



PROFESSIONAL CREDIBILITY

MAINTAINING YOUR PROFESSIONAL STATUS



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DEAR ISSA PROFESSIONAL

As an ISSA-Certified Fitness Trainer, keeping up your education is probably the single most important aspect of ensuring success in your business next to providing the best care possible for your clients. Virtually every profession requires continuing education, and the personal training profession should be no exception. As an ISSA fitness professional, your clients and their families entrust their bodies and lives to you, and turn to you for questions and advice. You must be able to provide them with accurate, current information, and the only way to do that is to continue your education.

Please review this renewal packet and become familiar with its contents. This packet contains important information regarding the renewal process. ISSA's Professional Division highly advises that you do not wait until your certification expires to complete your continuing education.

If you have any questions regarding your renewal please feel free to contact the ISSA Professional Division's Continuing Education Department at 800.892.4772. Department hours: Monday–Friday 7:00 am to 5:00 pm PST



PURPOSE OF CONTINUING EDUCATION

The purpose of the continuing education (CE) program is to offer the public a form of assurance that individuals practicing a profession maintain competence once certified in that profession. In health and fitness professions, maintaining competence is especially critical due to rapid growth in technology, changes in social policies, and expanding roles of health professionals in all areas of healthcare.

ISSA Professionals are responsible for self-assessment of their personal strengths and weaknesses and for completing CE programs designed to ensure their own professional competence. There is no limit to the number of CE hours that can be obtained in any particular activity. It is recommended that ISSA Professionals attempt to increase their knowledge and skills through a balanced variety of educational methods.

RENEWING YOUR PROFESSIONAL STATUS

All ISSA Professional Trainers maintain their professional status by:

1. Submission of the CE Report Form and accompanying documentation of acceptable CE hours completed during the previous 2-year certification cycle.
2. Proof of a valid Basic Adult CPR/AED certification.
3. Payment of renewal fees.

CE Requirements

Currently, the ISSA Professional Division requires a minimum of 20 CE hours to be acquired within the 2 years of certification. CE hours can be obtained through ISSA or any approved CE provider. CE hours in excess of the required amount cannot be carried over to the next 2-year period. If you are certified in another ISSA specialty course, you must complete at least 5 CE hours that are specific to the additional certification. Your standing as an ISSA Professional Trainer will not be renewed unless the CE requirement has been met.

CE Report

ISSA Professionals must submit their completed CE Report Forms to the ISSA Professional Division at the end of their active cycle (you can find the CE Report Form at the back of this packet). DO NOT submit credits as you receive them. (It is suggested that ISSA Professionals keep a photocopy of their CE Report Form along with all other CE documents.) Professionals must submit documentation for each course listed on the report. Acceptable documentation includes copies (do not send originals) of certificates of completion, transcripts, or other forms of official documentation where the number of credits/hours can be verified. Please submit your renewal 4 to 6 weeks prior to your renewal date to ensure adequate time for renewal processing. Please DO NOT submit your renewal packet any earlier than 6 weeks prior to your renewal date. A new certification and ID card will be forwarded to ISSA Professionals after all renewal requirements have been received and approved. Incomplete renewal packets will not be accepted.

Failure to Meet CE Requirements

CE hours are a requirement to maintain your professional status as an ISSA trainer. Failure to meet the CE requirement at the time of renewal will result revocation of professional status and ISSA credentials. Once the requirements are met, you may submit the complete application with the late fee (if applicable). Contact ISSA Professional Division's Continuing Education Department for information at 800.892.4772.

CPR Requirements

All ISSA Professionals are **required** to keep a current basic adult CPR/AED certification. If your CPR/AED expires before your certification, you are responsible for updating your CPR/AED status. ISSA Professionals who are not CPR/AED certified while training clients are liable. Do not risk your career because of an expired CPR/AED. Please contact your nearest American Red Cross or American Heart Association for a list of classes in your area.

Online CPR Requirements

For renewal purposes ONLY, ISSA Professionals may submit an online CPR/AED card if the original hands-on CPR/ AED card is submitted with it. ISSA Professionals may submit an online CPR/AED card every other renewal period.

NOTE: For those who have their own liability insurance, please check with your insurance company before taking any online CPR course. Some insurance companies do not recognize online CPR courses and will not renew your liability insurance.

