Interested Education Provider,

Thank you for your interest in the National Association for Fitness Certification (NAFC) Continuing Education Provider program. Our Continuing Education Provider Program is designed to provide educational opportunities for NAFC Certified Fitness Professionals to enhance their professional knowledge and capabilities.

The purpose of this guide is to provide you with the information needed to apply to be an Educational Provider. In addition to the steps to apply, you will find the Education Provider Application.

If you are interested in offering courses once or multiple times during the current calendar year, complete and return the course application, the signed agreement and the appropriate fees.

If you are interested in offering courses to attendees at educational conferences or an educational convention, in addition to the application and agreement, please submit the convention brochure and the information detailing the event, particularly: the listing, format and timeframe.

We will not accept an incomplete Continuing Education Provider application.

Provider Application Procedures:

1. Read the enclosed NAFC Continuing Education Provider Rights and Responsibilities information.
2. Return the following:
   • NAFC Continuing Education Provider Application
   • Course Application(s)—One for each course
   • Signed NAFC Agreement
   • Instructor Applications: include copies resumes, certifications/degrees and other credentials

We look forward to receiving your application.

In health,

Education Department

National Association for Fitness Certification (NAFC)
CONTINUING EDUCATION PROVIDER APPLICATION PACKET

OVERVIEW

The National Association for Fitness Certification was established in 1992 to provide scientifically-based, standards-focused education and training for Group Fitness Instructors, Personal Trainers, and Wellness Consultants. The NAFC's combination of demanding standards, practical application of scientific principles, and affordable program pricing have defined it as the most rapidly-expanding certifying organization in the industry today.

- The NAFC is a certification organization that places focus upon a hands-on and practical approach to fitness, corrective movement and 'healing' the human body. We work with a number of organizations from a holistic perspective, this being the development of a sound and healthy mind and body.
- Through intense and in-depth nutrition and wellness programs, combined with an awareness of biomechanically sound practices, courses offered with the NAFC place an emphasis upon the physical mechanics and structure of the body. There is a commitment to providing education that recognizes and supports the importance of nutritional, mental and physical health.
- The NAFC works with professionals - trainers, educators and institutions whose goals include health, fitness and sustaining a lifestyle that supports longevity through healthy practices.
- During our workshop "intensives" the NAFC gets to know each of our students on a personal level. We treat each individual as a representation of "who we are and what we stand for."

CONTINUING EDUCATION CREDITS (CECs) and CONTINUING EDUCATION UNITS (CEUs)

The NAFC measures coursework and live training attendance according to CECs and CEUs. Each course is based upon one hour of study or one contact hour of live training attendance. In order to maintain the title of a NAFC Fitness Professional, recertification is required every two years. Recertification, and thus the title of NAFC Professional, requires:

- 2.7 CEC hours for Certified Personal Trainer (CPT) and Certified Group Fitness Instructors (GFI)
- 1.7 CECs for Nutrition Coach (NC)
- 1.8 CECs for Mat 1 Instructor
- 0.8 CECs for Mat 2 Instructor
- 3.8 CECs for Reformer 1 Certified Instructors
- 2.0 CECs for Reformer 2 Certified Instructors

- Proof of current CPR/AED certification is required for recertification.
- The accumulation of hours for recertification come from a variety of sources, including courses provided by the NAFC and approved and authorized continuing education providers.
- The NAFC makes the final determinations regarding the number of CECs or CEUs for each approved continuing education provider.
BECOMING A CONTINUING EDUCATION PROVIDER

The NAFC Continuing Education Provider Program is comprised of prestigious groups, individuals and organizations who are dedicated to encouraging professional excellence and personal growth through education. The following are a few of the benefits providers receive:

- Increased marketability through the use of the NAFC’s Continuing Education Provider Logo.
- Professional recognition.

APPLYING AS A CONTINUING EDUCATION PROVIDER

Courses approved for NAFC continuing education provide relatable, valuable, educational, and informative guidelines for the fitness professional. The knowledge gleaned from approved courses will contribute to the fitness professional’s repertoire of deliverable education and/or action. This content contributes to the professional’s overall knowledge and can include: video presentations, home study courses, live courses, additional certifications, Internet courses, and a host of additional formats.

Objectives for each program or event must cover content from one or more of the following performance areas for NAFC Certified Personal Fitness Trainers involving intermediate to advanced level content.

- Exercise Sciences: Content must provide relevant information or study in the areas of exercise physiology, functional anatomy, biomechanics, flexibility and/or nutrition in order to better understand the physiological effects, benefits and risks of exercise and movement
- Assessments and Injury Prevention: Content must be progressive and increase individual understanding of physical fitness assessment usage and implications and/or provide exercise programming or information for preventing injury and improving performance
- Business Applications: Content must focus on improvement of interpersonal and business skills as they relate to client and trainer success and/or how to run an efficient and effective fitness practice as an employee or as an independent contractor or entrepreneur.
- Program Design: Content must aid in the effective design of client programs that ensure consistent, effective and safe client progress
- Exercise Application: Content must aid in the increased ability to apply appropriate exercises to meet the needs and ability level of individual client sessions.

