

FEBRUARY 2025

ECARES TRAINING FOR ECD REGISTRATION DRIVE BRONZE REVIEW & APPROVAL

PROVINCIAL AND DISTRICT EDUCATION OFFICIALS

REGISTRATION APPLICATION CERTIFICATE GENERATOR

This section covers how to view approved applications and how to generate Bronze registration certificate.



A Certificate Generator can:

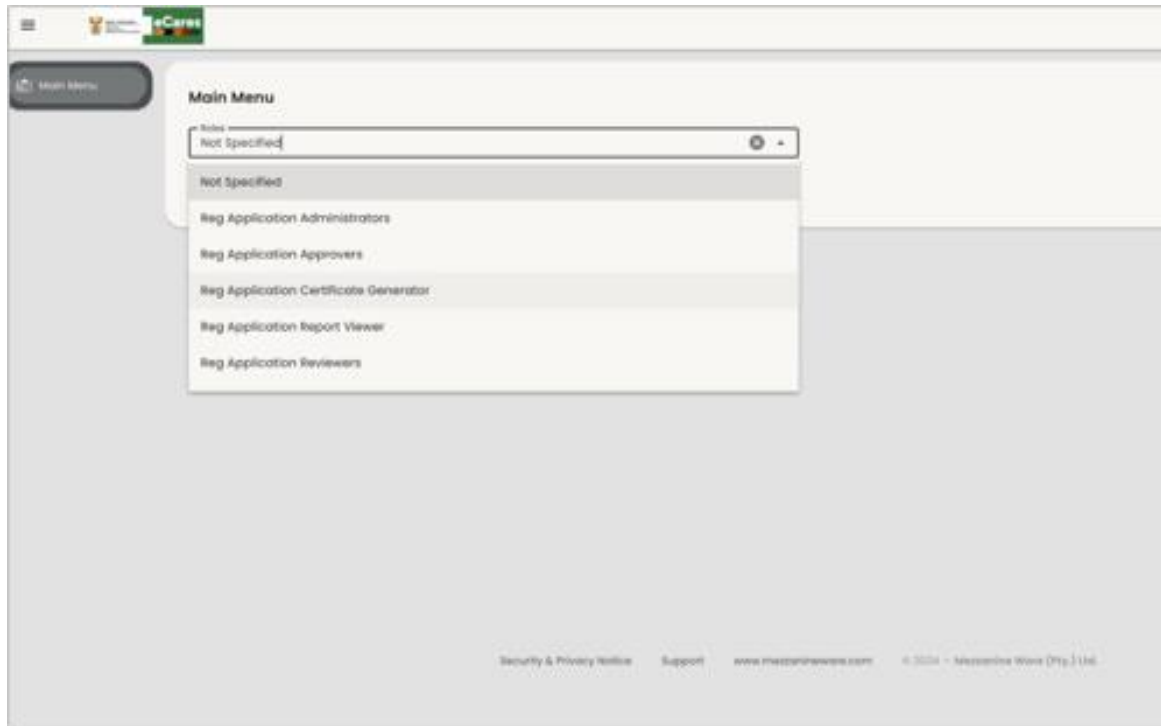
- *Generate certificates for all approved ECDs and access reports on application status (approved, rejected, review/approval in progress) and the registration status.*
- *Add a search criterion on the list of applications to specify the desired field.*
- *Download reports (csv file).*

CERTIFICATE GENERATOR: PROCESS FLOW



- Enter your login credentials
- Access the Certificate generator dashboard
- Access the certificates and reports of all submitted applications.
- Open to generate a certificate or view or download a report with the application status.
- Click on the certificate you wish to generate, and it will be downloaded to your PC for printing.
- Open the report to see all applications and their registration status,
- Download the report in Excel (csv) for analysis.

REGISTRATION APPLICATION CERTIFICATE GENERATOR – LANDING PAGE



- As a Reg Application Certificate Generator, you can:
- Access a list of all approved bronze certificate applications. These applications have undergone the Reviewer and Approver processes.
- View a report of all initiated applications.
- To access the Reg Application Certificate Generator role after logging in:
- Navigate to the Main Menu.
- Click on "Not specified" below Roles to reveal a dropdown list.
- Select "Reg Application Certificate Generator" from the dropdown.

