

REPs Registration Application Form 2017-2018

From 1 October 2017 to 30 September 2018



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 11 & 12** 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 * / / Male/Female *

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 (maximum one level from each of the 3 registration categories), you only pay the fee of the highest level selected.

1. 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
2. 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	\$115
<input type="checkbox"/> Group Exercise Own Choreography Contractor Includes Insurance	\$147	\$194
<input type="checkbox"/> Group Exercise Pre Choreographed (Les Mills, CityFitness)	\$68	\$115
<input type="checkbox"/> Group Exercise Pre Choreographed Contractor Includes Insurance	\$137	\$184
3. Yoga Teacher	Fee if at a REPs Registered Facility	Fee if not at a REPs Registered Facility
<input type="checkbox"/> Registered Yoga Teacher	\$68.00	\$115.00
<input type="checkbox"/> Registered Yoga Teacher Contractor Includes Insurance	\$147.00	\$194.00

ENTER THE REGISTRATION FEE ABOVE IN **BOX A** IN SECTION 8.

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

Section 4: Optional Email Address

(FOR PERSONAL TRAINER REGISTRATION 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 5: 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 6: 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 11.

IMPORTANT: In all cases, please attach copies of completion certificates, or a transcript indicating matriculation/graduation. In the case of Pathway 5, this will either be a Letter of International Portability, or your Current ICREPs partner country registration certificate.

- PATHWAY 1:** Qualification from a **REPS Registered Initial Education Provider** or **RYT200 Qualification for Yoga Teacher Registration:** (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 3 years ago, please provide details of any Continuing Professional Development (CPD) completed over the last 3 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.

- I have attached copies of my Continuing Professional Development undertaken (if applicable).
-
- PATHWAY 2: NZ 3 Year University Degree with an Exercise Focus** - Please use this pathway if your degree is not one in our list of recognised qualifications in section 12 of this form, but it is a NZ degree with an exercise focus. Please go to section 11 of this form for full information on the requirements and process.
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- PATHWAY 3: Yoga Teacher** who holds knowledge and skill equivalent to a 200 hour type qualification - Please see section 11 of this form for details
-
- PATHWAY 4: Recognition of Current Competencies (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 5: Current registration with an ICREPs partner register** - Use this pathway if you are currently registered with an approved ICREPs portability register.
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Section 7: 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) <i>See note 1 below.</i>	<input type="text"/> <input type="text"/>
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.	\$ <input type="text"/>
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:

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 8: Payment Tax Invoice

ONCE PAID GST#85-859-579

Registration Fee (from section 3)	\$	BOX A
Application fee: For first time or expired registrations Waived when using portability from an ICREPs portability partner register	<input type="checkbox"/> \$57.50 <input type="checkbox"/> \$0.00	BOX B
Verification Fee Pathway 2 University Degree verification Pathway 3 Yoga teacher verification	<input type="checkbox"/> \$168.00 <input type="checkbox"/> \$200.00 but waived for yoga teacher registration until 31 January 2018.	BOX C
Urgent Processing Fee (5 working day processing - tick if required)	<input type="checkbox"/> \$50.00	BOX D
Total Fee (please add the values together in Box A, B, C and D)	\$	BOX E

