



CONTINUING EDUCATION POLICY

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OVERVIEW

Completion of an IYCA certification/credential demonstrates a commitment to excellence in youth conditioning and fitness. As part of this commitment, all IYCA certification/credentials are valid for a period of two years from the day that you are certified. You can find your expiration date on your Certificate of Completion (2 years from your completion date). If it is not indicated on your certificate, your re-certifications are due on February 1, 2017. In order to maintain a current and balanced knowledge of the latest in youth fitness education, the IYCA encourages the following to be completed and submitted via the CEU Portal (<http://iyca.org/ceu>) by the expiration date on your certificate.

Step 1: Completion of Continuing Education Units (CEUs)

- **Continuing Education (CE)**

CE requirements are intended to promote continued competence, development of current knowledge and skills, and enhancement of professional skills and judgment beyond the levels required for entry-level practice. CE activities must focus on increasing knowledge, skills, and abilities related to the practice of youth fitness & adult fitness.

- **CEUs/Contact Hours**

CEUs are based on contact hours. Contact hours are defined as the number of actual clock hours spent in direct participation in a structured education format as a learner. One (1) CEU is equivalent to one (1) contact hour for IYCA-approved programming or 0.5 contact hours for non-approved programming. CEUs will be awarded only for activities that are completed after you receive a certification.

- **Recertification Requirements**

12 CEUs over a 2-year period, which is 6 hours per year.

Step 2: Submission of the IYCA Re-Certification (Checklist)

- Current Emergency Cardiac Care (ECC)**

All IYCA-certified trainers are REQUIRED to keep a current ECC certification (Emergency Cardiac Care). Regardless of the provider, ECC content must include the following:

- Adult, Child, Infant CPR
- AED
- Airway Obstruction
- Personal Protective Equipment

You do not need to turn in the ECC unless you are audited. Please have proof of ECC certification on file.

Please contact your nearest American Red Cross or American Heart Association for a list of classes in your area. There are also online CPR/AED classes that you can use to get certified.

ATTENTION: Out-of-country CPR/AED Certification cards are accepted. If the card is written in a language other than English, it will need to be translated to English and notarized. CPR/AED

Certification cards that are not officially translated will not be accepted. Trainers who are NOT CPR/AED Certified while training clients are liable. **Do not risk your career because of an expired CPR/AED.** The IYCA reserves the right to request ECC documentation at any time; this includes but is not limited to the IYCA audit. The only acceptable documentation is the original certification card(s) OR a photocopy (front and back) of the certification card(s) obtained upon successful completion of the ECC course. The card(s) must be signed by the instructor and the card holder. Letters provided by instructors are not acceptable forms of documentation. Instructor cards are not acceptable.

Current Background Check

All IYCA-Certified trainers are required to have a background check every two years. Since you are working with youth, this is a priority to the IYCA. The cost of the background check is a part of the renewal process and must be completed by the IYCA.

Note: There are fees associated with the background check depending on where you live:

- USA: \$17.50
- Canada: \$70
- Australia: \$85
- UK & Ireland: \$90
- Puerto Rico: \$50
- All other countries: \$115

12 CEUs Completed

Recording of CE Information

All CE information must be submitted using the CEU Portal: <http://iyca.org/ceu>. Create your login and record your CEUs as you acquire them.

Reporting of CE Information

You will receive a series of emails close to your renewal date; detailed directions on how to report your CEUs will be included.

Other Important Information

• **Random audits**

The IYCA reserves the right to audit any individual at any time.

• **Change of Address**

Changes in mailing address must be provided to the IYCA. Failure to maintain a current mailing address on file with the IYCA can result in suspension or revocation of certification.

Late Fee

A non-negotiable late fee of \$50 will be required to re-certify if you are past your due date.

Recertification Checklist

- 12 CEUs
- Completed IYCA Portal Documentation of CEUs at <http://iyca.org/ceu>
- Current ECC (Documentation is only required should you be selected for audit; keep documents on file, but only submit if requested.)
- Background Check (Fees may apply.)
- Late Fee (If applicable, \$50.00 fee will be charged for any overdue CEU submissions.)

Continuing Education Categories

IYCA Programming & IYCA-Related Professional Activity

Any course currently offered by the IYCA may be completed for CE credit toward a currently held credential. Courses must be COMPLETED (not just purchased) in order to earn CEU credit.

- Example of courses (#CEUs)
 - All IYCA Certifications (12 CEUs)
 - All IYCA Instructor Courses (6 CEUs)
 - Misc. IYCA Products (CEUs noted in [IYCA Store](#))
 - IYCA Live Events (TBD)

Non-IYCA Programming

If an IYCA credential holder wishes to receive CEUs for a course that has not been previously approved by the IYCA, he or she can submit the [APPLICATION for CEU Approval](#). The course must be directly related to youth and adult fitness and sport performance and promote educational growth in the professional fitness industry. Once the application is received with appropriate documentation and fees, it is submitted for approval. Please give up to 4 weeks for approval.

CEU Approval through Non-Approved Providers

IYCA Credential Holders can earn CEU credit for taking college courses that are directly related to the field of health, fitness, and other subjects pertaining to fitness education. Members must have passed all courses that they wish to earn credit for and must submit an official transcript or grade report as verification.

College Courses

Members can earn 4 CEUs for every 1 quarter credit and 6 CEUs for every 1 semester credit. Credit must be earned from an accredited institution. College courses that are acceptable for continuing education include but are not limited to Biology, Chemistry, Kinesiology, Physiology, Anatomy, Exercise Science, Nutrition, Marketing, and Physical Education courses (e.g., dance, swimming, basketball, etc.). College courses that are not acceptable for continuing education include any course beyond the scope of practice for coaches and trainers and courses that do not relate to training.

If you have any questions as to whether your college course will be accepted for credits, please contact us at ceu@iyca.org.

