



*The IFPA
Continuing Education Provider
Handbook*

IFPA...the leader in practical fitness education

The IFPA Provider Program

The International Fitness Professionals Association is dedicated to providing the most practical information available in fitness education. In its quest to bring top quality education to IFPA certified members, the IFPA has developed its Continuing Education Provider Program. IFPA Approved Continuing Education Providers are leaders in fitness education dedicated to promoting healthy lifestyles throughout the world. Your involvement as an IFPA Provider will assist IFPA Certified Professionals in staying current in the constantly evolving fields of health, fitness, wellness, and nutrition. As an IFPA Provider, you have the opportunity to:

- ✓ ***Increase your recognition as a leader in fitness education***
- ✓ ***Boost your business—by adding IFPA Certified Instructors who need Continuing Education Credits to your clientele base***
- ✓ ***Increase your marketing—through IFPA Provider Marketing Programs***
- ✓ ***Obtain the support of an industry leader—when you become an IFPA Provider, the IFPA works to support your program through referrals, content review, and new IFPA programs such as the IFPA UP Program™ (Umbrella Provider Program) which will assist in bringing your courses to new markets throughout the world.***

The IFPA Provider Handbook includes the information and applications you need to become an IFPA Approved Continuing Education Provider. Important information is also included about Provider renewal.

Please keep this handbook for future reference. Read this handbook thoroughly, if you still have any questions about the IFPA Continuing Education Provider Program and application process, please contact the IFPA at 800-785-1924.

Contents of Handbook

Checklist for Becoming an IFPA Approved Provider.....	3
Becoming an IFPA Continuing Education Provider.....	4
Continuing Education and the IFPA.....	4
Guidelines for the IFPA Continuing Education Provider	5
<i>Topics Typically Approved</i>	5
<i>Topics Not Usually Accepted for Approval</i>	6
<i>Appropriate Course Levels</i>	6
<i>Defining Course Credits</i>	6
<i>Instructor Qualifications for IFPA Providers</i>	7
<i>Advertising</i>	7
<i>Course Objective & Content</i>	8
<i>Record Keeping</i>	8
<i>Certificates of Completion</i>	8
<i>IFPA Quality Control</i>	8
The Provider Approval Process	9
<i>Preparation</i>	9
Correspondence Courses	9
<i>Correspondence Course Review and Approval Process</i>	9
IFPA Continuing Education Provider Application.....	10
IFPA Continuing Education Course Application	11
IFPA Continuing Education Instructor Qualifications	12
IFPA Continuing Education Provider Correspondence Course Application	13
IFPA Standards of Excellence in Education TM	14

Checklist for Becoming an IFPA Approved Provider

- Thoroughly read the IFPA Continuing Education Provider Handbook.
Make copies of the application forms for future use.
- Initial, sign, and date the appropriate IFPA Continuing Education Provider Application forms.
- Sign the IFPA Continuing Education Provider Agreement at the bottom of each Continuing Education Course Application being submitted.
- Gather and submit course outlines, agendas, brochures, and recommended reading lists.
- Complete IFPA Continuing Education Instructor Qualification forms for each instructor who will teach the courses for which you are applying to become a Provider.
- Copy IFPA Certificate(s), diploma(s), and/or references to submit as part of your application as necessary.
- Make copies of your entire application for your records.
- Submit application and appropriate fees via check, money order, or credit card (American Express, Visa, MasterCard, or Discover) to:
 IFPA CEC Provider Program
 14509 University Point Place
 Tampa, FL 33613

Make certain your application is complete prior to submitting it to the IFPA. Applications require four to six weeks for processing. All applications must be received by the IFPA a minimum of 60 days prior to the print date of publication of marketing materials. Missing items may slow processing or result in denial of Provider status.

