

National Registry of Exercise Professionals

Step-by-Step Registration Guide

REGISTRATION STEPS

Step	Title <small>(Click on the titles below for direct access to each section)</small>	Details
1	<u>Obtaining Safe Sport Certification</u>	<ul style="list-style-type: none">• Taking the Safe Sport Certification is through the SportSG-ED system• Please refer to this section on how to navigate the SportSG-ED system to obtain your Safe Sport Certification
2	<u>Creating an ActiveSG account</u>	<ul style="list-style-type: none">• An ActiveSG account is required to be able to register yourself on the NREP system• Please refer to this section if you do not have an ActiveSG account• Skip to Step 3 if you already have an ActiveSG account
3	<u>Logging into SportSync to register in the NREP</u>	<ul style="list-style-type: none">• Registration into the NREP is through the SportSync system• Please refer to this section on how to login into the SportSync system
4	<u>Updating your SportSync profile</u>	<ul style="list-style-type: none">• There are 3 mandatory sections of your profile that you need to update in the SportSync system• Please refer to this section on how to update your Personal Particulars, Contact Information and Education profile
5	<u>NREP registration</u>	<ul style="list-style-type: none">• The main steps on how to register yourself into NREP
6	<u>NREP application confirmation</u>	<ul style="list-style-type: none">• The notifications received upon NREP membership confirmation• How to view your NREP e-card
7	<u>Upgrade from a provisional to full membership</u>	The main steps on how to upgrade your NREP membership from a provisional to full membership through the SportSG's SportSync system
8	<u>Upload Safe Sport Certification into an existing NREP membership</u>	Please refer to this section on how to upload your Safe Sport Certification if you have an existing NREP membership

NREP REGISTRATION REQUIREMENTS

1. Please have the following before starting the registration process:

- a. An ActiveSG account
- b. Valid Standard First Aid certificate 
- c. Permitted file types: JPG, JPEG, PNG, PDF, DOC, DOCX and GIF
 - Permissible file size: Between 10kb and 10,000kb
- d. Fitness/Exercise certificate(s) 
 - Permitted file types: JPG, JPEG, PNG, PDF, DOC, DOCX and GIF
 - Permissible file size: Between 10kb and 10,000kb
- e. Safe Sport Certificate 
- f. Photo upload
 - Sharp and clear, taken within the last 3 months
 - Taken full face with you looking directly at the camera and against a white background
 - Full colour 512 x 400 pixels or passport sized
 - Permitted file types: JPG, JPEG and PNG with at least 300dpi resolution
 - Permitted file size: Between 10kb and 10,000kb
- g. Laptop or desktop (preferred)

NREP REGISTRATION REQUIREMENTS

2. The registration process may take approximately 10 – 15 minutes
3. The system has a timeout duration of 20 minutes if left inactive.
You will lose partially submitted data if the process is left inactive for this duration
4. The NREP is hosted in SportSG's SportSync system which also hosts the National Registry of Coaches (NROC)

STEP 1

OBTAINING SAFE SPORT CERTIFICATION

- Taking the Safe Sport Certification is through the SportSG-ED system
- Please refer to this section on how to navigate the SportSG-ED system to obtain your Safe Sport Certification

Step 1.1 – Launch browser and access Self-Registration Page

- Launch an internet browser app (e.g. Chrome / Safari / Edge)
- Access the SportSG-ED Self-Registration Page here: <https://go.gov.sg/nrep-ss>

Step 1.2 – Read the Self-Registration Page Information document

- Click and read through the PDF document titled ‘Self-Registration Page Information.pdf’

SportSG-ED
Education & Development

Self-Registration Page for Safe Sport module(s)
Please read the [Self-Registration Page Information.pdf](#) before creating an account with SportSG-ED.
Note that your account will only be valid for ONE month upon creation.

* Required Field

* First Name:

* Last Name:

* Email Address:

* Last 4 Characters of NRIC (e.g. 123A):

* Phone:

* Division: NREP

* Passwords must contain both upper and lower case letters.
* Passwords must contain alpha and numeric characters.
* Passwords must be 12 - 20 characters.
* Passwords cannot have leading or trailing spaces.
* Passwords cannot be the same as the Username, User ID, or email address.
* Passwords must contain at least one special character.

* New password:

* Confirm password:

Already a user? [Login here](#)
Return to Browsing? [Click here](#)

I'm not a robot 
reCAPTCHA
Privacy - Terms

For any technical assistance for issues faced during registration, kindly email (with the screenshot of the issue) - support@talearnx.com

For any other NREP matters, kindly email - NREP@sport.gov.sg

Step 1.3 – Fill in the required fields

- Ensure that you use your full name as in NRIC/FIN, full name will appear in the Safe Sport certificate and is required for verification purposes

Step 1.4 – Click the Log In button

- After filling in the required fields and creating a password, access SportSG-ED by clicking the 'Log in' button

Note:

- Required fields are indicated by an Asterix (*)
- If you encounter any technical issues when filling in the Self-Registration Page, kindly contact support@talearnx.com for assistance

SportSG-ED
Education & Development

Self-Registration Page for Safe Sport module(s)
Please read the [Self-Registration Page Information.pdf](#) before creating an account with SportSG-ED.
Note that your account will only be valid for ONE month upon creation.

* Required Field

* First Name:

* Last Name:

* Email Address:

* Last 4 Characters of NRIC (e.g. 123A):

* Phone:

* Division: NREP

* Passwords must contain both upper and lower case letters.
* Passwords must contain alpha and numeric characters.
* Passwords must be 12 - 20 characters.
* Passwords cannot have leading or trailing spaces.
* Passwords cannot be the same as the Username, User ID, or email address.
* Passwords must contain at least one special character.

* New password:

* Confirm password:

Already a user? [Login here](#)
Return to Browsing? [Click here](#)

I'm not a robot 

For any technical assistance for issues faced during registration, kindly email (with the screenshot of the issue) - support@talearnx.com
For any other NREP matters, kindly email - NREP@sport.gov.sg

Step 1.5 – Returning users on SportSG-ED

- Returning user who have previously completed the Self-Registration Page can log into SportSG-ED using this link: [SportSG-ED \(csod.com\)](https://csod.com).

Note:

- Your Username is the email address used in the Self-Registration Page as shared in Step 1.1
- Similarly, your password is the same password used in the Self-Registration Page
- If you encounter any technical issues when filling in the Self-Registration Page, kindly contact support@tlearnx.com for assistance



SportSG-ED
Education & Development

Username

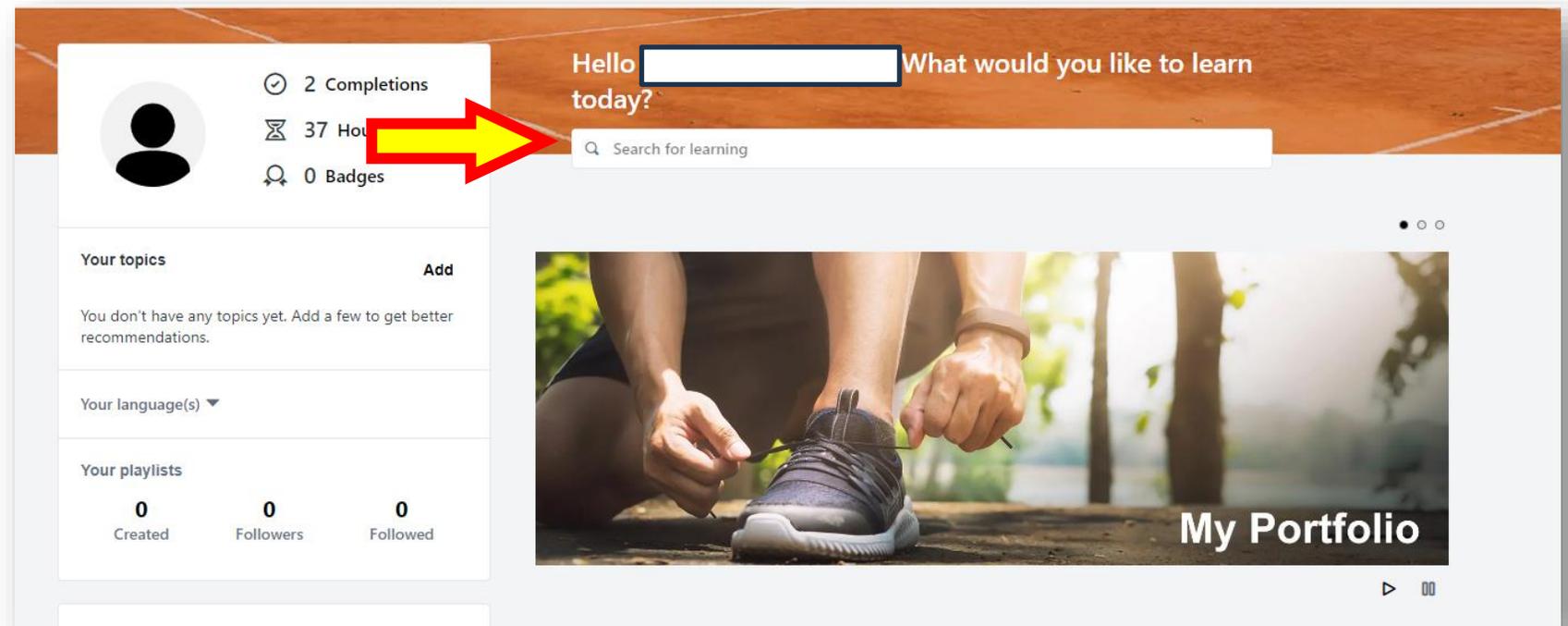
Password

Log in

Forgot Password?

Step 1.6 – SPORTSG-ED home page

- Once you have logged-in, search for 'Understanding Safe Sport as a Coach' in the search bar

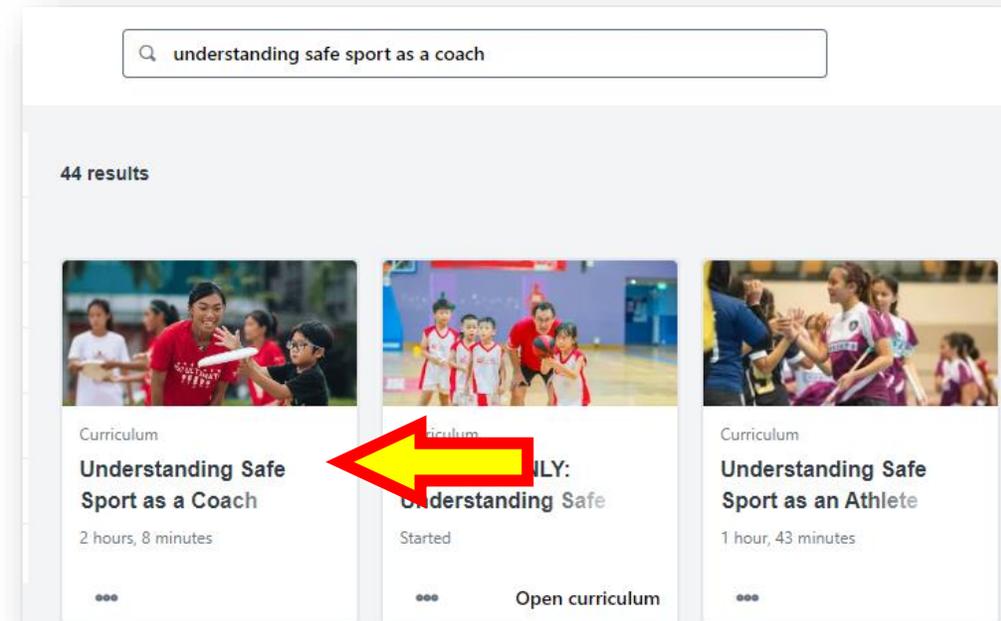


Step 1.7 – Complete the module

- Select the ‘Understanding Safe Sport as a Coach’ module and complete the course

Note:

- The module takes approximately 2 hours to complete
- The module does not need to be completed in one sitting, your progress will be saved if you require multiple sessions to complete
- Your SPORTSG-ED account will only be active for **one month** after registration, ensure you complete the module within this time frame

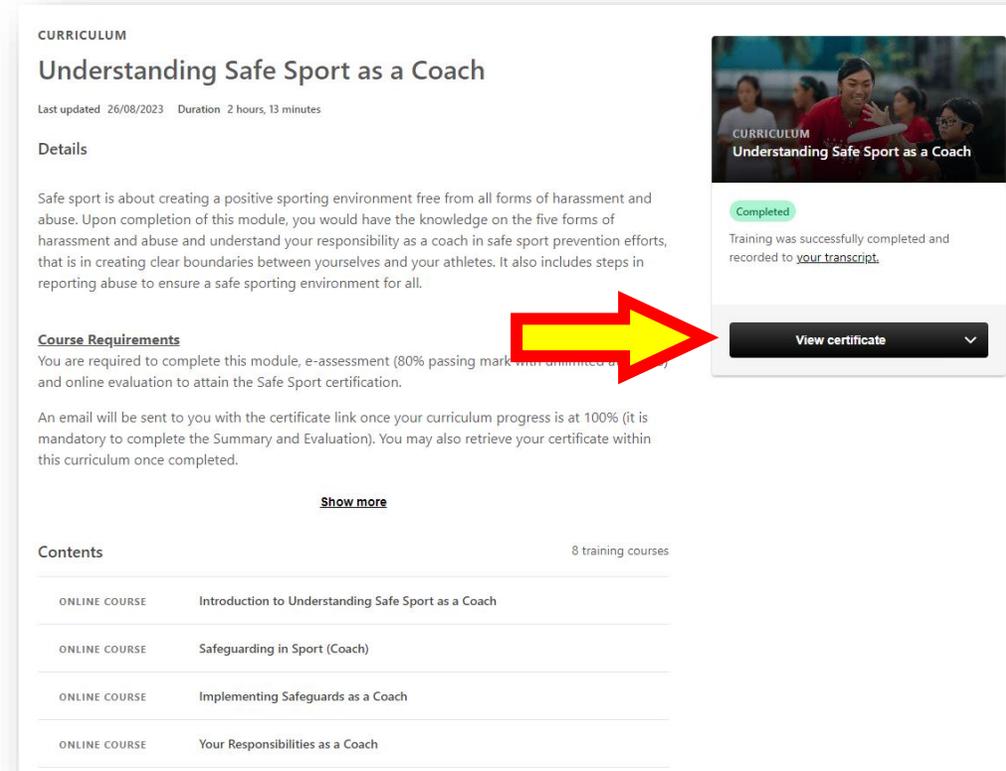


Step 1.8 – Download your Safe Sport certificate

- Upon completion of the module, click the ‘View Certificate’ button
- Ensure you download the certificate
- If you are new to NREP, you can now proceed to the next steps for how to register on NREP
- If you are an existing NREP member, refer to [Step 8](#) on how to upload your Safe Sport Certificate

Note:

- Any request for a replacement certificate will incur a \$10.80 (including GST) administrative fee, thus ensure your certificate is downloaded and stored in an easily retrievable location



The screenshot displays the curriculum page for 'Understanding Safe Sport as a Coach'. It includes details such as the last update date (26/08/2023) and duration (2 hours, 13 minutes). A 'Completed' status is shown with a green checkmark, indicating that the training was successfully completed and recorded to the user's transcript. A prominent yellow arrow with a red outline points to the 'View certificate' button. Below the completion status, there is a 'View certificate' button with a dropdown arrow. The 'Course Requirements' section states that users must complete the module, e-assessment (80% passing mark), and online evaluation to attain the Safe Sport certification. An email will be sent with the certificate link once the curriculum progress is at 100%. The 'Contents' section lists 8 training courses, including 'Introduction to Understanding Safe Sport as a Coach', 'Safeguarding in Sport (Coach)', 'Implementing Safeguards as a Coach', and 'Your Responsibilities as a Coach'.

CURRICULUM
Understanding Safe Sport as a Coach
Last updated 26/08/2023 | Duration 2 hours, 13 minutes

Details

Safe sport is about creating a positive sporting environment free from all forms of harassment and abuse. Upon completion of this module, you would have the knowledge on the five forms of harassment and abuse and understand your responsibility as a coach in safe sport prevention efforts, that is in creating clear boundaries between yourselves and your athletes. It also includes steps in reporting abuse to ensure a safe sporting environment for all.

Course Requirements
You are required to complete this module, e-assessment (80% passing mark with unlimited attempts) and online evaluation to attain the Safe Sport certification.

An email will be sent to you with the certificate link once your curriculum progress is at 100% (it is mandatory to complete the Summary and Evaluation). You may also retrieve your certificate within this curriculum once completed.

[Show more](#)

Contents 8 training courses

ONLINE COURSE	Introduction to Understanding Safe Sport as a Coach
ONLINE COURSE	Safeguarding in Sport (Coach)
ONLINE COURSE	Implementing Safeguards as a Coach
ONLINE COURSE	Your Responsibilities as a Coach

Completed
Training was successfully completed and recorded to [your transcript](#).

View certificate ▾

STEP 2

CREATING AN ACTIVESG ACCOUNT

- An ActiveSG account is required to register yourself on the NREP system
- Skip to STEP 3 if you already have an ActiveSG account

Step 2.1 – Launch browser

- Launch an internet browser app (e.g. Chrome / Safari / Edge)
- Go to the [ActiveSG Account creation page](#)

Note:

Skip to 'STEP 3: LOGGING INTO SPORTSYNC TO REGISTER IN THE NREP' if you already have an ActiveSG account

CREATE ACCOUNT

Reduce your hassle by connecting to Myinfo (You will be required to login to Singpass).

For more information, please visit [Myinfo](#).

Profile Photo (Optional)
(Max file size: 1MB, File types: jpg, png)

No file chosen

Full Name *

Select an ID Type *

ID Number

Gender *

Birth Date *

dd MM YYYY

Citizenship Status *

Race *

Employment Status *

Postal Code *

Retrieve Myinfo
with **singpass**

Mobile No. (A one-time password will be sent via SMS to you.) *

Email *

Password (Min. 8 alphanumeric characters) *

Confirm Password

DECLARATION

I have read and agree to Sport Singapore's (Singapore Sports Council) [Terms & Conditions](#).

