



Re-registration Commonly Asked Questions

General questions

Q: Can another person complete my registration application for me?

A: As the registration application is personal to you, and you agree to the terms and conditions of registration personally, we require our individual exercise professionals to complete the registration application.

Payment and registration credits

Q: I only registered with REPs in April this year, so do I have to re-register now as a year hasn't passed yet?

A: All exercise professionals re-register by the same date of 30 September each year. Exercise professionals who register during the registration year receive a dollar value credit at re-registration time for the unused months. E.g. If you registered in April, you will receive a credit of half of the annual registration fee paid in April towards re-registration. The credit amount will show in your re-registration letter sent by REPs. (If you are paying by monthly direct debit, there is no credit as you have not paid in advance).

Q: Do I have to pay for my re-registration as a lump sum payment?

A: You have the option of paying either a 12 month lump sum, or by monthly direct debit for the 12 month term at **no additional cost**. If you would like to take advantage of the monthly direct debit option, then please complete and return by post to REPs the monthly payment agreement, and direct debit form which can be accessed at www.reps.org.nz/dd

Q: What happens if my re-registration application is received by REPs after 1 October?

A: Late applications are subject to a \$57.50 application fee. By re-registering on time, you will pay the lowest possible price and avoid any additional late fees.

Q: Can I continue paying by monthly direct debit again?

A: Yes if you have paid by monthly direct debit in the current registration, you are welcome to continue. We do require the monthly payment agreement to be completed again, but not a new direct debit form (unless you are changing banks). The monthly agreement form can be accessed online at www.reps.org.nz/dd

CPD Points

Q: How many CPD points do I need to re-register each year?

A: 10 CPD points from a recognised CPD provider. This is the equivalent of only one day of training with an assessment included.

Q: Can I carry forward a CPD deficit or credit?

A: Yes you can carry forward a 10 point CPD deficit for one registration year. The deficit needs to be cleared by the next re-registration. So if you were to carry forward a 10 CPD point deficit this year, you would be required to earn 20 CD points in the next registration year.

You can also carry forward a surplus/credit of up to 10 CPD points into the next registration year.

Q: I haven't earned any CPD points this year. How can I still earn some?

A: There are a number of online CPD point courses which can be accessed through IDEA and the Australian Fitness Network. Just go online to www.reps.org.nz/cpd to see the full list of CPD courses available including online options. There are even some free 1 CPD point courses offered by the Australian Fitness Network.

First Aid or CPR

Q: Do I have to hold a First Aid certificate or CPR certificate only?

A: In summary, for exercise professionals operating ONLY within the premises of a REPs Registered Exercise Facility, the requirement is Cardio Pulmonary Resuscitation (CPR) certification only. For all other professionals, an appropriate first aid certification is required (unit standards 6401 and 6402, or the new unit standards 26551 and 26552). Unit standard 6400 also applies to the management/control of an injury/accident incident. It is up to the exercise professional to determine themselves based on the activities they undertake with clients as to whether they require this additional unit standard 6400.

To view our full first aid requirements and policy, please go to www.reps.org.nz/firstaid

Insurance

Q: Is REPs professional insurance required to register as a contractor?

A: Yes professional insurance cover is included with all contractor registration levels. This is because contractors are

exposed to a range of risks and liabilities as part of operating their own business. This is cover for professional indemnity, statutory liability, and public liability. You can find more information at www.reps.org.nz/insurance

Q: I am currently registered as a group exercise instructor but without insurance. How can I add REPs professional insurance coverage to my registration?

A: You simply change your registration level and choose the group exercise contractor registration level and this will include insurance. Just tick this box during the re-registration process. The registration fee automatically includes the insurance coverage. There are no additional qualification requirements to register as a group exercise contractor. The insurance will provide you with significant protection for many of the risks you will be exposed to as a contractor (please see policy documentation for full details or go to www.reps.org.nz/insurance).

Q: Do I have to complete the insurance declaration to re-register?

A: Yes you are required to complete the insurance declaration fully so that the insurance cover can be activated. The insurer reviews the insurance declarations, so any incomplete insurance declarations could result in delays in establishing insurance coverage, or a claim being denied if the declaration isn't completed fully.

Registration Level

Q: I wish to add an additional registration level to my REPs registration. How do I do this?

A: You are welcome to add an additional registration level if you hold a REPs recognised qualification for this additional level. For example, if you are currently registered as a personal trainer contractor, and wish to add group exercise, then please provide a copy of a REPs recognised group exercise qualification. You can find our list of recognised qualifications at our website (www.reps.org.nz).

If you are registered at two levels, you also only pay the one highest fee for the two levels, so you are not charged for two levels of registration.

To action a change of registration level, you will be prompted to choose this during the re-registration on-line process.

