CFES National Fitness Leadership Certification Application Form

1. Please complete the applicable sections of this form.
2. Certification candidates: read and agree to and sign CFES Certification Code of Honour for each designation you are applying for.
3. *Note: You can not save a completed copy of this form on your computer. Please fill it in and print for your records.*
4. Submit all forms and required credentials either by: scan and email; print and fax or mail to our offices.
5. Once CFES receives and approves your application and qualifications we will email your Certification certificate(s) for each designation you have applied for. If you have any questions feel free to email or call us.

Section 1: Contact Information

Last Name: _____ First Name: _____ Middle Initial ____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone (h): _____ Phone (w): _____ Cell: _____

Email: _____ Website: _____ Date of Birth (mm/dd/yy) _____

Section 2: Certification Designation

Tick all certification designation(s) you are applying for (√)

- ☐ Group Exercise Instructor
- ☐ Weight Training Instructor
- ☐ Aquafit Instructor
- ☐ Yoga Instructor
- ☐ Seniors Instructor
- ☐ Personal Trainer
- ☐ Skills Assessment Evaluator
- ☐ Presenter
- ☐ Educator
- ☐ Management

Section 3: Qualifications and Credentials

Please Tick all (√) your qualifications and submit copies of proof of completion documentation for same:

- ☐ 1. Fitness Theory Course
- ☐ 3. Practicum Program
- ☐ 5. National Exam
- ☐ 2. Instructor/PT Course(s)
- ☐ 4. Instructor Skills Assessment
- ☐ 6. CFES Code of Honour (for reach designation)

Education: _____ Years of Fitness Industry Experience: _____

Other fitness related certifications, credentials and courses: _____

Section 4: CFES Membership and Certification Payment Details

Your first CFES membership is valid for one year. Upon renewal CFES will offer one and two year options for your associate or certification membership fee

		Introductory Fee 2011-12*	
A. Associate Membership Only Receive full membership benefits as an associate member. No certification designation.		$50.00 HST $ 6.00 Subtotal **$56.00**	☐
B. CFES Certification Write individual CFES certification exam (CFES Group Fitness Instructor, Weight Training Instructor, or Personal Trainer Exam)		$70.00 HST 8.40 Subtotal **$78.40**	☐
A + B or B only (if paid membership with previous certification exam)		**Total**	
C. Second CFES designation certification exam in the same year		$70.00 HST $ 8.40 Subtotal **$78.40** **Total**	☐
D. Cross-Transfer Certification Candidates who have certifications recognized by CFES are cross-transferred to CFES certification(s) of equal merit. CFES recognizes NFLA, YMCA and CALA certification designations. Receive full membership benefits and national certification recognition. Candidates who have certifications from other agencies may call CFES for to determine your qualifications with CFES. We review your credentials, education and experience.		$70.00 HST $ 8.40 Subtotal **$78.40** **Total**	☐

** CFES introductory membership, certification and exam fees for 2011-12 expires September 30, 2012.*

Signature: _____

Tick One (√): ☐ Cheque or Money Order ☐ Visa ☐ MasterCard

Card # _____ Expiry Date: _____

Canadian Fitness Education Services Ltd. • PO Box 138, Summerland, B.C., V0H 1Z0
Toll free 1.877.494.5355 • Fax: 250.494.9355 • Email: cfes@telus.net Website: www.canadianfitness.net

Canadian Fitness Education Services

Advancing the Standards in Fitness Leadership Training Since 1980

CFES National Aquafit Instructor Certification & Re-certification Professional Code of Honour

To receive your CFES National Aquafit Instructor (AFI) certification or re-certification please sign this form and submit along with all other required documents listed below to your CFES Educator at the end of your course or to CFES office (scan/email; fax or mail). Please note: If you would like a copy for your records please fill in and print this form as a completed copy cannot be saved on your computer. Your first CFES AFI certification/membership is valid for one year. A two-year option will be available upon recertifying.