In addition to clearly stated objectives, to qualify as a continuing education provider, programs and events will fall into one of the following categories:

A. Live Workshops/Conferences/Conventions/Seminars
   - Live training sessions must include extensive hands-on activities and/or participation where an examination is not required.

B. Home Study/Correspondence Courses
In order to receive appropriate promotion and marketability for your program(s) and/or coursework it is imperative you submit your Continuing Education Provider Application at least 60 days prior to any live event or program registration deadline. This allows 30 days for application processing and to a minimum of 30 days for adequate promotion.

Applications which are received less than 30 days prior to an event or offering date will not be guaranteed of acceptance prior to the actual event. Appropriate exposure will not be guaranteed.

In these circumstances, applicants can pay an expedited fee of $50 to expedited the review process.

When calculating credit hours, all content and materials are reviewed. It is important that all pieces and parts that make up the course be submitted at one time. An incomplete application will not be considered.

**EDUCATIONAL PROVIDER FEES**

Continuing Education Provider Applicants must complete the application at the end of this guide and include the necessary application fees and information described.

Provider Application Fee/Renewal: $25

Live Workshops/Conferences/Conventions/Seminars

Session Base Fee: $100

Home Study Courses

Course Fee: $100

Additional sessions: $10

Additional courses: $10

**APPLICATION SUBMISSION**

A complete submission packet must include the following documents:

1- Continuing Education Provider Application Form included at the end of this guide

2- Supplemental course materials, including course objectives, lesson plans and evaluations

3- Program flyers, brochures, pamphlets and/or promotional materials

4- Resumes and/or curriculum vitae of presenters/writers

5- Appropriate fees and payment information

**APPLICATION REVIEW PROCESS**

The NAFC will review your application and verify that it complies with the standards and policies as set forth in this document and is consistent with the continuing education expectations for NAFC Certified Personal Fitness Trainers. The final determination for CEC value as a continuing education provider will be made by the NAFC.
PARTICIPATION VERIFICATION

Once approved, each presentation attendee or home study student must receive a form or certificate which verifies course completion or attendance (a sample will be provided in an acceptance packet once your organization is accepted as a continuing education provider). Each form must include:

- attendee/student name
- date of completion
- event/program title
- name of continuing education provider
- NAFC provider number and location (where applicable)

Each participant/student will inform the NAFC of attendance or course completion. Records of participant attendance or student course completion must be maintained by the continuing education provider for a minimum of five years.

AWARD NOTICE

Once you are accepted as a NAFC Continuing Education Provider you will receive the following:

- An award letter stating the number of CECs or CEUs awarded for your course, a course provider number, and beginning and end dates for term as an approved provider
- Permission to use the NAFC Continuing Education Provider Logo on marketing and promotional materials

APPEALS PROCESS

If your application is not accepted, you may appeal the decision to the NAFC. For consideration, the Continuing Education Provider Appeals Form must be completed and submitted within 90 days. All course materials must be included with the appeal.

Appeals require a non-refundable $50 appeals fee. In order to be considered, information included in the appeal must provide new or more in-depth material for review. The same program will not be considered again if not accepted by the NAFC following the appeal.

If submitting an appeal, allow 30 days for processing and consideration unless otherwise notified.

PROVIDER RENEWAL

As an Approved CEU or CEC Provider, you must renew your Provider status every year. If coursework/s or programs remain unchanged when applying for renewal, you will only need to complete the application form and pay renewal fees.

Information on any course material changes or instructor changes must be included with the renewal application. The resubmission of course materials and/or presenter resumes may apply.
Continuing Education Provider Application

Please check:
[ ] First Time Provider  [ ] Renewal - include **old** NAFC Provider number #__________________

Applicant:  [ ] Individual  [ ] Group  [ ] Convention

Name of Individual/ Contact: ___________________________________________________________

Name of Company/Organization: ______________________________________________________

Mailing Address: ___________________________________________________________________

City: ____________________ State/Province: _____ Zip/Post Code: _______ Country: ________

Daytime Phone: (_______)_______________ Email: ______________________________________

Company Website: ___________________________________ NAFC Affiliate: ______________

**Course Description:**

<table>
<thead>
<tr>
<th>Course Title(s)</th>
<th>Instructor Name(s)</th>
<th>Office Use</th>
<th>Hours and Minutes</th>
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**Course Breakdown:**

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<th>Hours and Minutes</th>
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<td>Lecture</td>
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<tr>
<td>Master Class/Follow-along Fitness Class</td>
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<td>Hands-on Practical Application</td>
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<tr>
<td>Breaks and/or Lunch</td>
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<tr>
<td>Testing Time</td>
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<tr>
<td>At-home Study Time</td>
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</table>

Total Course Length ____________________________
Course Objectives:
Please provide an overview of the learning objectives and goals for the course.

Under which Performance Domain(s) does the course fall? (check all that apply)

- Professional Practice & Responsibility
- Exercise Technique
- Assessment
- Client Relations & Administration
- Program Design
- Nutrition

Course Description:
Please provide an overview for each course.

