



Saskatchewan Parks
and Recreation
Association



SPRA Fitness Leaders Policy and Procedure Manual

Original: July 2009
Revised: October 2023

SPRA Fitness Leaders Policy and Procedure Manual

Table of Contents

Introduction	3
Function of the Policy and Procedures Manual	3
Update and Maintenance	3
SPRA Involvement in Fitness Leadership am	3
Vision.....	3
Mandate	3
The Goals of the SPRA Fitness Leadership Certification Program	3
Fitness Leadership Canada	3
About the FLC	3
FLC Code of Conduct	4
SPRA Fitness Leadership Certification	4
Benefits of Certification	4
Fitness Certification Process.....	5
Fitness Certification Requirements	6
Step 1: Exercise Theory	6
Step 2: Certifying Courses.....	6
Step 3: First Aid and CPR	7
Step 4: Certification Fee.....	7
Certification Fees	7
Fitness Leadership Course Content.....	7
Exercise Theory Course Content	7
Certifying Modules Course Content and Scope of Practice	8
Group Exercise Module.....	8
Group Exercise Scope of Practice	9
Aquatic Exercise Module	10
Aquatic Exercise Scope of Practice	10
Exercise for Older Adults Module.....	11
Exercise for Older Adults Scope of Practice	11
Certification Policies	12
Age restrictions	12
Certification Timeline Requirements	12
Continuing Education Credits (CECs)	12
Certification Renewal Checklist.....	12
Lapsed Certifications	12
Inactive Leaders	13
Written Examinations.....	13
Practical Evaluations.....	14
Certification Transferability/Application for Other Organizations.....	14
FLC Members	14
YMCA Transferability.....	14
Applications from Other Organizations (i.e., ACE, Can-Fit-Pro, NSCA, CALA) .	14

SPRA Fitness Leaders Policy and Procedure Manual

Introduction

Function of the Policy and Procedures Manual

The Policy and Procedures Manual is designed to provide the Saskatchewan Parks and Recreation Association (SPRA) Certified Fitness Leaders with a working model and administrative guide of the SPRA's Fitness Leadership Certification Program.

Update and Maintenance

The consultant responsible for the SPRA Fitness Programming will be responsible for the update and maintenance of this Policy and Procedures Manual.

SPRA Involvement in Fitness Leadership

Vision

SPRA Fitness Leaders encourage all residents of Saskatchewan to lead healthy, active lifestyles.

Mandate

SPRA is the leader in the development of Fitness Leadership Certification and works to encourage increased participation in Fitness Leadership through training, education, and promotion.

The Goals of the SPRA Fitness Leadership Certification Program

- To be the standard for Fitness Leadership Certification in the Province of Saskatchewan.
- To create partnerships.
- To enable Fitness Leadership Courses to be hosted throughout Saskatchewan.
- To provide theoretical and practical expertise and information for SPRA Fitness Leaders in specialty or target areas.
- To support the promotion of physical activity and its benefits.
- To develop a Fitness Leadership Certification Program that emphasizes wellness and active living.
- To provide high quality continuing education opportunities.

Fitness Leadership Canada

About the FLC

SPRA and its Fitness Programming is also represented on Fitness Leadership Canada (FLC). FLC is a collective and collaborative partnership dedicated to developing, promoting, and recognizing the use of national guidelines and standards for fitness leadership and certification thereby leading to improved quality and safety. Their website can be viewed here –

<https://fitnessleadershipcanada.ca/>

- **British Columbia/Yukon** - British Columbia Recreation and Parks Association
- **Alberta/Northwest Territories** - Alberta Fitness Leadership Certification Association
- **Saskatchewan** - The Saskatchewan Parks and Recreation Association
- **Manitoba** - Manitoba Fitness Council
- **Ontario** - Ontario Fitness Council
- **New Brunswick** - Fitness New Brunswick
- **Nova Scotia** - Nova Scotia Fitness Association

