



# **IFPA**

## ***Renewal/Recertification Manual***

### **IFPA**

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# ***Why Re-certification***

Certifications by definition are required to have Re-certification requirements. These requirements are to either measure or promote continued competence.

To clarify the difference between Certification, License and College Degree

- A college or academic degree is a qualification awarded to students upon successful completion of a course of study in higher education at a college or university. There is no re-certification requirements, and no measure to determine continued competence in the students with a degree.
- A license is typically issued by a legal/government agency to exercise a certain privilege that, without such authorization, would constitute an illegal act. i.e. a doctor is required to have a medical license. The doctor must pass a licensing exam and typically must achieve a minimum of 54 CMEs(Continuing Medical Education), which consists of educational activities which serve to maintain, develop, or increase the knowledge, skills and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession
- Certification is a third- party attestation of an individual's level of knowledge, or proficiency in a certain industry or profession. Certifications are granted by authorities in the field such as professional associations and societies. Certifications are time-limited, due to the fact that without continuous study and training, competencies can diminish. Some certifications will expire after a period of time, most will allow a Re-certification process that allows the Certificant to Re-certify indefinitely, as long as the individual meets the organizations eligibility requirements. Renewal typically requires eligibility requirements are met such as ongoing education to remain up-to date on advancements in the field, evidenced by earning the specified number of continuing education credits(CECs), from approved professional development courses.
- Certification programs are often associated with professional associations who are dedicated to "Raising -the- Bar" within their industry if the competency levels of their career professionals.
- According to Phillip Barnhart, in his "Guide to National Professional Certification Programs" (1997), "... certifications are portable, since they do not depend on one company's definition of a certain job" and provide their potential employers: "an impartial, third- party endorsement of an individual's professional knowledge and experience."

The American National Standard Institute (ANSI) defines the standard for being a certifying agency as meeting two requirements:

- 1) Delivering an assessment based on industry knowledge that is independent from training courses or providers
- 2) Granting a time- limited credential to anyone who meets the assessment standards.

The Institute for Credentialing Excellence(ICE) formerly called the National Organization for Competency Assurance (NOCA) is an organization dedicated to providing educational , networking and advocacy resources for the credentialing community, is a US based organization that sets standards for the accreditation of personal certification and certificate programs based on the Standards for Educational and Psychological Testing, a joint publication of the American Education Research Association(AERA), The American Psychological Association(APA), and the National Council on Measurement in Education(NCME).

ICE established the National Commission for Certifying Agencies (NCCA) in 1987. NCCA is an independent, non-governmental agency that sets demanding Standards for IFPA has met those standards to be NCCA Accredited.

The European Health and Fitness Association has developed a system of quality assurance that has been in use since 2007 and has successfully accredited over 30 training companies across Europe. The EHFA Standards have been agreed as the minimum requirements for an individual to be called an Exercise Professional and who are then able to apply for registration with the European Register of Exercise Professionals (EREPS) and the national registers working within EHFA and EREPS programs.

The IFPA is EREPS Accredited.

The IFPA is also Better Business Bureau (BBB) for achieving outstanding business practices and customer service.

The IFPA is the only Fitness Certification Association to achieve NCCA Accreditation, EREPS Accreditation, BBB Accreditation and maintain the highest possible rating of an A+ from the BBB since the IFPAs Incorporation in 1994.

The IFPA maintains our Accreditation to assure you that your IFPA Certification is a valid and reliable designation to demonstrate to your clients your competency to train your clients safely and effectively.

Your responsibility is to maintain your IFPA Certification by meeting the IFPA eligibility requirements for Re-certification.

The Re certification Policies and Procedures details the IFPA eligibility requirements including:

- Obtaining CEUs
- Purpose
- Requirements
- Eligible CEUS
- Re-Certification Time Intervals
- Renewal Fees
- CEU Submission Deadlines
- CEU Reporting Forms
- Award of CEUs and Documentation Requirements
- Retest Registration

The IFPA is dedicated to helping you succeed. Indeed, your success is our success and we demonstrate your loyalty to the IFPA when you purchase IFPA CEUS, by our dedication to helping your success.

