



## **Approved Provider Agreement**

Thank you for your interest in the National Association for Fitness Certification (NAFC) Continuing Education Approved Provider program. Our program is designed to provide continuing education opportunities for NAFC Certified Fitness Professionals to enhance their professional knowledge and skills beyond those achieved in certification.

### **Instructor/Author Requirements**

- The instructor/author must be degreed (Associate's Degree minimum preferred) or credentialed in a related field of study to the course content presented.
- The instructor/author must provide a resume including credentials that demonstrate mastery in the course content to be presented.

### **Course Content**

Course content should provide current and relevant knowledge and skills for NAFC certified fitness professionals. Approved content typically falls into one or more of the following domains:

- Exercise Sciences
- Assessments and Injury Prevention
- Small Group Training
- Special Populations
- Orthopedic Conditions
- Business Applications
- Program Design and Exercises
- Specialized Programming
- Coaching, Lifestyle Management Methods
- Advanced Pilates, Yoga, and Nutrition concepts for Specialty Certifications
- Group Fitness Applications

### **Continuing Education Credits (CECs)**

NAFC awards CECs for live instruction, conferences, workshops, seminars, or webinars, online education courses, and recorded webinars or courses. 0.1 CEC is awarded for each one hour of instruction time. Instruction time does not include breaks, meals, tests, quizzes, or other time not related directly to instruction or learning practical skills.

### **Listing on NAFC Approved Provider Page**

Once your education program is approved for NAFC CECs, you and/or your organization will be listed as a NAFC Approved Provider on the NAFC website. A link to your website will be provided so that NAFC certified professionals can find your courses.

### **CEC Approval Submissions**

NAFC recommends that you submit courses for approval at least 60 days prior to your event. CEC applications may take up to 4 weeks for processing. This will allow you to have adequate time to promote your event. Courses must be pre-approved before the event or the course is taken for CECs to be awarded. CECs will not be approved after an event is attended or course is taken. If you need approval in less than 60 days, it is recommended that you pay an additional fee of \$50.00 to

expedite CEC approval in 2 weeks.

Incomplete applications are not accepted for approval. You must submit all required material at the time of initial submittal, or your approval will be delayed. NAFC reserves the right to refuse approval for course content, instructor/author qualifications, instructional methods, or other factors that do not comply with the standards and policies of NAFC.

### **NAFC Approved Provider Fees**

Live Workshops/Conferences/Conventions/Seminars/Home Study Courses/Webinars

Initial Application \$25.00

First Course: \$100.00

Additional Courses \$20.00 per Course

- NAFC CEC approvals are valid from February 1<sup>st</sup> to January 31<sup>st</sup> after which you must renew your course approvals in order to continue to award the NAFC CEC. Renewals are due by February 1<sup>st</sup>.
- If you apply for approval after July 1<sup>st</sup>, you can receive a 50% discount for First Course and Additional Course submittal fees.
- Once you are approved as a NAFC education provider, you may add courses at any time to your approvals by submitting for approval the Course Information form, Author Credentials, and paying the \$20.00 additional course fee when the course is approved.
- Once you are approved as a NAFC education provider, you may renew your courses each cycle by February 1<sup>st</sup> for the next year by submitting a renewal application and paying \$100.00 for the first course and \$20.00 for each additional course you want to remain approved.

### **Application Process and Required Information**

To apply for continuing education approval, you must do the following:

- Sign and include this NAFC Approved Provider Agreement.

Required Attachments:

- Complete and send the NAFC Continuing Education Provider Information form.
- Complete and send a separate Course Information form for each course you want to submit for approval.
- Include a resume and credentials for each course author or instructor.
- Sign the Continuing Education Provider License Agreement.
- Provide a copy of or link to your promotion for the education event information.
- Pay your Approved Provider Fees.

### **Awarding the NAFC CEC**

Once your course is approved, you can award the NAFC CEC for your course(s). You must issue a "Certificate of Completion" for any approved course to each attendee/participant that successfully completes your education program. A sample will be provided once you are accepted as an Approved Provider.

