



GUIDE FOR RENEWING THE CERTIFICATE

**ISFA-Board of Education
ISFA-BOE
P.O. BOX 227141
MIAMI, FL 33222**

Introduction

After achieving certification through the International Sports and Fitness Association as a Certified Personal Trainer (ISFA-CPT), the ISFA Board of Education (ISFA-BOE) ensures that you have attained the knowledge and ability to apply fundamental skills and concepts to the safe and effective design and guidance of exercise programs, enabling you to operate your own fitness practice as a personal trainer.

To ensure that knowledge, skills, and abilities are not only maintained but enhanced, and that professional certification remains current, the ISFA-BOE requires all ISFA-certified personal trainers to pursue continuing education on a consistent and ongoing basis.

Your ISFA credential is valid for three (3) years, beginning on the day you passed the respective exam and expiring on the same day of the month three (3) years later. To maintain active credential status, the ISFA Board of Education requires the completion of two (2.0) Continuing Education Units (CEUs) every three years or passing the ISFA Continuing Education Exam (ISFA-CEE). Of the 2.0 CEUs required for credential renewal, one (1) may be earned by obtaining CPR/First Aid certification from a recognized organization, such as the International Red Cross (online certificates will not be accepted), and one (1) must be earned through other ISFA-provided courses (both may also be earned through other ISFA courses or seminars).

The following information will describe the steps necessary for renewing your credential and define the policies and procedures regarding the proper reporting and awarding of CEUs for recertification. The Recertification Application, which can be found at the end of this guide and on the ISFA website, must be completed and submitted to ISFA along with the required recertification fee, the continuing education exam fee (if applicable), and/or all necessary supporting documentation for the CEUs.

Recertification Options:

Option 1 - Recertification through the Continuing Education Exam

Any individual who holds an ISFA Certified Personal Trainer credential can renew their certification simply by taking and passing the ISFA Continuing Education Exam (ISFA-CEE). All individuals must achieve a passing score of 80% or better. The individual will need to register on the ISFA website and pay the standard exam fee of \$55 plus the recertification fee of \$95. Once registered, they will receive an email with a link that will allow them to take the exam online. Upon successful completion of the exam, the certification will be renewed for an additional three (3) years, starting from the date it expired, and they will receive a new certificate.

NOTE: There is no free second attempt with this option; if the individual fails to pass the exam, they will have to pay another exam fee of \$55.

Recertification Fee	\$95 (Up to 60 days after the certificate expiration date)*
Continuing Education Exam	\$55

*If the application is delayed for more than 60 days, the late fees described later in this guide will apply.

Option 2 - Recertification through CEUs

ISFA-CPT Credential Renewal: The recertification requirement for renewing an ISFA-CPT credential is two (2.0) CEUs every three-year (3) registration cycle. All CEUs applied toward recertification must have been earned during the most recent three-year period of active credential status. One (1.0) of the CEUs can be earned by obtaining first aid certification from an internationally recognized organization, and one (1.0) of the CEUs must be earned by completing other courses provided by ISFA. Once both (2.0) CEUs have been earned, the recertification application, the required recertification fee, and all necessary supporting documents must be submitted.

Recertification Fees and Late Charges

The fee for recertification as an ISFA-BOE recognized personal trainer is \$95. The recertification fee and application, along with the required 2.0 CEUs, must be received by ISFA-BOE before the certification

expiration date (shown on the ISFA-CPT Certificate) to avoid late fees for recertification document submission and to ensure receipt of the renewed certification within 30 days following the certification expiration.

The recertification application, along with completed CEUs, will be accepted starting 90 days before the certification expiration date and no later than 60 days after the expiration date to avoid late fees.

A recertification application is considered late by the ISFA-BOE if it is not received complete within 60 days after the certification expiration date, which will result in a further delay in the recertification award.

Late applications for ISFA-CPT recertification will be accepted by the ISFA-BOE between 61 and 120 days after the expiration date but will incur an additional fee. Applications received between 61 and 90 days after the expiration date will be charged a \$30 late fee, and those received between 91 and 120 days after the expiration date will be charged a \$50 late fee. After 120 days following the certification expiration, the ISFA-CPT certification will become null and void. Any certified trainer who fails to comply with the recertification policies and procedures will be required to retake the ISFA-CPT exam to be certified and recognized by ISFA and the ISFA-BOE.

Recertification Fee	\$95 (Up to 60 days after the certificate expiration date)
Late payment fees	\$30 (Between 61-90 days late)
	\$50 (Between 91-120 days late)

Payments are accepted via:

VISA/MASTERCARD/AMEX/DISCOVER

MONEY ORDER/ CASHIER'S CHECKS

Description of Categories for the CEUs

All courses taken for CEU credit and recertification must be completed after obtaining the ISFA-CPT certification.

Recertification Fee	CEUs required within 3 years	Category A	Category B
\$95	2.0	Live courses	Home Study

Category A – Live courses approved by ISFA

- ISFA will make final determinations for current CEUs awarded for any live training course, workshop, conference, symposium, or seminar.
- Live courses not on the ISFA approved list will require the submission of a Continuing Education Unit Request Form, found at the end of this guide, and a processing fee.

