

This form is relevant to applicants who:

- » Are seeking to become an Accredited High Performance Manager (AHPM)

AND

- » Meet the eligibility criteria for one of the [two AHPM accreditation pathways](#)

If you are also seeking accreditation as an [exercise scientist](#) and/or a [Level 1 or Level 2 sports scientist](#), please submit the relevant application form and supporting evidence with your AHPM application.

SUBMITTING YOUR APPLICATION

1. Complete the application form in full.
2. Attach the relevant supporting evidence, listed in the “Supporting Documentation” box in each section.
3. Upload your completed application form and supporting evidence to an online storage platform of your choice (Dropbox, Google Drive, etc.). Send the appropriate link or access information to applications@essa.org.au.
4. You will receive a confirmation email upon receipt of your application. If you have not received this within 10 working days of sending your application, please contact ESSA on +61 7 3171 3335.

PROCESSING YOUR APPLICATION

1. The ESSA Team will review your application and confirm if all required documentation has been provided.
2. An application fee applies, [click here](#) to review the application fees. You will receive an invoice for the **application fee** on confirmation of a complete application.
3. Once the fee has been paid, your application will be submitted for assessment. The Assessment Team will contact you if further documentation is required. The assessment process takes up to 30 working days.
4. You will receive an invoice for the **accreditation fee** on approval of your application.

NOTES

- » Applications will only progress to assessment when the application form is complete, and all supporting evidence is included. Please review the application checklist at the end of this form and clearly title all files.
- » Documents not in English must be accompanied by an official translation into English, translated by a NAATI (National Accreditation Authority for Translators and Interpreters Ltd) accredited translator. All costs of translation are the responsibility of the applicant.
- » Additional fees may apply if further evidence is required.
- » Applications are assessed in order of receipt and cannot be expedited.
- » Your accreditation will not be valid until payment of the accreditation fee has been received.

NEED MORE HELP?

If you have any questions, please contact the ESSA Team on +61 7 3171 3335 or admin@essa.org.au

PERSONAL INFORMATION

PERSONAL DETAILS

Title	First name	Last name
Date of birth		Email
Postal address		
Town/Suburb	State	Postcode
Country	Contact phone number	

BUSINESS DETAILS (IF APPLICABLE)

Name	Website	
Postal address		
Town/suburb	State	Postcode

You must submit proof of identity with your application.

Please provide a scan or image of a **certified photocopy** of your photo identification. ESSA-approved forms of photo identification include:

- » Australian or foreign driver's licence/permit
- » Australian or foreign passport
- » Foreign National Identity Card or Travel Document issued by a foreign government, the United Nations or agency
- » 18+ Proof of Age Card issued by a State or Territory (or equivalent)
- » Student identification card and Australian or foreign birth certificate or citizenship certificate

How to certify a document:

Step One: Make a copy of the original document (e.g., licence, passport, etc).

Step Two: Take the original document and the copy to a suitable notary who can certify documents.

Step Three: Upload the certified copy of your photo ID with your application.

Examples of acceptable photo identification and a guide on suitable persons authorised to certify identification can be found by [clicking here](#).

ADDITIONAL INFORMATION

Are you of Aboriginal or Torres Strait Islander heritage?

- | | |
|-----------------------------|---|
| No | Yes, Aboriginal |
| Yes, Torres Strait Islander | Yes, both Aboriginal and Torres Strait Islander |

Language abilities

Please list any spoken languages other than English:

SUPPORTING DOCUMENTATION

- » Upload **certified copy of photo identification**

QUALIFICATIONS

If you hold current Level 2 Sports Science accreditation (ASpS2), proceed to next section.

COURSE NAME	COURSE CODE	HIGHER EDUCATION PROVIDER & CAMPUS	YEAR COMPLETED

PROFESSIONAL ACCREDITATION/REGISTRATION	ID/ CODE	REGISTERING AUTHORITY	REGISTRATION PERIOD

You must submit evidence of your qualifications with your application.

Please provide either:

a. Academic transcript

A **certified copy** of an original official transcript issued by your higher education provider verifying successful completion of all course requirements or that the qualification has been awarded.

