



AFPA Continuing Education Provider Application

Thank you for your interest in the AFPA Continuing Education Provider Program. AFPA was established in 1994 to provide higher education in the fields of health, fitness, wellness, strength conditioning, personal training and nutrition to all interested enthusiasts and professionals. AFPA provides comprehensive continuing education and certification programs and testing to all interested individuals.

Continuing Education Provider Approval

AFPA accepts CEC provider applications from individuals and organizations. In order to become an authorized AFPA CEC provider your event must specifically relate to issues pertinent to the advancement of the fitness, wellness and health professional, such as, but not limited to:

Topic Code:

| | |
|-------|-----------------------------------|
| GF | Group Fitness Instruction |
| AQ | Aquatics |
| CY | Cycle Training |
| PI | Pilates Instruction |
| YI | Yoga Instruction |
| MW | Mental Wellness |
| NU | Nutrition |
| PT | Personal Training |
| WT | Weight Training |
| FT | Functional Training |
| SC | Sport Conditioning |
| SP | Special Populations |
| BM | Business Management |
| EPA | Exercise Programming & Assessment |
| ES | Exercise Science |
| KB | Kinesiology/Biomechanics |
| PR | Post Rehab/Injury Prevention |
| Other | |

Workshops, lectures, and seminars offered independently, or in a convention or conference format may be eligible for AFPA CEC's. Courses will be evaluated independently to determine if the content meets the qualifications outlined here within. Some of the event sessions offered at a conference or convention may not meet the requirements set forth by the AFPA for continuing education credits. All subject matter should be related to the advancement of the Fitness, Health and Wellness Professional.

Continuing Education Provider Qualifications

Presenters are required to meet the minimum qualifications of having related teaching experience and education pertaining to the subject area(s) that will be taught. Presenters should hold a minimum of a bachelor's degree or demonstrate a high level of knowledge and minimum of 5 years of instruction experience in their field. Applicants offering lectures in eligible fitness related topics must hold current licenses, certifications, and/or degrees in corresponding field(s). Presenters are also required to submit an updated resumé outlining all pertinent experience and education.

Continuing Education Provider Application Procedures

Complete the AFPA CEC Provider Application. A separate application should be completed for each course that an individual or organization wishes to offer AFPA CEC's with resume or organizational information attached. Multiple course offerings with different presenters should include a description of each of the courses offered with the credentials of each the presenters. Course descriptions must be typed and should be in paragraph form and include the length of instructional time. Resumes must outline current education, experience, certifications, and licenses held by the presenting individual.

A \$25.00 processing fee is assessed for each course, lecture, or program application submitted for AFPA CEC approval. For conferences, conventions, and multi-event programs there is a single fee of \$100. This fee is required prior to the AFPA reviewing an application for continuing education units. If an application is denied, fees will be returned.

An original copy of all applicable program brochures showing dates, times, and session titles offered must accompany each application. If you wish to include the AFPA logo with your marketing brochures and advertising contact AFPA at 1.800.494.7782.

If approved, a specific number of CEC's will be awarded. CEC value is dependent upon instructor qualifications, and the amount of time a participant shall spend in the actual lecture/learning environment. Providership is valid for one calendar year beginning from date of approval.

Promotional Assistance

For approved courses, AFPA will assist to promote the activity in the following ways:

- Use of the official AFPA logo. Contact the AFPA for complete details.
- Rental of the AFPA mail list at a discount of 10 cents a name.
- Advertise the event in the AFPA monthly on line e-news newsletter.
- List your event on the AFPA calendar of events on the web site.

AFFPA Continuing Education Provider Application

Application to be completed:

Contact Information

1. Name of individual or organization applying for AFFPA CEC approval:

2. Name of official contact person for event:

3. Mailing address and phone # for contact person:

Street _____ Suite/Apt.# _____

City _____ State _____ Zip Code _____

Phone _____ E-mail _____ Web site _____

Course Information

1. Title of course for which you are submitting CEU approval for:

2. Location the course will be held: _____

3. Date(s) of the activity/course: _____

4. Enter topic code (see above) which your activity/course falls under: _____

5. Briefly describe the activity/course objectives for which you are submitting for AFFPA CEC approval.

6. Who is the target audience for your event? _____

7. Upon completion of the program students will be able to _____

8. Amount of contact hours each participant shall spend in actual lecture, excluding breaks: _____

Instructor Qualifications

1. Credentials of presenter

2. Previous presentation experience

Submission Checklist:

- Completed application for each course/lecture/topic submitting for CEC approval status.
- Separate presenter resumès for each lecturer.
- All applicable program brochures showing event description, date, time, and session titles.
- \$25.00 single event or \$100 multi-event/conference application processing fee.

Mail the completed application and appropriate forms and fees to:

AFPA American Fitness Professionals and Associates
AFPA Continuing Education Provider Application
P.O. Box 214
Ship Bottom, NJ 08008

E - Mail the completed application and appropriate forms and fees to:

afpa@afpafitness.com

FAX the completed application and appropriate forms and fees to:

1.609.978.7582