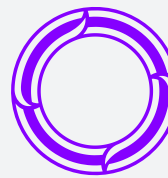


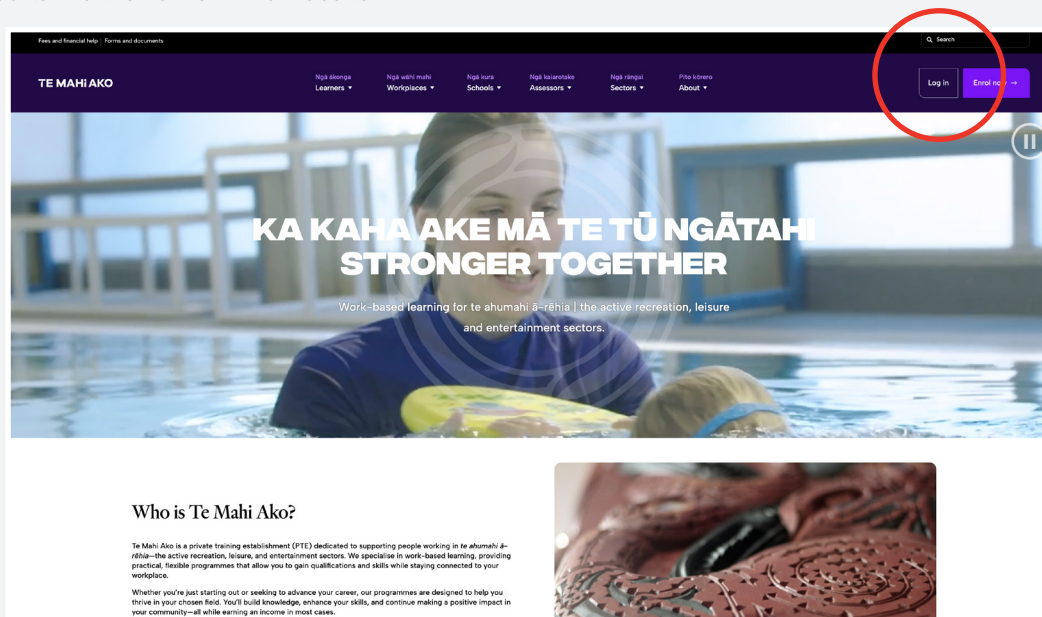
PLPC RE-REGISTRATION PROCESS



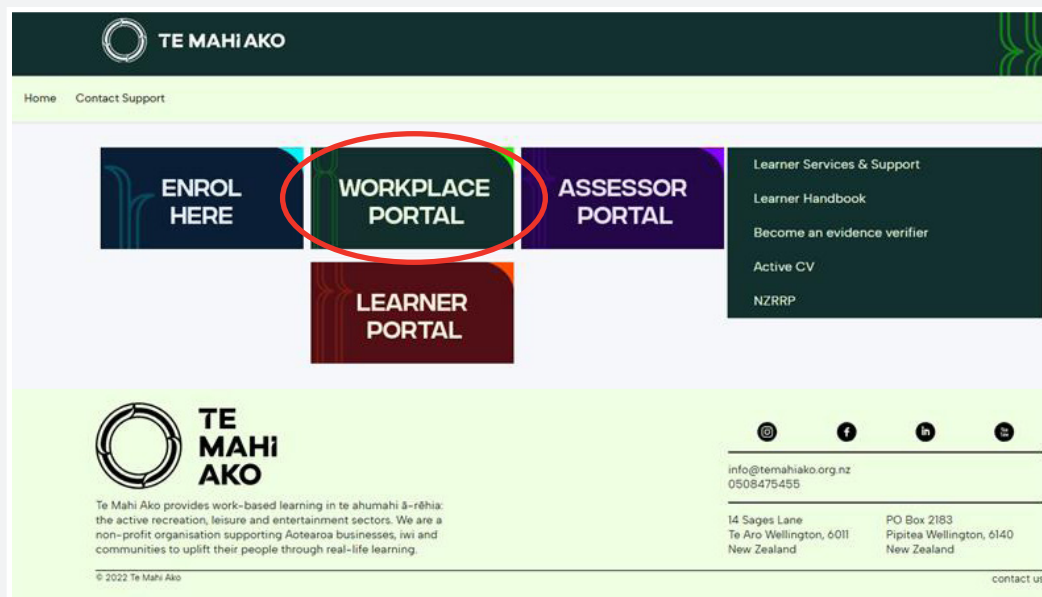
TE
MAHI
AKO

Re-registration flow when Assessor and Attestor are **different** people

Log in to your portal via the Te Mahi Ako website



When you have logged into your portal, you will have a page similar to this (Note: you may not have all these buttons). As the workplace, click on the 'WORKPLACE PORTAL' button.



If you do not have the WORKPLACE PORTAL button, contact your regional advisor.

Click on e-PLPC Re-reg link and fill in the pool lifeguard's details

The screenshot shows the Te Mahi Ako workplace website. The navigation menu at the top includes links for Home, Learners, Contact Support, **e-PLPC Re-reg** (highlighted with a red circle), and e-PLPC Re-reg Status. The main content area displays the 'NZRRP Re-registration Form' for 'Pool Lifeguard NZRRP Re-registration'. It instructs users to re-register on the New Zealand Register of Recreation Professional (NZRRP) and provides a 'Trainee Details' section with input fields for the National Student Number (NSN) or Date of Birth. A 'Next' button is visible at the bottom right of the form.

This screenshot shows the 'Applicant Email Address Update Notice' section of the NZRRP Re-registration Form. It explains that the email address listed for the applicant is considered current and valid for NZRRP re-registration purposes. It advises users to update their email address before proceeding with the re-registration process to ensure accurate recordkeeping and communication. The notice includes instructions on how to update the email address, such as submitting a request to the Helpdesk or clicking the 'Contact support' link. Below the notice, there are input fields for Name, Date of Birth, NSN, Email, and Mobile Phone. A 'Workplace' field is also present, marked with an asterisk. At the bottom right, there are 'Previous' and 'Next' buttons.

