



Certified Group Fitness Exercise Instructor Recertification Handbook



Table of Contents

| | |
|--|-----------|
| Recertification Application Checklist: | 3 |
| Recertification..... | 4 |
| Recertification Requirements and Fees..... | 4 |
| Recertification Procedures | 5 |
| Expired Certifications..... | 5 |
| Recertification Appeals Process..... | 5 |
| NAFTA Approved Continuing Education Units..... | 6 |
| Course Petition Policy | 6 |
| Recommended CPR/AED Providers | 7 |
| CPR/AED Providers (US and Canada)* | 7 |
| CPR Providers (Outside the US and Canada)* | 7 |
| Appendix A | 8 |
| NAFTA Recertification Application | 8 |
| Appendix B | 9 |
| NAFTA COURSE / WORKSHOP PETITION FORM | 9 |
| Appendix C | 10 |
| NAFTA Recertification Appeal Form | 10 |

Recertification Application Checklist:

- Completed the Renewal Application Appendix A of this Handbook.
- Include documentation (i.e., copy of certificates of completion) of all NAFTA approved continuing education credits (CECs) earned totaling a minimum of fifteen (15) credits.
- If necessary, include CEC Petition Application Appendix B for all continuing education activities (e.g., relevant college classes, seminars, courses, and workshops) not pre-approved by NAFTA (i.e., activities providing NETA, ACE, NASM, or AFAA CECs).
- If necessary, include Recertification Appeal Form Appendix C.
- Include a copy of the front and back of your adult CPR/AED* certification card for recertification of Group Exercise Instructor.
- Include the appropriate recertification fee as indicated on the Recertification Application.
- Within 90 days prior to your designated expiration date, mail, fax, or email to a recertification documents to:

NAFTA

Attn: Recertification

28170 N Alma School Parkway Ste 201

Scottsdale, AZ 85262

Fax: 480-248-2165

Email:

Recertification

Recertification Requirements and Fees

NAFTA certified professionals are required to complete the following steps every two years to maintain their NAFTA certifications:

1. Complete a minimum 15 hours (15.0 CEU; 1 hour=0.1 CEU) of NAFTA-approved continuing education credits(CEU), with a minimum of 3 of these CEUs earned by attending a NAFTA workshop or completing NAFTA home study courses.
2. Additional Certifications – When renewing multiple certifications simultaneously, a total of 15 CEU’s is required, with a minimum of 3 these CEUs being earned by attending a NAFTA workshop or completing NAFTA home study courses. You do not need to submit 15 CEU’s for each certification.
3. Additional Certifications – When NOT renewing multiple certifications simultaneously, but renewing each certification on separate cycles: 15 CEUs per certification at the recertification cycle, with a minimum of 3 of these CEUs being earned by attending a NAFTA workshop or completing NAFTA home study courses. NAFTA recommends renewing multiple certifications simultaneously for financial savings.
4. Maintain current cardiopulmonary resuscitation (CPR) and automated external defibrillator(AED) certificate(s) (CPR only for NAFTA certified professions outside the US and Canada.). This certification must be current at time of renewal. The certificant is responsible for maintaining current CPR/AED certification. NAFTA is not responsible for notifying certificants of the status of this certification.
5. Remain in good standing with NAFTA.
6. Submit renewal documentation and payment online, via secure fax, or by mail (NAFTA recommends registered or certified mail with tracking) postmarked prior to the expiration date of the certification.

Please note that NAFTA offers discounts to those who hold multiple certifications and to those who renew online. Recertification applications will be accepted up to six months past the expiration date

| | ONLINE | MAIL/FAX |
|--------------------------------------|-----------|-----------|
| First Certification | | |
| On-time renewal | \$39 | \$49 |
| Additional Certifications: * | | |
| On-time renewal for 2 certifications | \$59 each | \$69 each |
| On-time renewal for 3 certifications | \$49 each | \$59 each |
| On-time renewal for 4 certifications | \$39 each | \$49 each |
| Expired Certifications | | |
| Up to 3 months late | \$70 each | \$80 each |
| Over 3 months, up to 6 months late | \$85 each | \$95 each |

Table 2 Recertification schedule of fees. * Rates based on total number of current certifications at time of recertification. Prices subject to change.