For transcripts available through My eEquals, please share to ESSA at applications@essa.org.au.

If a PIN is set, please advise

OR

b. Official letter of completion

A letter from your higher education provider verifying successful course completion, conferral or award. The letter must be on your provider's letterhead and include your name, course name and course code. Downloads from a provider's website will not be accepted. [Click here](#) for an example of a suitable letter.

You must also submit certified proof of your accreditation/registration.

NOTES

- » A testamur or graduation certificate will not be accepted in place of an official academic transcript.
- » You may need to order an official academic transcript from your higher education provider if you are applying for ESSA accreditation before graduation.
- » 'Certified copy' means a photocopy of the original document that is signed by a suitable person as a true copy of the original. Examples and a guide on suitable persons authorised to certify transcripts can be found by [clicking here](#).

SUPPORTING DOCUMENTATION

- » Upload **certified evidence of qualifications** or share to ESSA via My eQuals
- » Upload **certified proof of accreditation/registration**

ASSESSMENT

Q1. Select your pathway

PATHWAY 1	PATHWAY 2
<ul style="list-style-type: none">» Accredited as a Level 2 Sports Scientist (ASpS2)	<ul style="list-style-type: none">» Bachelor degree (minimum)» Current registration as a medical practitioner, dietitian, physiotherapist or hold Level 3 ASCA» Five years FTE verified professional practice as a high performance manager
Meet AHPM Professional Standards	

Q2. Meet High Performance Manager Standards

Demonstrate the skills and knowledge required to meet High Performance Manager Professional Standards

- » Provide a written response to each competency described in the Standards via the [HPM Competency Form](#).
- » Support each response by providing evidence documents such as de-identified athlete programs, reports, professional development reference letters, job descriptions, manuals, thesis abstract, journal articles etc.

Q3. Work History *(Pathway 2 only)*

Demonstrate five years FTE professional practice within the high performance manager scope of practice.

- » Provide your CV/resumé and a completed [Work History Form](#)

SUPPORTING DOCUMENTATION

- » Upload completed **High Performance Manager Competency Form** and **supporting evidence**
- » Upload **CV/resume** (if applicable)
- » Upload **Work History Form** (if applicable)

REGENCY OF PRACTICE

Q1. Have you completed an exercise science/sports science/exercise physiology course within the last 3 years?

Yes - Proceed to the next section

No, but I hold a current ESSA accreditation - Proceed to the next section

No - Continue to **Q2**

Q2. Do you have recency of practice?

Yes - **You will need to provide evidence of recency of practice, according to the requirements below**

No - You will need to complete a [Return to Practice Program](#). ESSA will contact you once your application has been processed to provide you with your Return to Practice requirements

HOW TO PROVIDE EVIDENCE OF REGENCY OF PRACTICE

To assist you in completing the recency of practice requirements, please refer to the Recency of Practice Policy and the FAQs on the [ESSA website](#).

Evidence must address:

- » Timeframe, type of work and amount of hours;
- » Relevant practice activities; and
- » Be independently verified.

SUPPORTING DOCUMENTATION

- » Upload **Recency of Practice evidence** (if applicable)

ENGLISH LANGUAGE COMPETENCY

All individuals applying for initial accreditation with ESSA must show English language competency unless they meet an exemption. Please refer to the English Language Policy and the FAQs on the [ESSA website](#) for further information on English language competency requirements.

Q1. Do you hold a current ESSA accreditation?

Yes - Proceed to the ESSA Declarations

No - Continue to **Q2**

Q2. Do you meet an exemption under the [English Language Policy](#)?

Yes - Select your exemption category below and proceed to the ESSA Declarations

I have completed an ESSA-accredited course within the last two years

I have completed at least six (6) years of full-time equivalent continuous study in English in an exempt country including relevant tertiary qualifications

I have completed at least two (2) years of secondary education and relevant tertiary qualifications in English, in an exempt country - **Please provide a copy of your CV, including details of secondary and tertiary education**

No - Continue to **Q3**

Q3. Have you successfully completed an approved English language test within the last two years?

