

REGISTRATION CHECKLIST

Before submitting your application please ensure you have read the information below and completed the following:

PERSONAL DETAILS: PHOTOCOPIES OF QUALIFICATIONS: LETTER OF AUTHENTICITY (see further information below) :
PURCHASE INSURANCE, COPY OF INSURANCE POLICY OR EMPLOYER CONFIRMATION: INDUSTRY CV PAYMENT:

SECTION 1: PERSONAL DETAILS

Please complete this section in full.

We will use your e-mail address to send you REPs information only concerning CPD, our conventions and events, news items, special offers, job opportunities, and some other REPs products and services. We do not release your personal information to any third party.

SECTION 2: INSURANCE CONFIRMATION

All members of the Register above Student Level are required to hold a minimum of £5 million Civil Liability insurance which covers your legal liability for death, injury or illness to others and loss of, or damage to, third party property - you can increase this cover to £10 million by making the optional additional payment.

Please indicate overleaf whether you wish to purchase REPs Insurance, if you have your own insurance policy (please photocopy and include with submission) or if you are insured through your employer an authorised signature i.e. owner, manager, must complete the section overleaf.

"The Register of Exercise Professionals is a registered charity and the fees payable by you to be placed on or to renew registration are a fee paid to that Charity in connection with your registration. Both your registration and, any renewal of insurance can however for convenience be made payable to the Register of Exercise Professionals but you should be aware that the renewal fee for Insurance is a fee payable to Skills Active Services Limited who operate as an authorised agent of Jardine Lloyd Thomson UK Limited in connection with the sale of insurances. As such any [fees payable] for the renewal of insurance forms part of the property of Skills Active Services Limited."

SECTION 3: SIGNATURE

In signing overleaf you agree to abide by the following...

Code of Ethical Practice

All members of the Register are bound by our Code of Ethical Practice and when you are first admitted to the Register we will send you your own copy for safe-keeping. A version of the Code is also available in Welsh upon request. By signing this application form you agree to abide by the Code of Ethical Practice and to uphold the core values and principles of working in the exercise and fitness industry.

Continuing Professional Development - CPD

Members of the Register must be able to demonstrate that they remain in good 'professional standing' by engaging in appropriate Continuing Professional Development (CPD) activities. Your Welcome Pack will include a leaflet detailing CPD requirements.

Public Register through the Members Directory

REPs is a Public Register and all members will be listed in the Members Directory on our website enabling the public, employers and others to verify your qualification and status of registration.

SECTION 4: PAYMENT

Registration with REPs is on an annual (12 month) basis.

If you would like REGISTRATION ONLY please select [Package 1](#)

If you would like REGISTRATION & INSURANCE (£5 million) cover please select [Package 2](#)

If you would like REGISTRATION & INSURANCE to cover sports/soft tissue massage (available to Level 3 registered instructors only) please select [Package 3](#)

You also have the option to select INCREASED COVER OF £10 MILLION to increase the level of Civil Liability insurance cover.

If you prefer to make payment by cheque, please make payable to REPs

FURTHER INFORMATION

Entry to the Register is by Qualification

Your registration will not commence until we have received adequate supporting documentation and evidence including PHOTOCOPIES of all relevant certificates (do not send the originals) a LETTER OF AUTHENTICITY from a responsible person (Manager, Doctor, Teacher etc) and a short CV. Applicants with a HE Degree or Diploma MUST also send a copy of the degree transcript.

Registration Process

You can check we have received and are able to process your application through our website www.exerciseregister.org Click on the "find an instructor" link and enter your name in the search field. If we have received your data you will be listed on the Directory with your unique registration (membership) number and under 'Status of Registration' it will indicate 'Registration Received Processing'.

We aim to process your complete application for registration within 28 days of receipt and we will post out your certificate of registration, membership card and other materials in our welcome pack. Overseas / older qualifications may take longer to be assessed.

Please return completed applications to;

REPS, 3RD FLOOR, 8-10 CROWN HILL, CROYDON, SURREY, CR0 1RZ

Replacement Cards / Certificates - Replacement Card / Certificates are charged at £10.

REGISTER OF EXERCISE PROFESSIONALS REGISTRATION CHECKLIST

RETURN ALL COMPLETED APPLICATIONS TO;
REGISTER OF EXERCISE PROFESSIONALS
3RD FLOOR
8-10 CROWN HILL
CROYDON
SURREY
CR0 1RZ

<p>REGISTRATION FORM (Please complete all sections of the Registration Form)</p>	<p>completed ✓</p>
<p>Section 1: PERSONAL DETAILS Please complete all sections in CAPITAL letters. Date of Birth is mandatory and we are unable to process applications without this information.</p>	<input type="checkbox"/>
<p>Section 2: INSURANCE CONFIRMATION All members above student level are required to hold a minimum of £5 million Civil Liability Insurance. Please confirm</p> <ul style="list-style-type: none"> • You have your own insurance - include a photocopy of the policy • You wish to undertake REPs Insurance - make payment • You are covered by your employers insurance - authorised signatory to sign where required 	<input type="checkbox"/>
<p>Section 3: SIGNATURE Please sign and date the Registration Form.</p> <p>In signing overleaf you are agreeing to abide by the Code of Ethical Practice. A copy of which will be sent to you upon admission to the Register</p>	<input type="checkbox"/>
<p>Section 4: PAYMENT Select your package:</p> <ul style="list-style-type: none"> • Package 1: Registration Only • Package 2: Registration and £5 million Insurance • Package 3: Registration and £5 million Insurance to cover instructing and soft tissue/sports massage <p>You also have the option to select INCREASED COVER OF £10 MILLION to increase the level of Civil Liability insurance cover.</p> <p>Make Payment</p> <ul style="list-style-type: none"> • Credit Card - insert details • Cheque - attach cheque made payable to 'REPs' 	<input type="checkbox"/>
<p>SUPPORTING DOCUMENTATION</p>	
<p>PHOTOCOPIES OF QUALIFICATIONS</p> <ul style="list-style-type: none"> • DO NOT send originals • HE Degree and Diploma holders must also send a copy of the Transcript detailing subject areas covered 	<input type="checkbox"/>
<p>LETTER OF AUTHENTICITY This is a letter from a responsible person, i.e. Manager, Doctor, Teacher etc to confirm that they have seen original copies of the exercise and fitness qualifications and you are submitting with your application</p> <p>Please use the template provided</p>	<input type="checkbox"/>
<p>COPY OF INSURANCE POLICY If not undertaking REPs Insurance or covered by your employer (see Section 2 above)</p>	<input type="checkbox"/>
<p>INDUSTRY CV Detailing your exercise and fitness experience and knowledge</p>	<input type="checkbox"/>