



# 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. Outside sourced certifications are not accepted.

***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 (only) Certification 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 2 to 4 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,

James T. Bell, PhD.  
President, IFPA



# 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

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, ACSM, 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.

## How to obtain CEUs

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

- Successful completion of any IFPA certification course typically counts as 24 CEUs for a two-year renewal. These courses include: Personal Fitness Trainer, Advanced Personal Fitness Trainer, Group Fitness Instructor, Youth Fitness Instructor, Sports Nutrition, etc.
- Master Personal Fitness Trainer 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 (CECs) typically count two to twelve CEUs and are offered by correspondence.
- CEUs are also offered for attendance at other 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. To obtain a two year renewal only IFPA Certification Courses can be used for renewal.**

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

- *CPR/First Aid/AED/EMT Certification/Re-certification*—CPR, AED and/or First Aid or EMT certifications/ re-certifications may be applied *one* time toward IFPA CEUs. CPR, AED and First Aid each count toward 3.0 CEUs and EMT counts toward 6.0 CEUs. (Claiming EMT for CEUs disallows also using CPR, AED & 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.*

## **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**