Yes, within the last two years - You have met the English language requirement. **Please provide verified evidence of your test results**

No - But I completed a test more than two years ago and I have been studying or working continuously in English. You have met the English language requirement. **Please provide verified evidence of your test results and evidence of your work/study**

No - You have not met the English language requirement. You will need to successfully complete an approved English language test before you can apply for ESSA accreditation

EXEMPT COUNTRIES

- » Australia
- » Canada
- » New Zealand
- » Republic of Ireland
- » South Africa
- » United States of America
- » United Kingdom

SUPPORTING DOCUMENTATION

- » Upload evidence of **English language competency** (if applicable)

ESSA DECLARATIONS

- » Being accepted for accreditation and/or membership requires a commitment to agree to the following declarations.
- » If you cannot meet or no longer meet the following declarations, you must notify ESSA within 7 days.
- » **Making a false declaration is a breach of the ESSA Code of Conduct and can lead to disciplinary action.**
- » More information about the declarations can be found [here](#).

CURRENT OBLIGATIONS

I certify that the information supplied on and with this form is true and correct.

FIT AND PROPER PERSON REQUIREMENTS

ESSA requires individuals to confirm they meet ESSA's [fit and proper person requirements](#) and declare criminal and ethical histories to ESSA.

I do not have any criminal history to declare to ESSA.

I do not have any prior known complaints, ethics and disciplinary investigations or penalties against me to declare to ESSA*.

If you have a Criminal/Ethical History to declare, you must tick this box and complete and upload the [Criminal/Ethics History to Declare Form](#) to your application.

**A criminal history includes all prior charges, involvement in proceedings and convictions unless they are spent convictions. An ethical history includes any prior known complaints, ethics and disciplinary investigations or penalties as determined by ESSA, other professional bodies, regulatory boards or complaint commissions.*

Ethics and disciplinary investigations or penalties include those made by ESSA, other professional bodies, regulatory boards or complaint commissions.

FUTURE OBLIGATIONS

If accepted as an Exercise & Sports Science Australia (ESSA) accredited professional and/or member, I declare:

I have read and commit to abiding by ESSA's [Code of Professional Conduct and Ethical Practice](#).

I commit to meeting all ESSA's [annual accreditation requirements](#) and can supply evidence upon request.

I will advise ESSA if there are any changes to my criminal or ethical and disciplinary history within 7 days of being notified.

I understand that making a false declaration to ESSA may be considered professional misconduct and may lead to disciplinary action.

SUPPORTING DOCUMENTATION

- » Upload **Criminal/Ethics History to Declare Form** (if applicable)

PRIVACY STATEMENT

Exercise & Sports Science Australia manages your personal information in line with the Australian Privacy Principles and ESSA's Privacy Policy. ESSA's Privacy Policy can be viewed on the [ESSA website](#).

ESSA may use and disclose member information as follows:

- » Accredited exercise professional details may be disclosed to Medicare Australia, Department of Veterans' Affairs, NDIS Quality and Safeguard Commission, workers compensation authorities and Private Health Insurers to ensure inclusion in relevant schemes
- » If required to do so, members' details may be disclosed to bodies authorised to investigate complaints such as health ombudsman or complaints commissioners, Sport Integrity Australia (ASADA) and sports integrity unit(s)
- » ESSA may publish information about the outcome of a disciplinary matter and notify such information to another professional body or regulatory body or agency
- » Accredited members' details are disclosed to the public on the ESSA website search functions for the purpose of promoting member services. Members may opt out of having their details published on ESSA's website search function via the Member Portal on ESSA's website or in writing to ESSA
- » Contact details for members of ESSA's councils, committees or working groups may be provided to the Chair of the council, committee or working group to enable communication for the purpose of undertaking the responsibilities assigned to the council, committee or working group
- » The Verify Accreditation Search function on the ESSA website displays the full name and accreditation type/s of current and previously accredited individuals based on a name search
- » Accredited exercise physiologists' business details may be disclosed to Primary Health Networks and the National Health Services Directory for the purpose of promoting member services
- » Member mailing lists are provided to external service providers such as printers and postal services involved in the provision and maintenance of business systems and services (e.g. member magazine). Members may opt out of receiving such communication via the Members Portal on the ESSA website or in writing to ESSA
- » Delegate details are disclosed to ESSA professional development presenters
- » ESSA may confirm membership and accreditation information to international organisations, to allow registration for membership, accreditation, professional development and conferences. Such organisations include:
 - » British Association for Sport and Exercise Sciences (BASES)
 - » Clinical Exercise Physiology Association (CEPA), United States of America (USA)
 - » Sport and Exercise Science New Zealand (SESNZ)

