



# CFES Group Fitness Instructor National Re-Certification Application Form (RCAF)

The CFES Re-Certification Application Form (RCAF) is the record of completion for your national Group Fitness Instructor re-certification requirements.

## RCAF Directions

- Section 1:** Fill in candidate contact information
- Section 2:** Check off (✓) and fill in each re-certification requirement and submit all documents to CFES via scan/ email fax or mail.
- Section 3:** Read, agree to and sign Code of Honour
- Section 4:** Certification Fees  
*Please copy documents for your own files before mailing.*

## Section 1: Candidate Contact Info

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_

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

Phone (h): \_\_\_\_\_ Phone (w): \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Existing CFES Certified Group Fitness Instructor Number: \_\_\_\_\_ Renewal Date: \_\_\_\_\_

## Section 2: CFES Group Fitness Instructor National Re-Certification Requirements Record of Completions

### Submit to CFES

- One year re-certification option: 12 verified group fitness class instructional hours form (IHF) or two year re-certification option: 24 verified group fitness class instructional hours form (IHF);
- One year re-certification option: record of eight (8) re-certification continuing education credits (CECs) or two year re-certification option: record of 16 re-certification CECs;
- National Evaluation Form (NEF).

## Section 3: CFES Group Fitness Instructor Professional Code of Honour (COH)

*I, the undersigned, have read, clearly understand and agree to uphold CFES Code of Honour for Group Fitness Instructor certification and re-certification requirements, Professional Ethics and Conduct Guidelines, Scope of Practice and liability requirements. If I allow any of CFES Group Fitness Instructor certification and re-certification requirements lapse, my certification/re-certification will be considered instantly null and void.*

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

## Section 4: CFES Group Fitness Instructor Re-Certification Fees

Complete CFES re-certification requirements. Receive certification verification.

<b>Annual Fees:</b>	\$70.00	Fee	*Two year renewal option	\$140.00	Fee
	\$3.50	GST		\$7.00	GST
	\$73.50	Total <input type="checkbox"/>		\$147.00	Total <input type="checkbox"/>

Tick One (✓):  Cheque or Money Order  Visa  MasterCard

Name on Card: \_\_\_\_\_

Card # \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# CFES National Group Fitness Instructor Re- Certification Evaluation Form (NEF)

This form is required for re-certification completion and is confidential. Please submit with all required re-certification forms as directed on Re-Certification Application Form.

The CFES program goal is to provide professional excellence and national consistency for all involved. CFES appreciates your time and honest feedback about CFES recognized re-cert programs you attended and re-cert requirements regarding delivery, leadership skill, knowledge advancement and re-certification experience overall. In the box beside each statement below, please provide a numbered ranking on a scale from 1 to 4 [1 = Unacceptable to 4 = Excellent, beyond professional expectations], the name of your educator or skills assessment evaluator and provide comments. Thank you.

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_

## Please Rank Course and Requirements Below 1 to 4

1 = Unacceptable

2 = Needs Improvement

3 = Good

## Add Comments

4 = Excellent

**CFES recognized re-cert program** (provide name of facilitator, program and add comments)

\_\_\_ Program \_\_\_\_\_

\_\_\_ Facilitator \_\_\_\_\_

## CFES national re-cert requirements

\_\_\_ Forms, directions understandable \_\_\_\_\_

\_\_\_ Effectiveness \_\_\_\_\_

\_\_\_ Fees \_\_\_\_\_

\_\_\_ CFES staff and office services \_\_\_\_\_

## CFES Services

\_\_\_ Meet needs \_\_\_\_\_

\_\_\_ Fees appropriate \_\_\_\_\_

\_\_\_ Fees \_\_\_\_\_

\_\_\_ CFES staff and office services \_\_\_\_\_

**What other benefits would you like to see?** \_\_\_\_\_

**What re-cert programs would you like CFES to offer?** \_\_\_\_\_

**How may we service your instructor certification professional needs more effectively?**

# CFES National Group Fitness Instructor Re-Certification Instructional Hours Form (IHF)

Please fill in and copy this required form for CFES instructor re-certification. Submit to CFES office by scan/email, fax or mail. To retain your CFES Certification please teach 12 complete (45 - 60 minutes) Group Fitness programs per year and have your supervisor sign as your witness declaring you did teach the program. Signature and contact info required. Your signed Professional Code of Honour is your word.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_

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

Phone (h): \_\_\_\_\_ Phone (w): \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

	Location	Program Name	Program/Class Date	Supervisor Signature and Contact #
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

# The CFES National GFI Professional Code of Honour Package

## Certification Requirements

Successfully complete (80% +) of the following CFES program steps or present an equivalent.\*

1. CFES Fitness Knowledge Classroom or Home Study Course\*;
2. Group Fitness Instructor Classroom Course\*;
3. GFI Practicum Classroom Course or Mentorship Program\*;
4. National GFI Exam\*;
5. National GFI Skills Assessment\*;
6. Maintain current CPR-A minimum and Emergency or Standard First Aid Certifications;
7. Maintain annual liability insurance (if required);
8. Submit to CFES: CFES Certification Application Form, collateral documents and certification fee;
9. Receive CFES Group Fitness Instructor Certification.