Course/Program Fees:
Application Base Fee: $25 x __________ = $________
Live Course (8 hours): $100 x __________ = $________
  Additional Courses $10 x __________ = $________
Home Study Course: $100 x __________ = $________
  Additional Courses $10 x __________ = $________
Expedited Fee: $50 x __________ = $________
Total Cost: $________

Payment Information
- VISA
- Mastercard
- American Express
- Discover

Name on card: ________________________________
Credit Card Number: ________________________  Expiration: __________  CVV: _______
Billing Address: ________________________________
Signature: __________________________  Date: __________
CONTINUING EDUCATION PROVIDER LICENSE AGREEMENT

The courses and materials offered and recognized by the National Association for Fitness Certification (NAFC) provide general educational information in one’s efforts to obtain certification, recertification and/or when working with clients to reach clearly defined and specified goals. “You,” as used here, includes, but is not limited to, fitness professionals of all kinds (i.e., fitness trainers, group instructors, nutrition consultants, Mat instructors, students) and fitness students of all kinds, providers of continuing education services, NAFC educational contractors, and all other readers and users of the courses and materials offered through NAFC. At the time of publication, courses and materials of NAFC are intended to provide what is believed to be accurate information. However, please note the following important cautions before making use of NAFC courses, materials and logos.

- As a continuing education provider (CEP), NAFC grants a non-exclusive, non-transferable, non-sublicensable, limited license and permission to use and display the Official NAFC Continuing Education Logos (hereinafter the “Licensed Material”) subject to the following terms and conditions found herein.
- The CEP is affiliated with the fitness, wellness and health industry, and their use of the licensed materials is restricted to this described industry.
- A CEP shall use Licensed Material only as described and depicted, and shall not make any alterations to the Licensed Material or adapt the Licensed Material as part of another graphic symbol or mark.
- The CEP shall not use the licensed materials in a manner which would express or imply employment by NAFC or that they are representative of NAFC.
- The CEP shall not register the mark in the licensee’s name or that of a third party.
- The CEP shall protect the goodwill of the licensed materials and do all things necessary or desirable to preserve and enhance the Goodwill and not do anything which may damage the Goodwill neither at any time nor in any form.
- Goodwill is defined as the intangible value of a piece of property (e.g., a brand’s reputation and recognizability).
- CEP shall only use the licensed material in a positive, productive manner, and cannot misrepresent the NAFC brand.
- If the CEP does discover that a third party or a third party’s trademarks are infringing on the Licensed Materials, they have a duty to report the infringement to NAFC immediately.
- To the best of the knowledge of the authors, publishers, formatters and presenters of NAFC educational materials, the contents of each course were accurate as of the date of publication and/or presentation. However, as a consumer, we encourage you to stay informed of new developments in the field and to make sure the information is accurate when you consult the courses and materials.
- NAFC courses and supplemental materials are made available with the understanding that the authors, publishers, formatters and presenters are not engaged in rendering legal, medical, or other professional services by reason of their authorship, publication or presentation of such courses and materials. Professionals are strongly encouraged to consult an appropriate legal, medical, or other expert if you are seeking such assistance. This is an especially important precaution in the field of fitness and exercise, personal fitness training, nutritional consulting, group training and fitness practice.
- The CEP acknowledges that all of the above-referenced authors, publishers, formatters and presenters are independent contractors whom NAFC has engaged for their respective experience and purposes, and that consistent with their independent contractor status, NAFC neither has nor had any right of control over the manner or methods by which they provide their services, and is not legally responsible for their acts, beliefs, or omissions while performing services in their respective educational materials.
- In a personal practice, fitness professionals are encouraged to understand their local and state laws prior to engagement in practice, understanding that when necessary, seeking specific professional advice is encouraged.
- NAFC reserves the right to terminate or modify this License at its sole discretion at any time.
- Notice of termination may be given through certified mail at the address listed, or at the email address listed herein.
- After the termination of the Agreement for any reason, the CEP must stop using the Licensed Materials immediately.
  ○ This includes removing any and all electronic forms within twenty-four (24) hours of notice.

Signature Confirmation: I hereby attest that the above application information and all materials included in its submission are complete and accurate to the best of my knowledge. I understand the rules and guidelines for acceptance as an NAFC Continuing Education Provider and agree to its terms.

______________________________________________________________  __________________________
Signature of Primary Contact Person                           Date
CONTINUING EDUCATION PROVIDER APPLICATION CHECKLIST

Be sure the following items are included in your application packet:

- Completed Continuing Education Provider Application
- All supplemental course materials, including handouts and/or outlines, lesson plans and evaluations
- Program flyers, Brochures, pamphlets and/or Promotional materials
- References for content (if applicable)
- Resumes and/or curriculum vitae for presenters/content writers
- Appropriate fees and payment information
- Signed NAFC Agreement

Please send your completed CEP Application as an email attachment to: education@nafctrainer.com

If you have additional questions, please contact NAFC at 1.800.324.8315 or admin@nafctrainer.com