Optional

I wish to receive updates on the latest news, promotions and events from ActiveSG via (you may select more than one):

SMS

Phone Call

You can withdraw your consent any time by editing your Profile settings.

[SIGN UP](#)

[Back to Sign in](#)

Step 2.2 – Creating an ActiveSG account

- Complete all mandatory fields (*) and click 'SIGN UP'

Note:

All fields are mandatory except for uploading of photo and marketing alert options

CREATE ACCOUNT

Reduce your hassle by connecting to Myinfo (You will be required to login to Singpass).

For more information, please visit [Myinfo](#).

Profile Photo (Optional)

(Max file size: 1MB, File types: jpg,png)

No file chosen

Full Name *

Select an ID Type *

ID Number

Gender *

Birth Date *

Citizenship Status *

Race *

Employment Status *

Postal Code *

Retrieve Myinfo
with **singpass**

Mobile No. (A one-time password will be sent via SMS to you.) *

Email *

Password (Min. 8 alphanumeric characters) *

DECLARATION

I have read and agree to Sport Singapore's (Singapore Sports Council) [Terms & Conditions](#).

Optional

I wish to receive updates on the latest news, promotions and events from ActiveSG via (you may select more than one) :

SMS

Phone Call

You can withdraw your consent any time by editing your Profile settings.

[Back to Sign in](#)

STEP 3

LOGGING INTO SPORTSYNC TO REGISTER IN THE NREP

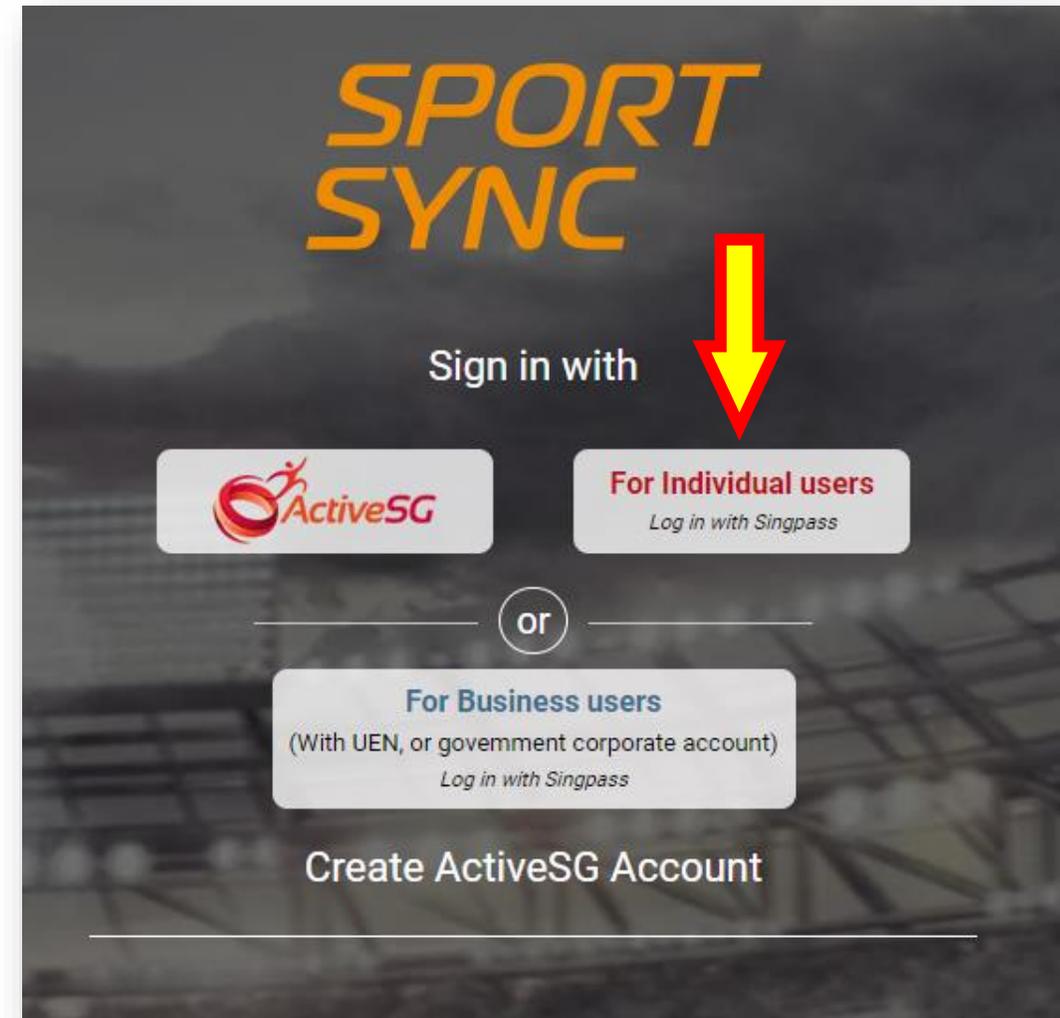
- Registration into the NREP is through SportSG's SportSync system

Step 3.1 – Login to SportSync

- Login to www.SportSync.sg by clicking on either icon
 - > ActiveSG 
 - > Singpass 
- Singpass is the preferred login method into SportSync

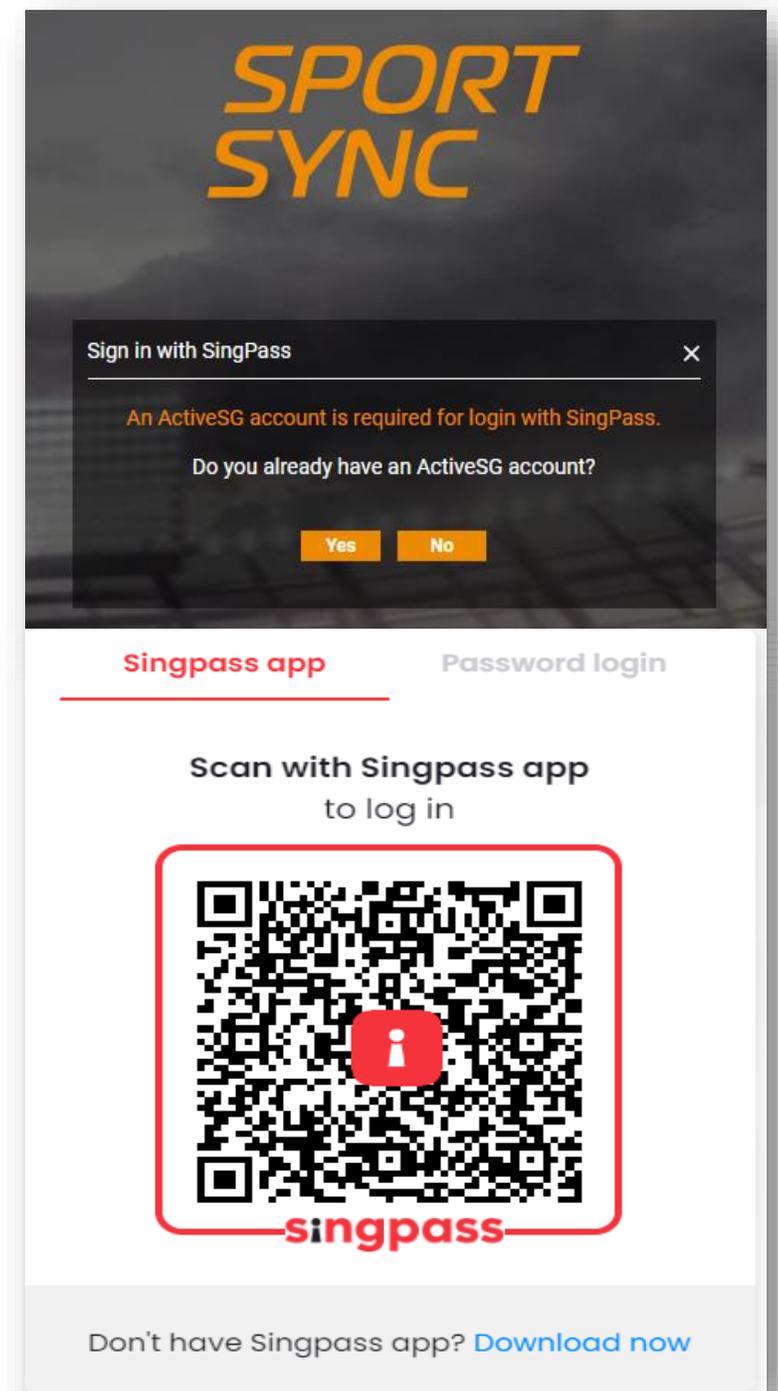
Note:

- An ActiveSG account is required to login to SportSync
- If you do not have an ActiveSG account, please proceed to 'STEP 2: CREATING AN ACTIVESG ACCOUNT' to create it



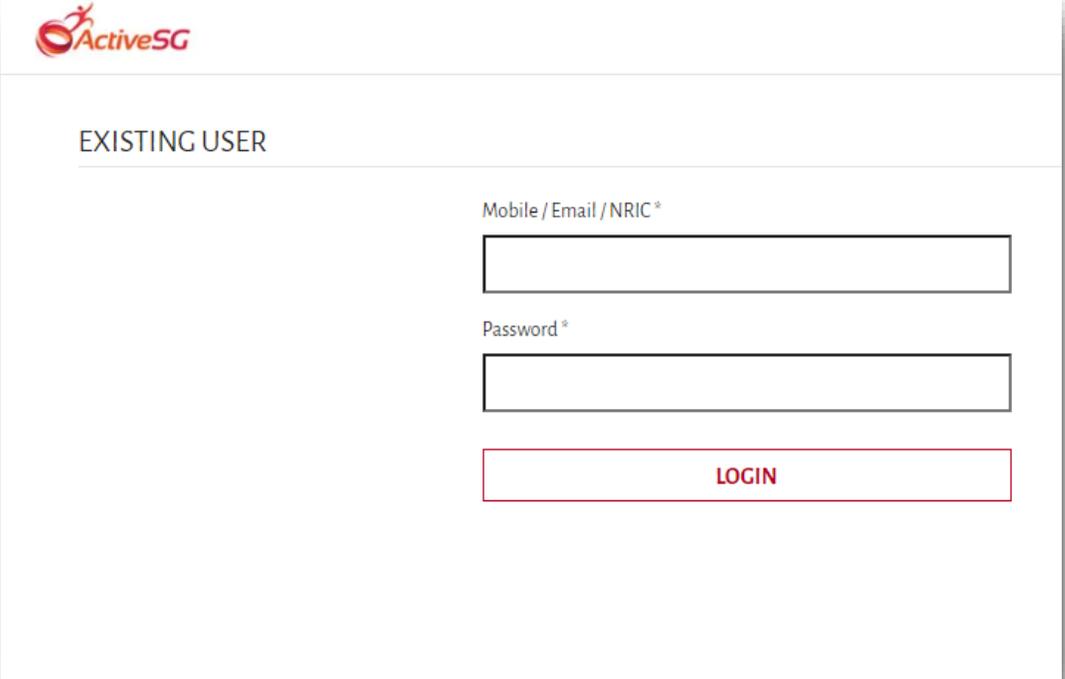
Step 3.2 – Login to SportSync via Singpass (Preferred login method)

- Click 'Yes' if you have an ActiveSG account – if not proceed to 'STEP 2: CREATING AN ACTIVESEG ACCOUNT' of this guide
- Scan Singpass QR code with Singpass phone app or login via 'Password login'



Step 3.3 – Login to SportSync via ActiveSG account

- Enter your login details via Mobile/Email/NRIC
- Enter your password
- Click 'LOGIN'



The screenshot shows the ActiveSG login interface. At the top left is the ActiveSG logo. Below it, the text "EXISTING USER" is displayed. The form contains two input fields: "Mobile / Email / NRIC*" and "Password*". Below these fields is a red "LOGIN" button.

ActiveSG

EXISTING USER

Mobile / Email / NRIC*

Password*

LOGIN

Step 3.4 – Acknowledgement of Terms of Use (for new applicants only)

- Read the terms of use and privacy policy
- Tick the boxes to agree to the Terms of Use
- Click 'Agree'

TERMS OF USE

1. SportSync

- 1.1. Welcome to SportSync (the "System"), an athlete data management system owned by Sport Singapore which aims to provide:
- a central database for collection and sharing of data across agencies and organisations in Singapore; and
 - a platform for you to register sporting programmes, competitions, activities and/or courses via the System.

1.2 We invite you to enjoy the functions available on the System. However, use of the System is subject to your agreement to the [ActiveSG Terms & Conditions](#), our [Privacy Policy](#) on this website and the Terms of Use herein (collectively, "this Agreement"). For the avoidance of doubt, the ActiveSG Terms and Conditions will be deemed incorporated into this Agreement and will apply mutatis mutandis. Should there be any inconsistency between the ActiveSG Terms and Conditions and any other clause(s) of the Terms of Use herein, the other clause(s) of this Terms of Use will prevail. This document is a contract, and describes your rights and our rights in, so please review the contents carefully. If you do not agree with the terms of this Agreement, you will not be able to use the System.

2. Definitions

2.1 Words importing the singular include the plural and vice versa; words importing the masculine gender include the feminine or neuter gender and vice versa; references to persons are to be construed as references to an individual, company or trust as the context requires. Clause and other similar headings are for ease of reference and shall not affect the interpretation of any provision herein.

2.2 Unless otherwise specified:

- "Card" means any card (including any credit or charge card), or any other electronic or computerised token, device or gadget, whether issued by any bank or any Participant, used for any Transactions, including any replacement or renewed Card;
- "Participant" means:
 - any person, firm, company or organisation in Singapore or otherwise, including any third party, which, from time to time, participates or is involved, directly or indirectly, in providing services through the System;
 - any person or organisation to whom we outsource certain functions or activities or who provide administrative, telecommunication, internet service provider, network provider, computer, or other services, software, equipment or facilities to us relating to the operation of the System; and
 - our agents or storage or archival service providers (including but not limited to any provider of any electronic storage, archival or recording facility) for the purpose of making, printing, mailing, storage, and/or filing any documents or items on which your name and/or other particulars appear, or any data or records or any documents whatsoever;
- "this Agreement" means these terms and conditions as amended or supplemented;
- "Transaction" means any transaction or instruction effected or issued, or purported to be effected or issued, by you through the System;
- "User" means any person(s) nominated and authorised by you from time to time, and acceptable to us, to use the System.

3. Log in with ActiveSG Account

3.1 Creation of SportSync Account (the "Account"): In order to enjoy the functions and services (the "Services") provided by the System, you will first need to be a registered User by creating an ActiveSG account via <https://members.myactivesg.com> or the ActiveSG mobile application ("ActiveSG Account"). Existing ActiveSG Account holders will automatically be Users of the System.

5. Payment, Charges, Fees, Costs and Taxes

5.1 By using the System, you agree that we are authorised to make deduction(s) from your Card for all charges, fees, applicable taxes and payments for the provision and/or use (authorised or unauthorised) of the Services and any other liabilities to, and loss suffered by, us as a result of the provision and/or use of the Services.

5A. Braintree and PayPal Payment Services Terms

SportSync's payment services are supported by Braintree and PayPal Pte. Ltd ("PayPal"). Your use of the System is subject to PayPal's terms and conditions which you have agreed to when you create your account with PayPal. You may view PayPal's terms and conditions via the links below:

- [Braintree Terms and Conditions](#); and
- [PayPal Terms and Conditions](#)

6. Use of SportSync Services

6.1 We and/or the Participants may at any time without notice to you

- determine and vary the frequency and manner of use of the Services, transaction limits, operating hours, types of facilities and services available or
- add or delete any Participant.

6.2 You will be responsible for all Transactions made by the use or purported use of the Services by any person, with or without your authority, knowledge or consent, and may not claim against us in respect of any such use or purported use.

6.3 We and/or the Participants may at any time, without notice to you and without assigning any reason therefor, and without liability for any inconvenience, loss, damage or injury suffered by you or any third party:

- limit, suspend or terminate any or all of the Services; or
- disallow any Transaction or allow a Transaction subject to such conditions as we see fit; or
- revoke or suspend your, or any User's, right and authority to use the Services; or
- reject any Card.

6.4 You acknowledge that you will be subject to specific payment and refund policies as may be determined by the relevant Participant(s) when you transact via our System.

6.5 Any claims against or disputes with a Participant are to be settled between you and the Participant. You will not claim against us in this respect.

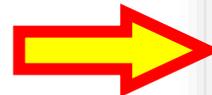
6.6 By using the System, you acknowledge that the Participants' confidential information, including personal data may be disclosed to you from time to time. In this regard, you agree that you shall safeguard, process, use or disclose this information in accordance with the Personal Data Protection Act 2012 and all other laws and regulations related to privacy and confidentiality.

7. Variations

7.1 We reserve the right to determine, amend, add to, delete from or vary the terms and conditions contained in herein without prior notification.

