



# MEMBERSHIP GUIDE

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# BEFORE YOU APPLY

## UNDERSTANDING CEPNZ MEMBERSHIP

Clinical Exercise Physiology New Zealand (CEPNZ) is the self-regulating professional organisation for clinical exercise physiologists in New Zealand.

CEPNZ's role is to advocate for and promote clinical exercise physiology and develop and publish the scope of practice, professional and ethical standards and disciplinary procedures for the Clinical Exercise Physiology profession in New Zealand in alignment with the principles of the Health Practitioners Competency Assurance Act (2003).

Our membership framework ensures that professionals meet the highest standards of practice, knowledge, and ethical conduct, while also creating a community for students, researchers, and industry partners who are vital to the profession's growth.

## MEMBERSHIP CATEGORIES

### **Professional Member**

*For qualified Clinical Exercise Physiologists providing clinical services to the public.*

### **Associate Member**

*For academics, researchers, and others contributing to the CEP field in a non-clinical role.*

### **Affiliate Member**

*For industry partners, allied health professionals, and organisations who support the CEP profession.*

### **Student Member**

*For individuals currently enrolled in a recognised clinical exercise physiology programme.*

## MEMBERSHIP BENEFITS

Joining CEPNZ provides you with a wide range of benefits designed to support your career, enhance your knowledge, and connect you with the professional community. By joining, you are investing in your professional future and contributing to the strength and recognition of clinical exercise physiology in New Zealand.

<b>Benefit</b>	<b>Professional</b>	<b>Associate</b>	<b>Affiliate</b>	<b>Student</b>
<b>Society Contribution</b>				
<b>Voting Rights on Society Matters</b>	✓	✓	x	x
<b>Eligible serve on the Committee</b>	✓	✓	x	x
<b>Eligible to serve on CEPNZ sub-committees</b>	✓	✓	✓	✓
<b>Professional Development</b>				
<b>Eligible for registration through CPRB</b>	✓	x	x	x
<b>Access to Member-Only Resources</b>	✓	✓	✓	✓
<b>Discounted Continuing Professional Development and Events</b>	✓	✓	✓	✓
<b>Mentorship</b>	✓	✓	x	x
<b>Networking and Visibility</b>				
<b>Networking Opportunities</b>	✓	✓	✓	✓
<b>Representation and National Advocacy</b>	✓	✓	✓	✓
<b>Social media access</b>	✓	✓	✓	✓
<b>Job Advertisement</b>	✓	✓	✓	✓
<b>AIA Vitality Fitness Assessment Provider</b>	✓	x	x	x

## MEMBERSHIP FEES

	<b>Professional</b>	<b>Associate</b>	<b>Affiliate</b>	<b>Student</b>
<b>Annual Membership Fee</b>	\$120	\$120	\$100	\$0

Fees are due annually on the renewal date of your membership.

Additional application fees are required for Professional, Associate, and Affiliate membership applications.

## HOW TO JOIN?

All membership applications start with submission of the CEPNZ Membership application form (<https://www.cepnz.org.nz/membership-form>).

Depending on the membership category that is applied for, applicants should then provide the required documents as described in the sections below. To reduce the need for re-assessments or additional information, it is highly recommended to take your time to complete the application carefully and collect all the required evidence before submitting.

As per requirements of the Incorporated Societies Act (2022), every applicant for membership must consent in writing to becoming a Member. Consent is implied with acceptance of an offer of Membership and/or payment of any membership fees.

