



# Recertification Guide

May 2016

## **ACTION Recertification Overview**

Recertification is a mandatory process designed to ensure that ACTION Personal Trainers continually enhance their competency level. For this purpose, ACTION recertification guidelines require applicants to obtain continuing education throughout the year. This consistent focus on continuing education will allow Personal Trainers to stay abreast of the latest scientific research, professional standards, and personal training strategies.

ACTION Certification Trainers need to renew their certification every two years. This time interval was chosen by the ACTION Governing board due to the rapid change in scientific knowledge and evolving practices of personal trainers.

## **Continuing Education Credit (CEC) Requirements**

ACTION Certification requires Personal Trainers to obtain 2.0 CECs (20 hours) every two years. Each 0.1 CEC is worth one contact hour, contact hours are based on the amount of time spent participating in a structured fitness-related educational format. Eligible contact hours include ACTION Certification online courses, collegiate coursework, industry contributions, and ACTION approved provider offerings. Recertification also requires proof of a current CPR/AED certification card.

ACTION has chosen a two-year time frame to encourage ACTION Personal Trainers to invest in continuing education on an ongoing basis. Throughout the year ACTION Certification provides an array of CEC contact hours via self-study programs and online classes. ACTION Personal Trainers should take advantage of at least one of these programs every two to three months to enhance their training skills and exceed the minimum CEC requirements.

All CECs obtained within the two-year time frame will be applied to the current recertification application.

## **Recertification Process**

ACTION Personal Trainers must submit the recertification application, CEC documentation, and the recertification fee of \$65 within 30 days of the certification expiration date to avoid a \$25 late fee. The \$65 fee is waived for current Platinum Plan members.

A sample application is found in the body of this document. The application should be completed online. Please scan all documentation to support your CEUs listed on your application.

Applications should be submitted online at <http://www.emailmeform.com/builder/form/H05N6Zu31V73v0>

## CEC Category Description

CEC units can be earned in many ways. This section describes the different categories of offering that can be used to earn the required CECs.

<b>Maximum Number of CECs Accepted Per Category</b>	
<b>Category</b>	<b>Maximum</b>
Category A: ACTION Online Courses	1.9
Category B: University/College Coursework	1.5
Category C: Industry Contributions	1.5
Category D: ACTION Approved Provider Offerings	1.0
Category E: CPR/AED Certification	0.1
<b>Total CECs Required</b>	<b>2.0</b>

### *Category A – ACTION Certification Online Courses*

- ◆ Throughout the year ACTION Certification offers several continuing education opportunities online. To obtain CEC credit, Personal Trainers must register for the online lecture and pass the online CEU specific exam with a score of 70% or higher. ACTION will determine the number of CECs awarded for activities in this category.
- ◆ Recertification with ACTION Certification Online Courses allows ACTION Personal Trainers to enhance their knowledge in the areas of kinesiology, biomechanics, program design, injury prevention, exercise psychology, anatomy, and performance enhancement. Each CEC hour offered by ACTION Certification directly maps to tasks in our Job Analysis Study. This ensures that CEC hours will directly benefit the personal trainer by enhancing the skills required to perform their job duties.

### *Category B – University/College Coursework*

- ◆ ACTION Certification will accept post-certification collegiate coursework if the content of the course is health and/or fitness related. Acceptable courses are those included in the curriculum of the following degree programs: Physical Education, Human Movement Science, Kinesiology, Exercise Science, Exercise Physiology, Sport Psychology, Performance Enhancement, Community Health, Athletic Training, Physical Therapy, Public Health, Health Behavior, Physical Activity, Occupational Therapy, Sport Science, or Sport Management.
- ◆ Eligible courses must be assigned credit hours and listed on an official university transcript. 0.1 CEC hours are awarded for each semester credit hour (e.g. a 3 credit hour course is awarded 0.3 CECs)

### ***Category C – Industry Contributions***

- ◆ ACTION Certification certified Personal Trainers are encouraged to contribute toward the evolution and enhancement of the fitness industry by speaking at conferences and publishing fitness related books, research, and/or articles.
- ◆ Eligible contributions must be health and fitness related and can only be counted once per topic. 0.1 CEC hours will be awarded for speaking engagements/panelist participation, based on the number of contact hours. The publication of fitness related articles will be awarded 0.1 CEC hours, published research articles in a peer-reviewed publication will be awarded 0.5 CECs, published textbooks and/or fitness related books will be awarded 0.5 CECs.

### ***Category D – ACTION Approved Provider Offerings***

- ACTION will grant CEC credit from home study courses, workshops, or seminars hosted by reputable fitness organizations listed on the *ACTION Certification Approved Educational Providers* document located at the end of this guide.
- ACTION Personal Trainers must submit the *ACTION Certification Provider Petition Form* for home study courses that are not listed on the *ACTION Approved Educational Providers* list.
- ACTION Certification will make final determinations for actual CEC credit awarded for any home study course, workshop, or seminar.