## Re-Certification Requirements

Successfully complete (80% +) of the following or present an equivalent\*.

1. Attend eight (8) hours CFES recognized re-certification workshop CECs\*;
2. Submit twelve verified group fitness instructional hours\*;
3. Maintain CPR; First Aid and annual liability insurance (if insurance required);
4. Submit to CFES: CFES Re-Certification Application Form, collateral documents and certification fee;
5. Receive CFES Group Fitness Instructor Re-Certification.

Two year re-certification option available

## Professional Ethics and Conduct Guidelines

**As a CFES Certified Group Fitness Instructor (GFI) I will be expected to meet the following guidelines:**

### Personal Attributes

- Have an interest, enthusiasm and commitment to excellence in educating, instructing and mentoring;
- Develop and maintain credibility, sincerity with the participants, peers and managers;
- Demonstrate self-motivation and be able to motivate others;
- Maintain good records;
- Possess good time management skills;
- Perform instruction without bias, conflict of interest, self-gains or vested interest in the instruction outcome;
- Have dedicated time to carry out my instructor role, including availability to students outside class time;
- Be a realistic role model, aiming to demonstrate balance; express honesty, integrity and core values.

### Communication Skills

- Possess the skill, knowledge, and ability to communicate well with all involved in the program;
- Clarify and present the group fitness instruction in a succinct and meaningful manner;
- Interpret and explain group fitness exercise results to the student;
- Provide an atmosphere that is participant centered, welcoming, caring, supportive and professional;
- Respect privacy and confidentiality during and following your classes and programs;
- Respect professional boundaries regarding appropriate and acceptable language, touching, overall conduct and promotion of programs;
- Understand that swearing, sexual oriented body or verbal language; being untruthful; encouraging gossip; economic maneuvering in sales and copyright infringements are examples of unprofessional or inappropriate conduct.

### Participant Success:

- Design, market and present group fitness programs and classes for apparently healthy teens and adults;
- When an individual registers they will fill in the basic health screening forms using CSEP's PAR-Q / PARmed-X and PARmed-X for Pregnancy forms<sup>1</sup> and we will refer clients to the appropriate health/fitness professionals where indicated and to maintain best practices as outlined by the Canadian Fitness Safety Standards<sup>2</sup>;
- Programs and classes will inspire, educate and activate participants to foster a lifelong commitment to active living, fitness and healthy lifestyle;
- Instruction will foster personal participant success based on their realistic personal goals;
- Provide recognition of client at completion of their class set or program — in paper, in word, kind deeds.

## **Technical Skills**

- Understand and instruct within professional scope of practice (see below);
- Have the group fitness skill, knowledge, confidence, and ability in instruction;
- Demonstrate a working knowledge and understanding of the CFES model, mission, direction, and focus, follow CFES professional ethics and conduct guidelines for every group fitness class or program;
- Design and instruct a proper warm-up, a work-out (cardio, strength, endurance) and cool down (flexibility) components for each group fitness class;
- Provide safe, progressive, balanced, technically proficient program components;
- Possess the ability to determine and work with differing styles of participant learning and abilities;
- Be able to make a judgment whether the participant fitness level is appropriate for class level;
- Provide exercise modifications, alternatives meeting the levels and conditions of participants;
- Provide instruction and modifications for the safe use of common group exercise equipment;
- Provide feedback and encouragement that enhances and promotes participant advancement.

## **Program Effectiveness:**

- Promotion provides clear program descriptions, health benefits and variety of progressive choices for ages and health stages, beginners to advanced group fitness participants;
- Conduct group exercise and facility orientation sessions for participants;
- Design progressive group fitness programs for apparently healthy teens and adults that are modifiable for fitness levels and abilities;
- Programs are to produce effective measurable results for the participant;
- Educate regularly with a variety of information for all — in class tips, handouts, bulletins, newsletters;
- Respond to individual inquiries and group education on Canada's Food Guide and professionally recognized, credible nutrition resources available on-line and in the community;
- To avoid conflict of interest, it is professional to provide more than one, ideally three, recognized professionals or organizations in answer to participant requests;
- Provide ample opportunity for participants to give feedback on instructor, program, facility. Where deemed reasonable act upon their feedback and let them know they are appreciated for their ideas and interest;
- Keep records of the participant progress and program evaluations; document results for future review.

