

PFIT Certification Renewal Guidelines

Professional Fitness Instructor Training (PFIT) values your choosing PFIT as one of your certification providers. Maintaining your PFIT certification(s) demonstrates your professional commitment and responsibility.

Each PFIT certification is valid for 2 years. The following guidelines will assist you to maintain your valuable PFIT certified status. It is your individual responsibility to: (1) maintain records and proof of all continuing education workshops, seminars, correspondence courses and additional certifications ... and (2) apply for renewal prior to your expiration date. A PFIT CEC Log Sheet is provided at www.pfit.org for your convenience. For PFIT 1.0 CEC = 1.0 Contact Hours of Education

PFIT CPFT or PFIT CGFI or PFIT RES-C or PFIT ESNS-C or PFIT AHPS Renewal

The following information must be submitted for the renewal of each PFIT Certification before the expiration

ALL Certifications are Valid for Two (2) Years from Issuance or Renewal Date

1. Certification Renewal – Current or Late

- Certifications may be renewed up to 60 days prior to expiration date
- If renewals are late, the renewal expiration date is calculated from the original expiration date
- Certifications that are expired are invalid until renewed
- Certifications that expired for greater than one (1) year are not eligible for renewal. New certification exam is required

2. Twenty (20) contact hours or continuing education credits (CEC's) obtained during two year period (Effective Feb. 2006)

- Example: Certified 01/25/06 (Jan 25, 2006) - Expiration date is 01/31/08 (Jan 31, 2008) (last day month)
- Excess greater than 20 CEC's will not be transferred to next two-year cycle.
- Required CEC's should be obtained through recognized fitness organization (PFIT, ACE, ACSM, NSCA, NASM, etc.)
- CEC courses must directly apply to the certification to be renewed
- Many CEC courses can be applied to multiple certifications – PFIT Personal Trainer and RES

3. PFIT Log Sheet or List of Courses

- PFIT CEC's all qualify for PFIT certification renewal.
- Most CEC's permitted by ACE, ACSM, NASM, APEX are accepted. If in doubt, contact PFIT for authorization.
- List all CEC's to be utilized on the PFIT CEC Log Sheet or separate, individualized list with name of provider organization, provider credentials, workshop/seminar/course outline and time line (identify actual time allotted for each CEC)

4. Proof of Current CPR and Basic First Aid and AED are required to be submitted *with* the 20 CEC's documentation

5. Renewal Fees: (required for each certification)

- \$55 if paid with application prior to certification expiration date
- \$70 if paid after expiration date and up to 6 months past certification expiration date
- \$85 if paid 6 months after and up to 1 year after certification exam expiration date

How to Renew your PFIT Certification

Renewal by Internet at www.pfit.org

- List CEC's on internet form
- Provide Adult CPR, Basic First Aid & AED Certification Dates
- Fill in required credit card information
- Submit

Remember to keep the original documents for the entire two year period of recertification. Random audits will require written proof of applied CEC's and Certifications.

Renewal by Mail

- List CEC's on PFIT CEC Log Sheet -or- List CEC's on log supplied by you
- Provide copies of certificates, certifications, diploma's , etc. all providers other than PFIT
- Provide Copies of Adult CPR, Basic First Aid & AED Certifications
- Attach check or money order payable to PFIT -or- credit card number, expiration date, security code (CVV) and card billing address
- Mail to: PFIT Certification Services
310 Morton St., Ste, 360
Richmond, TX 77469

PFIT Certification Services

Tel: (281) 344-9910 or (800) 899-7348 E-mail: certification@pfit.org - Internet: www.pfit.org
310 Morton St., Ste. 60 Richmond, TX 77469

What CEC's do PFIT Accept?

- **Additional Certifications** – Certification(s) achieved within 2 year period prior to PFIT expiration date:
 - ACE-CPT .3 CEC, ACSM-HFI .4 CEC, NSCA-CPT .4 CEC, NSCA-CSCS .6 CEC, NASM-CPT 3 CEC
 - Workshops and Study time does not receive credits as these are primary certifications
- **On-line correspondence courses** are accepted
 - Please enclose outline and certificate of course
 - Only 1/2 of online correspondence CEC's (up 10 contact credits) will be accepted toward the 20 required CEC's
 - Remaining CEC's should come from hands on courses, and practical skills work shops, or additional certifications
- **Fitness Conventions**
 - IDEA and IHRSA, etc. are accepted
 - List sessions, date, amount of credit documentation with organization, date, and your name on the listing
- **University/College Courses**
 - Direct application to fitness, sports, fitness related rehabilitation, fitness-related injury prevention, biomechanics, programming, choreography, strength training, and sports psychology
 - Transcripts must be attached. One credit hour = 1.0 CEC.
- **Other Courses/Seminars** – Individual petition to PFIT for approval when you are renewing
 - Submit course (1) outline, (2) instructor's profile, (3) organization, (4) date, and (5) number of CEC's awarded
 - These will be reviewed for acceptance or rejection
 - There is no charge to petition a course by PFIT
- **Professional Presentations** – Up to 5.0 CEC's for a public presentation or lecture. Copy of flyer or brochure identifying your participation is required
- **Clinical Observation** - .1 CEC per observation hour awarded, up to 3 contact hours – must be related to the certification.

Replacement or Duplicate Certificates

- Contact Professional Fitness Instructor Training (281) 344-9910 -or- (800) 899-7348 -or- certification@pfit.org
- Fee for replacement or duplicate certificate: \$15.00 each
- Allow 5 to 10 working days for certificate processing

PFIT Certified - Designation

Use of the PFIT Name and Logo - Please read carefully

- **PFIT Certified Professionals are restricted to the use of the following designations:**

• PFIT Certified Personal Fitness Trainer	should use	PFIT-CPFT
• PFIT Certified Group Fitness Instructor	should use	PFIT-CGFI
• PFIT Rehabilitative Exercise Specialist - Certified	should use	PFIT RES-C
• PFIT Advanced Human Performance Specialist	should use	PFIT-AHPS
• PFIT Exercise & Sports Nutrition Specialist - Certified	should use	PFIT-ESNS-C
- **PFIT** (Professional Fitness Instructor Training) is indication of a certification endorsement and does not imply or infer employment with PFIT. If you have a question about usage of the PFIT name or logo, please contact our office. PFIT has the right to require an immediate cease action for any incorrect or improper usage of the PFIT name. Please make sure of appropriate usage *before* printing any marketing materials. **Use of the PFIT logo on your business card or other promotional material is not allowed. No other use of the PFIT Logo or the PFIT name is permitted without written consent**

PFIT Mailing List is Not for Sale - Sorry

- Upon becoming certified as a PFIT-CPFT, PFIT-CGFI, PFIT-RES-C, or PFIT-ESNS-C you will be placed on the PFIT mailing list to notify you of workshops and events.
- If you wish not to be on the list, please notify PFIT Certification Services.
- Please notify PFIT of any changes of name, address, telephone or e-mail

***Questions? Call (281) 344-9910 - (800) 899-7348
Fax: (281) 344-9970 Email: certification@pfit.org***

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