When you become IFPA Certified you are demonstrating a level of competence in personal training beyond other trainers. You also demonstrate a level of knowledge, skills and abilities that is not only superior on the day you pass your certification exam, but throughout your career. Your clients have a realistic expectation of your high level of competency not just on your first day on the job but everyday thereafter.

The IFPA course provided for you are not only designed to maintain your competency but enhance it. To not just maintain your Scope of Practice but to enhance it. You can elect to expand your Scope of Practice with courses designed for athletes in Sports Conditioning or work with children by completing the Youth Fitness Course, or any Special Population Groups from pregnant women, to Senior Citizens to people with diseases, disabilities or dysfunctions and much, Much more! The choice is yours. IFPA courses allow you to be the Master of your career progression.

Though you might assume the Re-certification time period of one year/or two years is keeping with the Fitness Industry Standard, the IFPA did not select this time period because “ Everyone else does it that way!”

There were several factors that going into deciding the time frame some of which were:

- 1) It is a fact that once knowledge is learned, it begins a gradual process of being forgotten so knowledge, skills, and abilities, need to be “refreshed” to maintain high levels of competency.
- 2) New information is generated daily in the fitness industry and CEUs are one avenue to “Keep-Up.”
- 3) New technology is being created for the fitness industry daily and CEUs can help learn new technologies.
- 4) The amount of knowledge, skills and abilities (KSAs) that can be learned in any single course is highly limited compared to the mountain of KSAs needed to be a “Master of Your Craft.”

Among these factors and others was the final thought among numerous SMEs that the one/two year time frame (based on 12/24 CMEs requirements), allows sufficient time to learn the KSAs and then an “On the Job training” time allotment where you have an opportunity to put your new KSAs to use, incorporate the KSAs into your training and enhance your career.

This is not to discourage you from becoming a “Life-Long-Learner and taking an IFPA Advanced or Specialty course every other week, but for many, one/two years is optional. The policies and procedures for the IFPA recertification has been refined by subject matter experts predating the IFPA's Incorporation in 1994. The subject matters experts who have helped develop the IFPA Recertification Policies and Procedures have a combined expertise of hundreds of years of experience in the Fitness Industry.

While our SMEs have intimate knowledge of the various methods Fitness Professionals have of acquiring CEUs, it is not possible to have complete knowledge of every individual, event,

course, trade show, workshop, etc offering workshops today. It is advised you contact the IFPA office to determine which CEU provider you are considering, before you make a commitment. IFPA is committed to quality control of our recertification program and not every CEU provider can achieve our quality or eligibility standards.

The information that follows in the manual will give you some insight into who and what achieves our eligibility standards. In general, all NCCA,ANSI and EREPS Accredited courses qualify for IFPA CEUs as does all IFPA Advanced and Speciality IFPA Certification and CEU Course.

If you have any doubt on whether any outside (other than IFPA) meets IFPA eligibility standards, Please contact the IFPA via phone(813) 979-1925or (800)785-1924 or email :[ceu@ifpa-fitness.com](mailto:ceu@ifpa-fitness.com) or through the “Chat” function on the IFPA website:  
[www.ifpa-fitness.com](http://www.ifpa-fitness.com)

# **CONTINUING EDUCATION**

IFPA Certifications and Continuing Education Programs are designed to progressively improve one's skills and knowledge in fitness, as well as to refresh these skills. The IFPA encourages all certified instructors to seek advanced knowledge to improve their training and fitness skills.

IFPA Certification requires Continuing Education Units (CEUs) in order to remain valid. Continuing education is essential for all fitness professionals to stay on top of their field. Continuing education requirements can be met by a wide variety of continuing education courses offered by the IFPA and the IFPA core Certifications (Sports Nutrition Specialist, Advanced Personal Fitness Trainer, Master Personal Fitness Trainer, Group Fitness Instructor, Youth Fitness Instructor, and Tai Chi-Chi Kung Instructor, etc.). In addition, CEUs may be obtained from IFPA-recognized correspondence courses and continuing education providers, college courses, CPR, and First Aid.

