



## Important Documentation – Please Retain For Your Records.

### AFPA Certification Renewal – Quick Reference

**It is the Certified Member's sole responsibility to maintain current AFPA certification and CPR\* \*\* and to renew in a timely manner. Certification with AFPA will not be valid if certification is not renewed.**

- Obtain 16 continuing education credits (CEC's) required to renew for two (2) years. CEC's must be newly acquired credits obtained during the two-year certification period of each certificate submitted for renewal. 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. 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. CEC's pre-dating certificate(s) submitted for renewal will not be applicable unless the applicant requested and received carryover approval with their previous renewal. Activities such as your job, leadership or committee responsibilities, attendance at meetings, membership in professional organizations, CPR courses, renewed AFPA certifications, individual research and special projects do not qualify as continuing education. 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.
- 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 for same individual *if renewed at the same time* + late fee(s) if applicable.
- If your certification is past due by 30 days or more up to 12 months past the expiration date, there is a late fee of \$30.00 in addition to the \$85.00 renewal fee – **REQUIRED for all credentials expired 30 days or more up to 12 months past expiry date. 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 professional's full name, title of certification, certification/member ID number and validity dates.
- Complete the Certification Renewal Application - **REQUIRED**.
- Attach a copy of the AFPA certificate or certificates that you are renewing - **REQUIRED**.
- Attach proof of all CEC activity including credits earned through AFPA; i.e. AFPA CEC Certificate of Completion(s), copy of CEC/CEU validation form &/or certificate of attendance showing approved credit hours for workshop or course you have completed through another organization, copy of signed CEC credit sheet from an AFPA fitness conference, copy of a newly acquired AFPA certification to be used as 16.0 CEC requirement, copy of AFPA CEC petition approval letter, copy of AFPA CEC carryover approval letter provided with previous AFPA recertification [CEC carryover approval is not automatic; request for carryover approval must be submitted with renewal application as additional documentation] etc. – **REQUIRED**
- Attach a copy of valid CPR Card/Certification. **REQUIRED\* \*\***

*\*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.*

Mail all the above to AFPA, 1601 Long Beach Blvd., Box 214, Ship Bottom, NJ 08008. If you have the ability to scan all required documentation and are paying renewal fees by credit card you may email your completed application to [afpa@afpafitness.com](mailto:afpa@afpafitness.com) (*do not mail or fax hard copy if sending by email*). **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).**

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.**

**For information regarding AFPA certification renewal procedures and requirements and/or to download renewal documents and for information regarding insurance please visit the AFPA Member Area:**

[www.afpafitness.com/certification-renewal/](http://www.afpafitness.com/certification-renewal/)

**If you wish to receive renewal documents via email please send formal request to [afpa@afpafitness.com](mailto:afpa@afpafitness.com) providing your full name and title of certification; please note email subject line "Request for Renewal Documents".**

**AFPA**

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