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 Skills Assessment Evaluator & Leadership Mentor Certification & Re-certification Professional Code of Honour

To receive your CFES National Skills Assessment Evaluator (SAE) certification or re-certification please sign this form and submit along with all other required documents listed below to your CFES Master SA Evaluator at the end of your evaluation 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 SAE + LM certification/membership is valid for one year. A two-year option will be available upon recertifying.

CFES National Skills Assessment Evaluator (SAE) & Leadership Mentor (LM) Certification Requirements:

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

1 Pre-requisite: Two years instructional, supervisory and or teaching experience in the leadership designation(s) you would like SAE & LM certification(s) in*;
2. Two professional references attesting to your instructional abilities and experience;
3. SAE & LM Workshop per leadership designation and workshop fee(s)*;
4. SAE & LM Evaluation by a CFES certified Master SA & LM Evaluator and evaluation fee*;
5. Maintain current CPR-A minimum and Emergency or Standard First Aid Certifications;
6. Maintain required annual liability insurance;
7. Submit CFES SAE & LM: A ll document copies one-five above, signed Professional Code of Honour and National Evaluation forms; application form and certification/membership fee;
8. Receive Skills Assessment Evaluator & Leadership Mentor Certification.

CFES National Skills Assessment Evaluator (SAE) & Leadership Mentor (LM) Annual Re-Certification Requirements

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

1. Evaluate two candidates per year in leadership designation or combination;
2. Submit SAE completed forms and retain a good to excellent review on each SA evaluation & LM program;
3. Maintain current recognized CPR; First Aid and required annual liability insurance;
4. Submit CFES Program Evaluation and signed Professional Code of Honour Forms;
5. Submit to CFES all required documents one-four above and membership certification fee;
6. Receive Skills Assessment Evaluator & Leadership Mentor Re-Certification (electronic).

CFES National Skills Assessment Evaluator (SAE) & Leadership Mentor (LM) Certification Professional Code of Honour

I, the undersigned, have read, clearly understand and agree with the CFES SAE & LM:

- 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 SAE & SM certification/re-certification requirements to lapse, my certification will be considered instantly null and void.

Signature is required before CFES will issue a Skills Assessment Evaluator & Leadership Mentor 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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CFES National Skills Assessment Evaluator and Leadership Mentor Professional Ethics and Conduct Guidelines

The CFES Skills Assessment Evaluator's (SAE) role is to evaluate the student's current level of competency and expertise. They are required to give feedback and set goals for the leader's future growth and development. The Leadership Mentor (LM) will professionally facilitate an apprentice leader into confident independence and be qualified to provide a CFES Skills Assessment.

As a CFES Certified Skills Assessment Evaluator (SAE) and Leadership Mentor (LM) 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 Weight Training instruction in a succinct and meaningful manner;
- Interpret and explain Weight Training 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.

Technical Skills

- Have the skill, knowledge, confidence, and ability in the module you are evaluating;
- Demonstrate a working knowledge and understanding of the CFES model, mission, direction, and focus, following CFES professional ethics and conduct guidelines for every assessment and mentoring experience;
- Possess the ability to determine and work with differing styles of student learning and abilities;
- Evaluate the student's current level of competency, expertise, professionalism, and their ability to meet the CFES baseline of standards;
- Provide feedback and encouragement that will enhance and promote future growth and professional development in the leader;
- Keep records of the evaluation and document the results appropriately, concisely, and clearly;
- Understand that the assessment is one of the most important aspects of the CFES certification requirements;
- Confidently state that the student is "employable" in order for the student to pass the skills assessment and achieve the CFES certification standard.

Program Effectiveness:

- Assess the student's current level of competency and expertise;
- Objectively mark and evaluate;
- Consistently follow the marking criteria as outlined for the evaluator for national consistency;
- Use the CFES SAE tangible standards of excellence to base the marks on;
- Provide fair judgement, professionalism, and expertise at all times;
- Give feedback and set goals for future growth and development;
- Approve the certification of that student for CFES documentation requirements;
- Be the ambassadors of CFES certification, maintaining and upholding our national credibility and professional reputation as a standard of excellence and employability.

