



SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

P.O. BOX 868 Ferndale 2160
Tel: 011 789 1384
Fax: 011 789 1385
www:saclap.org.za

registrar@saclap.org.za

OUTLINE TO PROFESSIONAL REGISTRATION PROCESS FOR ALL CATEGORIES

- i. Applicants are to complete the **application form** that is found on the website on the download page under the Registration Section.
- ii. The **application form** together with the **certified copy of the ID and qualifications** as well as **detailed CV** are to be sent electronically to the Registrar to the address stated above.
- iii. The Registrar will be briefed by the Registration Committee as to the category of registration in which the candidate is to be accepted.
- iv. The Secretariat will allocate a candidate number, forward an invoice and add the name of the candidate to the Register
- v. On payment of the invoice the candidate will receive his/her certificate confirming the number and acceptance as a candidate.
- vi. The prospective registered person will need to be registered as a candidate for a period of 2 years under the 'supervision' of a mentor - a registered landscape architectural professional that on a quarterly basis confirms that you are meeting the requirements of the **core competency table** (can be found on the website).
- vii. You will also need to submit by 30 October each year a **logbook, updated CV** and **letter from your mentor** confirming progress in terms of meeting the core competencies.
- viii. In the second year of candidacy you need to submit the above documentation again as well as a **portfolio** of work.
- ix. In the candidacy period you also need to attend a **compulsory 1 day workshop** that addresses the main aspects of each Section of the examination papers.
- x. The Registration Committee will then advise if you are eligible to sit the professional registration examinations.
- xi. You then sit the examinations and obtain the **required pass symbol** (dependant on the registration category).
- xii. Depending on the outcome of the professional examination you will be registered as a professional .
- xiii. You will be advised, if applicable, what the upgrading route will be from a registered landscape technologist to registered landscape architect.
- xiv. The secretariat will provide you with your professional registration number, and invoice for your annual registration fees as well as a certificate.

For full details of the process and evaluation criteria please refer to the Registration Policy document on the website's download page.