

Dear AFAA-Certified Group Fitness Instructor:

The purpose of the recertification program is to ensure that qualified professionals maintain entry level guidelines by participating in approved continuing education programs. Continuing education programs are intended to promote continued competence, development of knowledge and skills, and enhancement of professional skills and judgment beyond the levels required for entry-level practice. Continuing education activities must focus on increasing knowledge, skills and abilities as defined in the most recent Job Analysis Study (2016).

- Domains of performance are: *Fundamentals of Exercise Science; Class Design and Planning; Class Instruction and Presentation; and Professionalism.*

To support AFAA's commitment to protect health and safety, the AFAA-CGFI credential must be recertified every two (2) years. This ensures that AFAA-CGFI professionals are current with best practice guidelines and the specific knowledge, skills, and abilities described in the most recent job analysis study.

Please note that the AFAA website (www.afaa.com) has the most up-to-date listings of approved continuing education providers, approved continuing education courses, and guidelines regarding your certification. The website makes it easy to stay current with recertification announcements, upcoming conferences and workshops, and home study opportunities. To view information regarding your certification, including your certification expiration date, and to maintain your current contact information, please login to your Member Page at our website.

Please review the entire document carefully. For the most current information about continuing education and recertification, please refer to AFAA's website (www.afaa.com). If you cannot find an answer to your question, please feel free to contact the AFAA Member Services Department at 800-466-2322.

Sincerely,
AFAA Recertification Department

Recertification Guidelines

AFAA Code of Professional Conduct

AFAA-CGFI credential holders are expected to comply at all times to the AFAA Code of Professional Conduct. A copy of this document can be obtained at AFAA's website (www.affaa.com).

Recertification Fee

Every AFAA-CGFI credential holder is required to submit a recertification fee to AFAA. This fee, paid every two years, is an administrative fee that supports activities required of the AFAA Recertification Department. The recertification fee for the AFAA-CGFI credential is \$99. The late recertification fees are: \$30 for applications received up to 90-days post-expiration and \$50 for applications received after their grace period and before one year after credential expiration.

Certify for Life

The Certify for Life program is one-time fee of \$299. This will eliminate the \$99 payment every two years. Submission of continuing education units and completion of the recertification application are still required. Late fees are applicable if recertification is submitted after credential expiration.

Expiration of Credential

The AFAA-CGFI credential will expire if all recertification requirements have not been met by the certification expiration date. Recertification Applications can be submitted up to one year late *if all continuing education courses have been completed before or within 90 days of the certification expiration date.* Additional fees will apply.

Continuing Education

Continuing education requirements are intended to promote continued competence, development of knowledge and skills, and enhancement of professional skills and judgment beyond the levels required for entry-level practice. Continuing education activities must focus on increasing knowledge, skills and abilities defined in the Job Analysis Study (2016).

Petition Policy for Continuing Education

Non-AFAA-approved continuing education courses can be reviewed by petition only. A \$25 non-refundable administrative fee is required for each course/event petitioned.

CEU Requirement

The number of CEU's required is 1.5.

- CEU's are based on contact hours. *Contact hours* are defined as the number of clock hours spent in direct participation in a structured educational format.
- One (1) contact hour is equivalent to point-one (0.1) CEU.

Recertification Audit

There will be a random audit performed on all recertification applications submitted. If your application is chosen for audit, you will have 30 days to submit all supporting documentation to the AFAA Recertification Department.

Change of Address

Changes in mailing address must be provided to the AFAA Recertification Department or suspension or revocation of the AFAA-CGFI credential may occur. You can keep your member information current by logging onto your member page from our website.

