



**Guide to Applying For Council Admission Examination**

**Faxed, emailed, incomplete and late applications will not be considered.**

1. SACPVP Application form signed by both the applicant and the Commissioner of Oaths. Make sure that the Commissioner of Oaths also stamps the application form where he/she has signed.
2. Please download the latest application form from [www.sacpvp.co.za](http://www.sacpvp.co.za) under examinations.
3. Note that you must be registered with the Council for at least **two years** after completion of a recognised qualification and/or be re-registered for **one year** (if your registration was previously cancelled) before applying to write the admission examination.

**NB: Please, when completing Item 11.1 (Experience Matrix) of the application enter the actual number of valuations completed. Please include all work done when completing the experience matrix.**

4. The application form must be accompanied by the following documents:
  - **Certified copies** of relevant and recognised valuation qualifications (Note that you cannot apply for the exam until after your graduation as the qualification certificate is a pre-requisite.)
  - **Certified copies** of academic records.
  - **Certified copy** of Identify Document (ID).
  - **Certified copy** of proof of workschool attendance certificate.
  - **Letter from your supervisor/mentor** stating that all valuations completed under item 11.1 were done under his/her supervision. The letter must be dated and signed. Only letters with original signatures will be accepted (**copies and electronic signatures will not be accepted**).
  - **Curriculum Vitae (CV)**
5. The summary of work done

The summary of work done must be submitted on an Excel spread sheet. **Do not send valuation reports unless the Council requests for them. (The summary of all work done should correspond with information as completed in item 11.1 of the application form.)**
6. Examination and Pre-exam workshop fees
  - 6.1 Do not pay the examination fee until your application has been approved.
  - 6.2 No one will be allowed to sit for the exam or attend the pre-exam workshop if no payment has been received. No exceptions will be made. (Proof of payment must be forwarded to [accounts@sacpvp.co.za](mailto:accounts@sacpvp.co.za))
7. Annual fee must be fully paid before applying for the admission examination. No exceptions will be made.

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