Recertification Procedures

Renewals may be completed online via your NAFTA Certified Professional web account, by mail, or secure fax submissions. When mailing or faxing submissions, please include a renewal form (Appendix F), or downloaded from the NAFTA website at https://naftafitness.org/certification/recert_app.pdf. Submissions must contain all necessary information to be processed. Certifications will not be considered renewed until all required documentation is received.

- Online: <https://naftafitness.org/certification/recertification.php>
- Mail: NAFTA, 28150 N. Alma School Rd, Ste 201, Scottsdale, AZ 85262
- Fax: 480-248-2165

NAFTA will notify certificants by email at six (6) months, ninety (90) days, and thirty (30) days prior to the expiration date, outlining the process for renewal and resources for NAFTA-approved CEU's. NAFTA Certified Professionals may access their web account at any time to check the status and expiration dates of their certifications, update and verify CEU information on file, update and verify CPR/AED information on file, and to renew certifications.

Questions about the recertification process may be directed to NAFTA Educational Services by calling 480-758-5119, or email EducationalServicesMail@NAFTAfitness.org.

Expired Certifications

NAFTA accepts recertification applications up to six (6) months past the certification's expiration date. Certifications which have been expired for more than six months may be reinstated by repeating the Group Exercise Instructor exam to recertify or by proceeding with the appeals process described below.

If a certification expires before or during the recertification process, the certification is considered expired and the individual is no longer considered a current NAFTA Certified Professional for the given certification. The individual may not use the NAFTA designation.

Additional fees will be associated with processing the application for expired certifications. Individuals submitting applications for recertification up to six months after the certification expiration must submit the renewal via mail or secure fax, with all required paperwork, including full renewal and late fees. The certification is not considered renewed until all required documentation and fees are received.

Recertification Appeals Process

A certificant may submit an appeal for review of recertification (Appendix H) if the certification has been expired for longer than 6 months.

Conditions of appeal include:

- Military duty or deployment which adversely affects access to continuing education courses
- Serious illness or accident, or serious illness or death of an immediate relative that may have adversely affected your ability to obtain CEU's
- Financial hardship
- Professional career demands adversely affecting time or access to continuing education courses

An appeal and recertification application postmarked after 6 months of the certification's expiration date will be subject to an increased renewal rate.

In the event of a positive appeal decision, the certification will be renewed for two years from the original expiration date.

NAFTA Approved Continuing Education Units

NAFTA-certified professionals may gain CEU's via the following methods:

- Completing NAFTA continuing education home study courses, continuing education workshops, or professional development courses available at https://naftafitness.org/cec_courses/
- Completing and providing verification of a *certification* course provided by any of the following:
 - AFAA
 - ACE
 - American College of Sports Medicine
 - Coopers Institute
- CPR/AED recertification with live skills check (2 CEUs)
- First Aid certification or recertification (3 CEUs)
- NAFTA accepts accredited college and university courses in relevant subject areas without requiring course petition. Please provide a course outline and transcripts. NAFTA will award CEUs equivalent to the course credit hours. To be eligible, a minimum of three of the following subject areas must be covered in the course: anatomy, body composition, kinesiology, nutrition, physical therapy, exercise physiology, resistance training, fitness assessment, injury prevention, step training, and instructional methods
- Additional CEUs not offered by NAFTA and/or listed on the NAFTA website must be approved via a Course Petition Application prior to submission for NAFTA CEU credit. **Exam preparation courses are not accepted by NAFTA for CEUs.**

Course Petition Policy

For a fee, NAFTA-certified professionals who wish to receive CEUs for a workshop or educational course not currently approved by NAFTA may submit a Course Petition Form (Appendix G), or downloaded at https://naftafitness.org/certification/course_petition.pdf. To be considered, all submissions must include the following:

1. Course Petition Form
2. Course or Workshop Outline, to include length of course or workshop and breakdown of lecture and practical time
3. Instructor Biography or Curricula Vitae (CV)
 - a. Must include instructor's name, title, phone number, and address
 - b. Instructor must have at least a Bachelor's degree or higher in an area related to health/fitness
4. Certificate of completion or verification of attendance
5. Payment via check, money order, or credit card (Visa, MasterCard, American Express, Discover)
 - a. First petition: \$25.00
 - b. Each petition after the first: \$10.00 Each

Reviews will be completed and individuals will be notified of the final decision via email within 45 days of receipt. If approved, the number of CEUs awarded will be indicated in the notification email. Courses that are not approved will not be refunded the petition review and processing fee.

