



Application for International Portability

(Please ensure you read the information page before completing this form)

1 Name: Date of Birth:
Street Address: Home Phone:
Suburb: Mobile Phone:
City: Postcode:
Email Address:

2 Country you are moving to:

3 Level(s) of verification being applied for (please tick?):

Group Exercise Exercise Consultant Level 2 Personal Trainer

4 **Qualifications**
In the table below, please enter details of your qualifications (as stated in the example). Please ensure you provide FULL details of all courses including: modules, transcripts, record of learning and a certificate of completion (attach separately)

a) Name of Qualification:
Institutions Name: Date Completed:

b) Name of Qualification:
Institutions Name: Date Completed:

5 **Work History and Continuing Professional Development**
Please enter details of your work history. Please include a contact person (manager/supervisor) with each facility listed and a contact telephone number/email address.

Facility Name:
Managers Name: Contact details:
Employment Date: From To

If you completed your qualification more than 12 months ago, please include details of any ongoing education you have undertaken over the last year(s). This includes workshops, conferences etc.

a) Course Name: Date Completed:
b) Course Name: Date Completed:
c) Course Name: Date Completed:

6 Payment Details - Please choose 1 payment option

GST Tax invoice once paid GST# 85-859-579

I have enclosed a cheque

Please charge my credit card
(Visa/Mastercard only)

Name on card

Card Number

Expiry

CSV

I will pay by direct credit to REPs via Internet Banking today.
Please use your name as reference
NZ Register of Exercise Professionals
Bank Account 12-3148-0121312-02

This fee applies to verify a qualification which is not registered with REPs as initial education.

To view our list of registered courses, please go to www.reps.org.nz and click on the recognised courses tab. This fee is \$168.00



7 Fee Payable

Verification fee (20 working days)

\$ 161

Urgent Processing - \$50 (7-10 working days)

\$

Non registered initial education fee - \$168

\$

TOTAL FEE

\$

8

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

- That all information provided on this form is true and accurate.
- To be bound by any complaints process of REPs.
- That I give REPs permission to contact any third party to verify any details of my registration application.
- To any audits or reviews REPs may undertake to verify my level of registration and/or competencies.
- To allow REPs to disclose to third parties my registration /portability / application status.
- That incomplete applications are not processed until all required information is received and that the 20 working day turnaround time (7-10 working days if the urgent processing fee is paid) applies from when all applicable information to process the application is received by REPs.
- To make payment for this application. Refunds are NOT issued for any reason, even if the verification at the level applied for is not successful. Where possible, REPs will issue verification at a lower level if you are unsuccessful with your application at a higher level.
- Successful completion of this portability of qualification process does not provide you with registration in New Zealand

By signing here I agree to the registration terms above, and payment terms for my credit card to be charged (if applicable)

Signed:

Date:

Please return completed applications to:

By Mail: REPs
P O Box 22374
Christchurch 8140

Scan and Email: info@reps.org.nz

Updated 2/2014

Notes to Completing REPs Application for International Portability

This process is used to verify the qualifications of individuals who wish to obtain registration overseas at an ICREPs partner register, but do not hold a full and current REPs New Zealand registration.

Section 1: Individual Details

Please ensure you complete all boxes of this section. Email address is essential as this is the way that we will communicate with you.

Section 2: Level of Registration

- Please apply only for the level(s) which you hold a relevant qualification.

Section 4: Qualification(s)

Please enter all initial industry entry qualifications that you have completed. Please search the REPs website for a full list of REPs registered initial education courses. At www.reps.org.nz and search the courses option (initial education).

- If you have completed a qualification from our list of REPs registered initial education qualifications, then the portability process is usually straight forward (conditions apply if the qualification was completed over 10 years ago). If your qualification is not in the list of REPs recognised courses, then you **must** undertake the assessment process as outlined below.
- If you have completed qualifications which are **not** in the list, you are required to undertake an assessment process. The process is completed via Skype/telephone call and written assessment, and can be completed in a matter of days. An additional fee of \$168.00 applies to undertake this process.

Important: In all cases, please ensure you attach copies of academic transcripts and certificates of completion for qualification(s) listed in your application, or processing may be delayed until the required information is supplied.

Section 5: Work History and Continuing Professional Development

(b) Work History

Please include details of all relevant work history. If you have just graduated, then we don't require your work history.

(c) Continuing Professional Development (CPD)

- All exercise professionals are required to undertake at least 10 points of CPD per year (the equivalent of 8 hours of assessed on going education per year). Please include details of all relevant courses/workshops/conferences you have undertaken over the last 2-3 years.
- If REPs determines that you haven't completed sufficient CPD, then you will be required to undertake CPD. There are a range of workshop and online CPD courses which you can undertake and these can be found at our website www.reps.org.nz and found in the courses option (CPD). Course must be a minimum of 4 CPD points each to be recognised for this portability process.

Section 7: Payment Details

- The standard portability fee is \$161.50. REPs will commence processing your application within 20 working days of receipt by us.
- There is the option of paying an urgent fee of \$50.00, and REPs will commence processing your application within 7 working days of receipt by us.
- For applications where your qualification is not from a REPs Registered Education Provider, (see list on our website), you are required to pay an additional fee of \$168.00. This is to cover the assessment process costs and REPs passes all of this fee to the assessor.

Please note, working days commence from the day that our office receives the fully completed application, supporting documentation, and payment.