Renewal Fee

The following chart details renewal fees. Fees must be paid at the time of renewal.

Number of Certifications	Renewal Fee
1 certification	\$ 75
2 certifications	\$100
3 certifications	\$125
4 certifications	\$150
5 or more certifications	\$175

RENEWING YOUR PROFESSIONAL STATUS, CONTINUED

Late Certification Renewals

Failure to complete CE requirements and timely renewal of your professional status may result in the forfeiture of your certification. We encourage you to complete continuing education requirements on time. A late fee will be assessed for applications not post marked by the expiration date. The late fee is in addition to the renewal fee. The following breakdown applies:

up to 3 months late	\$ 30
up to 6 months late	\$ 40
up to 1 year late	\$ 50

Once the completed renewal packet is received, your professional status will be renewed for two years from the initial expiration date. The expiration date will always be exactly two years from the certification date. Please see example.

Certification Expiration Date	January 20, 2010
Renewal Application Received	December 3, 2010
New Expiration Date	January 20, 2012

Combined Certification Dates

If an ISSA Professional has more than one ISSA certification, the renewal dates will be combined. The new renewal date will reflect the date of earliest renewal. For example, if you are using an ISSA specialty certification course for renewal of any other active ISSA certification, the renewal date will be consolidated to the earliest renewal date. Please see example.

Active CFT Certification	April 15, 2008 to April 15, 2010
SPN Certification Course completed for CFT renewal	February 3, 2009
CFT/SPN renewal date	April 15, 2012

A copy of the certificate used for renewal must be sent in with the renewal application at the time of renewal.

Reinstatement

If your professional status has expired for more than 1 year, you must apply for reinstatement. All ISSA Professionals looking to reinstate must contact the ISSA Professional Division's Continuing Education Department to request a reinstatement packet. Reinstatement requirements are:

1. Complete acceptable CE hours accompanied by the CE Report Form.
2. Show proof of a valid Basic Adult CPR/AED certification.
3. Pay reinstatement fee (\$150).
4. Re-test using the most current final examination. (May require purchase of upgraded materials.)

Upon completion of the requirements listed above a new certification will be sent out. The new certified-since date on your certification will reflect your reinstatement date, not your original certification date (see below). For example: You were originally certified in 1995 and you renewed your certification every two years up until 2007. Then in 2009 you decided to reinstate. Since your certification had been expired for more than a year, your new certified since date will reflect the reinstatement date and not the 1995 date. Please see example.

Original Certified Date	January 20, 1995
Last Renewal Date	March 20, 2007
Reinstatement Received	October 13, 2009
New Certified Since Date	October 13, 2009

If you are reinstating multiple ISSA certifications, a \$25 fee is assessed per additional certification. Re-testing is required for each course seeking reinstatement.

QUALIFYING CONTINUING EDUCATION ACTIVITIES

Participation in educational programs on topics relevant to the health and fitness field

1. Educational portions of fitness industry meetings or seminars: national convention, state, local, or regional meetings (One [1] CE hour for each 60 minutes of participation.)
2. Educational portions of programs of allied health and other relevant professional associations (One [1] CE hour for each 60 minutes of participation)
3. Educational portions of programs sponsored by organizations or vendors on topics that maintain, update, or enlarge knowledge of skills relevant to the fitness profession (One [1] CE hour for each 60 minutes of participation)
4. Telecommunications/teleseminars; relevant to the fitness profession (One [1] CE hour for each 60 minutes of participation)

Participation in formal educational programs relevant to the health and fitness field

1. Post-secondary courses attended for credit, including guided independent study and residential college or university courses. Courses taken in pursuit of associates, baccalaureate, masters, or doctoral degrees, which are relevant to the profession, are included. All coursework and final examinations must be completed by the end of your active cycle. (Four [4] CE hours for every one [1] college quarter credit. Six [6] CE hours of every one [1] college semester credit.)
2. Audit of academic course or relevant, noncredit adult education course without completing necessary requirements for full formal credit. Course must be completed by the end of your active cycle.
3. Formal independent study programs accredited by the Distance Education and Training Council,

the International Association for Continuing Education and Training, the National Board of Fitness Examiners are approved by ISSA. These must consist of readings and exercises submitted to a knowledgeable instructor for evaluation. Courses normally cover several lessons to be completed in a specific time period. Certificate of completion must show that all coursework and examinations were completed by the end of your active cycle. (ISSA will determine CE credits on an individual basis.)

