

2009

PROVIDER PROGRAM

Information, Application and Forms



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AEROBICS and FITNESS ASSOCIATION of AMERICA

Dear AFAA Continuing Education Provider,

Enclosed please find your Renewal Application for 2009 along with your 2008 Provider Approval Form. To renew approved 2008 courses with no changes in content or instructors, simply return the application with the 2008 Provider Approval Form, signed agreement and appropriate fees. You will need to submit a course application for any new course or any existing course that has a change in content or length.

Convention providers must complete the enclosed convention application and return it with the convention brochure. We **will no longer accept** convention brochures without completed convention applications. Please include existing provider numbers for pre-approved courses. Failure to provide these numbers will result in a \$15 charge for approval of that course.

Providers who submit renewal applications before January 16, 2009 (postmarked no later than January 15, 2009) will receive a 25% discount **off the annual base fee**. This discount will not apply to any other fees.

PROVIDER RENEWAL PROCEDURES

1. Read the enclosed provider responsibilities information.
2. Return the following:
 - 2009 Provider Application
 - Course Applications for new or changed courses
 - Signed 2009 Provider Agreement
 - Appropriate fees (see above)
 - New Instructor Application(s) and copy of certifications/qualifications (if applicable)
 - Copy of current AFAA certification
 - Sample of a CEU validation form

We look forward to receiving your 2009 application.



2009 CONTINUING EDUCATION PROVIDER PROGRAM

OVERVIEW

Thank you for your interest in becoming an authorized AFAA Continuing Education Provider. As an AFAA Provider, you will enjoy many benefits and professional recognition in the fitness industry. AFAA Providers ensure that instructors throughout the world have access to a wide range of quality courses that present up-to-date technical and/or scientific information related to exercise. The following information describes the responsibilities and procedures required to become an AFAA Provider. If, after reviewing this information you have questions, please call the provider department at **(800) 446-2322 ext. 202** or 1-818-905-0040 or e-mail Kim Miller at kimm@afaa.com.

AFAA'S COMMITMENT TO CONTINUING EDUCATION

The Aerobics and Fitness Association of America has issued more than 250,000 certifications since 1983. AFAA offers instructor certification programs in Aerobics, Step, KickBoxing, Personal Fitness Trainer, AFP Fitness Practitioner®, TeleFitness® Internet Certification, and The Wave Workout™. AFAA certified instructors are required to obtain a minimum of 15 continuing education units every two years to maintain their certifications. To provide instructors with a well-rounded educational experience, AFAA authorizes qualified individuals to provide continuing education units.

WHO MAY APPLY

Organizations and individuals whose courses are dedicated to the continuing education of professional, certified group exercise leaders and personal trainers may apply to become AFAA Providers.

INDIVIDUALS AS PROVIDERS

An individual AFAA Provider must meet the qualifications listed below, and must assume responsibility for record-keeping and fulfilling the obligations as described in this booklet.

GROUPS AS PROVIDERS

An AFAA Provider may also be a group of individuals—school, hospital, fitness facility, corporation, etc. In such a case, each instructor who will be teaching continuing education courses must meet the qualifications listed below. One person must be designated as the administrator to assume responsibility for record-keeping and fulfilling the obligations as described in this booklet.

CONVENTIONS AND CONFERENCES

Workshops, lectures and seminars offered at a convention or conference may be eligible for AFAA CEUs. Each course will be evaluated separately to determine whether the content and the instructor meets the qualifications as described in this booklet. It may be the case that some of the events/sessions will be awarded CEUs and others will not. Blanket approval will not be granted. Each convention or conference must have one designated administrator to assume responsibility for record-keeping and fulfilling the obligations as described in this booklet. For large events, be sure to begin preparing your application **well in advance**, as it will take time to prepare. Incomplete applications cannot be processed. **Event brochures are required (rough drafts or mock-ups are acceptable), but do not take the place of completing the application in this booklet. Convention brochures must be approved prior to print**

To expedite the process, please include existing provider numbers for pre-approved courses. Failure to provide these numbers will result in a \$15 charge for approval of that course.

Calculating proper credits for courses is important, so **please specify lecture and practical hours for each course**. Also, please include a résumé of the instructors who will teach at your convention unless approval has been previously determined. This résumé must include credentials that qualify the instructors as AFAA providers. (See instructor qualification section for details.)

