

**MEMBER INFORMATION****NEW ONLINE REGISTRATION PROCESS FOR SOCIAL SERVICE PROFESSIONALS –  
SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE PROFESSIONALS (SACSSP)  
GENERAL NOTICE 14 OF 2025****REPORT 26 OF 2025****04 NOVEMBER 2025**

- The SACSSP delivered a workshop to parties to the Public Health and Social Development Sectoral Bargaining Council (PHDSBC) on the new online registration system.
- The new online registration system was launched on 17 October 2025.
- To date over eighteen thousand (18 000) Social Service Professionals (SSP's) have been successfully migrated onto the online system.
- The next batch of registrations was opened on 31 October 2025.
- Members should note that the deadline for full migration onto the online system is 28 November 2025.
- SACSSP requires SSP's to conclude the following Microsoft requirement as part of completing the online registration process:

- i. "All registered social service professionals and students who have not completed the Google Form or the Microsoft Form must complete the Microsoft Form. The Microsoft Form is available on this link:

<https://forms.office.com/r/gxzwVkt2wz>

- ii. Completion of the Microsoft Form is compulsory for the purpose of migration of registrants' profiles into the new system where they will be able to access invoices for the payment of annual fees for 2026/2027 financial year with effect from 1 December 2025 followed by the issuing of digital practice cards. The SACSSP is moving away from manual generation of invoices and practice cards.
- iii. Kindly note that the deadline for the completion of the Microsoft form is 30 November 2025. Those who fail to meet the deadline will have to go through the application process for migration of their profiles into the new system. The implication with this latter process is that those who will be affected will hamper the process to receive practice cards on time. We call upon all social service professionals to respond to the last call to complete the Microsoft form.

- Online registrations for first time applicants should be done via the SACSSP website, members should ensure that all their

supporting documents are certified for uploading onto the system.

- Non-certified documents will not be able to be verified by the SACSSP once uploaded onto the system, which in turn affects the turnaround for the SACSSP to process applications.
- It is important to note that members who had already submitted their application on 17 October 2025, do not need to resubmit their applications, as such applications have already been manually captured by the SACSSP.
- Members should also be aware that the SACSSP will only be issuing out digital practice cards moving forward, no manual practice cards will be issued out to SSP's from 01 April 2026.
- Members are therefore encouraged to utilise the online registration system, as the manual registration system by the SACSSP is being phased out.
- The following webinars have been scheduled by the SACSSP for members to participate and ask the necessary questions regarding the online registration

**HOPERSA OFFICES**

**Eastern Cape** (043-722-3776)  
**KwaZulu-Natal** (033-342-6847)  
**Northern Cape** (053-842-2001)

**Gauteng** (011-791-2243)  
**Mpumalanga** (013-752-6199)  
**Western Cape** (021-591-9283)

process, members are encouraged to log into the webinars as scheduled:

Province	Date	Time
Eastern Cape	31 October 2025	09h00-12h00
Free State	05 November 2025	09h00-12h00
Gauteng	07 November 2025	09h00-12h00
KwaZulu Natal	12 November 2025	09h00-12h00
Limpopo	14 November 2025	09h00-12h00
Mpumalanga	19 November 2025	09h00-12h00
Northern Cape	21 November 2025	09h00-12h00
North West	26 November 2025	09h00-12h00
Western Cape	28 November 2025	09h00-12h00

- Kindly note that the planned Webinars are posted on the website ([www.sacssp.co.za](http://www.sacssp.co.za)) under News and Events tab. SSP's are encouraged to visit the website and register for attendance and get experience of utilizing the new website.
- Members are encouraged to go through the presentation in navigating how to do the online registration, for any further assistance, queries, or information, members can contact the SACSSP via email on [communications@sacssp.co.za](mailto:communications@sacssp.co.za)

### Why join HOSPERSA?

Individual indemnity cover of up to **two million rand** per member (exclusion apply)

Death benefit of **R7 000** for principal members after 6 months of membership

**Professional legal assistance** for labour-related issues at the CCMA and Labour Court

Collective bargaining **negotiating salaries** and other substantive conditions of employment.

Trained, democratically elected **shop stewards**.

Representation at **disciplinary hearings**, grievance procedures and incapacity processes

Representation on **various committees**, including Employment Equity and OHS

**General Meetings** with members

Bilateral **meetings with management**

Service provider benefits including **discounts on services** and stays at holiday resorts.

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### HOSPERSA OFFICES

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