How to recertify your AFAA-CGFI certification:

1. Complete the AFAA Recertification Application (pages 2-3).
2. Include documentation of continuing education courses (e.g., copies of CEU certificates of completion). A total of 1.5 **AFAA-approved** CEU's are required. Include a copy of the front and back of your hands on, adult CPR and AED certification.
3. Pay the recertification fee online at www.afa.com . The recertification fee is \$99. A \$30 late fee is added if the application is up to three months past the certification expiration date.
4. Mail all items prior to your certification expiration date to:

AFAA Recertification Department
 1750 E. Northrop Blvd. Suite 200
 Chandler, AZ 85286

Category Requirements

Maximum Number of CEU's Accepted Per Category

Total Required	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum
1.5 CEU's	1.5	1.5	1.5	0.1

Category A – AFAA Approved Provider Offerings

Activities in this category are available through AFAA-Approved providers and include:

Possible Activities	Number of CEU's	Required Documentation
Workshops	As awarded by AFAA	Certificate of attendance
Conferences	As awarded by AFAA	Certificate of attendance
Symposiums	As awarded by AFAA	Certificate of attendance
Home-study Courses	As awarded by AFAA	Certificate of completion
AFAA-Credential Courses	As awarded by AFAA	Certificate of completion
Other Approved Certifications	As awarded by AFAA	Certificate of completion

A maximum of 1.5 CEU's can be obtained in Category A.

- AFAA will determine the number of CEU's awarded for activities in this category.
- All conferences, workshops and symposiums must be intended for an audience of health and fitness professionals.
- A list of current AFAA-approved providers is available on AFAA's website.

Category B – Industry Contributions

Activities in this category have been defined by AFAA.

- Speaking engagements can be counted only once per topic.
- Topic must be related to health and fitness.

A maximum of 1.5 CEU's can be obtained in Category B.

Possible Activities	Number of CEU's	Required Documentation
Speaker at a conference	0.1 CEU/ contact hour	Letter of acknowledgement (include description of topic and length of time), Outline of notes
Panelist at a conference	0.1 CEU/ contact hour	Letter of acknowledgement (include description of topic and length of time), Outline of notes
Primary author in a peer-reviewed publication ¹	0.5 CEU's	Copy of article; writer guidelines
Primary author in a textbook	0.5 CEU's	Copy of cover, table of contents, 500-word summary of contribution to industry

Category C – Post-Certification Collegiate Coursework

CEU's are awarded for successful completion of college or university courses, if the content falls within the Performance Domains defined by the most current Job Analysis Study (2016).

- In order for a course to be eligible, it must be assigned credit hours and be listed on the official university transcript.
- Point-one CEU credit hour (0.1) is awarded for each semester credit hour (e.g., a 3 credit course receives 0.3 CEU's).

A maximum of 1.5 CEU's can be obtained in Category C.

Possible Activities	Number of CEU's	Required Documentation
College/official university course	0.1 CEU per official credit hour	Official university transcript

- Acceptable courses include those specifically included in the following degree programs: Athletic Training, Biology, Biomechanics, Community Health, Emergency Medical Technician, Ergonomics, Exercise Physiology, Exercise Science, Health Science, Human Movement Science, Kinesiology, Massage Therapy, Nursing, Nutrition, Physical Education, Physical Therapy, and Sport Science.

¹ A peer-reviewed publication is one that has been reviewed by an editor and one (or more) specialists prior to its publication.

- General Education requirements are accepted only with relevance to the health & fitness industry (e.g. Biology, Biomechanics, Business Administration, Communications, Exercise Physiology, Human Anatomy, and Human Physiology).
- In order for Massage Therapy courses to be accepted, they must be part of an ACCET-accredited program in good standing.
- Practicum courses, internship experiences and laboratory-format courses are **not** acceptable for CEU credit.

Category D – Emergency Cardiac Care (CPR) and Automated Defibrillator (AED) Certification: **REQUIRED**

CEU's earned in this category are **REQUIRED**.

- Candidates must maintain and provide proof of current emergency cardiac care (CPR) certification and automated external defibrillator (AED) certification that meet the following criteria:
 - Must have a hands-on training component (online CPR/AED courses are not accepted)
 - Must include a skills demonstration evaluation from a trained instructor
 - Must require the passing of a standardized exam
- Preferred providers include:
 - American Heart Association
 - American Red Cross
 - American Safety and Health Institute
 - National Safety Council
 - St. John Ambulance
 - Emergency Medical Technician

Only 0.1 CEU's can be obtained in Category D.

Possible Activities	Number of CEU's	Required Documentation
Courses providing required CPR/AED certification	0.1 CEU	Front & back copies of current certification card(s)