



**Steps to register as a Community Service Pharmacist
(CSP) for the purpose of performing pharmaceutical
community service and general information**

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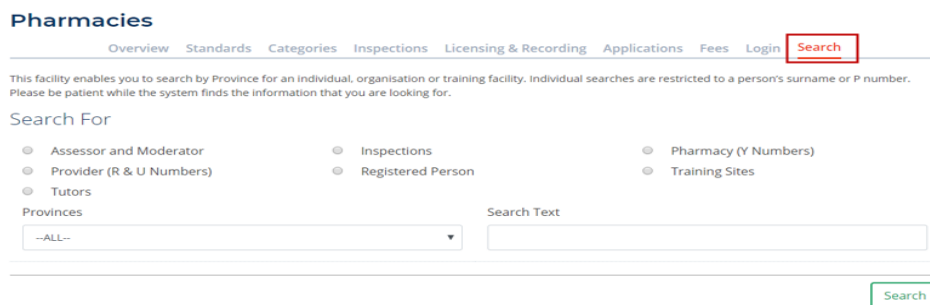
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Step 1: Verification of a CSP site

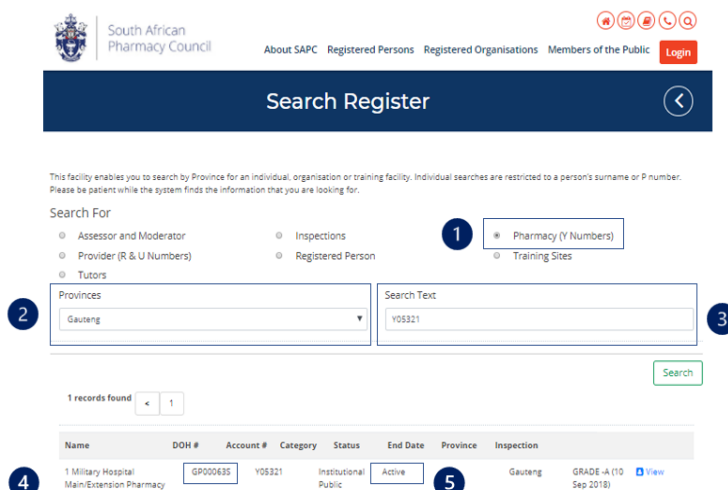
Verification of a CSP site on the SAPC website (www.sapc.za.org) the intern can verify a CSP site by clicking on “Registered organisations”- Pharmacies



Click on the “search” tab.



The prospective CSP must ensure that the pharmacy where they have been appointed to perform community service is licensed by the National Department of Health (NDoH) and recorded with the SAPC (i.e. it has a licence number) and that it is registered as “active”.



Step 2: Access your secure SAPC profile

Following CSP placement by the National Department of Health (NDoH) Internship and Community Service Placement (ICSP), the Pharmacist Intern released for community service can access the CSP online application from the secure site of the SAPC website: www.sapc.za.org. Please click on the login tab, then the Registered Persons tab, then enter your P-number, ID/passport number and your password.

South African Pharmacy Council

About SAPC Registered Persons Registered Organisations Members of the Public **Login**

