



Continuing Education Provider Program Policies and Procedures



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NASM: <http://www.nasm.org>

AFAA: <http://www.afa.com>

Introduction

The National Academy of Sports Medicine (NASM) and Athletics and Fitness Association of America (AFAA) Continuing Education Provider Program is designed to provide reputable continuing education opportunities for NASM & AFAA certified professionals, through a variety of sources that support and uphold our high standards. NASM & AFAA are dedicated to enriching the continuing education path for fitness, group fitness, sports performance and sports medicine professionals worldwide.

Continuing Education Requirements

National Academy of Sports Medicine (NASM)

To maintain the NASM-CPT certification, certified professionals must earn 2.0 CEU's, or 20 contact hours of education during a two-year period. A hands-on cardiopulmonary resuscitation (CPR) certification and automated external defibrillator (AED) certification are also required.

Athletics and Fitness Association of America (AFAA)

To maintain the AFAA-CGFI certification, certified professionals must earn 1.5 CEU's or 15 hours of continuing education during a two-year period. To maintain other AFAA certification(s), fitness instructors must earn 15 CEU's or 15 hours of continuing education during a two-year period. A hands-on cardiopulmonary resuscitation (CPR) certification and automated external defibrillator (AED) certification are also required whenever recertifying.

Professional Recognition

Your approval as an NASM or AFAA CE provider demonstrates that your Continuing Education (CE) Offerings meet our strict requirements. Your CE Offering will receive online recognition on our website, 24-hours a day, with CE Offering and contact information and a link to your website.

Duration of Provider Term

Provider term begins January 1st of the year applied for and terminates on December 31st of the same year. Applications are accepted throughout the entire year; however, applications accepted within the requested year will be valid only until December 31st of that year.

Application Process

As a prospective member of the Continuing Education Provider Program, we request that you complete the following process for **each** CE Offering.

1. **Application:** A completed Continuing Education Provider Application must be submitted for each CE Offering for which you are seeking approval.
2. **Author/Presenter Resumé:** All CE authors and presenters, regardless of CE Offering format (live or self-study), must submit a completed resumé. This resumé must include work history with information specifically related to the topic and professional organizational affiliations.
3. **Material:** Applicants must submit a **complete** copy of all materials used in the CE Offering. Materials that are **required** include the following:
 - a. A scientifically referenced text, presentation or handout for all CE Offerings and/or

- activities, including live workshops;
- b. Objectives for all activities or events that provide specific outcomes for what the student will learn;
 - c. A lesson plan for all activities and/or events that guide the student through the CE Offering and follows the objectives;
 - d. If applicable, a testing process for all activities and/or events that provides a means for student evaluation, including a rationale for how the assessment was developed, scored, and reported. (*Attendance at a live CE Offering is sufficient; a test is not mandatory.*)

Review and Award

All materials will be reviewed for compliance with our content requirements. Only complete applications will be considered for review. The review process can take up to 30 days after receipt of application.

- **Award Notice:** If your conference, workshop, or self-study is approved, you will be sent a letter via email detailing the number of CEU's allotted for your CE Offering.
- **Application Denial:** NASM and AFAA reserve the right to accept or deny any provider application. If a CE Offering is denied, the provider will be notified via email, with an explanation for denial.

Renewal Process

If you are renewing your CE Offering(s) and the content is exactly the same as when initially accepted and still reflects current practices, only the application, provider number and appropriate fees are required. If you are adding new instructors, we will need to review their bios or resumés to ensure they meet the requirements.

Presenter Requirements

Instructors of CE Offerings must have relevant teaching experience in a health and fitness-related field. Instructors, lecturers and other content providers must have at least one of the following:

- Bachelor's degree, or
- An accredited, current certification in the field.

Content Requirements

CE Offerings must present information and practical applications that support the needs of certified professionals. CE Offerings must support the knowledge, skills and abilities published in the most recent editions of the Practice Analysis Studies for our certifications.

Performance Domains

NASM & AFAA conducted practice analysis studies to define the current knowledge, skills and abilities that must be demonstrated by entry-level credential holders to safely and successfully practice as a personal trainer and a group fitness instructor, respectively. These studies also serve as the "blueprint" for determining the content (performance domains) for the certification exams.

NASM	AFAA
Domain 1: Basic and Applied Sciences and Nutritional Concepts	Domain 1: Fundamentals of Exercise Science
Domain 2: Assessment	Domain 2: Class Design and Planning
Domain 3: Program Design	Domain 3: Class Instruction and Presentation
Domain 4: Exercise Technique and Training Instruction	Domain 4: Professionalism
Domain 5: Client Relations and Behavioral Coaching	
Domain 6: Professional Development and Responsibility	

CE Offering content must:

1. Fit into one of the performance domains
2. Provide above-entry-level information
3. Provide practical, relevant and scientifically valid information
4. Be referenced using scientifically valid references. The following are example topics of acceptable subject areas for education courses:

- Anatomy
- Nutrition/Weight Control
- Sports Psychology
- Nutrition Education
- Exercise Assessment
- Business Management (industry related)
- Biomechanics
- Exercise Physiology
- Kinesiology
- Strength Training
- Special Populations

Acceptable Methods of Continuing Education Delivery

CE Offerings must fall into one of the following categories:

- **Workshop:** This must consist of practical skills training and active participation of students.
- **Seminar:** A seminar is a lecture presentation.
- **Self-study:** Home study education materials can be text, videos, online, and DVD-ROM courses that are followed by an examination.
- **Conference:** A conference is a live event that includes concurrent sessions.

CE Offering Attendance / Participant Verification Requirements

At the conclusion of your CE Offering, you must provide each participant with a form that verifies his/her participation. This form must include the participant’s name, provider number and organization’s name, event title, date (month, day, and year), number of approved CEU’s and location. The participant is responsible for notifying NASM/AFAA of his/her participation in your event by including a copy of the certificate of completion with the recertification application. All approved providers must maintain written documentation of participation for four (4) years. If a participant loses the document verifying his/her participation in your CE Offering, he or she must contact the provider for a replacement certificate. NASM & AFAA are not responsible for providing a certificate of completion for a Provider CE Offering.