CERTIFICATION POLICIES AND PROCEDURES

**Purpose:** These policies and procedures are used to keep a consistent protocol regarding Fitness & Wellness certifications, based on current industry standards.

**Scope:** These policies and procedures are used by all F&W Staff.

**Policies:**

I) **F&W STAFF CPR CERTIFICATION POLICY**
   a) All staff must maintain current CPR/AED/First Aid certification.
      i) Current certifications are required for instructors and trainers to actively teach, train, or perform monitor duties.
      ii) Staff receive a discounted rate for the certification if the staff member completes the course through the Department of Recreational Sports.
      iii) A red coupon must be retrieved from the Fitness & Wellness professional staff in order to receive a discount.
   b) It is the responsibility of the staff member to maintain their certification, and re-certify when necessary. The staff member must re-certify before their certification expires, and submit proof of re-certification to the F&W professional staff.

II) **GROUP FITNESS AND PERSONAL TRAINING CERTIFICATION POLICY**
   a) All fitness instructors and personal trainers are required to obtain a certification that is accredited by the National Commission for Certifying Agencies (NCCA).
      i) e.x. AFAA, ACE, NASM, ACSM, NSCA, etc.
   b) It is the responsibility of the instructor or trainer to maintain their certification, and re-certify when necessary. The instructor/trainer must re-certify before their certification expires, and submit proof of re-certification to the F&W professional staff.
   c) The certification and re-certification is the financial responsibility of the staff member.