Becoming an IFPA Continuing Education Provider

The International Fitness Professionals Association, IFPA, approves continuing education credits based upon topic, credentials of the instructor, and the learning experience of the student. In order to meet the changing educational needs of its certified members, the IFPA recognizes and approves a wide variety of learning experiences for continuing education credit. Sample programs that are approved include workshops, lectures, seminars, correspondence courses, university extension programs, conferences, and conventions.

Continuing Education and the IFPA

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.

In order to remain certified, the IFPA requires that all IFPA certified professionals obtain 8 CEUs within two years of the initial certification. After the initial two years, certificants must obtain a minimum of 8 CEUs per year in order to maintain a current and valid IFPA certification. To obtain credit for CEUs, certified individuals must:

- A) Complete 8 Continuing Education Units by successfully completing any of a variety of continuing education opportunities recognized by the IFPA.
- B) Document and record proof of these continuing education units.
- C) Complete the IFPA Continuing Education Report form.
- D) Submit the completed IFPA Continuing Education Report Form, documentation of CEUs (ex. copy of certificate of completion or attendance), and appropriate renewal fees to the IFPA.
- E) Maintain copies of all documentation for certificant's records.

In order to provide certified professionals with a wide variety of educational experiences throughout the world, the IFPA authorizes qualified individuals and organizations to become IFPA Approved Continuing Education Providers. In order to ensure quality of the IFPA Provider Program, the IFPA requires Providers to maintain current applications for each of their approved programs. The IFPA tracks this information for each Continuing Education Course (CEC) that is offered.



*Don't forget to market yourself as
an IFPA Approved Provider*

Once you've been approved to be an IFPA Continuing Education Provider use the IFPA Approved Provider Logo shown to the left on your marketing materials.

You can also include the statement, "This course has been approved for ____ Continuing Education Units for certified members of the IFPA" by itself or with the IFPA Approved Provider Logo.

Guidelines for the IFPA Continuing Education Provider

All IFPA Approved Continuing Education Providers must agree to:

- Accept full responsibility for the content and quality of instruction of courses approved for continuing education units.
- Adhere to all education program standards and guidelines as described by the IFPA.
- Conduct all continuing education programs according to the course objectives and outline submitted to the IFPA for approval using only IFPA approved instructors.
- Maintain current and accurate course applications and materials for all IFPA Approved Continuing Education Courses.
- Provide accurate and timely information about your programs, attendance, record keeping, and advertising.
- Maintain the integrity and copyright of all proprietary IFPA documents and materials while upholding the standards of the IFPA and the IFPA certification exam.
- Maintain confidentiality of all client and student information.
- Provide equal and fair treatment to all clients and students, not discriminate, and adhere to all Federal anti-discrimination guidelines.
- Abide by applicable business, employment, and copyright laws.
- Be truthful in all statements made to students, the general public, and the IFPA.
- Promote the health and fitness lifestyle.

Violation of the above listed guidelines may result in the termination of your provider status without refund of any portion of the Provider application fee.

Topics Typically Approved

Topics typically approved by the IFPA are listed below.

When completing the Course Application, please list only those topics relevant to your program. You may list as many as six topic codes for each course. Be certain to list the most relevant topic(s) first. If you do list more than one topic, be sure to indicate the number of hours included under each topic area.

General Course Topic Area	Code
Aquatic Exercise	AQ
Business & Fitness	BF
Boxing/Martial Arts	BX
Choreography	CH
Communication Skills	CM
Cross Training	CT
Exercise Assessment	EA
Exercise Programming	EP
Exercise Science	ES
Flexibility Training	FT
Health & Wellness	HW
Instructional Techniques	IT
Kinesiology/Biomechanics	KB
Mind/Body Integration	MB
Nutrition	NU
Pre/Postnatal Exercise	PN

Format of Program	Code
Convention/Conference	CV
Correspondence Course	CC
Lecture	LC
Workshop	WK
Senior Fitness	SF
Special Populations (Not otherwise listed)	SP
Spinning/ Cycling	SC
Sports Medicine/ Rehab	SM
Step/ Slide/ Bench Exercise	SB
Strength Training	ST
Walking Fitness	WF
Weight Control	WC
Youth Fitness	YF

Topics Continued

Topics Not Usually Accepted for Approval

Exercise classes, courses promoting contraindicated exercises, and physical education activity courses, such as tennis, weight training, and aerobics, will not be approved. Group exercise or master classes such as step aerobics, box aerobics, self defense, spinning, etc. will not be approved.

