



CFES Osteofit Instructor National Certification & Cross-Transfer Application Form

1. Please complete the applicable sections of this form.
2. Certification candidates: read and agree to and sign CFES Certification Code of Honour for each designation you are applying for.
3. *Note: You can not save a completed copy of this form on your computer. Please fill it in and print for your records.*
4. Submit all forms and required credentials either by: scan and email; print and fax or mail to our offices.
5. Once CFES receives and approves your application and qualifications we will email your Certification certificate(s) for each designation you have applied for. If you have any questions feel free to email or call us.

Section 1: Contact Information

Last Name: _____ First Name: _____ Middle Initial _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone (h): _____ Phone (w): _____ Cell: _____

Email: _____ Website: _____ Date of Birth (mm/dd/yy) _____

Section 2: Certification Designation

 Tick all certification designation(s) you are applying for (✓)

- | | | |
|--|--|---|
| <input type="checkbox"/> Aquafit Instructor | <input type="checkbox"/> Weight Training Instructor | <input type="checkbox"/> Group Fitness Instructor |
| <input type="checkbox"/> Active Aging Instructor | <input type="checkbox"/> Personal Trainer | <input type="checkbox"/> Yoga Instructor |
| <input type="checkbox"/> Presenter | <input type="checkbox"/> Skills Assessment Evaluator | <input type="checkbox"/> Osteofit Instructor |
| | | <input type="checkbox"/> Educator |

Section 3: Qualifications and Credentials

Please tick all (✓) your qualifications and submit copies of proof of completion documentation for same:

- | | | |
|---|--|--|
| <input type="checkbox"/> 1. Fitness Theory Course | <input type="checkbox"/> 3. Practicum Program | <input type="checkbox"/> 5. National Exam |
| <input type="checkbox"/> 2. Instructor/PT Course(s) | <input type="checkbox"/> 4. Instructor Skills Assessment | <input type="checkbox"/> 6. CFES Code of Honour (for each designation) |

Education: _____ Years of Fitness Industry Experience: _____

Other fitness related certifications, credentials and courses: _____

Section 4: CFES Code of Honour and Certification Payment Details

I, the undersigned, have read, clearly understand and agree with the CFES Code of Honour, certification and re-certification requirements, Profession Ethics and Conduct Guidelines, Scope of Practice and liability requirements. If I allow any of CFES certification and/or re-certification requirements lapse, my certification/re-certification will be considered instantly null and void.

Signature: _____ Date: _____

Please note there are no fees to add the Osteofit Instructor certification to your existing CFES Fitness Instructor and/or Personal Trainer certification designations but protocols require you to read the following pages Scope of Practice and Code of Honour materials and then read, fill in and sign Sections 1, 2 and 3 of this application form then submit this to CFES along with your Osteofit Instructor collateral proofs of completion documents.

The CFES National Osteofit Instructor Professional Code of Honour Package

Certification Requirements

Successfully complete the following steps or present an equivalent.*

1. CFES Group Fitness or Weight Training Instructor or Personal Trainer certification;*
2. CFES Active Aging Instructor certification.*
3. Osteofit Instructor **proof of registration;** 
4. Maintain current CPR-A minimum and Emergency or Standard First Aid Certifications;
5. Maintain annual liability insurance (if required);
6. Submit to CFES: All document copies steps 1-5; signed Osteofit Certification Application Form.
6. Receive CFES Osteofit Instructor Certification.

Re-Certification Requirements

Successfully complete the following or present an equivalent*.

1. Attend eight (8) hours CFES recognized re-certification workshop CECs*;
2. Submit twelve (12) verified instructional hours*;
3. Maintain CPR; First Aid and annual liability insurance (if insurance required);
4. Submit to CFES: All document copies, steps 1-2; signed Osteofit Re-certification Application Form and collateral documents
5. Receive CFES Osteofit Instructor Re-Certification.

Professional Ethics and Conduct Guidelines

As a CFES Certified Osteofit Instructor I will be expected to meet the following guidelines:

Personal Attributes

- Have an interest, enthusiasm and commitment to excellence in educating, instructing and mentoring;
- Develop and maintain credibility, sincerity with the participants, peers and managers;
- Demonstrate self-motivation and be able to motivate others;
- Maintain good records;
- Possess good time management skills;
- Perform instruction without bias, conflict of interest, self-gains or vested interest in the instruction outcome;
- Have dedicated time to carry out my instructor role, including availability to students outside class time;
- Be a realistic role model, aiming to demonstrate balance; express honesty, integrity and core values.