- I have read and agree to Terms & Conditions
- I have read and agree to [Privacy Policy](#)

Agree



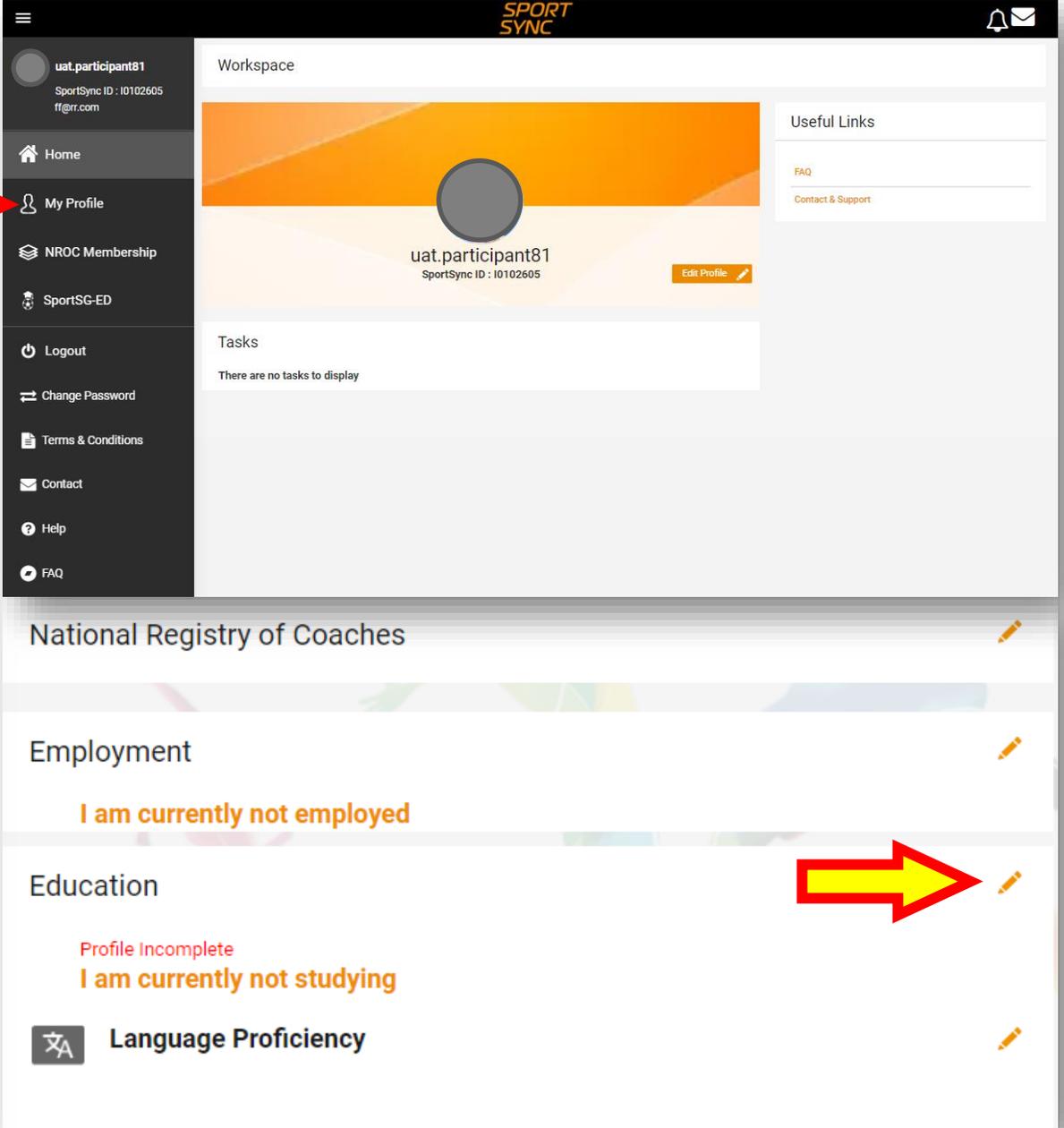
STEP 4

UPDATING YOUR SPORTSYNC PROFILE

- There are 3 mandatory sections of your profile that you need to update in the SportSync system
- Please refer to this section on how to update your Personal Particulars, Contact Information and Education profile

Step 4.1 – Updating your ‘Education’ profile

- This is a mandatory section that needs to be completed
- Click on ‘My Profile’
- Update your ‘Education’ profile by clicking on the edit button



The screenshot displays the SportSync user interface. On the left, a dark sidebar menu contains the following items: Home, My Profile (highlighted with a red and yellow arrow), NROC Membership, SportSG-ED, Logout, Change Password, Terms & Conditions, Contact, Help, and FAQ. The main content area shows the user's profile information, including the name 'uat.participant81' and SportSync ID '10102605'. Below this, there are sections for 'Tasks' (no tasks displayed), 'National Registry of Coaches', 'Employment' (with the status 'I am currently not employed'), 'Education' (with the status 'I am currently not studying' and a red 'Profile Incomplete' warning), and 'Language Proficiency'. Each of these sections has an edit icon (a pencil) on the right side. A red and yellow arrow points to the edit icon for the 'Education' section.

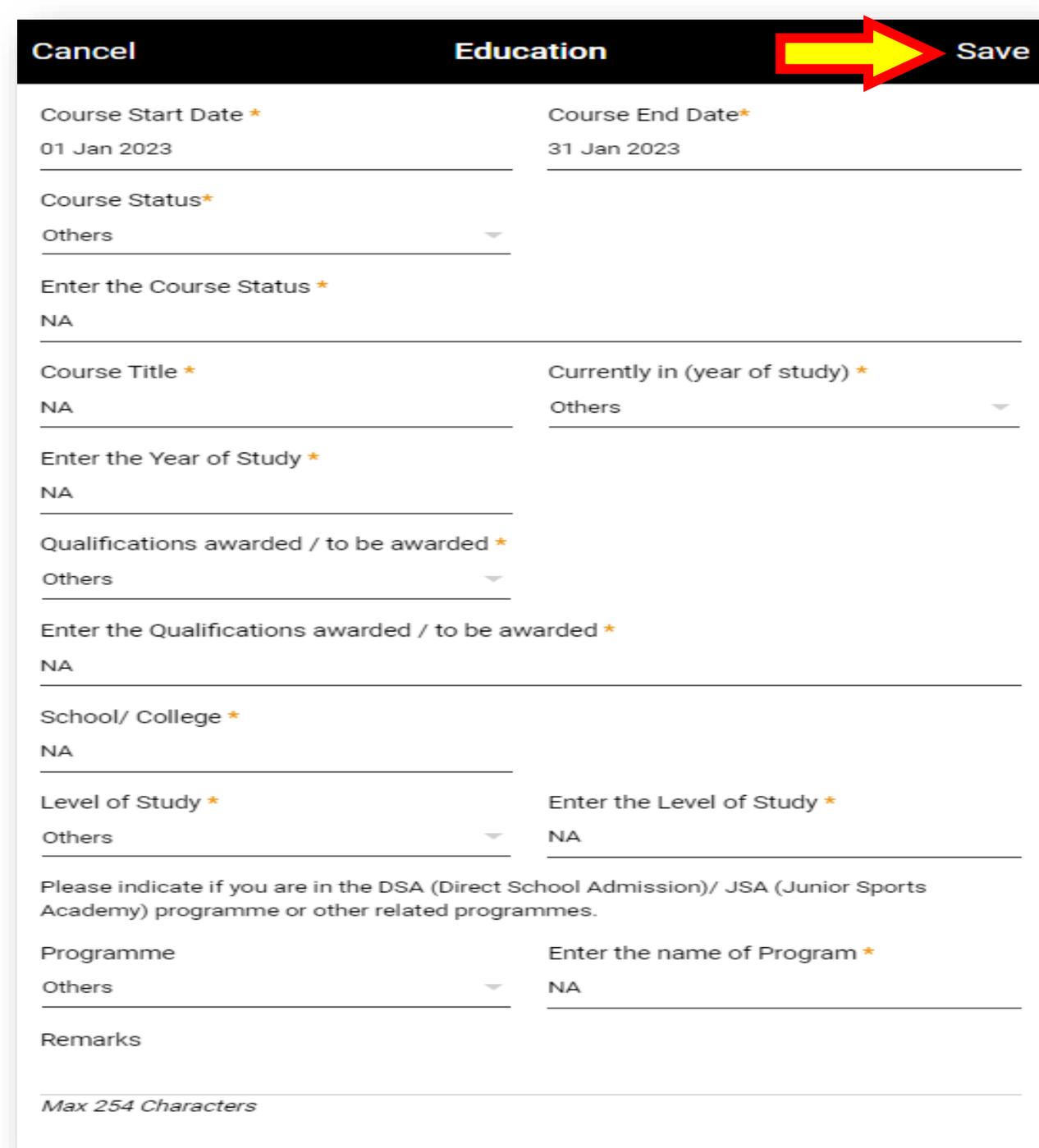
Step 4.2 – Updating your ‘Education’ profile

- Click on the ‘+’ button

Close	Education & Employment
Employment	+
I am currently not employed	
Education	+
Profile Incomplete I am currently not studying	
Language	+

Step 4.3 – Updating your ‘Education’ profile

- Complete all mandatory fields (*)
- If this section is not applicable to you, please input the following details as shown in the screenshot on the right
- Click ‘Save’



Cancel **Education** **Save**

Course Start Date *
01 Jan 2023

Course End Date*
31 Jan 2023

Course Status*
Others

Enter the Course Status *
NA

Course Title *
NA

Currently in (year of study) *
Others

Enter the Year of Study *
NA

Qualifications awarded / to be awarded *
Others

Enter the Qualifications awarded / to be awarded *
NA

School/ College *
NA

Level of Study *
Others

Enter the Level of Study *
NA

Please indicate if you are in the DSA (Direct School Admission)/ JSA (Junior Sports Academy) programme or other related programmes.

Programme
Others

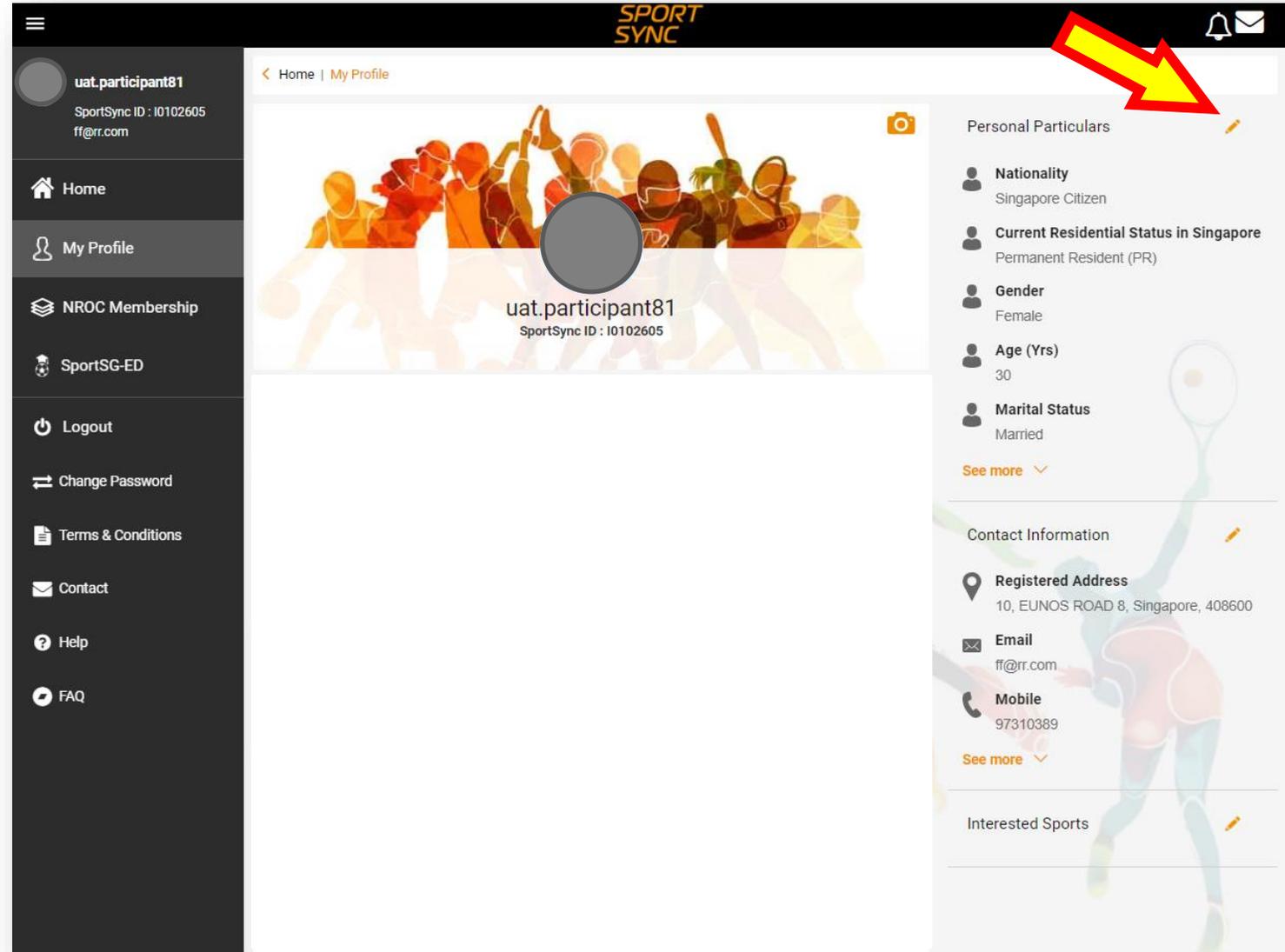
Enter the name of Program *
NA

Remarks

Max 254 Characters

Step 4.4 – Updating your ‘Personal Particulars’

- This is a mandatory section that needs to be completed
- Click the edit button under the ‘Personal Particulars’ section



The screenshot displays the SportSync mobile application interface. On the left is a dark navigation menu with options: Home, My Profile, NROC Membership, SportSG-ED, Logout, Change Password, Terms & Conditions, Contact, Help, and FAQ. The main content area shows the user's profile header with a silhouette of athletes and the text 'uat.participant81 SportSync ID : I0102605'. Below this is the 'Personal Particulars' section, which includes fields for Nationality (Singapore Citizen), Current Residential Status in Singapore (Permanent Resident (PR)), Gender (Female), Age (Yrs) (30), and Marital Status (Married). A red arrow points to a pencil icon edit button located at the top right of the 'Personal Particulars' section. Below this section are 'Contact Information' (Registered Address, Email, Mobile) and 'Interested Sports' sections, each also featuring an edit button.

Step 4.5 – Updating your ‘Personal Particulars’

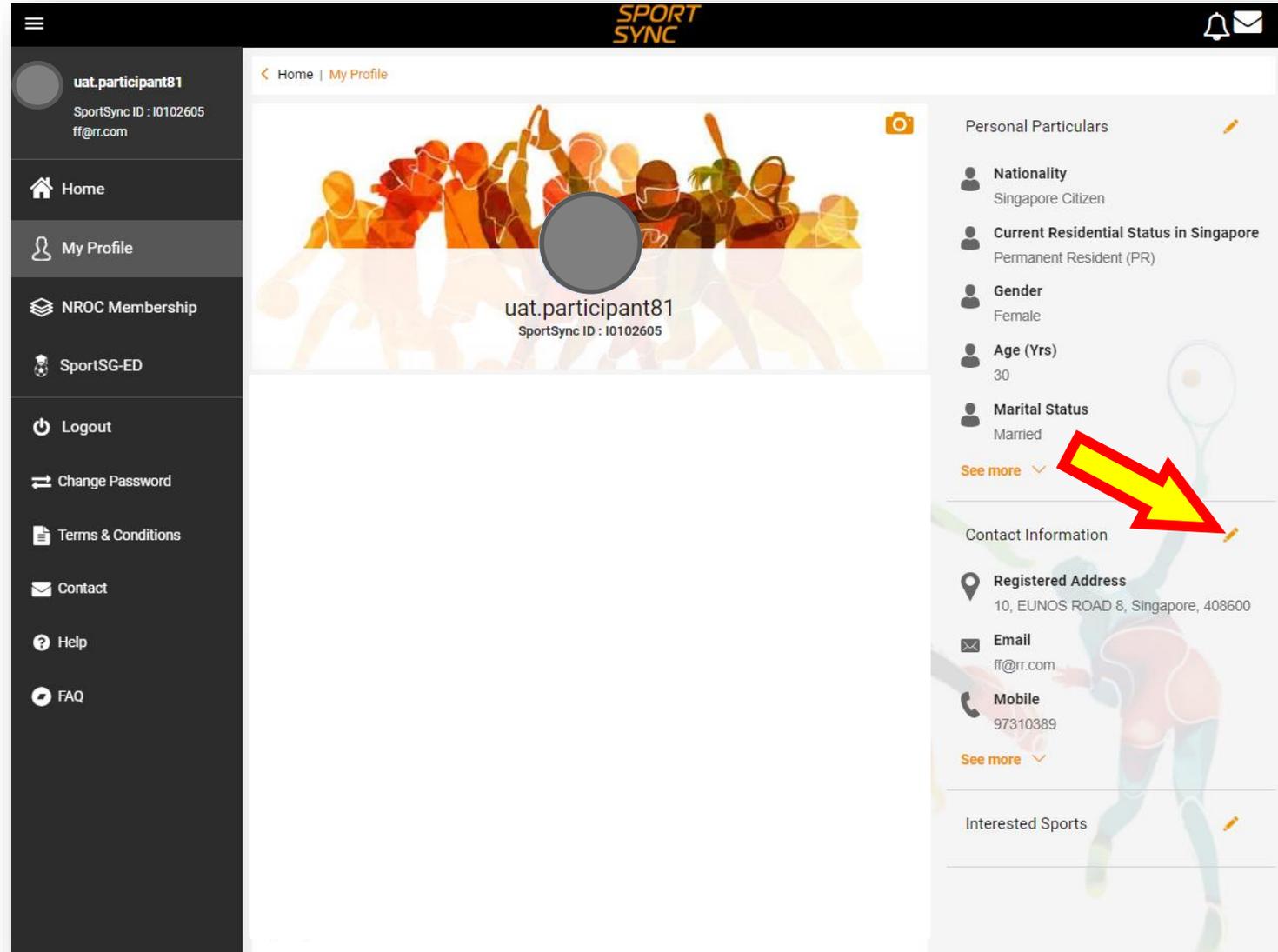
- Complete all mandatory fields (*) and click ‘Save’

Cancel Personal Particulars  Save

Identification Type *	Others	Identification Number *	PARTICIPANT81
Salutation *	Ms	Full Name *	participant81
Preferred Name/Alias	Preferred Name	Family Name	Family Name
Nationality *	Singapore Citizen		
Current Residential Status in Singapore	Permanent Resident (PR)		
Birth Date (Day/Mth/Yr) *	09 Feb 1993	Age (Yrs) *	30
Country of Birth *	Venezuela	Race *	Eurasian
Gender *	Female	Marital Status *	Married
Blood Group	--Select--		

Step 4.6 – Updating your Contact Information

- This is a mandatory section that needs to be completed
- Click the edit button under the 'Contact Information' section



The screenshot displays the SportSync mobile application interface. On the left is a dark navigation menu with options: Home, My Profile, NROC Membership, SportSG-ED, Logout, Change Password, Terms & Conditions, Contact, Help, and FAQ. The main content area shows the user's profile for 'uat.participant81' (SportSync ID: I0102605, email: ff@rr.com). Below the profile header is a banner image of athletes. To the right, there are three sections: 'Personal Particulars' (Nationality: Singapore Citizen, Current Residential Status in Singapore: Permanent Resident (PR), Gender: Female, Age (Yrs): 30, Marital Status: Married), 'Contact Information' (Registered Address: 10, EUNOS ROAD 8, Singapore, 408600; Email: ff@rr.com; Mobile: 97310389), and 'Interested Sports'. A red arrow points to the edit icon (pencil) next to the 'Contact Information' section header.