Category A	CEUs Awarded	Required Documents
ISFA Workshops or Seminars	0.1 CEU per hour of active participation	Certificate of Recognition
ISFA Conferences	0.1 CEU per hour of active participation	Certificate of Attendance
First Aid Certificate (CPR and AED)	1.0 CEU	Photocopy of the front and back of the ID card or credential.

Note: In order for First Aid (CPR) and Automated External Defibrillator (AED) certification to earn 1.0 CEU, the following criteria must be met:

- It must include a hands-on training component (online courses are not accepted).
- It must include a skills assessment and demonstration with a certified instructor.
- It must require passing a standardized exam.
- Preferred providers include: American Heart Association, International Red Cross, American Safety and Health Institute, National Safety Council.

Category B – ISFA-Approved Home Study Courses

- ISFA will make final determinations regarding the actual CEUs awarded for any home study course.
- Home study courses not on the ISFA-approved list will require submission of a Continuing Education Unit Request Form and payment of an application fee.

Category B	CEUs Awarded	Required Documents
ISFA home study courses	Between 0.6 and 1.0 CEUs	Certificate of Recognition

Request for CEUs

For those courses that are consistent with the content of the performance domains for ISFA Certified Personal Trainers (ISFA-CPT), but are not approved by ISFA, you must complete and submit the Continuing Education Units Request Form available at the end of this guide (Page 9). A \$20 application fee is required with the submission of the request for each course to be reviewed.

Proof of compliance for CEUs

In order to complete the recertification process, official proof of course completion must be submitted. Acceptable forms of proof include, but are not limited to: official transcripts, certificates of recognition, diplomas of participation, etc.

Presentation of the recertification package

Each trainer submitting a recertification package must include: the *Recertification Application* (Pages 7-8), any applicable proof of compliance for continuing education units (CEUs), and all associated recertification fees.

NOTE: Recertification applications will be accepted starting 90 days before the expiration date shown on the certificate.



**THE INTERNATIONAL SPORTS & FITNESS
ASSOCIATION BOARD OF
EDUCATION (ISFA – BOE)**

Recertification Application – Page 1

Write all the information in block letters or type it.

LAST NAME: _____ NAME: _____

ADDRESS: _____

CITY: _____ ESTATE: _____

POSTAL CODE: _____ COUNTRY: _____

EMAIL: _____ TELEPHONE: _____

CERTIFICATE NUMBER: _____ EXPIRATION DATE: ___/___/___

RENEWAL RATES	
Recertification Fee	\$ 95
Continuing Education Examination Fee (ISFA-CEE) \$55	\$
Late payment fee (61-90 days late) \$30	\$
Late payment fee (91-120 days late) \$50	\$
Total charges for CEU request (if applicable): \$20 per course	\$
Total to Pay	\$

PAYMENT INFORMATION

Payment Method: Cashier's check or money order payable to: ISFA, Inc.

VISA MASTER CARD AMEX DISCOVER

NAME ON THE CARD: _____

CARD NUMBER: _____

EXP. DATE.: Month ____ Year ____ SECURITY CODE (CVV): ____

SIGNATURE: _____ DATE: ___/___/___.

Recertification Application – Page 2

CATEGORY A – LIVE COURSES APPROVED BY ISFA			
Course Name	Place	Course Date	CEUs Awarded

CATEGORY B – HOME STUDY COURSES APPROVED BY ISFA			
Course Name	Institution	Course Date	CEUs Awarded

Application checklist:

- Complete Recertification Application
- Cashier's check/money order or complete credit card information
- Proof of CEU compliance
- Submit the application between 90 days before the certification expires and no more than 120 days after the certification expires.

Send all documents by mail to:

ISFA-BOARD OF EDUCATION
 ATTN: Recertification Office
 P.O. Box 227141
 Miami, FL 33222
 USA

Signature confirmation:

I certify that the information above and all materials included in this application are complete and accurate to the best of my knowledge. I understand and accept the ISFA Code of Ethics and the standards of practice required of a Certified Personal Trainer, and I agree to abide by its terms.

SIGNATURE: _____

DATE: ____/____/____.



THE INTERNATIONAL SPORTS & FITNESS ASSOCIATION BOARD OF EDUCATION (ISFA – BOE)

Petition for Continuing Education Units (CEU)

Write all the information in block letters or type it.

LAST NAME: _____ NAME: _____
ADDRESS: _____
CITY: _____ ESTATE: _____
POSTAL CODE: _____ PAIS: _____
EMAIL: _____ TELEPHONE: _____

Course Information

Course Name: _____
Place and date where it took place: _____
Course description and how it provides education above the basic level: _____

Course Type: Workshop/Seminar Home Study Conference Other

Supplier Information

Course/CEU provided: _____ Hours received: _____
Address: _____ City: _____
Estate: _____ ZIP: _____ Country: _____
Office Phone: _____ Email: _____
Website: _____

Note: Please include additional reference materials such as: Certificate of recognition, instructor/provider curriculum, course table of contents, etc.

Payment Information

Note: Complete the following ONLY if you are submitting the request before recertification; otherwise, add the total to the recertification application.

Fee per Request: \$20 per course x _____ (# of courses) = \$_____ Total.

Payment Method: Cashier's check or money order payable to: ISFA Inc.
 Visa MasterCard AMEX Discover

Name on the card: _____
Card number: _____
Expiration date: Month _____ Year _____ Security code (CVV): _____
Address: _____ City: _____
Estate: _____ ZIP: _____ Signature: _____.