Approved courses must contribute to the education and the knowledge of the certified instructor in a manner that he/she will be able to utilize the information to improve his/her instruction. To be approved, courses must be applicable to the certification of the individual. General liberal arts and business courses, such as self-improvement, personal growth, and business theory will not be approved. Workshops offering certifications or preparatory courses for certifications other than the IFPA certification will not be approved for IFPA continuing education.

Appropriate Course Levels

The IFPA accepts refresher and advanced level continuing education courses. Your courses must fit into one of these categories.

Refresher courses review an individual topic or skill that is required as part of the level I IFPA certifications (Personal Fitness Trainer, Sports Nutrition, and Primary Aerobics Instructor). Basic Client Motivation and Basic Nutrition are examples of refresher courses. Refresher courses may be utilized by IFPA Certified Instructors to obtain a maximum of 6 Continuing Education Units. Refresher courses are not intended as preparation for IFPA certification exams.

Advanced courses teach materials above and beyond the minimum level of knowledge required for initial certification. These courses should not cover basic information required for an entry-level professional. These courses should include information that can assist the certified individual in advancing his or her professional status as it relates to fitness. Sample topics include: Advanced Exercise Techniques for the Upper Body, Plyometric Training Techniques, Weight Training for Seniors, etc.

Courses designed to prepare students to take IFPA certification exams are considered exam preparation and are not appropriate for continuing education credits.

Defining Course Credits

In defining course credits, the IFPA uses the terms "continuing education credit" (CEC) and "contact-hour." A contact-hour is the time actually spent in the educational portion of the program. The number of CECs awarded is determined in part by the number of contact hours and the scope of the program.

Once approved for continuing education credits, each course is awarded a maximum number of CECs based upon type of contact and actual contact hours. The IFPA realizes that providers must sometimes adjust the length of courses offered to accommodate differing educational, host, and instructor needs. Providers may shorten approved courses as long as the numbers of awarded CECs are adjusted accordingly. (Approved courses may not receive more than the maximum approved CECs, even if they extend beyond the initial time frame of the workshop/seminar.) CECs may be adjusted in one-hour increments only. For example, if a course is shortened from 6 hours to 4.5 hours, the CECs awarded would decrease from 6 to 4. Any changes in CECs provided should be reflected on the advertising piece that is included with your attendance record when submitted to the IFPA.

Instructor Qualifications for IFPA Providers

It is the responsibility of the IFPA Approved Continuing Education Provider to employ qualified professionals as course instructors.

Instructors may qualify to become an IFPA Provider as long as they meet **all** of the following criteria:

1. At minimum, course instructors must hold an IFPA certification and two years of experience in their given field (personal training, aerobics, nutrition, etc.) *or* a four-year college degree (or higher) related to the topic area being taught.

And...

2. They also must have either one year of successful experience teaching the same subject matter during the last two years or three years of teaching experience in a similar subject.

And...

3. All IFPA Approved Providers must be licensed, certified, or degreed in their area of expertise. It is the responsibility of the provider to show evidence of specialized training in the subject matter being taught through the submission of appropriate references, resumes, degrees, and certifications.

Approved instructors must uphold all IFPA continuing education policies and procedures.

Advertising

IFPA Approved Providers are permitted to promote themselves as an IFPA Provider on the condition that the following guidelines are properly adhered to.