Each Certificate of completion you issue must contain the following required information:

- Attendee/participant full name
- Course/event title
- Date of course completion
- Name, address, and website for you, the continuing education provider
- The number of NAFC CECs awarded for the event/course
- Your NAFC Approved Provider Number

**NAFC Approved Providers are required to keep records of the names, contact information, course name, and course completion date for each attendee/participant for each education program completed for a minimum of 5 years. As a NAFC Approved Provider, you agree to provide verification of course completion for an attendee/participant if requested by NAFC.**

### **Approved Provider Status**

Once you are accepted as a NAFC Continuing Education Provider you will receive a letter including:

- The course(s) for which you are approved and the number of NAFC CECs you can award for your education program(s).
- Your NAFC Approved Provider number.
- Your term ending date for your approved course(s).
- Permission to use the NAFC Continuing Education Provider Logo and a graphic to use on marketing and promotional materials.
- A sample certificate of completion.

### **Appeals Process**

If your education course is not accepted, you may initiate an appeals process. The NAFC Continuing Education Provider Appeals Form must be completed and submitted within 90 days of your letter being sent. All course materials must be included with the appeal. In order to be considered for appeal, the information you submit the second time must provide new or more in-depth content for review. Appeals require a nonrefundable \$50 appeals fee. You can only appeal one time for an individual course or event. If submitting an appeal, allow 30 days for processing unless otherwise notified.

### **Declaration of Understanding**

I have read and understand all information including applying for, providing, tracking, and renewing continuing education as indicated in this document and it's required attachments. I agree to abide by all standards and policies for being accepted as a NAFC Approved Provider to award the NAFC CEC.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

# NAFC Continuing Education Provider Information

I am a...  First Time Provider  
 Previous Provider (NAFC Provider number # \_\_\_\_\_)

Applicant:  Individual  
 Business  
 Convention or Multi Course Event

Name of Individual/Contact: \_\_\_\_\_

Name of Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

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## NAFC Approved Provider Fees

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Initial Application \$25.00

First Course: \$100.00

Additional Courses \$20 per Course

Initial Application Fee (If Applicable) \_\_\_\_\_

First Course \_\_\_\_\_

Additional Courses (\_\_\_\_\_ x \$20) \_\_\_\_\_

Expedited Approval Fee \$50.00 (If Applicable) \_\_\_\_\_

Total Due with Application \_\_\_\_\_

## Payment Information

\_\_\_ VISA \_\_\_ Mastercard \_\_\_ American Express \_\_\_ Discover

Full Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

Full Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# NAFC Continuing Education Provider Course Application

(Please provide a separate course application for each course you want approved. This information can be provided in this document or as a separate attached document.)

**Course Name:** \_\_\_\_\_

**Course Instructor(s):** \_\_\_\_\_

**Course Type:** \_\_\_ Live Course    \_\_\_ Online Course    \_\_\_ Webinar    \_\_\_ Recorded Course

\_\_\_ Course for Event or Convention    \_\_\_ Other \_\_\_\_\_

**Course Description:**

**Course Objectives:** (At least 3 Objectives required)

**Course Content Author Qualifications and Full Bio:**

**Course Length:**

Live Instructional and/or Practical Application Time- does not include breaks or meals

Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_

For Online or Recorded Courses: (Please include any required course material)

\_\_\_\_\_ Word Count for Written Content (manual or other written content required- do not include repeated titles or content, references, or material not directly related to instruction)

\_\_\_\_\_ Video Run Time of videos included in the course (Online Course only)

**Course Outline:** (Required for all courses regardless of format. For live events include a breakdown of time spent in each instructional/practical learning block)

**Course References/Bibliography:** (At Least 3 Full References must be Provided)

**Course Assessment:** How is successful completion of the course determined?

Example: (Online Course) Completion of a 25 question multiple choice quiz with a passing score of 80%)

Example: (Live Course) Must attend and participate in all course required instructional hours to receive a Certificate of Completion.