Login

Registered Person Group Owner Provider Administrator

Registered Persons

P Number

ID/Passport Number

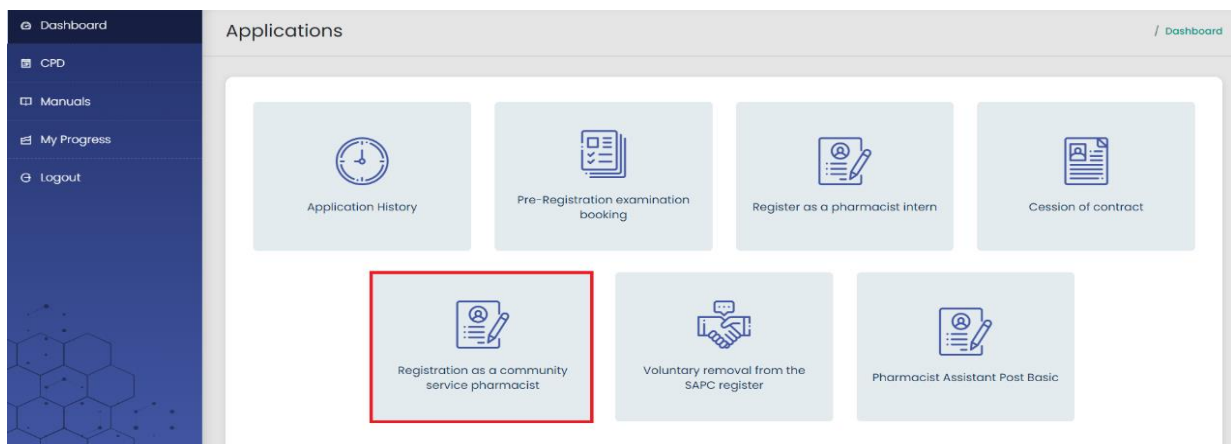
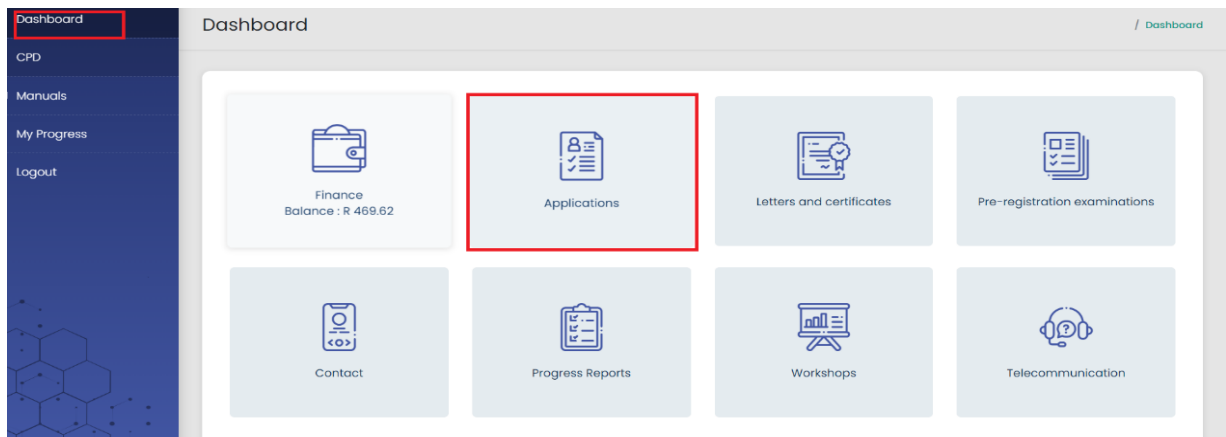
Password

Login with your unique account number eg. P12345, enter your full ID number with no spaces, enter your password as sent to you. Note: your password can be changed once you have successfully logged in. For more information here to read the tutorial: [How to login on the SAPC Website.](#)

- [Request a password](#)
- [Useful login tips, click here](#)
- [Secure login tutorial, click here](#)

Step 3: Applying for registration as a community service pharmacist (CSP)

The landing page after logging on to the secure site is the dashboard. You may alternatively click on the dashboard tab on the blue panel on the left. You will access the application for registration as a CSP by clicking on the applications tab. Click on the application and complete the required information. Remember to attach all the documents that are required as part of the application.



Capture the Y-number of the pharmacy where the community service will be undertaken and also insert the envisaged commencement date.

Csp / Dashboard

APPLICATION FOR REGISTRATION AS A COMMUNITY SERVICE PHARMACIST : R 7445.00

Public institution-pharmacy Y/U/HA No
 Click [here](#) to search for practical training [Y/U/HA] number.

Envisaged date of commencement
 yyyy/mm/dd --:--

If seconded to a private institution and the system does not recognise the Y-number of the private institution, contact NDoH to update the pharmacy list with SAPC

CSP Pharmacy Details / Dashboard

APPLICATION FOR REGISTRATION AS A COMMUNITY SERVICE PHARMACIST : R 7445.00

Pharmacy Y/U/HA No Y	Pharmacy Name Hospital Pharmacy	NDOH Number LP
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Physical Address

Step 4: Attach the required documents

Attach the following required documents:

- (a) Allocation letter issued by the National Department of Health (NDoH) indicating the pharmacy you have been allocated to for CSP;
- (b) Job offer & acceptance letter or employment contract indicating CSP start date (i.e. acceptance letter indicating start date for commencement of CSP is compulsory);
- (c) Certified copy of qualification/degree;
- (d) Valid endorsement certificate (for foreign nationals) – an Endorsement certificate should indicate the details of the pharmacy where community service will take place; and
- (e) Proof of payment of applicable fee if payment is not made through instant EFT (SID).

Note: The allocation letter may be uploaded together with the signed copy of the letter of appointment/employment.