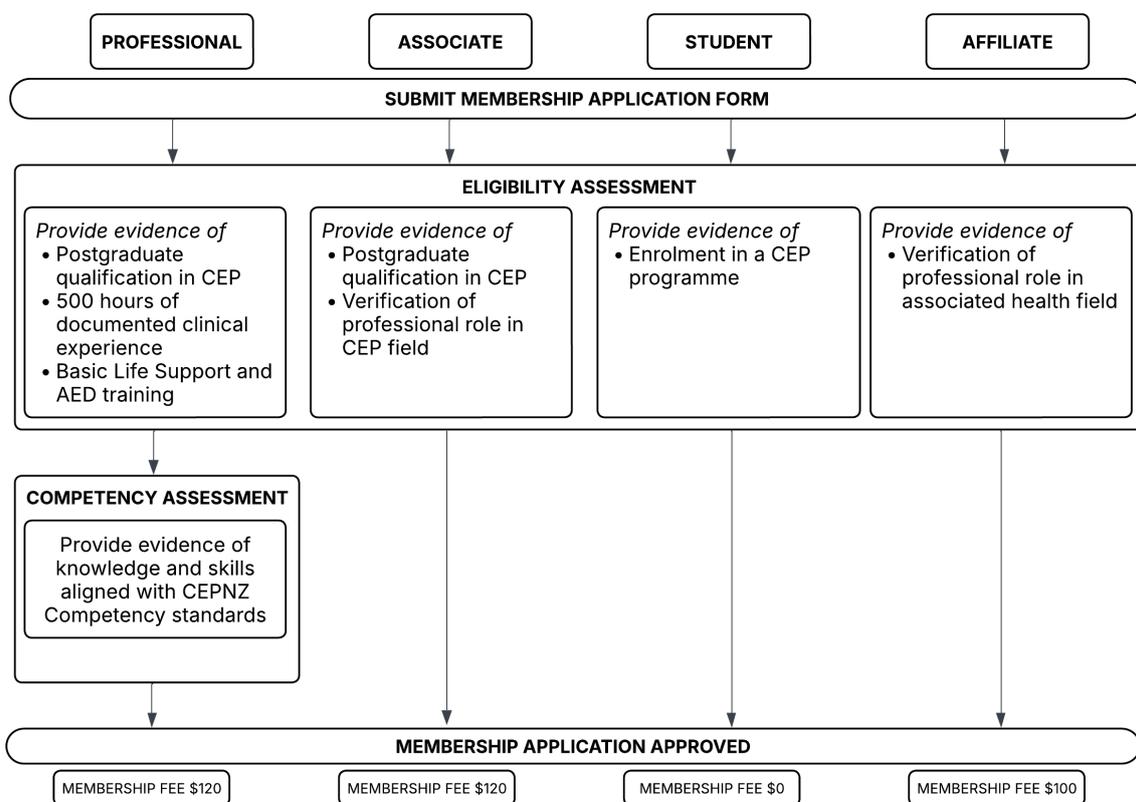
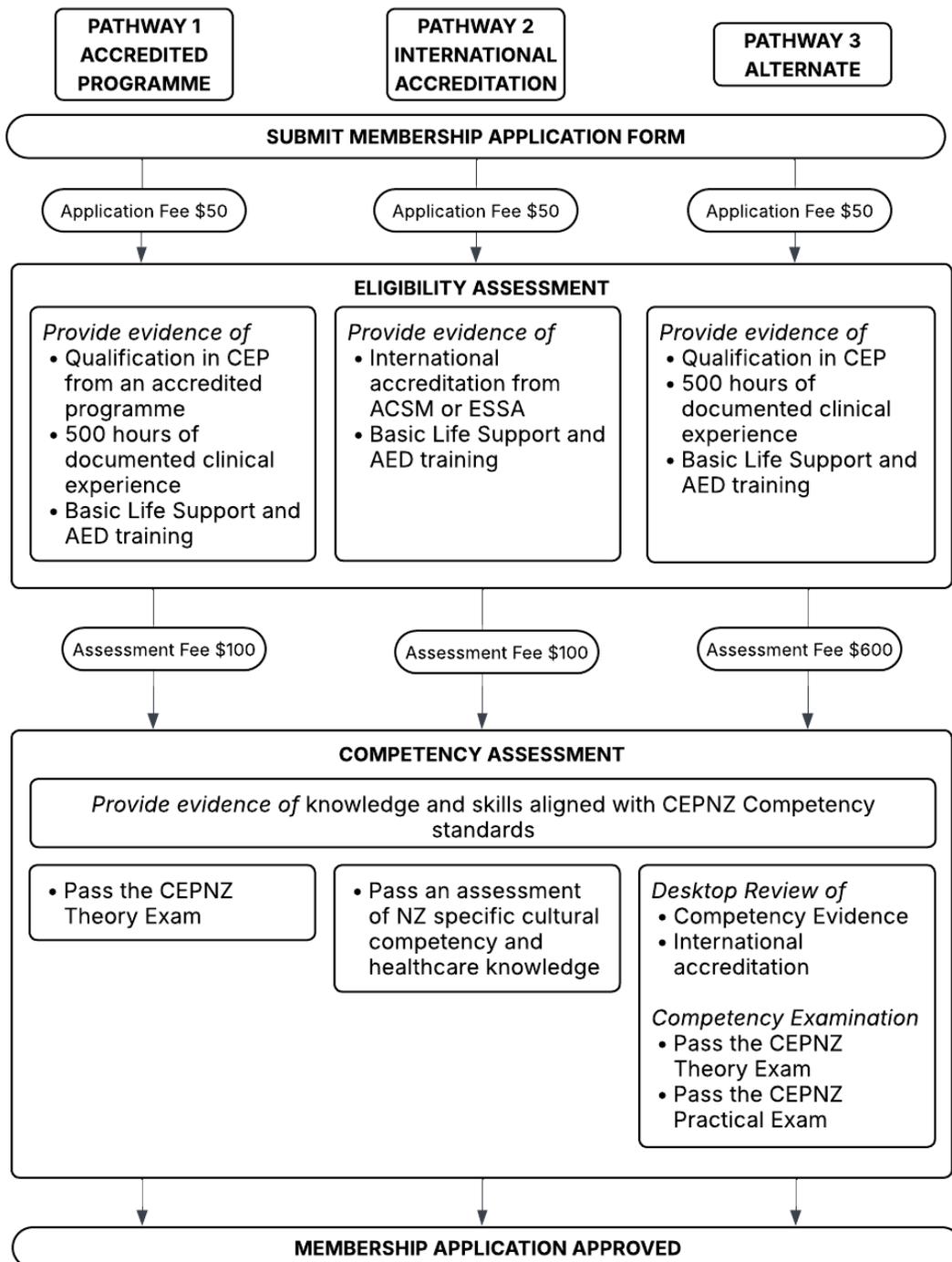


Figure 1: Application process summary

# PROFESSIONAL MEMBERSHIP APPLICATIONS

This membership is for qualified Clinical Exercise Physiologists who provide or intend to provide clinical services to the public. The assessment for this category is rigorous to uphold the highest standards of professional practice in New Zealand.

To accommodate different applicant backgrounds, we have three distinct application pathways.



## Which Pathway is Right for Me?

### *If you are...*

A recent graduate (within the last 2 years) from an ESSA or CAAHEP accredited academic programme.

Currently holding a full, current registration as an ACSM CEP or an ESSA AEP.

A graduate from an accredited programme more than 2 years ago, a graduate from a non-accredited programme, or registered with an international body other than ACSM or ESSA.

### *Then you should apply via...*

[Pathway 1: Accredited Programme Pathway](#)

[Pathway 2: International Accreditation Pathway](#)

[Pathway 3: Alternate Pathway](#)

## Fees

Application fees apply to Professional Membership applications. If additional information is requested during an assessment, a reassessment fee may be due. To reduce the time to process your application, please ensure that all required information is provided upon application.

Fees are due:

- *When you submit your application:* You will be invoiced to pay the Eligibility Assessment Fee. This fee covers the administrative costs of processing your application.
- *Prior to Competency Examination:* You will be invoiced to pay the Competency Assessment fee to cover the costs of hosting and marking your assessment.
- *Upon approval of your membership:* Your annual membership fee will be invoiced from the date of your membership approval. Your annual fee will then be charged on this annual renewal date. You will not be considered an active member until this fee is paid.
- *Annually on the renewal date of your membership.*

## **PATHWAY 1: ACCREDITED PROGRAMME PATHWAY**

This is a streamlined pathway for recent graduates (within the last 24 months) from an academic training programme externally accredited by ESSA (Exercise & Sports Science Australia) or CAAHEP (Commission on Accreditation of Allied Health Education Programs). These external accreditations ensure that the CEP programme meets the high standards of the profession.

Your application will involve a straightforward **Eligibility Assessment** to confirm your qualifications, followed by a **Competency Assessment** to confirm your knowledge and skills aligned with the [CEPNZ Registered Clinical Exercise Physiologist Competency Standards](#).

### **ELIGIBILITY ASSESSMENT**

To be eligible for Professional Membership via the Accredited Programme Pathway, you must meet the following criteria across three areas: academic qualifications, clinical experience, and training in basic life support.

### **ACADEMIC QUALIFICATIONS**

You must hold tertiary qualifications equivalent to **at least four years of full-time study with a specific major in clinical exercise physiology**.

Your academic programme must include extensive training in the assessment, prescription, and delivery of therapeutic exercise to a broad range of clinical populations and be externally accredited by ESSA (Exercise & Sports Science Australia) or CAAHEP (Commission on Accreditation of Allied Health Education Programs).