At this time, the IFPA Personal Fitness Trainer Certification requires twelve (12) Continuing Education Units within two years of initial certification and each year thereafter to remain valid. All IFPA primary certifications have this same requirement. For additional information on acceptable CEUs, visit our website at [www.ifpa-fitness.com](http://www.ifpa-fitness.com) or call the CEU Department at 10800-785-1924.

If you wish to appeal your certification status, please include written request, reasoning, and applicable documentation to:

IFPA Appeals  
14509 University Point Place  
Tampa, FL 33613

Appeals will be reviewed and responded to within 4-6 weeks.



# IFPA Continuing Education Requirements & General Information



Dear fitness professional:

The following packet outlines information regarding Continuing Education Unit (CEU) policies and procedures. This packet includes **EXTREMELY IMPORTANT INFORMATION** regarding the IFPA re-certification procedures.

Continuing Education Units are essential to...

- (1) expand and update the individual's qualifications and knowledge within health, fitness, and nutrition.
- (2) refine and build upon the skills of the certified professional.
- (3) promote the ongoing competency of certified fitness professionals.

CEUs play a vital role in the quality of any profession. Fitness is no different. We are constantly bombarded with the 'new' and 'better' diet and exercise plan. As professionals, we need to work hard to ensure that we make sound judgments in all of our health, fitness, and nutrition decisions and recommendations. Please review the enclosed packet very carefully so that you can maintain a valid certification without the extra headaches that can result from poor planning and trying to obtain CEUs at the last moment.

There are two ways to obtain a renewal on your current certification:

1. Certified instructors are required to obtain 12 CEUs prior to the end of the two year period of certification. This is designated by the expiration date on your certificate and membership card. When the certificate comes up for renewal, the certified individual is required to submit all relevant information pertaining to CEU credits obtained. Once approved and submitted with the appropriate fees, the individual will be granted a new certificate that will expire one year after the initial expiration date. CEU credits must be obtained during the time period in which the original certification was valid. CEUs above the required minimum may NOT be applied to a future certification period. Future renewals of the certification will require obtaining 12 CEUs per year.
2. Certified instructors can obtain 24 CEUs by completing an additional **IFPA** Certification for a two year renewal when proper documentation is submitted prior to your expiration date. This is designated by the expiration date on your certificate and membership card. When the certificate comes up for renewal, the certified individual is required to submit all relevant information pertaining to CEU credits obtained. Once approved and submitted with the appropriate fees, the individual will be granted a new certificate that will expire two years after the initial expiration date. CEU credits must be obtained during the time period in which the original certification was valid. CEUs above the required minimum may NOT be applied to a future certification period. Future renewals of the certification will require obtaining 12 CEUs per year or complete another additional **IFPA** Certificate for a two year renewal.

**Please note, presenting CEU information for recertification is the responsibility of the individual certified.**

To renew one's certification, all necessary documents must be submitted to the IFPA prior to the expiration of the certification.

For detailed information on obtaining CEUs, please see the enclosed CEU policy and recording forms. The following is an overview of the process:

- 1) Obtain 12 CEUs within your certification time-frame for a one-year renewal.
- 2) Obtain 24 CEU's by completing an additional IFPA Certification, which requires passing the appropriate exam for the designated IFPA course, within your certification time-frame for a two-year renewal.
- 3) Document CEUs on CEU report form and make a copy of certificate of attendance or other proof of completion for these CEUs.
- 4) **Submit documentation with CEU report form along with the appropriate fees prior to the expiration of your certification.**
- 5) Maintain copies and documentation of your CEU report and submitted CEUs.
- 6) Allow 6 weeks to receive your renewed certification.

After reviewing all of the information in this packet, please feel free to contact the IFPA if you have any questions so that we may assist you in maintaining a current certification.

Sincerely,

The IFPA Team



# IFPA Policies and Procedures for Obtaining Continuing Education Units



## *Purpose*

Continuing Education Units (CEUs) are required to assist the certified fitness professional in staying abreast of knowledge within the field and to encourage the highest degree of competency within the profession.