## Continuing Education Provider License Agreement

The courses and materials offered and recognized by the National Association for Fitness Certification (NAFC) provide general educational information in one's efforts to obtain certification, recertification, and/or when working with clients to reach clearly defined and specified goals. "You," as used here, includes, but is not limited to, fitness professionals of all kinds (i.e., fitness trainers, group instructors, nutrition consultants, Mat instructors, students) and fitness students of all kinds, providers of continuing education services, NAFC educational contractors, and all other readers and users of the courses and materials offered through NAFC.

At the time of publication, courses and materials of NAFC are intended to provide what is believed to be accurate information. However, please note the following important cautions before making use of NAFC courses, materials, and logos.

As a continuing education provider (CEP), NAFC grants a nonexclusive, nontransferable, no sublicensable, limited license, and permission to use and display the Official NAFC Continuing Education Logos (hereinafter the "Licensed Material") subject to the following terms and conditions found herein.

- The CEP is affiliated with the fitness, wellness and health industry, and their use of the licensed materials is restricted to this described industry.
- A CEP shall use Licensed Material only as described and depicted and shall not make any alterations to the Licensed Material or adapt the Licensed Material as part of another graphic symbol or mark.
- The CEP shall not use the licensed materials in a manner which would express or imply employment by NAFC or that they are representative of NAFC.
- The CEP shall not register the mark in the licensee's name or that of a third party.
- The CEP shall protect the goodwill of the licensed materials and do all things necessary or desirable to preserve and enhance the Goodwill, and not do anything which may damage the Goodwill at any time nor in any form.
- Goodwill is defined as the intangible value of a piece of property (e.g., a brand's reputation and recognizability).
- CEP shall only use the licensed material in a positive, productive manner, and cannot misrepresent the NAFC brand.
- If the CEP discovers that a third party or a third party's trademarks are infringing on the Licensed Materials, they have a duty to report the infringement to NAFC immediately.

To the best of the knowledge of the authors, publishers, formatters and presenters of NAFC educational materials, the contents of each course were accurate as of the date of publication and/or presentation. However, as a consumer, we encourage you to stay informed of new developments in the field and to make sure the information is accurate when you consult the courses and materials.

NAFC courses and supplemental materials are made available with the understanding that the authors, publishers, formatters, and presenters are not engaged in rendering legal, medical, or other professional services by reason of their authorship, publication, or presentation of such courses and materials. Professionals are strongly encouraged to consult an appropriate legal, medical, or other expert if you are seeking such assistance. This is an especially important precaution in the field of fitness and exercise, personal fitness training, nutritional consulting, group training, and fitness practice.

The CEP acknowledges that all the above referenced authors, publishers, formatters, and presenters are independent contractors whom NAFC has engaged for their respective experience and purposes, and that consistent with their independent contractor status, NAFC neither has nor had any right of control over the manner or methods by which they provide their services, and is not legally responsible for their acts, beliefs, or omissions while performing services in their respective educational materials.

- In a personal practice, fitness professionals are encouraged to understand their local and state laws prior to engagement in practice, understanding that when necessary, seeking specific professional advice is encouraged.
- NAFC reserves the right to terminate or modify this License at its sole discretion at any time.
- Notice of termination may be given through certified mail at the address listed, or at the email address listed herein.
- After the termination of the Agreement for any reason, the CEP must stop using the Licensed Materials immediately. This includes removing any and all electronic forms within twenty-four (24) hours of notice.

Signature Confirmation:

I hereby attest that the above application information and all materials included in its submission are complete and accurate to the best of my knowledge. I understand the rules and guidelines for acceptance as an NAFC Continuing Education Provider and agree to its terms.

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Signature of Primary Contact Person

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Date

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Printed Name

## Application Submittal

1. Please send your completed Approved Provider Application and Required Attachments as an email attachment to: [education@nafctrainer.com](mailto:education@nafctrainer.com).
2. Please call 800 342-8315 to securely pay your provider fees.

If you have additional questions, please contact June Chewning, NAFC Education Director, at [june@nafctrainer.com](mailto:june@nafctrainer.com).