

**OFC**



# **Guidelines For Fitness Leader Recertification**

**Ontario Fitness**

C O U N C I L

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**Fitness Practitioners Association of Ontario**

[www.ofc-fpao.com](http://www.ofc-fpao.com) | [admin@ofc-fpao.com](mailto:admin@ofc-fpao.com)

**Toll Free: 1.800.716.6716**

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# Ontario Fitness Council

## FITNESS LEADER RECERTIFICATION GUIDELINES

### MANDATORY REQUIREMENTS FOR RECERTIFICATION

- Maintain CPR (minimum Heartsaver) and First Aid (minimum Emergency level) certifications.
- Teach a minimum of ten (10) hours of fitness classes annually.
- [A] Accumulate a minimum of **16 Continuing Education Credits (CEC)** over the course of your two (2) year certification period or: [B] have another **Practical Assessment** as in the initial certification process.

### CONTINUING EDUCATION CREDITS

Continuing Education Credits are earned through professional development opportunities in the form of workshops, courses, lectures and/or seminars, or self-study provided through any accredited educational institution, training agency, qualified health professional, or qualified trainer. **For every hour of professional development, you receive one (1) Continuing Education Credit, except as indicated in the "Limitations" section below.**

#### **Sample topics applicable for credit:**

Anatomy	Physiology of Exercise	Health & Wellness
Exercise Analysis	Safety Tips	Injury Prevention
Nutrition	Weight Management	Choreography
Use of Equipment	Music Analysis	Dance Movements
Use of Equipment	Motivation	Behavior Change
Counseling	Leadership Theories	Education Theories
Communication Skills	Presentation Skills	Customer Service
Management Training	Specialty Classes	Special Populations

#### **Additional methods to earning Continuing Education Credits**

- Complete CEC articles provided in the **Membership Matters** newsletter.
- Observational CECs (observing a class of other OFC certified leaders - **(one (1) CEC/class)**).
- Coordinate a Fit for Heart event for the Heart & Stroke Foundation **(four (4) CECs/ event/year)**.
- Be a volunteer for a community program or event **(four (4) CECs per event/program/year)**

#### **Limitations**

- A **maximum of 12 CECs** can be earned from any given course or workshop in excess of 12 hours
- A workshop/seminar/course must be a **minimum of 1.5 hours** in length to be valid for 1 CEC
- First Aid and CPR courses **do not qualify** as CEC requirements

*Note: The OFC reserves the right to contact trainers, training agencies and/or supervisors on an "as need to" basis in order to validate any information provided for recertification purposes.*



# Ontario Fitness Council

## **KEEPING RECORDS**

Any workshops you attend must be confirmed through an official certificate or letter of participation/completion provided by the training agency/professional or educational institution. These documents must identify the date, provide a description or title of training opportunity, and confirm its length.

The best form of keeping track of all your records is to create a file folder in which to hold all workshop certificates and letters of completion/participation. Keep your file in a secure place. You should also consider making photocopies immediately as back up.

## **RECERTIFICATION EFFECTIVE DATE**

Your recertification will become effective two (2) years after the date your initial certification. Your recertification will be valid for an additional two (2) years during which time you will again be responsible for accumulating the recertification requirements. A new membership card will be issued to you upon successfully completing and submitting the recertification requirements.

## **EXPIRY OF CERTIFICATION**

If you allow your certification to lapse, your name will be removed from the registry, and your OFC certification designation will be revoked. Should you wish to reinstate, you will be required to complete the process from the beginning (fulfill the program prerequisites, successfully complete the Theory Exam and Practical Assessment components once again).

## **RECERTIFICATION PROCEDURES**

### **[A] Continuing Education Credits**

Prior to your certification expiry date, you must submit the following:

- Photocopies of your workshop certificates/letters confirming your 16 CECs.
- Photocopies of your current First Aid Certificate and CPR Certificate.
- Confirmation that you have taught a minimum of 10 hours of classes annually (letter from Employer)
- Payment of Certified Fitness Leader Membership Renewal (see Recertification Form).
- A completed Recertification Application Form

### **[B] Practical Assessment**

For this option, please complete the following steps:

1. At least two (2) months prior to your Certification expiry date, you must arrange with an OFC assessor an appointment for a practical assessment. (A list of assessors and all relevant assessment documentation can be obtained by contacting the OFC office).
2. At least two (2) weeks prior to your scheduled Assessment date, you must submit the following:
  - Completed Recertification Form (please include all details of your scheduled assessment)
  - Signed Par-Q form (please ensure all information is filled out and form is signed and dated)
  - Certified Fitness Leader Membership Renewal Fee (see Recertification Form)
  - Photocopies of your current First Aid & CPR certificates
  - Confirmation that you have taught a minimum of 10 hours of classes annually

*Any questions regarding your Ontario Fitness Council recertification and continuing education credits (CECs) can be directed to the Ontario Fitness Council toll free at 1-800-716-6716, by email [admin@ofc-fpao.com](mailto:admin@ofc-fpao.com) or visit our website at [www.ofc-fpao.com](http://www.ofc-fpao.com)*





**Ontario Fitness Council  
Fitness Leader Certification Program  
Recertification Registration Form**



**Participant Information (Please print clearly)**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel/Bus: \_\_\_\_\_ Tel/ Home: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

**Please attach the following:**

- PHOTOCOPY OF YOUR CURRENT FIRST AID CERTIFICATION
- PHOTOCOPY OF YOUR CURRENT CPR CERTIFICATION
- ALL DOCUMENTATION FOR CONTINUING EDUCATION CREDITS  
(CECs - Please only include **photocopies and not original versions** of your documentation)
- CONFIRMATION OF TEACHING HOURS (Minimum of 10 hrs/year)
- CERTIFIED FITNESS LEADER MEMBERSHIP RENEWAL FEE:         \$\_\_\_\_\_
- CERTIFIED FITNESS LEADER RE-ASSESSMENT FEE:             \$\_\_\_\_\_

**Please complete the following section if you have chosen option [B] for your recertification:**

Date of Assessment: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Class Start Time: \_\_\_\_\_

Location (City & Facility Name): \_\_\_\_\_ / \_\_\_\_\_

Name of Assessor: \_\_\_\_\_

***(Note: Please also attach signed ParQ Form to this application if completing an assessment)***



### Recertification Registration Form

**OBSERVED FITNESS LEADERS CLASSES (45, 50 or 60 Minute Classes - Maximum: 4 CECs)**

<u>Name of Certified Leader &amp; Class Type</u>	<u>Class Date</u>	<u>Signature of Leader</u>
I. _____	_____	_____
II. _____	_____	_____
III. _____	_____	_____
IV. _____	_____	_____

**METHOD OF PAYMENT:**

*(Complete this Registration Form carefully for accuracy and completeness)*

**Method of Payment**

Payments are accepted by cheque or money order only, payable to Fitness Practitioners Association of Ontario and mailed to the address shown below.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Mail or fax completed registration form and payment to:**

**Ontario Fitness Council**  
35 Revelstoke Cres.  
Richmond Hill ON L4B 4T2

Bus: 800-716-6716  
Fax: 905-738-7797  
Eml: admin@ofc-fpao.com  
Webpage: www.ofc-fpao.com

*Thank you for choosing the Ontario Fitness Council for your Fitness Leader Certification.*