

Circular 2/2025

**TO: NATIONAL DEPARTMENT OF HEALTH
PROVINCIAL DEPARTMENTS OF HEALTH
NURSING EDUCATION INSTITUTIONS
ALL RELEVANT STAKEHOLDERS**

**SUBJECT: UPDATE EMAIL ADDRESSES WITH THE SANC IN PREPARATION FOR THE
DELIVERY OF ELECTRONIC ANNUAL PRACTISING CERTIFICATES AS OF 2026**

1. PURPOSE

1.1. To inform the nurse practitioners, the National Department of Health, Provincial Departments of Health, Nursing Education Institutions (NEIs) and other relevant stakeholders regarding the following:

- 1.1.1 The SANC will, from July 2025, send electronic annual practising certificates (APCs) by **EMAIL** to practitioners upon receiving their 2026 annual fee payment. This is a pilot phase and is to be rolled out in phases.
- 1.1.2 From July 2026, the Council will fully implement the issuing of electronic annual practising certificates and no longer issue printed annual practising certificates, except in exceptional cases as defined during the 2025/26 pilot study.
- 1.1.3 The SANC is also embarking on a campaign for nurse practitioners to update their personal details (emails and cell phone numbers specifically) to ensure the SANC has recent and correct email addresses and cell phone numbers in its records. This will assist in ensuring that practitioners receive their electronic annual practising certificate in time and via email as of 2026.

2. BACKGROUND

2.1 The South African Nursing Council is a statutory body that is empowered by the Nursing Act, 2005 (Act No. 33 of 2005) to serve and protect the public in matters involving health services generally and nursing services in particular.



Cecilia Makiwane Building,
602 Pretorius Street, Arcadia, Pretoria 0083
Private Bag X132, Pretoria 0001,
Republic of South Africa



Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 377 377



website: www.sanc.co.za

- 2.2 Section 31 (3) of the Act mandates that, *“An employer must not employ or retain in employment a person to perform the functions pertaining to the profession of nursing, other than a person who holds the necessary qualification and who is registered under subsection (1) or (2).”*
- 2.3 Section 36.2 of the Act further states that, *“A certificate of registration is proof of registration for a period of one year after its date and thereafter an annual practising certificate, issued upon payment of the prescribed annual fee and the submission of such information as may be required by the Council to keep accurate statistics on human resources in nursing, is proof of registration in the absence of any credible evidence to the contrary.”*
- 2.4 Due to challenges over the years with the delivery of the printed annual practising certificates via the SA Post Office, the Council has in August 2024 notified the nursing profession, employers and stakeholders of its intention to discontinue the practice of issuing printed annual practising certificates (refer – Circular 10 of 2024).

3. COUNCIL RESOLUTION

- 3.1 During its meeting of 24 - 25 April 2025 the Council further RESOLVED as follows:
- 3.1.1 Approval of the introduction of annual electronic practising certificates in a phased approach from July 2025; and
- 3.1.2 The implementation of the electronic certificates, subsequent to the phased approach, to be fully implemented as of July 2026.

4. ELECTRONIC ANNUAL PRACTISING CERTIFICATE

- 4.1 The electronic annual practising certificate will be similar in content to the current printed annual practising certificate.
- 4.2 The annual electronic practising certificate will be sent to nurse practitioners’ email addresses upon receipt of their annual fees.
- 4.3 The annual electronic practising certificate will be encrypted and will require a password to open it.



Cecilia Makiwane Building,
602 Pretorius Street, Arcadia, Pretoria 0083
Private Bag X132, Pretoria 0001,
Republic of South Africa



Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 377 377



website: www.sanc.co.za

- 4.4 As an employer or prospective employer, you **MUST** verify the details shown on the electronic annual practising certificate by using the South African Nursing Council eRegister (electronic register of Nurses and Midwives) at: www.sanc.co.za/eRegister.aspx
- 4.5 A QR code will be added on the front of the electronic annual practising certificate which, when scanned, will confirm the following critical information from the certificate:
- The address of the eRegister
 - The nurse's Reference Number
 - The nurse's ID Number; and
 - The APC Number.
- 4.6 From the month of July 2025 the SANC will electronically send out the 2026 annual practising certificate to all nurse practitioners whom we already have email addresses as part of the pilot study (**printed annual practising certificates will be available on request**).
- 4.7 As from July 2026 the SANC will fully implement the resolution and only issue 2027 electronic annual practising certificates (**printed annual practising certificates will no longer be available, except in exceptional cases as defined during the 2025/26 pilot study**).

5. UPDATE OF PERSONAL DETAILS (E-MAILS)

- 5.1 Obtaining nurse practitioners' latest email addresses and contact details is essential for the successful delivery of the electronic annual practising certificate, and the SANC therefore request nurse practitioners to update their personal details by following the process below:

Step 1: Go to the SANC website: www.sanc.co.za

Step 2: On the Home Page, go to QUICK LINKS (top, right of the page)

Step 3: Click on: DOWNLOADABLE FORMS

Step 4: Select the form: UPDATE OF CONTACT DETAILS FORM

Step 5: Complete the online form

Step 6: Click on: SEND.



Cecilia Makiwane Building,
602 Pretorius Street, Arcadia, Pretoria 0083
Private Bag X132, Pretoria 0001,
Republic of South Africa



Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 377 377



website: www.sanc.co.za

5.2 We further request, where it is possible, employers to assist with creating email accounts and then provide these email addresses for their employees to the SANC.

For further information in respect of this Circular, you are advised to contact Mr. B Manganyi, Manager: Revenue Collections and Sales at bmanganyi@sanc.co.za or Tel: 012 420 1081.

Yours sincerely,



PROF NG MTSHALI
REGISTRAR AND CEO
SOUTH AFRICAN NURSING COUNCIL

DATE: 06 June 2025



Cecilia Makiwane Building,
602 Pretorius Street, Arcadia, Pretoria 0083
Private Bag X132, Pretoria 0001,
Republic of South Africa



Tel: 012 420 1000
Fax: 012 343 5400
SANC Fraud Hotline: 0800 377 377



website: www.sanc.co.za