## *Requirements*

It is highly recommended that you attempt to earn your CEUs through the IFPA. The IFPA has created over 70 certification courses all designed to help you increase your knowledge, skills and abilities and build your professional expertise. You will earn 24 CEUs for the completion of IFPA Advanced or Specialized Certifications. This is not only cost effective for you; it provides you an additional credential that sets you apart from your competition, proving that you have advanced expertise beyond that of other trainers. In any regard, the IFPA-CC has set a requirement that a minimum of 6 CEUs be earned through IFPA sources. This is primarily a quality control concern. Since many of the CEUs available throughout the industry are of questionable value. The IFPA-CC also intends for members of the IFPA Associate to maintain contact and professional direction through IFPA curriculum. When you select IFPA courses, you will not have to pay additional fees for mandatory evaluation of outside credits and your loyalty to the IFPA ensures the long-term viability of your association.

\*Note, we DO permit certificants to Appeal the “minimum of 6 CEUs be earned through IFPA sources” requirement, and to be allowed to use all outside source CECs for renewal. Please refer to the “Appealing CECs” Section.

In order to remain certified, the IFPA requires that all IFPA certified professionals obtain 12 CEUs within two years of the initial certification. After the initial two years, certified members must obtain a minimum of 12 CEUs per year in order to maintain a current and valid IFPA certification. To obtain credit for CEUs, certified members must:

- A) Complete 12 Continuing Education Units by successfully completing any of a variety of continuing education opportunities as recognized by the IFPA.
- B) Document and record proof of Continuing Education Units
- C) Submit completed IFPA Continuing Education Report Form, documentation of CEUs (ex. copy of certificate of completion or attendance), and appropriate renewal fees to the IFPA before expiration.
- D) Maintain copies of all documentation for your records.

## ***Eligible CEUs***

CEUs are eligible if they meet the following criteria:

- 1) They are current (12 months old or less).
- 2) They are reputable (IFPA, Universities, Colleges, American Heart Association, American Red Cross etc.).
- 3) They are pertinent to the fitness profession.

## ***Obtaining CEUs***

CEUs may be obtained in a variety of ways. The primary means are listed below. Please note that some means of obtaining CEUs may be used only once (ex. CPR & First Aid). Other categories may have a limit to the number of CEUs that can be applied during a given re-certification period. This is not to say that you may not obtain more than the maximum units in a given category, just that certain categories can only be applied to a given extent toward certificate renewal.

### **The IFPA-CC Re-certification Time Interval**

The IFPA-CC has set the re-certification time interval. The initial time interval for initial IFPA-CPFT Certification is the Personal Fitness Training Certification Industry standard of two years. The 2-year time interval has been used throughout the Certified Personal Fitness Training Industry for many decades, which the IFPA supports, for several reasons:

- 1) The CPFT Certifications are “Entry Level” Certifications. There is much more for the CPFT to know in order to become a Master of Fitness Training than can be examined in a single certification exam. More education and frequent education in the form of CEUs is necessary to achieve this goal.
- 2) The CPFT career is constantly evolving. Personal Training is a very recent career endeavor. The first CPFT Certification is less than 3 decades old and most of the CPFT certifications are less than 2 decades old. In many ways the CPFT career continues to change; sometimes drastic change, not only due to the natural maturation of a new career, but as a result of the ever-changing needs of the population that the CPFT must deal with. Recent projections are that 70% of the adult population will be obese by 2020; this creates tremendous change within the CPFT Industry. The Obesity Epidemic has created diabetes, cancer and heart disease epidemics with even more changes to the CPFT career.
- 3) All education and learning models clearly demonstrate that any learned material will fade quickly from memory without reinforcement. Most research demonstrates that a learner will forget most of what they have learned within the first 24 hours of learning new material. CPFT must continuously strive to retain as much knowledge as humanly possible. The general population is put in peril by trainers that forget their safety guidelines,

signs and symptoms of a cardiac event or other critical information the CPFT must know to protect their clients from harm. Therefore, the Fitness Certification and the IFPA-CC requires that a CPFT earn 12 CEUs before their certification expires (2 years after successfully passing their CPFT Exam). The Fitness Certification Industry and the IFPA-CC therefore allows the certificant to maintain their certification for the two years initially, and then requires 12 CEUs every year after the initial two year certification. The IFPA-CC also allows the certificant to take the IFPA-CPFT Exam again, and upon successfully passing the Exam, they earn 24 CEUs that allows them to re-certify for a two year period.

