

## SABPP NEW MEMBERSHIP PROCESS | 2020



Step 1: SABPP receives manual application via email or online and communicate of any outstanding documents within 48 hours (2 working days).

An invoice is generated and sent to the applicant for payment.



Step 2: Once all documents including the proof of payment are received, all qualifications are verified via MIE before the evaluation process takes place.

All international qualifications are to be accompanied with a SAQA letter or certificate.



Step 3: The application is allocated to the evaluators; evaluation & approval is done within (10) ten working days.



Step 4: Once feedback is received from the evaluators, SABPP checks whether the qualification is from a SABPP accredited or non-accredited institution.





or HRP) – Final approval feedback together with log in details is emailed to member.

If SABPP non-accredited –Feedback one is sent requesting members to log on to their profiles and write Board Level 1 exams. (This applies to HR Associate level up to MHRP) NB: Members applying for HRT do not write any Board Exams.

**Step 6**: If SABPP accredited and the member is applying for (HRT, HRA





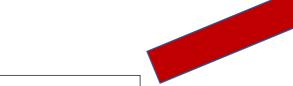
Step 7: Members applying for CHRP & MHRP coming from SABPP non-accredited institution will be provisionally placed at HRT level. Level 1 exam is sent to them, once passed they are provisionally moved to the HRP level.

Compulsory Level 2 is then sent. Their final level is updated once they have passed both exams



All members are then sent their login details and guidelines on how to retrieve membership certificates from their profile.

Hard Copy certificates can be printed on request only, members are liable for extra payment should they need a hard-copy certificate.





Step 10: CHRP & MHRP: Once Board exams Level 2 is received from the member; marking will take place within ten working days.

Should a member pass first time, feedback confirming the final level is sent, however should they fail, a different test will be forwarded to rewrite.

NB: Final feedback is only sent to members after passing the required exam. Should a member prefer not to write exam they will be placed at default level.



Step 9: HRA & HRP: Once members pass Board Exam level 1, Final feedback confirming the final level is sent to members.



**Step 8:** Members applying for CHRP & MHRP, coming from an **accredited** institution are provisionally approved at HRP level. Only Compulsory Level 2 exam is sent to them to write. Final levels are updated once the exam has been passed.



