



# CFES Personal Trainer National Re-Certification Application Form (RCAF)

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

## RCAF Directions

- 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 Personal Trainer Instructor Number: \_\_\_\_\_ Renewal Date: \_\_\_\_\_

## Section 2: CFES Personal Trainer Instructor National Re-Certification Requirements Record of Completions

### Submit to CFES

- One year re-certification option: 12 verified Personal Trainer instructional hours form (IHF) or two year re-certification option: 24 verified Personal Trainer 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 Personal Trainer Instructor Professional Code of Honour (COH)

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

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

## Section 4: CFES Personal Trainer 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 Personal Trainer 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 Personal Trainer Re-Certification Instructional Hours Form (IHF)

Please fill in and copy this required form for CFES PT re-certification. Submit to CFES office by scan/ email, fax or mail. To retain your CFES Certification please teach 12 complete (45 - 60 minutes) client programs per year and have your client 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	Participant Signature and Contact #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____

# CFES National Personal Trainer (PT) Professional Code of Honour Package

## Certification Requirements

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

1. Pre-requisite: CFES Weight Training Instructor Certification\*;
2. Personal Trainer (PT) Classroom Course\*;
3. PT Practicum Class Course or Mentorship Program\*;
4. National PT Exam and exam fee\*;
5. National PT Skills Assessment and PTSA fee\*;
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 Personal Trainer Certification - electronic or end of classroom program.

## Re-Certification Requirements

*Each candidate is to successfully complete the following CFES steps or present an equivalent\*:*

1. Attend eight (8) hours CFES recognized certification workshop CECs\*;
2. Submit twelve (12) Personal Trainer client verification hours\*;
3. Maintain CPR; First Aid and annual liability insurance (if required);
4. Submit to CFES: CFES Re-Certification Application Form, collateral documents and certification fee;
5. Receive CFES Personal Trainer Re-Certification.

\* Two year re-certification option available

## Professional Ethics and Conduct Guidelines

**As a CFES Certified Personal Trainer (PT) I will be expected to meet the following guidelines:**

### Personal Attributes

- Have an interest, enthusiasm and commitment to excellence in educating, instructing and leading;
- 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;
- Encourage and support the client in their fitness and health endeavors, recognize and appreciate their weaknesses; provide feedback to the client in a constructive, positive manner; respect the client and never discriminate on the basis of race, creed, color, sex, age, physical and mental limitations or nationality.
- Have dedicated time to carry out the PT role, including availability to clients outside of their session;
- 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 the client and all involved;
- Clarify and present the PT instruction in a succinct and meaningful manner;
- Interpret and explain the clients results to the client;
- Provide an atmosphere that is client centered, welcoming, caring, supportive and professional;
- Respect privacy and confidentiality during and following the sessions 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 and implement individualized programs for apparently healthy teens and adults, using exercise routines that are based on sound anatomical, physiological and biomechanical principles;
- Before beginning with a client, fill in a PAR-Q. If there is a 'yes' on the PAR-Q, then the client must be referred back to their physician with a PARmed-X or clearance to commence exercise without any restrictions to exercise;
- Prior to engaging in every session, the trainer must ensure that there are no contraindications to exercise, that the health of the client is unchanged, and that the medical clearance forms are current and not out of date (e.g. the PAR-Q form is only valid for one year);
- Refer the client when deemed appropriate (i.e. health or medical diagnostics, nutritional assessment or advice, physical therapy, counseling services, chronic health conditions, or when the client-trainer relationship is compromised);
- Prior to designing an exercise program, a Health Related Fitness Assessment must be completed with all clients. The trainer is responsible for taking a thorough history; establish short and long term goals; and assessing the client's baseline level of fitness;
- Provide proper supervision, thorough monitoring, and education to the client. Educate participants about the benefits of exercise and healthy lifestyles; develop short term and long term goals; provide on-going precise feedback on the client's progress; and be a positive role model to the client through your own healthy lifestyle and exercise practices;

- Ensure that the frequency, intensity, duration and type of exercises are always appropriate and specific. In addition, make sure that the exercises are progressed properly;
- Document every session.

### **Technical Skills**

- Understand and instruct within professional scope of practice (see below);
- Have the personal training skill, knowledge, confidence, and ability in your instruction;
- Demonstrate a working knowledge and understanding of the CFES model, mission, direction, and focus, following CFES professional ethics and conduct guidelines for every weight training class or program;
- Design and instruct a proper warm-up, a work-out (cardio, strength, endurance) and cool down (flexibility) components for each Personal Training session as it applies;
- 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 chosen exercises;
- Provide exercise modifications and alternatives that meet the fitness levels and condition of the client;
- Provide instruction and modifications for the safe use of all equipment utilized;
- Provide feedback and encouragement that enhances and promotes client advancement.

### **Program Effectiveness**

- The exercise routines must be based on sound anatomical, physiological and biomechanical principles;
- The design of the program must take into consideration the client's health history, assessment results, current lifestyle, training experience and specific goals;
- The program prescription should include the frequency, intensity, type and duration of the activities to be performed by the client;
- The program must be safe for the client, avoiding contraindicated or high risk exercises at all times.

