



# ***CONTINUING EDUCATION POLICIES & PROCEDURES***

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*DEVELOPED 11.3.2009*

*REVISED 12.23.2014*

## 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 OR a prorated amount during the first renewal cycle for new certification/credential holders. For multi-level certification such as the Youth Fitness Specialist Levels 1-3, the IYCA only holds the certification/credential holder responsible for the highest level attained. For individuals who hold multiple IYCA certification/credentials, the IYCA offers a “one-and-done” continuing education option. 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 via the CEU Portal (<http://iyca.org/ceu>) between November 1, 2016, and February 1, 2017:

1. Completion and Reporting 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.
  - 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.
  - Documentation
    - Original documentation confirming participation in an activity must be kept for at least one (1) year after the reporting period has ended (see below for documentation specifics).
2. Submission of the IYCA Biannual Certification Fee
  - IYCA certified/credentialed professionals are required to pay a biannual certification fee to the IYCA. The biannual certification fee is an administrative fee that supports the process of recertification and credential maintenance. The amount of the fee is dependent upon the number of IYCA Certification/credentials currently held.
    - One (1) IYCA Certification: \$50
    - Two or more IYCA Certifications: \$75
  - Any application received postmarked after expiration of the credential is subject to an additional fee. Certification fees postmarked 3 months 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 CSAS Level 1 submits her recertification four months after expiration, she would be required to remit \$75 as a standard renewal fee plus a \$37.50 late fee, for a total biannual 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/credentialed 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.

**Other Important Information:**

**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.

**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.

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

Highest level of any multi-level credential counts as ONE. (For example, individuals holding YFS-1 and YFS-2 would still use the ONE credential schedule.)

Year Certified	Number of CEUs Required	IYCA Programming Maximum	Non-IYCA Programming Maximum	Date CEUs Due
Prior to 2015	12	Unlimited	10 (20 contact hours)	February 1, 2017
In 2015	12	Unlimited	10 (20 contact hours)	February 1, 2017
January 1- May 31, 2016	6	Unlimited	5 (10 contact hours)	February 1, 2017
June 1- December 31, 2016	12	Unlimited	10(20 contact hours)	February 1, 2019 (Next Reporting Period)

CE Reporting Schedule for IYCA Certified Professionals with **MULTIPLE** IYCA credentials (Example: Highest level YFS PLUS additional credential, including CSAS, YNS, etc.) earned:

Highest level of any multi-level credential counts as ONE. (Any individual holding multiple different credentials/certifications should use the MULTIPLE credential schedule.)

Year Certified	Number of CEUs Required	IYCA Programming Maximum	Non-IYCA Programming Maximum	Date CEUs Due
Prior to 2015	16	Unlimited	12 (24 contact hours)	February 1, 2017
In 2015	16	Unlimited	12 (24 contact hours)	February 1, 2017
January 1- May 31, 2016	8	Unlimited	6 (12 contact hours)	February 1, 2017
June 1- December 31, 2016	16	Unlimited	12 (24 contact hours)	February 1, 2019 (Next Reporting Period)

### Recording of CE Information

- It is the responsibility of the IYCA certified/credentialed Professional to document CE activities.
- All CE information must be submitted using the CEU Portal: <http://iyca.org/ceu>

### Continuing Education Categories

#### Category 1: IYCA Programming & IYCA-related Professional Activity

- 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 remain in good standing as an IYCA certification/credential holder.
- Courses must be COMPLETED (not just purchased) in order to earn CEU credit. 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](http://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 Elite Fitness and Performance Summit can be counted for Category 1 credit.
- Any presentation, publication, or similar professional speaking engagement in which the IYCA certified/credentialed professional is involved may be applied for Category 1 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 can be done at <http://iyca.org/ceu>

#### Category 2: Non-IYCA Programming

- Any course and/or home study offered by an institution or other certifying body specific to conditioning and fitness or a related field may be applied for Category 2 credit. Such programming is subject to approval and must be applied for by the CEU Provider (<http://iyca.org/ceu-category-2/>). 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, it **must** have some component of instruction that is specific to fitness, training, etc. Such activity may be counted for Category 2 credit and must be applied for by the CEU Provider (<http://iyca.org/ceu-category-2/>)
- Documentation for this category should be in the form of a CEU Provider Number provided by the CEU Provider upon completion of the course, conference, or workshop. Record CEUs at <http://iyca.org/ceu>.

2015-2017 REPORTING PERIOD CONTINUING EDUCATION DOCUMENTATION FORM

THIS IS ONLY FOR YOUR RECORDS ONLY—PLEASE LOG IN TO <http://iyca.org/ceu> TO SUBMIT YOUR CEUs

Credential Holder Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Credential Information

Current IYCA Certifications: (Check all that apply)

- Youth Fitness Specialist
  - Level 1
  - Level 2
  - Level 3
- Certified Speed & Agility Specialist
- Youth Speed & Agility Specialist
- Youth Nutrition Specialist
- High School Strength and Conditioning Specialist
- Youth Athletic Assessment Specialist

Fees

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Standard Fee (Check ONE):

- One (1) IYCA certification: \$50
- Multiple (2+) IYCA certifications: \$75

Late Fee (Check ONLY if applicable):

- CEU documentation postmarked or submitted electronically between February 2, 2017 and May 1, 2017:
  - One (1) IYCA certification/credential Late Fee: \$12.50
  - Multiple (2+) IYCA certification/credential: \$18.75
- CEU documentation postmarked or submitted electronically between May 2, 2017 and August 1, 2017:
  - One (1) IYCA certification/credential Late Fee: \$25
  - Multiple (2+) IYCA certifications/credentials: \$37.50
  - Three (3)+ IYCA Certifications: \$50



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Total Fee:

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

**\*\*NOTE:** Documentation submitted for the 2017 reporting period postmarked or received AFTER August 1, 2017, WILL NOT be accepted, and the certification/credential will have to be purchased again and successfully repeated in order to be reinstated.\*\*

### Continuing Education Activity

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#### Category 1: IYCA Programming & Professional Development

Date	Activity (event/course title)	CEUs awarded

Total Category 1 CEUs: \_\_\_\_\_

#### Category 2: Non-IYCA Programming

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

Total Category 2 Contact hours: \_\_\_\_\_

X 0.5 multiplier

Total Category 2 CEUs (Total contact hours X 0.5): \_\_\_\_\_



TOTAL CEUs

THIS IS ONLY FOR YOUR RECORDS ONLY—PLEASE LOG IN TO <http://iyca.org/ceu> TO SUBMIT YOUR CEUs

Category 1 \_\_\_\_\_ + Category 2 \_\_\_\_\_ = TOTAL \_\_\_\_\_

Maintenance of Emergency Cardiac Care (ECC)

THIS IS ONLY FOR YOUR RECORDS ONLY- PLEASE LOG IN TO <http://iyca.org/ceu> TO SUBMIT YOUR CEUs

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\*\***

Recertification Checklist

- Completed IYCA Portal Documentation of CEUs at <http://iyca.org/ceu>
- 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 at <http://iyca.org/ceu>

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