



February 1, 2010

Dear CSEP Certified Personal Trainer (CPT),

April 1, 2010 is fast approaching and that means CPT renewals are due soon. Your renewal package and CSEP Membership Survey link are enclosed. There is no need to print off the package, as the survey must be completed on-line. Please ensure you submit all requirements to the Alberta CSEP Office as indicated to ensure your renewal will be processed. Before completing your package **please read the enclosed information sheet**. It outlines all you need to know to properly submit your renewal.

Please adhere to the April 1, 2010 deadline for submitting the complete package to the Alberta CSEP Office. Note that after April 1, 2010 liability insurance expires for all CPTs unless renewal documents are received. For successful renewal, you must:

- Complete the application form (answer insurance questions, sign, and date form)
- Payment of renewal fees
- Copy of current Heart Saver CPR or level C (within one year of issue)
- Complete National CSEP on-line survey (electronically submitted)
<https://www.surveymonkey.com/s/Z52PZVK>

You will note that your renewal fees have increased for the 2010 renewal. This fee increase is due to the rise in insurance premiums. However, our fees are still well below other nationally accredited professional associations. We have consistently tried to keep Alberta CSEP fees as low as possible and Alberta CSEP fees have remained static for the last 5 years.

Alberta CSEP membership numbers are at their highest ever. We currently have over 1,000 certified CSEP CPTs and CEPs—the most accredited professionals per capita in any province in Canada.

We like to think that our membership numbers are so high, because we all recognize how much meaningful accreditation matters to exercise professionals and to the people we serve. Alberta CSEP accreditation is the only accreditation in Alberta that is not motivated by profit, that requires formal relevant post-secondary education, and that continues to research and refine our standards of practice for the benefit of all Albertans. Alberta CSEP accreditation provides you with the point of difference that truly allows you to honestly say that you are among Canada's most highly qualified exercise professionals.

Thank you for your continued support of Alberta CSEP Health and Fitness Program. Your efforts help support credible certification within the fitness, health and lifestyle industry. If you have any questions about your renewal don't hesitate to call the Alberta CSEP Office at 780- 492-4435 or email wendy.barton@ualberta.ca.

As a benefit of membership you will have access to the Alberta CSEP On-line directory. The link to create a new profile is <http://provincialfitnessunit.ca/members/new/>, here you can add your name and contact information to promote yourself and your business for free. If you are already on the online directory and would like to update your profile you can go to <http://provincialfitnessunit.ca/members/> to make changes.

The CSEP Health & Fitness Conference- Perspectives in Exercise, Health and Fitness will be hosted in Kananaskis November 5, 6, and 7, 2010. Keep an eye out in the Provincial Fitness Unit website, Fitness Informer and e-informer for details.

If you are interested in receiving the Applied Physiology Nutrition and Metabolism Journal (APNM) which is a research based publication produced by CSEP, you are able to order one from Mary Duggan at the National CSEP office (613) 234 3755 or mduggan@csep.ca.

Sincerely,

Wendy Barton
Alberta CSEP Health & Fitness Program Coordinator

Please Read This before Completing Your Renewal

The submission deadline for this year's CPT renewal is April 1, 2010.

The following **must be sent in one package** to the Alberta CSEP Office for your renewal to be complete. Incomplete renewals will be returned to sender unprocessed.

- Completed application form (including e-mail address)
- Payment of \$150.00 for renewal fees
- Copy of current Health Care Provider CPR or level C CRP (within one year of issue)
- National CSEP Survey (electronically submitted)

<https://www.surveymonkey.com/s/Z52PZVK>

All CPR certifications are valid for only ONE year from the date of issue and must be current at the time of the April 2010 renewal period to renew. This applies to CPR attained within a First Aid certification. Although the first aid may be current for several years, the CPR must be renewed annually.

The fee for renewing as a CPT for 2010-2011 is \$150.00. Payment can be made by VISA, MasterCard, cheque, cash or money order (made payable to the Provincial Fitness Unit). If your fees are being paid by your workplace, ensure you submit requests to your financial department immediately as company payment is still expected with your renewal package by April 1, 2010.

