

Application to be a REPs Registered Education Provider

Section 1: Initial Education Provider Details

Full Name of Institution			
Abbreviated name of Institution (if one)			
Address:	Physical	Postal	
Phone number	()	Fax number	()
Contact Person			
Contact Person's Ph	()	Contact Person's mobile	
Contact Person's email address (ESSENTIAL)			

Section 2: Courses you wish to register with REPs

List here all courses, that you wish to Register with REPs, that cover the required content of the REPs standards.

Course Title	REPs Registration Level ¹	Notes

(1) This is the level of REPs registration that a student who successfully completes this course should be able to obtain

Section 3: Institution Type

Please tick which applies to your institution:

University Wananga Polytechnic PTE accredited by NZQA in the Fitness Field

OR

We are none of the above, but are prepared to be verified/audited by an external body to ensure how we deliver training and assessment is up to educational standards. This process of verification/audit is in addition to the process to apply for REPs registration, and will have additional costs.

Section 4: Course Content Match Up Against REPs Registration Levels

Please download, print and complete the document “Application to Map and Review a Course against the REPs Levels”. This document can be found on the REPs website in the ‘education providers’ page.

This document is completed by you and used to map and match your course(s) against the REPs registration levels.

It is important that you fully complete this document as an assessor will not be able to undertake any matching of your course(s) until this document is completed in full.

Process and Timeline of the Application

1. Application received by REPs.
2. Invoice generated for payment and invoice paid. Payment must be received by REPs before the application will proceed.
3. Applications that are complete and paid are normally processed within 28 days of being received by REPs. Incomplete applications will cause delay.
4. REPs will verify that the Institution applying is a recognised education institution or that they are able to show this in another way via an external audit (e.g NZQA audit) or REPs review.
5. REPs assessor will verify the course content. REPs will advise you of the Assessor allocated.
6. REPs confirms the course as a REPs Registered Education Provider and promotes this to the public and students on our web site.

Section 5: Payment Details

Course Registration Fee

- \$1250.00 plus GST per course. This fee is based on our assessor reviewing the course content in one day. Any additional days required for a REPs assessor to review the course would be payable in addition to this fee at the rate of \$500 plus GST per day. As long as the paperwork is complete and the course is of a 'standard' nature and style, generally the assessor component of the course review can be completed within one day.
- REPs will confirm if any additional fee is payable **before** commencing the review of the course.

Notes

- All course registration fees are for a period of two years, and a re-registration fee is payable every two years. The course re-registration fee is currently \$750.00 plus GST for any course which has not changed its content since previously registered or renewed.
- Payment is for application, not acceptance. Refunds are not given for unsuccessful course registration applications.

Total Amount to be invoiced	
First course to be reviewed @ \$1250.00	= \$ 1250.00
____ x additional courses @ \$1250.00	= \$ _____
Subtotal	\$ _____
Plus GST	\$ _____
TOTAL	\$ _____

PAYMENT METHOD

- Please find enclosed payment OR
 Please invoice
 (and quote order # _____)

Special Instructions for invoice:

Section 6: Signature and Agreement

On behalf of the institution I confirm:

- that all information provided on this form is true and accurate
- that I give REPs permission to contact any third party to verify any details of this application
- to any audits or reviews REPs may undertake to verify information contained in this application
- to follow REPs guidelines in terms of promoting the Registration Status of any course on offer
- to allow REPs to disclose to third parties the status of the institution in relation to REPs registration
- to be bound by any REPs complaints process
- I am authorised to sign this document on behalf of the institution

Checklist for Application

- Details of institution provided
- Payment included or order number/invoice details provided
- Application form signed
- Read application process and timeline details
- REPs registration levels document completed and attached

_____	_____
Signature	Name
_____	/ /
Title	Date

Benefits of Registering your course with REPs

With over 2000 exercise professionals and 160 facilities throughout New Zealand registered with REPs, registration with REPs is now well established as the normal and right thing to do.

REPs offers a range of unique benefits and marketable points of difference for course providers, and we have highlighted some of these below.

- **International recognition of your graduates**

Through our portability agreements, REPs registration in New Zealand is recognised in over 35 other countries around the world including Australia, The United Kingdom and the European Union. REPs is a member of the International Confederation of Registers for Exercise Professionals (ICREPs). This adds a significant unique and marketable point of difference to your course.

- **Free marketing and promotion of your course**

REPs provides you with a listing on our website to promote your course to potential students and the fitness industry. Our website is well established as 'the' place to find information on appropriate courses to enter a career in the fitness industry.

- **Substantial incentive for students to choose your course**

Most employers of exercise professionals in New Zealand are Registered Exercise Facilities, meaning that they ONLY employ and/or contract Registered Exercise Professionals. Registering your course means that students successfully completing your course will be more employable – ultimately adding value to your course.

- **Immediate Employer Recognition of your graduates**

Employers will know that students successfully completing your course will have a seamless pathway to registration with REPs. For employers this will mean that students completing your course will be instantly recognised as ready to register to work.

- **Free REPs promotional material for your students**

REPs will provide information and support for your students with REPs registration, and access on the completion of their training to the REPs jobs vacancy board. This service is only available to students who have completed a REPs Registered Education Providers course and have successfully registered with REPs.

- **Free REPs E-Registration for your Students during the term of your course**

REPs will support your students during the duration of your course by offering a free REPs Student E-Registration (electronic email) which will provide information on starting a career in the fitness industry. REPs will also communicate with students on how to register on the completion of their studies, and keep them updated on the latest industry news and events, including special offers to attend the fitness industry national conference.

- **Free Access to Research**

REPs undertakes surveys of Registered Exercise Professionals and Facilities to determine their educational skill needs and wants. REPs Registered Courses receive a summary of this data to enable them to better cater to these needs, and ultimately encourage more students to undertake training.

For further information and support, please contact REPs directly on 0800 55 44 99 or email info@reps.org.nz.

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