

## COURSE PLANNING CHECKLIST

1. Obtain a trainer's list and application forms from the AFLCA or the AFLCA Procedures Reference Manual.
2. Contract an AFLCA Trainer.
  - a. Set course dates/times
  - b. Develop a budget
  - c. Discuss Trainer's fee and method of payment
  - d. Discuss Trainer's travel, meal and lodging requirements
  - e. Develop course outline
  - f. Discuss facility bookings (gym, weight room, pool, etc.)
3. Submit the course/subsidy application to the AFLCA Office by the application deadline. **The training agency may not advertise an AFLCA course until formal approval has been received.**

### TRAINING PERIOD

### APPLICATION DEADLINE

April 1 - June 30

**February 1**

July 1 - September 30

**April 1**

October 1 - December 31

**July 1**

January 1 - March 31

**November 1**

**NOTE:** You will need to get your application in before the deadline to qualify for subsidy.

- b. If applicable, complete the Request for Subsidy Application section on the course application.
  - c. Written notification of approval will be received outlining terms of approval and future requirements.
4. Advertise the course.
  - a. This includes all certification requirements and costs to the participants.
  - b. Promotional brochures and posters will be provided upon request.
5. Arrange the administrative needs of the Trainer and course.
  - a. Equipment
  - b. Facilities (classroom, gym, pool or weight room)
  - c. Photocopying
  - d. Nutrition breaks
  - e. Extras - as requested by the Trainer
6. Registration of course participants.
7. Distribute Needs Assessment forms and course schedules to registrants if applicable. **(These may be developed by the Trainer.)**
8. Order manuals and/or course materials from the AFLCA office **two weeks** prior to the commencement of the course. Shipping costs start at \$3.95 but range depending on size, weight and delivery location.

If orders are not made by the two-week deadline and courier is necessary, you will be charged courier charges as follows:

1 - 10 manuals = \$20 + GST

11 - 20 manuals = \$40 + GST

21 - 30 manuals = \$60 + GST etc.

9. Post course submissions:

Following the completion of the course, the agency is to submit the following to the AFLCA Office within **four weeks** of the course end date, unless otherwise specified:

- a. Unused manuals (must be returned within **two weeks** of course start date)
- b. Course roster and participant evaluations (either originals or photocopies of originals)
- c. Final report and appropriate attachments (for subsidies only)
- d. Breakdown of course hours indicating amount of time spent on each of the required course topics (if different from original agenda)

**NOTE: All post course submissions must be received or approval of subsequent course/subsidy will be suspended. Subsidy will not be given for incomplete final reports.**

### **COURSE CANCELLATIONS**

In the event that an AFLCA approved course is cancelled, please notify the AFLCA office in writing by Mail, FAX or E-Mail as soon as possible.

### **SUBSIDY PROGRAM**

The Alberta Fitness Leadership Certification Association coordinates a subsidy program to reduce the cost of AFLCA courses for the participant. Subsidy is made available through a grant from **The Alberta Sport, Recreation, Parks and Wildlife Foundation**. Agencies will be granted a subsidy based on current need and existing funds. Application for subsidy must be submitted for **each** course with the course/subsidy application. Subsidy applications are applied for and dispersed on a quarterly basis, with limits per quarter and per course.

<b>PERIOD</b>	<b>APPLICATION DEADLINE</b>
April 1 - June 30	<b>February 1</b>
July 1 - September 30	<b>April 1</b>
October 1 - December 31	<b>July 1</b>
January 1 - March 31	<b>November 1</b>

All applications will be accepted after the Application Deadline for the quarter. Applications submitted after the deadline will be approved, but may not be eligible to access subsidy dollars. If subsidy dollars are still available after all of the quarter's applications have been reviewed and processed, late applicants may have access to these dollars.

### **GUIDELINES**

1. Course applications along with Subsidy applications must be received by the AFLCA Office on or before the **Quarterly Application Deadline**.
2. A minimum of ten participants (eight in rural Alberta) per course is required. Appeals may be considered upon request to the AFLCA Executive Director.
3. The following course subsidy allocations that are available:

Fitness Theory course	\$300
Group Exercise course	\$300
Aquatic Exercise course	\$400
Resistance Training course	\$400
Fitness for the Older Adult	\$400
Recertification Course	\$250

4. The training agency must submit the following documentation no later than **four weeks** following completion of the course:
  - a. Course roster and original course evaluations.
  - b. Final subsidy report and appropriate attachments if applicable.

**All post course submissions must be received or approval of subsequent courses will be suspended. Subsidy will not be given for incomplete final reports.** Refer to the Course Planning Checklist for additional information regarding the course and subsidy application process.