You can check if your programme has external accreditation by checking the links below

CAAHEP - <https://www.caahep.org/students/find-an-accredited-program>

ESSA - <https://www.essa.org.au/Web/Accreditation/Becoming-accredited/Courses-with-full-or-provisional-accreditation.aspx>

**Required Evidence: Official Academic Transcript(s)** (For all relevant tertiary study)  
Unofficial copies of transcripts, graduation certificated and/or testamurs cannot be accepted. The transcript must state “completed”, “conferred”, or “awarded”.

### **CLINICAL EXPERIENCE**

**You must have accumulated and provide evidence of at least 500 hours of supervised clinical training.**

Supervised work experience is usually completed throughout your degree. The purpose is to allow you to develop and demonstrate competence in applying your professional knowledge and skills in a real-world setting. We will consider experience completed after completion of tertiary study, so long as it aligns with the practicum requirements outlined below.

The minimum practicum requirements to meet the eligibility requirements are:

### Hours

- A minimum of 500 hours undertaken in a variety of activities to attain competency in exercise assessment, prescription, and delivery in clinical populations.
- Experience should cover a broad range of diagnoses, including but not limited to: cardiac, metabolic, pulmonary, musculoskeletal, neurological, chronic pain, cancer, psychological, and renal conditions.
- Hours do not need to be evenly split across different areas of practice or clinical populations but should meet clinical competency requirements.
- All activities must involve active engagement, not observation.

### Supervision

- At least 360 practicum hours must be supervised by a current registered clinical exercise physiologist (CEPNZ, ESSA, ACSM).
- Up to 140 hours may be supervised by a registered allied health professional who holds an externally recognised formal qualification for the activity they are supervising, and relevant to the client condition they are servicing (e.g. cardiac rehab nurse, respiratory physiologist).

**Required Evidence:** **documented clinical experience** (CEPNZ recommends you use the logbook and placement summary templates but will consider documents that meets the requirements below e.g., a logbook, a signed letter from the placement provider)

The evidence supplied should include the following information:

- Date range and duration of time spent at the placement site
- Description of the practicum/professional practice site
- Description of your role and responsibilities
- Breakdown of the time working with each clinical population
- Examples of Exercise Assessment and Prescription and Delivery completed
- Description of the client outcomes achieved
- A signature from the supervisor along with details of their: profession, qualifications and experience in exercise delivery.

### BASIC LIFE SUPPORT

You must hold a current certificate in Basic Life Support (BLS) and Automated External Defibrillator (AED) training from a recognised provider.

**Required Evidence:** **A current certificate in Basic Life Support and Automated External Defibrillator training from a recognised provider.**

When submitting your application, you will need to provide evidence to support your claim for Professional Membership aligned with the eligibility criteria.

Documents must be in English. CEPNZ requires that all official application documents (i.e., academic transcripts, registration certificates, proof of identification) be translated by an accredited translator. All costs of translation are the responsibility of the applicant. For translated documents you must supply the original document, and the translated document. You may self-translate other documents but must still supply the original document with the self-translated version.

#### PATHWAY 1: ACCREDITED PROGRAMME ELIGIBILITY ASSESSMENT EVIDENCE CHECKLIST

- Official Academic Transcript(s) from an accredited programme**
- Documented clinical experience**
- Certificate in Basic Life Support and AED training**

#### COMPETENCY ASSESSMENT

All applicants are required to show they have developed the necessary theoretical knowledge, skills, and experience as detailed in the [CEPNZ Registered Clinical Exercise Physiologist Competency Standards](#).

You will be asked to achieve a passing grade in the **CEPNZ Theory Examination**. This exam consists of multiple-choice questions focused on foundational exercise physiology theory and open-ended short answer questions based on typical clinical practice scenarios.

#### PATHWAY 1: ACCREDITED PROGRAMME COMPETENCY ASSESSMENT CHECKLIST

- Pass the CEPNZ Theory Examination**

## **PATHWAY 2: INTERNATIONAL ACCREDITATION PATHWAY**

This pathway is for applicants who hold a current, full registration as an ACSM Certified Clinical Exercise Physiologist (CEP) or an ESSA Accredited Exercise Physiologist (AEP). This pathway is based on a mutual recognition of the high professional standards set by these international bodies.

Your application will involve a straightforward **Eligibility Assessment** and **Competency Assessment** to confirm your international accreditation and your readiness to practice in New Zealand.

### **ELIGIBILITY ASSESSMENT**

To be eligible for Professional Membership via the International Accreditation Pathway, you must meet the following criteria.

### **INTERNATIONAL ACCREDITATION/REGISTRATION**

You must hold a current, full, and unrestricted registration with one of the following recognised international bodies:

- **American College of Sports Medicine – Certified Clinical Exercise Physiologist (ACSM-CEP)**
- **Exercise & Sports Science Australia – Accredited Exercise Physiologist (ESSA-AEP)**

**Required Evidence: A copy of your [current, official accreditation/registration certificate from ACSM or ESSA.](#)**

### **BASIC LIFE SUPPORT**

You must hold a current certificate in Basic Life Support (BLS) and Automated External Defibrillator (AED) training from a recognised provider.

**Required Evidence: A [current certificate in Basic Life Support and Automated External Defibrillator training from a recognised provider.](#)**

When submitting your application, you will need to provide evidence to support your claim for Professional Membership aligned with the eligibility criteria for this pathway.

Documents must be in English. CEPNZ requires that all official application documents (i.e., academic transcripts, registration certificates, proof of identification) be translated by an accredited translator. All costs of translation are the responsibility of the applicant. For translated documents you must supply the original document, and the translated document. You may self-translate other documents but must still supply the original document with the self-translated version.

## PATHWAY 2: INTERNATIONAL ACCREDITATION ELIGIBILITY ASSESSMENT EVIDENCE CHECKLIST

- Accreditation/registration certificate from ACSM or ESSA.
- Certificate in Basic Life Support and AED training

### COMPETENCY ASSESSMENT

Applicants must demonstrate their competency to practice safely and effectively in the New Zealand context. The standards expected of a registered clinical exercise physiologist in New Zealand cover the following areas:

While a formal examination is not required for this pathway, all applicants must still demonstrate their understanding of professional practice in the New Zealand context, as detailed in the [CEPNZ Registered Clinical Exercise Physiologist Competency Standards](#).

You will be required to complete an oral interview on New Zealand specific cultural competency and responsiveness, and knowledge of the healthcare system.. This helps us ensure a smooth and successful transition for internationally qualified professionals.

**Required Evidence:** An oral interview on NZ specific cultural competencies and health care knowledge as described in the CEPNZ Registered Clinical Exercise Physiologist Competency Standards.

