



CONTINUING EDUCATION POLICIES & PROCEDURES

DEVELOPED 11.3.2009

REVISED 2.17.2010

OVERVIEW

Completion of an IYCA Certification demonstrates a commitment to excellence in youth conditioning and fitness. As part of this commitment, all IYCA Certifications are valid for a period of two years OR a prorated amount during the first renewal cycle for new credential holders. For multiple level certifications (such as the Youth Fitness Specialist Levels 1-4), only the highest level completed/attained need be maintained. In order to maintain a current and balanced knowledge of the latest in youth fitness education, the IYCA requires the following to be completed and submitted prior to the expiration date:

1. Acknowledgement of adherence to the IYCA Standards of Professional Practice
 - IYCA Certified Professionals are expected to comply with the IYCA Standards of Professional Practice at all times. A copy of the document is available on the IYCA website at www.iyca.org.
2. Submission of the IYCA Bi-Annual Certification Fee
 - IYCA Certified Professionals are required to pay a bi-annual certification fee to the IYCA. The bi-annual certification fee is an administrative fee that supports the process of recertification. Individuals who hold multiple IYCA Certifications qualify for a discount and may utilize the points below in determining the necessary IYCA Bi-Annual Certification Fee:
 - One (1) IYCA Certification: \$50
 - Two (2) IYCA Certifications: \$75
 - Three (3)+ IYCA Certifications: \$100
 - Any application received postmarked after expiration of the credential is subject to an additional fee. Certification fees postmarked 3 months days past expiration are subject to an additional 25% late fee, while certification fees postmarked 3-6 months past expiration are subject to an additional 50% late fee. For example, if an individual who holds IYCA YFS Level 2 and the IYCA YSAS Level 1 submits her recertification four months after expiration would be required to remit \$75 as a standard renewal fee plus a \$37.50 late fee, for a total bi-annual certification fee of \$112.50. Any application postmarked more than 180 days after expiration will be rejected and reestablishment of any such certification can only occur by successfully completing the course again.
3. Maintenance of Emergency Cardiac Care (ECC)
 - IYCA Certified Professionals must provide evidence of a continuous and current ECC certification throughout the reporting period. Depending on the ECC provider, ECC recertification may not be required each year. Regardless of the ECC provider, ECC content must include the following:
 - Adult, Child, and Infant CPR
 - AED
 - Airway obstruction
 - Personal protective equipment (e.g., gloves, pocket masks, etc.)
 - Examples of courses that provide the above requirements include, but are not limited to:
 - CPR/AED for adult, child, & infant OR CPR/AED for the Professional Rescuer through American Red Cross
 - Heartsaver CPR/AED OR BLS for Healthcare Providers through the American Heart Association

- 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.
4. Completion and Reporting of Continuing Education Units (CEUs)
 - Continuing education (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.
 5. 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-IYCA approved programming. CEUs will be awarded only for activities that are completed within the reporting period. CEUs in excess of the amount required cannot be carried over for credit in subsequent reporting periods. CEUs cannot be earned prior to certification.
 6. Documentation
 - Original documentation confirming participation in an activity must be kept for one (1) year after the reporting period has ended (see category description for documentation specifics).
 7. Mandatory Audit
 - A percentage of individuals submitting the CE Reporting Sheet will be randomly chosen for audit. Audited individuals will be required to submit their original documentation to the IYCA for review. Detailed instructions pertaining to the auditing process will be provided to audited individuals. A response to the audit notification is due within 45 days from the date of the notification letter. The IYCA reserves the right to audit any individual at any time.
 8. 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.

CE Reporting Schedule for IYCA Certified Professionals with **ONE IYCA** credential earned **PRIOR TO** 2010.

Highest level YCS credential counts as ONE. (For example, individuals holding YCS-1 and YCS-2 would still use this schedule.)

Year Certified	Number of CEUs Required	Category 1 Maximum	Category 2 Maximum	Category 3 Maximum	Date CEUs Due
Prior to 2010	24	Unlimited	10	10	February 1, 2012

CE Reporting Schedule for IYCA Certified Professionals with **ONE IYCA** credential earned **AFTER** 2010

Year Certified	Number of CEUs Required	Category 1 Maximum	Category 2 Maximum	Category 3 Maximum	Date CEUs Due
2010 (or any even-numbered year thereafter)	12	Unlimited	10	10	February 1, 2012 and even numbered years thereafter
2011 (or any odd-numbered year thereafter)	6	Unlimited	5	5	February 1, 2012 and even numbered years thereafter

CE Reporting Schedule for IYCA Certified Professionals with **TWO IYCA** credentials (highest level YCS PLUS additional credential, including YSAS and YNS) earned **PRIOR TO** 2010

Highest level YCS credential counts as ONE. (For example, individuals holding YCS-1, YCS-2, and YSAS **OR** YNS would use this schedule.)

