



Continuing Education Credits Application Form

Participant Information:

Name: _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Telephone: _____ (w) _____ (h) _____ (c)

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

Note: Hours related to organizational administrative processes or guidelines are not applicable

List of materials/resources used or given to participants

For reference, one hour of continuing education equals approximately 1 CEC up to a maximum of 6 CEC per day and must be current within two years. ***Example:*** A course taken in 2020 would be eligible to use for CEC until 2022.

Courses Not Accepted:

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