



ATHLETICS & FITNESS ASSOCIATION OF AMERICA

AFAA Renewal Guidelines

To support AFAA's commitment to protect health and safety, the following AFAA credentials must be renewed every two (2) years: **Group Fitness Instructor, Primary Group Exercise Instructor, Personal Fitness Trainer, Certified Indoor Cycling Instructor and International Certified Group Fitness Instructor**. This ensures that AFAA professionals are current with best practice guidelines, promotes continued competence and development of knowledge beyond the levels required for entry-level practice.

CEU Requirement

The number of CEU's required is 15.

- 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 one (1) CEU.
- Two CEUs (2) must come from an AFAA or NASM course.
- Two CEUs (2) must come from a CPR/AED certification.

Renewal Fees

Every AFAA credential holder is required to submit a completed renewal application every two years with a renewal fee of \$99. This fee is an administrative fee that supports activities required of the AFAA Recertification Department. The late renewal fees are: \$50 for applications received up to 180-days post-expiration.

Expiration of Credential

The AFAA credentials will expire if all renewal requirements have not been met by the expiration date. Renewal Applications can be submitted up to one year late *if all continuing education courses have been completed before or within 180 days of the certification expiration date*. Additional fees will apply.

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.

Renewal Audit

There will be a random audit performed on all renewal 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. You can keep your member information current by logging onto your member page from our website.

How to renew your AFAA credential(s):

1. Complete the AFAA Renewal Application (pages 2-3).
2. Include documentation of continuing education courses (e.g., copies of CEU certificates of completion). A total of 15 **AFAA or NASM approved** CEU's are required.
3. Pay the recertification fee online at www.afa.com . The recertification fee is \$99. A \$50 late fee is added if the application is up to 180 days past the certification expiration date.
4. Email your application and all supporting documentation to: recerts@ascendlearning.com .

Category Requirements

Maximum Number of CEU's Accepted Per Category

Total Required	Category A Maximum	Category B Maximum	Category C Maximum	Category D Maximum
15 CEU's	15	15	15	2

Category A – AFAA/NASM Courses and Approved Provider Offerings

Activities in this category include **AFAA/NASM** courses and courses that have been approved by **AFAA/NASM**.

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

A maximum of 15 CEU's can be obtained in Category A. **The mandatory 2 CEUs from an AFAA/NASM course will fall under this category.**

- AFAA will determine the number of CEU's awarded for approved 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 15 CEU's can be obtained in Category B.

Possible Activities	Number of CEU's	Required Documentation
Speaker at a conference	1 CEU/ contact hour	Letter of acknowledgement (include description of topic and length of time), Outline of notes
Panelist at a conference	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*	5 CEU's	Copy of article; writer guidelines
Primary author in a textbook	5 CEU's	Copy of cover, table of contents, 500-word summary of contribution to industry

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

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.

- For a course to be eligible, it must be assigned credit hours and be listed on the official university transcript.
- Two credit hours (2 CEU's) will be awarded for each semester credit hour (e.g., a 3 credit course receives 6 CEU's).

A maximum of 1.9 CEU's can be obtained in Category C.

Possible Activities	Number of CEU's	Required Documentation
College/official university course	2 CEU's 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.
- 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).
- Practicum courses, internship experiences and laboratory-format courses are **not** acceptable for CEU credit.

Category D – Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Certification: REQUIRED

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

- Candidates must maintain and provide proof of current Cardiopulmonary Resuscitation (CPR) and automated external defibrillator (AED) certification.

- Recommended providers include:
 - ASTI
 - American Heart Association
 - American Red Cross
 - American Safety and Health Institute
 - National Safety Council

Only 2 CEU's can be obtained in Category D.

Possible Activities	Number of CEU's	Required Documentation
Courses providing required CPR/AED certification	2 CEU's	Current certificate or front & back copies of current certification card(s)