### ***Category E – Required Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Certification***

- ◆ ACTION Personal Trainers must maintain and provide proof of current CPR and AED certification that meets the following criteria:
  - A hands-on training component
  - A skills demonstration evaluation from a trained instructor
  - Certification awarded after successfully passing a standardized exam.
- ◆ Preferred Providers include:
  - American Red Cross
  - American Heart Association



# Recertification Application

Applicant Information		
Last Name:	First Name:	Middle Initial:
Certification Number:		
E-mail Address:	Home Phone:	Cell Phone:
Street Address:		
City:	State:	Zip:
Billing Information:		
Check Box if your billing address is the same as above. <input type="checkbox"/>		
Street Address:		
City:	State:	Zip:

Recertification Fees	
Recertification Fee	\$65
Late Fee (if applicable)	\$25
Total Recertification Fee	

<b>Payment</b>	
<input type="checkbox"/> American Express <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa	
Credit Card Number:	
Name on Card:	
Expiration:	CVV Code:
Signature:	



Category A: ACTION Certification Online Courses		Maximum of 1.9 CECs in Category A
Date of Activity	Title of Course/Activity	# of CECs

Required Documentation: All ACTION Certification courses must be completed within the current 2-year renewal period.

Category B: University/College Coursework			Maximum of 1.5 CECs in Category B
Date of Activity	Title of Course/Activity	Academic Institution	# of CECs

Required Documentation: Official College Transcript

CEC Conversion: 0.1 CEC hours are awarded for each semester credit hour (e.g. a 3 credit hour course is awarded 0.3 CECs)

Category C: Industry Contributions			Maximum of 1.5 CECs in Category C
Date of Activity	Title of Course/Activity	Organization/Publication	# of CECs

Required Documentation:

- Speaking Engagements/Panelist Participation – Letter of acknowledgement with a description of topic, duration of presentation, presentation date, and outline notes
- Fitness Related Article – copy of published article and writer guidelines
- Research Article – copy of published article and writer guidelines
- Fitness Book – copy of book cover, table of contents, and 500-word summary of key topics.

CEC Conversion:

- Speaking Engagements/Panelist Participation – 0.1 CEC hours per contact hour
- Fitness Related Article – 0.1 CEC hours per publication
- Research Article – 0.5 CECs
- Fitness Book – 0.5 CECs

Category D: ACTION Certification Approved Provider Offerings			Maximum of 1.0 CECs in Category D
Date of Activity	Title of Course/ Activity	Provider	# of CECs

Required Documentation:

- Certificate of completion from ACTION Certification Approved Provider
- ACTION Certification *Provider Petition Form* for CECs received from organizations that are not included on the ACTION Certification *Approved Educational Providers* list.

CEC Conversion

- ACTION Certification will make final determinations for actual CEC credit awarded for any home study course, workshop, or seminars.
- ACTION Personal Trainers should refer to the following calculation to estimate the CECs awarded in Category D:
  - $CECs\ Awarded = 0.1 \times \# \text{ of education hours}$

Category E: Required CPR and AED Certification			Maximum of 0.1 CECs in Category E
Date of Activity	Title of Course/ Activity	Provider	# of CECs
	CPR/AED		0.1

Required Documentation: Front and back copy of current certification.

## Recertification Checklist

Category	Max Per Category	Documentation (circle Yes or No)		# of CECs
Category A: ACTION Online Courses	1.9	Yes	No	
Category B: College Coursework	1.5	Yes	No	
Category C: Industry Contributions	1.5	Yes	No	
Category D: ACTION Approved Provider Offerings	1.0	Yes	No	
Category E: CPR/AED Certification	0.1	Yes	No	
<b>Total CECs</b>				<b>2.0</b>

**Signature Confirmation:**

**I hereby attest that all of the materials included in this application are a true and accurate statement of my educational activities. I am aware that falsification of this application may result in the revocation of my ACTION Personal Training Certification.**

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





# Provider Petition Form

## Applicant Information

Last Name:	First Name:	Middle Initial:
Certification Number:		
E-mail Address:	Home Phone:	Cell Phone:
Street Address:		
City:	State:	Zip:

Submit a separate *ACTION Certification Provider Petition Form* for all home study courses, conferences, seminars or workshops that are not on the *ACTION Certification Approved Educational Providers list*.

## Course Information

Course Name:	Date(s):
Course Description:	
Type of Course: <input type="checkbox"/> Workshop <input type="checkbox"/> Home Study <input type="checkbox"/> Conference <input type="checkbox"/> Seminars <input type="checkbox"/> Other	

## Provider Information

Course/CEC Provider:		Contact Hours:
E-mail Address:	Phone:	Website:
Street Address:		
City:	State:	Zip:
Required Documentation:		
<ul style="list-style-type: none"> <li>▪ Certificate of Completion</li> <li>▪ Instructor/Provider Resume</li> <li>▪ Program Outline/Lecture Notes</li> </ul>		

Please Note: ACTION Certification will make **final** determinations for actual CEC credit awarded for any petitioned home study courses, workshops, or seminars.



