



Continuing Education Credit (CEC) Provider Program Package

OUR MISSION	United as members, canfitpro delivers the world's best, accessible, affordable, and attainable fitness education and experiences.
OUR VISION	As the leading global provider of fitness and wellness education, canfitpro empowers people to lead passionate and fulfilling lives through safe, fun and effective physical activity.
WHO WE ARE	canfitpro is the largest provider of education in the Canadian fitness industry. Founded in 1993, canfitpro delivers accessible, quality education, certifications, conferences, trade shows, and membership services. canfitpro's over 100,000 members include some of the world's finest fitness professionals, health club operators, industry suppliers, and fitness consumers.
WHO CAN APPLY	canfitpro encourages individuals and organizations who share our commitment to providing education for fitness professionals to apply for the distinction of becoming a canfitpro CEC Provider. The instructors and/or developers of the education are preferably canfitpro certified (FIS, PTS, HWL, PFS) or equivalent. Those who are not canfitpro certified or equivalency thereof must hold a degree (bachelor or higher) in a field relevant to their course content from an accredited university. Providers must have related teaching experience and current experience in the subject area to be taught.
ELIGIBLE EDUCATION	Individuals and organizations may apply for canfitpro CECs for lectures, workshops, seminars, conferences and academic courses. Workouts and master classes are not eligible for CECs. canfitpro reserves the right to accredit events, agencies and individuals at our discretion.
AWARDING CECS	canfitpro evaluates the content of the course and determines the appropriate number and type of credits to be awarded. Lecture and practical application time is considered when credits are determined. CEC calculations are as follows: one CEC for every two educational hours. For all events, a <u>maximum</u> of four (4) CECs will be awarded per event.
APPLICATION REVIEW	All applications accompanied with necessary documents will be reviewed. In order to determine eligibility for accreditation the provider will first be evaluated. Once approved as a provider, the course objectives, content and delivery will be reviewed to determine if it meets the canfitpro Continuing Education Standards. Approval as a provider does not guarantee that all courses submitted will be approved for CECs. Applications must be received at least four weeks prior to the course/event date to allow for processing time.
ADVERTISING POLICY	As an authorized canfitpro Continuing Education Provider, the provider is permitted to promote their course using a statement which should specify the number and type of CECS accredited by canfitpro . Example: Accredited for CECS with canfitpro (<number/type>) Use of the canfitpro logo is prohibited without previous permission.
DATES AND DEADLINES	Approved education will be accredited with CECS for a single calendar year period. At the end (December 31) of the calendar year, the provider <u>must</u> reapply for all courses that require continued accreditation. Providers may submit an application at any time during the calendar year, fees are charged based on providers existing status for that year.
repscanada	In addition to CEC accreditation, any eligible education will also automatically be recognized as approved education to be added to enrollees' repscanada profiles. repscanada qualifies any non-Personal Training or Group Fitness Instructor certification as an Additional Qualification which must be a minimum of eight (8) hours and live in order to qualify for verification and display.
APPLICATION SUBMISSION	To ensure efficient handling of your application, please be sure that all required items are included in your application package, allowing for 3-4 weeks for processing. Submission can be made by:

Email:
accreditations@canfitpro.com

Fax: 416-493-1756

Mail: 110-225 Select Ave.
Toronto, ON M1X 0B5



Continuing Education Credit (CEC) Provider Program Package

Applicant Information

Company Name: _____

Lead Administrator Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____

E-mail: _____

Presenter Credentials

Please use the space below to indicate the presenters/authors and their credentials (you may opt to include resumes and/or biographies instead of completing the below space). In the case of courses being led by a team of master trainers, please include the information of the developers followed by your master trainer hiring criteria. In the case of a conference, please include a listing or link to all presenters involved in your event.

Education Submission

Please indicate the title as you wish them to appear on our records and as listed on the certificate of completion.