INSTRUCTOR QUALIFICATIONS

- Individuals offering lectures in eligible fitness-related topics must hold current licenses, certifications and/or degrees in the appropriate field.
- Instructors providing practical instruction related to Personal Fitness Training or Resistance Training must hold current AFAA Personal Fitness Trainer Certification, Personal Training/Fitness Counselor, or hold a degree (Bachelor's or higher) in physical education, exercise science or a related field (from an accredited college or university).
- Instructors must have related teaching experience, special education and current experience in the subject area to be taught.
- Instructors offering practical instruction in group exercise movement and/or instructional technique must hold current AFAA Primary Group Exercise Certification.
- Instructors offering pilates or yoga workshops must have attended Practical Pilates™, Practical Yoga Instructor Training, Mat Science® I or II and hold current AFAA Primary Group Exercise Certification or hold a Bachelor's degree or higher, or be a registered yoga teacher.

APPROVED COURSES

A variety of post-certification level courses are accepted for continuing education purposes, including workshops, lectures, seminars, conferences, conventions and university extension programs. **Unacceptable courses include correspondence courses (including telephonic, home study, distance learning, exam preparation courses, Internet and other electronic courses), and workouts and masterclasses** offered by third party providers. Training for other professions such as massage therapy or nursing that do not directly apply to expanding a fitness instructor's knowledge or skills will not be accepted.

The review process of your application will entail two steps. We will first review your qualifications to be an AFAA Continuing Education Provider. Secondly, we will review each course to determine whether it is an appropriate topic, meets its stated objectives and adheres to AFAA's Exercise Standards and Guidelines. Provider approval does not guarantee approval for any specific course.

ACCEPTABLE SUBJECT AREAS

Below is a partial list of the subject areas that AFAA accepts for continuing education. As the field of fitness grows, so do the types of courses that are accepted. If you are in doubt of a subject area, please call the AFAA provider department for clarification (see page 1).

AQ - Aquatic Exercise	BM - Business Management (Fitness Related)
BX - Box Aerobics/KickBoxing	CT - Circuit Training
CH - Choreography	CO - Core Training
EA - Exercise Assessment	EP - Exercise Programming
ES - Exercise Science	FT - Flexibility Training
FF - Functional Fitness	HE - Health Education
IC - Indoor Cycling	IT - Instructional Techniques
MB - Mind/Body Integration	NE - Nutrition Education
PL - Pilates	PN - Pre/Postnatal Exercise
RB - Rebounding	SF - Senior Fitness
SPP - Special Populations	SP - Step
ST - Strength Training	WF - Walk Fitness
YO - Yoga	YF - Youth Fitness

COURSE OBJECTIVES

The objectives and content of each course must be identified on your application. An objective clearly states in measurable terms what the instructor will obtain or be able to do by attending your course. Three learning objectives are required for each course submitted.

AWARDING CREDITS FOR COURSES

The number of continuing education units (CEUs) awarded to each provider program is determined by the amount of time spent in the educational portion of the course. Credit is given for lecture and practical application sessions. No credit is given for workouts, masterclasses, testing, evaluations or break periods.

Credit Formula

1 Hour of Lecture = 1.0 CEU

1 Hour of Practical Application = 0.5 CEUs

Occasionally, workshop hosts will ask a provider to **modify the agenda** of a program. In this situation, providers are expected to **adjust the number of credits accordingly** using the above formula. **This should be reflected on the advertising piece** that is included with your attendance record.

RESPONSIBILITIES OF THE AFAA PROVIDER

As a provider, you agree to accept full responsibility for both the content and quality of instruction of the courses approved for continuing education units. You agree that each continuing education course will be conducted according to the course objectives and timeline submitted. In addition, you agree to provide accurate information about your programs, attendance, record keeping, validation forms and advertising. Any violation of these responsibilities can result in the termination of your provider status.

RECORD KEEPING

Each time you offer a course, you must submit an attendance roster, and copy of your advertising flyer to the AFAA Provider Department. These forms must be received at our office within four weeks from the date of the course.

As an AFAA Provider, you are responsible for keeping and maintaining accurate records of attendance, course application, instructor qualifications and course evaluations for four years. You may be subject to an audit. Upon notice of an audit, you will need to submit the records requested to the AFAA Provider Department.

VALIDATION FORMS

As an AFAA Provider, you are to ensure that each attendee receives a complete and accurate continuing education validation form to show proof of completing your course. A sample validation form will be mailed upon approval of your application. The validation form must include your provider course number, date and location of the workshop, number of CEUs earned, workshop title, instructor's name and approved provider's signature.