## Approved Educational Providers

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Advantage Education	Institute of Human Performance
Aerobics and Fitness Association of America (AFAA)	Kettlebell Concepts
American Academy of Health and Fitness	Life Fitness Academy
American Council on Exercise (ACE)	Lifestyle Management Associates
American Specialty Health	Mad Dogg Athletics
Annette Lang Education Systems	National Academy of Sports Medicine (NASM)
Association of Practical Strength & Conditioning Instructors (APSCI)	National Exercise and Sports Trainers (NESTA)
Athletes' Performance	National Exercise Trainers Association
ATI Career Training Schools	National Exercise Trainers Association
C.H.E.K. Institute	National Institute of Restorative Exercise
Center for Health and Fitness Continuing Education	National Institute of Restorative Exercise
Core Pilates NYC	National Posture Institute (NPI)
Crunch	National Strength & Conditioning Association (NSCA)
dotFIT, LLC	Perform Better
DSW Fitness	Personal Training On The Net
ECA World Fitness	PESI Healthcare
Elements in Motion	PESI Healthcare
Evidence Based Fitness Academy	Power Plate North America
Evidence Based Fitness Academy	PTA Global
Exercise and Nutrition Works, Inc.	Resistance Training Specialist
Exercise Etc.	SCW Fitness Education
Fit Pro's Personal Training Academy	Sports Nutrition Workshop
Fitness Anywhere	Technogym USA
Fitness Fest Conference and Expo	The Cooper Institute
Function First	The Flexibility, Sports and Rehabilitation Clinic
Fitness Learning Systems (FLS)	The Gray Institute/Functional Design Systems LLC
Home Fitness Professionals Organization	V-Core Workout
Health & Fitness Provider Network (HFPN)	Wellcoaches Corporation
Health-Fit Golf Systems	Westchester Sports and Wellness/Fit and Functional
Heart Zones USA	Z health Performance Solutions
IDEA	



# Frequently Asked Questions

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## ***What do I need to do to recertify?***

Every two years ACTION Personal Trainers are required to obtain 2.0 Units, 20 contact hours, of continuing education credits known as CECs. 1.9 CECs can be obtained via a combination of ACTION Certification Online Courses, University/College Coursework, Industry Contributions, or ACTION Certification Approved Provider Offerings. ACTION Personal Trainers must also submit a copy of a current CPR and AED Certification to obtain the additional 0.1 CECs to meet their recertification requirements.

## ***How do I submit my recertification application?***

The application should be completed online. Please scan all documentation to support your CEUs listed on your application.

Applications should be submitted online at <http://www.emailmeform.com/builder/form/H05N6Zu31V73v0>

## ***How much does recertification cost?***

ACTION Personal Trainers must submit the recertification application, CEC documentation, and the recertification fee of \$65 within 30 days of the certification expiration date to avoid a \$25 late fee. The \$65 fee is waived for current Platinum Plan members.

## ***Does ACTION Certification offer CECs?***

Yes. You can view available courses at [www.actioneducation.org](http://www.actioneducation.org)

## ***Do CECs carry over?***

All CECs will be applied to the current 2-year renewal period.

## ***How do I receive credit for industry contributions?***

ACTION Personal Trainers can receive CEC credit for speaking engagements/panelist participation and the publication of fitness research, articles, and books. Refer to the ACTION Certification Recertification Application for details regarding the CECs awarded for each type of industry contribution.

***How do I receive credit for attending workshops, seminars, and conferences?***

ACTION Certification will grant CEC credit from home study courses, workshops, or seminars hosted by reputable fitness organizations listed on the *ACTION Certification Approved Educational Providers* document. ACTION Personal Trainers must submit the *ACTION Certification Provider Petition Form* for home study courses, workshops, or seminars that are not listed on the *ACTION Certification Approved Educational Providers* list. ACTION Certification will make final determinations for actual CEC credit awarded for any home study course, workshop, or seminar.

***How do I receive credit for fitness-related collegiate coursework?***

ACTION Certification will accept post-certification collegiate coursework if the content of the course is health and/or fitness related. Eligible courses must be assigned credit hours and listed on an official university transcript. 0.1 CEC hours are awarded for each semester credit hour (e.g. a 3 credit hour course is awarded 0.3 CECs). A copy of an official university transcript must be submitted with the recertification application.

***What are the requirements for the AED/CPR Certification?***

ACTION Personal Trainers must maintain and provide proof of current CPR and AED certification. Acceptable CPR/AED certification must have a hands-on training component, a skills demonstration evaluation from a trained instructor, and certification must be awarded after successfully passing a standardized exam. The American Red Cross and the American Heart Association are preferred providers.