

# Application for Annual Registration as an Exercise Professional 2010 / 11

Post completed applications to: REPs, PO Box 22-374, Christchurch 8142

We aim to process applications within 28 days. You will receive confirmation of registration once we have processed your application.

## Section 1: Your Details

First Name		Last Name	
Street Address			Postcode
Suburb & City			
Phone (home)	( )	Phone (work)	( )
Phone (mobile)	( )	Date of birth	/ /
Email address <b>(essential)</b>			Can you speak Te Reo? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your ethnicity?	<input type="checkbox"/> New Zealand Maori <input type="checkbox"/> New Zealand Non-Maori/European <input type="checkbox"/> Other _____		
List here all the exercise facility(s) you work at/for (including the branches of the particular facility)			
Is this facility a Registered Exercise Facility? <i>A Registered Exercise Facility is a facility that has applied to REPs, ensures all its exercise professionals are REPs registered, and that it will maintain membership of the industry association, FitnessNZ. A list of Registered Exercise Facilities can be found on the REPs website</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 2: Level of Registration

Please **CLEARLY** indicate the level(s) of registration for which you are applying.

If you are currently working in the industry you should apply for the level you operate as an exercise professional.

(all prices GST Incl.)

### FOUNDATION – \$107 (discounted to \$64 at registered facility)

- Exercise Assistant
- Group Exercise (pre-choreographed)
- Group Exercise (own choreography)

I have undertaken specific training in the following:

- Aerobics       Aqua       Yoga
- Pump       Circuits       Pilates
- Other, please list: \_\_\_\_\_

**Payment:** All registration payments are for an initial period of 12 months from the date of registration.

**All applications** also pay a \$115 application fee (less \$57.50 rebate for first time registrations. This does not apply to expired registrations).

**Monthly Payments** are available, see back page.

**Registration Year** runs from 1 October to 30 September. Re-registration is due 1 October for everybody and a credit of any unused registration will be applied to your first re-registration period. (see back page 'Terms' for details).

### EXERCISE PRESCRIPTION

- Exercise Consultant Level 1 – \$176 (discounted to \$107 at registered facility)  
(can demonstrate a pre-written program, but not personalise it)
- Exercise Consultant Level 2 - \$176 (discounted to \$107 at registered facility)  
(can demonstrate and write personalised programs)
- Personal Trainer (employee when a PT) - \$176 (only available to trainers at registered facilities)
- Personal Trainer (contractor or self employed) - \$386 (discounted to \$274 at registered facility)

Notes:

- 1) The Registered Facility rate is for exercise professionals operating only from REPS Registered Exercise Facilities.
- 2) If you are registering at more than one level, you only pay for registration at the one highest registration fee applicable

Questions? For personal assistance call 0800-55-44-99

Version V2.3

## Section 3: Insurance

*This section only applies to Personal Trainers who are contractors or self employed (in which case insurance is included with your registration) AND any other contractors that wish to buy insurance (in addition to your registration). All others may skip this section. Note: Contractors are NOT normally covered by any facility's workplace insurance.*

### Please select one

- I am applying for insurance as a Personal Trainer contractor (insurance is included in my registration fee)  
 I am applying for insurance in addition to my registration. The cost of this is \$195 inc GST

### Insurance cover:

- Professional Indemnity - cover for a breach of your professional duty (e.g. exercise advice)
- Public Liability - cover third party injury/property damage arising from operations of your business
- Statutory Liability - covers costs of fines & related defence costs following an unintentional breach of an act of parliament

Please list the activities you undertake e.g. "Personal Training" or "Aerobics Classes"	
Have you had any previous claims in respect to the insurance being applied for	<input type="checkbox"/> No <input type="checkbox"/> Yes, provide details (use additional paper if needed)
What was your total income for your business in the last completed financial year (excluding GST)? In cases where you have not completed a full year, please estimate. Where you have just started write "Just Started". <b>Note: This information is not used by REPs in any way, only the insurance company.</b>	<input type="checkbox"/> Under \$50,000 <input type="checkbox"/> Over \$50,000 – please specify _____
Have you ever been the subject of disciplinary proceedings for professional misconduct?	<input type="checkbox"/> No <input type="checkbox"/> Yes, provide details
Are you aware of any claims, or circumstances which might result in claims against you?	<input type="checkbox"/> No <input type="checkbox"/> Yes, provide details (use additional paper if needed)

### Insurance Agreement:

I/we agree that my/our personal information may be used by Lumley General Insurance (N.Z.) to advise me/us of other services provided by Lumley General Insurance (N.Z.) Limited.