REGISTRATION APPLICATION CERTIFICATE GENERATOR – GENERATE CERTIFICATE

1

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The certificate will be emailed to privekey@mezzaninewars.com. Please allow time for delivery.

Generate Certificates

Applications - View or Edit An Existing Application

Search

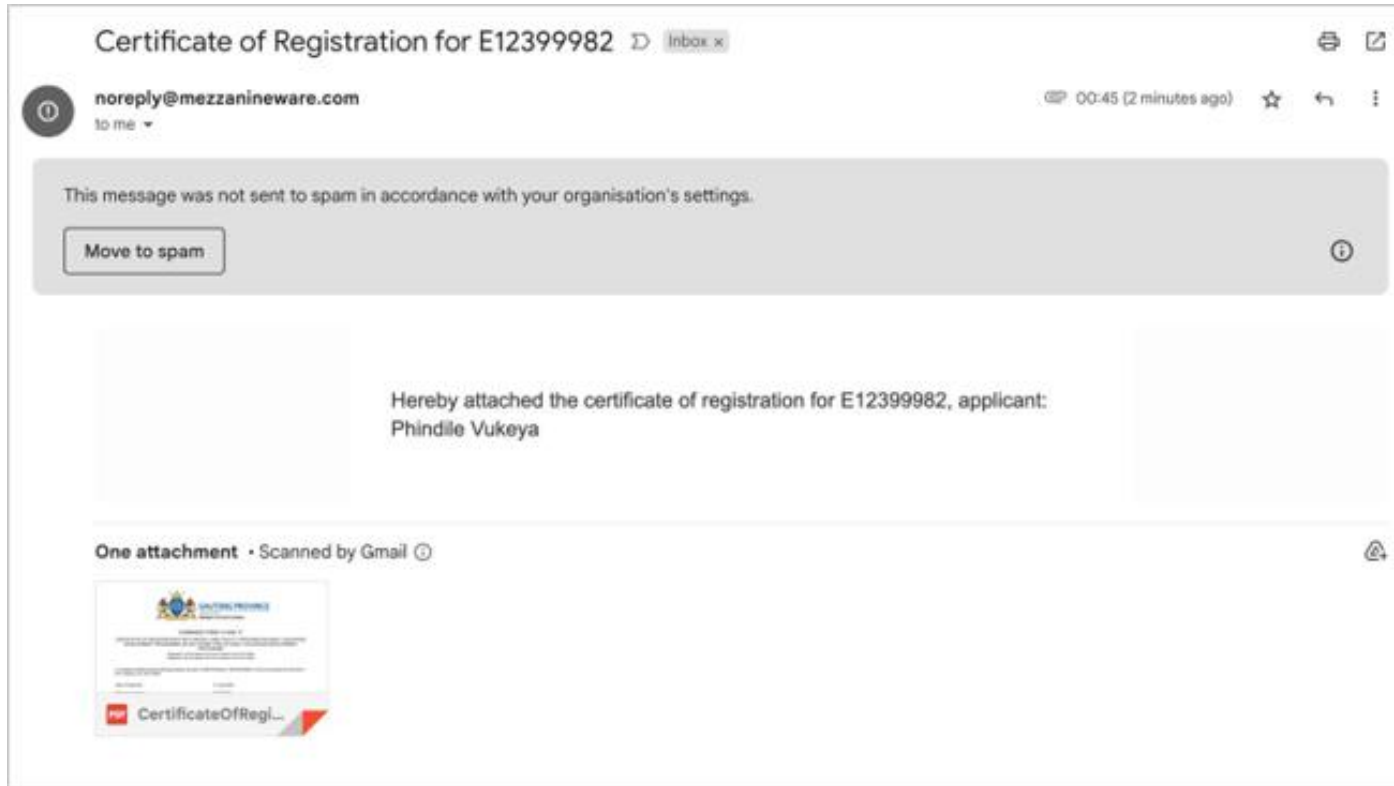
ECD Name	Name And Surname	Education District	Municipality	Ward	Latest Updated	ID Number	Applicant Contact Number	Reference No	Date Created	Status	Registration Status	
GENERATE CERTIFICATE	Ingita Day	Phindile Vukeya	Johannesburg East	City of Johannesburg	75	2024-08-22 00:42:37	640450938080	2781739140	612399962	2024-08-21 08:57:40	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	Ingita Day	Phindile Vukeya	Johannesburg South	City of Johannesburg	57	2024-08-21 20:25:05	640450087086	2781739140	610573225	2024-08-19 23:09:26	Approved	In process
GENERATE CERTIFICATE	Matang-Bana	Patience Matsira	Johannesburg East	City of Johannesburg	111	2024-08-21 10:25:56	8572	27840698572	6164423040	2024-08-21 09:34:13	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	ECD SMS TEST	Shariel Patel	Tshwane North	City of Tshwane	75	2024-08-21 09:55:29	nyuv	27823781532	626663333	2024-08-15 13:22:22	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	Ed Creche	Patience Matsira	Johannesburg North	City of Johannesburg	96	2024-08-14 14:22:53	DN5678	27840698572	653188054	2024-08-14 13:30:03	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	Mapoleon ECD	Patience Matsira	Johannesburg East	City of Johannesburg	75	2024-08-12 12:13:47	D523	27840698572	643300571	2024-08-12 11:46:13	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	es	Patience Matsira	Johannesburg East	City of Johannesburg	76	2024-08-12 11:38:47	r567890	27840698572	6192252674	2024-08-07 15:19:28	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	ECD RI Test	Shariel Patel	Gauteng North	City of Tshwane	102	2024-07-31 11:38:56	hahbafte	27823781532	685964849	2024-07-31 11:29:41	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	Matananga	Phindile Vukeya	Sedibeng East	Lesedi	7	2024-07-11 12:42:40	6603235267082	2781739140	619125998	2024-07-11 12:05:59	Approved	Bronze Conditional Registration
GENERATE CERTIFICATE	Wendberg Creche	Phindile Vukeya	Johannesburg North	City of Johannesburg	115	2024-07-10 13:18:09	sdflkljh	27823781532	648909272	2024-07-10 13:02:49	Approved	Bronze Conditional Registration

