

Help Sheet for Registration Applications

*This help sheet is designed to assist individuals completing the **Application for Registration as an Exercise Professional** form. In addition to this form, it is recommended that you also have the summary sheet for the specific level of registration you are applying for – these are all downloadable from the REPs web site – www.reps.org.nz*

An overview of the system

The Register of Exercise Professionals (REPs) operates a registration system for Fitness Professionals in New Zealand. In consultation with the fitness industry, REPs sets minimum standards of competencies for individuals giving exercise advice or demonstration.

Individuals apply for registration at a particular level, with each level having a level name (e.g. “Personal Trainer”) and a description of the activities that individuals at this level are registered to undertake.

There are many ways of “proving” you have met the registration requirements – from courses registered with REPs, right through to an assessment process that recognises an individual’s skills and competencies. Details of these pathways are outlined in the registration form, and in this help-sheet.

There are three main components to the registration system

(1) Initial Registration

Through various pathways, individuals provide evidence that they meet the required standards. All registrations require a current first aid certificate (or CPR certificate if only operating from the premises of a REPs Registered Exercise Facility), and a component of practical ‘hands on’ experience (varies depending on the level of registration)

(2) Ongoing Education (CEC’s)

Each year an individual re-registers, and shows evidence of ongoing education. To do this various activities count towards ‘credits’ of ongoing education. A certain number of credits are required each year to remain registered. The following are a list of activities that have credit attached

- attending registered ongoing education courses,
- national fitness conferences
- working in the industry (e.g. at a fitness centre)

For full details of the ongoing education requirements you can download an info sheet from the REPs web site titled **Ongoing Education Process**. For most individuals, simply working in the job will be sufficient for the first year, with some form of training/course/conference every second year.

(3) Code of Ethical Conduct

This document outlines the professional ethical behaviour expected of an exercise professional.

Collectively the registration standards, ongoing education requirements and code of ethical conduct forms the basis for the registration system.

The Application Form

Section 1: Individual details

Please ensure you complete this section and PRINT all details clearly. As email is the **main** communication vehicle we use, it is important to provide us with an email address that you check regularly.

Section 2: Level of registration

Please ensure you download and review the specific requirements for the level of registration for which you are applying. This includes checking the work experience requirements. All levels require a current first aid certificate (or CPR if you will only operate from the premises of a REPs Registered Exercise Facility).

Section 3: Insurance

Insurance is designed to provide protection to exercise professionals, their clients (members of the public) and exercise facilities where the exercise professional is an independent contractor. In the case of employees, the insurance policy of the facility would cover the employee, therefore insurance is not required if you are an employee.

If you are applying for registration at the Personal Trainer Contractor level (excluding PT-Employee) or any **Advanced** level, insurance is included in your registration fee.

If you are a group exercise instructor that operates outside of an exercise facility (such as a school hall) or you are an independent contractor based at an exercise facility, then it is recommended that your purchase insurance (as it is unlikely you would be covered by the facilities insurance). The fee for this insurance is \$167.07 + gst per year.

If you register at a level that includes insurance (such as Personal Training) and also register at another level (such as group exercise) your insurance will cover both activities (you do not need to pay any extra).

Section 4: Pathway of Registration being used

Choose the pathway you wish to use for registration. Please note, all Skills Active national certificates are also included in the 'registered course' option.

In all cases please ensure you include all the documentation listed in this section.

Section 5: First Aid and CPR

REPs requires you to have a current First Aid certificate to re-register. If you operate within the physical premises of a REPs Registered Exercise Facility, then you are only required to hold a minimum of a CPR certificate. If you operate from a non registered facility or work outside of the physical premises of a Registered Exercise Facility (e.g in a park etc) then you must hold a current Comprehensive Workplace First Aid certificate.

Section 6: REPs Email Address for Personal Trainer Contractors

If you would like the additional benefit of a free @registeredtrainer.co.nz email address then please complete this section.

Section 7: Payment Details

Please select the fee applicable to the level of registration you are applying for, and whether or not you are based at a Registered Exercise Facility. To receive the registered Exercise Facility discount you need to be employed by or contracted to the facility, but you do not need to be in an exclusive relationship.

If you are applying for registration at multiple levels you only need to pay ONE registration fee – the highest fee of any of the registration levels for which you are applying.

For more information

Download the most recent version of the summary sheet for the level of registration you are applying for (www.reps.org.nz) as well as the **Benefits of Registration** info sheet.

