This chart is provided so that you may keep a log of all continuing education courses you complete during your certification period. Please note that this is only a log for your own use. It will not serve as proof of completion for any courses, nor should it be turned in to AFAA’s continuing education department.

## PERSONAL CONTINUING EDUCATION LOG

<table>
<thead>
<tr>
<th>COURSE DATE</th>
<th>COURSE TITLE/PRESENTER</th>
<th>APPROVED FOR AFAA CEUs (YES or NO)</th>
<th>NUMBER OF CEUs AWARDED</th>
<th>NOTES</th>
</tr>
</thead>
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**MANDATORY AFAA COURSE**

A minimum of 2 AFAA developed CEUs must be earned by completing an AFAA workshop, self-study, online course or Continuing Ed Corner (located at www.afaa.com, as well as in AFAA’s *American Fitness* magazine).

<table>
<thead>
<tr>
<th>DATE COMPLETED</th>
<th>TITLE</th>
<th>NUMBER OF CEUs</th>
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<tbody>
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</table>

Collect a continuing education validation form from the presenter of each workshop you attended. Save your validation forms until it is time to renew your certification.

Effective 1st Quarter 2016, AFAA certified professionals will be offered the choice to recertify online or by mail.
Dear AFAA Certified Instructor,

Congratulations! You are an AFAA certified instructor holding a title that is recognized throughout the world.

Certification by AFAA demonstrates your commitment to excellence. Continuing education and recertification are parts of this commitment to professionalism. Therefore, we have designed this brochure to guide you through the recertification process whether you have just earned your certification or are due for renewal.

**AFAA Certification and Recertification** provides you with many important benefits:
- Professional affiliation with the world’s largest fitness and Telefitness® educator.
- Potential for increased income
- Marketability
- Internationally recognized credentials

**AFAA Membership** (available for a separate fee). You do not have to maintain an active AFAA membership in order to keep your certification current. Should you decide to continue your membership, the following valuable benefits will apply.

- Subscription to *American Fitness* magazine (digital or print) (additional postage required for international mailings)
- Discounted liability insurance
- 10% discounts on selected AFAA workshops
- Discounts on select AFAA products ordered online
- Online job postings and other locator services

Good luck in your pursuit of continuing education.

Sincerely,

AFAA Board of Certification and Training

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**Letter from the Board**

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The AFAA certification you received is valid for a period of two years. In order to maintain a current and balanced knowledge of the latest in fitness instruction, AFAA requires the following to be completed and submitted prior to your expiration date.

1. Earn a minimum of 15 continuing education units (CEUs) by attending AFAA workshops, completing AFAA Continuing Ed Corners, AFAA Self-Study courses, AFAA online courses and/or AFAA approved workshops during your certification period. **Self-Study, correspondence, Internet-based, distance learning or telephonic courses from other organizations are not acceptable.**

   The following types of courses are approved for AFAA CEUs or AFAA Study Units*
   - Workshops listed on AFAA’s monthly calendar (Note: Extensions are not AFAA workshops).
   - AFAA Self-Study courses, AFAA Continuing Ed Corners, AFAA Distance Education Center courses*.
   - Approved courses offered by authorized AFAA Continuing Education Providers.
   - For conventions please provide the class list that shows CEUs.
   - Accredited onsite college and university courses in the accepted subject areas. A transcript or grade report from the college you attended is used as the CEU validation form and should be submitted with the recertification application. Course petition is not necessary. AFAA units will be equivalent to twice the amount of college credit (i.e., 3 credits = 6 AFAA CEUs).

   A minimum of three of the following subject areas must be covered in the workshops or classes attended.
   - Anatomy
   - Physical Therapy
   - Exercise Physiology
   - Sports Psychology
   - Instructional Methods
   - Body Composition
   - Nutrition
   - Special Populations
   - Fitness Assessment
   - Resistance Training
   - Injury Prevention
   - Kinesiology

   - State approved onsite course are automatically accepted. Course petition is not necessary. Submit a validation form with recertification application. (i.e., 3 credits = 3 AFAA CEUs)
   - American College of Sports Medicine (ACSM) onsite courses are automatically accepted. Course Petition is not necessary. AFAA units will be equivalent to ACSM units (i.e., 3 ACSM CECs = 3 AFAA CEUs).