For Safety:

- Provide skills assessments and leadership mentoring within your CFES professional scope and standard of practice and the students (see below);
- Maintain a current CPR-A minimum and Standard or Emergency First Aid certifications or equivalent and have annual liability insurance;
- Understand the emergency procedures of the establishment (i.e. studio, gym, etc.) where you are conducting the Skills Assessment or mentoring;
- Know the location of the First Aid Room/Equipment and where the emergency exits are located where you are conducting the Skills Assessment or mentoring;
- Always have discussions and provide feedback (especially when the feedback might be negative) in private;
- Ask the candidate if they are comfortable involving their supervisor, etc. prior to inviting someone else to attend the evaluation;
- Always try to provide feedback in a positive manner, however should disappointment, anger, frustration, or violence ensue, remove yourself from the situation and get help. Notify the supervisor or call 9-1-1 if applicable.
- Always try to schedule evaluations in public studios, gyms, or fitness centers in order to avoid working in isolation;
- If an evaluation is conducted in isolation (i.e. at someone's personal residence), always have a means of communication (i.e. cell phone) with individuals who can respond to an emergency situation;
- Recognize where a potential conflict of interest or conflict of personalities may arise and refer to another evaluator or mentor when necessary;
- Trust your instincts. If you are uncomfortable evaluating or mentoring the candidate, assist them in finding another SAE+LM.

For Professional Credibility:

- Respect individuality and equality of candidates;
- 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 SAE+LM recertification requirements;
- Advance CFES SAE+LM 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 your own leadership skills, abilities and conduct from participants, peers and supervisors;

CFES Skills Assessment Evaluator and Leadership Mentor's Scope of Practice

The CFES SAE+LM certification is meant to provide leaders with the competencies necessary to provide individuals with the skills to lead a safe, effective, and appropriate mentorship program and skills assessment evaluation based on the CFES Performance Standards of a CFES SAE+LM.

- When facilitating a mentorship program or a skills assessment evaluation the SAE must insure all candidates have a clear PAR-Q. Apparently healthy teens or adults are those candidate 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.
- Candidates who have been appropriately screened using the PAR-Q apparently healthy teen and adults, the PAR-Q must be administered each time someone registers for a mentorship program or SA evaluation;
- For participants that answer 'yes' on the PAR-Q, however they have been medically cleared by a health care professional to participate in 'unrestricted physical activity'.

The Leadership Mentor will:

- Value the student as a person, develop mutual trust and respect, maintain confidentiality, help the student problem solve rather than giving direction, and focus on the student's individuality and personal strengths;
- Provide knowledge, advice, and resources to the student in order to enhance their learning experience;
- Provide guidance, motivation, emotional support, and role modelling;
- Assist in short term and long term goal setting regarding the development of their skills and career;
- Provide feedback as to their readiness to complete the Skills Assessment.
- Professionally facilitate an apprentice leader into confident independence. Meaning both you and the candidate will feel they are employable and ready to take the Skills Assessment Evaluation at the end of the practicum or mentorship program.

The Skills Assessment Evaluator will:

- Assess and evaluate a candidate's current level of competency and expertise in the various CFES modules by properly using the marking tools provided;
- Use objectivity when marking, use the standards of excellence to base your marking, and specifically follow the marking protocol outlined in each assessment;
- Maintain and uphold the standards of excellence and the credibility of the CFES certification model by using fair judgement, professionalism, and expertise at all times;
- Provide feedback on the candidate's performance and set goals for future growth and development;
- Evaluate candidates to ensure that they achieve the performance standards and the competencies as outlined by CFES;
- Approve the certification of that student. In doing so, the Evaluator must be able to state that the student is "employable" at the end of the evaluation.

Liability Insurance and the Fitness Professional

Who needs liability insurance?
As a fitness professional, you have a professional responsibility to operate within your scope of practice and to protect yourself from the possibility of a law suit. While a law suit is only credible if there is intentional misconduct or negligence on the part of the evaluator which results in damage or loss to the candidate, it is prudent for evaluators to be covered personally or through their employer. Because most Skills Assessment Evaluator and Leadership Mentors are working fitness professionals, most will already carry some form of insurance. It is important to discuss your various roles with the insurance company to ensure that all responsibilities are covered.

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. CFES offers certified members 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;
- Discuss all responsibilities and scenarios with the insurance company in order to be clear about when and where you need coverage;
- Ensure that employers carry facility and third party liability coverage. It is important to ask your employer what coverage is in place and obtain a copy of the policy for your records.
- When working as an Evaluator, it is likely that you are working as a contractor, therefore you must carry your own insurance (i.e. the facility does not cover you while conducting an evaluation in their facility, unless you are an employee, being paid by the facility NOT the candidate;
- 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 the results of the evaluation, consistently following the marking procedures;
- Be consistent, fair, and non-biased;
- Clearly document whether the candidate passed or failed;
- In a journal clearly document any negative outcomes of the evaluation (i.e. demonstrated frustration, threats, etc.);
- Document efforts to provide a consistently high quality of programming by: — preparing and keeping individual program plans and documenting any negative situations with a candidate, administering and retaining Health Screening Forms, Accident Report Forms, Needs Assessments, Evaluation Forms, and keeping a journal.

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. 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., "Liability Insurance: 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