### **Safety**

- Maintain a clean, well-lit, well ventilated facility that provides enough room for participants to move freely and exercise safely;
- Avoid all unsafe conditions, whether in the environment or with the training equipment;
- All safety issues must be brought to the supervisor or owner of the training environment (whether in a gym setting or in a client's home);
- The training environment and the training equipment must meet industry, insurance, and fire safety recommendations;
- Maintain all fitness equipment according to manufacturers' instructions, ensure that the equipment is well maintained, and inspect the equipment prior to every session;
- Avoid home-made equipment;
- Establish, explain and practice emergency routines for staff and clients.

### **Professional Credibility**

- Respect individuality; equality; provide support, include and recognize participants and professionals;
- Support other personal trainers and share knowledge and expertise, with the goal of improving oneself and the Personal Training profession;
- 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 Personal Training recertification requirements;
- Advance PT certification: add credentials, attend programs, events; network with 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;
- Maintain professional boundaries as client and trainer;
- Offer a high quality product that is fairly priced, placing the welfare of the client above profit;
- Do not use misleading advertising or product misrepresentation;
- Respect employment laws, business laws, property laws and the proper use of copyrighted materials;
- Protect the privacy of the client at all times. This includes never discussing the client with others, keeping their information in a confidential, secure location, and obtaining clients' consent prior to releasing any information.

# CFES Personal Trainer Scope of Practice

The CFES Personal Trainer certification is meant to provide individuals with no formal academic training in the exercise sciences with the competencies necessary to enable them to provide safe and effective advice to apparently healthy clients.

The CFES Personal Trainer certification is focused on providing candidates with the competencies necessary to:

- Assist apparently healthy clients to make positive behavioural changes to their lifestyle that effect health-related fitness and nutrition
- Provide advice on how to change to their lifestyle behaviours in order to prevent the chronic diseases associated with an unhealthy lifestyle.
- Only engage clients who have been appropriately screened (using the PAR-Q) and are determined to be apparently healthy. Those clients who answer YES to any questions on the PAR-Q must be cleared by a qualified health professional (e.g. medical doctor) for unrestricted physical activity.
- Only use the assessment tools or assessment techniques and administer the appraisal protocols identified within CFES Personal Trainer manual to assess health-related fitness levels and eating behaviours.
- Will prescribe physical activity and/or healthy eating goals using information contained within the CFES Personal Trainer manual.
- May not provide information to clients to assist them with the treatment or management of any existing chronic disease or acute injury. These clients should be referred to individuals with advanced knowledge, training and specialized Certifications. Client requests for advanced nutritional information will be referred to a Registered Dietician.
- Will not work with clients who wish to improve performance related physical activity or nutrition intake to enhance performance.
- Will follow the CFES Standards and Code of Ethics at all times.

**IMPORTANT NOTE:** *Upon completion of this course and during your personal trainer career you are likely going to learn additional knowledge or competencies either obtained through an accredited and approved health organization or at a recognized fitness conference. Caution should be exercised regarding these additional competencies, especially when they fall outside the scope of practice of the CFES Personal Trainer.*

*Potential problems arise if and when a certified individual receives these extra competencies and then proceeds to work with a population outside their scope of practice. Doing this nullifies their insurance should something untoward happen. In other words, if a trainer practices puts their additional knowledge into practice with a client, they do so without the protection of the insurance coverage offered at this certification level because they are beyond their scope of practice.*

## Liability Insurance and the Fitness Professional

### Who needs liability insurance?

As a personal trainer, 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 personal trainer which results in damage or loss to the participant, it is prudent for personal trainers 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 personal trainer 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. CFES offers certified access to an online magazine, articles, videos, networking blogs; online store for equipment, education and recognized variety of re-certification workshops, courses and development through three levels of certification;
- 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 as a certified Personal Trainer;
- Holman Insurance offers CFES certified Personal Trainer an individual liability policy from one million to five million dollar 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 each visit and any negative situations with a client; 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 personal trainer exercise sessions and programs, you will not knowingly cause damage or loss to participants; however, the following are examples of potential negligence situations:

- The personal trainer fails to give instructions in progressive steps.
- Personal trainer exercise activities are prescribed that could be considered beyond the physical working capabilities of the client (e.g. activities that are not appropriate for the client's age, gender or physical or emotional health);
- A personal trainer exercise session/program is allowed to proceed when a reasonably foreseeable dangerous condition exists;
- A personal trainer 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 client who possesses a health risk and either 1) the client 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 personal trainer 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 personal trainer 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 personal trainer fails to terminate an exercise session when a client 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. CFES Personal Trainer Student Resource Manual 1st edition, Chapter One: Introduction to Personal Training, 2011, 12-15.
3. National Fitness Leadership Advisory Committee (NFLAC) , "Legal Liability Considerations for the Fitness Leader"; Report of the National Fitness Leadership Advisory Committee (NFLAC), Ottawa, 1990.
4. CFES Group Exercise Instructor Student Resource Manual 5th Edition., "Who needs liability insurance?", April, 2005: 9-6 to 9-7.
5. Canada Safety Council Canadian Fitness Safety Standards website: <http://archive.safety-council.org/info/sport/standards.html>

*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>*