Title of Course or Event: _____

Courses/Workshops

Course Status

New

Renewing

Course Format

Live

Online/Distance

Blended Live/Online

Brief Course Descriptions/Course Objectives: _____

Total Hours*: _____

*for online education please estimate the average number of hours it should take to complete the course

Supporting Documents (included):

Agenda/Course Outline

Brochure

Participant Handout

Online Course Access

Conference

Conference Date(s): _____

Conference Location: _____

Total Sessions: _____

Delegates can choose the number of sessions they register for

Delegates must attend a session in every time slot

This conference application must be accompanied by a conference brochure/outline detailing session descriptions and times as well as presenter information for consideration. This can be in a separate attachment or web link below.

Conference Website/Link to Online Brochure: _____



Accreditation Certificate Request

Participants who are **canfitpro** certified are required to submit a certificate to **canfitpro** for their CECs to be added to their file. You can opt to provide them a certificate of completion from your company or receive a canfitpro CEC certificate to provide participants with.

- We would like to be issued a **canfitpro** CEC Certificate which will be provided to the participants upon successful completion of the education. (Optional: you may submit a scanned image of your signature to be included on the certificate)
- We issue our own certificate of completion* to all participants and will direct individuals to submit a copy to **canfitpro** directly to receive their CECs. We will provide accurate disclaimers regarding the number and type of **canfitpro** CECs assigned and the years that these CECs are eligible for.

*Conferences may not be eligible for this option if CECs are to be assigned per session

Accreditation Agreement

I, _____

accept the responsibility of following all of the **canfitpro** accreditation policies and provider requirements outlined in the Continuing Education Credit (CEC) Provider Information Package.

The provider agrees to uphold the following items as it applies to themselves and any additional instructors: The provider accepts responsibility for the course content and the quality of course delivery, and guarantees that each course will be delivered according to the approved course outline and timelines (**canfitpro** must be notified of any altered outlines or timelines). The provider will make accurate information available about course attendance and will follow the guidelines for advertising courses. This includes the request by **canfitpro** to restrict live events hosted within 200 KM and/or 3 weeks of our events.

I understand that **canfitpro** reserves the right to remove Accreditation status if they believe the Accreditation Standards are not being met by my organization.

Signature

Date



Continuing Education Credit (CEC) Provider Program Package

Accreditation Fees

Please select the appropriate fees based on the structure below. Please indicate preferred method of payment. No charges will be made until the application is received in full, reviewed and approved.

Course/Workshop Fees

	New Course Submission Fee	Renewing* Course Submission Fee
First Course Submission within the educational year	\$225	\$200
Subsequent Course Submissions within the educational year	\$125	\$100

*Renewal fees are eligible for any course that has been approved for CECs with **canfitpro** within the last three (3) years and is being resubmitted without any major content or delivery changes that would affect the CECs previously assigned. Courses outside of this timeframe and/or with changes requiring reassignment of CECs will be charged at the new submission rate.

Conference Fees

Number of Sessions	Fee
1-10 Sessions	\$190
11-50 Sessions	\$380
51-100 Sessions	\$670
100+ Sessions	\$990

Optional Fees

	Description	Fee
RUSH Fee	Applied to submissions at the request of the application for application turn around within five (5) business days	\$65

Fee Calculations

	Total of this Item Submitted with this Application	Total
New Course Submissions		
Renewing Course Submission		
Conference Sessions		
Optional Fees		
<i>*GST (Goods and Services Tax) applicable in Quebec, Manitoba, Alberta, Northwest Territories, Nunavut, British Columbia and Saskatchewan (applied to location where workshop/conference is being held)</i> <i>**HST (Harmonization of Sales Taxes) applies only to the Canadian provinces of Prince Edward Island (15%), Newfoundland (15%), Nova Scotia (15%), New Brunswick (15%) and Ontario (13%) and includes both GST and PST (applied to the location where the workshop/conference is being held)</i>	SUBTOTAL	
	Tax (GST*/HST**)	
	Total	

Method of Payment

Cheque (enclosed & payable to **canfitpro**)

I would like to receive an invoice from the **canfitpro** Finance Department for payment via cheque, Visa or MasterCard through our payables department

Visa/MasterCard Card Number: _____ Expiry: _____