Required Documents / Dashboard

Application

APPLICATION FOR REGISTRATION AS A COMMUNITY SERVICE PHARMACIST : R 7445.00

documentary evidence of the name of the public health facility or complex of health facilities where I have been placed to perform pharmaceutical community service and the date on which I will commence such community service (**signed** copy of letter of appointment/employment) No file chosen

Certified copy of my qualification in pharmacy e.g. B Pharm degree No file chosen

a valid copy of an endorsement certificate (for foreign citizen only) No file chosen

Step 5: Accept the declaration

Declaration / Dashboard

I, as the applicant herein, declare that:



- a. The information that I have provided herein is true and correct. In the event that the Council becomes aware of any false information, the Council shall have the right to summarily reverse any registration status changes as a result of this application;
- b. I have not disclosed my information to enable persons other than myself to complete this application;
- c. I give the Council consent that the Council may, by any appropriate means, verify the information supplied herein;
- d. Should the Council so request, I confirm that I will provide the original documents, where certified copies of such documents have been included as part of this application;
- e. In the event of any information provided herein, I undertake to notify the Registrar of such changes within 30 days of such changes becoming applicable;
- f. I am in good standing with Council and have no disciplinary action pending against me in terms of Chapter V of the Pharmacy Act, 53 of 1974. I further declare that I have no criminal action or other judicial action pending against me that may give rise to disciplinary action against me in terms of Chapter V of the Pharmacy Act;
- g. I am authorized, alternatively competent, alternatively meet all the requirements to complete this application; h. I shall adhere to all the timeframes stipulated by Council in terms of this application. I further declare that any failure by myself to meet such timeframes this application shall be deleted from the system and I shall be required to submit a new application;
- h. I shall adhere to all the timeframes stipulated by Council in terms of this application. I further declare that any failure by myself to meet such timeframes this application shall be deleted from the system and I shall be required to submit a new application;
- i. I acknowledge that this application is valid for 60 days from date of receipt by the Office of the Registrar. I further declare that should I fail to submit all the required supporting documentation and/or fees/proof of payment of fees within 60 days of this application, this application will be invalid and all fees (excluding annual fee) that may have been paid herewith shall be forfeited;
- j. I am aware that once this application has been submitted, there will be no refund of the registration fee paid and the said paid annual fee will be refunded on a pro-rata basis;
- k. I will inform the Council if my status effected by this application changes, (e.g resignation as a Responsible Pharmacist);
- l. I am the person to whom the qualification has been awarded, which qualification details are contained herein (where applicable);
- m. I specifically comply with the criteria for registration of additional qualifications (where applicable);

Step 6: Choose a payment method:


PaymentOptions / Dashboard

Payment Options


APPLICATION FOR REGISTRATION AS A COMMUNITY SERVICE PHARMACIST : R 7445.00

Please note that no approval will be granted until payment confirmation is received from the financial institution.



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 V/P number as the beneficiary reference on such deposit or transfer. An Application will not be processed until funds have been cleared.



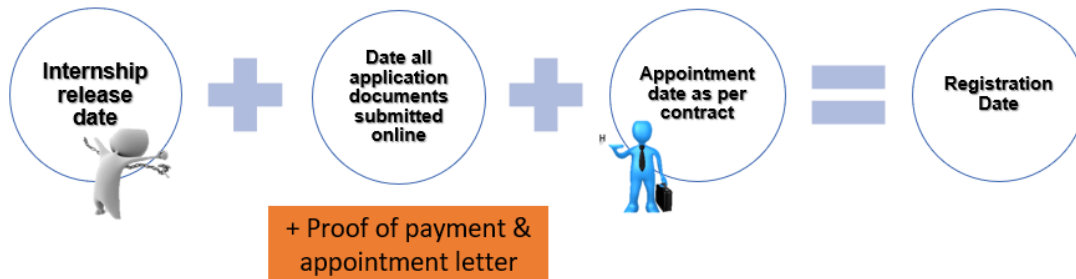
SA's most trusted alternative payment method to credit card. Pay via your trusted internet banking facility

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General Information

What affects the CSP registration date?

The **registration date** depends on the following:



What happens when you complete the CSP?



What happens if placement as a CSP is delayed?

- Once released from internship, an intern may no longer practise as an intern, Pharmacist's Assistant or Pharmacy Technician or pharmacist until registered as a CSP.
- There is an allowance within legislation to permit those awaiting placement as a CSP, to work as a Pharmacy Technician for a period of six (6) months:
 - You need to have written confirmation from ICSP that:
 - ✓ You have not yet been placed as a CSP; and/or
 - ✓ You will commence CSP in the next cycle

- There is also an allowance for interns who would like to delay their registration as CSP to work as a Pharmacy Technician for a maximum period of twelve (12) months.
- Complete the relevant application form and pay the applicable fee.

Frequently asked questions about practice as a CSP

Can a CSP work as a locum pharmacist at a private facility after hours?

A CSP is a pharmacist located in a specific facility and may not work outside the allocated area.

Can a CSP be a Responsible Pharmacist?

A CSP can assume the role of a Responsible Pharmacist after such an application is made to the SAPC.

Can a CSP tutor pharmacy support personnel?

Yes, a CSP can tutor pharmacy support personnel.

Can a CSP tutor a Pharmacist Intern?

No, a CSP cannot tutor a Pharmacist Intern, a pharmacist must have been in practice for more than three (3) years to be able to tutor a Pharmacist Intern.

For any further queries please send an email to csp@sapc.za.org