

REPs Registration Application Form 2016-2017

From 1 October 2016 to 30 September 2017



IMPORTANT - Please read this before you start.

To successfully complete your application, you **MUST HAVE the following before you start**. Any missing parts will delay the processing of your application.



Qualification

All registration applications require you send a REPs recognised qualification, or completion of the Recognition of Current Competency (RCC) process. **Please see SECTIONS 12 & 13** for Information on the Qualification Options for REPs Registration.



First Aid/CPR Certificate

You are required to supply a copy of a current Comprehensive First Aid certificate, or if you are working exclusively from a Registered Exercise Facility, a current CPR certificate.



Payment

Before REPs can complete your application, payment must be made. If you elect to pay by monthly payments, you must post the Monthly Payment and Direct Debit form with your application.

Registration Period:

All registration payments are for an initial 12 month period from the date of registration. The registration year runs 1 October to 30 September, and registrations received part way through a registration year will receive a credit for use at re-registration.



Processing Time:

Our standard processing time is 10-15 days (This can be longer during our re-registration peak period of August - October).

Section 1: Personal Details

IMPORTANT: * INDICATES FIELDS WHICH ARE MANDATORY FOR THIS SECTION. INCOMPLETE INFORMATION WILL DELAY PROCESSING.

First Name *

Last Name *

Postal Address *

Suburb

City * Postcode *

Email Address *

Phone (mobile or home)*

Date of Birth *

Section 2: Your Workplace

List all exercise facilities you operate from (including branch names) if you operate from a facility.

Is this a facility a REPs Registered Exercise Facility (REF)?

A list can be found on the REPs website (click search facility, www.reps.org.nz)

Yes No

Section 3: Level of Registration

Please tick the level(s) of registration for which you are applying. Each level has the registration fee listed next to it, including GST. If you select more than one level you only pay the fee of the highest level selected.

Exercise Prescription	Fee if at a REPs Registered Facility	Fee if not at a REPs Registered Facility
<input type="checkbox"/> Personal Trainer (PT) Contractor (Self employed PT/ Contractor) Includes Insurance	\$293.00	\$412.00
<input type="checkbox"/> Personal Trainer (PT) Employee (PT employed by a Registered Facility)	\$188.00	Not Available
<input type="checkbox"/> Exercise Consultant Level 2 (Instructor who can personalise programmes)	\$115.00	\$188.00
<input type="checkbox"/> Exercise Consultant Level 1 (Instructor using only prewritten programmes)	\$115.00	\$188.00
<input type="checkbox"/> Exercise Assistant ('Floor walker' role with a focus on customer service. Not endorsed to prescribe or demonstrate exercise, give health and fitness advice, pre-screen or fitness test)	\$115.00	\$188.00
Group Exercise	Fee if at a REPs Registered Facility	Fee if not at a REPs Registered Facility
<input type="checkbox"/> Group Exercise Own Choreography (Freestyle using own choreography)	\$68.00	\$115.00
<input type="checkbox"/> Group Exercise Own Choreography Contractor Includes Insurance	\$147.00	\$194.00
<input type="checkbox"/> Group Exercise Pre Choreographed (Les Mills, cityfitness)	\$68.00	\$115.00
<input type="checkbox"/> Group Exercise Pre Choreographed Includes Insurance	\$137.00	\$183.00

ENTER THE REGISTRATION FEE ABOVE IN **BOX A** ON PAGE 5.

Exercise Specialist - Please use the separate REPs Registered Exercise Specialist application form for this level.

Section 4: Statistical Information

A As an exercise professional do you plan to be:

- At an exercise facility (club, gym, studio) not owned by me**
- My home or own studio**
- No fixed location - outdoors/mobile**
- Within the premises of a non exercise related business**
(a physio, health centre, beauty/health spa)
- Other** (Please specify)

B Who decides if you REPs register?

- My employer makes the decision**
- I make the decision myself**

Section 5: Optional Email Address

Available with Personal Trainer registrations only.

As an additional benefit you can have an @registeredtrainer.co.nz email address. Email addresses will be allocated on a first in first served basis. All emails will be diverted to the email address listed in section 1 of this form. Email addresses should be based on your name, eg John@, Johnsmith@, johnsmithauckland@. Business names will not be accepted as the email address is for the individual.