Additionally, each validation form must contain the following statement: "This course has been approved by AFAA for continuing education units. It was not developed by AFAA. Therefore, it does not count as an AFAA course which is required for recertification."

ADVERTISING POLICIES

As an AFAA Provider, you are permitted to use the following statement on promotional material for approved courses:

“This course has been approved by the Aerobics and Fitness Association of America for _____ Continuing Education Units.”

Use of the stylized AFAA logo is prohibited under all circumstances. Use of the AFAA approval statement in no way implies AFAA endorsement of any person or organization. AFAA retains the right to retract approval status for false advertising and/or failure to provide accurate validation forms to participants.

QUALITY CONTROL

The Provider Department conducts random periodic evaluations to ensure quality control. This will consist of a survey sent to instructor(s) who have recently attended your course. The information will be used to ensure quality control of course content, professionalism, learning objectives and overall educational experience. After the survey is returned, a summary of the results will be forwarded to the provider.

PROGRAM INTEGRITY & DISCIPLINARY ACTION

AFAA requires providers to follow the terms and conditions expressed in this application. AFAA retains the right to revoke and terminate provider status to any individual or organization who misrepresents themselves or course content or abuses the provider system, use of logo, trademarks, or AFAA copyrighted materials.

AFAA will investigate complaints regarding providers' courses or inappropriate advertising materials. If the problem cannot be rectified, AFAA retains the right to suspend, revoke and/or terminate the provider status.

APPLICATION INSTRUCTIONS

All necessary forms for submitting your application are included in this booklet. Make copies of all forms before completing them, so you can re-use them throughout the year. AFAA's Provider Program is based on the calendar year, **January 1 through December 31**. You may submit your application at any time during the year; however, the **fees will not be prorated**. You may also submit additional courses throughout the year by submitting a Course Application Form. All course and convention applications must be submitted at least six weeks prior to the course or event date. **Retroactive credits will NOT be approved for courses that were offered prior to application submission or approval.**

When renewing providership, please include the Instructor Application along with a copy of your current AFAA certification, or list your 4-year health related degree.



2009 PROVIDER APPLICATION CHECKLIST

To expedite your application, please make sure the following items are included in your package.

- Appropriate fees
- Provider Application form
- Instructor Application(s) (one for each individual instructor who will present courses)
- Course or Convention Application(s) (one for each course title)
- Signed Provider Agreement
- Outlines, sample CEU validation form, agendas, brochures and recommended reading lists
- Copy of college diploma, license, or other credentials and your current AFAA certification
- Any additional documents to prove relevant expertise or training
 - Type or print clearly.
 - Documents cannot be returned.
 - Allow 4–6 weeks for processing.
 - Send complete package to:

AFAA Provider Program
15250 Ventura Blvd., Suite 200
Sherman Oaks, CA 91403-3297

or online option:
scan and e-mail to kimm@afaa.com

AFAA
 15250 Ventura Blvd., Suite 200
 Sherman Oaks, CA 91403



2009 PROVIDER APPLICATION

First Time **Renewal** If renewal, please attach 2008 Provider Approval Form(s).

Applicant (check one): Individual Group Convention Convention date: _____ City/State _____

Today's Date _____ Social Security# _____
 OR TAXPAYER I.D. _____

Name of Individual Applicant or Administrator for Group Applicant _____

Name of Company/Organization or Convention _____

Mailing Address _____

City _____ State/Province _____ Zip/Post Code _____ Country _____
 (IF OUTSIDE OF U.S.)

Daytime Phone (_____) _____ Fax (_____) _____ Email _____

Summary of Courses (This summary does not take the place of completing course and convention applications.)

Course Title (or Name of Convention)	Instructor	OFFICE USE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Continue on back if necessary.