Year Certified	Number of CEUs Required	Category 1 Maximum	Category 2 Maximum	Category 3 Maximum	Date CEUs Due
Prior to 2010	30	Unlimited	12	12	February 1, 2012

CE Reporting Schedule for IYCA Certified Professionals with **TWO IYCA** credentials (highest level YCS PLUS additional credential, including YSAS and YNS) earned **AFTER** 2010

Year Certified	Number of CEUs Required	Category 1 Maximum	Category 2 Maximum	Category 3 Maximum	Date CEUs Due
2010 (or any even-numbered year thereafter)	15	Unlimited	12	12	February 1, 2012 and even numbered years thereafter
2011 (or any odd-numbered year thereafter)	7.5	Unlimited	6	6	February 1, 2012 and even numbered years thereafter

CE Reporting Schedule for IYCA Certified Professionals with **THREE OR MORE IYCA** credentials (highest level YCS PLUS two additional credentials, including YSAS and YNS) earned **PRIOR TO 2010**

Highest level YCS credential counts as ONE. (For example, individuals holding YCS-1, YCS-2, and YSAS **AND** YNS would use this schedule.)

Year Certified	Number of CEUs Required	Category 1 Maximum	Category 2 Maximum	Category 3 Maximum	Date CEUs Due
Prior to 2010	36	Unlimited	14	14	February 1, 2012

CE Reporting Schedule for IYCA Certified Professionals with **THREE OR MORE IYCA** credentials (highest level YCS PLUS additional credential, including YSAS and YNS) earned **AFTER 2010**

Year Certified	Number of CEUs Required	Category 1 Maximum	Category 2 Maximum	Category 3 Maximum	Date CEUs Due
2010 (or any even-numbered year thereafter)	18	Unlimited	14	14	February 1, 2012 and even numbered years thereafter
2011 (or any odd-numbered year thereafter)	9	Unlimited	7	7	February 1, 2012 and even numbered years thereafter

Recording of CE Information

- It is the responsibility of the IYCA Certified Professional to document CE activities.
- All CE information must be submitted either in hardcopy to the address below, faxed to the number below, or sent electronically to ceu@iyca.org.

IYCA Continuing Education
 PO Box 1539
 Elizabethtown, KY 42702

Fax: 888.366.4922

Continuing Education Categories

Category 1: IYCA Programming

- Any course currently offered by the IYCA may be completed for CE credit toward a currently held credential. For example, an individual who currently holds the YFS Level 1 may take the YFS Level 2 and apply the Level 2 course for CEU credit toward the currently held Level 1 Certification. Please note, however, that the IYCA only requires certification holders of multi-level certifications to maintain CEUs and associated fees for the HIGHEST LEVEL attained in that particular line of certifications.

- Any associated IYCA approved continuing education programming may be applied for Category 1 credit. A list of available IYCA approved providers is available on www.iyca.org. CE credit for such programming varies by course and provider.
- Attendance at any IYCA conference or workshop may be completed for CE credit toward a currently held credential. For example, attendance at the IYCA International Summit can be counted for Category 1 credit.
- Documentation for this category should be in the form of a certificate provided by the approved provider. (SUBMIT DOCUMENTATION ONLY UPON REQUEST)

Category 2: Non-IYCA Programming

- Any course and/or home study offered by an institution or other certifying body specific to youth conditioning and fitness or a related field may be applied for Category 2 credit. Such programming is subject to approval and **must** have some component of instruction that is specific to youth fitness, training, etc. CE credit for such programming varies by course and provider, but may be applied for Category 2 credit.
- Attendance at a non-IYCA conference or workshop may be completed for CE credit toward a currently held credential, but again, **must** have some component of instruction that is specific to youth fitness, training, etc. **For conferences in which only selected sessions are youth-related, credit will only be awarded for contact hours in such sessions**, but **not** the entire conference. Such activity may be counted for Category 2 credit.
- Documentation for this category should be in the form of a program or course/activity description with pertinent programming highlighted or otherwise indicated. **THIS CATEGORY IS SUBJECT TO REVIEW!** (SUBMIT DOCUMENTATION ONLY UPON REQUEST)