Recommended CPR/AED Providers

NAFTA requires all test candidates in the US and Canada have a current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certification. Test candidates outside of the US and Canada are required to have a current Cardiopulmonary Resuscitation (CPR) certification. All CPR/AED and CPR certifications must include a live, hands-on skills assessment performed by a qualified CPR/AED or CPR instructor to be considered valid. In addition, NAFTA-certified professionals must provide proof of current CPR/AED and CPR certification to renew their NAFTA certification(s).

CPR/AED Providers (US and Canada)*

- American Heart Association – www.heart.org
- American Red Cross – www.redcross.org
- American Safety & Health Institute – www.hsi.com
- Canadian Red Cross – www.redcross.ca
- EMS Safety Services – www.emssafetyservices.com
- Emergency University – www.emergencyuniversity.com
- Heart and Stroke Foundation (Canada) – www.heartandstroke.ca

CPR Providers (Outside the US and Canada)*

- Emergency Rescue Unit Foundation (Philippines) – www.eruf161.com
- Fire and Safety Training (Ireland) – www.safetyireland.com
- German Red Cross – www.drk.de
- National Heart Foundation of New Zealand – www.heartfoundation.org.nz/
- Nazionale di Salvamento (Italian Resuscitation Council) – www.salvamento.it
- Philippine National Red Cross – www.redcross.org.ph
- Red Crescent Society (Saudi Arabia) – www.ifrc.org
- Resuscitation National Society (Italian Swimming Federation) – www.federnuoto.it
- Royal Lifesaving Society (United Kingdom) – www.rlss.org.uk
- Singapore Lifesaving Society – www.SLSS.org
- South African Red Cross Society – www.RedCross.org.za

*Because course offerings and guidelines are subject to change, each candidate is responsible for ensuring that the selected course provider meets the requirements set forth by NAFTA.

Appendix A

NAFTA Recertification Application

The following application is required to recertify all NAFTA certifications. Please complete this form (type or print), include payment for processing, and maintain a copy for your files.

| | ONLINE | MAIL/FAX |
|--------------------------------------|-----------|-----------|
| First Certification | | |
| On-time renewal | \$39 | \$49 |
| Additional Certifications: * | | |
| On-time renewal for 2 certifications | \$59 each | \$69 each |
| On-time renewal for 3 certifications | \$49 each | \$59 each |
| On-time renewal for 4 certifications | \$39 each | \$49 each |
| Expired Certifications | | |
| Up to 3 months late | \$70 each | \$80 each |
| Over 3 months, up to 6 months late | \$85 each | \$95 each |

Recertification policies may be found on the NAFTA website and in the NAFTA Candidate Handbook. Fees may be subject to change.

Name: _____ Date: _____

Address _____ City _____ State _____ Zip _____

Cell phone () _____ Work Phone () _____

METHOD OF PAYMENT Circle one: Check enclosed Money Order enclosed Credit Card

Credit Card Number: _____ Expiration Date ___/___ CVV _____

I agree to have NAFTA charge my credit card for fees as indicated above and associated with this recertification form. I understand these fees are non-refundable.

Signature: _____

Certifications for Renewal:

1) _____ Exp. Date _____ 2) _____ Exp. Date _____
3) _____ Exp. Date _____ 4) _____ Exp. Date _____

Attach another page if submitting more than four recertifications.