Section 9: Payment Details

Select ONE of the 3 payment options

 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 \$ _____

Name of Card holder : _____

FROM BOX E

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

- That all information provided on this form is accurate and true.
- That all online transactions and declarations are binding, and that I won't share any passwords with others.
- That REPs registration is being purchased for my business or occupational purposes.
- 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 REPs has permission to contact third parties 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. ExerciseNZ, Australian Fitness Network, PT Council, Skills Active etc), and for them to contact me.
- That if operating from a Registered Exercise Facility, REPs is authorised to share and request information with/from the facility for the purposes of completing or verifying registration, or for other Registered Exercise Facility compliance requirements.
- To complete 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 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, and that payment is for application, not acceptance. Refunds are not given for unsuccessful registrations. I agree that collections costs are payable by me should I default on any payment due to REPs.
- To keep my Comprehensive First Aid, or CPR certificate current at all times in line with REPs First Aid/CPR policy which is viewable at the link www.reps.org.nz/firstaid.
- To undertake sufficient Continuing Professional Development (CPD). Currently 10 CPD points per registration year.
- To maintain a valid 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 to re-registration on 1 October (e.g. a person registering on 1 March 2017 pays for a full 12 months, and first re-registers on 1 October 2017, with a 5 month credit). There are no refunds if the credit is not used at the first re-registration.

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 .

Section 11: 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 5 below. The five qualification options to REPs register are detailed below:

PATHWAY 1: Qualification from a REPs Registered Initial Education Provider or RYT200 Qualification for Yoga Teacher Registration

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 Qualification/CPD option.

PATHWAY 2: NZ 3 Year University Degree with an Exercise Focus

The REPs Degree Verification Process allows for graduates who have completed a three-year New Zealand exercise focused degree which is not automatically recognised by REPs, to use an independent verification process to meet the qualification requirement to REPs register.

There is a fee of \$168.00 to cover the cost of this verification process which is payable with your REPs registration application.

The REPs registration and verification process involves:

1. Completion of a REPs registration application, submission of your CV (if easily available for you to provide), and qualification(s) and academic transcript(s)
2. The REPs independent assessor will then contact you to complete the assessment process which may include short answer questions, submission of case studies, paperwork samples, references and testimonials etc
3. A verbal interview (telephone/Skype/Zoom) with the REPs independent assessor

1. Qualification requirement

An individual applying for degree verification will hold a New Zealand undergraduate degree with at least the following specific academic content (or equivalent):

- Musculoskeletal anatomy
- Human physiology
- Exercise physiology
- Fundamental exercise prescription for resistance training, cardiovascular conditioning, flexibility
- Fitness/exercise assessment

It is recognised that the above content may exist across a variety of papers / modules / courses within a degree rather than as specifically nominated topics.

Please note: Your degree title does not necessarily need to be specifically in exercise prescription/science. It is recognised that a number of general sport and exercise degrees contain substantial exercise prescription content, even if not obviously apparent in the title of the degree.

2. Experience requirement

There is a requirement for experience working with clients. This could be through working in an exercise facility, work placements etc.

- This experience should include:
- Undertaking pre-screening and fitness/exercise testing with individual clients
- Writing a range of programmes for individuals/clients

What to do now?

1. Please complete the REPs registration application form in full and choose pathway 2 at the Qualification section 6 of the application form
2. Importantly, please attach copies of:
 - Your current CV (if easily available for you to provide)
 - Academic qualification(s) and full academic transcript(s)

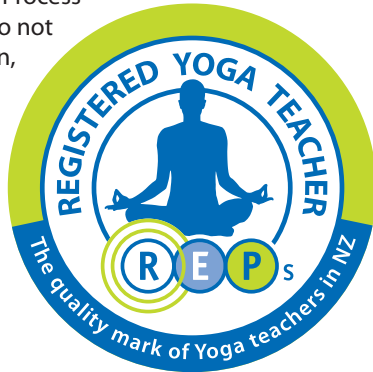
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Section 11 continued

A UNIQUE NEW QUALIFICATION CATEGORY FOR YOGA TEACHERS

PATHWAY 3: Yoga Teacher who holds knowledge and skill equivalent to a 200 hour type qualification

The REPs Yoga Verification Process is for yoga teachers who do not hold a RYT200 qualification, but who believe they hold skills and knowledge that match the standards and competencies to perform this role (these are benchmarked by REPs against the RYT200 type qualification which is recognised as the industry standard).



Verification Process Cost -

Fee waived until 30 January 2018

The standard verification costs is \$200 inc gst, but this fee has been waived and is **free for registration application received until 30 January 2018.**

Once your verification has been successfully completed, you will meet the full qualification requirements for registration.