Late fees apply to all applications postmarked after April 1, 2010.

- A \$25.00 late fee will be charged to renewals postmarked between April 2 and April 30, 2010.
- A \$75.00 late fee will be charged to renewals postmarked between May 1, 2010 and March 31, 2011.

Late renewals paid by cheque, cash or money order will be returned to sender to have the late fee added. The late fee will automatically be added to VISA or MasterCard payments. Incomplete renewals that are returned to sender for completion are still subject to the late fee if they are re-submitted after April 1, 2009.

A \$15.00 administrative fee will be charged for any non sufficient funds (NSF) cheques received by the Provincial Fitness Unit. If the debt to Alberta CSEP is not cleared up immediately, your certification and liability insurance will be suspended by both Alberta and National CSEP. Suspension will be continued until the debt has been cleared. The appropriate late fee will also be charged to all NSF renewals submitted back to the CSEP Office after the April 1, 2010 renewal deadline.

Your current liability insurance coverage expires on April 1, 2010. If you do not renew by this date the CSEP liability insurance policy will not provide coverage in the event that a legal liability case is brought forth against you. Coverage will be only be reinstated once your renewal is received and processed at the Alberta CSEP Office.

As a CSEP CPT you are required to complete the CSEP CPT Recertification course every three years from your certification date. If you are unsure of your recertification course deadline status please contact the Provincial Fitness Unit. The CSEP CPT Recertification course is a four hour information based session where you will participate in practical assessments, learn up to date industry information and review calculations for revised protocol standards.

If you have any questions regarding your CPT renewal or the CSEP Health and Fitness Program please call the Provincial Fitness Unit at 780-492-4435, or e-mail wendy.barton@ualberta.ca.

Thank you,

Wendy Barton



**Certified Personal Trainer (CPT)
Alberta CSEP Renewal Application for 2010-2011**

Please renew before April 1, 2010

Name _____

Home Address _____

City _____ Province _____ Postal Code _____

Employer _____

Work Address _____

City _____ Province _____ Postal Code _____

Home Phone # (_____) _____ Work Phone # (_____) _____

Fax # (_____) _____ E-Mail (must include) _____

Has any claim or suit alleging malpractice, a negligent act, error, omission or breach of duty been brought against you?
 No Yes (If yes, please explain on the reverse side of this form)

Do you have knowledge of any circumstance that could result in a claim or suit being brought against you?
 No Yes (If yes, please explain on the reverse side of this form)

I have completed the National CSEP on-line survey (electronically submitted)
 Yes

Date _____ Signature _____

The above information will be used in the administration of the program and to send you CSEP information.

**The following MUST be returned IN ONE PACKAGE for your renewal to be complete.
INCOMPLETE RENEWALS WILL NOT BE ACCEPTED and will be returned unprocessed.**

- This application form (completed, dated and signed)
- The renewal fee (\$150.00)
- A copy of current Health Care Provider CPR (within one year of date of issue)
- The completed National CSEP Survey (electronically submitted)

<https://www.surveymonkey.com/s/Z52PZVK>

The renewal fee is \$150.00 payable to the Provincial Fitness Unit. Payment options include:

Cheque Money Order VISA MasterCard
 Card Number _____ Expiry Date ____/____
 Name of Cardholder _____ Signature _____

***Late Fees apply to all applications postmarked after April 1, 2010- NO EXCEPTIONS! The late fee is \$25.00 if submitted between April 2 and 30, 2010 and \$75.00 if submitted between May 1, 2010 and March 31, 2011. Late fees will be automatically charged to credit card payments, and sent back if mailed with a cheque that does not include the late fee.**

Please return this package by mail to:
Provincial Fitness Unit
Faculty of Physical Education and Recreation
University of Alberta
Edmonton, Alberta
T6G 2H9

Or by fax:
Attention Wendy Barton
(780) 455-2264