## **Safety:**

- Have an emergency procedures plan in place where I am teaching, posted in a visible spot with staff, instructor(s) and participants educated in procedures;
- Have or be able to recommend an accredited fitness assessment for interested individuals;
- Participants are asked to sign an informed consent form before entering any program;
- Keep music volume at reasonable levels below 90 decibels, dB and voice 100 dB max, 10dB above music volume and where possible purchase or use equipment to measure this volume <sup>3</sup>;
- Participants are provided proper instruction for monitoring cardiorespiratory endurance intensity including: correct technique to measure working heart rate in middle of workout, not at the end; how to interpret and use Rate of Perceived Exertion (RPE), as per CFES protocols;
- A target heart rate or perceived exertion chart is on the wall, visible for all to read and ideally provides beats in a 10-second count for beginners, intermediate and advanced levels;
- Participants are shown where water stations, washrooms and emergency exits are. Participants are encouraged to bring water bottles.

## **Professional Credibility:**

- Respect individuality; equality; provide support, include and recognize participants and professionals;
- Promote honesty of feedback, originality of the candidate, and give credit where credit is due;
- Uphold a professional image through conduct and appearance;
- Maintain CFES group fitness instructor re-certification requirements;
- Advance group fitness instructor certification — add credentials, attend programs, events, network professionals;
- Keep up to date with exercise trends, safety, new programs, techniques, and current research;
- Have regular evaluations of leadership skills, abilities and conduct from participants, peers and supervisors.

## CFES Group Fitness Instructor Scope of Practice

The CFES Group Fitness Instructor certification is meant to provide leaders with the competencies necessary to provide individuals with safe, effective, and appropriate land based fitness programs. These fitness classes will be based on the CFES Performance Standards of a CFES Group Fitness Instructor.

### The CFES Group Fitness Instructor will:

- Provide appropriate group fitness programs to apparently healthy adults. Apparently healthy adults are (a) those individuals with a clear PAR-Q or (b) those individuals who have been cleared by a qualified health professional (e.g. medical doctor) for unrestricted physical activity using PAR Med-X, PARmed-X for Pregnancy screening tools;
- Provide group fitness programs for participants who have been appropriately screened using the PAR-Q (apparently healthy adults). The PAR-Q must be administered each time someone registers for a new semester or program at the front desk or with the instructor;
- Group fitness programs can be provided for participants that answer 'Yes' on the PAR-Q, as long as they have been medically cleared by a health care professional to participate in 'unrestricted physical activity';
- Provide on-going screening and monitoring of the participants for the duration of the program and provide modifications to accommodate all levels of ability.
- Design, modify, and lead a safe, effective, and appropriate group fitness program to include — a warm-up, work-out (cardio, strength, endurance) and cool down (flexibility) components for each class;
- Provide appropriate exercises based on the needs and physical abilities of the participants;
- Incorporate use of appropriate portable equipment based on the participant's needs, physical abilities and personal fitness goals;
- Answer general healthy eating inquiries based on the Canada's Food Guide to Healthy Eating and Canada's Physical Activity Guide to Healthy Active Living. Provide clients with information and support regarding credible online support tools (Dieticians of Canada). Client requests for advanced nutritional information are to be referred to a Registered Dietician;
- The Group Fitness Instructor will NOT provide individualized eating plans or recommendations for supplementation to clients. Clients who indicate interest in these areas will be referred to a Registered Dietician;
- Follow the CFES Professional Ethics and Conduct Guidelines, Scope of Practice, liability education and protection and signed Professional Code of Honour at all times;
- The Group Fitness Instructor will provide safe group fitness programs (proper balance, flow, progression as outlined by CFES protocols) using appropriate exercises and providing modifications based on the needs and physical abilities of participants;
- The Group Fitness Instructor specializes in the delivery of group programs and will not provide individualized, personalized training programs. Participants who request, or graduate to more advanced individualized training are to be referred to qualified and certified Personal Trainers.

## Liability Insurance and the Fitness Professional

### Who needs liability insurance?

As a Group Fitness Instructor, you have a professional responsibility to teach within your scope of practice and to protect yourself from the possibility of a law suit from a participant who is injured in a program. While a law suit is only credible if there is intentional misconduct or negligence on the part of the instructor which results in damage or loss to the participant, it is prudent for instructors to be covered personally, or through their employer.