CFES National Aquafit Instructor (AFI) 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 Aquafit Instructor Classroom Course;*
3. AFI Practicum Classroom Course or Mentorship Program;*
4. National AFI Exam*;
5. National AFI Skills Assessment and SA evaluation 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: All document copies steps 1-7; signed AFI Code of Honour; CFES Program Evaluation; application form; and certification/membership fee;
9. Receive CFES Aquafit Instructor Certification.

** CFES recognizes BCRPA; AFLCA; SPRA; MFC; OFC; FNB; NSFA; IFC; YMCA and CALA.*

CFES National Aquafit Instructor Annual Re-Certification Requirements

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

1. Attend eight (8) hours CFES recognized programs*;
2. Submit twelve (12) verified instructional hours*;
3. Maintain CPR; First Aid and annual Liability Insurance (if insurance required);
4. Submit to CFES: All document copies, steps 1-3; Signed AFI Professional Code of Honour; CFES Program Evaluation; application form and re-certification/membership fee;
5. Receive CFES National Aquafit Instructor Re-Certification.

CFES National Aquafit Instructor Certification Professional Code of Honour

I, the undersigned, have read, clearly understand and agree with the CFES Aquafit Instructor:

- Certification and re-certification requirements;
- Professional Ethics and Conduct Guidelines, Scope of Practice, liability information and Professional Code of Honour;
- I have attached my certification application form and written validation of my certification requirement documents;
- If I allow any of CFES Aquafit Instructor certification/re-certification requirements to lapse, my certification will be considered instantly null and void.

Signature is required before CFES will issue a Aquafit Instructor Certification.

Signature: _____

Print Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone (h): _____ Phone (w): _____ Cell: _____

Date: _____ Email: _____

Submit to (√): CFES Educator ☐ or CFES office ☐

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Tel.: 250.494.5355 • Fax: 250.494.9355 • Toll free 1.877.494.5355 • Email: cfes@telus.net • Website: www.canadianfitness.net

Canadian Fitness Education Services

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CFES National Aquafit Instructor
Professional Ethics and Conduct Guidelines

As a CFES Certified Aquafit Instructor (AFI) 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 Aquafit instruction in a succinct and meaningful manner;
- Interpret and explain Aquafit 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 Aquafit 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[1] 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 [2];
- 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 Aquafit 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 Aquafit class or program;
- Design and instruct a proper warm-up, a work-out (cardio, strength, endurance) and cool down (flexibility) components for each Aquafit 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 Aquafit 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 Aquafit participants;
- Conduct group exercise and facility orientation sessions for participants;
- Design progressive Aquafit 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.

For 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 voice100 dB max,10dB above music volume and where possible purchase or use equipment to measure this volume [3];
- 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.

For 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 Aquafit Instructor re-certification requirements;
- Advance Aquafit 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 Aquafit Instructor Scope of Practice

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

The CFES Aquafit Instructor will:

- Provide appropriate Aquafit 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 Aquafit 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;
- Aquafit 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 Aquafit 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 Aquafit 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 Aquafit Instructor Professional Ethics and Conduct Guidelines, Scope of Practice, liability education and protection and signed Professional Code of Honour at all times;
- The Aquafit Instructor will provide safe Aquafit 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 Aquafit Instructor specializes in the delivery of group Aquafit 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 Aquafit 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 as a certified member.
- Holman Insurance offers CFES certified members 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 Go to: http://www.canadianfitness.net/membership/insurance-info.html

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 Aquafit exercise sessions and programs, you will not knowingly cause damage or loss to participants; however, the following are examples of potential negligence situations:

- The Aquafit instructor fails to give instructions in progressive steps [4, 5];
- Aquafit 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);
- An aquafit exercise session/program is allowed to proceed when a reasonably foreseeable dangerous condition exists;
- An Aquafit 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 Aquafit 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 Aquafit 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 Aquafit 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 Aquafit 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 Exercise Instructor Student Resource Manual 5th Edition., Who needs liability insurance?" , April, 2005: 9-6 to 9-7.

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