



CFES Fitness Instructor & Personal Trainer Certification Cross Transfer Application Form

1. Please read, complete and sign off all sections of this form and provide proof credentials for each designation you are applying for.
2. Submit all forms and credentials either by: scan and email; print and fax or mail to our offices.
3. Print a copy for your own records.
4. Once CFES receives, reviews and approves your application and qualifications we will email your 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: _____

Section 2: Certification Designation

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

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Active Aging Instructor | <input type="checkbox"/> Weight Training Instructor | <input type="checkbox"/> Presenter | <input type="checkbox"/> Allied Health Professional |
| <input type="checkbox"/> Aquafit Instructor | <input type="checkbox"/> Yoga Fitness Instructor | <input type="checkbox"/> Skills Assessment Evaluator | |
| <input type="checkbox"/> Group Fitness Instructor | <input type="checkbox"/> Personal Trainer | <input type="checkbox"/> Educator | |

Section 3: Qualifications and Credentials

 Tick (√) all certification qualifications + equivalencies and submit proof credentials:

- | | | |
|---|---|--|
| <input type="checkbox"/> Fitness Knowledge Course* | <input type="checkbox"/> Practicum Program* | <input type="checkbox"/> Certification Exam* |
| <input type="checkbox"/> Instructor/PT Course(s)*
* or equivalency | <input type="checkbox"/> Skills Assessment* | <input type="checkbox"/> |

Education: _____ Years of Fitness Industry Experience: _____

Other fitness related certifications, credentials and courses: _____

Section 4: CFES Code of Honour

I, the undersigned, have read, clearly understand and agree with the CFES certification and re-certification requirement including: Code of Honour, Profession Ethics and Conduct Guidelines, Scope of Practice and liability requirements. If I allow any of CFES certification and/or re-certification requirements lapse, my certification/re-certification will be considered instantly null and void.

Signature: _____ Date: _____

Section 5: Cross Transfer Certification Fees

Cross-Transfer Certification: Candidates who have certification(s) of equal merit are recognized by CFES can cross-transfer to CFES certification(s). Contact CFES to determine your qualifications and equivalencies.

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

Signature: _____

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

Card # _____ Expiry Date: _____

Certificates are issued electronically.

There is a \$15.00 charge for NSF cheques, repayment must be by certified cheque or credit card.

CFES Professional Code of Honour, Ethics and Conduct Guidelines

As a CFES certified Fitness Instructor or Personal Trainer 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 participants in their fitness and health endeavors, recognize and appreciate their weaknesses; provide feedback to the participant in a constructive, positive manner; respect the participant 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 Fitness Instructor or Personal Trainer role, including availability to participants 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 participant and all involved;
- Clarify and present the Fitness Instructor or Personal Trainer instruction in a succinct and meaningful manner;
- Interpret and explain the participants results;
- Provide an atmosphere that is participant-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 programs for apparently healthy teens and adults, using exercise routines that are based on sound anatomical, physiological and biomechanical principles;
- Before beginning with participants, fill in a PAR-Q+ (or equivalent health screening). If there is a 'yes' on the PAR-Q+, then participants 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 participants 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 participants when deemed appropriate (e.g. health or medical diagnostics, nutritional assessment or advice, physical therapy, counseling services, chronic health conditions, or when the participant-trainer relationship is compromised);
- Prior to designing an exercise program, a Health Related Fitness Assessment must be completed with all participants. The trainer is responsible for taking a thorough history; establish short and long term goals; and assessing the participant's baseline level of fitness;
- Provide proper supervision, thorough monitoring, and education to the participants. Educate participants about the benefits of exercise and healthy lifestyles; develop short term and long term goals; provide on-going precise feedback on the participant's progress; and be a positive role model to the participant 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;
- Have the 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 class or program;
- Design and instruct a proper warm-up, a work-out (cardio, strength, endurance) and cool down (flexibility) components for each 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 participant;
- Provide instruction and modifications for the safe use of all equipment utilized;
- Provide feedback and encouragement that enhances and promotes participant 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 participants' 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 participants;
- The program must be safe for the participants, 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 participant'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 participants.

Professional Credibility

- Respect individuality; equality; provide support, include and recognize participants and professionals;
- Support other fitness professionals and share knowledge and expertise, with the goal of improving oneself and the fitness industry;
- 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 recertification requirements;
- Advance Fitness Instructor or Personal Trainer 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 participant and trainer;
- Offer a high quality product that is fairly priced, placing the welfare of the participant 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 participant at all times. This includes never discussing the participant with others, keeping their information in a confidential, secure location, and obtaining participants' consent prior to releasing any information.

CFES Scope of Practice

The CFES 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 participants.

The CFES certification is focussed on providing candidates with the competencies necessary to:

- Assist apparently healthy participants 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 participants who have been appropriately screened (using the PAR-Q+ or equivalent) and are determined to be apparently healthy. Those participants 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 Fitness Instructor or Personal Trainer manuals to assess health-related fitness levels and eating behaviours.
- Will prescribe physical activity and/or healthy eating goals using information contained within the CFES Fitness Instructor or Personal Trainer manual.
- May not provide information to participants to assist them with the treatment or management of any existing chronic disease or acute injury. These participants should be referred to individuals with advanced knowledge, training and specialized Certifications. Participant requests for advanced nutritional information will be referred to a Registered Dietician.
- Will not work with participants 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 your certification and during your fitness industry 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 Fitness Instructor and 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 puts their additional knowledge into practice with a participant, 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 fitness instructor or 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 fitness instructor or personal trainer which results in damage or loss to the participant, it is prudent for fitness instructors or 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 a fitness instructor or personal trainer through a provincially and nationally recognized organization;
- 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 fitness instructors and personal trainers access to articles, videos, networking blogs; online store for equipment, education and recognized variety of re-certification workshops, courses and development;
- 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 insurance partner provider Holman Insurance as a certified fitness instructor or personal trainer;
- Holman Insurance offers CFES certified fitness instructors or personal trainers 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 (or equivalency) and to refer participants to the appropriate health/fitness professionals where indicated to receive coverage. For further information and application go to: HYPERLINK: <http://www.canadianfitness.net/certification/insurance-info.html>

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

- The fitness instructor or personal trainer fails to give instructions in progressive steps.
- The fitness instructor or personal trainer exercise activities are prescribed that could be considered beyond the physical working capabilities of the participant (e.g. activities that are not appropriate for the participant's age, gender or physical or emotional health);
- A fitness instructor or personal trainer exercise session/program is allowed to proceed when a reasonably foreseeable dangerous condition exists;
- A fitness instructor or 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 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 fitness instructor, 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 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 fitness instructor or personal trainer 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>.
2. CFES Personal Trainer Student Resource Manual 1st edition, Chapter One: Introduction to Personal Training, 2017.
3. National Fitness Leadership Advisory Committee (NFLAC) , "Legal Liability Considerations for the Fitness Leader"; Report of the National Fitness Leadership Advisory Committee (NFLAC), Ottawa.
4. CFES Group Exercise Instructor Student Resource Manual 7th Edition., "Who needs liability insurance?", 2015.
5. Canada Safety Council Canadian Fitness Safety Standards website: <http://archive.safety-council.org/info/sport/standards.html>