This screenshot shows the 'Assessor' selection step of the NZRRP Re-registration Form. It asks the user, 'Are you the Assessor for the re-registration?' with a dropdown menu where 'No' is selected (highlighted with a red circle). Below this, there is an 'Assessor' field with a search icon. At the bottom right, there are 'Previous' and 'Next' buttons.

Fill in your details as the Attestor

NZRRP Re-registration Form

▼ Attestor To Complete

This attestation may be completed by an Employer, Supervisor or Skills Active Pool Lifeguard Assessor.

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 Skills Active requires each Registered Individual to:

- Be ethical and behave in an appropriate way, and
- Be mindful of their influence on safety, and
- Not bring Skills Active 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

* Attestor Name

* Email

* Phone

* Position or Job Title

Purchase Order Number

I attest that the Lifeguard named Emily Test

☐ Has met re-registration requirements

☐ Is current in knowledge, skills and experience

☐ Is a fit and proper person (see definition above)

PreviousNext

An email will be sent to the Assessor

NZRRP Re-registration Form

Thanks for completing this part of the form.

An email has been sent to the Assessor at jonathan.alpers@skillsactive.org.nz to complete their part. Once that's succeeded, the Applicant will be re-registered.

Finish

Sample email to Assessor

Subject: NZRRP Re-registration form to complete

Kia ora Jane

The NZRRP Pool Lifeguard Practicing Certificate re-registration process for Pool Lifeguard Sarah Jones has been initiated by John Smith. It now requires your sign-off in your capacity as an Assessor.