## PATHWAY 2: INTERNATIONAL ACCREDITATION COMPETENCY ASSESSMENT CHECKLIST

- Oral interview

## **PATHWAY 3: ALTERNATE PATHWAY**

This pathway is for applicants who do not meet the criteria for Pathway 1 or 2. This includes those who:

- Completed their academic training from a non-accredited academic programme.
- Graduated more than two years ago from an ESSA or CAAHEP accredited academic programme.
- Are registered with a professional organisation other than ACSM or ESSA.

### **ELIGIBILITY ASSESSMENT**

To be eligible for Professional Membership via Pathway 3, you must meet the following criteria across three key areas: academic qualifications, clinical experience, and training in basic life support.

The first part of the application is not a competency-based assessment. The purpose is to make sure the applicant meets the basic requirements to be eligible to complete the Competency Assessment. The Eligibility Assessment does not guarantee you will pass the Competency Assessment.

### **ACADEMIC QUALIFICATIONS**

You must hold tertiary qualifications equivalent to **at least four years of full-time study with a specific major in clinical exercise physiology.**

CEPNZ prefers a postgraduate qualification majoring in clinical exercise physiology. For example, a bachelor's degree in exercise science PLUS a postgraduate degree majoring in clinical exercise physiology.

Other programme structures may be eligible, such as a named 4-year Bachelor of Clinical Exercise Physiology (BCEP) or a PhD with a specific clinical focus; however the onus is on the applicant to provide evidence to outline how their academic training meets or exceeds CEPNZ's requirement. Regardless of the degree structure, your academic programme must include extensive training in the assessment, prescription, and delivery of therapeutic exercise to a broad range of clinical populations as detailed in the [CEPNZ Registered Clinical Exercise Physiologist Competency Standards](#). CEPNZ reserves the right to accept or reject the adequacy of an applicant's academic preparation.

**Required Evidence: Official Academic Transcript(s)** (For all relevant tertiary study)  
Unofficial copies of transcripts, graduation certificates and/or testimonials cannot be accepted. The transcript must state "completed", "conferred", or "awarded".

### **CLINICAL EXPERIENCE**

You must have accumulated and provide evidence of at least **500 hours of supervised clinical training.**

Supervised work experience is usually completed throughout your degree. The purpose is to allow you to develop and demonstrate competence in applying your professional knowledge

and skills in a real-world setting. We will consider experience completed after completion of tertiary study, so long as it aligns with the practicum requirements outlined below.

The minimum practicum requirements to meet the eligibility requirements are:

### **Hours**

- A minimum of 500 hours undertaken in a variety of activities to attain competency in exercise assessment, prescription, and delivery in clinical populations.
- Experience should cover a broad range of diagnoses, including but not limited to: cardiac, metabolic, pulmonary, musculoskeletal, neurological, chronic pain, cancer, psychological, and renal conditions.
- Hours do not need to be evenly split across different areas of practice or clinical populations but should meet clinical competency requirements.
- All activities must involve active engagement, not observation.

### **Supervision**

- At least 360 practicum hours must be supervised by a current registered clinical exercise physiologist (CEPNZ, ESSA, ACSM).
- Up to 140 hours may be supervised by a registered allied health professional who holds an externally recognised formal qualification for the activity they are supervising, and relevant to the client condition they are servicing (e.g. cardiac rehab nurse, respiratory physiologist).

### **Recency of Practice**

Practicum hours completed during tertiary study are sufficient evidence of recency of practice when the membership application is within 2 years of study completion.

If applying for Professional membership more than 2 years after study completion, then applicants must demonstrate how they have maintained competency by providing evidence of:

- At least 1000 hours of practice over the previous 5-year period;
- No more than 3 years without practice; and
- Practice verified by an appropriately qualified supervisor.

Practice is any role, paid or unpaid, using knowledge and skills within the CEPNZ Professional Scope of Practice. For example, providing CEP services to patients, education related to CEP, management/administration, research, advisory or regulatory or policy development roles.

**Required Evidence:** **documented clinical experience** (CEPNZ recommends you use the logbook and placement summary templates but will consider documents that meets the requirements below e.g., a logbook, a signed letter from the placement provider)

The evidence supplied should include the following information:

- Date range and duration of time spent at the placement site
- Description of the practicum/professional practice site
- Description of your role and responsibilities
- Breakdown of the time working with each clinical population
- Examples of Exercise Assessment and Prescription and Delivery completed
- Description of the client outcomes achieved
- A signature from the supervisor along with details of their: profession, qualifications and experience in exercise delivery.

**Optional Evidence:** **documented recent practice**

### **BASIC LIFE SUPPORT**

You must hold a current certificate in Basic Life Support (BLS) and Automated External Defibrillator (AED) training from a recognised provider.

**Required Evidence:** **A current certificate in Basic Life Support and Automated External Defibrillator training from a recognised provider.**

When submitting your application, you will need to provide evidence to support your claim for Professional Membership aligned with the eligibility criteria for the Alternate Pathway.

Documents must be in English. CEPNZ requires that all official application documents (i.e., academic transcripts, registration certificates, proof of identification) be translated by an accredited translator. All costs of translation are the responsibility of the applicant. For translated documents you must supply the original document, and the translated document. You may self-translate other documents but must still supply the original document with the self-translated version.

### **PATHWAY 3: ALTERNATE ELIGIBILITY ASSESSMENT EVIDENCE CHECKLIST**

- Official Academic Transcript(s)**
- Documented clinical experience**
- (optional) documented recent practice**
- Certificate in Basic Life Support and AED training**

## COMPETENCY ASSESSMENT

All applicants are required to provide evidence of how they have developed the necessary theoretical knowledge, skills, and experience as detailed in the [CEPNZ Registered Clinical Exercise Physiologist Competency Standards](#).

The Competency Assessment for this pathway occurs over two stage: a **Desktop Review**, where you will provide evidence from your tertiary studies, work experience, continued learning, or existing professional registration/accreditation, and a **Competency Examination**, where you will be asked to complete a theoretical exam, practical exam, oral interview, or combination of the above.

### STAGE 1 – DESKTOP REVIEW

**Required Evidence:** A **biosketch** that summarises your academic and practical experience demonstrating how you meet the Competency Standards.

**Optional Evidence:** Copies of **academic programme descriptions**.

The biosketch should provide evidence for all standards.

Academic and practical experience completed during tertiary study are sufficient evidence of clinical competency when the membership application is within 2 years of study completion.

If applying for Professional membership more than 2 years after study completion, then applicants must demonstrate ongoing professional development.

