AFPA

AMERICAN FITNESS PROFESSIONALS & ASSOCIATES

Certification Renewal Handbook

afpafitness.com

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General Certification Renewal Information

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 approximately three months prior to certification expiration. Certification renewal reminders are a courtesy and are not guaranteed.

It is the responsibility of each certified professional to notify the AFPA office of name, address or any other contact information changes, to be aware of the expiration date of their certification(s), 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.

Continuing Education Requirements

Members must complete a minimum of 16.0 CECs or 16 contact hours of education in any area of health, nutrition, fitness or wellness during the two-year certification period from approved provider courses. AFPA permits its members to renew multiple certifications with the same 16.0 CECs provided the credits are earned during the two-year validity period of each credential submitted for renewal. Some organizations use the term continuing education units (CEUs). CECs and CEUs are interchangeable for AFPA recertification purposes. Visit www.afpafitness.com for a complete listing of AFPA courses.

Approved Activities & Courses

1. **AFPA Certification Programs and CEC Courses**

   AFPA Certification programs are worth at least 16 CECs and may be applied to your renewal of an existing AFPA certification. To qualify as continuing education credits, the certification course must be successfully completed, including an issued credential.

   Additionally, AFPA continuing education courses may be used to renew. Our CEC courses vary in credit value. You can review the 200+ continuing education courses that we offer here.

2. Workshops, Seminars and Conferences

CECs for these types of activities will vary based on the number of approved contact hours. Proof of attendance and CEC verification documents are required. Requirements include: 1) Attendance of course; 2) Certificate of Completion; 3) Application for Petition if the course does not offer CECs.

3. Approved Provider Courses

Any organization offering credits for continuing education courses related to fitness, health and/or nutrition are acceptable toward AFPA recertification requirements.

4. 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 16.0 CECs. Requirements include:

- Courses must fall within a related fitness and nutrition field. Examples include, but are not limited to: Nutrition Science, Exercise Science, Fitness, Anatomy, Physiology, etc. General education courses are not acceptable toward AFPA recertification requirements.
- Copy of college transcript must be included with application (unofficial transcript is acceptable.)

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:

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

You may petition a course at any time during your two-year certification period. Petition requests should be submitted prior to your renewal application. Do not submit petition requests with your recertification application.

Approved Continuing Education Providers

While AFPA offers more than 200 certification and continuing education courses, we recognize that other leaders in the industry also offer CECs. Any organization offering credits for continuing education courses related to fitness, health and/or nutrition are acceptable towards AFPA recertification requirements. A copy of a CEC/CEU validation form, such as a Certificate of Completion 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.

Non-Approved Courses and Activities

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.

Certification exams from outside organizations do not qualify as CECs for AFPA recertification purposes. However, if you attend a certification workshop or complete a certification course online that has been approved by one or more organizations for continuing education credits, the hours spent towards your education would qualify. A copy of a CEC/CEU validation form from the provider that shows credit hours for the course or workshop must be attached to your renewal application.

Record Keeping

Applicants must maintain their own record of completed continuing education hours in order to compile a list of those hours when applying for recertification. 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 or instructor
4. Start and end dates of course
5. Number of CECs awarded
6. Certificate of Completion

Application Process & Fees

Once you complete your continuing education hours, you'll need to complete the following process prior to your expiration date. Updated credentials will be emailed approximately 2 weeks from the time the paperwork is received in our office.

Submit Your Application: Complete the Certification Renewal Application and submit prior to your expiration date. Please complete the digital form electronically, and email your form and your required documentation to afpa@afpafitness.com. Alternatively, you may also print, complete, and then scan your completed form and email it.

If you prefer to mail in your completed application, please submit it along with your payment and required documentation to AFPA, 1601 Long Beach Blvd., PO Box 214, Ship Bottom, NJ 08008.

Renewal Fees: The fee to renew your certification is $85 for two years. If you have more than one AFPA certification, there is $50 fee for each additional credential if renewed at the same time.

We accept credit and debit cards, personal or business checks (payable to: AFPA) and domestic money orders. Unfortunately, we do not accept international money orders.

Late Fees: If your renewal application is received more than 30 days after your certification expiration date, a late fee of $30 per expired credential will be due in addition to your renewal fee. If your certification renewal is past due by more than 12 months, please email us at afpa@afpafitness.com or call us at 609.978.7583 for further instructions.

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 2 weeks from the time your paperwork is received in our office.

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Since 1994, AFPA has offered some of the most highly regarded nutrition, wellness, personal trainer, group fitness, yoga, pilates, and sports conditioning certifications—at a price you can afford—online or through distance education. With more than 25 different nationally and internationally recognized certification programs, we also offer many specialty credentials in medical wellness, as well as more than 200 continuing education courses to keep you on the cutting edge of what is happening in our industry—and to help you maintain your credentials.

Put Your Passion into Practice

Visit the AFPA Store

For more information on AFPA certification renewal, visit AFPAfitness.com.