# APPLICATION FOR REGISTRATION

**PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT NO. 48 OF 2000**

P. O. Box 6286 Halfway House 1685  
1st Floor Gateway Creek, International Business Gateway, Corner of New Road and Sixth Road, MIDRAND  
Tel: (011) 318 3402/3  
Fax: (011) 318 3405  
E-mail: admin@sacpcmp.co.za  
Website: www.sacpcmp.org.za

No Faxed or E-mailed Applications will be accepted.

**APPLICANTS ARE TO COMPLETE ALL SECTIONS OF THIS APPLICATION FORM**

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## SECTION A: PERSONAL PARTICULARS OF APPLICANT

<table>
<thead>
<tr>
<th>Type of Identification (Mark with X)</th>
<th>RSA ID-Document</th>
<th>Foreign ID-Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification No.:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of Issue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title (Mark with X)</td>
<td>Prof</td>
<td>Dr</td>
</tr>
<tr>
<td>Gender (Mark with X)</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Ethnic Group (Strictly for statistical purposes only)</td>
<td>Black</td>
<td>White</td>
</tr>
<tr>
<td>Surname</td>
<td></td>
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<tr>
<td>Initials and First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Day</td>
<td>Month</td>
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<tr>
<td>E-mail Address</td>
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<tr>
<td>Telephone No.</td>
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<tr>
<td>Cell No.</td>
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<tr>
<td>Fax No.</td>
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<td>Postal Address</td>
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<tr>
<td>Physical Address</td>
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<tr>
<td>Province</td>
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Address where communications must be sent (Mark with X)  
Postal Address  
Physical Address
SECTION B: CATEGORY OF REGISTRATION BEING APPLIED FOR

<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>Professional Construction Project Manager</td>
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<tr>
<td>Professional Construction Manager</td>
<td></td>
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<tr>
<td>Candidate Construction Project Manager</td>
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<tr>
<td>Candidate Construction Manager</td>
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</table>

State whether any previous application(s) had been refused, and if so, when and reasons for refusal

SECTION C: EDUCATIONAL QUALIFICATIONS

<table>
<thead>
<tr>
<th>Names and address of Tertiary / University</th>
<th>Qualifications Obtained</th>
<th>Year of Graduation</th>
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Note
Attach certified copies of above qualification certificates

SECTION D: PROFESSIONAL QUALIFICATIONS / REGISTRATION WITH PROFESSIONAL INSTITUTIONS

<table>
<thead>
<tr>
<th>D1 - Names and address of Association / Institution</th>
<th>Registration / Membership</th>
<th>Year of Membership</th>
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D2 - Evidence of Continuous Professional Development (CPD)

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Note
Attach certified copies of above qualification, registration or membership certificates
SECTION E: PRACTICAL EXPERIENCE IN THE FIELD OF CONSTRUCTION PROJECT MANAGEMENT / CONSTRUCTION MANAGEMENT

Do you consider yourself to have obtained the necessary and relevant 4 years of practical experience in the field of Construction Project Management / Construction Management (Mark with X)

| Yes | No Necessary |

If yes, attach documentary evidence of practical experience as prescribed below (Mark with X if attached)

| 1. List of projects worked on in the last 4 years in the format as per Annexure A1 of this Application Form |
| 2. Project Report as prescribed in Annexure A2 of this Application Form |

Are you currently engaged in the field of Construction Project Management / Construction Management?

| Yes | No |

SECTION F: DETAILS OF CURRENT EMPLOYMENT

| Name of Employer |
| Address of Employer |
| Tel No. |
| Fax No. |
| Job Title |
| Outline of Job Description |
| Name of Supervisor |

SECTION G: DECLARATION

I, the applicant, hereby declare that:

a. I am not disqualified in terms of Section 19 (3) of the Project and Construction Management Professions Act from being registered in the category applied for

b. I am not subject to suspension from registration by any other professional body

c. I have read and understood the Registration Policy and guidelines and have no objections to it.

d. All the particulars and documents submitted are in every respect true and correct and have been lawfully obtained, and I have no objection to the verification of the authenticity of the documents.

e. I will abide by the Code of Conduct for registered persons

Signature of Applicant ___________________________ Date ___________________________

No Faxed or E-mailed Applications will be accepted.
SECTION H: DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION FORM