I request: @registeredtrainer.co.nz

If unavailable, I request: @registeredtrainer.co.nz

Important notes for @registeredtrainer.co.nz email addresses:

- This is a free service on the basis REPs will take all reasonable steps to ensure emails are delivered as this service is provided by a 3rd party.
- REPs accepts no liability for any loss that may result from using this service.
- REPs reserves the right to decline any email address for any reason (i.e its offensive, not professional or is a trademark).
- Email addresses will expire when registration lapses, so to ensure consistent delivery of your emails, ensure you re-register on time.
- Requesting an email address indicates your acceptance of these terms and conditions.

Section 6: First Aid

YOU MUST ATTACH A COPY OF YOUR CERTIFICATE TO YOUR APPLICATION

Please see REPs First Aid/CPR policy at www.reps.org.nz/firstaid

- I hold a current Comprehensive Workplace First Aid certificate.**
This enables me to work anywhere.
- I hold a current CPR certificate.**
This enables me to work exclusively within the premises of a Registered Exercise Facility only.

Section 7: Qualification

The most common qualification pathway is to complete a qualification through a REPs Registered Education Provider. There are four qualification options to REPs register.

NOT SURE WHICH PATHWAY TO USE? See the options in SECTION 12.

IMPORTANT: In all cases, please attach copies of completion certificates, or a transcript indicating matriculation/graduation. In the case of Pathway 2, this will either be a Letter of International Portability, or your Current ICREPs partner country registration certificate.

- Pathway 1: Registered Education Provider:** (see SECTION 12 or go to the REPs website at www.reps.org.nz)
The qualification(s) MUST be one of the courses in our list of REPs recognised initial education providers

Course Provider / Name of institution	Name of Course(s) / Qualification	Date completed (month and year)

If your qualification was completed more than 2 years ago, please provide details of any Continuing Professional Development (CPD) completed over the last 2 years (courses, workshops etc). If you haven't undertaken any or sufficient CPD, you may be required to complete up to 20 points of CPD training. We will advise you of any CPD required.

Workshop/Course name	Brief Information on Course Content and Duration	Date completed (month and year)

- Pathway 2: Current Registration with an ICREPs Partner** - use this pathway if you are currently registered with an approved ICREPs register
- Pathway 3: Recognition of Current Competency (RCC)** - suitable for individuals who do not hold a qualification from a REPs Registered Education Provider, but who have industry experience and considerable industry knowledge, skill and expertise. Please attach copies of all qualifications held.
- Pathway 4: Workplace based training via Skills Active** - Only available to individuals operating from Skills Active recognised and REPs approved workplaces. These are CLM Fitness Centres, cityfitness, Les Mills and YMCA Auckland. Provisional REPs registration will be provided during the period of training. Please attach a copy of your completed Skills Active Training Agreement.

Section 8: Insurance

IMPORTANT: YOU MUST COMPLETE ALL SECTIONS A TO F

This section applies to those who register at a level with insurance included.

NOTE: Contractors to facilities are not normally covered by any facility's workplace insurance.**IMPORTANT: YOU MUST COMPLETE SECTIONS A TO F OF THIS INSURANCE FORM**

A	List activities you undertake e.g (Personal Training, Aerobics Classes) See note 1 below.	
B	Have you had any previous claims in respect to the insurance being applied for?	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details in space below)
C	What was your total income in the last completed financial year? (excl GST) if you have just started business please tick "just started"	<input type="checkbox"/> Under \$50,000 <input type="checkbox"/> Just Started
D	Over \$50,000. Please write actual amount.	\$
E	Have you ever been subject to disciplinary proceedings for professional misconduct?	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details in space below)
F	Are you aware of any claims, or circumstances which may result in claims against you?	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details in space below)

NOTE 1. These activities must be within your role as an exercise professional, and within the scope of your knowledge, competency and skill.**NOTES:****Insurance Agreement:**

On behalf of all proposed Insureds I/We declare and agree that:

- All information provided, in this proposal or attachments, is true and complete in every respect and that no Material Facts remain undisclosed;
- If this risk is accepted, such information will be incorporated into and form the basis of the contract of insurance;
- I/We understand that Lumley requires this information in order to evaluate this proposal and that the Privacy Act 1993 entitles me/us to have access to, and request the correction of, any information retained;
- Lumley is authorised to disclose information to its advisers, reinsurers, other insurers and parties with a financial interest in the subject matter of this proposal;
- Lumley is authorised to check details against the Insurance Claims Register and to place information on the Insurance Claims Register which other insurers can access;
- Lumley is authorised to obtain from other parties any information which may be relevant to the acceptance of this risk;
- The signing of this proposal does not bind either party to complete the contract and that no cover will be in force until confirmed by Lumley.

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 in lieu of a policy.

I/We agree that REPs reserves the right to change insurer at any time. This may result in changes to the terms and conditions of the cover, but REPs will ensure the level of cover is comparable.

Lumley, a business division of IAG New Zealand Limited

Section 9: Payment Tax Invoice

ONCE PAID GST#85-859-579

Registration Fee (from section 3)	\$	BOX A
Application fee: For first time or expired registrations → <input type="checkbox"/> \$57.50 Waived when using portability from an ICREPs portability partner register → <input type="checkbox"/> \$0.00		BOX B
Urgent Processing Fee (5 working day processing - tick if required)	<input type="checkbox"/> \$50.00	BOX C
Total Fee (please add the values together in Box A, B, and C)	\$	BOX D

Section 10: Payment Details

Select ONE of the 3 payment options

Payment will be processed immediately upon receipt of this application by REPs.

Credit Card Payment Visa/Mastercard/Debitcard only

Card Number _____ - _____ - _____ - _____ Security Code (3 digits on signature panel) _____

Expiry ____ / ____ / ____ I authorise REPs to charge my credit card with \$ _____

FROM BOX D

Name of Card holder : _____

Signature of Card Holder : _____

Payment to REPs Bank Account. Please make payment for the total fee to account number 12-3148-0121312-02 with your surname, first name and city as reference. Payment is to be made on the day the form is sent to REPs.

Monthly Payments
(please download the forms from reps.org.nz/dd. Simply post the payment agreement and DD form to REPs).

Section 11: Terms and Conditions

I wish to apply for REPs registration and agree (**please read carefully**):

- To follow the REPs Code of Ethical Practice (a copy can be downloaded at www.reps.org.nz) and to be bound by any REPs complaints process
- That all information provided on this form is accurate and true.
- That REPs has permission to contact any third party to verify any details of my registration application. To also allow REPs to pass on any contact details to third parties that provide services (e.g. Australian Fitness Network, PT Council, Skills Active etc.), and for them to contact me.
- To undertake 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 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.
- For those with insurance, REPs reserves the right to change insurer at any time. This may result in changes to the terms and condition of the cover, but REPs will ensure the level of cover is comparable.
- To make payment of the registration fee to REPs, payment is for application, not acceptance. Refunds are not given for unsuccessful registrations.
- 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. I also agree to be bound by any electronic boxes.
- To keep my Comprehensive Workplace First Aid, or CPR certificate current at all times.
- To undertake sufficient ongoing education (Continuing Professional development). Currently 10 CPD Points are required each registration year.
- To maintain a current email address at all times, and receive all email communications from REPs.
- All payments for registration are for 12 months, and refunds are not given for change of mind, unsuccessful registration, or failure to meet registration standards. As the registration years runs from 1 October to 30 September, applications received part way through this period still pay for a full year, and receive a credit equal to the unused months which is applied on 1 October (e.g. a person registering on 1 March 2016 pays for a full 12 months, and first reregisters on 1 October 2016, with a 5 month credit. There are no refunds if the credit is not used at the first re-registration).
- This agreement is between the applicant as detailed in section 1, and the New Zealand Register of Exercise Professionals Limited.