1. Providers may state on promotional pieces that they are recognized as an IFPA Approved Continuing Education Provider.
2. Approved courses must state the number of Continuing Education Units that the course is approved for directly on the promotional materials. Sample statement: "This course has been approved by the International Fitness Professionals Association, IFPA, for _____ Continuing Education Units."
3. IFPA Approved Providers may use the IFPA Approved Provider logo on their marketing materials as long as they maintain their IFPA Approved Provider status.
4. IFPA Approved Providers may not utilize the IFPA corporate logo (logo without "Approved Provider" statement within the logo) or represent themselves as endorsed by the IFPA. Use of the above listed approval statement or the IFPA Approved Provider logo does not in any way imply endorsement by the IFPA.
5. Course materials must clearly denote the Provider's refund policy.
6. If marketed internationally and requiring U.S. funds, marketing material must denote that U.S. funds are required.
7. The International Fitness Professionals Association, IFPA, name or the IFPA logo may not be used on or in conjunction with resale items, products, clothing, certificates of completion, or diplomas. Providers may not represent themselves as being endorsed by the IFPA or that their program was created by the IFPA.
8. Individuals or organizations in the process of applying for Provider status may not advertise themselves as an IFPA Approved Continuing Education Provider nor may any such individual or group advertise that they are pending approval as an IFPA Continuing Education Provider. Doing so will be grounds for automatic denial of Provider status and may result in action by the IFPA to protect its name and programs.

The IFPA retains the right to rescind IFPA Approved Provider status for false advertising and failure to comply with IFPA advertising and/or Provider guidelines. *Continuing to represent oneself as an IFPA Approved Continuing Education Provider once Provider status has been revoked, or representing oneself as an IFPA Approved Continuing Education Provider without authorization from the IFPA, shall result in legal action taken on the part of the IFPA to protect its name and programs.*

Course Objective & Content

Course objectives must be clearly stated on each course application. Objectives must be stated in measurable terms and should indicate what the applicant is expected to be able to do after completing the course.

Course content should be listed in a course outline that indicates content, scope of presentation, and an hour by hour time schedule for the course. Any significant deviations from the content or time schedule of approved courses must be noted to the IFPA prior to the course. Such deviations may require additional review for approval and may result in a change in the number of awarded CEUs.

Record Keeping

As an IFPA Approved Provider, you are responsible for maintaining up-to-date records including: course information, course applications, attendance records, instructor qualifications, and course evaluations. These records must be maintained for a minimum of four years.

All records are subject to random audits by the IFPA for up to four years. These audits are performed to ensure that courses are conducted according to IFPA guidelines. If audited, you may be asked to submit requested records within 30 days to the IFPA Continuing Education Department.

Each time a course is taught, you must submit the following information to the IFPA Continuing Education Department:

- Course attendance roster
- IFPA QuickTrack CEC tracking form (Provided by the IFPA to assist its certified members in documenting and tracking their continuing education.)
- Copy of your advertising flyer, brochure, or other marketing material
- Copy of certificate of completion being distributed to students
- IFPA Provider Evaluation forms

Forms must be submitted within two weeks of the completion of the course.

Certificates of Completion

Certificates of completion must be distributed to students as verification of their successful completion of course requirements. The certificate of completion must include the Provider name and number, course name and number, date and location of the workshop, number of CEUs earned, instructor's name, and approved IFPA Provider's signature. The number of IFPA Approved CEUs must also be clearly indicated. A sample certificate of completion will be sent upon approval as an IFPA CEU Provider.

IFPA Quality Control

The IFPA Approved Continuing Education Provider Program is designed to ensure that approved continuing education programs meet the IFPA Standards of Excellence in Education. Programs are evaluated based upon both scientific basis and practical application. To ensure quality, the IFPA randomly selects and evaluates Provider Programs during the course of each year. These evaluations are meant to assist the Provider in providing the highest quality educational experience and to ensure that the IFPA quality standards are being met.

The IFPA will investigate any complaints or evaluations indicating poor or inappropriate course content, materials, or advertising. When possible, the IFPA will work with the Provider to improve the situation. When a situation can not be rectified within a reasonable time period, the IFPA reserves the right to suspend, revoke, or terminate IFPA Approved Provider status.

