



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 program(s) should ideally hold a canfitpro PTS/FIS/HWL certification and/or equivalent thereof from another organization. Other supporting credentials, such as a degree, certificate, other certification, and/or professional designations or trainings should also be included. Submissions can be made in the space provided or by attaching a resume/CV.
ELIGIBLE EDUCATION	canfitpro CECs will be evaluated for lectures, workshops, seminars, conferences and academic courses. Education in all delivery methods will be considered. 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. A minimum of 1.5 hours of education is required to earn 1 CEC. For all events, a <u>maximum</u> of four (4) CECs will be awarded. canfitpro Certified Members require 4 CECs annually to renew.
APPLICATION REVIEW	All applications accompanied with necessary documents will be reviewed. The provider credentials are reviewed followed by course materials which are assessed to meet or exceed canfitpro's standard of education. Approval as a provider does not guarantee that all courses submitted will be approved for CECs. Fees will not be charged if the application is denied.
CERTIFICATES & RECEIVING CECS	At the completion of the education, the provider is responsible for providing a certificate of completion to the participant(s). canfitpro has a self-serve CEC upload available to all members where they can upload their certificate and receive the CECs towards their requirements. If the title on the certificate does not match the title we have been given, CECs will not be awarded.
ADVERTISING POLICY	As an authorized canfitpro Continuing Education Provider, the provider is permitted to promote their course using the canfitpro CEC Provider badge which can be obtained at the onset of your initial accreditation, or at a later date by contacting accreditations@canfitpro.com . Providers may advertise the number of CECs accredited by canfitpro and are encouraged to note the expiry date of CECs on advertising materials to avoid confusion.
DATES AND DEADLINES	Approved education will be accredited with CECs for a one-year period, unless additional accreditation years are requested at the time of application. At the conclusion of the approval period, 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.
APPLICATION SUBMISSION	To ensure efficient handling of your application, please be sure that all required items are included in your application package, allowing for 2-4 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



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Applicant Information

Company Name: _____

Lead Administrator Name: _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone: _____ **Fax:** _____

E-mail: _____

Instructor/Developer Credentials

Please use the space below to indicate the presenters/authors and their credentials or supply a resume/CV in your submission. Courses led by a master trainer should include developers credentials followed by your master trainer criteria. For conferences, please include a listing or link to all presenters involved in your event. This can be submitted as an attachment or link in lieu of the space below.

Accreditation Agreement

I, the applicant, accept the responsibility of following the canfitpro accreditation policies and provider requirements outlined in the Continuing Education Credit (CEC) Provider 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 (typed name is accepted)

Date



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Education Submission

Course/Event Title: _____

Course/Event Type Workshop/Course/Lecture Conference/Multi-Session Event

Course/Event Delivery Live (in person/virtual) Online/Distance (self-directed) Blended Live/Online

If this application submission is for a conference, please skip to the bottom portion "conference details"

Course/Workshop Details

New Submission Renewing Submission (no changes) Renewing Submission (with changes) *

**Please make note of which details have changed; for hour and title changes, please note previous info followed by new info*

Total Hours*: _____

**Total hours should be calculated based on total educational hours not including breaks; for self-directed learning please estimate the approximate amount of time it would take the average participant to complete*

Brief Course Description/Course Objectives (can be an attachment in lieu of space below):

Course/Workshop website (if applicable): _____

Supporting Documents included in submission (required items marked with *):

Agenda/Course Outline Participant handouts/materials Brochure Copy of participant certificate*

Online Login (if applicable) Name: _____ Password: _____

Conference Details

Conference Date(s): _____

Conference Location: _____

Total Number of Sessions: _____

Conference Website/Online Brochure: _____

This conference application must be accompanied by the following (either as an attachment or web link):

- Brochure/Session details including session description and run time
- Presenter bios
- Copy of participant certificate

Why do we request a copy of the certificate?

Our members can upload their CECs onto the certifications at the conclusion of your course/event using our self-serve Member Portal. For this to work, the title and provider info on the certificate must be the same as what we enter when approving the course/event. Failure to have them the same may result in participants being unable to obtain their CECs. We request the certificate to cross check the title and be sure participants and our members the most seamless experience possible.



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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 Submission Fees

	New Course Submission Fee	Renewing* Course Submission Fee
First Course Submission within the educational year	\$245	\$220
Subsequent Course Submissions within the educational year	\$145	\$120

*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 Submission Fees

Number of Sessions	Fee
Less than 20 Sessions	\$550
21-50 Sessions	\$925
Over 50 Sessions	\$1200

Optional Fees

	Description	Fee
RUSH Fee	Applied to submissions at the request of the application for application turn around within five (5) business days	\$75

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/Money Order/Wire Transfer
 Visa/MasterCard/AMEX

Name on Card: _____

Card Number: _____ Expiry: _____ CVV: _____