2. The 15 CEUs must include at least one AFAA workshop, self-study, online course or Continuing Ed Corner. See AFAA’s monthly calendar for a schedule of workshops, or the self-study Catalog for courses you can complete at home. You can also complete the Continuing Ed Corner online at www.e-afaan.com.

3. Proof of current adult-level CPR and AED certification* is required to recertify. Upon providing proof, you will be awarded 2 CEUs.

   * As of January 2011, AFAA requires all new certification participants, as well as re-certifiers within the United States and Canada, to show proof of both a CPR and AED certification. CPR and AED certifications from online or home-study courses will not be accepted.

A recertification application will be mailed to you three months before your expiration date and must be submitted with your CEU validation forms, fee and proof of current CPR/AED certification.

**AFAA Fitness Practitioner® (AFP) Recertification**

AFPs follow the same requirements described above, but 20 CEUs are required instead of 15.
**LATE RENEWALS, REINSTATEMENT & COURSE PETITIONS**

**LATE CERTIFICATION RENEWALS**

Recertification applications are accepted up to six (6) months past the certification date. However, a $50 late fee is required if postmarked or received after the certification expiration date. If recertification requirements are met, and appropriate fees are received, certifications will then be renewed for two years past the expiration date. In other words, if you submit your recertification application six months late, you will have 1 1/2 years remaining in your new certification period. **This is your new renewal period and CEUs must be acquired within this time frame.**

<table>
<thead>
<tr>
<th>Certification Expiration Date</th>
<th>Recertification Application Received</th>
<th>New Expiration Date</th>
</tr>
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<tbody>
<tr>
<td>March 1, 2014</td>
<td>September 1, 2014</td>
<td>March 1, 2016</td>
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**REINSTATEMENT**

After six (6) months past the certification expiration date, you may earn a new certification by passing the certification written and practical examinations again, OR you may choose one of five options to **REINSTATE** your certification.

1. The **REINSTATEMENT SELF-STUDY EXAM** (offline, worth 15 CEUs) is a self-study option which will allow you to complete a 100-question, open-book exam at home. For more information call 1-800-446-2322, ext. 600.
2. For an online reinstatement option, choose the **TELEFITNESS® INTERNET SOFTWARE CERTIFICATION** (18 CEUs)—a course you complete by logging on to your account. Visit www.e-afa.com for more details.
3. For a second online reinstatement option, the **PERSONAL FITNESS TRAINER ONLINE PREPARATORY COURSE** prepares you for AFAA’s Personal Fitness Trainer Certification and the National Board of Fitness Examiners written exam. (Worth 18 AFAA Study Units upon successful completion of the entire course; no partial credit will be issued) To enroll or for more details, go to www.afaadistanceeducation.com.
4. For a third online reinstatement option, AFAA’s new **TELEXERCISE® RESISTANCE TRAINING** is an online video course with more than 60 base moves and narrated demonstrations on resistance training. (Worth 18 AFAA Study Units upon successful completion of the entire course; no partial credit will be issued) To enroll or for more details, go to www.afaadistanceeducation.com.
5. For a fourth online reinstatement option, AFAA’s new **GROUP EXERCISE ESSENTIALS: KNOWLEDGE, SKILLS, AND ABILITIES** is an online video course that provides over 50 video clips covering skills and narrated demonstrations of cardiorespiratory, muscular strength and endurance, flexibility, and relaxation exercise modalities as well as proper exercise execution, cueing, choreography, and modification techniques. (Worth 18 AFAA Study Units upon successful completion of the entire course; no partial credit will be issued) To enroll or for more details, go to www.afaadistanceeducation.com.

