



National Outdoor Leader Registration Scheme

Guide to Re-registration & Subsequent Registration

NOLRS Re-registration

As with registration, re-registration requires you to demonstrate your currency in the activity, at the appropriate level, and to provide proof of current first aid and CPR.

Re-registration with NOLRS is required every 3 years from the initial registration date. The re-registration process only applies to registration levels that are the same as your previous card. For example, if you wish to change from a Guide to an Instructor this is a *Subsequent* Registration and involves a different process, explained below. In order to Re-register with NOLRS you need to provide three things:

1. **Capacity** - a current certified* first aid qualification **and** a current certified* CPR qualification.
2. **Re-Registration Tables** – a completed *Re-registration Table* that meets the points requirements, for each re-registration category.
3. **Supportive Evidence** – a comprehensive and verifiable^ logbook, as evidence for the points in the re-registration tables. Any other certified* information required as evidence for the points in the re-registration tables.

Re-registration Notification

The NOLRS Administration office will aim to remind leaders of their registration expiry at least 3 months prior to the expiry date (where contact details are up to date).

Experienced ('E') Registration

Leaders who are applying for their **second re-registration** at a registration level may be designated as "Experienced" (indicated by "E" on all NOLRS information). These leaders will have met the NOLRS logbook requirements for a 7 year period.

Re-registration Tables

Re-registration Tables contain a summary of the requirements for re-registration. A point-scoring method is used to determine if a leader is eligible for re-registration. The different categories have different point allocations as well as different minimum and maximum total points possible. More points in one category can offset, to some degree, a lower level of points in another. Re-registration is possible without points from the Professional Development category.

Registered leaders, who, for some extenuating circumstances~ are not able to meet the re-registration requirements over the three-year period, may discuss their re-registration concerns with the NOLRS Administration Office. Experienced outdoor leaders ('E') have reduced re-registration requirements.

Different activities and Registration Levels have different re-registration requirements across the following categories:

a) **Leading a group**

Evidence will consist of **verifiable^** logbook entries. Please refer to the *NOLRS Logbook* on the NOLRS website, which outlines the information required to meet the requirements (http://www.outdoorcouncil.asn.au/nolrs_logbook_40.html).



b) **Emergency Response and Rescue Training**

Evidence needs to include:

- the duration;
- the name of the trainer; and
- a brief description of the content of programs and events.

Training can be either in-house or external. Training relevant to multiple registrations may be used more than once (e.g. a vertical rescue course may be used for both single pitch abseiling guide as well as single pitch climbing guide requirements). Evidence must be supported by verifiable logbook entries, certificates issued by the training organisation, and/or certificates of attendance or receipts from employer/organisation.

c) **Professional Development (PD)**

Evidence needs to include:

- the duration;
- the name of presenter; and
- a brief description of the content of programs and events.

Professional development can be either in-house or external; and may be used for multiple registrations where relevant. Additionally, professional development needs to be verified by certificates of attendance, receipts confirming subscriptions, and/or other supporting documentation such as names of articles, course enrolment etc.

d) **How to Re-register?**

- Read (and be willing to abide by) the Code of Ethics/ Code of Practice that is foundational for NOLRS registration;
- Review the re-registration requirements for each registration category you are applying for and gather the evidence to show you meet the requirements.
- Complete the **Re-registration Table** for each registration category.
- Assess your evidence and determine whether or not you have sufficient proof to meet ALL the criteria for re-registration.
- If you have the evidence, fill in the *NOLRS Application Form*, ticking the appropriate registration categories you wish to apply for. (If you are applying as a member of an organisation aligned to OCA you need to provide proof of membership);
- Collate all relevant information including your current certified* **first aid and CPR certificates**; your **Re-registration Table/s**; and your verifiable[^] **log book** and other **supporting evidence**;
- Ensure all documents for submission are certified* and log books are verified[^];
- Submit all relevant information to:

NOLRS at OCA
c/o PO Box 5552
South Windsor
NSW 2756

or

nolrs@outdoorcouncil.asn.au



NOLRS Subsequent Registration

Subsequent registration involves adding a **new** registration category to your card or upgrading a registration category already on your card (i.e. from Guide to Instructor).

If you wish to add to or modify your registration with NOLRS, complete your Re-registration application for any activity and levels in which you still want to re-register; PLUS tick Subsequent Registration for the new registration category you wish to add.

Subsequent registration applications are offered at a reduced rate and will expire on the same date as your current NOLRS card. The application process for subsequent registrations is the same as new registrations. Refer to the *Simple Guide to Registration* to determine what is required for registration. You do not have to provide evidence of units of competency that have been recognised by NOLRS previously.

Cost

The cost of re-registration and subsequent registration is outlined in the *NOLRS Application Form*. Please note that payment is processed on application and not on approval of your registration. If your application is unsuccessful, payment will not be refunded. It is important to ensure you have met all the requirements before submitting your application.

Questions

If you are unsure if you have met the requirements for registration please contact the NOLRS administrator, at nolrs@outdoorcouncil.asn.au, prior to submitting your application.

If/ when all information is confirmed, and payment is received you will receive confirmation of your registration via email. Your NOLRS registration card will be sent in the post shortly afterwards.

* Certified under the NOLRS means it has to be signed by somebody from the Australian Government's Statutory Declaration Signatory List. Each document needs to include the signatory's name, signature, occupation and acknowledgement that they have sighted the original.

<http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>

^ Verifiable log books must include a verifying contact name and contact number for each of the log book entries. This person is ideally a supervisor or manager and must be able to confirm the details of the session including the role of the leader. A land manager permit or similar evidence may be used in some circumstances.

~ Types of circumstances that may warrant use of this method could be prolonged period of illness or injury, pregnancy, overseas, "time out" from the industry due to some valid reason.