Step 4.7 – Updating your Contact Information

- Complete all mandatory fields (*) and click 'Save'

Cancel Contact Information  Save

Email & Phone

Email *	Alternate Email
ff@rr.com	
Mobile No *	Alternate Contact No.
97310389	eg : +6598765432
Office No.	Extension
Home No.	

Don't Send updates/info on events and activities

Mailing Address

Registered Address

10, EUNOS ROAD 8, Singapore, 408600

Postal Code *	Housing Type *
408600	Detached House
eg : 408600	
Block No. *	Building Name
10	
Street Name *	Floor No.
EUNOS ROAD 8	
Unit No.	Country *
	Singapore

Correspondence Address

Same as Registered Address 

STEP 5

NREP APPLICATION

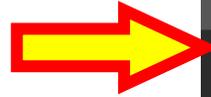
The main steps on how to register yourself into NREP

Step 5.1 – Creating a new NREP membership

- Click on 'NROC Membership', followed by 'New NROC Application' (this will drop down after you click on 'NROC Membership')

Note:

The NREP is utilising the SportSync system that houses the National Registry of Coaches (NROC) platform and hence you will see the references to NROC throughout your application process



The screenshot shows the SportSync user interface. On the left is a dark sidebar menu with the following items: Home, My Profile, NROC Membership (highlighted with a red and yellow arrow), New NROC Application, View NROC Membership, Training, SportSG-ED, Logout, Change Password, Terms & Conditions, Contact, Help, and FAQ. The main content area is titled 'Workspace' and features a large orange header with a profile picture placeholder for 'uat.participant100' (SportSync ID: 10102585) and an 'e-card' button. Below this is a 'Tasks' section with the message 'There are no tasks to display'. On the right side, there is a 'Useful Links' section with links for 'FAQ' and 'Contact & Support'. The top right corner of the interface shows the 'SPORT SYNC' logo and a notification icon.

Step 5.2 – Select the key discipline that you coach

- Under the ‘Sport’ section, click on the drop down button
- Look for disciplines starting with [NREP]
- Select the discipline that you coach
- Click ‘Next’

*List of classification for NREP members

- 1) [NREP] Aqua Fitness
- 2) [NREP] Dance Fitness
- 3) [NREP] HIIT, Bootcamp, Circuit
- 4) [NREP] Martial Arts & Combat
- 5) [NREP] Mind & Body
- 6) [NREP] Strength & Conditioning
- 7) [NREP] Static Cycling

NREP categorisation can be found in the [link here](#).

The screenshot shows a 'New Application' form with a 'Sport' dropdown menu. The menu is open, displaying a list of sports. A red dashed box highlights the first six items: '[NREP] Aqua Fitness and Swimming', '[NREP] Dance Fitness', '[NREP] HIIT, Bootcamp, Circuit', '[NREP] Martial Arts & Combat', '[NREP] Mind & Body', and '[NREP] Strength & Conditioning'. A red arrow points to the 'Next' button in the top right corner of the form.

Cancel New Application Next

Sport *

None Selected

None Selected

[NREP] Aqua Fitness and Swimming

[NREP] Dance Fitness

[NREP] HIIT, Bootcamp, Circuit

[NREP] Martial Arts & Combat

[NREP] Mind & Body

[NREP] Static Cycling

[NREP] Strength & Conditioning

Aikido

Alpine Skiing

Archery

Athletics

Badminton

Baseball 2

Basketball

Boccia*

Boules

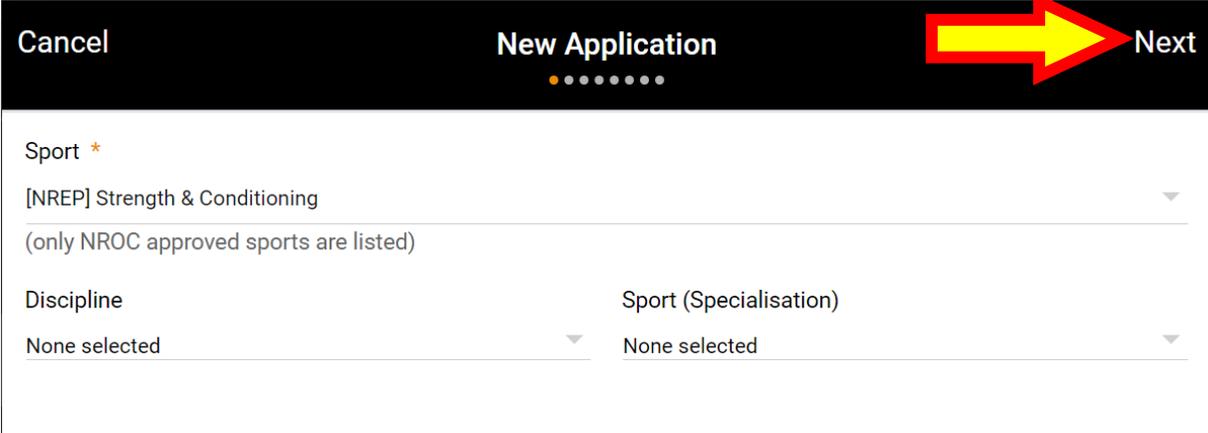
Boxing

Canoe

Chess

Step 5.3 – Ignore fields 'Discipline' and 'Sport (Specialisation)'

- The 'Discipline' and 'Sport (Specialisation)' fields are not relevant to NREP members
- Ignore these fields and leave them in their current default setting (ie. 'None selected')
- Click 'Next'



The screenshot shows a 'New Application' form with a black header bar containing 'Cancel', 'New Application', and 'Next' (with a red arrow pointing to it). Below the header, there are two dropdown menus. The first is labeled 'Sport *' and has '[NREP] Strength & Conditioning' selected. Below it, a note says '(only NROC approved sports are listed)'. The second dropdown menu is labeled 'Discipline' and has 'None selected' selected. To the right of the 'Discipline' dropdown is a label 'Sport (Specialisation)' and another dropdown menu with 'None selected' selected.

Step 5.4 – Upload Standard First Aid Certificate

- Click on the '+' under general certifications
- A new pop up box will appear
- Select 'Standard First Aid (Compulsory for All Coaches)'

Previous **Certifications** Next

Note: You are eligible for **Senior Coach**, please proceed to apply or add more certifications to change level.
[Learn more](#)

General Certifications 

Cancel **General Certifications** Save

Note: Please upload all the certifications here, based on the certifications uploaded, the level of NROC would be decided.

Category *

-Select-

 *Standard First Aid (Compulsory for All Coaches)

Basic Sport Science (BSS) or Direct Waiver

Building Capacity of Coaches and Instructors (BCCI)

Building Capacity of Coaches and Instructors (BCCI)

Community Coach

CPR+AED (Note: this is not Standard First Aid)

Degree in Physical Education

Diploma in Physical Education

Diploma in Sports and Exercise Sciences

Diploma in Sports Coaching/ Sports (Coaching)

Do not use

Do not use

Do not use

General Certificate for regression 02

General Certificate for Regression 1

Higher National Institute of Education Certificate (NITEC) in Fitness Training

Higher National Institute of Education Certificate (NITEC) in Sport Management

National Standards in Youth Sport for Coaching in Singapore Schools (NSYS)

NCAP Theory (National Coaching Accreditation Programme)

Step 5.5 – Complete all the details of your Standard First Aid certificate

- Complete all mandatory fields (*)
- Under the ‘Certificate’ field, you can drag and drop your certificate or click within the box to upload your certificate
- Tick both boxes stating ‘AED included’ and ‘Equivalent Certificate’
- Click ‘Save’

Cancel **General Certifications** Save

Note: Please upload all the certifications here, based on the certifications uploaded, the level of NROC would be decided.

Category *
*Standard First Aid (Compulsory for All Coaches)

AED included

Equivalent Certificate

Issuing Authority *
Select

Name of The Certificate

Certificate Number

Completion Date (If Applicable)
DD MMM YYYY

Expiry Date (If Applicable)*
DD MMM YYYY

Note : Permitted File Types: jpg, jpeg, png, pdf, doc, docx and gif. Permissible File Size: (min: 10 kb and max 10000 kb)

Certificate *
Drag and drop your files here or click here to browse & choose

Step 5.6 – Upload your Understanding Safe Sport as a Coach certificate

- Click on the ‘+’ under general certifications
- A new pop up box will appear
- Select ‘Understanding Safe Sport as a Coach’

Note:

- If you do not have Safe Sport Certificate, please refer to Step 1.1 for instructions on how to obtain it

Previous **Certifications** **Next**

Note: You are eligible for **Senior Coach**, please proceed to apply or add more certifications to change level.
[Learn more](#)

General Certifications 

Cancel **General Certifications** **Save**

Note: Please upload all the certifications here, based on the certifications uploaded, the level of NROC would be decided.

Category *

Understanding Safe Sport as a Coach

- Select-
- *Standard First Aid (Compulsory for All Coaches)
- Building Capacity of Coaches and Instructors (BCCI)
- CPR+AED (Note: this is not Standard First Aid)
- Declaration Form for Community Coach
- Foundation Sport Science (previously known as Basic Sport Science)
- My First Coach
- National Standards in Youth Sport for Coaching in Singapore Schools (NSYS)
- NCAP Theory (National Coaching Accreditation Programme)
- Other First Aid
- SG-Coach Community Coach Certificate
- SG-Coach Full Integration Certificate (Theory + Technical + FSS)
- SG-Coach Theory & Foundation Sport Science (Recognition of Prior Experience)
- SG-Coach Theory Certificate
- Understanding Safe Sport as a Coach** 
- Values and Principles in Sport (VPS)
- Others

Step 5.7 – Complete all the details of your Understanding Safe Sport as a Coach certificate

- Complete all mandatory fields (*)
- Under the 'Certificate' field, you can drag and drop your certificate or click within the box to upload your certificate
- Tick the box stating 'Equivalent Certificate'
- Click 'Save'

Cancel **General Certifications** Save

Note: Please upload all the certifications here, based on the certifications uploaded, the level of NROC would be decided.

Category *
Understanding Safe Sport as a Coach

Equivalent Certificate

Issuing Authority *
Sport Singapore

Name of The Certificate

Certificate Number

Completion Date (If Applicable)
DD MMM YYYY

Expiry Date (If Applicable)
DD MMM YYYY

Note : Permitted File Types: jpg, jpeg, png, pdf, doc, docx and gif. Permissible File Size: (min: 10 kb and max 10000 kb)

Certificate *
Drag and drop your files here or click here to browse & choose

Step 5.8 – Upload relevant exercise/fitness certificate

- Click on the '+' under 'Sport Specific Certifications'

Previous **Certifications** Next

Note: You are eligible for **Senior Coach**, please proceed to apply or add more certifications to change level.
[Learn more](#)

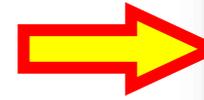
General Certifications +

 ***Standard First Aid (Compulsory for All Coaches)** 
1st Aid & Healthcare Pte Ltd
26 Nov 2025

Sport Specific Certifications +

Step 5.9 – Complete all the details of your exercise/fitness certificate

- Complete all mandatory fields (*)
- Choose the discipline that your Fitness/Exercise certificate is relevant to under the 'Sport(Detailed)' field
- Under the 'Category' field, choose 'Fitness/Exercise Certificate'
- Under the 'Certificate' field, drag and drop your certificate or click within the box to upload your certificate
- Click 'Save'
- You can upload all your exercise/fitness certificates by repeating steps 5.8 and 5.9



Note: Please upload all the certifications here, based on the certifications uploaded, the level of NROC would be decided.

Sport *
[NREP] HIIT, Bootcamp, Circuit

{NREP} Personal Trainer (Strength & Conditioning)
--Select--

Category *
Fitness/Exercise Certificate
--Select--
Fitness/Exercise Certificate
Others

Issuing Authority *
Select

Name of The Certificate

Certificate Number

Completion Date (If Applicable)
DD MMM YYYY

Country (If Applicable)

Expiry Date (If Applicable)
DD MMM YYYY

Note : Permitted File Types: jpg, jpeg, png, pdf, doc, docx and gif. Permissible File Size: (min: 10 kb and max 10000 kb)

Certificate *
Drag and drop your files here or click here to browse & choose

A red arrow with a yellow gradient pointing to the 'Certificate' upload area at the bottom of the form.

Step 5.10 – Complete uploading of all your certifications

- Once you have uploaded all your certificates, click 'Next'

Previous **Certifications**  Next

Note: You are eligible for Coach, please proceed to apply or add more certifications to change level.
[Learn more](#)

General Certifications +

 ***Standard First Aid (Compulsory for All Coaches)** 
1st Aid & Healthcare Pte Ltd
18 Feb 2025

Sport Specific Certifications +

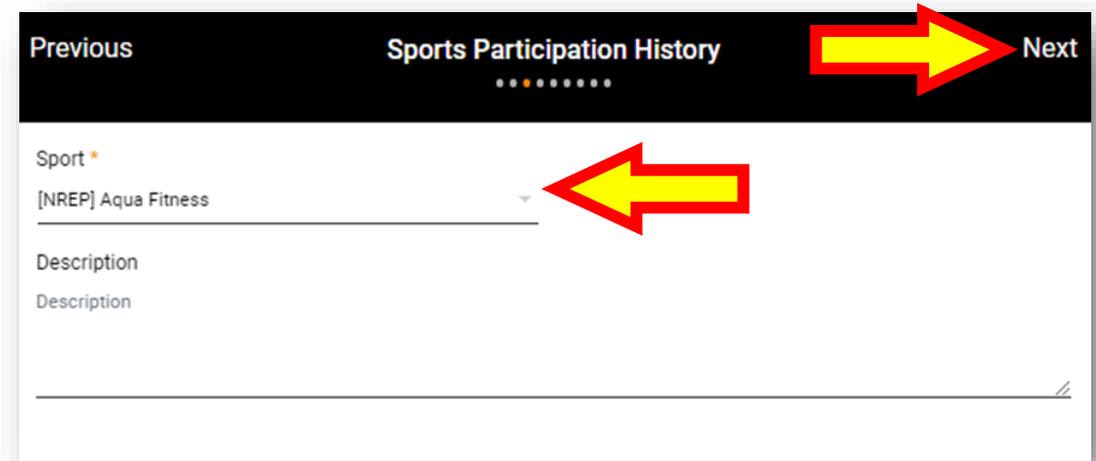
 **Fitness/Exercise Certificate** 
[NREP] Aqua Fitness, Others (Please specify under Name of Certificate)
31 Dec 2024

 **Fitness/Exercise Certificate** 
[NREP] Mind & Body, Others (Please specify under Name of Certificate)
31 Dec 2024

 **Fitness/Exercise Certificate** 
[NREP] HIIT, Bootcamp, Circuit , Others (Please specify under Name of Certificate)
31 Dec 2024

Step 5.11 – Sharing your experience in coaching your exercise/fitness discipline

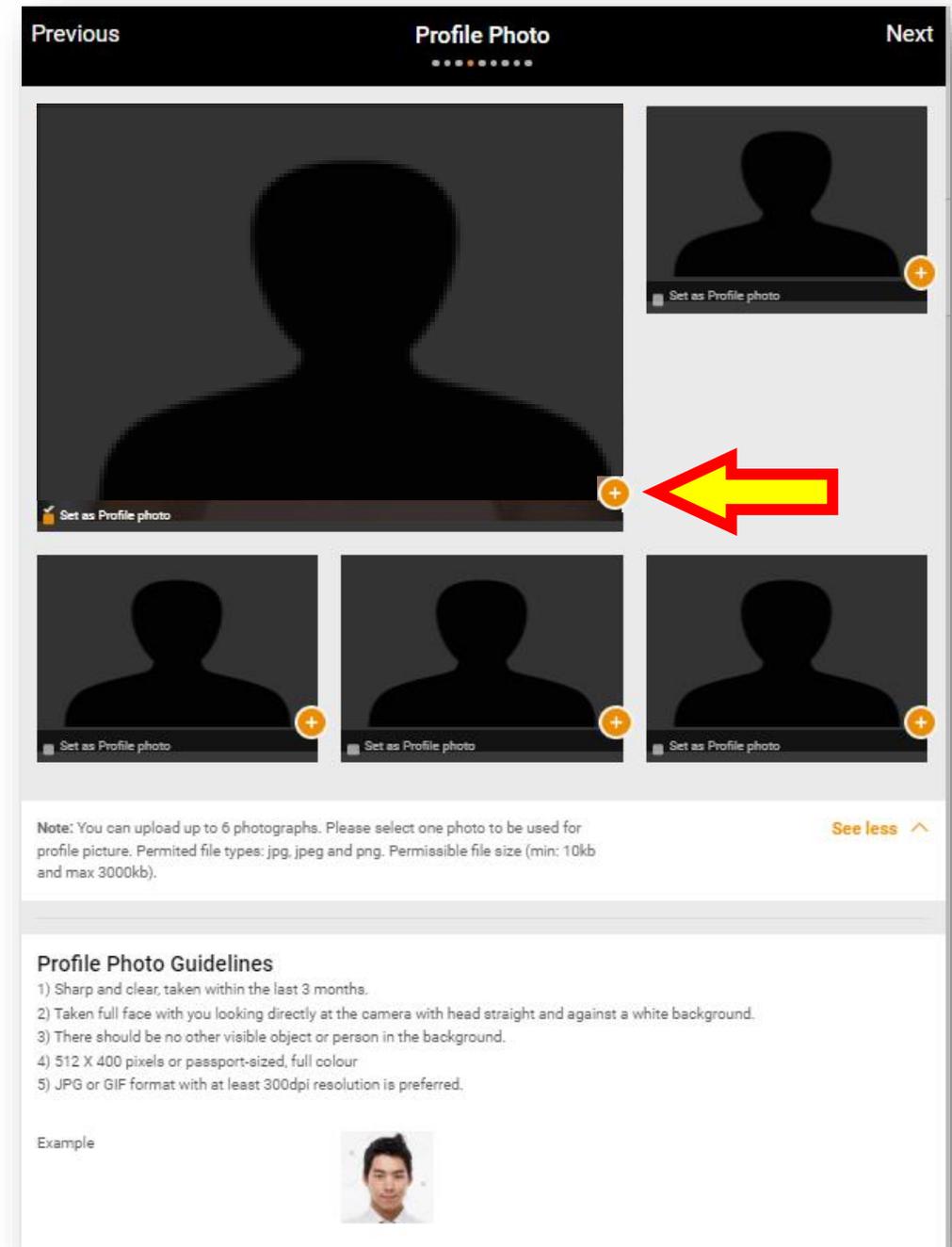
- This is an optional field. If you do not wish to complete it, click 'Next'
- Choose your exercise/fitness discipline by clicking on the drop down button under the 'Sport' field
- Input your participation experience under the 'Description' field
- Once complete, click 'Next'



The screenshot shows a form titled "Sports Participation History" with a progress indicator consisting of seven dots, the second of which is filled. The form has a dark header bar with "Previous" on the left and "Next" on the right. Below the header, there are three main sections: "Sport" with a dropdown menu currently showing "[NREP] Aqua Fitness", "Description" with a text input field, and another "Description" label below it with a text input field. Two red arrows with yellow outlines are overlaid on the image: one points to the "Next" button in the top right, and the other points to the dropdown arrow of the "Sport" field.