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Once in the list of approved applications you can sort by the Last Updated Date or search by ECD Name to find the certificate you want to print.

- Click on **GENERATE CERTIFICATE (1)**
- You will receive a notification at the top right confirming that the certificate has been sent to your email address.
- An email will be sent to you with the certificate attached.
- If you are having issues receiving emails
 - Check your email address in the blue box above (2) – if it is not correct contact the WhatsApp support line to correct your user details.
 - Check your Spam or Junk folder.
 - Ask your IT department to make sure that your Provincial server is not blocking emails from Mezzanine.
 - If none of these options work contact the WhatsApp support line to give you Reporting access and see the Reporting section for an alternate option.

REGISTRATION APPLICATION CERTIFICATE GENERATOR – GENERATE CERTIFICATE



Here is an example of an email received with the certificate attached.

REGISTRATION APPLICATION CERTIFICATE GENERATOR – GENERATE CERTIFICATE

GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

COMBINED FORM 12 AND 17
CERTIFICATE OF REGISTRATION FOR A PARTIAL CARE FACILITY PROVIDING AN EARLY CHILDHOOD DEVELOPMENT PROGRAMME OR ANY OTHER TYPE OF EARLY CHILDHOOD DEVELOPMENT PROGRAMME
(Regulation 15 and Section 83 of the Children's Act 38 of 2005)
(Regulation 25 and Section 98 of the Children's Act 38 of 2005)

It is hereby certified that the following facility has been CONDITIONALLY REGISTERED in terms of Sections 83 and 98 of the Children's Act 38 of 2005.

Department makes a determination on the full application.

CONDITIONS
This conditional registration is subject to the following conditions:

- That the applicant takes steps towards compliance with the Norms and Standard for Partial Care and the Norms and Standards for ECD Programmes, and can produce evidence of such steps.
- That all remaining documents required for a full registration application in terms of the Children's Act, are submitted within one year of the date shown below, in line with guidance received from local

Phindile Vukeya on behalf of the Provincial Head Mr Rufus Mmutlana (Acting)

Province: Gauteng

Here is an example of a Bronze Conditional registration certificate which is a combination of the prescribed **Form 12 and Form 17**.

The conditions on the **Bronze Certificate** relate to three important areas:

- *The minimum floor space that must be provided for each child.*
- *Compliance with the relevant norms and standards.*
- *Submission of all remaining documents for a full application within one year.*

THANK YOU.



basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

