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 Educator National Certification & Re-certification Professional Code of Honour

To receive your CFES Educator certification or re-certification please sign this form and submit along with all other required documents listed below to the 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 certification/membership is valid for one year. A two-year option will be available upon recertifying.

CFES National Educator Certification Requirements:

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

a. Advanced education in related field (e.g. Kinesiology, Physical Education, Health and Fitness degree or college diploma or related discipline); minimum three years' experience instructing/supervising exercise programs;
   or
   Are a physical education, health teacher or professor with fitness, health course experience;
   Have extensive years of experience in the field as an instructor, presenter and supervisor.
b. Receive, maintain CFES Skills Assessment Evaluator & Leadership Mentor (SAE & LM) Certification;
2. Submit two reference letters attesting to your professional experiences and meet with CFES Certification Director to determine qualifications, interests and direction with CFES;
3 Submit to CFES: Application Form and signed Educator/Instructor Professional Code(s) of Honour; Purchase CFES Educator Kits for Fitness Knowledge and leadership designations(s) you are teaching; Complete an Adult Educator course recognized by CFES; class or home study; Be assigned CFES Master Educator. Apprentice:
a. Observe; teach components of CFES fitness knowledge and instructor course(s) of choice; Receive feedback and pass CFES Educator Assessments;
b. Teach a full CFES Certification program solo. Video course components and submit to Master Educator. Receive good to excellent reviews on student and Master Educator evaluations;
6. Be an enthusiastic CFES professional network participant, agreeeing to membership expectatons;
7. Maintain CPR-A (minimum); Emergency or Standard First Aid and required annual liability insurance;
8. Submit to CFES: All document copies steps one-seven above and national evaluation;
9. Receive CFES Educator Certification Membership.

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

CFES National Educator Annual Re-Certification Requirements

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

1. Maintain a minimum of six verified instructional hours per leadership designation;*
2. Teach one module course per year per leadership designation*;
3. Attend eight hours CFES recognized professional development courses (in-class or online)*;
4. Attend required CFES Educator Update four hours/year (in class or online)*;
5. Have an annual review meeting with CFES Certification Director;
6. Maintain good to excellent reviews on all student and CFES national evaluations;
7. Be an enthusiastic professional network participant, agreeing to membership expectations;
8. Maintain CPR-A (minimum); Emergency or Standard First Aid and required annual liability insurance;
9. Submit to CFES: Application form; document copies one-eight above and national evaluation;
10. Receive CFES Educator Certification Membership.

Expectations for CFES Certified Educator Network Member

CFES will expect the following from your position as a certifed CFES educator and professonal network member:

- Provide professional, honest feedback whenever you would like and on occasion when a networking member or staff need your expertise and input. Examples of feedback will include your ideas on: CFES new programs; certification models; policies, procedures; upgrades of programs, resources, website and marketing mediums; new classroom and online programs for workshops, courses and conventions; updates on trends; research and other agencies activities, etc.
- Provide reciprocal promotion of CFES — in person, through mail or email, through your network, in your region, on your website, through promotional and social mediums — as CFES will provide for you.
- Attend a CFES professional network gathering in your region a minimum of once per year and in some locations there could be more frequent meetings. Gatherings are for a purpose, include you in agenda development and provide advance notice.
- Be clear, respect and agree that all information discussed with CFES (i.e. programs, resources, products, services, website, policies and procedures, etc.) contain ideas and information which are confidential and proprietary;
- Willing to be apart of the CFES Website Educator Profile Page with a professional biography and picture;
  Optional: Submit articles and videos of professional interest to be recognized and published in a CFES designated area

(e.g. manual, website; magazine, etc.). Can be created by another individual or organization with permission to use.

- Agree to annually sign CFES Professional Code of Honour as long as you are working directly with CFES in a professional capacity.

CFES Certified Educator Permission and Agreement:

For the use of: submitted and CFES/Educator approved professional info, photographs and video releases.

My signature in the Educator Professional Code of Honour Requirements below, indicates I understand and agree to give CFES permission to:

☐ (√) Place my name and submitted written professional information only in any CFES brochures, posters, updates, magazine, newsletters, website or other promotional materials.

OR

☐ (√) Place my name, submitted written professional information; my photographs and/or videos and/or CFES produced, professional information, photos and/or videos in any CFES brochures, posters, updates, magazine, newsletters, website or other promotional materials.

Agreements for Professional Information, Photos and Video Clips Submitted to CFES
Please label and date your professional information, each photo and video, and submit to CFES office.
I understand and agree each individual in each of my submitted photos or videos have also signed a CFES model release form and copies are provided.
CFES will send me a final copy of this information, photo(s) or video(s) for me to edit and approve for use in CFES promotion, before it is published by CFES or made available for public viewing.

