

Some common questions

What is REPs? REPs is a non profit organisation, set up as a partnership between the industry (FitnessNZ) and the government recognised standard setter for education and training in the fitness area (Sfrito). REP's purpose is to operate a registration system that ensures quality exercise advice and demonstration in New Zealand.

What's the difference between 'Registered' and 'Qualified'? Receiving a *qualification* is a one off activity (think about how one receives a drivers licence) where as *Registration* is an annual process that verifies that a person meets *current* standards. For that reason REPs requires individuals to annually re-register, and also to complete a certain amount of ongoing education called (this process is outlined in detail in our 123 Guide to Continuing Education).

I am registering at 2 levels (eg Group Exercise + PT) do I pay twice? No, just once (the higher level).

How do I know what level to register at? Register at the level based on the activity you wish to undertake (or are doing) e.g. if you are, or plan to be, a personal trainer – apply for the PT level.

I don't have an email address: It's important to have an email address and check it regularly as this is the main communication method REPs uses. There are several places that give free email addresses such as www.hotmail.com or www.yahoo.com

Which pathway do I use? If you have a course that is registered with REPs (check the REPs web site for a list) use pathway ONE. If you do not have a registered qualification, but are working at a Registered Exercise Facility then use pathway TWO. In all other cases use pathway THREE.

Can I register while I am still studying? If you are working at a registered facility then you should register now. In all other cases we recommend you register immediately after you complete your course so you can more easily gain employment.

Want more information?

You can download many of REPs forms from our website. www.reps.org.nz

The forms available range from the registration form through to help sheets to enable you to get the most out of your registration.

From the REPs main web page click "working in the industry" then select "downloadable forms" from the menu bar. You will then be taken to the downloadable forms section where you can select and read/download the forms you require.

The website is kept updated with the most recent version of all commonly requested documents.

This document was last updated in June '06.
Overseas Callers call +64-3-379-6139

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www.reps.org.nz info@reps.org.nz

REPs Partners:



1, 2, 3 Guide to Registering with REPs

An overview for those wishing to register with REPs for the first time.

What do I get for registering?

Employment: Registration makes you more employable. Most exercise facilities (around 80%) in New Zealand ONLY allow REPs registered individuals to work in their facility. REPs registration is also internationally portable (see the 1,2,3 Guide on International Portability for more info.) *Please note in both Australia and the UK only REPs registration is recognised, not NZ based qualifications.* REPs also keeps you advised of job opportunities via email.

Information: REPs sends regular emails keeping you up to date with education opportunities, jobs and other industry developments.

Insurance: For Personal Trainers, or anyone who is self employed, *having public liability and professional indemnity insurance is essential* and such insurance is built into all personal trainer contractor registrations (worth \$900!).

Note: If you're an employee of a facility, then the workplace insurance will normally cover you for your employment activities (but not for anything else). If you are a contractor (such as a PT), or if you do work outside the facility (e.g. freelance aerobics classes) then you are NOT covered by workplace insurance. Insurance doesn't just cover you for accidents, but also a whole range of other possibilities (see the REPs info sheet on insurance for more info on this).

Discounts: Through FitnessNZ, individuals registered with REPs receive discounts on a whole range of products and services including:

- HUGE discount on cell phones and call plans through Telecom
- Large discount on exercises shoes (direct from REPs)

In addition Personal Trainers also receive:

- their own credit card processing facility at extremely low rates (2%, with no minimum monthly fee)
- insurance worth over \$800 a year (built into PT Contractor Registrations)

Education Opportunities: REPs keeps you up to date with ongoing education courses by email. These *courses are discounted for REPs registered individuals* to help keep you upskilled at the best possible prices!

1,2,3 of Registering

Registration with REPs is a simple process, which is outlined below. It involves applying to REPs (using an application form) and providing REPs with the relevant information required to register.

(1) Obtain a REPs Registration form

For the most up to date form, visit the REPs web site www.reps.org.nz and follow the link to *Working in the Industry* page, then go to the *Downloadable forms / info* page. Under *For Exercise Professionals* you will see *Application to be a Registered Exercise Professional* download and print this form.

If you do not have internet access, then call REPs and we will post you an application form.

(2) Complete the form

Ensure you complete all sections, so for example where it reads *Email address (essential)* you MUST give a current working email address that you check regularly. Everyone must complete the section on qualifications and work experience – so please do so. By far the majority of applications that are not accepted on 1st application are due to incomplete information, so ensure you answer all questions. If you have any queries when completing the application form, feel free to call REPs.

(3) Send the completed form with payment to REPs

REPs postal address is PO Box 22-374 Christchurch 8142 . Ensure your payment includes the first year application fee, and is for the correct length.

Questions? Call REPs on 0800-55-44-99 or email info@reps.org.nz.

Note: All forms on the web site are in pdf format. All moderns PCs will have a pdf reader installed. If you do not have a pdf reader, you can download and install one from the REPs web site for free.

How much does it cost ? (valid until Sept '08)

All registrations have a first time application fee of \$50+GST, plus an annual registration fee as follows:

Level of Registration	Annual fee @ a Registered Facility	Annual fee @ a non-registered Facility
Group Exercise	\$56.40	\$93.97
Exercise Consultant	\$93.97	\$156.64
PT employee	\$156.64	Not Available
PT Contractor	\$244.35	\$344.60

Figures on the left column are for staff working at a Registered Facility only, if not please use the right hand column.

Unsure ? Call 0800-55-44-99.

NOTES:

- REPs offers payment on registrations by monthly payment e.g. Exercise Consultant is \$7.62 per month. To pay by monthly payment, a monthly payment agreement and direct debit form is required. Full details can be found the REPs web site.
- All registrations run from when you register until 1 October. e.g. if first registering in February, the registration is ¾ of the annual registration plus the first time application fee.
- Change of level is possible part way through the year - just pay the difference in the annual fee for the remainder of the year