Publication or presentation of material relevant to health information

Publication is the development of an original work, relevant to the profession that has been reproduced by written or electronic means for general dissemination to the public. Presentation is the development of an original work delivered to an audience.

1. Author of a textbook, workbook, or manual (Thirty [30] CE credits)
2. Author of a chapter in a textbook, workbook, or manual (Ten [10] CE credits)
3. Author of an article in a referenced research journal (Ten [10] CE credits)
4. Author of an educational article in a professional or trade journal (Five [5] CE credits)
5. Author of an educational article in a local or state newsletter (Two [2] CE credits)
6. Editor of a textbook, workbook, or manual (Twenty [20] CE credits)
7. Editor of a health/fitness professional or trade journal (Twenty [20] CE credits)
8. Speaker at an educational program (One [1] CE credit for each 15 minutes of podium time)
9. Panel participant at an educational program (One [1] CE credit for each 60 minutes of podium time)

QUALIFYING CONTINUING EDUCATION ACTIVITIES, CONT.

Independent study activities relevant to the profession

1. Enrollment in home study programs relevant to ISSA core content areas (ISSA prior approval is required.)

Other Activities

1. Presenting a lecture on referenced fitness-related material that does not fall under current job description. (Prior ISSA approval required.)
2. Participation in an ISSA seminar (CE credits pre-determined by ISSA)
3. Internet educational offerings relevant to ISSA core content areas (ISSA prior approval required)
4. Internship in a health and fitness related field (maximum of ten [10] CE credits)

Approved Providers

For a list of the current ISSA approved providers, please visit issaonline.com/ceus/ceu_providers.cfm

Waiver of Continuing Education Requirements

The ISSA Board of Directors recognizes that extenuating circumstances may arise that make it impossible to meet the CE requirements. An individual temporarily or permanently unable to complete the required CE hours due to unusual circumstances, may apply to the Board of Directors for waiver, reduction, or extension of requirements. Please submit a detailed documented letter, specifically describing your extenuating circumstances to the ISSA Professional Division. A response granting or denying your request will be sent within thirty days of receipt of documentation.



NON-QUALIFYING CONTINUING EDUCATION ACTIVITIES

Examples of activities that do not qualify for CE credit are as follows: (The list is illustrative and not intended to be inclusive.)

1. Responsibilities that fall within the normal parameters of an individual's job description, including but not limited to the following: (1) staff meetings; (2) staff reviews; (3) preparation of procedure, policy, or administrative manuals; (4) conducting tours; or (5) participation in career day activities.
2. Published materials or presentations developed as a direct part of an individual's employment.
3. Summarizing articles, audiotapes or videotapes.
4. College courses that are not acceptable for continuing education include any course beyond the scope of practice for personal trainers and courses that do not relate to personal training.

FRAUDULENT REPRESENTATION

Fraud is the intentional misrepresentation or concealment of information in order to deceive or mislead another and IT IS ILLEGAL. Actions of this nature are in direct conflict with the ISSA mission, professional standards, and professional codes of ethics.

Submission of Fraudulent Documents for Continuing Education

The submission of fraudulent CE documents for certification renewal may result in the forfeiture of your certification. The company being fraudulently represented will be contacted and made aware of this infraction. A letter will be sent discussing the denial of renewal.

Once the requirements are met, you may resubmit the complete application with the late fee (if applicable). As long as all renewal requirements are met, a new certificate will be processed and sent out.

Fraudulent Use of an ISSA Certification

Any use of an ISSA certification in a fraudulent manner will result in the revocation of your ISSA membership and certification status. In addition, the ISSA will not hesitate to take any appropriate legal actions necessary.

Revocation

Any student determined to have fraudulently misrepresented their ISSA certification will forfeit all ISSA certifications immediately. A notice of intent to revoke will be sent via registered mail informing the student of the actions due to occur.

Please take your professional certification seriously and remember the public safety and liability issues at hand are your responsibility.

REFUND/EXCHANGE/CANCELLATION POLICY

Renewal Fee Refund Policy

Please contact the ISSA Professional Division's Continuing Education Department at 800.892.4772 for more information.

Online CE Course Refunds

All online CE courses are subject to a 30-day money back guarantee. Refunds will not be granted once testing has begun. Refunds are granted by ISSA's Educational Division and can be expedited by calling 800.892.4772 and making a CE Course refund request.