If you feel you have the requisite skills/knowledge then please complete the REPs Verification process for Yoga Teachers.

Fully complete our REPs registration application form

Include copies of:

1. Certificate and transcripts for relevant qualifications/ courses attended
2. Current resume or Curriculum Vitae to include teaching history (number of years and class record for prior 6-months)
3. 2x references (Referees must be a current Yoga Teacher who has completed 500-hours of training).

A REPs independent assessor will review your application based on the information provided and will contact you if any further details are required. As part of the process the assessor may ask you to complete an online assessment just to verify your understanding.

If the evidence supplied does not meet the industry standard, and/or you do not complete an online assessment, you may be asked to complete additional learning modules (at your own expense) or provide additional material to fulfil the qualification requirements for registration.

Once the verification is fully completed, the assessor will advise REPs that you meet the qualification requirements to register with REPs as a yoga teacher.

PATHWAY 4: 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.

PATHWAY 5: Recognition of Current Competency (RCC) Process

This pathway is provided by Skills Active who are the government recognised qualification standard setter for our industry. There is a fee in addition to our registration fee, and is payable directly to Skills Active to undertake the 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 \$311 (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 \$622.

Provisional registration

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.

Section 12: 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	New Zealand Institute of Fitness Courses Certificate in Fitness (in conjunction with the Certificate in Personal Training) NB: Course no longer run.	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 Health and Fitness (In partnership with the Open Polytechnic) NZQA Open Polytechnic Certificate in Personal Training (Level 4)	Personal Trainer
Bay of Plenty Polytechnic National Certificate in Fitness Level 4	Personal Training	New Zealand Institute of Sport (NZIS) Certificate in Personal Training Certificate in Sport (Advanced Exercise Prescription Diploma in Sport Management & Exercise Prescription	Personal Trainer Exercise Consultant Level 2
Toi-Ohomai Institute of Technology (Bay of Plenty Polytechnic) Certificate in Fitness Industry Training (Level 4)	Personal Trainer	Otago Polytechnic Certificate in Personal Training and Exercise Prescription (Level 4) Diploma in Personal Training and Exercise Prescription (Level 5)	Personal Trainer Personal Trainer
Ara Institute of Technology (CPIT) Certificate in Fitness Industry Training (Level 5)	Personal Trainer	School Of Business Ltd National National Certificate in Fitness (Personal Training Business Skills), (in conjunction with the National Certificate in Fitness Exercise Consultant) Certificate in Fitness (Exercise Consultant)	Personal Trainer National Exercise Consultant Level 2
Community Colleges - New Zealand Certificate in Applied Sport	Exercise Consultant Level 2	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 Exercise Consultant Level 2 Group Exercise
Eastern Institute of Technology Certificate in Health and Fitness Diploma of Recreation and Sport (DRS) including all 3 electives BR55.36 (Physical Assessment), BR55.26 (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	Southern Institute of Technology (SIT) Certificate in Personal Training National Certificate in Group Fitness	Personal Trainer Group Exercise
Fit College New Zealand Certificate in Fitness (in conjunction with the Certificate in Advanced 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 Exercise Consultant Level 2 Personal Trainer Personal Trainer
Fitnation Certificate in Personal Training	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
Fit Futures Learning Institute Certificate in Personal Training	Personal Trainer	UCOL (Palmerston North) Certificate in Exercise and Sport Performance Level 4 Bachelor of Exercise and Sport Science	Exercise Consultant Level 2 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		
Massey University Diploma in Exercise Science Bachelor of Health Science	Exercise Consultant Level 2 Exercise Consultant Level 2		
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 PT and Wellness Coach	Personal Trainer Exercise Consultant Level 2 Group Exercise Personal Trainer		



Registered Yoga Teacher

Qualification: RYT200
Registration Level: Registered Yoga Teacher