CFES National Certified Educator Professional Code of Honour:

I, the undersigned, have read, clearly understand and agree with CFES National Certified Educator:

- ☐ Certification and re-certification requirements;
- ☐ Professional Ethics and Conduct Guidelines, Scope of Practice, Liability Information and Professional Code of Honour;
- ☐ Expectations for CFES Certified Educator Network Member;
- ☐ Permission and agreement as indicated by my check mark (√) above, for the use of my professional information, photos and videos;
- ☐ Handbook on CFES Policies, Procedures and Protocol upon its publication in September 2011;
- ☐ I have attached my certification application form and written validation of requirement documents;
- ☐ If I allow any of CFES National Educator Professional Code of Honour Requirements to lapse, my certification will be considered instantly null and void.

Signature is required before CFES will issue a National Educator Certification.

Signature: _____

Print Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

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

Date: _____ Email: _____

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

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Canadian Fitness Education Services

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CFES National Educator
Professional Ethics and Conduct Guidelines

The CFES Educator's role is to teach CFES public and professional workshops and courses. The Educator will collaborate or contract with CFES in developing and presenting current and new workshops and/or courses for certification and recertification. At times the educator will approach CFES with a pre-established module or workshop to be CFES recognized for recertification credits and CFES distribution. The Educator will be welcome to join the CFES Speaker Bureau.

The individuals that could qualify to be certified by CFES to be an Educator may include *(the list is not complete)*:

- CFES Certified instructor and or personal trainer with excellent experience and professional reputation;
- Physical education teacher;
- College professor in related field;
- University student in related field;
- University professor in related field;
- Health and Wellness Teachers, Professors, Managers in related field;
- Fitness Program Director;
- Fitness Club Manager.

As a CFES Educator, I will be expected to meet the following guidelines:

Personal Attributes

- Have an interest, enthusiasm and commitment to excellence in education and training;
- Promote positive thinking and enthusiasm about people and their potential to learn;
- Develop and maintain credibility, sincerity with the students, peers, and the fitness community;
- Maintain good records;
- Knowledgeable in the subject matter;
- Demonstrate self-motivation and be able to motivate others;
- Possess good time management, planning and organizational skills;
- Excellent communication skills, encouraging effective two-way communication (speaking and listening);
- Have dedicated time to carry out my role, including availability to my audience outside of the course or class session for questions, feedback, and concerns;
- Possess self-confidence, poise, patience, and a healthy self-image;
- Be personable in order to establish and maintain positive mutual working relationships;
- Be flexible and able to alter plans and directions in a manner which assists people in moving toward their goals;
- Value each student as a unique individual;
- Be perceptive of individual differences in learning, possess the ability to diagnose when students have difficulties, and assist those students in obtaining understanding and success;
- Be a realistic role model, aiming to demonstrate balance; express honesty, integrity and core values;
- Perform evaluations and mark without bias, conflict of interest, self-gains or vested interest in the outcome.

Communication Skills

- Possess the skill, knowledge, and ability to communicate well with students;
- Clarify and present the information in a succinct and meaningful manner;
- Provide an atmosphere that is learning centered, welcoming, caring, supportive and professional;
- Use positive motivation to create enthusiasm and interest in the minds of the students;
- Respect the privacy and confidentiality of all students;
- Use effective body language supported by verbal skills, creating a long lasting impression in the minds of the students;
- Ability to maintain the volume, tone and rhythm of the voice during the workshop;
- Use open communication in order to create dialogue rather than a monologue;
- 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 subject matter that you are presenting;
- Demonstrate a working knowledge and understanding of the CFES model, mission, direction, and focus, following CFES professional ethics and conduct guidelines for all modules;
- Possess the ability to determine and work with differing styles of student learning and abilities;

- Evaluate the student's current level of competency in learning, listening, and retention;
- Provide feedback and encouragement that will enhance and promote future growth and professional and/or personal development in the student;
- Be up to date with all the latest teaching aids like computers, video conferencing, use of internet, etc;
- Be aware of "best practice" in the industry and understand the importance of maintaining the standards of CFES;
- Keep records of all evaluations and test results and document the results appropriately, concisely, and clearly;
- Provide the education within the module's professional scope of practice (see below);

For Certification Consistency and Program Effectiveness:

- Assess the audience's current level of competency and knowledge base;
- Determine the needs of the audience;
- Set clear expectations, learning objectives, and learning outcomes for the module;
- Plan your format and delivery;
- Present research based information and try to answer each student inquiry with honesty. If the answer is not known seek it out for the student;
- Present with passion for the subject matter, mixing academics with practical examples;
- Provide visual, auditory and kinesthetic teaching instead of purely lecturing. Include activities and group involvement wherever possible;
- Provide fair judgment, professionalism, and expertise at all times;
- Give feedback and set goals for future growth and development;
- Objectively mark and evaluate;
- Consistently follow the marking criteria as outlined for the educator for national consistency;
- Approve the certification of that student for CFES documentation;
- Be the ambassadors of CFES certification, maintaining and upholding our national credibility and professional reputation as a standard of excellence;
- Be confident CFES certified leaders leaving your programs are employable;
- Read more specific details re certification delivery standards in CFES Presenter and Educator Hanbook of Policies, Procedures and Protocols.