## How to obtain CEUs

### Category I—IFPA Courses, Workshops, Conventions, and Continuing Education Courses

- Passing the designated Course Exam is the only way to pass an IFPA Course.
- Successful completion of any IFPA certification course typically counts as 24 CEUs. These courses include: Personal Fitness Trainer, Advanced Personal Fitness Trainer, Group Fitness Instructor, Youth Fitness Instructor, Sports Nutrition, etc.
- Program Design Specialist Courses or attendance at IFPA conventions typically counts as 12 to 16 CEUs.
- IFPA Continuing Education Courses include PNF stretching, Plyometrics, the Business of Personal Training, and many other course opportunities. IFPA Continuing Education Courses (CEUs) typically count two to twelve CEUs and are offered by correspondence.
- CEUs are also offered for attendance at IFPA Conventions. CEUs for attendance at other workshops, conventions, CECs, and other IFPA events are designated with the given activities.
- The IFPA grants 1 CEU per contact hour for each IFPA event.
- **NOTE: 6 of the 12 CEUs required for renewal *MUST* be obtained from Category I.**
- **Passing the designated Course Exam is the only way to pass an IFPA course.**

### Category II—CPR/ First Aid/ EMT/ AED

- *CPR/First Aid/EMT Certification/Re-certification*—CPR and/or First Aid or EMT certifications/ re-certifications may be applied *one* time toward IFPA CEUs. CPR and First Aid each count toward 3.0 CEUs and EMT counts toward 6.0 CEUs. (Claiming EMT for CEUs disallows also using CPR & First Aid.)
- *A maximum of 6 CEUs may be obtained from Category II in a given re-certification period.*

### Category III—Presentations and publications

- *Presentations*—Presentation as a panelist or featured speaker at a fitness-type clinic or conference. The candidate must submit a copy of the event program, a description of the presentation, and receive IFPA approval for the content and scope of the presentation. The normal CEU allotment is 1.0 per presentation in excess of 1 hour. (CEUs not granted for presentations less than one hour in length.)
- *Publications*—Published articles in which you serve as an author or co-author. The candidate must submit a copy of the published article (copied from publication), date of publication, and publication name for approval by the IFPA—1.0 CEU for non-peer reviewed articles and 2.0 CEUs for publication in peer reviewed journals. (Ex. Medicine and Science in Sport and Exercise, International Journal of Sports Nutrition)
- *A maximum of 6 CEUs may be obtained from Category III in a given re-certification period.*

### **Category IV—Completion of IFPA recognized correspondence courses, workshops, or certifications**

- *Correspondence Courses*— Contact the IFPA to find out about IFPA and other available correspondence courses. CEUs vary according to course.
- *Workshops and Certifications*—The IFPA will recognize a variety of fitness related workshops and certifications to apply toward continuing education units. CEUs are granted on a per event basis and require documentation of attendance and a copy of the program describing the content. Typical CEUs granted are 1.0 CEU per contact hour or a maximum 6.0 CEUs per event.
- *A maximum of 6 CEUs may be obtained from Category IV in a given re-certification period.*

### **Category V—College/ University Education**

- *College education after certification*—College courses specifically related to fitness, health, and nutrition can be applied toward CEU credits. Each semester credit hour, if accepted, is granted 1.0 CEU and each quarter credit hour is granted 0.5 CEUs.
- *A maximum of 6 CEUs may be obtained from Category V in a given re-certification period.*

## ***Appealing CEC Requirements***

While the IFPA has set a requirement that a minimum of 6 CEUs be earned through IFPA sources, permit certificants to appeal to be allowed to use all outside source CECs (non-IFPA CECs) for their renewal.

40 days prior to the expiration date, Candidates can submit an appeal to the Continuing Education Department, providing proper documentation supporting their request (college transcripts, fellowship certificate, etc.) to request all their outside source CECs count towards their renewal.