The Provider Approval Process

Preparation

1. Thoroughly read the IFPA Continuing Education Provider Handbook.
2. Review instructor and course qualifications listed in the Handbook. Be certain that you meet these qualifications. Programs that apply for status and do not meet these qualifications will be denied Provider status. (Please note, the application fee is a non-refundable application and administration fee.)
3. Complete the IFPA Provider Application to become an IFPA Approved Continuing Education Provider and complete the IFPA Provider Course Application(s) for each course for which you would like to be an approved provider.
4. Gather and submit the appropriate support materials including: instructor resume(s), instructor certifications/degrees, course outline(s), and marketing materials.
5. Submit completed application with appropriate support materials and fees.
6. Allow 6 to 8 weeks for processing and review. Once received and reviewed, the IFPA will send confirmation of course approval or request more information. Requests for additional information due to incomplete applications may delay final approval. *It is recommended that all applicants apply a minimum of 12 to 16 weeks or more prior to the first course to be offered as an IFPA Approved Continuing Education Provider.*
7. If approved for Provider status, your approval letter will include a list of approved courses with an approved course number along with a list of approved instructors for that given course.

Correspondence Courses

Note: The approval process for correspondence courses takes a minimum of 12 weeks or longer. If applying for IFPA Approved Continuing Education Provider status for correspondence courses, allow a minimum of 16 to 24 weeks for the entire approval process to be completed.

Approval for correspondence courses requires review by the IFPA Continuing Education Department and review by two additional IFPA approved correspondence course reviewers.

Correspondence courses must meet the same criteria and guidelines outlined for courses and instructors within this handbook. Correspondence course materials must be self-explanatory and appropriately packaged in a manner that reflects a quality that is acceptable for mass distribution.

Correspondence Course Review and Approval Process

The correspondence course review process involves submitting appropriate materials to the IFPA for review. The IFPA then submits these materials to selected reviewers appropriate for the given subject matter. Follow the steps listed below to complete the application and review process.

1. Complete the IFPA Continuing Education Correspondence Course Application along with the IFPA Provider Application.
2. Submit the completed applications along with the appropriate fees and three (3) copies of the entire correspondence course package to the IFPA. One copy is for the IFPA Continuing Education Department to review and the other two copies will be sent to the independent reviewers. These materials are to be provided at no charge as part of the application process.
3. Evaluation forms and completed course materials will be returned to the IFPA from the reviewers.
4. Once all materials are returned to the IFPA, the IFPA will contact you regarding approval status or if additional information is needed.
5. The applicant will then send each reviewer a certificate of completion.
6. Once reviewers and the IFPA Continuing Education Department confirm that the entire process was properly completed, the IFPA will issue the appropriate IFPA Approved Continuing Education Provider materials.



IFPA Continuing Education Provider Application

813-979-1925
800-785-1924

IFPA, 14509 University Point Place, Tampa, FL 33613,
Fax 813-979-1978 e-mail info@ifpa-fitness.com

web site <http://www.ifpa-fitness.com>

Please fill out completely. Submit one copy of this application. Type or print clearly.

Date of Application _____

Provider Organization _____ Contact Person _____

Address _____

City _____ State _____ Zip _____ Country _____

Daytime phone (_____) _____ Fax (_____) _____ E-mail _____

Social Security Number _____ - _____ - _____ IFPA Certification # (if IFPA certified) _____

This is a: New application Application to renew provider status Resubmission of denied application

This application is for the year _____ status. (Applications for provider status run from January to January.

Applications received after September 1st will be granted status for the following year upon acceptance.)

Summary of Courses

Course Title	Level (Refresher or Advanced)	Format of Program (Workshop, tutorial, lecture, etc.) (Approved instructors)	Instructor(s)
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			

Continue on the back or attach additional pages as necessary. Include the organization name, contact name, phone number, and date of application on any additional pages.

