

FITNESS NB CERTIFICATION POLICIES AND PROCEDURES CERTIFICATION

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Policy #: 14001C **Continuing Education Credits (CEC's) for Certified Leaders**

Date approved by Board: **November 3, 2014**

Rationale: Continuing professional development (CPD) education is the means by which people maintain their knowledge and skills related to their professional lives. CPD obligations are common to most professions. Many professions define CPD as a structured approach to learning to help ensure competence to practice, taking in knowledge, skills and practical experience. CPD can involve any relevant learning activity, whether formal and structured or informal and self-directed.

Policy: Number of CEC's required

One of the requirements for maintaining a FNB certification is to acquire and submit a certain number of Continuing Education Credits (CEC's). These credits will vary according to the specialty and designation (Fitness Leader, Personal Fitness Trainer, Course Conductor, and Evaluator) of the leader as follows.

Group Fitness Leaders	12 CEC's every two years
Personal Fitness Trainers	21 CEC's every two years
FNB Course Conductors	30 CEC's every two years
FNB Evaluators	15 CEC's every two years

Policy: Nature of the Credits

It is **recommended** that the credits are to be distributed equally between:

- Practical based (physical participation)
- Theory based (i.e. lecture, online courses articles)
- Choice of Practical and/or Theory in any combination.

Example: For 12 credits - 4 practical, 4 theory, 4 choice of practical/theory in any combination

Policy: Collection of CEC's

It will be the responsibility of the member to track their own credits for submission. The CEC's will be collected by the member and submitted with the renewal at the end of the two year due date as specified. The submission to be summarized on the CEC summary form accompanied by a description of the CEC's (i.e. brochure and registration), and proof of attendance (i.e. receipt/letter/certificate)

Policy: Pre-approved CEC chart

Members will use the Fitness NB Certified Member Pre-approved Continuing Education Credits (CEC's) chart to determine the correct type and number of credits. See chart on page 2

If there are questions regarding credits inquiries can be made through the FNB office.

Effective Date: **November 3, 2014**

Fitness NB Certified Member Pre-approved Continuing Education Credits (CEC's)

All Fitness NB Certified members must submit Continuing Education Credits (CEC's) every 2 years as part of the re-certification process. Below is a list of pre-approved credits.

Everyone will receive a notice of CECs due with their renewal information.

List of CEC Categories	Category Details	Number of CECs Awarded
Conferences	<i>Fitness NB Annual Conference</i>	9 credits per full day 3 per half day conference attendance. 1.5 credits per session
		3 credits for attending AGM
		5 credits per session for being a presenter
	<i>Other professional association scientific conferences that have a healthy lifestyle focus</i>	8 credits for one day conference attendance
		4 credits for half day conference attendance
		5 credits per session for being a presenter or per: free communication or poster
<i>Offered by other fitness commercial enterprises</i>	5 credits for each day of attendance at the conference	
		5 credits for being a presenter at the conference
Fitness NB Provincial or Regional Committee Work	<i>Chair</i>	10 credits
	<i>Committee Member</i>	5 credits
	<i>Subcommittee Member</i>	5 credits
Seminars/Workshops offered by Local, Private, Club or Commercial Fitness Consulting and/or Fitness Certification Agencies	<i>Offered by FNB and other fitness or allied health practitioners.</i>	1 credit for every hour of presenting, teaching or attendance to a maximum of 15 credits in a two year cycle
Non-diploma or non-degree courses/continuing educational opportunities - post certification pursuits	<i>Usually delivered through Distance Education, Continuing Education, the content must be specific to physical activity/exercise science and associated lifestyle fitness applications</i>	5 credits for taking a course to a maximum of 3 courses per two year cycle
Proof of passing the test questions related to featured article that appear in scientific professional journals for fitness practitioners	<i>Usually delivered by recognized Professional Fitness Associations that have both research and practitioner branches: CSEP, ACSM, NSCA</i>	3 credits per featured article to a maximum of 3 articles per two year cycle
Proof of passing the test questions related to featured article that appear in newsletters or online provincial associations.	<i>Usually delivered by recognized Professional Fitness Associations: NFLA partners, Human Kinetics</i>	# of credits specified per featured article to a maximum of 3 articles per two year cycle
Automated Defibrillator	<i>Offered by a recognized agency</i>	5 credits per two year cycle

Training		
First Aid/CPR Instructor Certification	<i>Offered by a recognized agency</i>	10 credits per two year cycle
Peer Reviewed Publications (Research Journal Articles, Chapters in books, Position Statements, etc): Reviewed by experts (PhD) in related area	<i>Authoring or co-authoring a peer reviewed journal article (e.g. CJPA, Med Sci Sport & Exerc, etc.), chapter in a book), a book - the content of which is related to PA/exercise science fitness applications</i>	20 credits per article or book chapter or per book
Non Peer Reviewed Commercial Fitness Publications	<i>Newsletters, Magazines, Trade Magazines, Books - the content of which is related to PA/exercise science fitness applications</i>	10 credits per article or book chapter or per book
Teaching university degree academic courses or college diploma courses	<i>Delivered at an accredited college or university. The content of these courses must be specific to physical activity/exercise science fitness and associated lifestyle applications</i>	15 credits for teaching a full year course
		7.5 credits for teaching a half year course
Teaching/Instructing non-diploma or non-degree courses/continuing education courses	<i>Usually delivered through Distance Education, Continuing Education, the content must be specific to physical activity/exercise science and associated lifestyle fitness applications</i>	5 credits per half year course
Post undergraduate and post certification academic pursuits: university degree academic courses or college diploma courses	<i>Delivered by an accredited college or university. The content of these courses must be specific to physical activity/exercise science fitness and associated lifestyle applications</i>	15 credits for taking a full year course
		7.5 credits for taking a half year course