



Taking a leave of absence?

Guidelines for deferring your accreditation and reinstating your accreditation

Deferment

If you have held an accreditation from SESNZ for two+ years, you are able to defer your accreditation for one year without any restrictions

- Contact natmanager@sesnz.org.nz to officially place your accreditation on hold
- If you exceed more than one year, you will need to go through the reinstatement process

Reinstatement

If you have held an accreditation in the past with SESNZ and have taken longer than one year away, you will need to contact natmanager@sesnz.org.nz with the following details:

- Fill out the application with the chosen accreditation again
- Complete only **ONE** case study that highlights you have maintained knowledge, skills and recency of practice in your chosen discipline.
- See guidelines for what *recency of practice* entails

Recency of Practice:

All accredited professionals must now gain 1000 hours of practice in the field over the previous 5 year period ensuring:

- no more than 2 consecutive years of no practice
- the completion of at least 200 hours of practice within the last three consecutive years

Practice is defined as 'any role, whether remunerated or not, in which the individual uses their skills and knowledge as a practitioner in their profession. Practice includes the direct provision of services to clients, and the use of professional knowledge and/or skill in a direct clinical or non-clinical way. This includes non-direct relationships with clients, such as working in management, administration, education, research, advisory, regulatory or policy development roles; and any other roles that impact on safe, effective delivery of exercise and sports science services.'

Please note, continuing professional development is not considered practice.

Evidence of recent practice.

- Detailed letter from your appropriately qualified supervisor/colleague/manager/employer describing work undertaken with clients and the duration of employment.
- Detailed client case studies; these must be verified by an appropriately qualified professional.
- De-identified client case notes, client assessment results and/or client exercise programs.
- Detailed logbooks — suitable for applicants who are currently working and can provide evidence from their current work OR recent graduates who completed practicum logbooks as part of their degree.
- Position description describing roles and responsibilities.
- Performance reviews.
- Experience conducting a research study.
- Awards for service to the industry.
- Resources developed for the workplace (related to the field of exercise science).