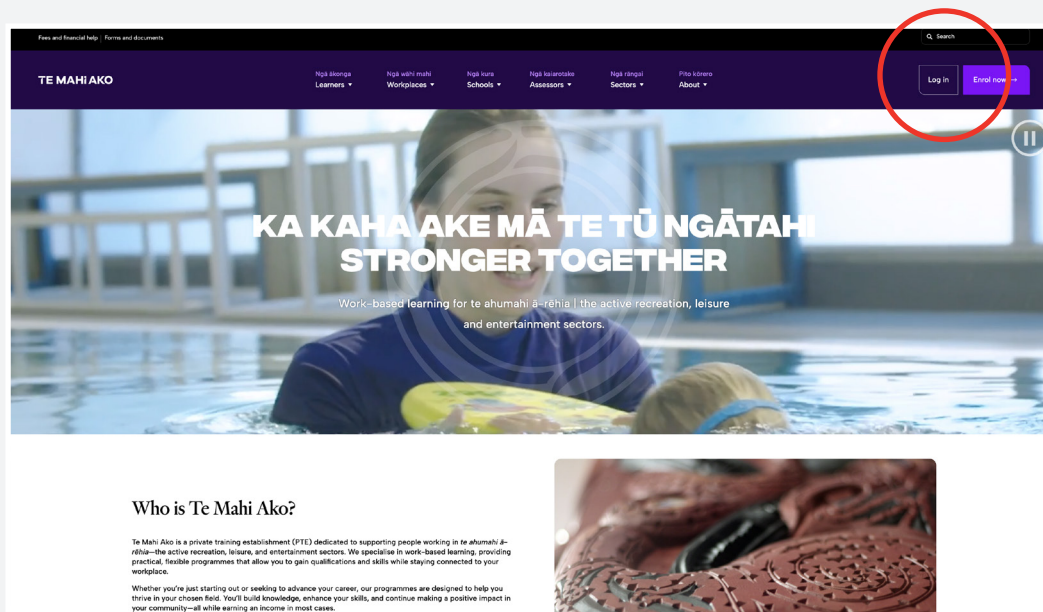
Please note that the date of re-registration will be the same as the date you complete this form. Kindly complete your section of the PLPC re-registration form by following the provided link here.

If you have any questions, don't hesitate to get in touch with your regional advisor [Our team » Te Mahi Ako](#).