Step 5.12 – Upload your profile photo

- Click on the '+' button to upload your desired photo
- You can upload up to 6 photos and please select one photo to be used for your profile picture
- Please ensure that you upload a passport photo. Other photos (e.g. full body lifestyle photos) will lead to your application being rejected or delayed as you would need to change the photo

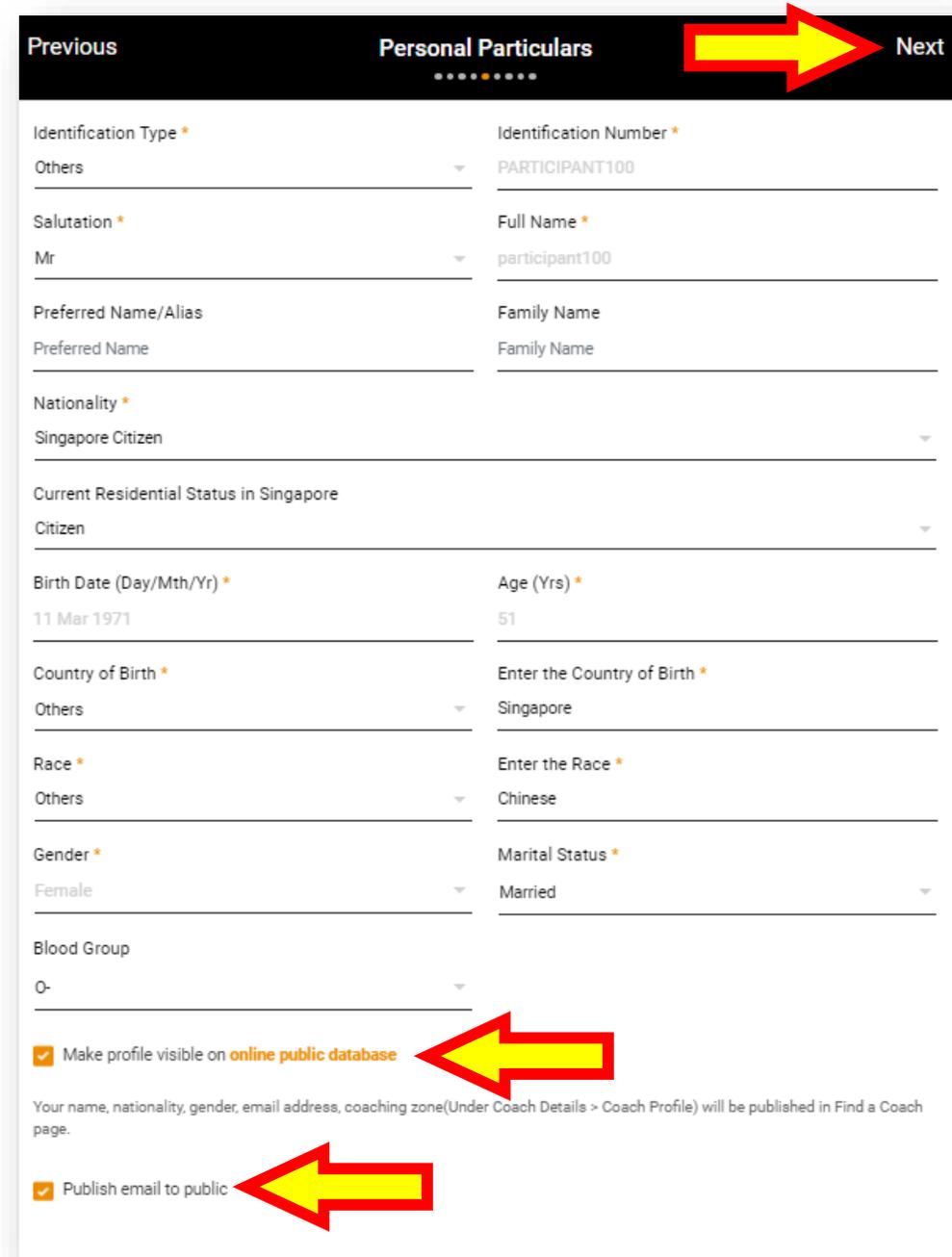


Step 5.13 – Update your personal particulars

- Whilst the main information will be captured from your ActiveSG account, please complete all remaining mandatory fields (*)
- Tick the box 'Make profile visible on online public database' if you want to display your profile
- Tick the box 'Publish email to public' if you want to display your email address
- Click 'Next' when complete

Note:

The public could be searching for a NREP certified coach and it is recommended to make your profile visible on our online public database



The screenshot shows a web form titled "Personal Particulars" with a progress indicator of 6 out of 10 steps. The form contains the following fields:

Identification Type *	Others	Identification Number *	PARTICIPANT100
Salutation *	Mr	Full Name *	participant100
Preferred Name/Alias	Preferred Name	Family Name	Family Name
Nationality *	Singapore Citizen		
Current Residential Status in Singapore	Citizen		
Birth Date (Day/Mth/Yr) *	11 Mar 1971	Age (Yrs) *	51
Country of Birth *	Others	Enter the Country of Birth *	Singapore
Race *	Others	Enter the Race *	Chinese
Gender *	Female	Marital Status *	Married
Blood Group	O-		

At the bottom of the form, there are two checkboxes:

- Make profile visible on **online public database**
- Publish email to public

Below the checkboxes, a note states: "Your name, nationality, gender, email address, coaching zone(Under Coach Details > Coach Profile) will be published in Find a Coach page."

Red arrows in the image point to the "Next" button at the top right, and the two checkboxes at the bottom.

Step 5.14 – Update contact information

- Whilst the main information will be captured from your ActiveSG account, please complete all remaining mandatory fields (*)
- Tick the box 'Same as Registered Address' if applicable
- Click 'Next'

Previous **Contact Information** Next

Email & Phone

Email * Alternate Email
uatparticipant@yahoo.com

Mobile No * Alternate Contact No.
91234456 eg: +6598765432

Office No. Extension

Home No.

Don't Send updates/info on events and activities

Mailing Address

Are you based overseas? * Yes

Country *
Singapore

Registered Address
10, test, EUNOS ROAD 8, Singapore, 408600

Postal Code * Housing Type *
408600 Detached House
eg: 408600

Block No. * Building Name
10 test

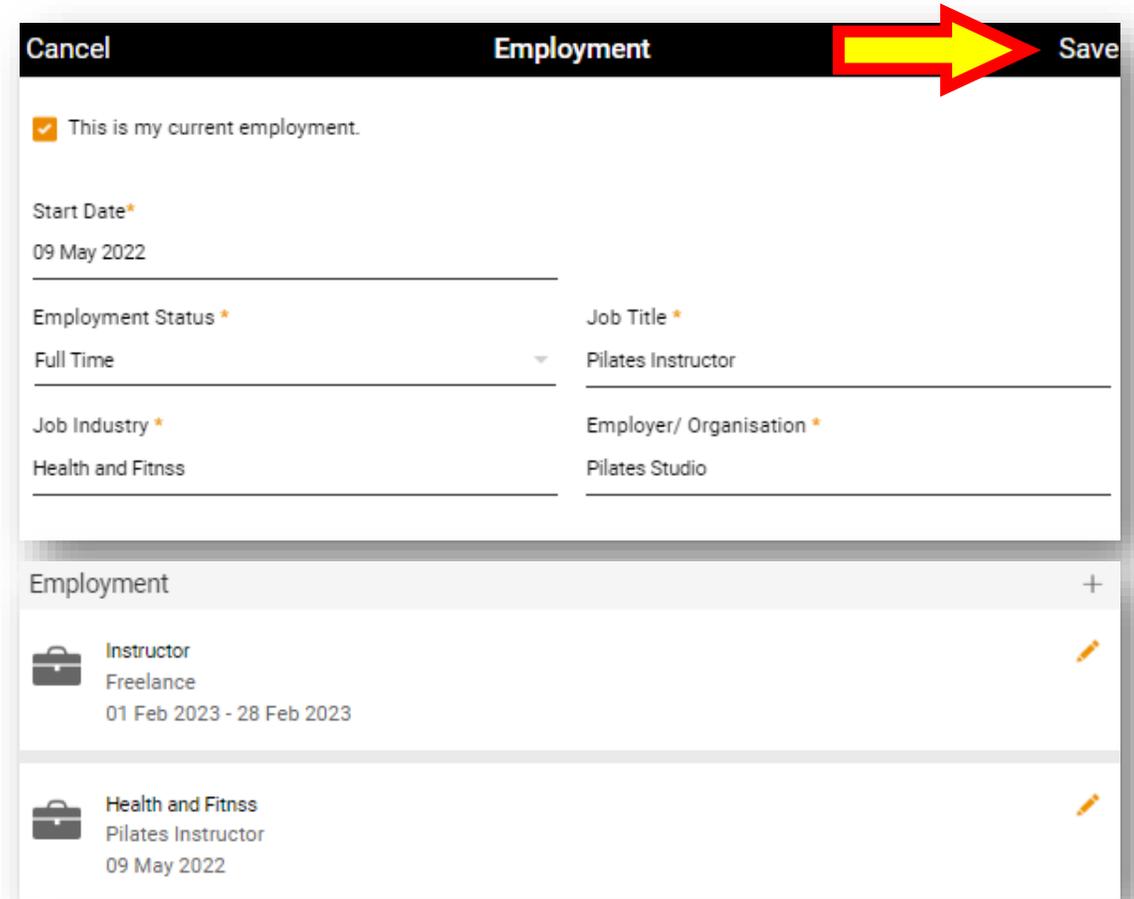
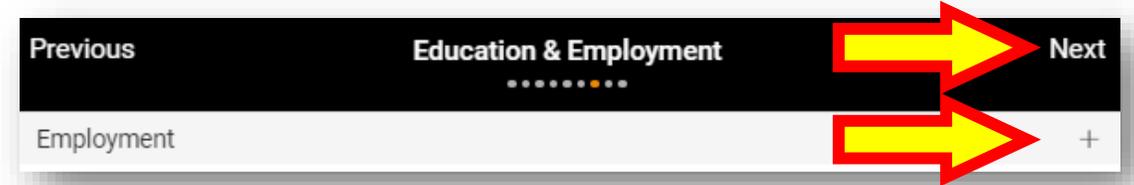
Street Name * Floor No.
EUNOS ROAD 8

Unit No. Country *
Singapore

Correspondence Address
 Same as Registered Address

Step 5.15 – Update your employment status

- This is an optional field
- Input Employment by clicking on the '+' button
- Complete all mandatory fields (*)
- Tick the box if this is your current employment and click 'Save'
- You are able to input multiple employment
- Click 'Next'



Step 5.16 – Update your language spoken

- Input Language by clicking on the '+' button
- Complete all mandatory fields (*) and click 'Save'
- You are able to input multiple languages by clicking on the '+' button below
- Click 'Next'

Previous **Education & Employment** Next

Employment +
I am currently not employed

Education +
I am currently not studying

Sports Science University
IB Diploma
04 Jan 2016 - 30 Sep 2022
Others

Language +

Cancel **Language** Save

Language *
English

Proficiency *
Written and Spoken

Language +

Malay
Written and Spoken

English
Written and Spoken

Step 5.17 – Declaration

- Complete the declaration form by clicking ‘Yes’ or ‘No’ accordingly
- Agree to the Exercise Professional’s Code of Ethics by ticking the box
- Declare that all information provided are true and correct by ticking the box
- Once completed, click ‘Next’

Previous **Declaration** Next

Fill in the declaration form

1) Have you ever suffered, or are you currently suffering, from any medical condition, disease, physical or mental illness / impairment?

Yes No

2) Have you ever been charged with / convicted of, or are you currently being charged with, any offence in a court of law in Singapore or in any other country (even if the outcome is pending or unknown)?

Yes No

3) Have you ever received any complaints or been disciplined in relation to your professional service, or are you currently facing any disciplinary proceedings by any sporting / professional body, in Singapore or in any other country?

Yes No

4) Have you ever been suspended, discharged or dismissed from (a) the service of SportSG or a Sporting Organisation (including National Sports Associations), or (b) any sports related employment in Singapore or in any other country?

Yes No

5) Have you been or are you under any financial embarrassment i.e. you (a) are an undischarged bankrupt, (b) are a judgement debtor, (c) have unsecured debts and liabilities totaling more than 3 months of your last drawn pay, and/or (d) have signed a promissory note or an acknowledgement of indebtedness?

Yes No

[For NROC] I hereby declare that I have read and understood and agree to the **Coach Code of Ethics**, which consists of the following principles:

1. Respect for Individuals
2. Responsible Coaching
3. Integrity in Actions

Disciplinary guidelines related to the Coach's Code of Ethics are found in Section D of the **NROC Handbook**.

[For NREP] I hereby declare that I have read and understood and agree to the **Exercise Professional's Code of Ethics**.

I hereby further declare that all information provided by me and/or contained in the documents submitted by me in connection with my application are true and correct in all respects.

Step 5.18 – Agreeing to Terms and Conditions

- Ensure that you have read through the terms and conditions
- Sign by drawing your signature in the box
- Click on 'Agree'

Note:

- Upon submission, an email confirmation of your application will be sent to your registered email and your SportSync Inbox
- Please note that due to a high volume of applications, it may take up to 4 weeks for your application to be processed (this may take longer if your application was found to be incomplete).
- Administrator will contact you via email and your SportSync Inbox if your application is incomplete or requires clarification

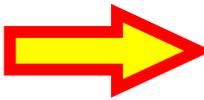
Previous **Terms and Conditions** ●●●●●●●●

I hereby further declare that all information provided by me and/or contained in the documents submitted by me in connection with my application are true and correct in all respects. I hereby authorise SportSG to seek verification with the relevant authorities and/or organisations to all information provided in this application as necessary.

I hereby undertake and agree to promptly notify SportSG and/or Sporting Organisations (including National Sports Associations) should any information furnished in this Declaration and Application Form prove to be incorrect or untrue in any respect after the date of this Declaration. In the absence of such notification, SportSG and/or Sporting Organisations are entitled to assume that the information hereby furnished is true and correct and remains unchanged.

In the event that I am involved with any investigations (criminal or otherwise) by the Singapore Police Force and/or any other relevant authorities, I hereby undertake to inform SportSG of the said investigations in writing within twenty four (24) hours.