I/we authorise the disclosure of personal information held by any other party regarding my/our previous insurances.

I/we agree to Lumley General Insurance (N.Z.) Limited releasing to other parties information regarding this insurance.

I/we hereby declare and warrant that the answers given in this proposal (and any attachments relating to it) are in every respect correct and complete.

I/we agree that this proposal, declaration (and any attachments to it) and any other information supplied to Lumley General Insurance (N.Z.) Limited in support of this proposal shall be the basis of the contract between us.

I/we agree to accept the terms, exceptions and conditions contained in the Professional Indemnity Insurance policy as modified or extended by any endorsements thereon or the policy schedule or on any certificate of insurance issued to me/us by Lumley General Insurance (N.Z.) Limited in lieu of a policy.

NB: REPs may change the insurer at any time. This may result in changes to the Terms and Conditions of cover, but REPs will ensure the level of cover is comparable.

## Section 4: Pathway of Registration

### Pathway 1: Qualifications from a REPs Registered Education Provider (see list on the REPs website)

*Choose this pathway if you have a qualification from a Registered Education Provider (a full list may be found on the REPs web site [www.reps.org.nz](http://www.reps.org.nz))*

Please list courses completed in the fitness/exercise industry

Name of Courses Completed	Course run by	Date Completed

### Pathway 2: Current Registration with an ICREPs Partner

*Use this pathway if you are currently registered with an approved international registration body.*

### Pathway 3: On Job Training and Assessment

*This pathway is suitable for individuals who: Are new to working in the industry, and/or have limited skills and knowledge*

### Pathway 4: Recognition of Current Competency (RCC)

*This pathway is provided for individuals who: Do not hold a qualification from a REPs Registered Education Provider, have at least two years of industry experience and have considerable industry knowledge, skill and experience*

**IMPORTANT:** In all cases please provide copies of certificates for all qualifications you have listed (or proof of attainment, such as a letter from the institution).

## Section 5: First Aid & CPR

Please select one :

- I hold a current Comprehensive Workplace First Aid certificate, which enables me to undertake work anywhere
- I hold a current CPR certificate, which enables me to work within a Registered Exercise Facility only.

### Notes:

- In all cases REPs requires a copy of your certificate (CPR or First Aid).
- Exercise professionals who hold a first aid certificate which is NOT Comprehensive Workplace First Aid will be regarded as CPR only.

## Section 6: REPs Email Address for Personal Trainer Contractor Registration:

As an additional benefit of registration for Personal Trainer Contractors, REPs offers a FREE email address @registeredtrainer.co.nz (eg john@registeredtrainer.co.nz). Email addresses will be allocated on a first in first served basis. Your email will be diverted to your existing email account (which you have listed in section 1).

Preferred email option 1: \_\_\_\_\_ @registeredtrainer.co.nz

Preferred email option 2: \_\_\_\_\_ @registeredtrainer.co.nz

### Important notes and terms you agree to:

- 1) This is a FREE service on the basis that REPs will take all reasonable steps to ensure emails are delivered, but can not guarantee this as it is provided by a 3<sup>rd</sup> party.
- 2) REPs accepts no liability for any loss that may result.
- 3) REPs reserves the right to refuse any particular name for any reason (such as offensive wording or if the name is a trademark).
- 4) Requesting an email address means you agree to these terms

## Section 7: Payment Details (inc GST) Tax Invoice once paid GST # 85-859-579

### Please complete this table

Registration fee (from first page)	\$
Optional Insurance \$195.00 (see page 2)	\$
Application Fee \$115 (less \$57.50 rebate for first time registrations. This rebate does not apply to expired registrations)	\$
Urgent Processing (7 Days) \$50.00	
<b>TOTAL</b>	<b>\$</b>

**Refunds**  
 Refunds are NOT issued, except when a registration is declined by REPs, in which case the *registration fee* portion is refunded. In all other cases, refunds are not given.