**Optional Evidence:** Evidence of **continuing professional development**

For international applicants with registration or accreditation with an organisation other than ACSM or ESSA, registration/accreditation can be used as evidence that you meet their competency standards.

**Optional Evidence:** A copy of your **certificate of registration/accreditation** from a recognised international clinical exercise physiology organisation.

Recognised international CEP organisations

- BASES – Certified Exercise Practitioner (CEP)
- CSEP – Certified Exercise Physiologist (CSEP-CEP)
- Biokinetics Association South Africa – Certified Biokineticist

### PATHWAY 3: ALTERNATE DESKTOP REVIEW EVIDENCE CHECKLIST

- A biosketch**
- (Optional) Academic programme descriptions**
- (Optional) Evidence of continuing professional development**
- (Optional) A certificate of registration/accreditation** with an international CEP organisation

### STAGE 2 – COMPETENCY EXAMINATION

The Competency Examination for this pathway is a two-step process:

#### **Theory Examination**

You will be required to achieve a passing grade on the CEPNZ Theory Examination. This comprehensive exam includes multiple-choice questions, short-answer questions, and case study scenarios designed to assess your clinical knowledge and reasoning.

#### **Practical Examination**

Following successful completion of the Theory Examination, you must pass a skills-based, in-person Practical Examination. This exam assesses your practical skills and is hosted one to two times per year.

### PATHWAY 3: ALTERNATE COMPETENCY EXAMINATION CHECKLIST

- Pass the CEPNZ Theory Examination**
- Pass the Practical Examination**

## REGISTRATION AND ANNUAL PRACTICING CERTIFICATES

Professional membership with CEPNZ is **not** equivalent to registration. Registration is conferred by, and Annual Practising Certificates (APCs) issued by, the Clinical Physiologist Registration Board (CPRB), an independent body representing clinical physiologists (<http://www.cprb.org.nz/>). A clinical exercise physiologist seeking registration with the CPRB must be a Professional member of CEPNZ and be approved by the CEPNZ Board for registration with the CPRB.

Registration with the CPRB is the next step after your Professional membership is approved. You must hold an APC to maintain your Professional membership.

The registration process with the CPRB is conducted with input from CEPNZ. When registration is awarded by the CPRB, the member's name is listed on the public Register of Clinical Physiologists. Their name will be listed on the Register indefinitely, and may only be removed upon receipt of formal notification of resignation. Only those of the Register can be issued APCs.

Through the APC process, professionals show their Continuing Professional Development (CPD) as adequate to maintain their level of competency to practice. The requirements for the issue of an APC include, but may not be limited to, providing evidence of current membership of the professional society and completion and submission of the APC application form signed by an appropriate clinical supervisor. When requested, registrants must produce: evidence of appropriate CPD, evidence of successful completion of any competency assessments, and evidence of professional society certification.

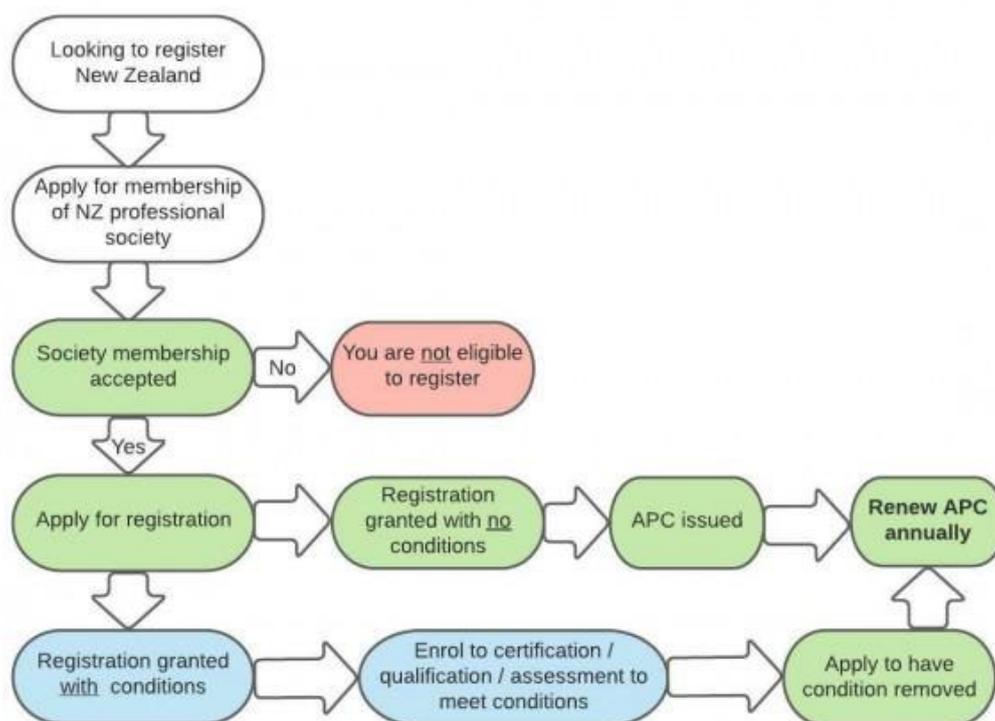


Figure 2: CPRB registration flowchart

# ASSOCIATE MEMBERSHIP APPLICATIONS

This membership is for individuals who contribute to the clinical exercise physiology field in a non-clinical capacity. This includes academics, researchers, policy advisors, and those in management roles who do not provide direct clinical services to the public.

The application process is designed to verify your qualifications and professional role in supporting and advancing the CEP profession in New Zealand.

## ELIGIBILITY ASSESSMENT

To be eligible for Associate Membership, you must meet the following criteria:

### ACADEMIC QUALIFICATIONS

You must hold a postgraduate qualification (e.g., Master's degree, PhD) in a field relevant to exercise science, clinical exercise physiology, or a related health science discipline.

**Required Evidence:** **Official Academic Transcript(s)** (For all relevant postgraduate study).  
Unofficial copies of transcripts, graduation certificated and/or testamurs cannot be accepted. The transcript must state “completed”, “conferred”, or “awarded”.

### ROLE

You must be currently employed or actively engaged in a role that contributes to the field of clinical exercise physiology, such as:

- Tertiary education and academia
- Scientific research
- Health policy and advocacy
- Management of a CEP service or related health service

**Required Evidence:** A combination of **documents that verify your professional role.**

*This may include:*

- A current Curriculum Vitae (CV)/ academic CV outlining your employment history, research publications, and professional responsibilities.
- A letter from your employer or a position description to confirm the nature of your role.
- A brief personal statement (approx. 200-300 words) describing how your work contributes to the field of clinical exercise physiology in New Zealand.

