



## CERTIFICATION RENEWAL HANDBOOK – INFORMATION & PROCEDURES

### **Important Documentation. Please Retain For Your Records.**

#### **CERTIFICATION RENEWAL**

To retain your AFPA certification status, a certified professional must renew their certification every two years. This handbook contains information on how to meet AFPA's certification renewal requirements. Candidates for certification renewal must strictly observe all policies and procedures in this handbook. For answers to questions about certification renewal not found in this handbook, please write or email AFPA at the addresses given below.

AFPA 1601 Long Beach Blvd., Box 214 Ship Bottom, NJ 08008 • 1.609.978.7583 • [afpa@afpafitness.com](mailto:afpa@afpafitness.com)

#### **GENERAL INFORMATION ABOUT CERTIFICATION RENEWAL**

Certification renewal is required every two years to retain certification status. Certification renewal is a process whereby the certified professional demonstrates ongoing efforts to maintain and enhance the ability to perform in a competent manner. Certification renewal also assures the public that the certified professional remains committed to adhering to a code of ethics, and standards of practice.

To demonstrate continued competency the certified professional is required to obtain 16 hours of continuing education. Continuing education must be new activity obtained during the two-year certification period and cannot pre-date a certificate submitted for renewal.

Each certified professional will be notified by email to their email address of record approximately three months prior to certification expiration. Certification renewal reminders are a courtesy and are not guaranteed.

**It is the sole responsibility of each certified professional to [notify](#) the AFPA office of name and/or address changes and/or other contact information changes, to be aware of the expiration date of their certification or certifications, to become familiar with [AFPA renewal procedures and requirements](#) and to know when to apply for certification renewal.**

**AFPA provides digital credentials for your convenience so that you may save and/or print your credentials to your desktop and/or mobile device and/or electronically transmit to your place of employment. Free [Adobe Reader](#) is required to view and/or download your credential. If you print your credential it is suggested to use a color laser jet printer and the paper stock of your choice for best quality.**

#### **CONTINUING EDUCATION REQUIREMENTS**

Continuing Education Requirements help to encourage and promote certified members to stay current and abreast of new research developments, practices, skills and education in their professional field. Certified members who continue to develop and expand their range of knowledge and skills are those that are most capable of serving their clientele. All certified members are expected to participate in a variety of activities related to their continued educational growth to assure the high degree of expertise in their field that is associated with their certification credentials.

To maintain current certification with AFPA, members are required to complete a specific number of Continuing Education Credits (CECs).

The requirements are as follows:

- Members must complete a minimum of 16.0 CECs or 16 contact hours of education related to their profession during the two year certification period from approved-provider courses from, but not limited to, AFPA, ACE, AFAA, ACSM, ISSA, NATA-BOC, NSCA, NETA etc. and no more than one petitioned course. AFPA permits its members to renew multiple certifications with the same 16.0 CEC's provided the credits are earned during the two-year validity period of each credential submitted for renewal.

Visit [www.afpafitness.com](http://www.afpafitness.com) for a complete listing of AFPA courses.

- Current CPR certification.

## QUALIFYING COURSES

AFPA recognizes the following for continuing education credit.

Credits can be obtained thru 1) AFPA Online CEC courses ([www.afpafitness.com](http://www.afpafitness.com)); 2) AFPA Distance Learning CEC courses for certification and continuing education courses; 3) attendance to AFPA and others workshops or conferences; 4) approved-provider courses or events as well as a maximum of one petitioned course.

1. **AFPA Certification**
2. **Workshops, Seminars and Conferences**
3. **Home-study or Correspondence Courses**
4. **Online Quizzes**
5. **Publications**
6. **College or University Courses**
7. **Program/Course Development**
8. **Petition**

### 1. AFPA Certification Programs

If you take a new AFPA Certification program it is worth 16.0 CEC's and may be applied toward your renewal of an existing AFPA certification. To qualify as continuing education credits (CEC's) the certification course must be successfully completed and credential issued.

### 2. Workshops, Seminars and Conferences

CEC's for this type of course vary by the number of approved contact hours. Requirements include: 1) Attendance of course; 2) Certificate of Completion; 3) Application for Petition if the course does not offer CEC's.

### 3. Home-study or Correspondence Courses

These courses may be delivered on CD-ROM, video, online, text or in any combination of these options. CEC's vary by course and requirements include: 1) Testing process; 2) Certificate of Completion; 3) Application for Petition if the course does not offer CEC's.

### 4. Online Quizzes

Members of AFPA can access interactive online quizzes about information covered on our Web site. From regular newsletters to supplemental articles, research reviews and more, our members will discover cutting-edge technique in the industry's hottest topics. Home-study (online).

### 5. Credit for Publications

Credit may be claimed for the authoring and the one-time publication of related articles, chapter, book, or other educational material. The document must have been written since the individual last received certification/ re-certification. Documents written in conjunction with other writers are acceptable and will be awarded credit on a prorated basis. The co-author will receive half of the CEC's awarded. The publication must be a minimum of 1,000 words and in a widely- recognized publication in the fitness, nutrition and health profession. The applicant should indicate the number of hours it took to write the document. The applicant must submit a copy of the article with the application. CEC's granted only upon review of the published work. **A maximum of eight credit hours may be claimed for publications.**

### 6 College or University Courses

Members may submit post-certification college- or university-level courses in a related field for CEC approval in any two-year certification period. One college course worth three credits is equivalent to 3.0 CEC's. Requirements include:

- Courses must fall within a related field. Examples include, but not limited to: Anatomy, Sport Psychology, Physiology, Athletic Training, Exercise Physiology Sport Management, Kinesiology, Sport Fitness, Biomechanics Strength and Conditioning, Group Fitness when applicable – Yoga, Pilates, Aquatics, Kickboxing; general education courses are not acceptable towards AFPA recertification requirements.
- Copy of college transcript must be included with application (copy of unofficial transcript is acceptable)
- CEC's granted only upon AFPA review and approval.

## 7. Credit for Program Or Course Development

Credit is given for the one-time development and implementation of a program. This would include the development of a program or course within a formal training program. Additionally, one-time seminars and workshops are included in this category. In cases where an applicant submits for program or course development for credit, the applicant must obtain documentation from his/her employer or organization regarding (1) title of program/course taught, (2) program/course description and/or syllabus, (3) number of contact hours program/course taught, and (4) dates taught. Self-employed individuals who teach must be able to document (1) the program/course title, (2) program/course description and/or syllabus, (3) description of the target audience, (4) number of contact hours taught, (5) dates taught.

**A maximum of eight credit hours may be claimed for program/course development.**

## 8. Petition Process

Members may petition AFPA for approval of a course during the two year certification period. To petition a course for approval, members must provide the following required materials:

- Complete copy of course materials including the following:

*Referenced Material:* A scientifically referenced text, presentation or handout is required of all courses (including live workshops).

*Course Objectives:* All courses must detail specific outcomes for the student.

*Lesson Plan:* All courses must consist of a lesson plan that guides the student through the course (not applicable for live workshops).

*Testing Process:* All courses must provide a means for student evaluation (attendance at a live course is sufficient).

- Grade transcript for college- or university-level courses

Allow four weeks for the petition process. You may petition a course at any time during your two-year certification period. Do not submit petition requests with your re-certification application.

## APPROVED PROVIDERS

While AFPA offers more than 200 certification and continuing-education courses, as well as online continuing education opportunities at [www.ptonthenet.com/afpa.asp](http://www.ptonthenet.com/afpa.asp) to its members, we recognize that other leaders in the industry also offer information that meets our strict criteria.

Any organization offering credits for continuing education courses related to fitness, health and/or nutrition would be acceptable towards AFPA recertification requirements. A copy of a CEC/CEU validation form such as a Certificate of Completion or similar showing your name, the name of the course completed, the date completed and the number of approved credit hours for the course completed must be attached to your AFPA Certification Renewal Application as a part of the required documentation.

Organizations, conferences and individuals that offer continuing education credits from the following organizations are recognized by AFPA for CEC's toward recertification requirements: AFPA, ACE, AFAA, ACSM, NSCA, NETA, Cooper Institute of Aerobic Research (CIAR), ISSA, NATA. If one or more of these organizations is listed as a CEC/CEU provider for a workshop you may apply the credits toward your AFPA certification renewal requirements without submitting an AFPA CEC Petition Application. If AFPA is listed as a CEC/CEU provider, on your AFPA Certification Renewal Application you would list AFPA as the provider and note the applicable AFPA credits for the workshop. If AFPA is not shown as a CEC/CEU provider you may use whichever one organization gives the highest credit e.g. if ACE approves a workshop for .8 credits (8.0 for AFPA purposes) and AFAA approves the course for 7 credit hours on your AFPA Certification Renewal Application you would list ACE as the provider to receive 8.0 CEC's.

A copy of a CEC/CEU validation form such as a Certificate of Completion or similar showing your name, the name, date and location of the workshop and the number of approved credit hours for the workshop must be attached to your AFPA Certification Renewal Application as a part of the required documentation.

In addition to the above AFPA accepts continuing education credits from Cross Country Education, TRX Training, YMCA, Zumba etc courses/workshops if CEC's/CEU's are indicated. A copy of a CEC/CEU validation form such as a Certificate of Completion or similar showing your name, the name, date and location of the workshop and the number of approved credit hours for the workshop must be attached to your AFPA Certification Renewal Application as a part of the required documentation.

If the provider is not listed as an accepted CEC provider and does not indicate continuing education credits for a course and/or workshop submission of a completed AFPA CEC Petition Application would be necessary to determine if and how many CEC's would be granted for a course/workshop; all courses/workshops must be related to fitness, health and/or nutrition.

## ACTIVITIES THAT DO NOT QUALIFY AS CONTINUING EDUCATION

Activities such as your job, leadership or committee responsibilities, attendance at meetings, membership in professional organizations, CPR courses, renewed AFPA certificates, individual research and special projects do not qualify for continuing education hours.

Certifications from outside organizations do not qualify as CEC's for AFPA recertification purposes. However if you attend a certification preparatory workshop, the hours spent in the workshop would qualify; a copy of a CEC/CEU validation form from the Provider that shows credit hours for the preparatory workshop must be attached to your renewal application as a part of the required documentation.

### In addition, courses that are *not acceptable* for AFPA approval:

- Material redundant to any current AFPA courses/material
- Workshops or conferences similar to those held by AFPA within 2 months and 120 miles of scheduled AFPA events.

## POLICY ON CARRY OVER OF CONTINUING EDUCATION HOURS

Applicants often obtain more than the required number of continuing education hours during each certification cycle. A Certificant is allowed to carry over a maximum of 8 hours of continuing education from one certification period to the next. A letter requesting carryover approval must be attached to your Certification Renewal Application as additional documentation. When your application is processed a CEC Carryover Approval Letter will be sent with your updated credential(s) to be submitted with your next renewal period application.

## RECORD KEEPING OF CONTINUING EDUCATION HOURS

AFPA does not maintain a record of CEC's for its members. Applicants must maintain their own record of completed continuing education hours in order to compile a list of those hours when applying for re-certification. **It is the applicant's responsibility to obtain the appropriate documentation from the program provider for each program.** Documentation must include: (1) name of program, (2) course outline or general description of the course, (3) course provider, (4) instructor, (5) beginning and ending dates of the course, (6) number of contact hours awarded, and (7) verification from the provider of the applicant's completion of the course. Additional course materials may include transcripts.

## CERTIFICATION RENEWAL APPLICATION PROCESS & FEES

To renew your certification with AFPA, you must complete the following process prior to your expiration date.

*Note: To avoid having your certification expire submit renewal paperwork at least 4 weeks prior to certification expiration date. Updated credentials will be emailed approximately 1-2 weeks (approximation only) from the time the paperwork is received in our office. If you require confirmation of receipt of renewal application send email inquiry (email only; no calls) to [afpa@afpafitness.com](mailto:afpa@afpafitness.com).*

**Application:** A completed renewal application must be submitted by mail, fax *or* email prior to the member's expiration date. All applications for renewal must be complete at the time of submission i.e. completed renewal application with copies of required documentation and payment of renewal fees attached; incomplete renewal applications will not be accepted and/or held. Late applications up to 1 year past expiration date and are subject to a late fee of \$30.00 per credential more than 30 days up to one year expired. If you have the ability to scan the all required documentation and are paying renewal fees by credit card you may email your completed application and required documentation to [afpa@afpafitness.com](mailto:afpa@afpafitness.com).