Please submit the following documents with this Application Form (Mark with X)  
(NOTE: Items 4 and 5 are not applicable to Candidate CPM and Candidate CM)

<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Completed Application Form</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Certified copy of Identification Document</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Certified copies of relevant certificates</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>List of Projects involved in (in format prescribed below)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Project Report</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Curriculum Vitae</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Payment of Application Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cheque</td>
<td></td>
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<td></td>
<td>Postal Order</td>
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<td></td>
<td>Bank Deposit Slip</td>
<td></td>
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<td></td>
<td>Electronic Payment Slip</td>
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<tr>
<td></td>
<td>Bank Payment by EFT (Old Mutual)</td>
<td></td>
</tr>
</tbody>
</table>

SACPCMP Bank Account Details

Name of Bank: NEDBANK    Account Name: SACPCMP

Branch Name: CENTRAL BUSINESS    Branch Code: 128405    Account No. 1284064557

FOR OFFICE USE ONLY

<p>| | | |</p>
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<thead>
<tr>
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<tbody>
<tr>
<td>Fees Paid and Receipt Number</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>Date of Receipt of Application</td>
<td>Day</td>
<td>Month</td>
</tr>
</tbody>
</table>

AUTHORIZATION OF REGISTRATION (To be completed after Council Approval)

<p>| | | |</p>
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Category of Registration</td>
<td>Pr. CPM</td>
<td>Pr. CM</td>
</tr>
<tr>
<td></td>
<td>Approved</td>
<td>Not Approved</td>
</tr>
</tbody>
</table>

Signature ________________________________

Date of Authorization    Day    Month    Year
ANNEXURE A – GUIDELINES FOR REGISTRATION

All Professional CPM / CM applicants are required by Council and therefore by law to submit the following as evidence of practical experience in the field of Construction Project Management / Construction Management

NOTE: Candidate CM / CPM applicants are not required to submit the requirements of Annexure A1 and A2

Annexure A1 - Project Profile

1. Project profile (list of projects) involving Construction Project Management / Construction Management which you have completed during the last 4 years or currently in progress.

The following should be provided for each of the projects:

Name of project
Type and description of project
Geographic location of project
Name of client and position and contact details of client representative
List of participating organisations
Year started and year completed (or planned completed date)
Original completion date
Actual completion date
Percentage of practical completion
Total value of project
Percentage participation of your organisation in the project
Your specific role in the project
Was the project successfully completed

Annexure A2 - Project Report

Project Report - For Registration as a Professional Construction Project Manager (Pr. CPM)

Provide two reports of 1500 words each. One detailing the successes that you have achieved on your project and how these were achieved. The other must detail the challenges / frustrations or failures that you experienced on your project and how you handled these. Both reports must demonstrate your technical competence as well as your understanding and project management competence both as a Principal Consultant and Principal Agent.

The reports must be written under the following nine project management knowledge areas; (should be your headings)

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality management
6. Project Human Resources Management
7. Project Communication Management
8. Project Risk Management including Health and Safety Issues
9. Project Procurement Management

Project Report – For Registration as a Professional Construction Manager (Pr. CM)

Provide two reports of 1500 words each. One detailing the successes that you have achieved on your project and how these were achieved. The other must detail the challenges / frustrations or failures that you experienced on your project and how you handled these. Both reports must demonstrate your technical competence in construction, your construction management competence in the Co-ordination of Construction Processes (including work of subcontractors), and your knowledge and understanding of Construction Contracts.

The reports must be written under the following nine project management knowledge areas; (should be your headings)

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality management
6. Project Human Resources Management
7. Project Communication Management
8. Project Risk Management including Health and Safety Issues

ANNEXURE B. APPLICABLE FEES FOR THE YEAR 2015.

Annexure B1. Applicable Fees for the Year 2015

APPLICATION FEE : R 1 688.88
REGISTRATION FEE : R 861.78
ANNUAL FEE : 
Pr. CM / Pr. CPM : R 2 843.34
Can. CM / Can. CPM : R 2 200.52
APPEAL FEE : R 2 921.39
EXAMINATION FEE : R 1 455.81
EXAMINATION WORKSHOP: R 1 050.00
PROFESSIONAL INTERVIEW FEE : R 2 785.88

ALL FEES ARE INCLUSIVE OF VAT

Other Applicable Fees are available on our website: www.sacpcmp.org.za