When submitting your application, you will need to provide evidence to support your claim for Associate Membership aligned with the eligibility criteria.

Documents must be in English. CEPNZ requires that all official application documents (i.e., academic transcripts, registration certificates, proof of identification) be translated by an accredited translator. All costs of translation are the responsibility of the applicant. For translated documents you must supply the original document, and the translated document. You may self-translate other documents but must still supply the original document with the self-translated version.

## ASSOCIATE MEMBERSHIP ELIGIBILITY ASSESSMENT EVIDENCE CHECKLIST

- Official Academic Transcript(s)** for your postgraduate qualification(s)
- Verification of professional role related to CEP**

Fees are due:

- *When you submit your application:* You will be invoiced to pay the Eligibility Assessment Fee. This fee covers the administrative costs of processing your application.
- *Upon approval of your membership:* Your annual membership fee will be invoiced from the date of your membership approval. Your annual fee will then be charged on this annual renewal date. You will not be considered an active member until this fee is paid.

## AFFILIATE MEMBERSHIP APPLICATIONS

This membership is designed for allied health professionals, industry partners, organisations, and individuals who do not practice as Clinical Exercise Physiologists but have a strong interest in supporting and collaborating with the profession.

The application process is a simple verification of your employment/involvement in an associated health or exercise field.

### ELIGIBILITY ASSESSMENT

To be eligible for Affiliate Membership, you must meet the following criteria:

#### ROLE

You must be currently employed or actively engaged in a role that contributes to an associate health or exercise field.

**Examples of eligible roles include, but are not limited to:**

- Registered Allied Health Professionals (e.g., Physiotherapists, Dietitians, Medical Practitioners).
- Representatives from industry partners (e.g., equipment suppliers, software providers).
- Health service managers or administrators.
- Professionals in related policy, research, or education fields.

**Required Evidence:** [verifiable evidence of your professional role.](#)

*This may include:*

**For Registered Health Professionals:** A copy of your current Annual Practising Certificate (APC) or proof of registration with your professional body.

**For Other Professionals:** One of the following:

- A letter from your employer on company letterhead, confirming your role and the nature of the organisation.
- An official, detailed position description.
- A link to a professional profile (e.g., LinkedIn, official staff webpage) that clearly shows your current role, employer, and the connection to the health/exercise field.

When submitting your application, you will need to provide evidence to support your claim for Associate Membership aligned with the eligibility criteria.

Documents must be in English. CEPNZ requires that all official application documents (i.e., academic transcripts, registration certificates, proof of identification) be translated by an accredited translator. All costs of translation are the responsibility of the applicant. For

translated documents you must supply the original document, and the translated document. You may self-translate other documents but must still supply the original document with the self-translated version.

## AFFILIATE MEMBERSHIP ELIGIBILITY ASSESSMENT EVIDENCE CHECKLIST

- Verification of professional role in an associated field**

Fees are due:

- *When you submit your application:* You will be invoiced to pay the Eligibility Assessment Fee. This fee covers the administrative costs of processing your application.
- *Upon approval of your membership:* Your annual membership fee will be invoiced from the date of your membership approval. Your annual fee will then be charged on this annual renewal date. You will not be considered an active member until this fee is paid.

# STUDENT MEMBERSHIP APPLICATIONS

This membership is for individuals who are actively training to become Clinical Exercise Physiologists. It is designed to support you on your educational journey by connecting you with the professional community, resources, and networks you need to succeed.

The application process is a simple verification of your current enrolment status.

## ELIGIBILITY ASSESSMENT

To be eligible for Student Membership, you must meet the following criteria:

### CURRENT ENROLMENT

You must be currently enrolled, either full-time or part-time, in a tertiary programme in New Zealand that leads to a qualification in clinical exercise physiology.

**Recognised Programmes:** This typically includes postgraduate diplomas or master's degrees in clinical exercise physiology delivered by a tertiary education institution approved by the Committee on University Academic Programmes (CUAP) or the New Zealand Qualifications Authority (NZQA).

**Required Evidence:** You must provide **one** of the following documents:

- **A Confirmation of Enrolment letter** from your tertiary institution for the current academic year.
- **A copy of your most recent student invoice** that confirms your enrolment for the current semester.

*Note: A student ID card is generally not sufficient as it does not confirm current enrolment.*

## STUDENT MEMBERSHIP ELIGIBILITY ASSESSMENT EVIDENCE CHECKLIST

- A Confirmation of Enrolment letter OR**
- A copy of your most recent student invoice**

Student memberships are fees-free to encourage participation in the professional organisation for early stages.

## MAINTAINING YOUR MEMBERSHIP

Membership is an ongoing commitment to the profession and your own professional development. This section outlines the key requirements for maintaining your membership in good standing.

### ASSOCIATE, AFFILIATE, AND STUDENT MEMBERS

Maintaining your membership is a straightforward process designed to keep you connected to the CEPNZ community.

Your key responsibilities are:

- **Annual Renewal:** Ensure you renew your membership and pay your annual fees by the due date each year to maintain access to all member benefits.
- **Keep Details Current:** Update your contact information with CEPNZ whenever it changes so you don't miss important communications, event invitations, or renewal notices.
- **Uphold the Code of Conduct:** All members, regardless of category, are expected to act professionally and abide by the [CEPNZ Code of Ethics](#).

### PROFESSIONAL MEMBERS

Maintaining Professional Membership involves a higher level of professional responsibility to ensure public safety and uphold the standards of the profession.

In addition to the requirements above (annual renewal, current details, and upholding the Code of Ethics), you must also meet the following ongoing requirements:

- **Hold an Annual Practising Certificate (APC)**  
Professional Membership with CEPNZ is the primary pathway to obtaining and maintaining an Annual Practising Certificate (APC) with the Clinical Physiologists Registration Board (CPRB). An APC is a requirement to hold Professional membership with CEPNZ. You must renew your APC directly with the CPRB each year.
- **Meet annual Continuing Professional Development (CPD) Requirements**  
To ensure you remain current with the latest evidence and practices, you are required to complete Continuing Professional Development (CPD) activities in line with requirement from the CPRB. Your CPD activities should be relevant to your area of practice and aim to enhance your clinical competency. You are responsible for logging your CPD and may be required to provide evidence during a random audit.
- **Maintain Recency of Practice**  
To ensure your clinical skills and knowledge remain current, you must actively practice in the field. The minimum requirement is to complete at least 1000 hours of clinical practice over each 5-year period. If you anticipate taking a break from practice, please refer to the [Leave of Absence Policy](#).
- **Adherence to Professional Standards**  
As a representative of the profession, you must continuously practice in accordance with the CEPNZ Registered Clinical Exercise Physiologist Competency Standards and the CEPNZ Code of Ethics.

