

2020 ICREPs Membership Enquiry Information



This document outlines the steps involved to join ICREPs, and the costs & timeframes involved. The first step is to review the ICREPs criteria (found on our web site at www.icreps.org/joining). When ready to apply, use the ICREPs membership application from found on the above page.

Steps involved in joining ICREPs:

1) Apply for membership

Complete the ICREPs membership form, confirming which of the criteria are already met, and which are being worked on.

Note: For each of the criteria that already met please provide evidence, and for those that being worked on, provide a plan on how your organisation will meet the criteria.

2) Payment of ICREPs applicant fee

Payment of the ICREPs fee of \$NZ 5000 (approx. \$USD 3000-3500).

This covers your application fee and also the right to use the ICREPs Applicant logo for six months.

NB: Preferred method of payment is credit card to avoid any bank fees for both parties.

3) ICREPs issues logo and updates web site

Once the first two steps are complete, we will issue an ICREPs Applicant logo/badge which you may use to promote your association to ICREPs in any media/format you choose. ICREPs will also list your organisation on our web site as a membership applicant. **This may be particularly useful when trying to gain government or industry support for your register.** We will also work with you to identify what needs to be done to meet each of the membership criteria.

The **ICREPs Applicant** is given six months to meet all the ICREPs criteria, should all the criteria not be met, then extension may be given by paying a further ICREPs applicant fee which extends the application for a further six month period.

ICREPs can provide support on things such as access to the ICREPs Global Standards that can be used by the applicant as the starting point for development of national standards used by the applicant, and a summary guide to setting up a register which outlines the various areas to be considered in operating a register. ICREPs can also put the applicant in contact with third parties that can assist in the development of a register and/or assist in providing independent audit/verification services for education providers. Third parties charge directly to the applicant for any services provided.

4) Evidence provided by ICREPs applicant for each membership criteria

ICREPs sends a detailed application review document that outlines what information is required to verify how each of ICREPs' membership criteria are met. As a part of this step the ICREPs Applicant must provide evidence to prove all of the membership criteria are met. Once completed, and able to be verified, this information plus any other information ICREPs becomes aware of forms the basis for the member's application to join ICREPs.

Examples: To confirm non-profit status, a certificate from a government agency confirming this. For industry support, a summary of the industry size and key players, together with letters of support from the industry, and a similar summary/support letters from education providers.

5) Membership application reviewed by ICREPs

Once we have sufficient information that all ICREPs membership criteria met and verified, this information will be sent to the ICREPs membership sub-committee, for review. If successful, a recommendation for associate membership will be made to the ICREPs membership (ICREPs meets twice a year – March and Sept/October). If confirmed, associate membership is granted for a period of 12 months.

Steps involved in joining ICREPs: (continued)

6) Mapping (for portability of exercise professionals)

The member engages the services of EOSE Ltd (European Observatoire of Sport and Employment) who are a third party that will map the standards used by the member, and also verify the quality assurance systems used and make recommendations on portability of exercise professionals to/from the member's country.

7) Site visit and audit by ICREPs

A site visit will be required by an ICREPs authorised person to view in person the registration office and processes and confirm that they are consistent with expected quality assurance processes, and information provided to ICREPs by the member.

8) ICREPs considers full membership

At the completion of 12 months of associate membership, and the site visit outlined in step 7, ICREPs considers moving the member to full membership. Like step 5, this can be done at the March or Sept/Oct meeting. As long as full membership is in place ICREPs will not consider any other applicant from that member's country (ICREPs has one member per country).

Investment summary & notes

Note: All fees are in New Zealand Dollars (NZD) (1NZD = approx. USD 0.6-0.7)

Step 2: \$NZD 5000 (approx. USD 3000).

Step 6: Varies – between \$1500 and \$3000 (depending on how many levels and how complex the registration system is) – note this is paid to EOSE Ltd directly.

Step 7: Site visit – costs of flights to your country and one - two nights accommodation.

Step 8: An annual fee is payable depending on the size of the register (and the number of individuals registered

Up to 5,000 registered individuals: \$750

5,001 - 10,000 registered individuals: \$1,500

10,001 - 20,000 registered individuals: \$2,250

20,001 - 50,000 registered individuals: \$3,750

50,000+ registered individuals: \$7,500

Note: If there is a delay of more than six months between step 1 and step 4, then an extension of 60 days may be granted by a further fee of \$2000 being paid. After the expiry of the six months (plus any 60 days extension) then the application starts again at step 1 and is only progressed if a further application & payment is made.

Timeframe summary & notes

Step 1: Immediate

Step 2: Immediate

Step 3: Allow 14 days.

Step 4: As soon as the applicant is ready (maximum six months after step 1)

Step 5: At the next meeting – March or Sept/October

Step 6: Allow 2-3 months. Must be completed within 12 months of step 5.

Step 7: As with step 6, must be within 12 months of step 5.

Step 8: Considered 12 months after step 5

Notes:

- Step 4 is up to the applicant – the faster they set up and start operating the register the sooner associate membership may be considered.
- While an organisation is being considered as an ICREPs applicant, ICREPs does consider any other applicants from the same country.

Any questions should be directed in the first instance to info@icreps.org