



AFLCA Recertification Package

The information below will be reflected on all AFLCA documents, files and communication - print clearly. Please allow 4-6 weeks for processing.

NAME: (will be displayed on certificate) _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

PHONE: (HOME) _____ (OTHER) _____ EMAIL: _____

Please ensure your package is complete with ALL required documents in the checklist below:

- Photocopy of CPR certification (*minimum* Level A) **CPR must be updated annually AND be current at time of recertification. *Please note:* CPR certification must be current within one year from the date of issue**
- Practical Assessment signed by a current AFLCA Trainer/Assistant Trainer ***Please note:* Practical Assessments are required for EACH specialty you wish to recertify in, but ONLY for your first recertification.**
- Recertification Fees: \$140.00 total (includes one or more specialties)
- Late Fee (if applicable, please see the following page for more information)
- Recertification Course/ 12 CECs - I attended the following **AFLCA/Provincial Fitness Unit** Conference or Event
(Please include the name of the event/year): _____

Please NOTE: CECs **NOT** obtained through AFLCA require verification through submission of confirmation, certificates and/or receipts (see next page for more information).

ACKNOWLEDGEMENT STATEMENT:

I acknowledge that I have included all of the requirements listed above and understand that my package will be returned via mail if my documents are incomplete or incorrect.

Signature _____

AFLCA Recertification Fee: \$140.00

- Add Late Fee \$50 (If applicable: Expired longer than 1 month to 6 months late)
- Add Late Fee \$100 (if applicable: Expired longer than 6 months to 12 months late)

TOTAL AMOUNT: _____

- VISA
- MasterCard
- Cheque/Money Order (made payable to: AFLCA)

Credit Card Number: _____

Expiry Date: ____/____ CVC: ____ Name of Cardholder: _____

Signature: _____

CONTINUING EDUCATION CREDITS

- As part of the AFLCA recertification requirements, AFLCA Leaders are required to obtain 12 AFLCA continuing education credits or attend an eight hour AFLCA recertification course every two years.
- Earn professional development credits and enhance your knowledge in whatever way best suits your preference.
- CEC's can be obtained by attending conferences or workshops, online courses, AFLCA modules or other AFLCA certifications or designation courses.
- To obtain AFLCA CEC approval for courses that **are not** pre-approved, please complete the **AFLCA continuing education credit petition application:**
http://www.provincialfitnessunit.ca/media/uploads/Renewal_Credit_Petition_Application.pdf

LATE FEES

*Late fees will apply to **ALL** recertification packages submitted more than 1 month after date of expiration*

- Expired longer than 1 month to 6 months = **\$50.00 additional**
- Expired longer than 6 months to 12 months = **\$100.00 additional**
- Expired longer than 1 year - **Challenge Exams and Other Requirements**

Late recertification packages in excess of 1 year after expiry date will NOT be accepted.
AFLCA members would be required to challenge and pass all required exams, practical assessments, hold current CPR and pay \$140.00 to certify as NEW leaders, please refer to the link: <http://www.provincialfitnessunit.ca/challengeaflca/>

Mail to: Provincial Fitness Unit - AFLCA
University of Alberta – Faculty of Kinesiology, Sport & Recreation
Edmonton, AB T6G 2H9

Walk-in: Percy Page Centre
11759 Groat Rd – 3rd Floor
Edmonton, AB

FAX: (780) 455-2264

www.provincialfitnessunit.ca

email: info@provincialfitnessunit.ca

***Thank you for your continued support of the
Alberta Fitness Leadership Certification Association!***