



# National Fitness Professionals Association

## Certification Renewal Packet



## NFPA FITNESS PROFESSIONAL

As a fitness professional, keeping your NFPA Certification current by expanding your knowledge is not only an industry standard, but also an excellent way to stay inspired. Because being a fitness professional is a practice, increasing your knowledge through continuing education is not only a necessity for certification maintenance, but making you a more proficient and safer trainer or instructor. As an NFPA fitness professional, your clients and their families entrust their bodies and lives to you, and turn to you for questions and advice. You must be able to provide them with accurate, current information, and the only way to do that is to continue your education. The purpose of continuing education is to offer the public a form of assurance that individuals practicing a profession maintain competence once certified in that profession. NFPA Professionals are responsible for completing continuing education credits for their own professional competence. There is no limit to the number of CEC hours that can be obtained in any particular activity. This renewal packet contains the information to renewing your NFPA Certification.

If you have any questions regarding your renewal please feel free to contact us at [www.nfpafitness.org](http://www.nfpafitness.org)

## RENEWING YOUR CERTIFICATION

1. Submission of the CEC certificates of completion.
2. Current CPR/AED card
3. Renewal Fees
4. Petition Fee (If applicable)
5. Late Fee (if applicable)

## CEC Requirements

NFPA requires a minimum of 10 CEC hours to be acquired annually. **A minimum of 5 of the 10 required CEC's must be from NFPA provided live workshops, seminars, or online correspondence courses.** Any CEC's obtained outside of NFPA must be petitioned for by submitting a Petition Form and a fee of **\$20**. CEC hours in excess of the required amount cannot be carried over to the next certification period. If you are certified in additional NFPA certifications (2 or more), you must complete at least 5 additional CEC hours. A total of 15 annual for 2 or more certifications is required. Your certification status with the NFPA will not be renewed until the CEC requirements have been met.

Number of Certifications	CEC Requirements (annually)
1 certification	10 total
2 certifications	5 additional
3 certifications	No additional

## CEC Submission

NFPA Professionals must submit their completed CEC's at the end of their certification expiration date. DO NOT submit credits as you receive them. NFPA Professionals can submit an online form or the downloadable form on the website (Certification Renewal Form) to be mailed into the NFPA offices. Acceptable documentation includes copies (do not send originals) of certificates of

completion, transcripts, or other forms of official documentation where the number of credits/hours can be verified. Please do not submit your renewal packet any earlier than 6 weeks prior to your renewal date. A new certificate will be issued after all renewal requirements have been received and approved. Incomplete renewal packets will not be accepted. CEC hours are a requirement to maintain your certification as an NFPA Fitness Professional. Failure to meet the CEC requirements at the time of renewal will result in non-renewal of your certification status. Once the requirements are met, you may submit the complete application with the late fee (if applicable).

### **CPR Requirements**

All NFPA Professionals are required to keep a current basic adult CPR/AED certification. If your CPR/AED expires before your certification, you are responsible for updating your CPR/AED status. A live hands-on CPR certification is required for your initial certification. For renewal of your CPR/AED status, a live or online renewal process is acceptable. For fitness professionals that carry their own general liability insurance, check with your insurance provider before taking any online CPR courses.

### **Renewal Fee**

Fees must be paid at the time of renewal.

<b>Number of Certifications</b>	<b>Renewal Fee</b>
1 certification	\$50
2 certifications	\$75
3 certifications	\$100

### **Late Certification Renewals**

Failure to complete the CEC requirements by the expiration date of the certificate will result in the non-renewal of the certification. We encourage you to complete continuing education requirements on time. A late fee will be assessed for applications not met by the expiration date. The late fee is in addition to the renewal fee.

<b>Timeline</b>	<b>Late Fee</b>
1-60 days	\$30
61-90 days	\$50
91-120 days	\$75
121 days – 12 months	\$100
13-24 months	Reinstatement Home Study Course

Once the completed renewal packet is received, your certificate will be renewed with the expiration date reflecting the last day of the month of the renewal submission.

## **Multiple Certification Dates**

If an NFPA Professional has more than one certification, the renewal dates will be combined. The new renewal date will reflect the date of earliest renewal.

## **Reinstatement**

If your certification status has expired for more than 1 year, you must apply for reinstatement via Reinstatement Home Study Courses. Upon completion a new certification will be sent out. The new expiration date on your certification will reflect your reinstatement date, not your original certification date.

## **College or Educational programs in the health and fitness industry**

1. Educational portions of fitness industry meetings or seminars: national convention, state, local, or regional meetings (One [1] CEC hour for each 60 minutes of participation.)
2. Educational portions of programs sponsored by organizations or vendors on topics that maintain, update, or increase and enhance knowledge of skills relevant to the fitness profession (One [1] CEC hour for each 60 minutes of participation)
3. Health and fitness courses attended for credit, including guided independent study and residential college or university courses. Courses taken in pursuit of associates, baccalaureate, masters, or doctoral degrees, which are relevant to the profession, are acceptable. All coursework and final examinations must be completed by the end of your active cycle. (Four [4] CEC hours for every one [1] college quarter credit. Six [6] CEC hours of every one [1] college semester credit.)