**For Credit Cards:** Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Card Expiry Date \_\_\_\_ / \_\_\_\_

Name on Card: \_\_\_\_\_ I authorise REPs to charge my credit card with \$ \_\_\_\_\_

**Monthly Payments Available**  
 Monthly payments are available for all registrations. Download the monthly payment guide from [www.reps.org.nz](http://www.reps.org.nz), or ph 0800 55 44 99.

**ALWAYS COMPLETE THIS SECTION (select one)**

Cheque Enclosed **OR**  Charge Visa or MasterCard **OR**  I want to make a payment via Internet banking  
 Monthly Payment (and DD form) 12-3148-0121312-00 (use your name as reference)

## Section 8: Terms (these cannot be altered)

I wish to apply for Registration with REPs and agree: (please read carefully)

- To follow the REPs Code of Ethical Conduct (a copy may be downloaded from [www.reps.org.nz](http://www.reps.org.nz)) and to be bound by any complaints process of REPs.
- That all information provided on this form is accurate and true.
- REPs has permission to contact any third party to verify any details of my application and for the third party to disclose any details to REPs.
- To any audits or reviews REPs may undertake to verify my level of registration and/or competencies (REPs may randomly check the competencies of any registered individual).
- To keep REPs updated as to my status as an exercise professional, including contact details & place of work.
- To allow REPs to disclose to third parties my registration status, and any reasons for non-registration.
- To undertake any identified training or assessment at my own cost that REPs identifies as needed to maintain registration.
- That payment is for application, not acceptance. Refunds are not given for unsuccessful re-registrations.
- To make payment for this years registration to REPs.
- For those with insurance: REPs reserves the right to change the insurer at any time. This may result in changes to the Terms and Conditions of cover, but REPs will ensure the level of cover is comparable.
- To allow REPs to pass on any of my contact details to FitnessNZ and any other third party that provides services (eg Australian Fitness Network, The PT Council, Skills Active and FitnessLife) to individuals registered with REPs. I also give permission for them to contact me.
- That all online forms completed in my name that correctly provide my date of birth and email address (the current address as notified to REPs) will be binding (it forms a contract with REPs). I also agree to also be bound by any electronic boxes.
- That my registration will automatically renew on the 30<sup>th</sup> of September each year. I will advise REPs in writing 30 days prior to the re-registration date should I not wish to renew my REPs registration. Unless this notice is received, my registration will continue and renew each year (including payment and agreement to these terms).
- All payments for initial registrations are for 12 months. As the REPs registration year runs from 1 October to 30 September, applications received part way through this period still pay for the full year, and receive a credit equal to the unused registration which is applied on 1 October. (eg. a person registering on 1 March 2011 pays for a full 12 months, and first reregisters on 1 October 2011, with a 5 month credit). There are no refunds issued if this credit is not used at that time.

**Checklist to include**

Payment

First Aid (or CPR) Certificate

Complete contact details (email and post code are essential)

All qualification certificates (for pathway 2, include module descriptions)

Application form signed

If paying monthly: DD and Monthly agreement

By signing here you agree to the payment terms in section (7) for your credit card to be charged, and the registration terms in section (8)

\_\_\_\_\_  
 Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Date



PO Box 22-374, Christchurch 8142.  
 Phone: 0800-55-44-99 (+64-3-373-6391) Fax: 0800-248-348 (+64-3-373-6398)  
[www.reps.org.nz](http://www.reps.org.nz) [info@reps.org.nz](mailto:info@reps.org.nz)



## Pathways to Meet the Qualification Criteria to REPs Register

### Overview

To register with REPs, there are several pathways to satisfy the qualification component of registration and we refer to these as 'pathways'.

One of the key components of REPs registration is the requirement to hold the relevant knowledge, skills and competencies to operate as an exercise professional. Our register operates on a competency based principle, which means that an individual applying for registration must be able to show evidence that they have both the necessary knowledge (education) and skills (competencies) to perform their role. This knowledge and competency can be verified through formal qualifications (recognised course certificates, diplomas etc), as well as by demonstrating relevant industry experience and knowledge.

The most common verification pathway is to complete a qualification from a REPs Registered Education Provider. These are courses which have been verified by REPs as meeting the full qualification requirements for registration at the relevant registration level. On the successful completion of these courses, the individual attaches a copy of their course completion certificate with their REPs registration application as proof of their qualification.

To view a list of REPs Registered Education Providers, please go to our website [www.reps.org.nz](http://www.reps.org.nz) and click on the 'Recognised Courses' option.

