓
      • To be completed by practitioners with qualifications obtained within the Republic of South Africa:

         – Complete all information as required in the section titled: "Click here if you are having a South African obtained qualification":
         – Complete all information as required in this section if your qualification is in Community Development: "Click here if you are having a South African obtained undergraduate or post-graduate qualification in Community Development."
         – Complete all information as required in this section if your qualification is not Community Development: "Click here if you are having a South African obtained undergraduate or post-graduate qualification, that's not in Community Development."

      • To be completed by practitioners with international obtained qualifications:

         – Complete all information as required in the section titled "Click here if you are having an international obtained qualification":

20. A pop-up message might appear on your screen. Close the pop-up message and continue to complete the mandatory information in the category that you are currently busy with. On completion of the mandatory information move to the next category, which is the "Employment information" category.

21. Click on the "Employment information" category situated on the top of your screen.

22. You will arrive on the "Employment information" category page.

23. Complete all the required information as requested in the "Employment information" category before moving to the next category. All information in this category is mandatory. The blue icons are reflecting the mandatory fields. ❓

24. Important notices:

a. To unemployed practitioners:

- Click "no" if you are unemployed and the form will automatically direct you to the next tab which, is "Supporting documents".

b. To employed practitioners:

- Click "yes" if you are employed and complete all the required information in this category.

25. A pop-up message might appear on your screen. Close the pop-up message and continue to complete the mandatory information in the category that you are currently busy with. On completion of the mandatory information move to the next category, which is the "Supporting documents" category.
26. Click on the "Supporting documents" category situated at the top of your screen.
27. You will arrive on the "Supporting documents" category page.
28. Upload all your mandatory "Supporting documents" as required.
29. Community Development practitioners should please take note of the following:

a. Upload of certified supporting documents is mandatory. Failure to upload supporting documents will cause the system not to submit your edited, registered, or verified information.

30. A pop-up message might appear on your screen. Close the pop-up message and continue to upload your supporting documents.
31. Go to the bottom of the page and read the disclaimer. Click 'yes' or 'no' based on your discretion.
32. Go to the "Submit button" on the right-hand side of the page and click on it to submit your verification form.
33. A pop-up message will appear. Please read the content carefully, because it contains important security information and your unique reference number.
34. You will immediately receive a message reflecting your unique reference number and other security information in the inbox of your personal e-mail address. Please also check for the message in your junk or spam inbox. Example of a reference number: SACSSP-REF-2022-03-28-00

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