## **Waiver of CEC Requirements**

There are unique circumstances that may arise where members are unable to meet the CEC requirements. An individual temporarily or permanently unable to complete the required CEC hours due to unusual circumstances, must contact the NFPA offices. Examples: military service, hospitalization, etc.



# Certification Renewal Application

Please fill in the information requested below. Incomplete renewal forms will not be processed.

Step 1: Personal Information			
Last Name	First Name	Middle Initial	
Date of Birth	Name as you wish it to appear on certificate		
Address			
City		State	ZIP/Postal Code
Phone 1	Phone 2	E-mail	
Step 2: Certification Selection			
<input type="checkbox"/> Certified Personal Trainer	<input type="checkbox"/> Group Fitness Instructor	<input type="checkbox"/> Indoor Cycling Instructor	<input type="checkbox"/> Youth Fitness Trainer
Step 3: Checklist And Fees			
<input type="checkbox"/> Documentation of CEC's <input type="checkbox"/> Current CPR/AED Certificate <input type="checkbox"/> Copy of latest Certificate <input type="checkbox"/> Renewal Fee <input type="checkbox"/> Late Fee (if applicable)		<b>Renewal Fees:</b> <input type="checkbox"/> 1 NFPA Certificate \$50 <input type="checkbox"/> 2 NFPA Certificates \$75 <input type="checkbox"/> 3 NFPA Certificates \$100  <b>Late Fees:</b> <input type="checkbox"/> 1 – 60 days \$30 <input type="checkbox"/> 60 – 90 days \$50 <input type="checkbox"/> 90 – 120 days \$75 <input type="checkbox"/> 120 – 12 mo. \$100 <input type="checkbox"/> 12 – 24 mo. CPT Reinstatement Home Study Course	
Step 4: Method of Payment			
Renewal Fee: \$	Late Fee: \$	Total Amount: \$	
<input type="checkbox"/> Money Order	<input type="checkbox"/> Check payable to NFPA	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
All Credit Card transactions are processed through the NFPA website @ <a href="http://www.nfpafitness.org">www.nfpafitness.org</a>			

A total of 10 approved CEC hours must be acquired yearly to renew your certification. If you are certified in two or more areas, Group Fitness Instructor, Aquatic Group Fitness Instructor, Personal Trainer, Indoor Cycling Instructor or Yoga for Fitness Instructor, you will still only need a total of 10 CEC's. **Five (5) of your 10 required CEC's must be from NFPA.** You may also obtain CEC's through other approved workshops. You must submit a CEC Petition Application Form for approval.

Step 5: Listing of Continuing Education (all non-NFPA courses must be petitioned and approved)			
DATE	COURSE TITLE	PROVIDER	CEC'S
Example: 1-1-20	<i>Fitness Professional Training</i>	NFPA	3
Step 6: Signature			
I hereby certify that the information contained on this renewal is true, complete and correct. I agree to release to NFPA any information relevant to my re-certification. I further understand if any of this information is later determined to be false, the National Fitness Professionals Association reserves the right to revoke any certification that has been granted on the basis hereof. I further understand that NFPA certification does not certify or in any way guarantee the quality of my work as an NFPA fitness professional. I therefore agree to indemnify and hold harmless NFPA, its officers, or staff from any claims due to negligence, omission or faulty advice that I may give to others as an NFPA certified professional. I understand that NFPA is not responsible for any action or damages from any person arising out of my work as an NFPA certified professional.			Date
Signature			



# CEC Petition Application

Complete this form only if you need to petition a course not approved by NFPA. It is not necessary to petition for courses taken at an accredited college or university. **Please Note: Petitioning for credit does not guarantee approval of the course.**

*Please print clearly*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ E-mail \_\_\_\_\_ @ \_\_\_\_\_

## **COURSE INFORMATION**

Name of Course \_\_\_\_\_

Date of Course \_\_\_\_\_ Total Course Hours \_\_\_\_\_

Course Provider \_\_\_\_\_

Instructors Name \_\_\_\_\_ Degree / Qualifications \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

## **PETITION FEE - \$ 20.00 Petition Processing Fee Per Course (Non-refundable)**

Total enclosed: \$ \_\_\_\_\_ (non-refundable)

Check (please make check payable to NFPA)

All Credit Card transactions can be processed on our website at: [www.nfpafitness.com](http://www.nfpafitness.com)



**How has this course or workshop provided knowledge, skill and ability that benefited you as an NFPA Fitness Professional?**

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### **Submit the Following:**

- Completed Application
- \$20.00 non-refundable Petition Processing Fee Per Course
- Certificate of completion, including date
- Outline and agenda of each course
- Instructors information (See "course Information")

### **Send Petition Application to:**

National Fitness Professionals Association  
P.O. Box 1397  
Bethany, OK 73008  
Attention: Petition Application

**Please allow 14 days for processing. Incomplete Petition Applications will not be accepted.**