SPRA Fitness Leaders Policy and Procedure Manual

FLC Code of Conduct

- Pursue excellence in fitness leadership activities and improve standards of service for the fitness leadership profession through engagement in continuing education for growth and development.
- FLC members must represent themselves and their services honestly, accurately, and legally; conduct themselves in a manner that merits respect; assume responsibility for their actions and services; act fairly, in good faith, and without conflict of interest.
- Recognize individual boundaries of competence and respect all participants' right to confidentiality.
- Acknowledge one's personal and professional limitations by following the roles under the appropriate FLC Scope of Practice.
- Abide with FLC policies and Code of Conduct while actively supporting the mission & philosophy.
- Respect all participants, leaders, Course Conductors, and other fitness professionals.
- Uphold high ethical standards, bringing integrity & honesty to the profession by which one exceeds the standards.
- Comply with the spirit, as well as the all-applicable business, employment, and copyright laws & regulations.
- Be forthright in all dealings with the public; with integrity and without compromise.
- Refer to more qualified fitness or health professionals when appropriate.
- Advise FLC of any practice by a member that goes against this Code of Conduct.

SPRA Fitness Leadership Certification

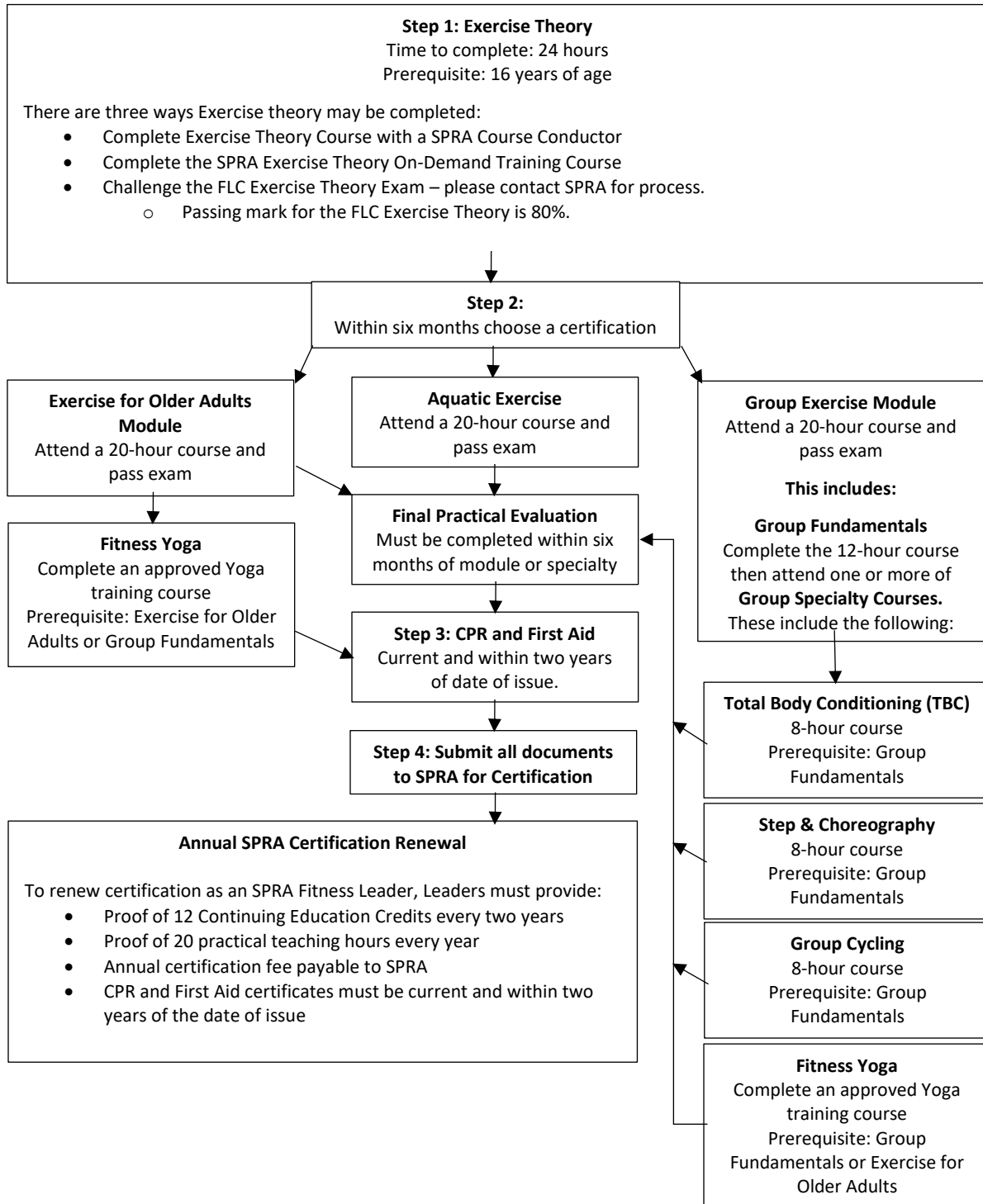
Benefits of Certification

Fitness Leadership Certification in Saskatchewan is voluntary. The following are the benefits of SPRA Fitness Leadership certification:

- Provincially recognized and sanctioned Fitness Leadership Certification.
- Assurance to consumers that SPRA Fitness Leaders have met national (FLC) performance standards.
- Liability insurance up to \$2,000,000 included with certification.
- Increases credibility and marketability as a fitness professional.
- Promotes professionalism in the fitness industry.
- Reduces liability/risk for the leader and facility and/or agency.
- Provides standardization and consistency of leadership.
- Creates public awareness and recognition of safe and effective practices for Fitness Leaders.
- Access to continuing education opportunities and continuing education credit.
- National transferability.
- Promotes active living opportunities.

