

Continuing Education Credits Application Form

Name: _____ Email: _____

Address: _____

City: _____ Province _____ PC: _____

Phone: _____ (w) _____ (h) _____ (cell)

Course Information

Course Title: _____

Course Provider: _____

Course Instructor: _____

Course Location: _____

Start Date: _____ End Date: _____ Total Educational Hours: _____

- ***The course subject must be relevant to fitness leadership programming and course material must fall within the scope of practice for an SPRA Fitness Leader***

Application will only be reviewed upon receiving copies of:

____ Certificate of Course Completion (Proof of payment is not accepted as verification of course completion)

____ Detailed course description and outline - ***providing the link to a course is not acceptable***

Example: Scanned copy or document of the table of contents

____ Detailed agenda –including breakdown of hours and topics covered – hours related to organizational administrative processes or guidelines are not applicable

____ List of materials/resources used or given to participants

Note: One hour of continuing education equals approx. 1 CEC up to a maximum of 6 CEC per day (must be current within 2 years) Example: course taken in 2016 would be eligible to use for CEC until 2018

Courses Not Accepted:

- Personal Training Certifications
- Practicums, internships, mentoring and teaching hours
- CPR and/or First Aid Instructor Certifying Courses

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