



Considerations for Planning AFLCA Designation Courses

- Length:** Choreography, Cycling, Portable Equipment and Step designations must be a minimum of 8 hours. Mind Body designations must be a minimum of 16 hours. Facilitators are welcome to increase course hours if additional time is required.
- Scheduling:** Designation courses can be offered in conjunction with the Group Exercise Fundamentals course (12 hours) or can be offered separately.
- Content:** Designation courses must cover all performance standards and learning objectives as outlined by the AFLCA.
- Facilitators:** Designation course facilitators must meet criteria as outlined on the application. Please note that AFLCA Trainers and Assistant Trainers are automatically approved as Designation Facilitators and are not required to complete the Facilitator Approval section of the application form. They must however complete the course approval section.

Prior to the Course

- Choose the type of designation course you wish to offer (choreography, step, cycle, portable equipment, mind/body)
- Download the Performance Standards and Learning Objectives for the appropriate designation from the Provincial Fitness Unit web site (provincialfitnessunit.ca). These will be used when completing the application.
- Complete the Group Exercise Designation Application – be sure to complete the entire form and attach all necessary documents:
 - * Course agenda
 - * Learning objective chart (s)
 - * Facilitator Information – current resume, proof of experience, references
- Read and sign the Memorandum of Understanding (once signed it is valid for one year from the effective date and will be kept on file)
- Pay the Approval Fee (if applicable) – \$200 – this is a one time fee which applies to external non-AFLCA education providers only. AFLCA education providers are not required to pay the approval fee. These include: AFLCA Trainers, AFLCA Assistant Trainers, and AFLCA Certified Leaders. This fee may be waived by becoming an AFLCA Certified Leader, Assistant Trainer or Trainer.

Refer to the Group Exercise Designation course checklist as a guide of what to send in and mail the necessary documents to the AFLCA Office at least 6 weeks prior to the course.

Once the course is approved you will receive an approval letter and course reference number. If the course is combined with a Group Exercise Fundamentals course you will be instructed to order your manuals for Group Exercise Fundamentals at least two weeks prior to the start date to avoid courier charges. Logo usage: once approved you may use the AFLCA logo on your promotional materials (restrictions: black & white or full original color)

During the Course

During the course there are a few responsibilities that you need to be aware of as the facilitator:

You may be asked questions about the AFLCA and the certification process.

1. AFLCA Certification Requirements and Information - The AFLCA certification must be promoted during the designation course and you will need to assist participants in their understanding of the certification requirements. Refer to the Group Exercise Certification Package for details if the course is a combined with a Group Exercise Fundamentals course or visit the Provincial Fitness Unit web site for information.

2. Course Completion and Participant Assessment Form (found in Group Exercise Leader certification package or can be downloaded from our web site)

Facilitator (s) must verify that each participant attended the entire workshop and must also complete an assessment of each participant's ability by using the course completion and participant assessment form. Once the form has been completed please give it to the participant as they will need to send it in with their certification documents to the AFLCA Office.

3. Self Assessment Form (found in Group Exercise Leader certification package or can be downloaded from our web site)

Also, please instruct participants that they will need to complete the Self Assessment Form at the end of the course and also send it with their certification documents.

Inform participants that they should **NOT** send in the forms separately to the AFLCA Office. Only complete certification packages will be accepted. Any incomplete packages will be returned to the participants.

After the Course

Final Report Information (which needs to be sent to the AFLCA Office within 4 weeks after course completion)

Course Roster - Have participants fill in the course roster sheet and include the course approval number, dates, etc.

Course Evaluations - Provide each participant with an evaluation to complete. Return completed evaluations (originals) to the AFLCA with the course roster.

Course Cancellations

In the event that the AFLCA approved course is cancelled, please notify the AFLCA office in writing by email, fax or mail as soon as possible.

Note: All forms, applications and information are available on our web site at www.provincialfitnessunit.ca or please contact our offices at 780-492-4435.