SPRA Fitness Leaders Policy and Procedure Manual

Fitness Certification Process



SPRA Fitness Leaders Policy and Procedure Manual

Fitness Certification Requirements

Step 1: Exercise Theory

Prerequisites:

- Must be 16 years of age or older

Program Content:

- Completion of the Exercise Theory course
- Passing the FLC Exercise Theory Exam with a grade of 80% or higher

Course Options:

There are three methods available in obtaining the FLC Exercise Theory Course:

1. Take an In-Person Exercise Theory Course by an approved SPRA Course Conductor – recommended if the individual does not have any background in exercise theory. A 24- hour course that covers the principles of anatomy and physiology as well as a variety of activity experiences. The curriculum meets requirements and performance standards set by the FLC. The FLC exam should be written within six months of taking the Exercise Theory Course. A passing grade of 80% or higher is required. A supplemental exam (FLC Exercise Theory Exam B) for participants who fail to pass the exam on the first attempt can be written within a 1-year period.
2. Take the On-Demand Exercise Theory Course
Learn the same content as the In-Person Exercise Theory course, but from the comfort of your home during the times that work best for you. The curriculum meets requirements and performance standards set by the FLC. The FLC exam should be written within six months of taking the Exercise Theory Course. A passing grade of 80% or higher is required. A supplemental exam (FLC Exercise Theory Exam B) for participants who fail to pass the exam on the first attempt can be written within a 1-year period.
3. Challenge the FLC Exercise Theory Exam
Anyone can challenge the FLC Exercise Theory exam, without taking a workshop but it is not advised if they do not have any prior experience or background. The cost to challenge the exam is \$75.00 payable to SPRA. A passing grade of 80% or higher is required. If the attempt is unsuccessful the supplemental exam (Exam B) can be written. The exam fee for Exam B is \$75.00 payable to SPRA and a passing grade of 80% or higher is required. If both exam A and B are unsuccessful, taking an In-Person or On-Demand training is required prior to another attempt. The exam challenge can be arranged by calling the SPRA office. Approved Exercise Theory manuals can also be purchased from the SPRA office.