Category 3: Professional Development

- Any presentation, publication, or similar professional speaking engagement, etc. in which the IYCA Certified Professional is involved may be applied for Category 3 credit. Applicable activities and their corresponding values include:
 - Presentation/panel discussion participant (related to youth conditioning fitness): 3 CEUs
 - Author of article in professional/refereed journal (related to youth conditioning fitness): Primary: 15 CEUs; Secondary: 5 CEUs
 - Primary author of article in non-professional/non-refereed journal (related to youth conditioning fitness): 5 CEUs
 - Author of home-study course or related information product Author of article in professional/refereed journal (related to youth conditioning fitness): 10 CEUs per product
- Documentation for this category should be in the form of program or course/activity description or article reprint indicating credential holder's contribution. (SUBMIT DOCUMENTATION ONLY UPON REQUEST)

2010-2012 REPORTING PERIOD CONTINUING EDUCATION DOCUMENTATION FORM

DUE ON OR BEFORE FEBRUARY 1, 2012.

Credential Holder Information

Name: _____
Address: _____

City: _____
Zip/Postal Code: _____

Date: _____
Email: _____
Telephone: _____
State/Province: _____
Country: _____

Credential Information

Current IYCA Certifications: (Check all that apply)

GROUP A:

- Youth Conditioning Specialist Level 1
- Youth Conditioning Specialist Level 2
- Youth Conditioning Specialist Level 3
- Youth Conditioning Specialist Level 4

GROUP B:

- Youth Nutrition Specialist
- Youth Speed & Agility Specialist

GROUP A (highest level only; counts as ONE) + GROUP B= Number of IYCA credentials

GROUP A _____ + GROUP B _____ = _____

Fees

Standard Fee (Check ONE):

- One (1) IYCA Certification: \$50
- Two (2) IYCA Certifications: \$75
- Three (3)+ IYCA Certifications: \$100

Late Fee (Check ONLY if applicable):

- CEU documentation postmarked or submitted electronically between February 2, 2012 and May 1, 2012:
 - One (1) IYCA Certification Late Fee: \$12.50
 - Two (2) IYCA Certifications: \$18.75
 - Three (3)+ IYCA Certifications: \$25
- CEU documentation postmarked or submitted electronically between May 2, 2012 and August 1, 2012:
 - One (1) IYCA Certification Late Fee: \$25
 - Two (2) IYCA Certifications: \$37.50
 - Three (3)+ IYCA Certifications: \$50

Total Fee:

Standard Fee _____ + Late Fee (if applicable) _____ = TOTAL FEE: _____

NOTE: Documentation submitted AFTER August 1, 2012 WILL NOT be accepted.



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Category 2: Non-IYCA Programming

Date	Activity (event/course title)	Provider/activity sponsor	Contact hours

Total Category 2 Contact hours: _____

X 0.5 multiplier

Total Category 2 CEUs (Total contact hours X 0.5): _____

Category 3: Professional Development

Date	Activity:	CEUs
	Presentation/panel discussion participant (related to youth conditioning fitness): 3 CEUs; Author of article in professional/refereed journal (related to youth conditioning fitness): Primary: 15 CEUs; Secondary: 5 CEUs; Primary author of article in non-professional/non-refereed journal (related to youth conditioning fitness): 5 CEUs; Author of home-study course or related information product Author of article in professional/refereed journal (related to youth conditioning fitness): 10 CEUs per product.	

Total Category 3 CEUs: _____

TOTAL CEUs

Category 1 _____ + Category 2 _____ + Category 3 _____ = TOTAL _____



Maintenance of Emergency Cardiac Care (ECC)

Date	Provider & Course Title (ex.: American Red Cross CPR/AED for the Professional Rescuer)	Expiration

****Include a signed copy/scan (front and back) of your current CPR/AED card****

Acknowledgement of Adherence to the IYCA Standards of Professional Practice

- I hereby acknowledge that I have abided by the IYCA Standards of Professional Practice during the reporting period.

Recertification Checklist:

- Completed IYCA Continuing Education Policies and Procedures document (this form)
- Copy of ECC documentation (Other documentation is only required should you be selected for audit. Keep on file but only submit if requested).
- Recertification payment via check or credit card

By my signature below, I hereby attest that all information provided by me within this document is true and accurate. I further attest that I will retain documentation verifying such information for ONE YEAR after the date indicated here.

Signature

Date

Submit form via standard mail, fax, or email.

IYCA Continuing Education
PO Box 1539
Elizabethtown, KY 42702

Fax: 888.366.4922
Email: ceu@iyca.org