## LEAVE OF ABSENCE

This policy outlines the process for Professional Members who intend to take a temporary leave from clinical practice (e.g., parental leave, study, research, travel). A leave of absence is designed for members who are not practicing clinically for a set period but intend to return to the profession.

### APPLYING FOR A LEAVE OF ABSENCE

If you wish to take a leave of absence, you must notify CEPNZ in writing of your intention. Your application will be reviewed by the CEPNZ Board, and you will be provided with an official approval letter from CEPNZ.

It is your responsibility to forward your CEPNZ approval letter to the Clinical Physiologists Registration Board (CPRB) to place your registration on hold. This allows the CPRB to update your status on the public register.

Once approved, your standard leave of absence is valid for up to two years.

### DURING YOUR LEAVE OF ABSENCE

During an approved leave of absence, your membership category will be changed from Professional Member to Associate Member. This allows you to maintain your connection to CEPNZ and access member benefits (e.g., discounted events, newsletters) without the continuing professional development (CPD) and recency of practice requirements of a Professional Membership.

### EXTENDING LEAVE OF ABSENCE

You must apply to CEPNZ in writing to extend your LOA beyond the initial two-year period. Extension applications are considered on an individual basis. Approved extensions will include a requirement to undertake specific CPD and agree to a plan for supervision/mentoring upon your return to work.

Leave of absence extensions are granted on a one-year basis, up to a maximum of three additional years (totalling a maximum 5-year leave period).

### RETURN TO PRACTICE

Prior to your approved LOA end date, or if you wish to return to practice early, you are required to email CEPNZ to inform them of your intention.

#### **Within 2 years**

If you are returning to clinical practice within your approved two-year LOA period you must write to CEPNZ informing them of your return, clearly stating your date of return and your place of work. You must also contact the CPRB directly to apply for the re-instatement of your APC. For a leave of absence period of two years or less, no restrictions or conditions will be applied to your registration.

#### **After an extended LOA of up to 5 years**

Before your LOA extension expires, or if you return to work earlier you must inform CEPNZ in

writing of your return to work start date and place of work. You will then begin your agreed-upon return-to-practice plan. Typically, Professional Members who return to work after more than 2 years will be required to complete a period of mentorship/supervision and this will be added as a condition on your APC.

### **After 5 or more years**

If you have not been working in the industry for five years or more, your leave of absence will expire, and you will no longer be on the register. If you intend to return to clinical practice, you must re-apply for Professional Membership with CEPNZ. You must complete a new membership application form and pay the Eligibility Assessment Fee. You are only required to re-submit evidence of certification in Basic Life Support and AED training. You will be required to complete a Competency Examination based on the evidence submitted as part of your Competency Assessment Desktop Review. A plan for supervision/mentoring upon your return to work may be required.

### **No Longer Planning to Practice?**

If you decide to permanently leave the clinical exercise physiology profession, please inform both CEPNZ and the CPRB in writing so you can be removed from the respective registers.

You are welcome and encouraged to remain a non-practising (Associate or Affiliate) member of CEPNZ to stay connected with the professional community.

## ENDING YOUR MEMBERSHIP

While we hope you remain a member for your entire career, there are a few circumstances under which a membership with CEPNZ may come to an end.

1. You choose to resign - You can end your membership at any time by sending a signed written notice to the CEPNZ Secretary.
2. Your membership fees are not paid - If annual fees are not paid within 90 working days of the due date, the CEPNZ Committee may vote to end your membership. We will always send reminders before this happens.
3. You bring the profession into disrepute - If the CEPNZ Committee determines that a member's actions have seriously harmed the reputation of the Society or the profession, they may vote to terminate the membership.
4. As the result of a disciplinary process - Membership may be terminated following a formal dispute resolution or disciplinary process, as outlined in our complaints policy.

Membership also automatically ends in the event of a member's death.

## RENEWING A LAPSED MEMBERSHIP

This section outlines the process for individuals whose CEPNZ membership has lapsed and who wish to rejoin.

### ASSOCIATE, AFFILIATE, AND STUDENT MEMBERS

If your membership has lapsed, the process for renewal is the same as applying for a new membership. Please refer to the relevant section of this guide and complete a new application via the CEPNZ website. You will be required to pay the standard application and membership fees.

### PROFESSIONAL MEMBERS

The renewal process for a lapsed Professional Membership depends on the length of time your membership has been lapsed.

#### **If your membership has lapsed for less than 2 years**

You must complete a new membership application form and pay the Eligibility Assessment Fee. You are required to re-submit evidence of certification in Basic Life Support and AED training but a Competency Assessment is typically not required. You will be required to pay the annual membership fee upon approval.

#### **If your membership has lapsed for 2 to 5 years**

You must complete a new membership application form and pay the Eligibility Assessment Fee. You are required to re-submit evidence of recency of practice and certification in Basic Life Support and AED training. A Competency Assessment may be waived if you can provide sufficient evidence of ongoing professional development and activities related to the field during your time away (similar to the requirements for an extended Leave of Absence). If sufficient evidence is not provided, you may be required to complete a Competency Examination. You will be required to pay the annual membership fee upon approval.

#### **If your membership has lapsed for more than 5 years**

You must complete a new membership application form and pay the Eligibility Assessment Fee. You are only required to re-submit evidence of recency of practice and certification in Basic Life Support and AED training. You will be required to complete a Competency Examination based on the evidence submitted as part of your Competency Assessment Desktop Review.

# FREQUENTLY ASKED QUESTIONS

## GENERAL APPLICATION QUESTIONS

### **Q: How long does the application process take?**

**A:** Timelines vary by membership type. All members must be approved by the Society Committee at their monthly meeting.

- **Student, Associate, and Affiliate:** Applications are typically processed within 4-6 weeks.
- **Professional:** The process is more complex. Please allow 8-12 weeks for the full assessment process, especially if you are applying via the Alternate Pathway. Delays can occur if your initial application is incomplete.

### **Q: My degree isn't specifically named 'Clinical Exercise Physiology'. Can I still apply for Professional Membership?**

**A:** Yes, possibly. Our assessors review your full academic transcript, not just the degree title. If your coursework and practical experience align with the *CEPNZ Registered Clinical Exercise Physiologist Competency Standards*, your application will be considered. You should provide detailed unit outlines or course descriptions with your application to assist the assessors.