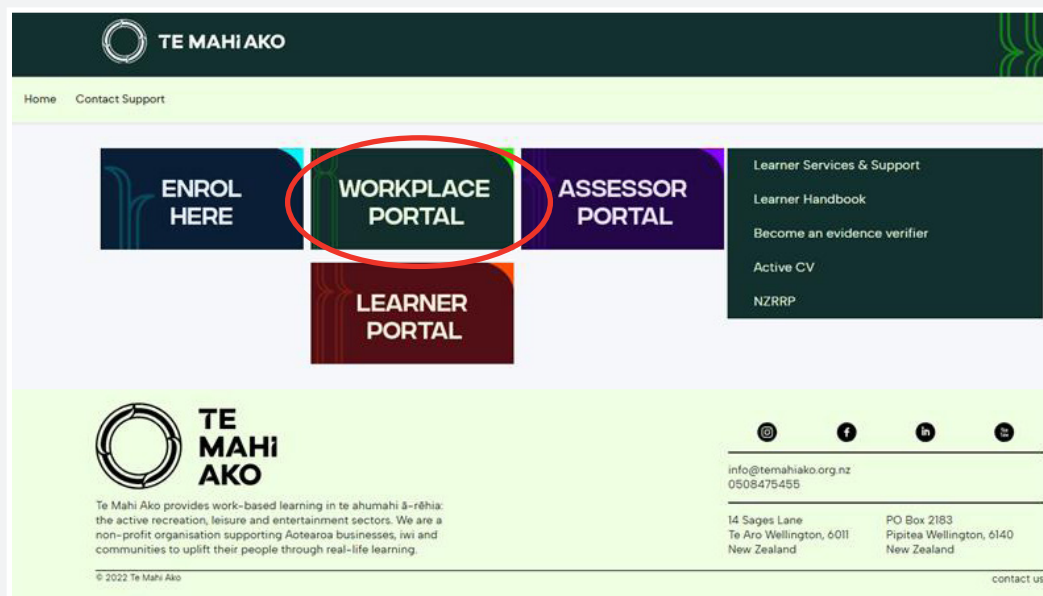
Ngā mihi
Te Mahi Ako Team

Re-registration flow when Assessor and Attestor are the **same** person

Log in to your portal via the Te Mahi Ako website




When you have logged into your portal, you will have a page similar to this (Note: you may not have all these buttons). As the workplace, click on the 'WORKPLACE' button.



If you do not have the WORKPLACE PORTAL button, contact your regional advisor.

Click on e-PLPC Re-reg link and fill in the pool lifeguards's details

 **TE MAHI AKO**

workplace

[Home](#) [Learners](#) [Contact Support](#) [e-PLPC Re-reg](#) [e-PLPC Re-reg Status](#)

NZRRP Re-registration Form

Pool Lifeguard NZRRP Re-registration

Re-register on the New Zealand Register of Recreation Professional (NZRRP)

Trainee Details


Enter the trainee's National Student Number (NSN) or Date of Birth

National Student Number (NSN)

OR





Date of Birth

Next

 **TE MAHI AKO**

Te Mahi Ako provides work-based learning in te ahumahi ā-rēhia: the active recreation, leisure and entertainment sectors. We are a non-profit organisation supporting Aotearoa businesses, iwi and communities to uplift their people through real-life learning.

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[contact us](#)

NZRRP Re-registration Form

▼ Applicant Details

Applicant Email Address Update Notice

The email address listed for the applicant is considered current and valid for NZRRP re-registration purposes. If the email address has changed or is incorrect, it must be updated **before proceeding with the re-registration process** to ensure accurate recordkeeping and communication.

To update the email address:

- Please Submit a request to the [Helpdesk](#) for assistance.
- Click the "Contact support" top Left of your screen "Contact Technical Support"
- Or email helpdesk@skillsactive.org.nz

Ensuring the correct email is recorded will help avoid delays and ensure the successful processing of your re-registration.

Name:

Date of Birth:

NSN:

Email:

Mobile Phone:

* Workplace

Previous

Next

NZRRP Re-registration Form

Are you the Assessor for the re-registration?

Yes

Assessor

Previous

Next

20251118 PLPC RE-REGISTRATION FLOW

5

NZRRP Re-registration Form

Assessor To Complete

Is the lifeguard currently registered on NZRRP?

If not, please explain why

First Aid Expiry Date

PLPC Assessor – please check and confirm that the evidence is held meeting the following requirements for re-registration.

Have evidence of completing the swim proficiency test in the required time within the last 3 months.

Has participated in lifeguarding training, including an out of water medical emergency, within the last 3 months.

Has been observed completing PLSA simulated emergency 2, 3 or 4 within the last 3 months.

Has been observed completing PLSA simulated spinal rescue 6 or 7 within the last 3 months.

Attestor To Complete

This attestation may be completed by an Employer, Supervisor or Skills Active Pool Lifeguard Assessor.

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 Skills Active requires each Registered Individual to:

Be ethical and behave in an appropriate way, and

Be mindful of their influence on safety, and

Not bring Skills Active 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

Phone

Position or Job Title

Purchase Order Number

I attest that the Lifeguard

Has met re-registration requirements

Is current in knowledge, skills and experience

Is a fit and proper person (see definition above)

Previous

Next

NZRRP Re-registration Form

Thank you for completing the form.

The Applicant has been re-registered and will receive an email notification.

Pause

Finish

Kia Ora

You are receiving this email to inform you that your New Zealand Register of Recreation Professionals certificate has been successfully renewed. Within the next five working days, your certificate will show as current on the [New Zealand Register of Recreation Professionals](#).

Congratulations on keeping your qualification current.