Coach Signature Clear



Cancel Agree  

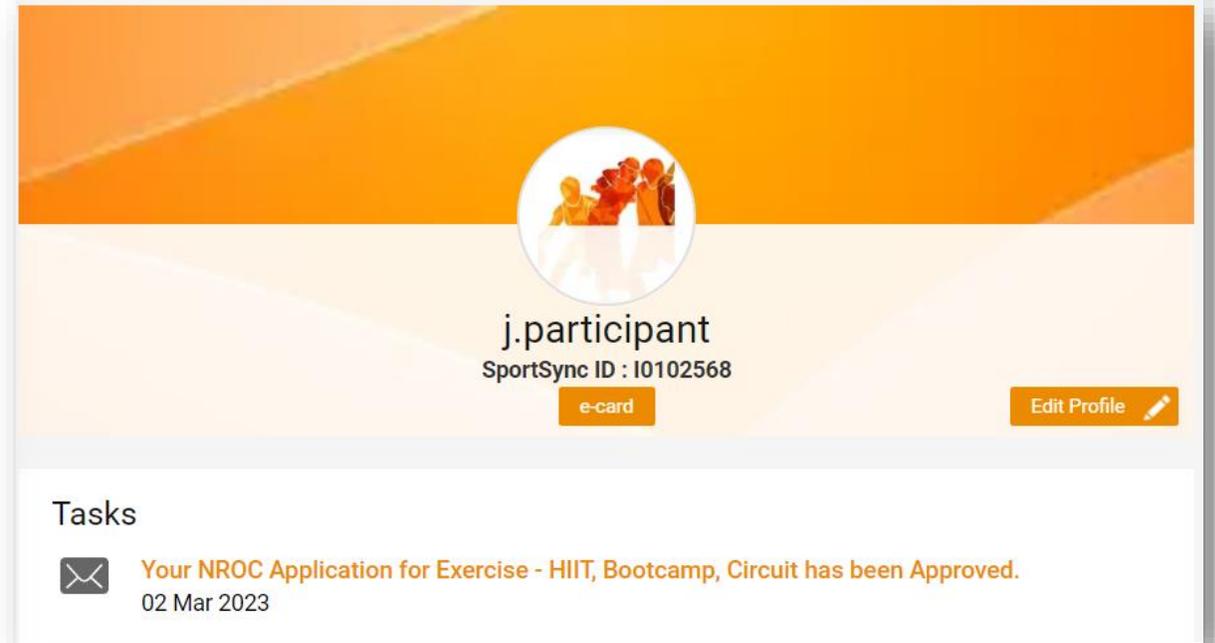
STEP 6

NREP APPLICATION CONFIRMATION

- The notifications received upon NREP membership confirmation
- How to view your NROC e-card

Step 6.1 – Application confirmation

- Upon confirmation, you will receive a confirmation email (via your registered email) and notification in your SportSync account



Step 6.2 – Activating your free NICA Membership

- Your confirmation email will have a link/QR code to direct you to a National Instructors and Coaches Association's (NICA) website for registration of the free NICA membership

Close **Welcome E-Mail**

Dear NREP Member

Congratulations on being part of the National Registry of Exercise Professional!

We are pleased to inform you that your application to the NROC for [NREP] Aqua Fitness, applied on 24/03/2023, is successful. Details of your membership are as follows:

Coach Level: Coach
Start Date: 24/03/2023
Expiry Date: 20/03/2026

- [Full members only] To maintain an active membership, you will have to ensure a valid Standard First Aid with CPR+AED certification throughout the duration of your membership.
- [Provisional members only] To upgrade to a full membership, you will have to submit a valid Standard First Aid with CPR+AED certification through the SportSync system.

You are now eligible to register for the National Instructors and Coaches Association (NICA) membership by scanning the QR Code or access through this link ([link here](#)).



<https://go.gov.sg/nrep>

You can now access your e-card, update your certificates, and practice records online via SportSync (<https://www.sportsync.sg>) (NROC Membership). You can also update your preferences and profile. Please refer to the FAQs for more information.

Your NREP membership and profile (name, nationality, gender, email address and coaching zone) are by default displayed on the [MyActiveSG Circle](#) "Find a Coach / Exercise Professional" page ([link here](#)) if your membership is active.

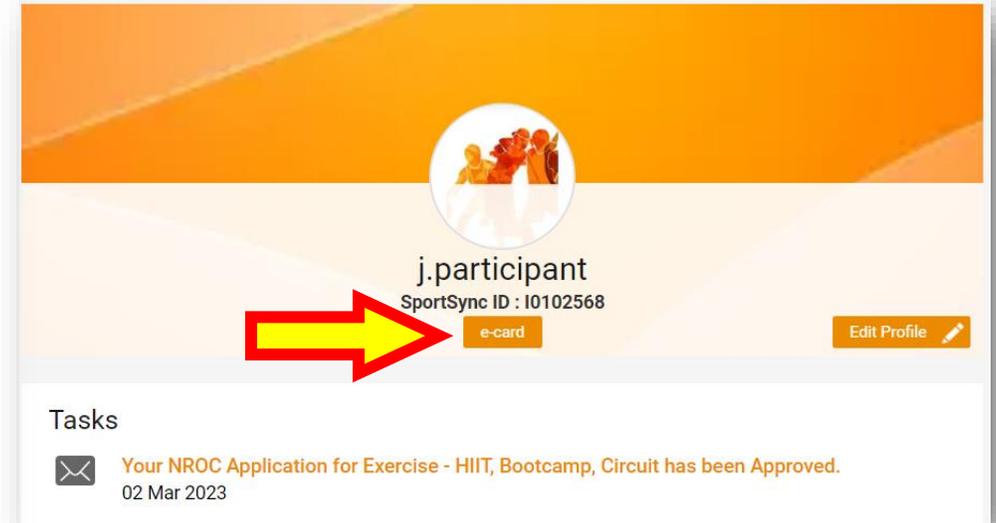
Please note that all Exercise Professionals in the NREP are required to abide by the Exercise Professional's Code of Ethics ([link here](#)). If an Exercise Professional is found to be in breach of the Exercise Professional's Code of Ethics, Sport Singapore reserves its right to suspend and/or remove the said Exercise Professional from the National Registry of Exercise Professionals set out in clause 7.1 of the Exercise Professional's Code of Ethics ([link here](#)).

For further enquiries, please contact us at NREP@Sport.gov.sg

Please note this is a system generated email; hence requires no signature. Kindly do not reply to this email.

Step 6.3 – Viewing your NROC e-card

- On the main page of SportSync, click on the 'e-card' icon to view it
- The e-card will be a proof of your NREP membership status
- The e-card will:
 - List the disciplines you are certified under the 'Sport' classification



Step 6.4 – How to read your NROC e-card

- ID No.: The last 4 characters of your NRIC number
- Coach Level: The status of your NREP membership. It will state 'Coach'
- Sport: The discipline(s) you are certified under the NREP
- NROC Membership Expiry date: The expiry date of your NREP membership. A full membership is valid for 3 years upon approval.

Note:

- Upon submission, an email confirmation of your application will be sent to your registered email and your SportSync Inbox



STEP 7

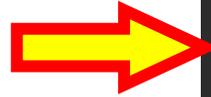
UPGRADE FROM A PROVISIONAL TO FULL MEMBERSHIP

From 1 April 2024 onwards, NREP will be discontinuing provisional memberships - NREP accounts with provisional membership will thus be rendered 'Inactive'

The following steps will guide you on upgrading your membership from a provisional to full membership through the SportSG's SportSync system to reactive your account

Step 7.1 – Upgrading from provisional to full membership

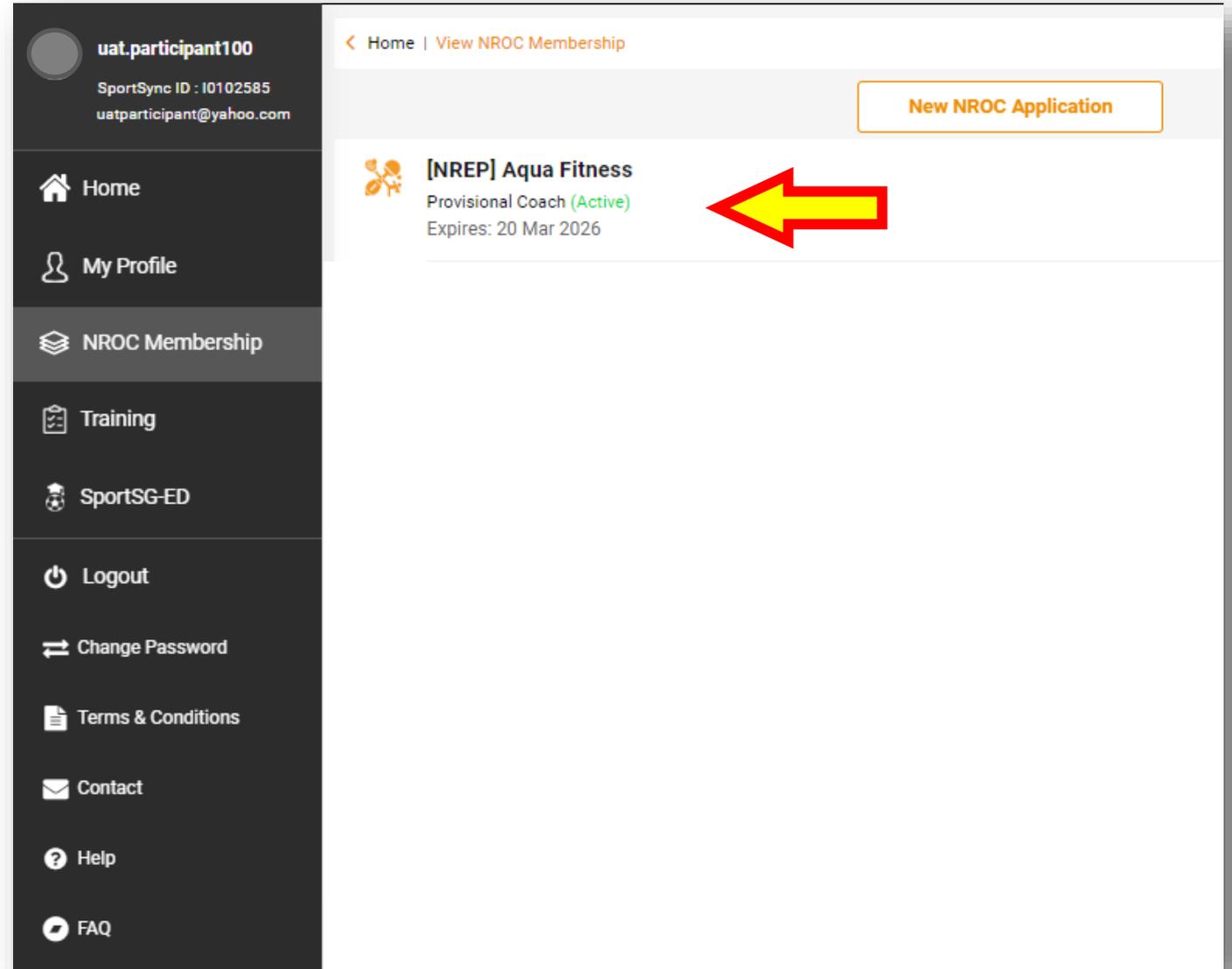
- Click on 'NROC Membership', followed by 'View NROC Application' (this will drop down after you click on 'NROC Membership')



The screenshot shows the SPORT SYNC user interface. On the left is a dark sidebar menu with the following items: Home, My Profile, NROC Membership (highlighted with a red and yellow arrow), New NROC Application, View NROC Membership, Training, SportSG-ED, Logout, Change Password, Terms & Conditions, Contact, Help, and FAQ. The main content area is titled 'Workspace' and features a large orange header with a profile picture placeholder for 'uat.participant100' (SportSync ID: 10102585) and buttons for 'e-card' and 'Edit Profile'. Below this is a 'Tasks' section with the message 'There are no tasks to display'. On the right side, there is a 'Useful Links' section containing 'FAQ' and 'Contact & Support'.

Step 7.2 – Upgrading from provisional member to full membership

- Click on the 'provisional coach' membership



The screenshot displays a user interface for a participant. On the left is a dark sidebar with navigation options: Home, My Profile, NROC Membership (highlighted), Training, SportSG-ED, Logout, Change Password, Terms & Conditions, Contact, Help, and FAQ. The top of the main content area shows the user's name 'uat.participant100', SportSync ID 'I0102585', and email 'uatparticipant@yahoo.com'. Below this is a breadcrumb trail: '< Home | View NROC Membership'. A 'New NROC Application' button is visible in the top right. The main content area features a membership card for '[NREP] Aqua Fitness' with the status 'Provisional Coach (Active)' and an expiration date of 'Expires: 20 Mar 2026'. A large red arrow with a yellow center points to the 'Provisional Coach (Active)' text.

Step 7.3 – Upgrading from provisional member to full membership

- Click on 'upgrade'

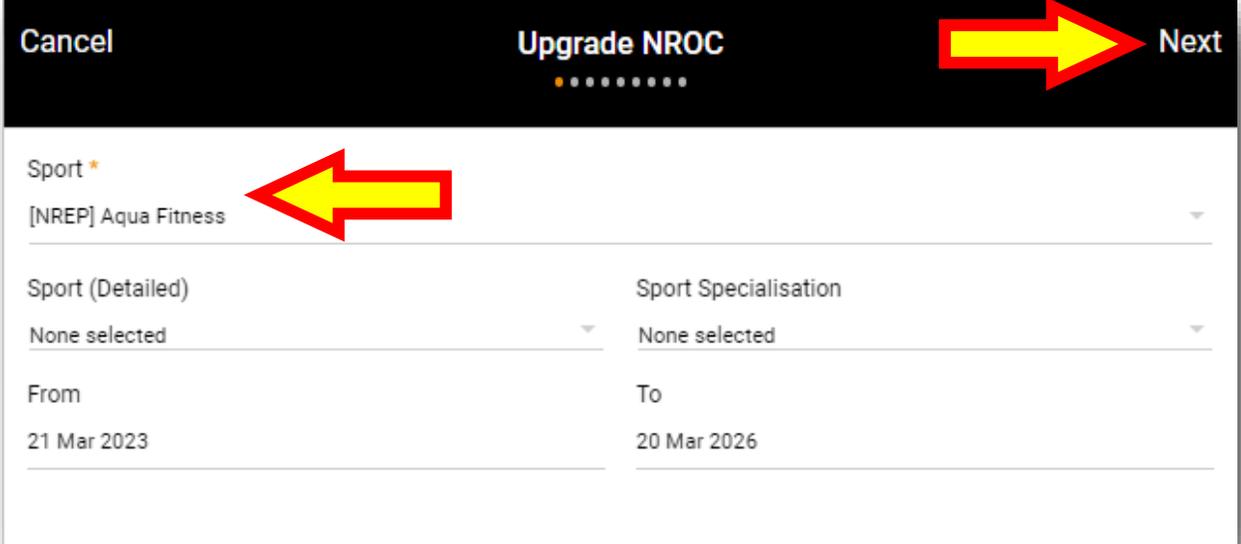
Note:

- Ignore the line 'Upgrade and Renew is for NROC only and is not applicable to NREP'
- We are rectifying this error message and will be removed in due course

The screenshot displays the SPORT SYNC user interface. On the left is a dark navigation menu with the following items: Home, My Profile, NROC Membership, New NROC Application, View NROC Membership, Training, SportSG-ED, Logout, Change Password, Terms & Conditions, Contact, Help, and FAQ. The main content area shows the user's profile: [NREP] Aqua Fitness, Provisional Coach, Active, Expires: 20 Mar 2026. Below this is a warning message: "Upgrade and Renew is for NROC only and is not applicable to NREP". Two yellow arrows with red outlines point to the "Upgrade" and "Renew" buttons. Below the warning is a link for "See application history". At the bottom, the "Membership History" section shows a "Provisional Coach" membership from 21 Mar 2023 to 20 Mar 2026.

Step 7.4 – Upgrading from provisional member to full membership

- Check that you have selected the correct provisional membership for upgrade
- Click 'next'



The screenshot shows a mobile application interface for upgrading a National Representative Officer (NROC). The title bar is black with 'Cancel' on the left, 'Upgrade NROC' in the center, and 'Next' on the right. A red arrow points to the 'Next' button. Below the title bar, the 'Sport' field is highlighted with a red arrow pointing to the left. The 'Sport' field is currently set to '[NREP] Aqua Fitness'. Below this, there are two columns of dropdown menus: 'Sport (Detailed)' and 'Sport Specialisation', both currently set to 'None selected'. At the bottom, there are two date fields: 'From' (21 Mar 2023) and 'To' (20 Mar 2026).

Upgrade NROC	
Cancel Next	
Sport *	
[NREP] Aqua Fitness	
Sport (Detailed)	Sport Specialisation
None selected	None selected
From	To
21 Mar 2023	20 Mar 2026

Step 7.5 – Upload Standard First Aid Certificate

- Click on the '+' under general certifications
- A new pop up box will appear
- Select 'Standard First Aid (Compulsory for full membership)'

Note:

- Upon successful completion of the First Aid course and uploading of certificate into the SportSync system, the exercise professional will be accorded the full NREP membership upon approval by NREP

Previous **Certifications** Next

Note: You are eligible for **Senior Coach**, please proceed to apply or add more certifications to change level.
[Learn more](#)

General Certifications 

Cancel **General Certifications** Save

Note: Please upload all the certifications here, based on the certifications uploaded, the level of NROC would be decided.

Category *

-Select-

 *Standard First Aid (Compulsory for All Coaches)

Basic Sport Science (BSS) or Direct Waiver
Building Capacity of Coaches and Instructors (BCCI)
Building Capacity of Coaches and Instructors (BCCI)
Community Coach
CPR+AED (Note: this is not Standard First Aid)
Degree in Physical Education
Diploma in Physical Education
Diploma in Sports and Exercise Sciences
Diploma in Sports Coaching/ Sports (Coaching)
Do not use
Do not use
Do not use
General Certificate for regression 02
General Certificate for Regression 1
Higher National Institute of Education Certificate (NITEC) in Fitness Training
Higher National Institute of Education Certificate (NITEC) in Sport Management
National Standards in Youth Sport for Coaching in Singapore Schools (NSYS)
NCAP Theory (National Coaching Accreditation Programme)

Step 7.6 – Complete all the details of your Standard First Aid certificate

- Complete all mandatory fields (*)
- Under the 'Certificate' field, you can drag and drop your certificate or click within the box to upload your certificate
- Tick both boxes stating 'ED included' and 'Equivalent Certificate'
- Click 'Save'

Cancel **General Certifications** Save

Note: Please upload all the certifications here, based on the certifications uploaded, the level of NROC would be decided.