For Safety:

- Have all students fill out a PAR-Q prior to engaging in the module;
- All students must be cleared to participate in the module, especially if the module is activity based;
- Provide education within your CFES professional scope and standard of practice (see below);
- Maintain a current CPR-A minimum and Standard or Emergency First Aid certifications or equivalent and retain annual liability insurance;
- Understand the emergency procedures of the establishment where you are teaching;
- Know the location of the First Aid Room/Equipment and where the emergency exits are located where you are teaching;
- Always have discussions and provide professional feedback in private whenever possible;
- 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.

For Professional Credibility:

- Respect individuality and equality of students;
- Promote honesty of feedback, originality of each student, and give credit where credit is due;
- Uphold a professional image through conduct and appearance;
- Maintain CFES recertification standards presented in the CFES Presenter and Educator Handbook;
- CFES Employability Standard: Be open to welcoming back a certified leader from your program, who was deemed "not employable" by an agency where they were hired to work. Invite them to register for your practicum or mentorship program where they will continue to practice until it is agreed they are ready to re-do their SAE.
- Maintain CFES Educator recertification requirements;
- Advance CFES Educator 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 education and teaching skills, abilities and conduct from participants, peers and supervisors.

CFES Educator Scope of Practice

The CFES Educator Certification is meant to teach CFES modules and professional workshops. Some of the workshops may be shorter in length (i.e. re-certification workshops), however most Educators will be responsible for teaching the various CFES certification modules. The Educator will collaborate or contract with CFES in developing and presenting new workshops or they will come to CFES with a pre-established workshop to be CFES recognized for recertification credits and CFES distribution.

- When instructing, the Educator must insure that all students have a clear PAR-Q. Apparently healthy teens or adults are those students who have been cleared by a qualified health professional (e.g. medical doctor) for unrestricted physical activity using a PAR-Q, PAR Med-X, or PARmed-X for Pregnancy screening tools. This is especially important when the workshop is activity based. The Educator may also decide to issue an informed consent to the participants.

The Educator will:

- Provide education to other fitness professionals and the general public;
- Facilitate the CFES certification modules and re-certification workshops;
- Either free lance (setting up CFES certification modules and re-certification workshops in own or rented space), contract to an organization to offer and or manage their CFES certification modules and recertification, or work as an employee to teach modules or CFES recertification programs as part of their job description.
- Be welcome to be a part of CFES Speaker Bureau;
- Value each student as a person;
- Provide knowledge, advice, and resources to the student in order to enhance their learning experience;
- Provide guidance, motivation, emotional support, and role modeling;
- Assess a student's level of competency and expertise in the CFES module 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 module;
- 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 student's performance and set goals for future growth and development;
- Evaluate students 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 educator must be able to state that the student has met all of the course and certification exit criteria as presented in detail in the CFES Presenter and Educator Hanbook of Policies, Procedures and Protocols.

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 educator which results in damage or loss to the student, it is prudent for educators to be covered personally or through their employer. Because most Educators 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 Educator 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 a Educator, it is possible that you will be 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 student);
- 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 Insurance 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: HYPERLINK "http://www.canadianfitness.net/membership/insurance-info.html"http://www.canadianfitness.net/membership/insurance-info.html

Documentation

- In a journal clearly document any negative outcomes during the module (i.e. demonstrated frustration, threats, etc.).
- Clearly document any accidents or injuries that happen during the module; administering and retaining Health Screening Forms, Accident Report Forms, and keeping a journal.
- Document efforts to provide a consistently high quality of education: preparing and keeping outlines for the session, administering and obtaining learning needs surveys and satisfaction surveys.
- Document any evaluation or test results, consistently following the marking procedures;
- Be consistent, fair, and non-biased;
- Clearly document whether the student passed or failed;
- In a journal clearly document any negative outcomes (i.e. demonstrated frustration, threats, etc.).

References:

1. Canadian Society of Exercise Physiology (CSEP) Forms are available to download on their Website: HYPERLINK "https://mail.lcaat.ca/owa/redir.aspx?C=d4ac2fd528c0492481f66f27efad363c&URL=http://www.csep.ca/" \t "_blank"http://www.csep.ca or call Tel.: 613-234-3755

2. Canada Safety Council Canadian Fitness Safety Standards; website: HYPERLINK "http://archive.safety-council.org/info/sport/standards.html"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., "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: HYPERLINK "http://archive.safety-council.org/info/sport/standards.html"http://archive.safety-council.org/info/sport/standards.html