Mauri ora,

Te Mahi Ako Team

20251118 PLPC RE-REGISTRATION FLOW

6

Electronic PLPC re-registrations status on workplace portal

The screenshot shows the 'Electronic PLPC Re-registrations Status' page. At the top, there's a header with the Te Mahi Ako logo and 'workplace' text. Below the header, a navigation bar includes links for Home, Learners, Contact Support, and e-PLPC Re-reg Status. The main content area has a title 'Electronic PLPC Re-registrations Status' and several informational paragraphs. A table titled 'Re-registrations' displays a list of 8 items, showing columns for Applicant, Status, Attestor, Attestor Signed, Assessor, Assessor Signed, and Date Created. The table is scrollable. At the bottom, there's a footer with the Te Mahi Ako logo, contact information, and social media links.

TE MAHI AKO workplace

Home Learners Contact Support e-PLPC Re-reg Status

Electronic PLPC Re-registrations Status

Important: This report applies to **electronic PLPC re-registrations only** — paper-based submissions are not included.

To check the **current status** of your **workplace's e-PLPC re-registration**, please refer to the details below.

Once re-registration has been completed, you can confirm its status via **NZRRP**.

Note: The re-registrations below are shown for one month following the re-registration date, after which they are removed from the list.

Applicant	Status	Attestor	Attestor Signed	Assessor	Assessor Signed	Date Created
[Redacted]	Completed	[Redacted]	11/11/2025, 11:59 am	[Redacted]	11/11/2025, 11:59 am	11/11/2025, 11:59 am
[Redacted]	Completed	[Redacted]	11/11/2025, 11:56 am	[Redacted]	11/11/2025, 11:56 am	11/11/2025, 11:56 am
[Redacted]	Completed	[Redacted]	6/11/2025, 02:32 pm	[Redacted]	6/11/2025, 02:35 pm	6/11/2025, 02:32 pm
[Redacted]	Sent to Assessor	[Redacted]	5/11/2025, 10:41 am	[Redacted]		5/11/2025, 10:41 am
[Redacted]	Completed	[Redacted]	4/11/2025, 02:44 pm	[Redacted]	4/11/2025, 02:53 pm	4/11/2025, 02:44 pm
[Redacted]	Sent to Assessor	[Redacted]	4/11/2025, 01:36 pm	[Redacted]		4/11/2025, 01:36 pm
[Redacted]	Completed	[Redacted]	22/10/2025, 04:16 pm	[Redacted]	22/10/2025, 04:19 pm	22/10/2025, 04:16 pm
[Redacted]	Completed	[Redacted]	20/10/2025, 02:14 pm	[Redacted]	20/10/2025, 02:18 pm	20/10/2025, 02:14 pm

TE MAHI AKO

Te Mahi Ako provides work-based learning in te ahumahi ā-rēhia: the active recreation, leisure and entertainment sectors. We are a non-profit organisation supporting Aotearoa businesses, iwi and communities to uplift their people through real-life learning.

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contact us

This report monitors the progress and sign-off details of electronic PLPC re-registrations for both applicants and assessors, ensuring compliance throughout the process.

Purpose of the report

It tracks the status of electronic PLPC (Pool Lifeguard Practice Certificate) re-registrations for workplace assessors and applicants.

It is specifically for electronic submissions only—paper-based submissions are excluded.

Key functions

1. Monitor progress of re-registration

Shows whether a re-registration is:

- Completed
- Sent to Assessor
- Or still in progress.

2. Provide sign-off details

Displays dates and times when:

- The Assessor signed the form.

3. Confirm compliance

Once completed, the status can be confirmed in NZRRP.

Important notes:

- The report lists re-registrations for one month following the re-registration date, after which they are removed
- It helps workplaces ensure that all PLPC renewals are processed and signed off correctly by both parties.

Why it's useful

- Transparency: Everyone involved can see the current status
- Accountability: Tracks who signed and when
- Compliance: Ensures professional standards are met for ongoing registration.