

Online Individual Accreditation Guide

Program Access

Implementation Date: 30/10/2023

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Login - Individual Accreditation:

- To access the online Accreditation Application program click on the Accreditation type on ESSA's website: <u>Exercise & Sports Science Australia</u>
- Within the How to Apply click on the 'Apply online' tab under the accreditation pathway appropriate for you (example below).

E	xercise Science Accreditation
Acc	edited Exercise Scientist (AES) accreditation is available to:
:	Graduates of an ESSA-accredited bachelor's degree in exercise and sports science Graduates of a non-ESSA accredited * bachelor's degree within the exercise and sports science field
*Otł	er acceptable non accredited degrees may include Australian and international degrees in: - Applied Science, human movement science - Physical education
App 140	licants applying via the non-accredited course pathway must demonstrate that their course and practical experience meets ESSA's Exercise Science Standards, including hours of practicum.
Uns	ure if you are eligible? Contact us at <u>assessments@essa.org.au</u> with a copy of your transcript.
lf yo plea	u are applying to undertake postgraduate study in the near future in order to become an Accredited Exercise Physiologist (AEP) and do not wish to practise as an AES, se refer to the graduate entry assessment section.
The accor Exe The mer If yo	e are two different accreditation pathways depending on whether you undertook an ESSA-accredited or a non-ESSA accredited course. You can find a <u>full list of edited courses here</u> . The link below to access the online application form for new applications. You will then undertake an Eligibility Assessment to guide you through the appropriate cise Science Pathway. Topication Processing Fact will be charged via our online payment gateway when submitting your application. This fee is in addition to the accreditation and/or bierano fees you nominate. Understored you ave an online Application Form clice Forms." The select "My Applications" located in the administration panel. ESSA-ACCREDITED COURSE Apply Online Apply
If yo	u have previously saved an online Application Form click "Saved Forms." The select "My Applications" located in the administration panel.
"Hai If yo	dcopy applications will be accepted with January 2024. If you wish to submit a hardcopy following this date, contact <u>applications@essa.org.au</u> u require IT support please email - <u>applications@essa.org.eu</u>

If returning to a saved Application Form, click 'Saved Forms' then enter your login details.
 Select 'All' under 'My Applications' located in the administration panel to access your application/s. Open application as required.

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	Home	/
ġ	My Applications	
	All (5)	
	Incomplete (0)	
	Complete (0)	
	Expired (0)	
	Archived (0)	



• Once you have selected the accreditation and 'Apply Online'. You will be prompted to login.

• A new tab will open and include additional information on 'How to Apply'. To commence an application, click 'Eligibility Assessment' and complete assessment questions. This will determine the appropriate accreditation pathway.

	ppiy.
ompleting	I Online Application Form:
1. Click on t	e Eligibilty Assessment tab below.
2. Complete	all questions to determine the appropriate Exercise Science pathway.
3. Once cor	bleted an eligibility outcome will be provided onscreen and via email, click on the appropriate pathway provided.
4. Select 'U	this Application' to commence your accreditation application.
5. Complete	Il answers ensuring appropriate information / evidence is uploaded with your application.
 Your appl the save www.ess The Appli payment form. 	ation doesn't have to be completed and submitte at once, it can be saved and completed at a later time. Simply click on located at the bottom of the form and access the form via a Saved Forms tab located under the accreditation type a org.au. ation Form includes mandatory questions that require answering before your application can be submitted and a ateway for application fees. Note - Incomplete mandatory questions will be identified when you attempt to submit the
you require ontact appli	dditional guidance with your application, please click the 'Got a Question?' item below to chat with an assessor or tions@essa.org.au regarding technical support.

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Submit – An Accreditation Eligibility Assessment:

• Complete all the questions within the Eligibility Assessment.

		HOME	MY ACCOUNT	SECURITY AND PRIVAC
SPORTS SCIENCE AUSTRALIA				
Welcome	Home / My Applications / ES-4896 - Deanoooo Hemburrow			
	Homo - my producino - 20 1000 Bodinesco Hombarten			
Ny Applications	2023 ESSA Individual Accreditation Eligibility			
All (1)	Your Submission has been received, the information below is read only			
Incomplete (0)	Applicant Information 😛 Eligibility Assessment			
Complete (1)				
Complete (1) Expired (0)	PERSONAL INFORMATION			

• Once completed, the outcome from your Eligibility Assessment will be displayed on screen. Follow the instructions on how to proceed with the accreditation application.



• Note: An email will also be sent.



• If you are eligible to continue with an accreditation application, the following screen will appear. Select 'Use this Application' to proceed to the application form.

Program *		
2023 ESSA Individual Accr V		
Application Name		
for the second sec		
Search		
	rogram © Round © Action	
Application # * Title 0 1		
Application # Title 0 I ES-4898 Deancooo Hemburrow 20 Ad	23 ESSA Individual Eligibility Assessment Use This Application creditation Eligibility	
Application # A Title 0 I ES-4898 Deancooo Hemburrow 20 Ad	22 ESBA Individual Eligibility Assessment Use This Application resistation Eligibility	
Application # Title II ES-4806 Deancoop Hemburrow 2 Ad	22 ESA Annuolai Eligipity Assessment Use This Application Decision Eligipity	\wedge

Submit – An Individual Accreditation Application Form:

- This will direct you to the online application form, complete fields as required.
 - Note: Mandatory fields are identified by *
 - Click "Save and Next" to progress through application form OR "Save" to access the form later.

	номе	MY ACCOUNT
Home / My Applications / FAC-4256 - Admin Officer		
2023 ESSA Individual Accreditation		
Applicant Information \rightarrow Accreditation Selection and Qualifications \rightarrow Recency of Practice and English Requirements \rightarrow ESSA Declarations		
Your name First name Last name		
Date of birth		
Email • Contact phone number •		

- To upload documents, click on "Choose File" and "Select Files to Upload".
 - Select the file you wish to upload and click "Open".





- If required to upload a zipped file, <u>click here</u> for more information.
- Once ready to submit, click "Add to Cart".
 - If any incomplete mandatory fields are present, you will be directed to finalise.
 - Otherwise, the form will be submitted to ESSA, and you will be instructed to pay the application fee.

If you do not want ESSA to release your information, you can make changes at any tir ESSA website, or by contacting the ESSA National Office at info@essa.org.au.	me through the	My Account s	section of the
I acknowledge this Privacy Statement.			
	Prev	Save	Add to Cart

- To access incomplete application forms or to view previously submitted forms repeat "Login Individual Accreditation" requirements.
 - Select "Incomplete" or "Complete" tab located in the administration panel.

My Applications	All Subm	issions									
All (35)											
Incomplete (35)											
🛒 In Cart (0)	Program	Round	÷	Application #	\$ Category	÷	Title	÷	Status	÷	Action

- Then select "Edit" or "View" to access the application form.
 - This area also allows for the application to be "Removed", "Printed" or "Copied" to duplicate a submitted form.

If you require assistance or experience technical issues during your submission, email applications@essa.org.au.

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