Step 2: Certifying Courses

The three certifying courses available through the SPRA Fitness Division are Group Exercise, Aquatic Exercise and Exercise for Older Adults. To complete the certification process, an individual must complete one of the certifying courses.

Prerequisites:

- Must be 16 years of age or older.
- Must have passed the FLC Exercise Theory Exam (80% or higher)

Program Content:

- Completion of one Group Exercise (Fundamentals + Specialty; 20 hours), Aqua Exercise (20 hours), or Exercise for Older Adults (20 hours) course.

SPRA Fitness Leaders Policy and Procedure Manual

Step 3: First Aid and CPR

An individual must have proof of CPR (Minimum Level A) and Standard First Aid current and within 2 years of date of issue from service provider regardless of the service provider's expiry date. Pre-approved providers are Red Cross, Life Saving Society, and St. John's Ambulance.

Step 4: Certification Fee

The last step in the certification process is to pay the annual renewal fee including insurance. The annual certification renewal fee is due January 31 of each year. The certification time year is January 1 – December 31 each year.

Certification Fees	Fee	Payable To:
SPRA Certification Fee (January – December)	\$95.00	SPRA
SPRA Certification Late Fee (paid after January 31) *in addition to the standard Certification Fee.	\$25.00	SPRA
SPRA Inactive Fitness Leader Fee (January – December)	\$50.00	SPRA
SPRA Certification Fee (July – December) Note: This fee is applicable to New Leaders only.	\$70.00	SPRA
SPRA Certification Fee (October – December) Note: This fee is applicable to New Leaders only.	\$50.00	SPRA

Fitness Leadership Course Content

Exercise Theory Course Content

Exercise Theory Course – pre-requisite course for all certification modules

Gaining an understanding of the basics of fitness is an important step in taking responsibility for a healthy, active lifestyle. Based on FLC performance standards and guidelines, this 24-hour module is designed to stand on its own (for those interested in personal education) or to be used as a pre-requisite to the SPRA Fitness specialty modules. Successful completion of this module is contingent on passing the written exam with a grade of 80% or better.

Course Content Includes:

- Exercise Theory Scope of Practice
- Historical Perspective
- Certification Process
- Healthy Lifestyles
- Active Living Philosophy
- Role of a Fitness Leader
- Principles of Conditioning
- Physiology of Exercise
- Movement Terminology
- Movement Mechanics
- Anatomy
- Exercise Analysis
- Weight Management
- Waivers, Informed Consent, and the PAR-Q
- Preventive Measures
- Risk Management
- Program Planning
- Monitoring Individual Progress
- Teaching and Evaluation
- Continuing Education
- Resource Awareness
- Nutrition
- Canada's Guidelines for Healthy Eating
- Body Mass Index
- Body Mass Composition
- Leadership Skills
- Leadership Styles
- Communication

SPRA Fitness Leaders Policy and Procedure Manual

Certifying Modules Course Content and Scope of Practice

Group Exercise Module

- Consists of Group Fundamentals, a 12-hour course plus an 8-hour designation course in one of the following: Total Body Conditioning, Step and Choreography, Group Cycling or Fitness Yoga

Group Fundamentals

Pre – requisite: Exercise Theory

Participating in fitness classes is as popular as ever and today's consumer expects quality leadership. This is the first step in obtaining the Group Exercise Certification. This 12-hour course covers a variety of topics such as leadership, legal responsibility, class components, program design, etc. The course is based on FLC performance standards and guidelines, plus a written exam.