Fees

Provider Fee	1 st time or renewal	\$125	\$ _____
Course Fee	Cost per course	\$ 25 x _____ number of courses	\$ _____
Correspondence Provider	1 st course	\$150	\$ _____
Additional Correspondence Course Fee		\$ 40 x _____ number of courses	\$ _____
Resubmission	Fee for resubmitted previously denied application	\$ 50	\$ _____
		Total Enclosed	\$ _____

Payment: **Check/M.O.** **Credit Card** **Card Type** **Visa** **MC** **AmExp**

Discover

Card # _____ **Exp** _____

Signature _____ **Date** _____

For IFPA use only:

Recvd Date _____	By _____	Amount \$ _____	Notes:
Primary Reviewer _____		Customer # _____	
Recommendations _____		Processed by _____	
Provider # _____		Date processed _____	



IFPA Continuing Education Course Application

Fill out one course application form for each course for which you are applying for provider status.

(Copy original as necessary. This form may also be used for each convention session when applying for a convention.)

Note: Any incomplete or missing information may result in a returned application and the delay of your provider status.

Date of Application _____

Course Title _____

Provider Organization _____ Contact Person _____

Course Instructor(s) _____

Daytime phone (____) _____ Fax (____) _____ E-mail _____

General Course Information

Course Level: **Topic Codes** **Approx. hours/topic**

- Refresher
- Advanced

Total Contact Hours: Lecture: _____
 Practical _____
 Other: _____
 Describe: _____

Total Hours _____

Course Format: (Select the primary course format)
 _____ CV Convention
 _____ CC Correspondence Course
 _____ LC Lecture
 _____ WK Workshop

General Course Topic Area	Code
Aquatic Exercise	AQ
Business & Fitness	BF
Boxing/Martial Arts	BX
Choreography	CH
Communication Skills	CM
Cross Training	CT
Exercise Assessment	EA
Exercise Programming	EP
Exercise Science	ES
Flexibility Training	FT
Health & Wellness	HW
Instructional Techniques	IT
Kinesiology/Biomechanics	KB
Mind/Body Integration	MB
Nutrition	NU
Pre/Postnatal Exercise	PN
Senior Fitness	SF
Special Populations (Not listed)	SP
Spinning/ Cycling	SC
Sports Medicine/ Rehab	SM
Step/ Slide Bench Exercise	SB
Strength Training	ST
Walking Fitness	WF
Weight Control	WC
Youth Fitness	YF

Course Organization, Marketing, & Instruction:

Please attach the following:

- Outline.** Comprehensive hour by hour outline with time schedule. Include detailed information on the depth of the subject matter.
- Objectives List.** Objectives must be stated clearly, in measurable terms and indicate what the student is expected to be able to do after completing the course. (A minimum of 4 objectives must be listed.)
- Brochure or marketing materials.** Include copies of marketing materials to be distributed for the course.
- IFPA Instructor Qualification Forms** for each instructor to teach the course.
- Bibliography** of major sources for course materials, recommended reading lists, and list of texts or support materials required for the course.

Course Description (you may attach up to one double spaced, typed page)

Write a brief description of the course including subject, focus, teaching style/format, and primary target audience.

I verify that I accept responsibility for adhering to all IFPA Provider responsibilities and standards described in the IFPA Continuing Education Provider Handbook. I verify that I accept responsibility for maintaining accurate records and submitting appropriate materials as required of the IFPA Approved Continuing Education Provider.

Signature _____ Date _____

For IFPA use only: Recvd _____ Reviewed by _____ on _____ Provider # _____ Course # _____



IFPA Continuing Education Instructor Qualifications

Copy as necessary. Please type or print clearly.