NAFTA CEU Sources

NAFTA Workshops (please provide a copy of your certificate)

1) _____ 2) _____
3) _____ 4) _____

Attach another page if you attended more than 4 Workshops

NAFTA Home Study Programs (please list)

1) _____ 2) _____
3) _____ 4) _____

Attach another page if you completed more than 4 home study programs

CPR, AED, First Aid and/or Life Guard Certification. Please provide a copy of certification.

1) _____ 2) _____

Pre-Approved CEU's other than NAFTA (please list and provide verification)

1) _____ 2) _____
3) _____ 4) _____

Attach another page if needed

NAFTA considers all applicants without regard to race, color, religion, creed, national origin, age, disability, marital or veterans status, sexual orientation, or any other legally protected status.

Be sure to mail in this application with the applicable fees and CEU documentation to:

NAFTA Recertification 28170 N. Alma School Pkwy - Suite 201 Scottsdale, AZ 85262

Appendix B

NAFTA COURSE / WORKSHOP PETITION FORM

If you have attended a course or workshop that is not currently approved for NAFTA CEUs you may petition for approval. Please photocopy this form as needed for multiple petitions.

Certification preparation courses offered by other organizations or providers are not eligible for NAFTA CEUs by petition. Courses/workshops taken through an accredited college or university do not require petition.

Date _____
Name _____ Email _____
Address _____
City _____ State _____ Zip _____
Phone (cell) _____ (work) _____

Current NAFTA Certification(s) held _____

1 petition x \$25.00 = **\$25.00** Each additional petition @ \$10.00 ea. \$ _____

Check Visa Mastercard American Express Discover Money Order

Credit Card # _____ Exp. Date ____/____ CVV _____

I agree to have NAFTA charge my credit card for fees as indicated above and associated with this course petition. I understand these fees are non-refundable.

Signature _____

Course(s) for petition:

| | |
|---|---------------------------------|
| 1) _____ <i>course or workshop title</i> | _____ <i>instructor name</i> |
| 2) _____ <i>course or workshop title</i> | _____ <i>instructor name</i> |
| 3) _____ <i>course or workshop title</i> | _____ <i>instructor name</i> |
| 4) _____ <i>course or workshop title</i> | _____ <i>instructor name</i> |

Please submit your payment and the following documentation with this completed form:

- 1) Course/ Workshop Outline
- 2) Instructor Biography
- 3) Instructors name, title, phone number and address. Instructor is required to have a 4 year degree (Bachelor's or higher) in a health/fitness related area.
- 4) Length of the workshop and breakdown of lecture and practical time
- 5) Verification of attendance and completion.

Mail To: NAFTA Recertification 28170 N. Alma School Pkwy Scottsdale, Arizona 85262

Appendix C

NAFTA Recertification Appeal Form

The following form is required for all recertification appeals of certifications expired for more than 6 months. A NAFTA Recertification Application and supporting documentation must accompany this form.

Name: _____ Date: _____
Address _____ City _____ State _____ Zip _____
Cell phone () _____ Work Phone () _____

METHOD OF PAYMENT Circle one: Check enclosed Money Order enclosed Credit Card

Credit Card Number: _____ Expiration Date ___/___ CVV _____

I agree to have NAFTA charge my credit card for fees as indicated above and associated with this recertification form. I understand these fees are non-refundable.

Signature: _____

Certifications for Renewal:

1) _____ Exp. Date _____ 2) _____ Exp. Date _____
3) _____ Exp. Date _____ 4) _____ Exp. Date _____

Attach another page if submitting more than four recertifications.

Please check the conditions of appeal from the list below:

- Military duty or deployment which adversely affects access to continuing education courses
- Serious illness or accident, or serious illness or death of an immediate relative that may have adversely affected your ability to obtain CEU's
- Financial hardship
- Professional career demands adversely affecting time or access to continuing education courses

Please explain how this condition impacted your ability to meet recertification deadlines

I certify that the above information is true and accurate as it relates to the recertification of my NAFTA certifications.

Signature _____ Date _____

- Package checklist:
- Recertification Application
 - Continuing education documents
 - Applicable fees

Mail to: NAFTA Recertification 28170 N. Alma School Pkwy Scottsdale, Arizona 85262