After reinstatement by any option, your new expiration date will be 2 years from the date you complete the reinstatement course. A current CPR/AED certification is required for all options (CPR/AED certifications from online or home-study courses will not be accepted).

<table>
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<tr>
<th>Certification Expiration Date</th>
<th>Reinstatement or TFIC Completed</th>
<th>New Expiration Date</th>
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<tbody>
<tr>
<td>March 1, 2014</td>
<td>September 1, 2014</td>
<td>September 1, 2016</td>
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</table>

**COURSE PETITION**

If you wish to petition to receive CEUs for a workshop that has not been previously approved by AFAA, you must submit the course petition application on the following pages.

Correspondence courses (including telephonic, self-study, distance learning, Internet and other electronic courses), exam preparation courses, and workouts and master classes offered by third party providers from other organizations or providers are **NOT** eligible for AFAA CEUs by petition.

The application will require:

1. Course instructor, title, phone number and address. **Instructor needs to have a 4-year degree (Bachelor’s or higher) in a health/fitness-related area and/or a current AFAA Certification.**
2. Detailed agenda of the workshop with stipulated hours per topic.
3. Proof of course completion
4. $25 fee per course petition ($20 each for two or more). Petition fees are non-refundable.

If accepted, your application will receive a stamp of approval indicating the number of CEUs awarded. This stamped application will be returned to you so that you will be able to submit it with your recertification package.
Is AFAA certification the same as AFAA membership?
No, AFAA certification and membership are separate, with a wallet card and number for each one. Certification must be renewed every two years while membership is renewed annually (optional).

How do I obtain AFAA CEU validation forms?
If you attend an AFAA Certification you will be given a CEU form at the end of the workshop. If you attend an AFAA specialty workshop you will receive your CEU form/Certificate of Completion by mail.

Should I send in copies of my CEU validation forms each time I take a workshop?
No. Save them until it is time to send in your complete recertification application package.

Do my extra units carry over to the next recertification period?
No, CEUs may not be carried over. Fifteen CEUs every two years is a minimum requirement. We encourage you to try to expand your fitness knowledge by completing as many continuing education courses as possible.

Can I receive AFAA CEUs for CPR/AED and First Aid Certifications?
Yes. CPR/AED and First Aid Certifications qualify you for 2 AFAA CEUs. If both certifications are combined on one card you will receive 3 CEUs. First Aid alone will not satisfy our CPR/AED requirement. (See page 2.)

Does the American Fitness CEU corner self-study qualify as the mandatory AFAA course?
Yes.

If I have more than one certification from AFAA, on which expiration date should I recertify?
You should recertify no later than the earliest expiration date. You will then be given one expiration date for all certifications to simplify future renewals.

Why must I complete an AFAA course or self-study even if all of my CEUs have been obtained from AFAA CEU Providers?
Completing a workshop, self study or online course developed by AFAA will help ensure that you are up-to-date on the latest AFAA Standards and Guidelines.

I took a 2.5 CEU workshop called an AFAA Extension. Does that count as the mandatory AFAA course required for recertification?
No. AFAA Extensions are promoted, but not developed, by AFAA. Therefore, they do not satisfy the requirement for an AFAA workshop or self study course.

My certification has already expired. Can I send in a late recertification application?
Yes, but only up to six (6) months. A late fee will be required. After 6 months you must recertify or reinstate.

When I attended AFAA’s Primary Group Exercise Certification, the presenter handed out CEU validation forms worth 5 CEUs. Does that mean I can use those for my Primary Group Exercise recertification?
No. Those forms were handed out for people who had previously achieved an AFAA certification.

I passed a certification exam from another organization after achieving one of AFAA’s certifications. Do I get CEUs from the other organization’s exam?
No. You don’t earn CEUs for taking another organization’s exam; however, practical workshops taken prior to the exam may be acceptable for CEUs.