Course Content includes:

- Group Exercise Scope of Practice
- Certification Requirements
- Types of Group Exercise Classes
- Program Planning
- Warm-Ups
- Cool Downs
- Cardiovascular Conditioning
- Muscular Conditioning
- Stretching
- Hi/Lo Class Participation and Discussion
- Use of Equipment
- Monitoring Individual Progress
- Teaching Drills
- Formations
- Cueing - Verbal and Visual
- Use of Music
- Music Selection
- Resource Awareness
- Proper Stepping Technique
- Step Class Design
- Tips for Building Step Choreography
- Safety Considerations

A. Total Body Conditioning

Pre-requisite: Exercise Theory & Group Fundamentals

This 8-hour practical based course includes use of portable equipment combined with cardio classes such as Bootcamp, Circuit Training, HIIT and Muscle Sculpt. *May include use of, but not limited to the following: free weights, body bars/barbells, stability balls, tubing/resist-a-bands, BOSU, and medicine balls

B. Step & Choreography

Pre-requisite: Exercise Theory & Group Fundamentals

This 8-hour practical based course gives specific information for planning and developing choreography and step-based classes. Content includes class structure and content, planning, class components, designing combinations, use of music, leadership, and choreography; movement combinations using 32 count phrasing, instruction, and cueing. May include, but not limited to high, low, moderate impact, combination, dance-based classes, step, cardio kickboxing.

C. Group Cycle

Pre-requisite: Exercise Theory & Group Fundamentals

This 8-hour practical based course includes bike set-up and safety, pedaling, cadence, posture, class structure and content, music, leadership and choreography design, movement combinations, cardiovascular conditioning, and cueing.

SPRA Fitness Leaders Policy and Procedure Manual

D. Yoga

1. Fitness Yoga

Pre-requisite: Exercise Theory & Group Fundamentals

In this option, candidates must complete the SPRA Exercise Theory and Group Fundamental training course. Then the candidate can take their Fitness Yoga training through BreathMoveBe or another training provider that is pre-approved by SPRA.

2. Yoga Alliance – 200hr

Yoga Alliance – 200hr instructors can bypass the above pathway and just register with SPRA as a Fitness Leader.

Group Exercise Scope of Practice

The SPRA Group Exercise Leader is certified to:

- Lead a safe and effective land group exercise class (as detailed below) by providing effective and appropriate exercises in order to meet the needs of participants.
- Lead exercise groups that are based on SPRA and FLC performance standards and guidelines.
- Incorporate the use of appropriate equipment based on identified or implied needs of the participants.
- Use Canada’s Food Guide, Canada’s Physical Activity Guide to Healthy Active Living, and the PAR-Q
- Lead participants that are apparently healthy.
- Attend to CPR and First Aid situations as they occur.

Once certified, a SPRA Group Fitness Leader is recognized as being able to lead group land-based exercise classes in the following areas based on their specialty:

Total Body Conditioning	Step & Chorography	Cycle	Yoga
<ul style="list-style-type: none">• Muscular conditioning classes• Non-Choreographed Cardiovascular conditioning• Classes involving portable equipment such as dumbbells, medicine balls, bands, etc.• Class types include Bootcamps, Circuit Training, Tabata, HITT	<ul style="list-style-type: none">• Hi/Lo impact aerobics• Step aerobics• Dance-Based classes• Cardio Kickboxing	<ul style="list-style-type: none">• Indoor cycle classes	<ul style="list-style-type: none">• Fitness Yoga• Vinyasa or Asana Practices

Once certified, a SPRA Group Exercise Leader is **NOT** recognized to teach the following classes (additional training must be obtained):

- Shallow or deep-water aqua fitness classes
- Older Adult classes, advertised as such
- Specialty classes such as arthritics, cardiac rehab, etc.
- Hot Yoga and Bikram Yoga

SPRA Fitness Leaders Policy and Procedure Manual

Aquatic Exercise Module

Pre – requisite: Exercise Theory

Many people are turning to the pool environment to enjoy the unique benefits of the water. Based on FLC performance standards and guidelines, this module is 20 hours, plus a written exam and practical evaluation. It will provide participants with the knowledge and practical skills required to lead safe, effective, and motivating classes in the pool in a variety of formats.