By signing here I agree to the terms and conditions above

Date: ____ / ____ / ____

Signed: _____



Sending your application

PLEASE SEND YOUR COMPLETED APPLICATION (PAGES 1 TO 6) TO REPS IN THE FOLLOWING WAYS:

Postal Address:
REPs
P O Box 22374
Christchurch 8140



Email and scan:
info@reps.org.nz

THE FOLLOWING SECTIONS PROVIDE DETAILED INFORMATION TO ASSIST IN COMPLETING SECTION 3 AND 4.

Section 12: Information on the Qualification Options to REPs Register

One of the core 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 must be able to show evidence that they have both the necessary knowledge (education) and skills (competencies) to perform their role.

The most common qualification pathway is to complete a course through a REPs Registered Education Provider. These are courses which have been verified by REPs as meeting the full qualification requirements at the relevant registration level. To view a list of REPs Registered Education Providers, please go to our website www.reps.org.nz and click on the 'Recognised Courses' option. Qualification can also be verified by demonstrating relevant industry experience and knowledge via pathway 3 and 4 below. The four qualification options to REPs register are detailed below:

Pathway 1: Qualification from a REPs Registered Initial Education Provider

By completing a qualification from a course which is already registered with REPs, you can seamlessly REPs register. These are courses which REPs have already verified as meeting the full qualification requirements for registration at the relevant registration level. Simply attach a copy of your course completion certificate to your registration application as proof. To view a list of REPs Registered Education Providers, please go to our website www.reps.org.nz and click on the 'Recognised Courses' option.

Pathway 2: Current Overseas Registration with an ICREPs Partner Register

If you are currently registered with an ICREPs partner register (International Confederation of Registers for Exercise Professionals), your overseas registration is recognised to meet the qualification requirements for the relevant NZ registration level. Our current partner countries are Australia, The United Kingdom, Ireland, South Africa and UAE. Simply attach a copy of your overseas registration certificate, or if this is unavailable, we will make contact with your overseas register to verify.

Please note: Pathways 3 and 4 below are provided by Skills Active who are the government recognised qualification standard setter for our industry. These pathways are available for an individual who has not completed a REPs Registered qualification. With these two pathways, there is a fee in addition to our registration fee, and is payable directly to Skills Active to undertake the process.

Pathway 3: Recognition of Current Competency (RCC) Process

This process is for an individual without a REPs recognised qualification, but holds other qualifications, and has the knowledge and competency required for REPs registration. The process involves the completion of an assessment, and providing other evidence (qualifications etc). This process doesn't involve

undertaking any further training or education. The individual should already hold all of the knowledge and competency required. The process involves mapping the individual's knowledge and competency against the industry's National Certificate qualifications.

Fees for the assessment(s)

One assessment: The majority of individuals will only require one assessment and the cost is \$425 + GST (and paid to Skills Active).

Two Assessments: The following scenarios require two assessments:

- Personal trainer contractor where the individual doesn't hold both a registered exercise prescription and business skills qualification.
- An individual registering for both exercise prescription and group exercise, without registered qualifications for both registration levels.

The total fee for two assessments is \$850 + GST.

Provisional registration

Three months provisional registration is provided to allow for the assessment to be completed. Provisional registration provides the normal benefits of REPs registration (with the exception of international portability) including the professional insurance cover for personal trainer contractors.

REPs will contact you once we receive your application to confirm the assessment fee and process.

Pathway 4: Workplace based training via Skills Active

Only available to individuals operating from Skills Active recognised and REPs approved workplaces. These are CLM Fitness Centres, cityfitness, Les Mills and YMCA Auckland. Provisional REPs registration will be provided during the period of training. Please attach a copy of your completed Skills Active Training Agreement.

Section 13: REPs Registered Initial Education Providers

The following qualifications are recognised by REPs to meet the qualification component of REPs registration.