2009 FEES

- 09PABF Annual Provider Base Fee \$125* (includes up to 5 instructors) \$ _____
*does not include \$25 course fee
- 09PCF1 Courses up to 8 hours long at \$25 each (_____ x \$25) \$ _____
number of courses
- 09PCF2 Courses over 8 hours long at \$100 each (_____ x \$100) \$ _____
number of courses
- 09PAIF Additional Instructor Fee at \$20 each (for each additional instructor over 5) \$ _____
- 09PCBF Convention Base Fee at \$125 \$ _____
- 09PCSF Convention Sessions at \$15 each \$ _____
- 09PRF Provider Rush Fee \$75 (to receive your Provider number within 3 weeks) \$ _____

TOTAL ENCLOSED \$ _____

CHECK VISA M/C AmEX DISCOVER

Credit Card or Check Number _____ Exp. Date _____

Signature _____

FOR OFFICE USE ONLY		
Credit Card _____	Amount _____	
Date Processed _____	Entered _____	By _____



2009 COURSE APPLICATION

Submit one course application form for each course. Attach instructor application(s).

Course Title _____

Provider Name _____ **Instructor** _____

Daytime Phone (_____) _____ Fax (_____) _____ Email _____

COURSE LEVEL **COURSE FORMAT** **COURSE TOPIC CODES (Up to three)**

_____ 1 – Refresher

_____ L – Lecture

_____ 2 – Advanced

_____ W – Workshop

_____, _____, _____

_____ C – Convention

Lecture Time _____ Hours / _____ Minutes

Practical Application Time _____ Hours / _____ Minutes

Masterclass (Not applicable for CEUs.) _____ Hours / _____ Minutes

Total Course Length _____ Hours / _____ Minutes

Course Description

Provide a brief description of the course.

Course Objectives

1. _____
2. _____
3. _____

Attach The Following

1. Participant handouts.
2. Brochure or Flyer (mock-ups acceptable)
3. Outline and brochure (if applicable).
4. Detailed agenda showing when each subject matter will be presented.
5. Recommended reading list and/or list of related sources.
6. Signed provider agreement.
7. Include Provider course numbers along with the corresponding session number to avoid being charged for pre-approved courses (conventions only).

I, _____, accept responsibility for adhering to all AFAA Provider Program standards and requirements, including accurate record keeping and submitting attendance roster, advertising flyer/material and validation forms within four weeks of each course presented.

SIGNATURE

DATE



AFAA'S NOTICE PLEASE READ BEFORE USING AFAA COURSES AND MATERIALS

The courses and materials offered by the Aerobics and Fitness Association of America (AFAA) are intended to provide general educational information to you in your efforts to obtain certification and in working with your clients to reach definable goals. "You," as used here, includes, but is not limited to, fitness trainers and other fitness professionals of all kinds, fitness trainer students and other professional fitness students of all kinds, providers of continuing education services, AFAA educational contractors, and all other readers and users of the courses and materials offered by AFAA. The courses and materials of AFAA are intended to provide what is believed to be accurate information. However, please note the following important cautions before making use of AFAA courses and materials.