**Receipt for Payment of Renewal Fees:** A receipt is not automatically provided. If a receipt is required a cover letter requesting receipt must be sent with completed renewal paperwork.

**CPR\*\* Certification:** Applicants must submit a *complete* copy of a current Red Cross, or similar, CPR certification.

*\*CPR certification is recommended regardless of type of certification, and is vital when dealing with the general public.*

*\*\*If you wish to renew your AFPA credential without CPR kindly attach a note to your renewal application as additional documentation indicating that you are renewing without CPR and acknowledging that you are doing so at your own risk.*

**Required Documentation:** Members must submit a *complete* copy of all required documentation for each course.

*Workshops, Seminars and Conferences*

Attendance at course

Certificate of Completion submitted to AFPA with Provider approved credit hours

Application for Petition if the course is not AFPA –approved (see Petition Guidelines)

*Home-study or Correspondence Courses*

Testing results

Certificate of Completion submitted to AFPA with Provider approved credit hours

Application for Petition if the course is not AFPA –approved (see Petition Guidelines)

*AFPA Continuing Education - Online, Reviews, Quizzes*

Certificate of completion from Provider with credit hours indicated

*Published Materials*

Photocopy or original of published work including cover of journal or magazine in which it appeared, publish date and byline.

*Academic Courses*

Copy of college transcript (copy of unofficial transcript is acceptable)

*Program/Course Development*

Title of program/course developed

Program/course description and/or syllabus

Number of contact hours program/course developed

Dates Developed

Brochure of Program/Course (if applicable)

*Petitioned Courses*

*Copy of AFPA CEC approval letter*

**Review Process:** AFPA faculty will review materials for compliance with our continuing-education mission and process.

**Award Notice:** If your certification renewal is approved, AFPA will email updated credential or credentials together with a confirmation letter of your renewed credential(s) approximately 1-2 weeks (approximation only) from the time paperwork is received in our office. Renewed certificates are valid for two years from date of original certification expiration date. Each AFPA credential is assigned a unique certification/member ID number and its validity dates are relative to the original date of certification in that discipline. For members who do not meet the certification renewal requirements, AFPA will email you detailing the reasons for denial, if applicable. AFPA certification(s) will be considered in a PENDING status for a period of two (2) weeks until such time that the correct documentation is received. Those who choose not to forward the correct documentation forfeit AFPA certification, membership, renewal and any associated fees paid.

AFPA provides digital credentials for your convenience so that you may save and/or print your credentials to your desktop and/or mobile device and/or electronically transmit to your place of employment. **Free Adobe Reader is required to view and/or download your credential. If you print your credential it is suggested to use a color laser jet printer and the paper stock of your choice for best quality.** If you wish to have AFPA provide you with a printed copy of your official credential(s) by mail you may complete the [Duplicate Credential Order Form](#) found under “Members“ at [www.afpafitness.com](http://www.afpafitness.com).

**Certification Renewal Fees:** The fee to renew each certification is \$85.00 for two years; for individuals who hold more than one credential the fee is \$85.00 for the 1<sup>st</sup> credential + \$50.00 for each additional credential *if renewed at the same time* + late fee(s) if applicable. Acceptable payment methods: credit card (AMEX, MasterCard, Visa, Discover), debit card (AMEX, MasterCard, Visa, Discover), personal check (**payable to: AFPA**), business check (**payable to: AFPA**), money order (**USA Domestic Money Order only/International Money Order not accepted – payable to: AFPA**)

**Late Fee:** If your completed application with supporting documentation and payment of renewal fee(s) is received in our office 30 days or more past your certification(s) expiration date(s), a late fee of \$30 per expired credential is due in addition to your renewal fee(s). Certifications will not be renewed and will be considered void if past due more than 12 months. If you are past due by 12 months up to 24 months please email [afpa@afpafitness.com](mailto:afpa@afpafitness.com) for instructions. Email must include certified professionals full name, title of certification, certification/member ID number and validity dates. ***Certifications will not be renewed and will be considered void if past due more than 12 months***