

Waiving of Monthly Training Records (MTRs) for registered candidate with over 5+ years' experience **Application Procedure**

Introduction

The South African Council for the Architectural Profession (SACAP) introduced the waiving of Monthly Training Records (MTRs) for registered candidates with over 5 years work experience for each category of registered candidates.

Therefore, persons who have not completed their MTRs can apply through a special assessment process to waiver these MTRs.

On successful completion of the assessment process candidates will be permitted to write the Professional Practice Examination (PPE). Candidates who pass the PPE will be upgraded to the applicable professional registration category.

Application procedure

Step One

Candidates who have been registered over 5 years and have gained the necessary practical experience are invited to apply for the waiving of MTRs. Applications must be submitted online from SACAP's website (https://sacap.site-ym.com/page/mtr_waiving) Applicants that are not able to make use of the online application can submit their application form via email or by hand at SACAP offices. The administration fee payable for this application is R2 000.00.

An applicant must be a registered candidate in good standing with SACAP.

The following documentation must be submitted with the application:

- 1) A letter motivating as to why the application is necessary
- 2) Certified copy of ID document/passport
- 3) Certified copy of Qualifications
- 4) CV indicating years of architectural experience

Step Two

If Step One is successful:

- a) An assessment of the applicant's portfolio of work, similar to the RPL Assessment, will follow. This assessment will be done by an Assessment Panel appointed by SACAP.
- b) The cost for the assessment is R7 000.00.
- c) The evaluation shall include an interview with the applicant, by the Assessment Panel on a date to be determined by the Panel.

Step Three

If Step Two is successful:

- a) The applicant will receive written confirmation, this will allow the candidate to write Professional Practice Examination (PPE) at a cost of R4 500.00.
- b) This written confirmation can be used to apply for the PPE and to upgrade to a professional.

Apply online: [MTR_waiving - South African Council for the Architectural Profession](#)

Or

Download application form: [2021/2021SeptFINAL_waivering_form](#)