- To the best of the knowledge of the authors, publishers, and presenters of AFAA courses and materials, the contents of such courses and materials were accurate as of the date of publication and/or presentation. However, you are strongly encouraged to keep yourself informed of new developments in the field to make sure that the contents are still accurate when you consult the courses and materials.
- AFAA courses and materials are made available with the understanding that the authors, publishers 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. You are strongly encouraged to consult an appropriate legal, medical, or other expert if you are seeking such advice or assistance. This is an especially important precaution in the field of fitness and exercise, personal fitness training, and fitness practice.
- AFAA courses and materials are made available without warranties or guarantees of any kind, express or implied, all of which are disclaimed. By way of example only, and without limiting the general disclaimer given above, the authors, publishers and presenters of AFAA courses and materials cannot and do not promise or guarantee that the contents of such courses and materials are appropriate for every reader or user, or that use of such courses and materials will result in certification or in obtaining employment; or that, if you are certified, you will be able to obtain third-party insurance payments for any services that you may render to your clients.
- You acknowledge that all of the above-referenced authors, publishers and presenters are independent contractors whom AFAA has engaged for their respective purposes, and that consistent with their independent contractor status, AFAA 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 or omissions while performing services in their respective capacities.
- The laws that define the practice of medicine or other health care fields reserved for those who are licensed to provide such services vary from state to state and according to specific circumstances. In some states, and under some circumstances, the rendering of services may be actually or potentially in violation of law. For that reason, you are cautioned to obtain specific professional advice about the laws and regulations that may apply to you in a particular locality.
- The documents, forms, and other content found in AFAA courses and materials are offered as illustrative examples only. No such documents, forms, graphs, or other content should be used or adapted for use in violation of copyright or other applicable law. Since the use of these documents, forms, and other content may have legal implications, you are strongly cautioned to consult a qualified attorney before using or adapting them.
- AFAA courses and materials are not intended to establish or define any specific professional standards that apply to all fitness trainers or other fitness professionals and their clients in all circumstances or to limit the exercise of your independent professional judgment as to what is in the best interest of any particular client. The standard of care that you must observe may change from time to time or vary from place to place, and you are strongly cautioned to familiarize yourself with the standard of care that applies to you.
- All of these cautions apply to you regardless of your location. However, since AFAA courses and materials were prepared for use in the United States, special care should be taken if you are outside the U.S. to make sure you are familiar with the laws and regulations that apply in your country and locality.
- Participation in AFAA courses, use of AFAA materials, and/or any certification of a fitness trainer or other fitness professional that may result do not qualify you to approve, endorse or recommend dietary supplements or other ingestibles, ergogenic aids, or any other products or services that claim to enhance physical performance or appearance, nor does AFAA itself issue any such approvals, endorsements or recommendations. AFAA disclaims any responsibility or liability for any claim resulting from any such approvals, endorsements or recommendations that you may offer.
- By participating in and/or using courses and materials offered by AFAA, and as condition for providing and presenting such materials and courses to you, you are acknowledging and agreeing that (a) you are solely responsible for all aspects of the conduct of your business and practice as a fitness trainer or other fitness professional; (b) you are not sponsored or endorsed by or otherwise affiliated with AFAA by reason of any certification that AFAA may issue to you; (c) AFAA is not responsible or liable in any manner whatsoever for claims or liabilities arising from the conduct of your business; and (d) AFAA disclaims any liability, loss or damages that may result from the conduct of your business or practice, and/or your use of such courses and materials, and/or the information, advice and techniques embodied in such courses and materials.
- You acknowledge that you retain sole control over and responsibility for the development and implementation of any course that you develop or engage others to develop for you ("Your Course"), including the responsibility for ensuring that such courses do not infringe or violate the intellectual property rights or contract rights of any third party, and that AFAA's approval of such courses is based strictly on its approval criteria, which cannot and does not consider any such third-party rights. You agree to indemnify and hold harmless AFAA, its owners and officers from and against any third party claims, demands, liabilities, costs or expenses, including without limitation reasonable attorney's fees and expenses, resulting from or attributable to any third-party claims that involve or relate to Your Courses.

Part of the foregoing was adapted from a Declaration of Principles of the American Bar Association and a Committee of Publishers and Associations.

SIGNATURE

DATE

PRINT NAME

RETURN TO AFAA

AFAA
15250 Ventura Blvd., Suite 200
Sherman Oaks, CA 91403



2009 PROVIDER PROGRAM INSTRUCTOR APPLICATION

For individual applicants, fill out your own information. For group applicants and conventions, submit one application for each instructor.

Today's Date _____

Instructor Name _____

Name of Associated Group or Company _____

Name of Associated Convention _____

AFAA Certifications (must be valid at least 3 months past application date)

TYPE OF CERTIFICATION	CI#	EXP. DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Related Educational Background

DEGREE/SUBJECT	INSTITUTION
_____	_____
_____	_____
_____	_____
_____	_____

Related Professional Licenses



FREQUENTLY ASKED QUESTIONS

When do I renew?

You must renew your provider status each year. Once approved, your provider status will be effective through December 31 of that year. No prorating is available for end-of-year applicants.

Does the provider base fee cover the first course?

No.

How many instructors can I have before additional charges are applied?

Five.

Do all of my organization's instructors need to be approved?

Yes. The instructors must also qualify to be providers in order to teach your course and give AFAA credits.

What do I pay for a workshop?

\$125 for the base fee, \$25 for each course under eight hours, and \$100 for those over eight hours.

What do I pay for a convention?

\$125 for base fee, \$15 per session. Fees will not apply to sessions that are already approved provider courses.

Should I fill out a form for every convention session and presenter?

Yes, a form should be filled out for every convention session and presenter. Otherwise, it will not be processed.

When I provide the validation form with the statement "This course has been approved by AFAA for continuing education units. It was not developed by AFAA. Therefore it does not count as an AFAA course which is required for recertification." Does this mean instructors won't receive credits for my course?

This statement means that instructors will receive credits for the course, but they still need to complete a minimum of one AFAA course (i.e., AFAA home study, AFAA workshop, AFAA continuing education corner or AFAA online course) in order to become recertified by AFAA.