Date of Application _____

Provider Organization _____ Contact Person _____

Instructor's name _____

Address _____

City _____ State _____ Zip _____ Country _____

Daytime phone (____) _____ Fax (____) _____ E-mail _____

Present Occupation/Place of work _____ Title _____

Courses or subject areas applying to teach:	Format
_____	<input type="checkbox"/> Workshop <input type="checkbox"/> Lecture
_____	<input type="checkbox"/> Workshop <input type="checkbox"/> Lecture
_____	<input type="checkbox"/> Workshop <input type="checkbox"/> Lecture

Educational Background. List degrees received along with major. (List highest and most relevant degrees)

Institution	Degree	Date Received	Major(s)
_____	_____	_____	_____
_____	_____	_____	_____

Relevant Teaching Experience. List positions held and courses taught relevant to courses applying for.

Position/Courses taught	Description	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Qualifications. List additional experiences that further qualify the instructor to teach these courses.

IFPA Minimum Continuing Education Qualification Standards

To qualify to become an IFPA Continuing Education Instructor, instructors must meet each of the following requirements. The Instructor Teaching this/these course(s) meets the following criteria:

- 1. Education and general experience:** (A or B)
 - A. _____ IFPA certification _____ (ID #) and 2 years of experience in their given field
Experience _____ Dates of experience _____
 - B. _____ Four-year college degree related to the topic area being taught.
Degree _____ Major _____ Institution _____ Date _____

And...

- 2. Related Experience:** (A or B)
 - A. One year of successful experience teaching the same subject matter during the last two years
 - B Three years of teaching experience in a similar subject.

Resume/References

Please attach a one page resume including the instructor's name, provider organization, and courses for which you are applying. The IFPA reserves the right to request additional references and information.

Instructor Signature I have read and understand the Guidelines for the IFPA Continuing Education Provider listed in the IFPA Continuing Education Provider handbook. I verify that I accept responsibility for maintaining accurate records and submitting appropriate materials as required of the IFPA Approved Continuing Education Instructor.

Signature _____ Date _____

For IFPA use only: Recvd _____ Reviewed by _____ on _____ Provider # _____ Course #s _____
--



IFPA Continuing Education Provider Correspondence Course Application

813-979-1925
800-785-1924

IFPA, 14509 University Point Place, Tampa, FL 33613,
Fax 813-979-1978 email info@ifpa-fitness.com

web site <http://www.ifpa-fitness.com>

Date of Application _____

Provider Organization _____ Contact Person _____

Address _____

City _____ State _____ Zip _____ Country _____

Daytime phone (____) _____ Fax (____) _____ E-mail _____

Social Security Number _____ - _____ - _____ IFPA Certification # (if IFPA certified) _____

This is a: New application Application to renew provider status Resubmission of denied application
 Additional course application

This application is for the year _____ status. (Applications for provider status run from January to January. Applications received after September 1st will be granted status for the following year upon acceptance.)

General Course Information

Course Level:	Topic Codes	Approx. hours/topic
<input type="checkbox"/> Refresher	_____	_____
<input type="checkbox"/> Advanced	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Total Hours	_____

General Course Topic Area	Code
Aquatic Exercise	AQ
Business & Fitness	BF
Boxing/Martial Arts	BX
Choreography	CH
Communication Skills	CM
Cross Training	CT
Exercise Assessment	EA
Exercise Programming	EP
Exercise Science	ES
Flexibility Training	FT
Health & Wellness	HW
Instructional Techniques	IT
Kinesiology/Biomechanics	KB
Mind/Body Integration	MB
Nutrition	NU
Pre/Postnatal Exercise	PN
Senior Fitness	SF
Special Populations (Not listed)	SP
Spinning/ Cycling	SC
Sports Medicine/ Rehab	SM
Step/ Slide Bench Exercise	SB
Strength Training	ST
Walking Fitness	WF
Weight Control	WC
Youth Fitness	YF

Author: Name _____
Educational Background _____

- The author is affiliated with Provider. Affiliation: _____
- The author is not affiliated with Provider. Provider has the right to use the materials because of the following relationship _____

Course materials and completion

Materials and media included (texts, video, audio, etc.) _____

Realistic estimated time for completion _____

Correspondence Course Description/Processing

Please submit each of the following with your application:

- Course description** (one page or less, typed, double spaced) describing the subject, focus, teaching style/format, and primary target audience.
- Objectives List.** Objectives must be stated clearly, in measurable terms and indicate what the student is expected to be able to do after completing the course. (A minimum of 4 objectives must be listed.)
- Outline.** Comprehensive hour by hour outline with time schedule.
- Three copies** of the entire correspondence course for evaluation.
- Bibliography** of major sources for course materials, recommended reading lists, and texts required for the course.
- Appropriate fees.** Submit \$150 for the first course and \$40 for each additional course.
- I verify that I accept responsibility for adhering to all IFPA Provider responsibilities and standards described in the IFPA Continuing Education Provider Handbook. I verify that I accept responsibility for maintaining accurate records and submitting appropriate materials as required of the IFPA Approved Continuing Education Provider.

Signature _____ Date _____

For IFPA use only: Recvd _____ Reviewed by _____ on _____ Provider # _____ Course # _____

IFPA Standards of Excellence in Education™

The International Fitness Professionals Association, IFPA, has developed strict standards of excellence in education for all of its programs. The primary purpose of all IFPA programs is to provide sound educational information that is applicable, easy to understand, and easy to implement. Therefore, all programs are to be taught in a manner that provides the student with principles that can be applied to the individual's personal health and fitness lifestyle. The IFPA recommends that all IFPA Approved Providers adopt the same or similar principles for the development of high quality educational programs.

The IFPA Standards of Excellence in Education™ include the following:

- ✓ All programs are to be taught based upon current, established scientific principles.
- ✓ All instructors shall accept responsibility for communicating accurate information to his/her students. Instructors must remember that communication is the responsibility of the individual trying to get his/her message across. If the student is making an effort to understand, it is the responsibility of the instructor to assist the student in understanding.
- ✓ Even the most detailed scientific information can be broken down in a manner that is easy to understand without changing the content or accuracy of the information. This can be performed through analogies, metaphors, and personalized stories from the instructor.
- ✓ Instructors should have the following credentials prior to teaching any course:
 - A strong educational background in that field. (The IFPA requires faculty to have a Masters degree or higher and Adjunct Faculty to have a bachelor's degree or higher in a health or exercise related field or the equivalent.)
 - Significant work experience in the field
 - Significant teaching experience
 - A strong ability to relate complex concepts in an easy to understand format
 - Superb presentation skills
 - A dedication to that given field. (IFPA Faculty must be dedicated to the health and fitness lifestyle.)
- ✓ Educational Opportunities should follow the IFPA CAPP™ Principle:
 - Convenient**--Educational opportunities must be available for all individuals. This means creating the opportunity for localized educational programs and Distance Learning Programs.
 - Affordable**--Education should be affordable. This includes combining educational packages for those interested in multiple programs. This also means, when possible, including study materials with workshops and certification programs without additional charges.
 - Practical**--Educational programs should show the individual or group the "take home" message of the educational program. The student should not be left with the questions "how does this apply" or "what's the point of this information."
 - Professional**--The educational program should require a minimum standard of its faculty. All educational programs should establish what these standards are at the outset of the program. The instructor must then abide by these standards and present him-/herself in the proper professional manner.

The IFPA Standards of Excellence in Education™ are the guiding principles that underlie the development and teaching of all IFPA educational programs.



IFPA, 14509 University Point Place, Tampa, FL 33613
(813) 979-1925; (800) 785-1924; Fax (813) 979-1978

© Copyright 1998. International Fitness Professionals Association, IFPA. All rights reserved.

Use this page for notes and tracking your submissions to the IFPA:



IFPA, 14509 University Point Place, Tampa, FL 33613
(813) 979-1925; (800) 785-1924; Fax (813) 979-1978
web site <http://www.ifpa-fitness.com>
e-mail: info@ifpa-fitness.com

© Copyright 1998. International Fitness Professionals Association, IFPA. All rights reserved.