

# Professional Credibility

Maintaining Your Professional Status

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## Renewal Application and CE Report Form

ISSA (International Sports Sciences Association)

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[issaonline.com](http://issaonline.com)

## 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's Continuing Education Department at 800.892.4772. Department hours:

Monday–Friday 6am to 6pm (MST)

## Purpose of Continuing Education

The purpose of ISSA's continuing education (CE) program is to assure the public 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:

Submission of the CE Report Form and accompanying documentation of acceptable CE hours completed during the previous 2-year certification cycle. These documents can be uploaded online at: ISSAtrainer.com, under "My Account".

1. Proof of a valid Basic Adult CPR/AED/First Aid certification.
2. 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. 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.

## 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/AED/First Aid Requirements

All ISSA Professionals are required to maintain a current adult CPR/AED/First Aid certification. If your CPR/AED/First Aid expires before your renewal, you are responsible for updating your CPR/AED/First Aid status. Your CPR/AED/First Aid must be valid for at least 30 days beyond the date of submission.

Two options exist to satisfy this requirement:

1. a hands-on CPR/AED/First Aid course from an approved provider  
-or-
2. a time-saving, more convenient and less expensive ISSA-approved online CPR/AED/First Aid course. (The ISSA-approved online course also automatically updates the ISSA database upon your successful completion.)

For more information on the ISSA-approved online course, please visit: [issaonline.edu/certification/cpr](http://issaonline.edu/certification/cpr).

## Professional Certification Renewal

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 one year 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.

**Renewal Fee:** \$99<sup>1</sup>. Fee must be paid at the time of renewal. The renewal fee is **waived if all 20 CEUs are earned through ISSA-specific CEUs, ISSA certificate or ISSA undergraduate courses.**

<sup>1</sup>plus applicable taxes.

## 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:

3 to 6 months late	\$40
6 to 12 months late	\$50

Once the completed renewal packet is received, your professional status will be renewed for two years from the date your renewal application is processed.

Example for when your completed renewal packet is received after your original expiration date:

Membership Expiration Date	January 20, 2020
Renewal Application Received	December 3, 2020
New Expiration Date	December 3, 2022

## 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, the renewal date will be consolidated to the earliest renewal date. Please see example:

Active Membership	April 15, 2018 to April 15, 2020
SFN Certification Course completed for renewal	February 3, 2019
New Expiration Date	April 15, 2020

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

## Qualifying Continuing Education Activities

### Participation in educational programs on relevant health and fitness topics

- Educational portions of fitness industry meetings or seminars: national convention, state, local, or regional meetings (1 CE hour per hour of participation.)
- Educational portions of programs of allied health and other relevant professional associations (1 CE hour per hour of participation)
- Educational portions of programs sponsored by organizations or vendors on topics that maintain, update, or increase knowledge or skills relevant to the fitness profession (1 CE hour per hour of participation)
- Webinars relevant to the fitness profession (1 CE hour per hour of participation)

### Participation in formal educational programs relevant to health and fitness

- Post-secondary (associate-, baccalaureate-, masters-, or doctoral-level) courses attended for academic credit at an accredited institution (residential or online). All coursework and final examinations must be completed by the end of your active cycle. (4 CE hours for every 1 quarter credit. 6 CE hours of every 1 semester credit.)
- 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.
- Formal independent study programs accredited by the Distance Education Accrediting Commission, 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.

- Author of a textbook or manual (30 CE credits)
- Author of a chapter in a textbook, workbook, or manual (10 CE credits)
- Author of an article in a referenced research journal (10 CE credits)
- Author of an educational article in a professional or trade journal (5 CE credits)
- Author of an educational article in a local or state newsletter (2 CE credits)
- Editor of a textbook or manual (20 CE credits)
- Editor of a health/fitness professional or trade journal (20 CE credits)
- Speaker at an educational program (1 CE credit for per 15 minutes of podium time)
- Panel participant at an educational program (1 CE credit per hour of podium time)

### Industry-relevant independent study

Enrollment in home study programs relevant to ISSA core content areas. Prior ISSA approval required.

### Other Activities

- Presenting a lecture on referenced fitness-related material that does not fall under current job description. (Prior ISSA approval required.)

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- Participation in an ISSA seminar (CE credits predetermined by ISSA)
  - Online educational offerings relevant to ISSA core content areas (ISSA prior approval required)
  - Internship in a health and fitness related field (maximum of 10 CE credits)

## Approved Providers

For a list of the current ISSA approved providers, please visit: [issaonline.edu/continuing-education/approved-providers.cfm](http://issaonline.edu/continuing-education/approved-providers.cfm)

## 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.)

- 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.
- Published materials or presentations developed as a direct part of an individual's employment.
- Summarizing articles, audiotapes or videotapes.
- 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.

## Policies

### 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.



## Professional Certification Renewal Application

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### Personal Information

Last Name	First Name	Middle Name
Name as you would like it to appear on your certificate		
Street Address		
City	State	ZIP
Email	Phone	

### Renewal Checklist

<p><b>Requirements for Renewal</b></p> <ul style="list-style-type: none"> <li>• Documentation of 20 continuing education units with report form (see page 2 of this application)</li> <li>• Completed ISSA-approved online CPR/AED/First Aid course (automatically updates ISSA database) -or- copy of current CPR/AED/First Aid card</li> <li>• Renewal Fee* and</li> <li>• Late Fee** (if not post-marked by expiration date)</li> </ul> <p>All items must be submitted with your application. If any of the requirements are missing, your application will not be accepted.</p>	<p><b>Fees (non-refundable)</b></p> <p>*Renewal Fee:</p> <ul style="list-style-type: none"> <li>• \$0 if all 20 CEUs are earned via ISSA-specific CEUs, ISSA certificate, or ISSA undergraduate courses</li> <li>• \$99<sup>1</sup> if earned outside of ISSA</li> </ul> <p>**Late Fee</p> <ul style="list-style-type: none"> <li>• 3 months to 6 months: \$40</li> <li>• 6 months to 12 months: \$50</li> </ul> <p style="text-align: right;"><sup>1</sup>plus applicable taxes.</p>
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### Payment

\$_____ Renewal fee		
\$_____ Late fee		
\$_____ Total	Check number	Money order number
Credit card number	CVV	Expiration
Cardholder name	Cardholder signature	

### Declaration of Accuracy

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.

Signature	Date
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## Professional Certification Renewal Application: CE Report Form

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Name

Email:

**20 CE hours are required every two years.**

**Attach photocopies** of the documentation **for each course** listed below. Credit will not be awarded without corresponding documentation. For college courses, please attach an official school transcript. Unofficial transcripts are not accepted.

**Return pages 1 and 2** of the Professional Certification Renewal Application to ISSA. **We must have both pages** on file for you.

Date Completed:	Course Name:	Provider (company offering the course):	Credit Value:

**For Office Use Only**

Renewal date	Date received	Requirements met	Date processed
Resubmit notice sent	Agent	Notes	