Can I earn CEUs or AFAA Study Units from Telefitness® Internet Software Certification, or the Personal Trainer Online Preparatory Course, or the Telexercise® Resistance Training, or the Reinstatement Self-Study Exam?
Yes, see page 3.

Can TeleFitness Internet Software Certification be used to reinstate a certification that has lapsed?
Yes, see page 3.

What is my CI#?
Your CI# is your Certified Instructor number which is located on your wallet card attached to your certificate.
PETITION FOR CONTINUING EDUCATION UNITS

If a course or workshop you have attended has not been previously approved for AFAA Continuing Education Units (CEUs) you may petition for CEU approval. Please photocopy this application as needed. Correspondence courses (including telephonic, self-study, distance learning, Internet and other electronic courses), exam preparation courses, and workouts and master classes offered by third party providers from other organizations or providers are NOT eligible for AFAA CEUs by petition. It is not necessary to petition for courses taken at an accredited college or university (please see page 2).

Today’s Date ______________________
Name ________________________________________ E-mail ________________________________________
Address ______________________________________________________________________________________
City __________________________________________ State ____________ Zip/Post Code ________________
Phone Day (_____) ____________________________ Evening (_____)

The Course Petition Fee is $25.00 per course ($20 per course for two or more). Please enclose a check or money order payable to AFAA in U.S. funds only, or complete credit card account information. Petition fees are non-refundable.

1 petition x $25.00 = $________ CPF
2 or more x $20.00 = $________ CPF

☐ Check ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Account#/Check# ________________________________________________ Exp. Date __________________
Signature ____________________________________________________________________________________

1. __________________________________________________________
   COURSE TITLE
   NUMBER OF HOURS OF LECTURE
   NUMBER OF HOURS OF PRACTICAL
   INSTRUCTOR NAME
   HEALTH/FITNESS DEGREE, STATE LICENSE, OR AFAA CERTIFICATION ID #

2. __________________________________________________________
   COURSE TITLE
   NUMBER OF HOURS OF LECTURE
   NUMBER OF HOURS OF PRACTICAL
   INSTRUCTOR NAME
   HEALTH/FITNESS DEGREE, STATE LICENSE, OR AFAA CERTIFICATION ID #

Submit the following:
1. This completed application
2. Payment
3. Detailed agenda for each course, stipulating hours per topic
4. Instructor(s) information: name, address, phone number, related degree(s) and/or license(s)
5. Proof of course completion

Incomplete applications cannot be reviewed.

If the petition application is approved, you will receive a continuing education validation form in the mail. Documents submitted cannot be returned.

Please allow 4–6 weeks for processing.

Mail to:
AFAA
Course Petition/Continuing Ed. Department
15250 Ventura Blvd., Suite 200
Sherman Oaks, CA 91403 USA
CERTIFICATION RENEWAL APPLICATION

Please print or type

Date ____________________________

AFAA CI# _________________________________________ E-mail _________________________________________________

Name ____________________________________________________________________________________________________

Address __________________________________________________________________________________________________

City _____________________________________________ State __________________ Zip/Postal Code ______________________

Country ________________ Phone: H ______________________ W ___________________ Fax ________________________

FEES

EFFECTIVE FEBRUARY 2013

PRF  □ Primary Group Exercise Recertification ................................................................. $ 85
KBRF □ KickBoxing Recertification ................................................................. $ 85
SRRF □ Step Recertification ................................................................. $ 85
PFTRF □ Personal Fitness Trainer Recertification ................................................................. $ 85
MFSRF □ Military Fitness Specialist Recertification ................................................................. $ 85
APTRF □ Advanced Personal Trainer Recertification ................................................................. $ 85
WRRF □ Weight Training Recertification ................................................................. $ 85
TFRF □ TeleFitness Recertification ................................................................. $ 85
YIRF □ Yoga Instructor Recertification ................................................................. $ 85
WWRF □ The Wave Workout™ Recertification ................................................................. $ 85

SUBTOTAL ........................................................................................................ $ ______

If you are not an AFAA Fitness Practitioner, apply a discount from SUBTOTAL.