Course Content includes:

- Aquatic Exercise Scope of Practice
- Types of Aqua Classes
- Shallow Water Techniques
- Deep Water Techniques
- Aquatic Circuits
- Physiology as Affected by Water
- Buoyancy
- Resistance
- Water Pressure
- Program Planning
- Warm-Ups and Cool Downs
- Cardiovascular Conditioning
- Cueing - Verbal and Visual
- Music Selection
- Use of Music
- Resource Awareness
- Routines and Transitions
- Formations and Use of Space
- Exercise Safety
- Communication
- Monitoring Individual Progress
- Muscular Strength and Endurance
- Use of Equipment
- Certification Requirements

Aquatic Exercise Scope of Practice

The SPRA Aqua Exercise Leader is certified to:

- Lead a safe and effective group aquatic exercise class (as detailed below) by providing effective and appropriate exercises in order to meet the needs of participants.
- Lead exercise groups that are based on SPRA and FLC performance standards and guidelines.
- Incorporate the use of appropriate equipment based on identified or implied needs of the participants.
- Use Canada's Food Guide, Canada's Physical Activity Guide to Healthy Active Living, and the PAR-Q
- Lead participants that are apparently healthy.
- Attend to CPR and First Aid situations as they occur.

Once certified, a SPRA Aquatic Exercise Leader is recognized by SPRA as being able to lead group aquatic exercise classes in the following areas:

- Shallow water aqua fitness
- Deep water aqua fitness
- Muscular conditioning for the water
- Any combination of the above classes

Once certified, a SPRA Aquatic Exercise Leader is **not** recognized to teach the following classes (additional training must be obtained):

- Hi/lo impact aerobics step aerobics or muscular condition classes on land
- Group cycling classes
- Yoga or Pilates
- Older adult fitness classes, specifically advertised as such
- Specialty classes such as arthritics & cardiac rehab

SPRA Fitness Leaders Policy and Procedure Manual

Exercise for Older Adults Module

Pre – requisite: Exercise Theory

Regular physical activity makes sense for everyone, particularly older adults wishing to maintain independent and active lifestyles. Physical, emotional, social, and spiritual benefits result. Based on FLC performance standards and guidelines, this module is 20 hours, plus a written exam and practical evaluation. This module sensitizes leaders to the special considerations involved in leading older adult fitness classes.

Course Content includes:

- Exercise for Older Adults Scope of Practice
- Certification Requirements
- Physiology of Aging and Exercise
- Understanding and Motivating Older Adults
- Common Health Challenges
- General Health Screening
- Cueing - Verbal and Visual
- Use of Equipment
- Use of Music
- Music Selection
- Resource Awareness
- Safety Guidelines
- Fall Prevention
- Balance and Coordination
- Flexibility and Stretching
- Warm-Ups and Cool Downs
- Strength and Endurance
- Program Planning
- Communication
- Canada's Physical Activity Guide for Older Adults
- Exercise Techniques

Exercise for Older Adults Scope of Practice

The SPRA Older Adult Exercise Leader is certified to:

- Lead a safe and effective group older adult exercise class (as detailed below) by providing effective and appropriate exercises in order to meet the needs of participants
- Lead exercise groups that are based on SPRA and FLC performance standards and guidelines
- Incorporate the use of appropriate equipment based on identified or implied needs of the participants
- Use Canada's Food Guide, Canada's Physical Activity Guide to Healthy Active Living for Older Adults, and the PAR-Q
- Lead participants that are apparently healthy (Special concerns such as arthritis, osteoporosis, hip replacements, etc. are not to be diagnosed by the leader, if such conditions arise, refer the participant to the appropriate health care provider.)
- Attend to CPR and First Aid situations as they occur

Once certified, a SPRA Older Adult Exercise Leader is recognized as being able to lead group classes with healthy independent seniors that have been given permission by their physicians to start an exercise program in the following areas:

- Low impact aerobics
- Step aerobics
- Muscular conditioning classes
- Any combination of the above classes

If leaders encounter participants with special needs, they should consult the appropriate health care provider for further exercise program guidelines.

Once certified, a SPRA Older Adult Exercise Leader is **not** recognized to teach the following classes (additional training must be obtained):

- Group cycling classes
- Yoga or Pilates
- Shallow or deep-water aqua fitness classes
- Specialty classes such as arthritics, cardiac rehab, etc.

