

1 - Background Information

- 1.1 The review is facilitated by the International Accreditation of Exercise Educators (IAEE), which is the trading name for ICREPs Ltd (ICREPs Ltd).
- 1.2 ICREPs Ltd is a wholly owned subsidiary of the International of Confederation of Register for Exercise Professionals Incorporated (ICREPs).
- 1.3 ICREPs Ltd appoints a 3rd auditor (Auditor) to undertake the review, and if successful the applicant is then able to use the logo and terminology as outlined in this document, but may not use any other general claims or links of endorsement by ICREPs Ltd or ICREPs.

2 - General Conditions of Accreditation

- 2.1 Accreditation can only be offered in a country where there is no ICREPs approved register operating.
- 2.2 IAEE will refer you to a 3rd party approved auditor to conduct a review of your education, systems and processes as well as to carry out an annual quality assurance visit.
- 2.3 Your Auditor will provide written confirmation of accreditation once you have met the criteria.
- 2.4 Your organisation will only be accredited to deliver the IAEE recognised qualification for which you have successfully applied.
- 2.5 If your organisation delivers a qualification that has not received IAEE recognition while stating that it has, your organisation's accredited status will be automatically suspended.
- 2.6 You will be required to pay a non-refundable application fee of USD 5000 in advance of submitting your application. Note: All fees are quoted in USD, but charged in NZD (New Zealand Dollars).
- 2.7 Your auditor will provide you with an accreditation pack to support you in your application as well as appointing a named contact who will guide you through the process.
- 2.8 Accredited centres will be displayed on the ICREPs website, and will be provided with a special logo for use that confirms the accreditation with IAEE, along with confirmation of what that means for portability to ICREPs member registers.
- 2.9 IAEE reserves the right to refuse any application for accreditation.

3 - Accreditation for Satellite Centres

- 3.1 If your organisation delivers qualifications outside the country in which you have been accredited, they are not included in your accreditation. If required, the agent/deliverer of the programme in that country may apply to IAEE for their own accreditation.
- 3.2 If the satellite delivery is based in a country with an ICREPs member register, then the agent/deliverer of the programme must apply for accreditation through that register.
- 3.3 If an accredited provider offers their qualification outside of the country they are approved to operate in, their accreditation will be suspended.

4 - Maintaining your Accredited status

- 4.1 Accreditation is renewable annually.
- 4.2 The renewal process must be completed before your annual expiry date as failure to do so could mean the suspension of the accreditation.
- 4.3 If your organisation falls below the required standard, your Auditor may suspend your accredited status and/or retract permission for the continued use of the logo provided by IAEE
- 4.4 IAEE will remove any suspended provider from the ICREPs website until the suspension is lifted.
- 4.5 Organisations that have had their accreditation closed by their Auditor may face special conditions or parameters if they seek to make a new accreditation application

5 - External Quality Assurance

- 5.1 Your Auditor will carry out an annual quality assurance visit (travel, sustenance and accommodation fees will apply where appropriate and must be paid in advance)
- 5.2 IAEE reserves the right to withdraw accreditation from your organisation if your Auditor considers your organisation is falling below the set standards.
- 5.3 All our Auditors operate independently of each other and are not liable for each other's quality assurance decisions.

6 - Use of Logos

- 6.1 IAEE will issue a special accreditation logo that can be issued to you on confirmation of accreditation of one or more programmes by the Auditor.
- 6.2 Accredited providers must abide by the logo guidelines provided by the Auditor.
- 6.3 IAEE reserves the right to withdraw accreditation from a organisation where the ICREPs or IAEE name or logo is being used incorrectly.

7 - Registration and Certification

- 7.1 Accredited providers can only accept registrations from applicants who reside in the country in which they have been accredited.
- 7.2 Accredited providers agree to register learners on the Auditor's secure registration system within 7 working days of the learner starting the course.
- 7.3 Failure to register learners within 7 working days of the learner starting the course may put your accreditation at risk.
- 7.4 Accredited providers agree to pay the mandatory fee of USD 50 per learner registration; other optional fees will be added if required.
- 7.5 Certificates will not be issued until the learner's registration fee has been paid to the Auditor and their status has been recorded as a Pass.
- 7.6 Certificates will be issued electronically to the named Centre Contact.
- 7.7 The registration process and certification of learners is managed by PD:Approval Ltd on behalf of ICREPs Ltd, which is independent of their role as Auditor.

8 - Payment

- 8.1 Organisations must make all payments for accreditation to IAEE by direct transfer with all bank charges paid by the sender.
- 8.2 It is the responsibility of your organisation to advise IAEE in writing of any changes to organisation details and/or payment method.
- 8.3 Payment terms are 30 days from the date of invoice.
- 8.4 If payment terms are not adhered to, this may affect the application process or your on-going accreditation, whichever applies.

9 - General

- 9.1 You will agree to your Auditor's terms and conditions as part of the accreditation application process.
- 9.2 IAEE reserves the right to amend these terms and conditions at any time.

Acceptance

On behalf of _____ (insert name of organisation) I, the undersigned, confirm the following:

- We agree to adhere to these Terms and Conditions.
- We will not use the **IAEE** or ICREPs logo for programmes that are not accredited for recognition by **IAEE**.
- We will not use the **IAEE** or ICREPs logo to misinform learners or promote our organisation's own products except when explicitly given permission to do so.

Name	
Position	
Date	
Signature	