Category *
*Standard First Aid (Compulsory for All Coaches)

AED included

Equivalent Certificate

Issuing Authority *
Select

Name of The Certificate

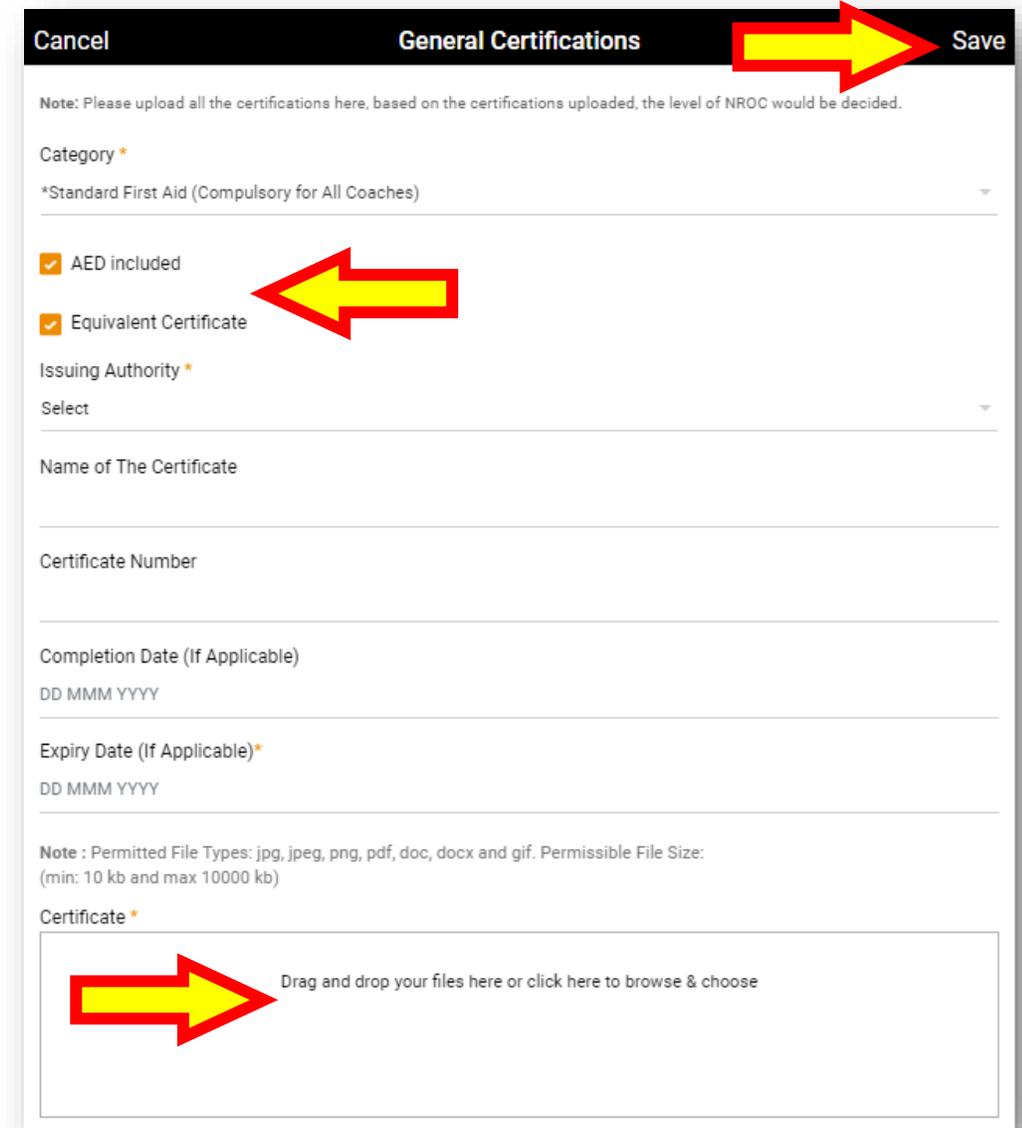
Certificate Number

Completion Date (If Applicable)
DD MMM YYYY

Expiry Date (If Applicable)*
DD MMM YYYY

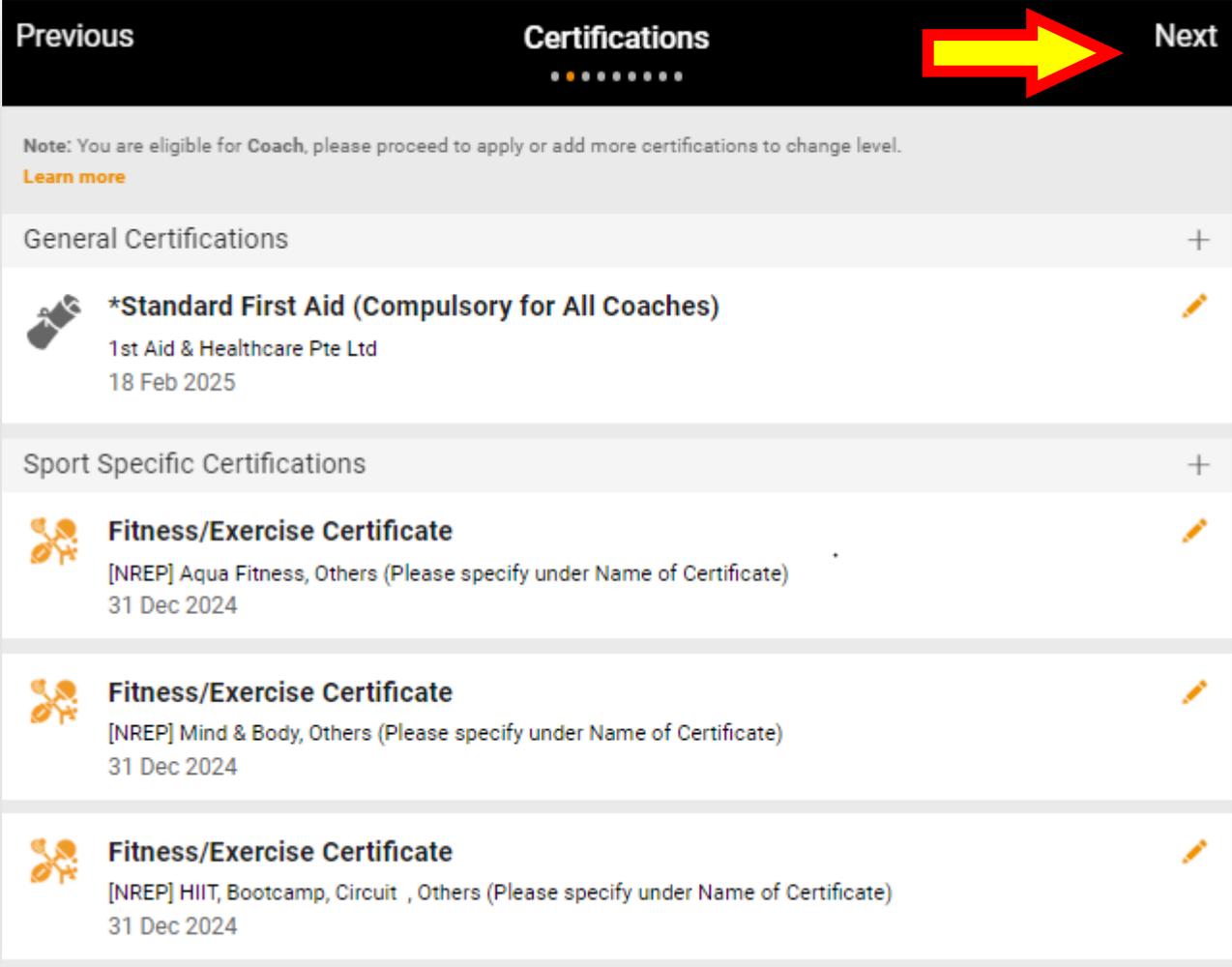
Note : Permitted File Types: jpg, jpeg, png, pdf, doc, docx and gif. Permissible File Size: (min: 10 kb and max 10000 kb)

Certificate *
Drag and drop your files here or click here to browse & choose



Step 7.7 – Complete uploading of Standard First Aid certificate

- If you have other Fitness/Exercise certificates to update, please follow the Steps 5.8 and 5.9 to add your new certificates
- Once you have uploaded all your certificates, click 'Next'



Previous Certifications Next

Note: You are eligible for Coach, please proceed to apply or add more certifications to change level.
[Learn more](#)

General Certifications +

-  ***Standard First Aid (Compulsory for All Coaches)** 
1st Aid & Healthcare Pte Ltd
18 Feb 2025

Sport Specific Certifications +

-  **Fitness/Exercise Certificate** 
[NREP] Aqua Fitness, Others (Please specify under Name of Certificate)
31 Dec 2024
-  **Fitness/Exercise Certificate** 
[NREP] Mind & Body, Others (Please specify under Name of Certificate)
31 Dec 2024
-  **Fitness/Exercise Certificate** 
[NREP] HIIT, Bootcamp, Circuit , Others (Please specify under Name of Certificate)
31 Dec 2024

Step 7.8 – Sharing your experience in coaching your exercise/fitness discipline

- This field would have been filled up during your initial application and click 'Next' if you have no updates
- If you have new updates, choose your exercise/fitness discipline by clicking on the drop down button under the 'Sport' field
- Input your participation experience under the 'Description' field
- Once complete, click 'Next'

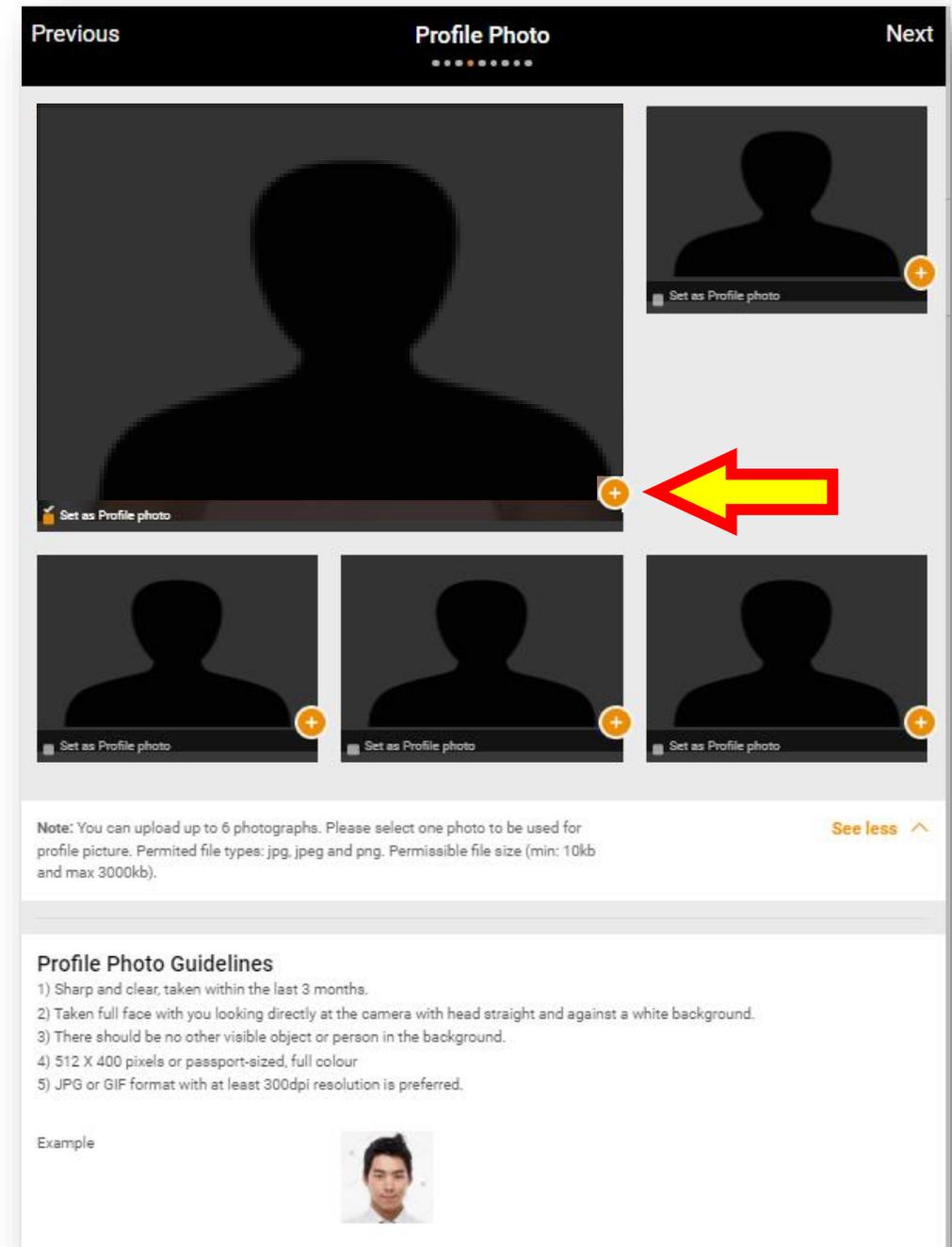
The screenshot shows a form titled "Sports Participation History" with a progress indicator below the title. The form contains the following fields:

- Previous** (button)
- Sports Participation History** (title)
- Next** (button)
- Sport *** (dropdown menu) with the value "[NREP] Aqua Fitness" selected. A red arrow points to the dropdown arrow.
- Description** (text input field)
- Description** (text input field)

A red arrow also points to the "Next" button.

Step 7.9 – Upload your profile photo

- This field would have been filled up during your initial application and click 'Next' if you have no updates
- If you want to update your photos, click on the '+' button to upload your desired photo
- You can upload up to 6 photos and please select one photo to be used for your profile picture



Step 7.10 – Update your personal particulars

- This field would have been filled up during your initial application and click ‘Next’ if you have no updates
- If you have updates, make the necessary changes in the relevant fields
- Click ‘Next’ when complete

Note:

The public could be searching for a NREP certified coach and it is recommended to make your profile visible on our online public database

Previous **Personal Particulars**  Next

.....

Identification Type *	Others	Identification Number *	PARTICIPANT100
Salutation *	Mr	Full Name *	participant100
Preferred Name/Alias	Preferred Name	Family Name	Family Name
Nationality *	Singapore Citizen		
Current Residential Status in Singapore	Citizen		
Birth Date (Day/Mth/Yr) *	11 Mar 1971	Age (Yrs) *	51
Country of Birth *	Others	Enter the Country of Birth *	Singapore
Race *	Others	Enter the Race *	Chinese
Gender *	Female	Marital Status *	Married
Blood Group	O-		

Make profile visible on **online public database**

Your name, nationality, gender, email address, coaching zone(Under Coach Details > Coach Profile) will be published in Find a Coach page.

Publish email to public

Step 7.11 – Update contact information

- This field would have been filled up during your initial application and click 'Next' if you have no updates
- If you have updates, make the necessary changes in the relevant fields
- Click 'Next' when complete

Previous **Contact Information** Next

Email & Phone

Email * Alternate Email
uatparticipant@yahoo.com

Mobile No * Alternate Contact No.
91234456 eg : +6598765432

Office No. Extension

Home No.

Don't Send updates/info on events and activities

Mailing Address

Are you based overseas? * Yes No

Country *
Singapore

Registered Address
10, test, EUNOS ROAD 8, Singapore, 408600

Postal Code * Housing Type *
408600 Detached House
eg : 408600

Block No. * Building Name
10 test

Street Name * Floor No.
EUNOS ROAD 8

Unit No. Country *
Singapore

Correspondence Address
 Same as Registered Address

Step 7.12 – Update your employment status

- This field would have been filled up during your initial application and click 'Next' if you have no updates
- If you have updates, refer to Step 4.13 to make the necessary changes in the relevant fields

Previous **Education & Employment** Next

Employment +

Cancel **Employment** Save

This is my current employment.

Start Date*
09 May 2022

Employment Status * Job Title *
Full Time Pilates Instructor

Job Industry * Employer/ Organisation *
Health and Fitnss Pilates Studio

Employment +

Instructor
Freelance
01 Feb 2023 - 28 Feb 2023

Health and Fitnss
Pilates Instructor
09 May 2022

Step 7.13 – Update your language spoken

- This field would have been filled up during your initial application and click ‘Next’ if you have no updates
- If you have updates, refer to Step 4.14 to make the necessary changes in the relevant fields

Previous **Education & Employment** Next

Employment +
I am currently not employed

Education +
I am currently not studying

Sports Science University
IB Diploma
04 Jan 2016 - 30 Sep 2022
Others

Language +

Cancel **Language** **Save**

Language *
English

Proficiency *
Written and Spoken

Language +

Malay
Written and Spoken

English
Written and Spoken

Step 7.14 – Declaration

- You will need to complete Step 6.14 and 6.15 again again even though you would have completed it in the initial application
- Complete the declaration form by clicking ‘Yes’ or ‘No’ accordingly
- Agree to the Exercise Professional’s Code of Ethics by ticking the box
- Declare that all information provided are true and correct by ticking the box
- Once completed, click ‘Next’

Previous **Declaration** Next

Fill in the declaration form

1) Have you ever suffered, or are you currently suffering, from any medical condition, disease, physical or mental illness / impairment?

Yes No

2) Have you ever been charged with / convicted of, or are you currently being charged with, any offence in a court of law in Singapore or in any other country (even if the outcome is pending or unknown)?

Yes No

3) Have you ever received any complaints or been disciplined in relation to your professional service, or are you currently facing any disciplinary proceedings by any sporting / professional body, in Singapore or in any other country?

Yes No

4) Have you ever been suspended, discharged or dismissed from (a) the service of SportSG or a Sporting Organisation (including National Sports Associations), or (b) any sports related employment in Singapore or in any other country?

Yes No

5) Have you been or are you under any financial embarrassment i.e. you (a) are an undischarged bankrupt, (b) are a judgement debtor, (c) have unsecured debts and liabilities totaling more than 3 months of your last drawn pay, and/or (d) have signed a promissory note or an acknowledgement of indebtedness?

Yes No

[For NROC] I hereby declare that I have read and understood and agree to the **Coach Code of Ethics**, which consists of the following principles:

1. Respect for Individuals
2. Responsible Coaching
3. Integrity in Actions

Disciplinary guidelines related to the Coach's Code of Ethics are found in Section D of the **NROC Handbook**.

[For NREP] I hereby declare that I have read and understood and agree to the **Exercise Professional's Code of Ethics**.

I hereby further declare that all information provided by me and/or contained in the documents submitted by me in connection with my application are true and correct in all respects.