SPRA Fitness Leaders Policy and Procedure Manual

Certification Policies

Age restrictions

Candidates must be 16 years of age to write the FLC exam and pursue the Certifying Modules.

Certification Timeline Requirements

Certification will be granted to those candidates who meet the following requirements (submitted within one year of completing the specialty module).

- Completion of the Exercise Theory Course and/or Passing of the FLC Exercise Theory exam. The written exam must be completed within 6 months of taking the course. Exceptions may be made for this timeline if no suitable courses are available or scheduled.
- A specialty module must be taken within 6 months of completing the Exercise Theory. Exceptions may be considered depending on specialty module availability.
- Successful completion of the appropriate practical evaluation and FLC written exam must be completed within 6 months of the initial specialty module.
- CPR and First Aid certificate current within 2 years of date of issue.
- SPRA Certification Fees have been paid.

Continuing Education Credits (CECs)

The Fitness industry is continually changing and evolving. Continuing Education is an essential part to ensuring that you, as a fitness leader, stay up today with the most current information and trends.

12 CECs are required in a two-calendar year period.

- Leaders can satisfy CEC by attending the Annual SaskFit conference in its entirety
- Attendance at an SPRA recognized fitness conference or fitness-related course(s) or additional Specialty Module(s).
- Continuing Education Credit are also available online through:
 - [Human Kinetics Canada](#)
 - [Teach Movement](#)
 - [Think Yourself® Academy](#)
 - [GMP Fitness](#)
- Consideration for non-SPRA course hours may be applied for directly to the SPRA office.
- Certification is held at the Group Exercise, Aquatic or Older Adult level. There are then many options for add on education/workshops. For example, TRX is covered under the Group Exercise Certification umbrella and not specifically listed as a special designation.

Certification Renewal Checklist

Certification renewal timeline is January 1 – December 31 of each year. For a SPRA Certified Fitness Leader to remain current, the following documentation must be sent to the SPRA office by January 31 of the current year.

- CPR and First Aid certificate current within two years of date of issue.
- Documented proof of a minimum of 20 hours "on-floor" instruction. Practical hours verification Forms can be downloaded on the [SPRA Website](#).
- Documented proof of a minimum of 12 hours of continuing education credit (CEC) over a two-year period.
- Annual SPRA Certified Fitness Leader Certification fee

Lapsed Certifications

If an SPRA Certified Fitness Leader has allowed their certification to lapse, they may apply for recertification in accordance with the requirements of the applicable category listed below. All required information is to be submitted to SPRA.

Note: *Special considerations may be made on a case-by-case/individual basis for extenuating circumstances (medical, pregnancy, pandemic). In addition, if they have been teaching for a

SPRA Fitness Leaders Policy and Procedure Manual

number of years and have extensive experience, accommodation may be made to the re-certification process. Contact the SPRA office.

1. Lapsed less than two years after January 1st of the re-certification year

- \$25.00 late fee.
- Annual certification fee.
- Proof of 12 hours of continuing education credit (over a two-year period).
- Proof of CPR and First Aid certificate (current within two years from date of issue).

2. Lapsed two years and up to and including three years (36 months)

- Challenge the practical evaluation and appropriate written exam, including all associated costs, for each of the Certifying Modules in which they wish to be re-certified.
- \$25.00 late fee.
- Proof of CPR and First Aid certificate (current within two years from date of issue).
- Annual certification fee.

3. Lapsed more than three years (more than 36 months)

- Challenge the FLC Theory Exam and pay all associated fees.
- Complete the Certifying Module courses in which they wish to be re-certified, including all associated costs.
- \$25.00 late fee.
- Annual certification fee.