### Pathways to Verify Qualification to REPs Register

There are four pathways for an individual applying for REPs registration to verify that they have the skills, knowledge and competency to register. To register with REPs in New Zealand, an individual is required to satisfy one of the pathway options.

#### Pathway 1) Qualification from a REPs Registered Education Provider

This is the most common pathway to REPs registration. By completing a qualification from a course which is already registered with REPs, you can seamlessly REPs register.

These are courses (run by polytechnics, universities, training providers etc) which REPs have already verified as meeting the full qualification requirements for registration at the relevant registration level. On the successful completion of these courses, the graduate simply attaches a copy of their course completion certificate to their REPs registration application as proof of their qualification.

To view a list of REPs Registered Education Providers, please go to our website [www.reps.org.nz](http://www.reps.org.nz) and click on the 'Recognised Courses' option.

#### Pathway 2) Current Registration with an ICREPs partner register

If you are currently registered with any of our ICREPs partner registers (International Confederation of Registers for Exercise Professionals), your overseas registration is recognised in New Zealand as meeting the qualification requirements for the relevant registration level. Our current partner countries are Australia, The United Kingdom and the 30 European Union countries. To register with REPs using this pathway, you simply attach a copy of your overseas registration certificate, or if this is unavailable, REPs in New Zealand will make contact with your overseas register to verify your registration.

The following two pathways (pathway 3 and 4) are provided by Skills Active who are the industry training organisation (ITO), and the government recognised qualification standards and qualification setter for our industry.

These pathways are available for an individual to REPs register who has not completed a qualification through a REPs Registered Education Provider, or does not hold an overseas registration from an ICREPs member country.

With these two pathways, there is a fee payable directly to Skills Active to undertake the process. This fee is in addition to the annual registration fee payable to REPs.

### Pathway 3) On Job Training and Assessment

This pathway is suitable for individuals who:

- Are new to working in the industry, and/or
- Have limited skills and knowledge

With this option, a Skills Active will work with you to organise a suitable training plan, followed by assessment in your workplace. The training plan will involve work place based training using workbooks which are completed while working on the job. The individual is required to have at least a base level of knowledge for the REPs registration level. A Skills Active team member will support you throughout the process. This is similar in many ways to an apprenticeship, which is common in many industries.

The cost for this pathway is \$125 plus GST for those who have a Skills Active registered assessor in their workplace. There are additional costs if a Skills Active Registered Assessor is required to work with you. This fee is payable directly to Skills Active and is in addition to the registration fee payable to REPs.

To undertake this pathway, you must complete a Skills Active Training Agreement in conjunction with your REPs registration application form. Both documents are available on the REPs website under the 'How to Register' section. The completed forms are then both posted to REPs. Skills Active will then make contact with you to get the process underway.

REPs will also provide you with a period of provisional REPs registration to allow you time to complete the Skills Active training plan and assessment.

### Pathway 4) Recognition of Current Competency (RCC)

This pathway is provided for individuals who:

- Do not hold a qualification from a REPs Registered Education Provider
- Have at least two years of industry experience
- Have considerable industry knowledge, skill and experience

This pathway to register is suitable if you have been working and operating in the industry for **at least 2 years**, and you can provide a 'portfolio of evidence' to gain recognised qualifications (the New Zealand National Certificates) for the skills and knowledge you already have. The 'portfolio of evidence' is submitted to an assessor to evaluate.

The cost of this pathway is \$125 plus GST for the application fee plus an assessment fee of between \$400 and \$800. The fee is based on a fixed fee for the first part of the assessment process (6 hours), and if reassessment is required, then this is undertaken on an hourly rate payable by the individual.

With this pathway, you are required to supply Skills Active with as much supporting evidence of your experience and skills and other documents to support their assessment of you. This would include qualifications, records of achievement, certificates, written testimonials from managers and supervisors, recent professional development (workshops and courses) etc.

### What to do next?

Step 1: Complete an application for REPs registration form. It is important that you complete this form in full, and in the qualification question, please tick only 1 of the 4 pathway options.

Step 2: If choosing pathways 3 or 4, please also complete a Skills Active Training Agreement and return this with your REPs registration application. REPs will make contact with you and advise the next steps in the process.

### Need Further information or help?

For further information please REPs directly on 0800 55 44 99 for assistance.



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