Education Provider	Registration Level	Education Provider	Registration Level
Aoraki Polytechnic Diploma in Sport and Fitness	Exercise Consultant Level 2	PT and Wellness Coach	Personal Trainer
AUT University Bachelor of Sport & Recreation Certificate in Personal Training Certificate in Fitness Instruction Certificate in Group Fitness Instruction	Personal Training Personal Training Exercise Consultant Level 2 Group Exercise	New Zealand Institute of Fitness Courses Certificate in Fitness (in conjunction with the Certificate in Personal Training) NB: Course no longer run.	Personal Trainer
Toi-Ohomai Institute of Technology (Bay of Plenty Polytechnic) National Certificate in Fitness Level 4	Personal Training	New Zealand Institute of Health and Fitness (In partnership with the Open Polytechnic) NZQA Open Polytechnic Certificate in Personal Training (Level 4)	Personal Trainer
Ara Institute of Technology (CPIT) Certificate in Fitness Industry Training (Level 5)	Personal Trainer	New Zealand Institute of Sport (NZIS) Certificate in Personal Training Diploma in Sport (Advanced Exercise Prescription) Diploma in Sport Management & Exercise Prescription	Personal Trainer Personal Trainer Exercise Consultant Level 2
Community Colleges - New Zealand Certificate in Applied Sport	Exercise Consultant Level 2	Otago Polytechnic Certificate in Personal Training and Exercise Prescription (Level 4) Diploma in Personal Training and Exercise Prescription (Level 5)	Personal Trainer Personal Trainer
Eastern Institute of Technology Certificate in Health and Fitness Diploma of Recreation and Sport (DRS) including all 3 electives BRS5.36 (Physical Assessment), BRS5.26 (Principles of Physical Training) and the Online Business Unit Diploma of Recreation and Sport in conjunction with the EIT Online Business Unit	Exercise Consultant Level 1 Personal Trainer Personal Trainer	School Of Business Ltd National Certificate in Fitness (Personal Training Business Skills), (in conjunction with the National Certificate in Fitness Exercise Consultant) National Certificate in Fitness (Exercise Consultant)	Personal Trainer Personal Trainer Exercise Consultant Level 2
Fit College New Zealand Certificate in Fitness (in conjunction with the Certificate in Advanced Personal Training)	Personal Trainer	Skills Active National Certificate in Fitness (Personal Training Business Skills), (in conjunction with the National Certificate in Fitness Exercise Consultant) National Certificate in Fitness (Exercise Consultant) National Certificate in Fitness (Group Fitness Instruction)	Personal Trainer Personal Trainer Exercise Consultant Level 2 Group Exercise
Fitnation Certificate in Personal Training	Personal Trainer	Southern Institute of Technology (SIT) Certificate in Personal Training National Certificate in Group Fitness	Personal Trainer Group Exercise
Fit Futures Learning Institute Certificate in Personal Training	Personal Trainer	Wintec Certificate in Fitness Industry Training (Level 4) Certificate in Fitness Industry Training (Level 4) Diploma in Personal Training (Level 5) Bachelor of Sport and Exercise Science	Personal Trainer Personal Trainer Exercise Consultant Level 2 Group Exercise Personal Trainer Personal Trainer
Manakau Institute of Technology Certificate in applied Sport and Recreation Exercise prescription for Fitness instructors level 4 (Including Exercise Prescription for Fitness Instructors) Diploma in applied Sport and Recreation (plus one of the following) - Human Anatomy and Physiology Level 5 or Exercise prescription for Personal Trainers Level 6 Diploma in applied Sport and Recreation (plus the following) - Introduction to Sport as a Business Level 7	Exercise Consultant Level 1 Exercise Consultant Level 2 Personal Trainer	Wellington Institute of Technology Diploma in Exercise Science Certificate in Exercise Science (completed from August 2012) Certificate in Exercise Science (completed up to 2011)	Personal Trainer Personal Trainer Exercise Consultant Level 2
Massey University Diploma in Exercise Science Bachelor of Health Science	Exercise Consultant Level 2 Exercise Consultant Level 2	UCOL (Palmerston North) Certificate in Exercise and Sport Performance Level 4 Bachelor of Exercise and Sport Science	Exercise Consultant Level 2 Personal Trainer
Max International College for Fitness Professionals Certificate in Fitness & Fitness Business Diploma	Personal Trainer		
NetFit Certificate in Personal Training Netfit Nat Cert in Fitness (Found Skills) L2 & (Exercise Consultant) Level 3 New Zealand Certificate in Fitness (Group Fitness) Level 3	Personal Trainer Exercise Consultant Level 2 Group Exercise		