

CERTIFIED GROUP FITNESS INSTRUCTOR RECERTIFICATION APPLICATION

Your AFAA certification demonstrates your commitment to excellence. In order to maintain your credential, you will need to meet the following recertification requirements:

RECERTIFICATION REQUIREMENTS CHECKLIST:

- ☐ **Completion of 1.5 CEUs (15 contact hours) within 2 years of certificate date**
 - Continuing Education activities are intended to promote the development of professional skills, knowledge and judgment. CEUs are awarded based on the number of hours spent in a structured educational format. **A minimum of 1.5 CEUs is required for recertification which is equivalent to 15 contact hours** (1 contact hour is equivalent to 0.1 CEU). **Two contact hours (0.2 CEUs) must be from an AFAA or NASM course.**

CEU credits from the following categories are accepted:

 - Category A: AFAA Workshops, AFAA courses, and authorized Continuing Education Providers.
 - Category B: Industry Contributions.
 - Category C: Accredited onsite college and university courses in accepted subject areas: Anatomy, Exercise Physiology, Sports Psychology, Nutrition, Kinesiology, and/or Physical Therapy. AFAA units will be equivalent to two times (2x) the amount of college credit (i.e., 3 credit hours = 0.6 AFAA CEUs).
 - Category D: CPR/AED certification - The **CPR/AED** certification is a **MANDATORY** requirement. All CPR/AED courses are worth 0.1 CEUs and must have a hands-on training component. Examples of approved providers include: American Heart Association, American Red Cross, and American Safety and Health Institute.

Note: If you have CEU credits that do not fall into the above categories, you will need to complete the [AFAA CEU Petition Application](#).
- ☐ **Payment of the Recertification Fee (not applicable for Recertify For Life candidates)***

*Payment should include any applicable late fees.
- ☐ **Submission of this completed application (Pages 2&3) including all CEU and CPR/AED supporting documentation**

HOW TO SUBMIT

STEP 1: Fill out contact and continuing education information.

STEP 2: Make your payment online at www.afaa.com or by phone at 800-446-2322.

STEP 3: Sign and date this application.

STEP 4: Mail or email **complete** documentation*. Please include:

- This application (with proof of a name change if applicable.)
- A copy of the documents that validate your earned CEUs.
- A copy of the FRONT and BACK of your **hands-on** CPR/AED certificate.

**If mailed, please do not send originals. Documents will not be returned.*



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STEP 1:

WHAT NAME IS ON YOUR EXISTING CERTIFICATE(S)?

FIRST NAME _____ LAST NAME _____

HAS YOUR NAME CHANGED? _____ YES _____ NO If your name has changed since your current certificate was issued, please submit a copy of the legal proof of your name change with your CEU documentation.

PHONE (_____) _____ EMAIL _____

ADDRESS _____
Street City State/Zip

CONTINUING EDUCATION UNITS

Please submit a **copy** of each required document with your application. Documents will not be returned. CEUs must be earned within 24 months of your application date. A minimum of 15 contact hours is required for re-certification. Two contact hours (0.2 CEUs) must be from an AFAA or NASM course.

CATEGORY #	CEU TYPE	REQUIRED PROOF
A	AFAA Courses & Approved Providers	Copy of the Certificate of Completion
B	Industry Contributions	Letter of acknowledgement, copy of article, outline notes
C	Collegiate Coursework	Copy of the official transcript
D	CPR/AED Hands-On Certification (<i>mandatory</i>)	Copy of the Front and Back of card

CATEGORY #	CEU PROVIDER NAME	# CEUs



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Certification	Certificate Number	Exp. Date	\$299* Recertify for Life	\$99 Recertification Fee	\$30 Late Fee**	TOTAL
Certified Group Fitness Instructor			\$	\$	\$	\$

* Never pay another recertification fee for this certificate. You are still required to submit your recertification application and provide all supporting documentation each recertification cycle. Late fees, if applicable still apply.

** A Late Fee is required for applications received 1-90 days after the certificate expiration date.

STEP 2: Make your recertification payment online at www.afaa.com or by phone at 800-446-2322.

IMPORTANT: We will only process paid in full and complete applications. All fees are non-refundable. Please allow 30 days for processing. We will attempt to contact you by email if your application is incomplete. If the application remains incomplete after 30 days, you will be required to resubmit your application and payment of any additional late fees.

STEP 3: SIGNATURE

- I have conducted myself as an AFAA-CGFI in accordance with the AFAA Code of Professional Conduct.
- The information contained on this report is a true and accurate statement of my continuing education activities.
- I am aware that falsification of this report may result in the revocation of my AFAA-CGFI certification.

Date: _____ **Signature:** _____

STEP 4: EMAIL * OR MAIL THIS APPLICATION AND ALL SUPPORTING DOCUMENTS TO:

EMAIL: recerts@ascendlearning.com

* Application, CPR/AED card and supporting documentation must be submitted in one PDF file.

MAIL: AFAA RECERTIFICATION DEPARTMENT
1750 EAST NORTHROP BOULEVARD, SUITE 200
CHANDLER, AZ 85286-1744