Inactive Leaders

Leaders who will not be instructing for the upcoming year due to medical reasons, birth-related leave, schooling, etc., may apply for *Inactive Leaders Status*. Your certification status must be current at the time of application, and you must apply to the SPRA office prior to your "inactive" period. *Inactive Leaders Status* is only valid for one year. During this one-year period, Leaders are exempt from fulfilling the re-certification requirements for continuing education credit and instruction. During this period *Inactive Leaders* will not be covered under the Sport BC Liability Insurance.

A fitness leader will only be allowed to remain inactive for 2 connective years, depending on their reason for inactive status – they may be required to complete another practical evaluation before they can be reinstated as an active leader. The *Inactive Leader Status* fee is \$50.00 payable to SPRA.

A leader may choose to become active at any point in the inactive year by submitting all the appropriate documents as outlined in the previous section under Re-Certification Checklist and paying the difference in certification fees.

Written Examinations

The Exercise Theory Course host will either offer the FLC Exercise Theory exam at the conclusion of the course or individuals can contact the SPRA office to make arrangements to write the FLC Fitness Theory exam. Successful completion of the FLC Exercise Theory exam is mandatory and a pre-requisite for registration into a Certifying Module Course. Participants must score a minimum of 80 percent on this exam.

Second Attempt Exams

Those who do not pass the FLC Exercise Theory exam on the first attempt may take a second exam, subject to proctoring fees. Study guides are available on the SPRA website under the fitness Certification Program. If the second attempt is unsuccessful, candidates will have to re-take the SPRA Exercise Theory Course.

SPRA Fitness Leaders Policy and Procedure Manual

Practical Evaluations

Group Exercise certification – practical evaluation required for each of the designations (TBC, Step/Choreography, Group cycle.) The cost of the practical evaluation is \$50, made payable to the SPRA Course Conductor facilitating the evaluation. Fitness Yoga approved courses will have their own process for practical evaluation which is required to be submitted for Fitness Yoga designation.

Certification Transferability/Application for Other Organizations

FLC Members

Fitness Leadership Canada (FLC) is a Canadian partnership of provincial not-for-profit organizations dedicated to developing, promoting, and implementing national standards for training and certification of Fitness Leaders in Canada.

British Columbia/Yukon - British Columbia Recreation and Parks Association (BCRPA)

Alberta/Northwest Territories - Fitness Alberta powered by the AFLCA

Saskatchewan - Saskatchewan Parks and Recreation Association (SPRA)

Manitoba - Manitoba Fitness Council (MFC)

Ontario - Ontario Fitness Council (OFC)

New Brunswick - Fitness New Brunswick (FNB)

Nova Scotia - Nova Scotia Fitness Association (NSFA)

Transfer status will be granted to those individuals who hold a valid and current certification from an FLC Member Organization and provide proof of certification. Transfer leaders will be required to pay the SPRA Fitness Leader Certification Fee. Once the requirements are met, the Fitness Leader will be granted SPRA Fitness Leadership Certification. Leaders transferring to SPRA will be certified in the specialty module they were certified in through the original FLC certifying organization.

YMCA Transferability

Transfer status will be granted to those individuals who:

- Hold a valid and current certification of Fitness Leadership recognized by the National YMCA
- Hold an updated CPR and First Aid certificate (within two years from date of issue).
- Pay SPRA Fitness Leadership Certification Fees.

Once the above requirements are met, the Leader will be granted SPRA certification. The Certifying Module received will be dependent upon the practical evaluation completed in the original certification.

Applications from Other Organizations (i.e., ACE, Can-Fit-Pro, NSCA, CALA)

Candidates must submit the following for consideration for SPRA Fitness Leadership Certification:

- Proof of current certification with professional organization/certifying agencies (Detailed course content may be requested)
- Current CPR and First Aid certificates (current within two years from date of issue)

Applications will then be reviewed and, if approved, candidate will be required to complete all of the following:

- Challenge the FLC Written Theory Exam with a passing grade of 80% or higher. Candidates will be responsible for paying all associated fees.
- Challenge the associated FLC written exam and SPRA Certifying module practical evaluation. Candidates will be required to pay all associated fees.
- Submit SPRA Fitness Leadership Certification Fees