## Procedures to Protect Against a Negligence Suit

### Liability

- Refers to the responsibility to provide services in a reasonable, prudent manner in accordance with current professional standards.

### Negligence

- Refers to the failure to act as a reasonable and prudent person would under similar circumstances. Negligence is carelessness, inattention, disregard, inadvertence or oversight that was accidental but avoidable.

### Certification

- Become certified as an instructor through a provincially and nationally recognized organization like CFES;
- Become certified in CPR and Fitness First Aid. Know emergency procedures for the facility and where the first aid kit is kept;
- Stay current and up to date through continuing education;
- Subscribe to a professionally recognized magazine or journal to keep up on current literature.

## Liability Insurance

- Study and understand legal liability and types of insurance coverage (see info on CFES website);
- Be educated on the differences between group and individual insurance policies;
- Ask questions to clearly understand when and where you need coverage and what happens when ... ;
- Ensure that employers carry facility and third party liability coverage, which cover employees and also includes physical dangers (e.g. slippery floors). It is important to ask your employer what coverage is in place and obtain a copy of the policy for your records;
- Purchase personal liability insurance privately or through CFES liability provider Holman Insurance.
- Holman Insurance offers CFES certified instructors and personal trainers an individual liability policy from one million to five million dollars coverage. Please be clear when purchasing this policy Holman recommends specific professional conduct and recommends you to follow basic health screening protocols by use of CSEP's PAR-Q / PARmed-X and PARmed-X for Pregnancy and to refer clients to the appropriate health/fitness professionals where indicated to receive coverage. For further information and application visit our web site.

## Documentation

- Document efforts to provide a consistently high quality of programming by: preparing and keeping individual program plans and documenting any negative situations with a participant; administering and retaining Health Screening Forms, Accident Report Forms, Needs Assessments, Evaluation Forms and keeping a journal.

## Potential Negligence

If you are knowledgeable and competent in planning and conducting safe group fitness exercise sessions and programs, you will not knowingly cause damage or loss to participants; however, the following are examples of potential negligence situations:

- The group fitness instructor fails to give instructions in progressive steps <sup>4, 5</sup>;
- Group fitness exercise activities are prescribed that could be considered beyond the physical working capabilities of the participant (e.g. activities that are not appropriate for the participant's age, gender or physical or emotional health);
- A group fitness exercise session/program is allowed to proceed when a reasonably foreseeable dangerous condition exists;
- A group fitness instructor or program supervisor fails to provide adequate on-site supervision of a program (e.g. an improper supervisor-to-participant ratio exists) or fails to advise the participant of restrictions or modifications that should be followed in an unsupervised period;
- The health history screening identifies a participant who possesses a health risk and either: 1) the participant is allowed to enter the program; or 2) if participation in the program is deemed to be acceptable for that person, an extended level of care is not provided;
- The group fitness leader or program supervisor acts beyond his or her responsibilities, as defined by the terms of his or her employment;
- The participant is not made fully aware of any potential risks or dangers associated with a program;
- Any component of the group fitness program is structured or delivered in such a way that it does not meet the reasonable standard of safety that could be expected for such a program;
- The facility fails to meet accepted industry standards for safety;
- In an emergency, appropriate medical treatment is withheld, or treatment is administered that is deemed to worsen the injured person's condition;
- Faulty or damaged equipment is used;
- The group fitness instructor fails to terminate an exercise session when a participant exhibits signs or symptoms of physical distress.

## References:

1. Canadian Society of Exercise Physiology (CSEP) Forms are available to download on their Website: <http://www.csep.ca> or call Tel.: 613-234-3755.
2. Canada Safety Council Canadian Fitness Safety Standards; website: <http://archive.safety-council.org/info/sport/standards.html>
3. IDEA, Codes of Ethics, Ethical Practice Guidelines for Group Fitness Instructors; July-August 2011 IDEA Fitness Journal, 124.
4. National Fitness Leadership Advisory Committee (NFLAC) , "Legal Liability Considerations for the Fitness Leader"; Report of the National Fitness Leadership Advisory Committee (NFLAC), Ottawa, 1990.
5. CFES Group Fitness Instructor Student Manual 6th Edition., "Liability Insurance: Who needs liability insurance?", September 2012

*For further safety information for the fitness professional visit: Canada Safety Council Canadian Fitness Safety Standards; Website: <http://archive.safety-council.org/info/sport/standards.html>*