Step 7.15 – Agreeing to Terms and Conditions

- Ensure that you have read through the terms and conditions
- Sign by drawing your signature in the box
- Click on 'Agree'

Note:

- Upon submission, an email confirmation of your application will be sent to your registered email and your SportSync Inbox
- Please note that due to a high volume of applications, it may take between 3 to 4 weeks for your application to be processed (this may take longer if your application was found to be incomplete).
- Administrator will contact you via email and your SportSync Inbox if you application is incomplete or requires clarification

Previous **Terms and Conditions** ●●●●●●●●

I hereby further declare that all information provided by me and/or contained in the documents submitted by me in connection with my application are true and correct in all respects. I hereby authorise SportSG to seek verification with the relevant authorities and/or organisations to all information provided in this application as necessary.

I hereby undertake and agree to promptly notify SportSG and/or Sporting Organisations (including National Sports Associations) should any information furnished in this Declaration and Application Form prove to be incorrect or untrue in any respect after the date of this Declaration. In the absence of such notification, SportSG and/or Sporting Organisations are entitled to assume that the information hereby furnished is true and correct and remains unchanged.

In the event that I am involved with any investigations (criminal or otherwise) by the Singapore Police Force and/or any other relevant authorities, I hereby undertake to inform SportSG of the said investigations in writing within twenty four (24) hours.

Coach Signature Clear



Cancel Agree  ⬆

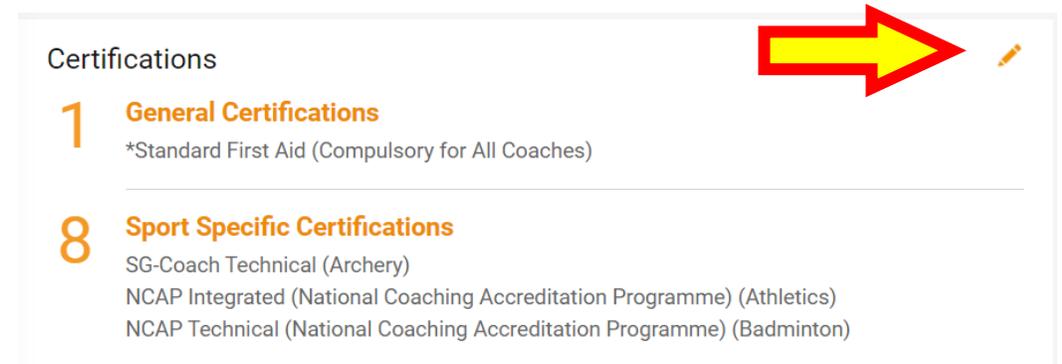
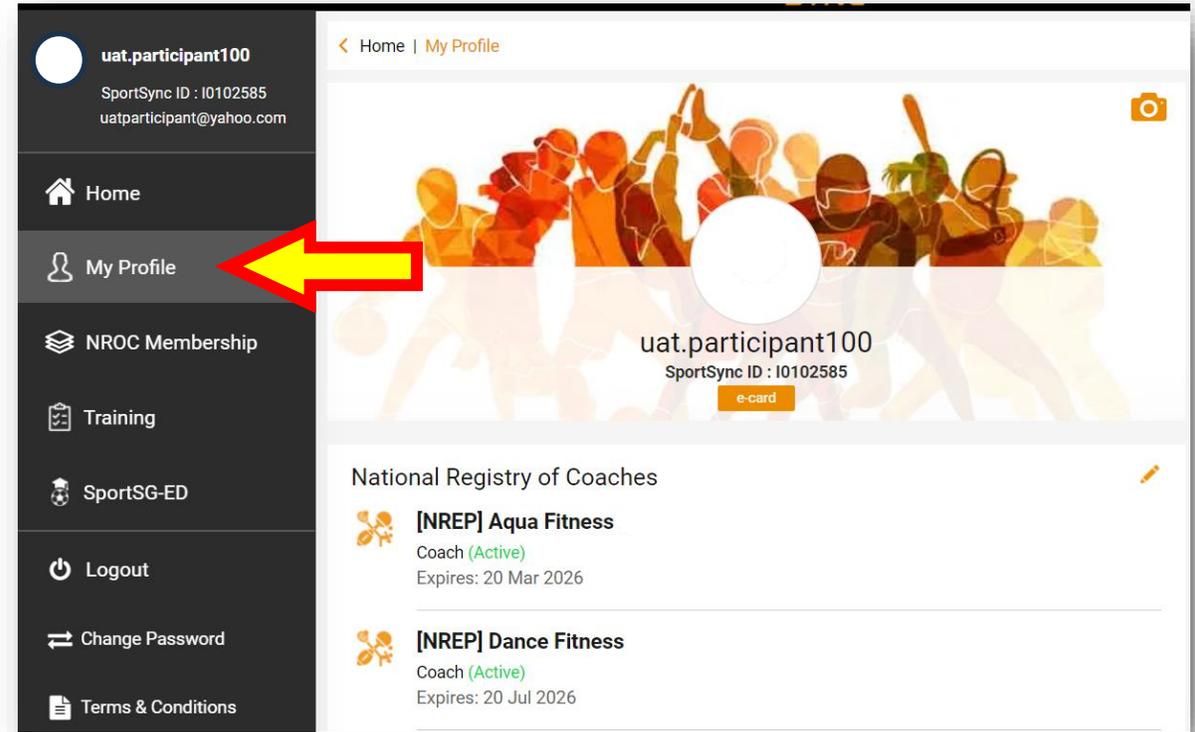
STEP 8

UPLOAD SAFE SPORT CERTIFICATION INTO AN EXISTING NREP MEMBERSHIP

Please refer to this section on how to upload your Safe Sport Certification if you have an existing NREP membership

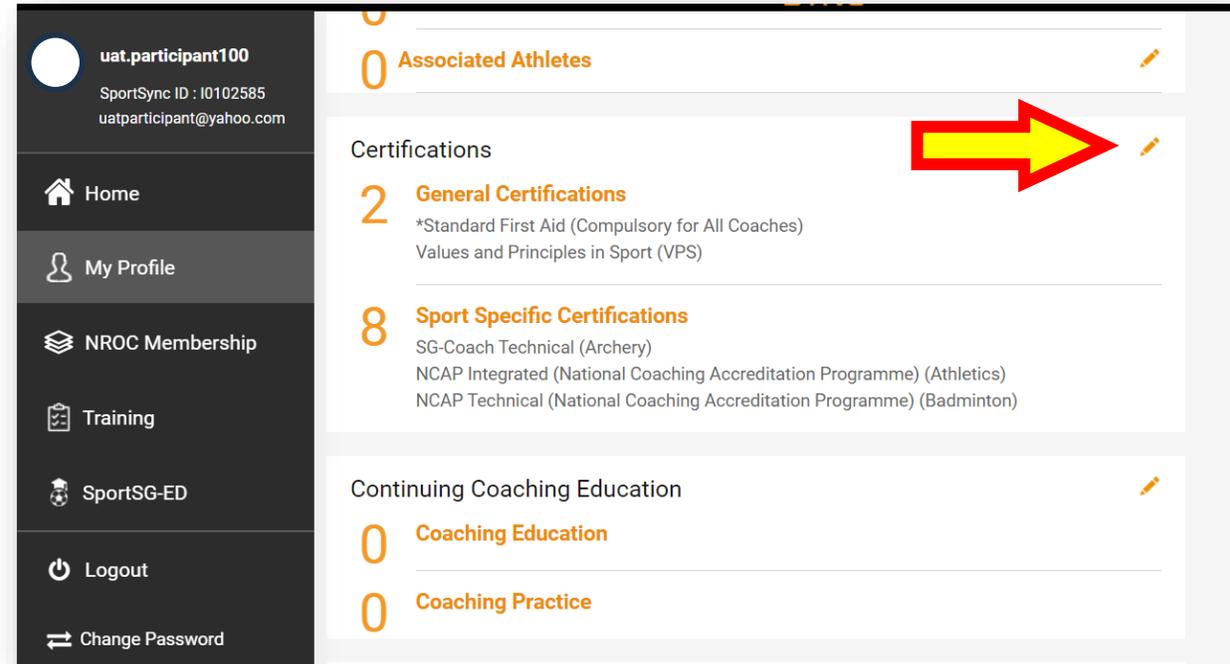
Step 8.1 – Upload Safe Sport Certification into an existing NREP membership

- Select the 'My Profile' tab



Step 8.2 – Upload Safe Sport Certification into an existing NREP membership

- Under the Certifications box, select the pencil icon to edit



The screenshot displays a user profile interface. On the left is a dark sidebar with navigation options: Home, My Profile, NROC Membership, Training, SportSG-ED, Logout, and Change Password. The main content area shows the user's name 'uat.participant100', SportSync ID, and email. Below this are sections for 'Associated Athletes' (0), 'Certifications' (2), and 'Continuing Coaching Education' (0). The 'Certifications' section lists 'General Certifications' (Standard First Aid, VPS) and 'Sport Specific Certifications' (SG-Coach Technical, NCAP Integrated, NCAP Technical). A red arrow points to the pencil edit icon in the top right corner of the Certifications box.

uat.participant100
SportSync ID : I0102585
uatparticipant@yahoo.com

Home
My Profile
NROC Membership
Training
SportSG-ED
Logout
Change Password

0 Associated Athletes

Certifications

2 General Certifications
*Standard First Aid (Compulsory for All Coaches)
Values and Principles in Sport (VPS)

8 Sport Specific Certifications
SG-Coach Technical (Archery)
NCAP Integrated (National Coaching Accreditation Programme) (Athletics)
NCAP Technical (National Coaching Accreditation Programme) (Badminton)

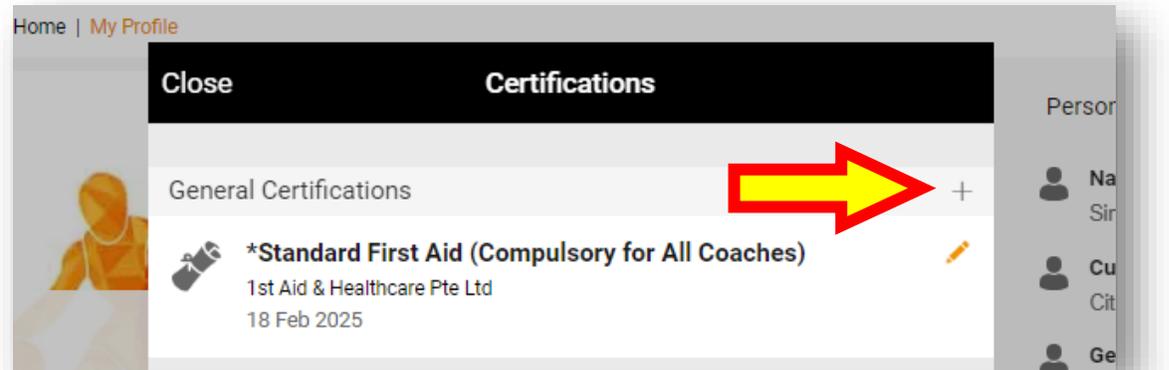
Continuing Coaching Education

0 Coaching Education

0 Coaching Practice

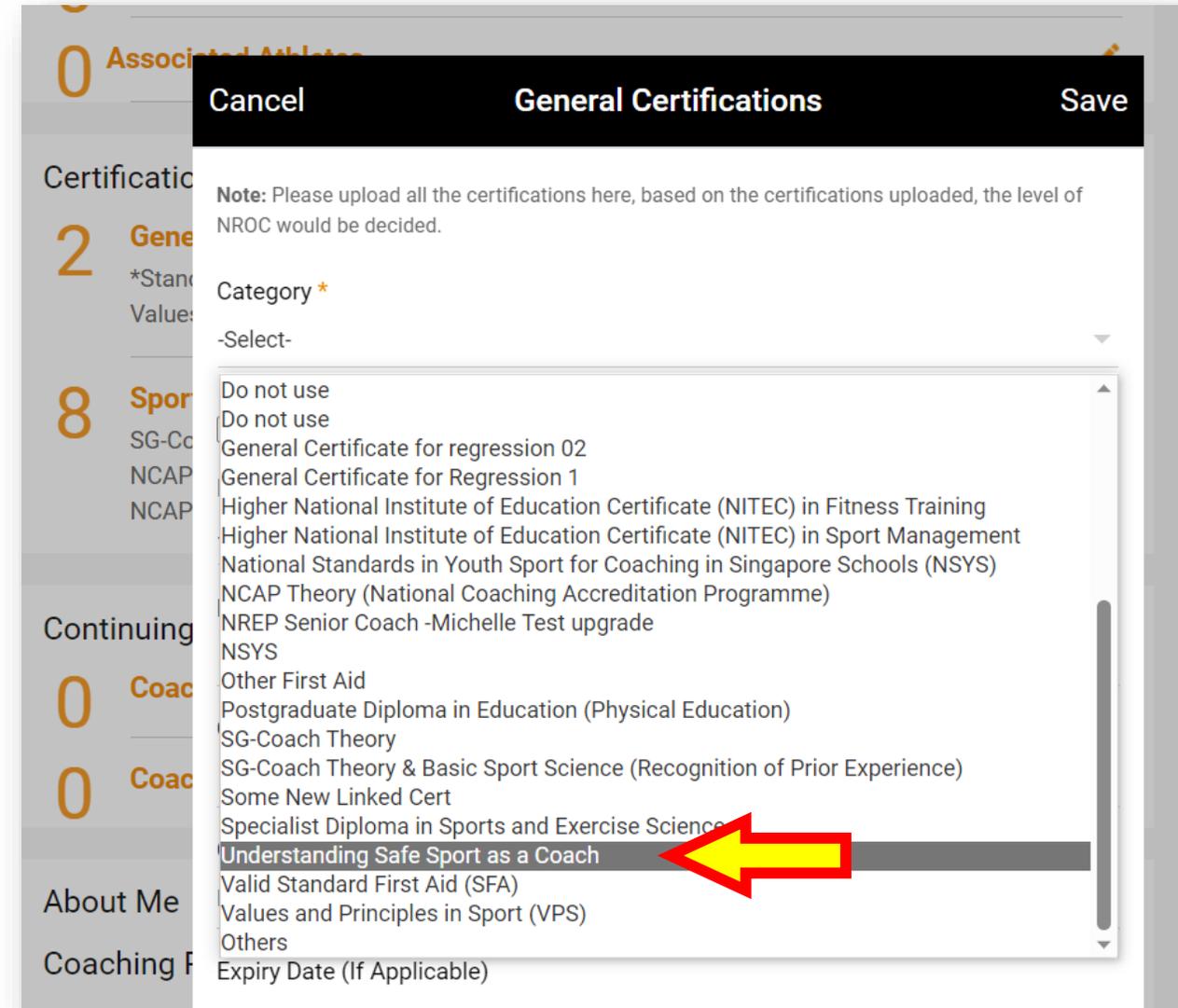
Step 8.3 – Upload Safe Sport Certification into an existing NREP membership

- Under the General Certifications section, click the '+' button



Step 8.4 – Upload Safe Sport Certification into an existing NREP membership

- Navigate to the Understanding Safe Sport as a Coach option within the category list



The screenshot shows a web form titled "General Certifications" with a black header bar containing "Cancel", "General Certifications", and "Save" buttons. Below the header, there is a note: "Note: Please upload all the certifications here, based on the certifications uploaded, the level of NROC would be decided." The form includes a "Category *" field with a dropdown menu. The dropdown menu is open, displaying a list of certification options. A red arrow points to the option "Understanding Safe Sport as a Coach", which is highlighted in grey. Other options in the list include "Do not use", "General Certificate for regression 02", "General Certificate for Regression 1", "Higher National Institute of Education Certificate (NITEC) in Fitness Training", "Higher National Institute of Education Certificate (NITEC) in Sport Management", "National Standards in Youth Sport for Coaching in Singapore Schools (NSYS)", "NCAP Theory (National Coaching Accreditation Programme)", "NREP Senior Coach -Michelle Test upgrade", "NSYS", "Other First Aid", "Postgraduate Diploma in Education (Physical Education)", "SG-Coach Theory", "SG-Coach Theory & Basic Sport Science (Recognition of Prior Experience)", "Some New Linked Cert", "Specialist Diploma in Sports and Exercise Science", "Valid Standard First Aid (SFA)", "Values and Principles in Sport (VPS)", "Others", and "Expiry Date (If Applicable)".

Cancel General Certifications Save

Note: Please upload all the certifications here, based on the certifications uploaded, the level of NROC would be decided.

Category *

-Select-

Do not use
Do not use
General Certificate for regression 02
General Certificate for Regression 1
Higher National Institute of Education Certificate (NITEC) in Fitness Training
Higher National Institute of Education Certificate (NITEC) in Sport Management
National Standards in Youth Sport for Coaching in Singapore Schools (NSYS)
NCAP Theory (National Coaching Accreditation Programme)
NREP Senior Coach -Michelle Test upgrade
NSYS
Other First Aid
Postgraduate Diploma in Education (Physical Education)
SG-Coach Theory
SG-Coach Theory & Basic Sport Science (Recognition of Prior Experience)
Some New Linked Cert
Specialist Diploma in Sports and Exercise Science
Understanding Safe Sport as a Coach
Valid Standard First Aid (SFA)
Values and Principles in Sport (VPS)
Others
Expiry Date (If Applicable)

Step 8.5 – Upload Safe Sport Certification into an existing NREP membership

- Complete all mandatory fields (*)
- Under the ‘Certificate’ field, you can drag and drop your certificate or click within the box to upload your certificate
- Tick the box stating ‘Equivalent Certificate’
- Click ‘Save’

Cancel General Certification Save

Note: Please upload all the certifications here, based on the certifications uploaded, the level of NROC would be decided.

Category *
Understanding Safe Sport as a Coach

Equivalent Certificate

Issuing Authority *
Sport Singapore

Name of The Certificate
Understanding Safe Sport as a Coach

Certificate Number

Completion Date (if Applicable)
19 Sep 2023

Expiry Date (if Applicable)
DD MMM YYYY

Note : Permitted File Types: jpg, jpeg, png, pdf, doc, docx and gif. Permissible File Size: (min: 10 kb and max 10000 kb)

Certificate *

2.5 MB
safe sport ce...

Drag and drop your files here or click here to browse & choose

Thank you