### **Q: Can I submit my 500 clinical hours from paid work I did after graduating?**

**A:** Yes. We will consider clinical experience completed after you have finished your degree, provided it was appropriately supervised by a qualified clinical exercise physiologist and meets all the same requirements as practicum completed during study. You must provide clear evidence and supervisor verification for these hours.

### **Q: What happens if my application for Professional Membership is declined?**

**A:** If your application is declined after the assessment process, this is often due to gaps in academic coursework or clinical experience. We may provide advice on what areas require more evidence. You are welcome to re-apply in the future once you have addressed these gaps. A new application fee will apply.

## UNDERSTANDING CEPNZ AND CPRB

### **Q: What is the difference between CEPNZ membership and CPRB registration?**

**A:** CEPNZ is the professional body that sets the standards, assesses qualifications, and supports members through advocacy and professional development. CEPNZ Professional Membership is the primary pathway to prove you meet these standards.

CPRB (Clinical Physiologists Registration Board) is the regulatory authority that maintains the public register of qualified practitioners.

You must first be approved as a Professional Member of CEPNZ before you can apply to the CPRB for an APC.

## INTERNATIONAL APPLICANTS

**Q: I am an internationally qualified Clinical Exercise Physiologist. Where do I start?**

**A:** Start by carefully reviewing the requirements for Professional Membership in this guide. You will need to provide translated and certified copies of your academic transcripts and detailed evidence of your supervised clinical experience. If you hold a current registration with ESSA or ACSM then you can follow the simplified [International Accreditation Pathway](#). If you have accreditation with another international organisation (e.g., CSEP, BASA, CEP-UK) you can use your accreditation as evidence of clinical competency, but a full review is still required via the [Alternate Pathway](#).

## MEMBERSHIP MANAGEMENT

**Q: Can I upgrade my membership later, for example, from Student to Professional?**

**A:** Absolutely. Once you graduate and complete your clinical hours, you can apply to change your membership category from Student to Professional. You will need to complete the full Professional Membership application at that time. Similarly, an Associate Member who wishes to practice can apply to become a Professional Member.

**Q: What happens if I forget to renew my membership?**

**A:** We send multiple renewal reminders. If you do not renew by the due date, your membership will become lapsed. This means you will lose access to member benefits. If you are a Professional Member, a lapsed CEPNZ membership will also impact your ability to hold an APC with the CPRB. Please refer to the "[Renewing a Lapsed Membership](#)" section for details on how to rejoin.

## GLOSSARY OF KEY TERMS / DEFINITIONS

The following definitions are provided to ensure clarity and consistency throughout this guide.

### **Accredited Programme**

An academic training programme that has been formally reviewed and verified by an external professional body (such as ESSA or CAAHEP) to meet rigorous standards for curriculum, clinical training, and professional preparation.

### **ACSM (American College of Sports Medicine)**

A large sports medicine and exercise science organization based in the United States that provides professional certification, including the Certified Clinical Exercise Physiologist (CEP) - <https://acsm.org/>.

### **APC (Annual Practising Certificate)**

An official certificate issued by the CPRB once Professional Membership is conferred by CEPNZ.

### **Biosketch**

A written summary of an applicant's academic qualifications, clinical training, and professional experience, structured to demonstrate how they meet the *CEPNZ Competency Standards*.

### **CAAHEP (Commission on Accreditation of Allied Health Education Programs)**

A major programmatic accreditor in the United States that accredits clinical exercise physiology and other allied health education programs - <https://www.caahep.org/>.

### **CEP (Clinical Exercise Physiologist)**

A qualified health professional who specialises in the delivery of exercise, lifestyle, and behavioural modification programmes for the prevention and management of chronic diseases and injuries.

### **CEPNZ (Clinical Exercise Physiology New Zealand)**

The professional body responsible for setting and maintaining professional standards for Clinical Exercise Physiologists in New Zealand.

### **CEPNZ Practical Examination**

A skills-based, in-person assessment that evaluates an applicant's ability to perform core clinical competencies in a simulated, real-world setting.

### **CEPNZ Theory Examination**

A comprehensive written assessment that evaluates an applicant's theoretical knowledge, clinical reasoning, and understanding of case-based scenarios.

### **Clinical Experience / Practicum**

Supervised, hands-on professional practice with clinical populations, undertaken either as part of a tertiary degree or post-graduation, to develop and demonstrate practical skills.

### **Code of Ethics**

The formal CEPNZ document that sets the minimum standards of professional behaviour and ethical practice expected of all CEPNZ members - <https://www.cepnz.org.nz/code-of-ethics>.

### **Competency Assessment**

The phase of the application process where CEPNZ evaluates whether an applicant for a Professional Membership has the required knowledge, skills, and attributes to practice safely and effectively in New Zealand. The requirements of this assessment vary depending on the application pathway.

### **Competency Standards**

The official CEPNZ document that outlines the core competencies and standards of practice required for Professional Membership - <https://www.cepnz.org.nz/competency-standards>.

### **CPD (Continuing Professional Development)**

The ongoing process of learning and development that Professional Members undertake each year to maintain and enhance their professional skills and knowledge.

### **CPRB (Clinical Physiologists Registration Board)**

The independent regulatory authority responsible for registering Clinical Physiologists and issuing Annual Practising Certificates (APCs) in New Zealand - <https://cprb.org.nz/>.

### **Desktop Review**

An assessment of an applicant's written evidence (e.g., transcripts, biosketch, logbooks) conducted by CEPNZ assessors to determine if the documented qualifications and experience meet the required standards.

### **Eligibility Assessment**

The initial stage of membership applications, where CEPNZ assesses an applicant's academic qualifications, clinical experience, and other core documents against the minimum requirements for each membership category.

### **ESSA (Exercise & Sports Science Australia)**

The professional body and accrediting authority for exercise and sports science in Australia, which provides accreditation for Accredited Exercise Physiologists (AEPs) - <https://www.essa.org.au/>.

### **Leave of Absence (LOA)**

A formal, temporary period where a Professional Member is not practicing clinically but intends to return. During an LOA, the member holds an Associate Membership.

### **Recency of Practice**

The requirement for Professional Members to have practiced for a minimum number of hours over a set period (e.g., 1000 hours over 5 years) to ensure their skills remain current.

### **Scope of Practice**

The range of professional services, procedures, actions, and processes that a registered Clinical Exercise Physiologist is qualified and competent to perform. This is individually defined by their knowledge, skills and experience and within the CEPNZ Scope of Practice document - <https://www.cepnz.org.nz/scope-of-practice>.