I acknowledge this Privacy Statement.

If you do not want ESSA to release your information, you can make changes at any time through the My Account section of the ESSA website, or by contacting the ESSA National Office at info@essa.org.au



ESSA FULL MEMBER BENEFITS

Membership is complimentary for Accredited High Performance Managers.

BOTH ACCREDITATION AND MEMBERSHIP	ACCREDITATION ONLY	 Registration eligibility to work within compensable schemes and other programs	 Regular industry updates and support with compliance queries	 Maintenance of a contemporary accreditation process	 Best practice standards for key areas of practice	 International pathway
		 Qualified to use the post-nominal AES, AEP, ASpS or AHPM - depending on accreditation type	 Membership with National Alliance of Self-Regulating Health Professions	 Profession scope of practice projects to support growth of capability	 Leave of absence support and return to practice program	 Education and resources to promote quality services
		 Professional standards to maintain the reputation of the exercise and sports science industry	 Engagement with other self-regulatory bodies on best practice certification processes	 Maintaining relationships with regulatory bodies	 Engagement with universities and industry partners to support graduate capabilities	
	MEMBERSHIP ONLY	 30% discount on Guild Insurance	 Business details included on the ESSA website for accredited members	 Legal assistance, risk management and professional training	 Specifically designed professional development and learning activities	 Opportunity to be involved in Exercise Right
		 Access to a one-on-one HR advice line, educational recordings, and resources	 Access to a one-on-one business support service, education recordings and resources	 Access to the latest job opportunities	 Promo codes to access up to 5 free podcasts	 Voting rights
		 Access to research databases EBSCO and JCEP	 Industry partner networking events and discounts	 Eligibility for ESSA Industry Awards and Research Grants	 Access to a range of best practice resources and early career support	
	BONUS	 Policy and advocacy to increase workforce opportunities	 Industry representation at promotional activities and stakeholder meetings	 Ethics and disciplinary processes		

ANNUAL FEES

Annual fees apply to maintain accreditation/membership. Your initial annual fee is charged pro-rata to the end of the calendar year, based on the month your application is approved. If your application is approved in December, you will be billed for the following calendar year.

Please note: If you are already a financial ESSA member and are applying for accreditation, your annual fee will be adjusted to reflect payments received thus far.

If you wish to gain AHPM accreditation and place it on a **leave of absence immediately**, please tick this box.

An ESSA staff member will contact you to provide you with the leave of absence application form. A fee of \$50.00 including GST applies to process a leave of absence application.

Upon approval of your application you will receive an email requesting you to log in to your ESSA account and pay your fees. Your accreditation/membership will not be valid until payment has been received.

AHPM PRO-RATA FEE STRUCTURE (INC. GST)

MONTH APPROVED	ACCREDITATION (INCLUDES COMPLIMENTARY FULL MEMBERSHIP)
January	\$260
February	\$238.33
March	\$216.67
April	\$195
May	\$173.33
June	\$151.67
July	\$130
August	\$108.33
September	\$86.67
October	\$65
November	\$43.33
December	The annual 2024 fees will apply

SUPPORTING DOCUMENTATION CHECKLIST

MANDATORY

- Certified photo identification
- Evidence of qualifications
- Evidence of accreditation/registration
- High Performance Manager Competency Form and portfolio of evidence

IF APPLICABLE

- CV/resume
- Work History Form
- Regency of Practice evidence
- English Language competency evidence
- Criminal/Ethics History to Declare Form