□ Less 30% discount when renewing two certifications .................$ ______
□ Less 40% discount when renewing three certifications ...............$ ______
□ Less 50% discount when renewing four or more certifications ...$ ______

OR

AFPRF □ AFP Recertification ................................................................................................. $ 99

(AFAA Fitness Practitioners check this box only. Renews all certifications held. Discounts do not apply.)

TOTAL RENEWAL FEES ........................................................................... $ ______

TSTCEU □ #_____ 2-Unit CEU Corner(s) at $25 each ................................................................. $ ______
TSTCEU35 □ #_____ 3-Unit CEU Corner(s) at $35 each ................................................................. $ ______

LF □ Late Fee (if postmarked 30 days after your expiration date) ................................................. $ 50

CPF □ Course Petition Fee

number of petitions x $25 ($20 each if 2 or more) ................................................................. $ ______

MD1 □ AFAA Membership* (one year) □ NEW □ RENEWAL (OPTIONAL) ......................... $ 68

*Call for international shipping fees for American Fitness magazine.

TOTAL ENCLOSED .......................................................................................... $ ______

Account #/ Check# ____________________________ Exp. Date ____________________________

Signature ____________________________

FEES NOTICE: This application is required for all recertifications. However, members who have completed the Reinstatement Self-Study should not send payment with this application since recertification fees were included in the reinstatement fees.

Prices Subject To Change
**HOW TO SUBMIT YOUR APPLICATION**

1. Complete both sides of this Recertification Application.
2. Photocopy your CEU validation forms.
3. Photocopy your AFAA certification and membership cards. (If you have them.)
4. Photocopy your valid CPR/AED Certification cards (front and back). *See note at the bottom of this page.*
5. Determine appropriate renewal fees.
6. Mail this completed application, copies of CEU validation forms, copies of current AFAA certification and membership cards, a copy of your valid CPR/AED cards** and payment to:

   Aerobics and Fitness Association of America
   attn: Recertification
   15250 Ventura Blvd., Suite 200
   Sherman Oaks, CA 91403-3297 USA

   **Applications must be submitted with all supplemental information in order to be processed correctly.**

   Your new wallet card(s) and certificate(s) will be mailed. Please allow 4–6 weeks for processing. Paperwork will not be returned. Do not send originals.

**STEP 1** List certified instructor (CI) number(s) and expiration date(s) for each certification you are renewing.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Certification #</th>
<th>Exp. Date</th>
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<tbody>
<tr>
<td>Primary Group Exercise</td>
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<tr>
<td>KickBoxing</td>
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<tr>
<td>Step</td>
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<tr>
<td>Personal Fitness Trainer</td>
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<td>Military Fitness Specialist</td>
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<tr>
<td>Advanced Personal Trainer</td>
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<td>Weight Training</td>
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<tr>
<td>Yoga Instructor</td>
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<tr>
<td>AFAA Fitness Practitioner®</td>
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<tr>
<td>TeleFitness®</td>
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<tr>
<td>The Wave Workout™</td>
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**STEP 2** List the number of CEUs you have earned in each category.

- CPR/AED Certification (*See note below.*) ............................ 2 CEUs
- First Aid (optional - 1 CEU) ........................................... CEUs
- Mandatory AFAA course (must be a minimum of 2 CEUs) ........ CEUs
- AFAA approved courses ............................................... CEUs
- Non-approved courses (petitions) ................................. CEUs
- **TOTAL** (Must be a minimum of 15) ................................. CEUs

**STEP 3** Print the title of the mandatory AFAA workshop, home study, online course or Continuing Ed Corner you have completed.

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Note: Both sides of this form must be completed.

* As of January 2011, AFAA requires all new certification participants, as well as re-certifiers within the United States and Canada, to show proof of both a CPR and AED certification. CPR and AED certifications from online or home-study courses will not be accepted.