Online CE Course Exchanges

ISSA online CE courses may be exchanged for another ISSA online CE course. Exchanges must take place within 30 days of purchase. Exchanges will not be granted once testing has begun.

ISSA Seminar Cancellation, Rescheduling, and Refunds

Students must cancel their reservation to attend any ISSA seminar 5 business days prior to the seminar date (the Monday before the seminar). At the time of cancellation the student can request a refund or reschedule for a seminar at a later date. A \$20 processing fee will be subtracted from all refunds. Refunds will not be granted if the student does not cancel 5 business days prior to the seminar. If the student has a late cancellation but wishes to reschedule, a \$50 rescheduling fee will be assessed at the time of rescheduling.

If ISSA cancels or reschedules a seminar, registered students are eligible for a full refund. No processing fees will be applied. Contact Student Services at 800.892.4772 to initiate your refund.

Refunds will be processed via the original purchase method within thirty days from the date of request.





CERTIFICATION RENEWAL APPLICATION

Step One: Tell us about yourself

Last Name		First Name		Middle Name	
Date of Birth		Name as you would like it to appear on your certificate			
Address					
City			State		Zip
Phone (day)		Phone (eve)		Email address	

Step Two: Tell us which certification(s) you are renewing

<input type="checkbox"/> Certified Fitness Trainer	<input type="checkbox"/> Specialist in Senior Fitness <i>(formerly Specialist in Fitness for Older Adults)</i>	<input type="checkbox"/> Specialist in Sports Nutrition <i>(formerly Specialist in Performance Nutrition)</i>
<input type="checkbox"/> Specialist in Fitness Nutrition	<input type="checkbox"/> Specialist in Strength and Conditioning <i>(formerly Specialist in Sports Conditioning)</i>	<input type="checkbox"/> Endurance Fitness Trainer
<input type="checkbox"/> Specialist in Exercise Therapy <i>(formerly Fitness Therapy)</i>	<input type="checkbox"/> Youth Fitness Trainer	<input type="checkbox"/> Specialist in Martial Arts Conditioning
<input type="checkbox"/> Elite Trainer <i>(must include renewal of CFT, SFN/SPN, and SET)</i>	<input type="checkbox"/> Master Trainer <i>(must include renewal of CFT, SFN/SPN, SET, SSF, SSC, YFT)</i>	<input type="checkbox"/> Water Fitness Trainer
<input type="checkbox"/> Golf Fitness Trainer	<input type="checkbox"/> Specialist in Adaptive Fitness	<input type="checkbox"/> Specialist in Weight Management

Step Three: Requirements for renewal—include these items with your application

<p>Requirements for Renewal</p> <ol style="list-style-type: none"> Documentation of 20 continuing education units with report form (see page 2 of this application) Copy of current CPR/AED Renewal Fee* Late Fee** (if not post-marked by expiration date) <p>All items must be submitted with your application. If any of the requirements are missing, your application will not be accepted.</p>	<p>*Renewal Fee Breakdown (Check one)</p> <table border="0"> <tr><td><input type="checkbox"/> 1 ISSA Certification Renewal</td><td>\$75</td></tr> <tr><td><input type="checkbox"/> 2 ISSA Certification Renewals</td><td>\$100</td></tr> <tr><td><input type="checkbox"/> 3 ISSA Certification Renewals</td><td>\$125</td></tr> <tr><td><input type="checkbox"/> 4 ISSA Certification Renewals</td><td>\$150</td></tr> <tr><td><input type="checkbox"/> 5 or more ISSA Certification Renewals</td><td>\$175</td></tr> </table> <p>**Late Fee Breakdown (Check one - if applicable)</p> <table border="0"> <tr><td><input type="checkbox"/> 1 day to 3 months</td><td>\$30</td></tr> <tr><td><input type="checkbox"/> 3 months to 6 months</td><td>\$40</td></tr> <tr><td><input type="checkbox"/> 6 months to a year</td><td>\$50</td></tr> </table> <p style="text-align: right;"><i>Fees are non-refundable</i></p>	<input type="checkbox"/> 1 ISSA Certification Renewal	\$75	<input type="checkbox"/> 2 ISSA Certification Renewals	\$100	<input type="checkbox"/> 3 ISSA Certification Renewals	\$125	<input type="checkbox"/> 4 ISSA Certification Renewals	\$150	<input type="checkbox"/> 5 or more ISSA Certification Renewals	\$175	<input type="checkbox"/> 1 day to 3 months	\$30	<input type="checkbox"/> 3 months to 6 months	\$40	<input type="checkbox"/> 6 months to a year	\$50
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<input type="checkbox"/> 1 day to 3 months	\$30																
<input type="checkbox"/> 3 months to 6 months	\$40																
<input type="checkbox"/> 6 months to a year	\$50																