The Continuing Education Department will review the request. If the proper timeframe is not followed, or the supporting documentation is incomplete/not submitted, the candidate will be notified their request will not be processed until the errors are addressed.

Once the Director of the Continuing Education Department receives the request, the Director of Continuing Education Department will investigate to ensure the documentation provided is adequate/legitimate/etc and determine if the Appeal request is valid.

If accepted, the candidate will be notified. The candidate will be required to summarize what they learned and how it has assisted them to become a better fitness professional, in a minimum two page, double spaced, 12 Times New Roman font, within ten days.

Once the IFPA receives the candidate's response, the documentation will be forward to the CEC Review Committee for review.

The CEC Review Committee has 30 days to provide a response.

If the CEC Review Committee approves the appeal, the candidate will be notified the appeal was approved and the renewal will be processed with all outside source credits.

If the CEC Review Committee denies the appeal, the candidate will be notified the appeal was denied, along with an explanation why their request was denied, and the renewal will NOT be processed.

# ***Renewal Fees***

## ***Recertification Fee***

There is a \$25 recertification fee per certificate being renewed. For example: Renewing an Advanced Personal Fitness Trainer Certification and Sports Nutrition Certification would require a \$50 re-certification fee.

## ***Non-IFPA CEU Administrative Fee***

In order to encourage a diverse background of knowledge in fitness, health, and nutrition, the IFPA does recognize non-IFPA administered continuing education. Because of the processing and review required to grant CEUs not offered through the IFPA (Categories II, III, IV, and V), requests for CEUs from any of these categories require an additional \$20 fee per CEU form at the time of re-certification. This is a review & processing fee and is non-refundable.

## ***CEU Submission Deadline***

All continuing education documentation must be submitted by certification expiration date. By request only, the IFPA will allow a 3-month grace period to submit documentation. IFPA members are NOT certified during their grace period. If the member fails to submit complete documentation during the grace period, the student may no longer recertify by means of continuing education and must retake the certification program.

Requests for recertification and recognition of CEU credits must be submitted using the “IFPA CEU Report Form”. All submission forms must be complete and submitted with appropriate fees and documentation in order for CEUs to be awarded and certifications to be distributed. All submissions requesting CEUs and certificate renewal must be sent to:

**IFPA  
Continuing Education Department  
14509 University Point Place  
Tampa, FL 33613-5424**



# IFPA CEU Report Form



Change of Address (check here) \_\_\_\_\_  
Expiration \_\_\_\_\_

Current Certification-

Name \_\_\_\_\_ (as to appear on certificate)  
Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

E:Mail: \_\_\_\_\_

**Submit to:** IFPA  
Continuing Education Dept.  
14509 University Point Place  
Tampa, FL 33613-5424

**Certifications to renew (circle all that apply):**

- Personal Fitness Trainer
- Sports Nutrition
- Advanced Personal Fitness Trainer
- Master Personal Fitness Trainer
- Group Fitness Instructor
- Youth Fitness Instructor
- Womens Fitness Spec
- Weight Mngmnt Instructor
- Sports Conditioning Spec
- Tai Chi Instructor
- Fitness Facility Mngr
- Flexibility Coach Cert
- Senior Fitness Instructor
- Post Sec Rehab Sp

(See reverse for a description of categories & requirements)

Category	Type	Activity Description/Contact Hours	Date	Estimated CEUs
I	IFPA certification, IFPA continuing education, IFPA conventions ( 6 ceu's mandatory from IFPA unless appeal approved)			
II	CPR, First Aid, EMT, AED (may be used one time only)			
III	Presentations & publications			
IV	Non-IFPA correspondence courses, workshops, conferences, and certification courses			
V	College/ University Courses			

**For Office Use Only:**

Received:

Approved:

New Expiration:

Sent:

**Signature Required**

By signing and dating this form, I hereby attest that all information presented herein is true and accurate. I understand that any inaccurate representation or reporting of CEU activity may result in the revocation of my certification.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ***IFPA Award of CEUs and Documentation Requirements***

