

CONTINUING EDUCATION CREDIT (CEC) PROGRAM APPLICATION
Submit 4 - 6 weeks prior to workshop date.

Host Organization: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____ Email: _____

Location of CEC if different from above: _____

The information on this form will be used for administration and to return Continuing Education Credit Program Approvals.

I. Presenter Information:

Name: _____

Qualifications: _____

Presenter References: Please provide names and contact numbers.

1. _____ (phone) _____

2. _____ (phone) _____

As a host organization/contact persons, have you seen this individual present?

Yes No

II. Workshop Information:

Title: _____

Dates & Times: _____

Brief Description of Workshop or Conference (35 words or less)

Do you intend on running this workshop more than once this year (April 1 - March 31)? If yes, estimate the number of times you foresee this workshop being hosted.

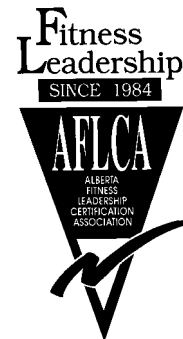
Reoccurring Dates: _____

Are you providing a discount for AFLCA certified leaders?

Yes No

Cost for AFLCA Leaders: _____

Cost for other participants: _____



III. Workshop Organization

- Complete the CEC Agenda enclosed or provide a separate page outlining the following:
- Workshop/Conference Detailed Agenda - including total length of sessions/conference and times spent on content areas (e.g., 9:30 am - 10:30 am Principles of Training). Assessment of credits will not be given unless full details of learning outcomes are listed.
- Components of the workshop/conference - Course Breakdown
- Content description of specified components/sessions
- Learning Objectives - Clearly list what you expect the participants to learn from the course. Objectives should be specific and measurable (eg. Upon completion of the workshop, participants should be able to identify four components of fitness and how they would be incorporated in a fitness class)

Note: Master classes or workouts are not eligible for AFLCA credits.

Post Workshop Requirements

- The following **must** be submitted to the AFLCA office within 4 weeks of the workshop date.
 - Roster of workshop participants
 - Original or copy of evaluations
- The AFLCA reserves the right to revoke CECs for failure to comply with any of the workshop requirements.

Conference Applications Only

- Conferences wishing to secure AFLCA CECs must submit detailed conference sessions, presenters background and experience. Each session will be awarded CECs based on application criteria. Please be specific on outlines. An appropriate format for criteria is attached.

Have you included the following with your CEC Application?
Any incomplete packages will be returned to sender!

- Presenter(s) Current Resume
- Copy of Post Secondary Degree/Diploma - If Applicable
- Presenter References
- Training Education/Experience
- Workshop/Conference Agenda
(an appropriate format is attached)