Step Four: Select your method of payment

Renewal fee _____ Late fee _____ Total amount _____	<input type="checkbox"/> Money Order # _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover					
	Name on card					
	Credit Card Number				Expiration	
	I authorize ISSA to charge my credit card for the total amount.			Signature		

Step Five: Signature

By signing this Renewal Application, I attest that the information I have submitted concerning my Continuing Education is truthful. I am aware that any and all of my ISSA certifications may be revoked if there is evidence to support that I have falsified any information concerning my reported participation in continuing education activities. This Renewal Application is not valid until it has been accepted by an authorized representative of ISSA.

Student Signature	Date
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For ISSA Use Only

Date Received:	Renewal Date:	Date Processed:	Processed By:
Resubmit Letter Sent:	Requirements Met:	Notes:	

Post Course Completion Job Questionnaire

Please indicate your response



1. After enrolling with the ISSA did you enter into a fitness related occupation?
 Yes No
2. After completing your program did you enter into a non fitness related field?
 Yes No
3. After enrolling with the ISSA did you decide not to enter the labor force?
 Yes No
4. After enrolling with the ISSA did you obtain the knowledge and skills necessary for employment as a certified fitness professional?
 Yes No
5. Where you gainfully employed or self employed within 6 months of completing the course?
 Yes No
6. How long after enrolling with the ISSA did you gain employment and or begin earning money on your own as an independent contractor?
 1 – 5 weeks
 6 – 10 weeks
 11 – 15 weeks
 16 – 20 weeks
 21 – 25 weeks
 26 + weeks
7. How much are you currently earning per year in your part time or full time employment?
 \$0 - \$5,000.00
 \$5,001.00 - \$10,000.00
 \$10,001.00 - \$15,000.00
 \$15,001.00 - \$20,000.00
 \$20,001.00 - \$25,000.00
 \$25,001.00 - \$30,000.00
 \$35,001.00 - \$40,000.00
 \$40,000.00 - \$45,000.00
 \$50,000.00 +



The World Leader in Fitness Education and Certification — Since 1988

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ISSA Seminar Instructor

Dear Student:

As part of our ongoing efforts to ensure that our education, delivery, service and support ultimately results in competent trainers who are prepared and able to do their job in the capacity as certified fitness trainers we conduct surveys to assist in our internal evaluations.

We need your help to evaluate and improve ourselves to ensure we stay in conformance with the USDOE CA BPPE our National Board of Fitness Examiners Affiliate standards as well as the DETC's Accrediting Commissions standards of accreditation. Please take a few minutes to complete the survey

We understand that you are in the process of renewing your Professional status with the ISSA. Please take a few minutes to complete the survey and return along with your renewal application.

Thank you for your valuable assistance in this matter. We appreciate any insights to help strengthen our organization and students. By responding you are helping future generations of ISSA students.

Sincerely,

Patrick Gamboa

Patrick Gamboa B.S. MSS FNBFE
Vice President of Education

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Post Course Completion Job Questionnaire *continued*

Please indicate your response



8. On average how much do you earn per hour per session?

- \$6 - \$8
- \$9 - \$10
- \$11 - \$15
- \$16 - \$20
- \$21 - \$25
- \$26 - \$30
- \$31 +

9. On average how many clients do you train per week?

- 1 - 5
- 6 - 10
- 11 - 15
- 16 - 20
- 21 - 25
- 26 - 30
- 30 +

10. On average how many incidents of liability and or injury have you been associated?

- 0
- 1 - 2
- 3 - 4
- 5 +

11. After enrolling with the ISSA were you informed of options available to you regarding expanding your base knowledge as a certified fitness trainer?

- Yes No

12. After enrolling with the ISSA did you decide to pursue specializations? If not... why?