<b><u>Category</u></b>	<b><u>Activity</u></b>	<b><u>How CEUs are awarded</u></b>	<b><u>Documentation to submit</u></b>	<b><u>Special Notes</u></b>
<b>I</b>	IFPA Certification Courses	24 CEUs per course	Copy of IFPA Certificate	2 yr. renewal on current certification
<b>I</b>	IFPA Continuing Education Courses	Designated by event	Copy of IFPA Certificate	1 yr. renewal with CEUs
<b>I</b>	IFPA Convention or Special Events as attendee	Designated by event	Completed and submitted CEU request to be given through convention	Total CEUs granted subject to change and may be dependent upon successful completion of CECs offered at convention.
<b>II</b>	CPR, First Aid, or EMT, AED	3.0 each for CPR or First Aid or 6 total for EMT	Copy of certificate	Applicable one time only Maximum 6 outside source CEUs/renewal
<b>III</b>	Presentations as Presenter	1.0 CEU per presentation in excess of 1 hour (made to public or other fitness professionals)	Copy of program describing presentation content and length	Subject to acceptance by IFPA Maximum 6 outside source CEUs/renewal
<b>III</b>	Publications as Author	1.0 CEU for published article in non-refereed publication; 2.0 CEU for published article in refereed journal (Ex. Medicine & Science in Sport & Exercise)	Copy of article direct from publication, publication name, and date of publication	Subject to acceptance by IFPA Maximum 6 outside source CEUs/renewal
<b>IV</b>	Correspondence Courses	Designated on course by course basis—indicated on accepted correspondence courses (Desert Southwest Fitness & others designated by the	Copy of certificate of successful completion	Subject to acceptance by IFPA Maximum 6 outside source CEUs/renewal

		IFPA)		
<b>IV</b>	Workshops, conferences, and certification course by agencies other than the IFPA as attendee	1.0 CEUs per contact hour Maximum 6 CEUs per conference, workshop, or course	Certificate or letter indicating successful completion, contact hours and content description	Subject to acceptance by IFPA Maximum 6 outside source CEUs/renewal
<b>V</b>	College/University courses	1 CEU per semester hour or 0.5 CEUs per quarter hour	Copy of course grades and course description	Subj. to acceptance by IFPA/Max. 6 outside source CEUs/renewal

Non-IFPA CEUs require a \$20 processing fee per each CEU form submitted (Categories II,III,IV,V)

\$25 Rush Processing available on IFPA CEU test results-results given by email within three business days of being received by the IFPA. \$25 fee for each test if submitted separately or \$25 fee total if submitting all IFPA CEU tests at once.

# IFPA Retest Registration

- Yes – Please register me for my retest.**
- No – I have decided not to retest.**

*Please fill in the following to register for your IFPA certification exam retest.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(No P.O. Boxes)

\_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_ Day Ph (\_\_\_\_) \_\_\_\_\_ Home Ph (\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_

**(Required)** *By signing above, I certify that I have read and understand all IFPA policies including the cancellation and no-refund policy. I understand that my first choice location may become unavailable.*

## Check one:

Name of certification to retest: \_\_\_\_\_

Retest location: \_\_\_\_\_ Date: \_\_\_\_\_

- Retest at Exam Site: \_\_\_\_\_
- Retest by Proctor: \_\_\_\_\_
- Proctor with no proctor fee due to no scheduled exam site in local area
- Proctor with fee – by appointment only (\$50 fee)

## FEES, PAYMENT, & ORDERS

Retest Fee (within 3 months of results) \$99

\$ \_\_\_\_\_

Retest Fee (within 4-6 months of results) \$99+ \$25.00 late fee

\$ \_\_\_\_\_

**Retesting is not available after 6 months from the date of your test results.**

**Total** \$ \_\_\_\_\_

## PAYMENT    Check/M.O.    Visa    MC    AmExp    Discover

Card #: \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature of cardholder \_\_\_\_\_

Printed name of cardholder \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Credit card billing address \_\_\_\_\_

- WAIT!**
- Did you complete all information including desired certification, location, and date?
  - Did you complete payment information and include the appropriate fees?
  - Did you sign above? • Any missing information may delay your registration.

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IFPA  
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