

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 CPRO/AED/First Aid certification.
 - i) Current certifications are required for instructors and trainers to actively teach, train, or perform monitor duties.
 - ii) Fitness and Wellness Staff are eligible for a free CPRO certification if the staff member completes the course through the Department of Recreational Sports.
 - 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. 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) Certification and re-certification are the financial responsibility of the staff member.