

Outdoor Recreation NZRRP

Re-registration Form



Complete this form to re-register on the New Zealand Register of Recreation Professionals (NZRRP).

The applicant is responsible for completing Section 1, attaching the required evidence, and finding an appropriate person to complete the attestation in Section 2. Once completed, please scan or send this form and a copy of your evidence to Te Mahi Ako.

Email: info@temahiako.org.nz, or post: Te Mahi Ako, PO Box 2183, Wellington 6140.

A re-registration fee applies. Please refer to the current [Fees List](#) on the Te Mahi Ako website.

1. Applicant to complete this section

A. Applicant details

First names			
Last name			
Date of birth		National Student Number (if known)	
Email address			
Daytime phone		Mobile phone	

B. Qualification(s) to re-register

Qualification name	Expiry date
1.	
2.	
3.	

C. Evidence of professional development, instruction and personal experience

Attach evidence that clearly shows how you meet all the following requirements for each of the qualifications you are re-registering. You could attach a copy of your logbook or create one using a spreadsheet or an Active CV logbook from www.activecv.org.nz. You could also attach other evidence such as employment and work experience records. Your attester will review this information before completing their declaration.

Please also attach a copy of your **current** First Aid Certificate (or higher qualifications, eg PHEC).

In the previous 3 years...	Instructor qualifications	Leader or guiding qualifications
Professional development	A minimum of 12 logged hours for first qualification (strand), and minimum of 6 logged hours for each additional qualification (strand).	
Leader/instructor work experience (paid or voluntary)	72 hours experience for first qualification (strand) and 36 hours for additional qualifications (strands).	40 hours experience for first qualification (strand) and 20 hours for additional qualifications (strands).
Personal experience	72 hours experience for first qualification (strand) and 36 hours for additional qualifications (strands). Note: extra work experience hours can be logged instead of personal experience.	40 hours experience for first qualification (strand) and 20 hours for additional qualifications (strands). Note: extra work experience hours can be logged instead of personal experience.
First Aid	Current First Aid certificate with an outdoors context	Current First Aid certificate

D. Applicant declaration

- In signing this form I agree:
- to work to the *Code of Ethical Practice for Recreation Professionals* (available on **www.activecv.org.nz**); and
 - that I have disclosed to my employer any history of fraud, dishonesty, behavioural issues that would cause doubt over my fitness or ability to act in this role; and
 - I have the literacy and numeracy skills to allow me to fulfil this role; and
 - I am legally able to work in New Zealand.
- By signing here you acknowledge that the information supplied is correct to the best of your knowledge. You have read and agree to the terms and responsibilities listed, and to the terms and conditions of trade, available on the Te Mahi Ako website.

Applicant signature

Date

2. Attestor to complete this section

- The following people can complete this attestation:
- For Instructor qualifications:** Assessor of qualification or senior instructor in the discipline.
 - For Leader and Guide qualifications:** Employer, school principal, assessor of qualification, or senior instructor in the discipline.

Guidance for attestors
A person seeking or holding the status of a registered recreation professional on NZRRP must be, and remain during the period of registration, a **fit and proper person**.

- To maintain this standard Te Mahi Ako requires each registered individual to:
- Be ethical and behave in an appropriate way, and
 - Be mindful of their influence on safety, and
 - Not bring Te Mahi Ako or the standards it administers into disrepute, and
 - Be able to read, understand and query technical information related to the role they are appointed to, and
 - Be legally permitted to work in New Zealand.

Attestation

- I attest that the qualification holder named above:
- Has attached evidence that meets the re-registration requirements
 - Is current in knowledge, skills and experience
 - Is a fit and proper person (see definition above)
 - Has been police vetted within last 12 months.

Attestor name

Attestor signature

Position

Phone

Email

Re-registration date

3. Payment options

☐ Invoice workplace

☐ Invoice qualification holder

Workplace

Address

Accounts contact

Accounts email

Accounts phone

PO number (if applicable)

Final check

Have you:

☐ Completed section 1?

☐ Attached the required evidence?

☐ Got your attestor to complete section 2?

Office use only

	Accuracy and signatures checked
	Payment option selected

Notes: