



## AFLCA Continuing Education Credit Petition Application Information

If a course or workshop you have attended has not been previously approved for AFLCA continuing education credits you may petition for credit approval. Please photocopy this application as needed.

### Please Submit:

- Completed petition form
  - The course subject must be relevant to fitness leadership
  - Course material must fall within the scope of practice for an AFLCA Exercise Leader
- Certificate of course completion or verification of attendance
- Detailed hour-by-hour outline listing times and topics covered, along with a course summary
- List of all course instructors and their educational qualifications

### Courses Not Accepted through Petition:

- Master classes or workouts
- Practicums, internships and teaching hours
- Self-study time spent preparing for an exam and hours spent preparing to teach a course
- Non-educational hours (i.e. lunch breaks)

### Send Completed Petition to:

AFLCA  
c/o Provincial Fitness Unit  
Faculty of Kinesiology, Sport & Recreation  
University of Alberta  
Edmonton, AB T6G 2H9

Or **Scan and email:** [info@provincialfitnessunit.ca](mailto:info@provincialfitnessunit.ca)

Fax: (780) 455-2264

***After review of the application, we will notify you by email.  
Petitioning for credit does not guarantee approval of the workshop.***

If you have any questions regarding the petition process, contact the AFLCA office.  
(780) 492-4435 or 1-866-FIT-UNIT.

# AFLCA Continuing Education Petition Application

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ e-mail \_\_\_\_\_

## Course Information: *(Attach additional information if needed)*

Name of Course \_\_\_\_\_

Name of Agency \_\_\_\_\_

Name of Course Provider \_\_\_\_\_

Date of Course \_\_\_\_\_ Total Course Hours \_\_\_\_\_

In Person or Online course \_\_\_\_\_

## Course Instructor Information:

Instructor name (s) \_\_\_\_\_

Instructor background/credentials \_\_\_\_\_

**Course Summary:** Please attach a short summary stating how this course benefited you as an AFLCA Exercise Professional.

## Hour By Hour Outline:

On a separate sheet of paper write or photocopy the outline or syllabus provided at the workshop. For online courses, photocopy the title page and table of contents.

- **Each approved hour equals 1 AFLCA Continuing Education Credit.**
- **Online education approval may vary.**
- **Renewal credits are not awarded in 1/4 hour increments.**

### Example :

9:00 - 10:00 a.m. anatomy of the shoulder — reviewed muscles, tendons, and ligaments of shoulder joint

10:00 - 11:00 a.m. common shoulder injuries —impingement syndrome, etc.

11:00 a.m, -12:00 p.m. Lunch

12:00 - 1:00 p.m. exercises to strengthen the shoulder, list exercises

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