Communication Skills

- Possess the skill, knowledge, and ability to communicate well with all involved in the program;
- Clarify and present the Osteofit instruction in a succinct and meaningful manner;
- Interpret and explain Osteofit exercise results to the client;
- Provide an atmosphere that is participant centered, welcoming, caring, supportive and professional;
- Respect privacy and confidentiality during and following your classes and programs;
- Respect professional boundaries regarding appropriate and acceptable language, touching, overall conduct and promotion of programs;
- Understand that swearing, sexual oriented body or verbal language; being untruthful; encouraging gossip; economic maneuvering in sales and copyright infringements are examples of unprofessional or inappropriate conduct.

Participant Success:

- Design, market and present Osteofit programs and classes for apparently healthy **teens** and adults;
- When an individual registers they will fill in the basic health screening **forms using the**  **R-Q+ / PARmed-X+ and PARmed-X+ for Pregnancy forms¹ and we will refer clients to the appropriate health/fitness professionals where indicated and to maintain best practices as outlined by the Canadian Fitness Safety Standards ²;**
- Programs and classes will inspire, educate and activate participants to foster a lifelong commitment to active living, fitness and healthy lifestyle;
- Instruction will foster personal participant success based on their realistic personal goals;
- Provide recognition of client at completion of their class set or program — in paper, in word, kind deeds.

Technical Skills

- Understand and instruct within professional scope of practice;
- Have the Osteofit skill, knowledge, confidence, and ability in instruction;
- Demonstrate a working knowledge and understanding of the CFES model, mission, direction, and focus, follow CFES professional ethics and conduct guidelines for every Osteofit class or program;
- Design and instruct a proper warm-up, a work-out (cardio, strength, endurance) and cool down (flexibility) components for each Osteofit class;
- Provide safe, progressive, balanced, technically proficient program components;
- Possess the ability to determine and work with differing styles of participant learning and abilities;
- Be able to make a judgment whether the participant fitness level is appropriate for class level;
- Provide exercise modifications, alternatives meeting the levels and conditions of participants;
- Provide instruction and modifications for the safe use of common group exercise equipment;
- Provide feedback and encouragement that enhances and promotes participant advancement.

Program Effectiveness:

- Promotion provides clear program descriptions, health benefits and variety of progressive choices for ages and health stages, beginners to advanced Osteofit participants;
- Conduct group exercise and facility orientation sessions for participants;
- Design progressive Osteofit programs for apparently healthy **teens and** adults that are modifiable for fitness levels and abilities;
- Programs are to produce effective measurable results for the participant;
- Educate regularly with a variety of information for all — in class tips, handouts, bulletins, newsletters;
- Respond to individual inquiries and group education on Canada's Food Guide and professionally recognized, credible nutrition resources available on-line and in the community;
- To avoid conflict of interest, it is professional to provide more than one, ideally three, recognized professionals or organizations in answer to participant requests;
- Provide ample opportunity for participants to give feedback on instructor, program, facility. Where deemed reasonable act upon their feedback and let them know they are appreciated for their ideas and interest;
- Keep records of the participant progress and program evaluations; document results for future review.

For Safety:

- Have an emergency procedures plan in place where I am teaching, posted in a visible spot with staff, instructor(s) and participants educated in procedures;
- Have or be able to recommend an accredited fitness assessment for interested individuals;
- Participants are asked to sign an informed consent form before entering any program;
- An excellent target heart rate or perceived exertion chart is on the wall, visible for all to read and ideally provides beats in a 10-second count for beginners, intermediate and advanced levels;
- Participants are shown where water stations, washrooms and emergency exits are. Participants are encouraged to bring water bottles.

For Professional Credibility:

- Respect individuality; equality; provide support, include and recognize participants and professionals;
- Promote honesty of feedback, originality of the candidate, and give credit where credit is due;
- Uphold a professional image through conduct and appearance;
- Maintain CFES Osteofit Instructor re-certification requirements;
- Advance Osteofit Instructor certification — add credentials, attend programs, events, network professionals;
- Keep up to date with exercise trends, safety, new programs, techniques, and current research;
- Have regular evaluations of leadership skills, abilities and conduct from participants, peers and supervisors.

The CFES National Osteofit Instructor Professional Code of Honour Package

CFES Osteofit Instructor Scope of Practice

The CFES Osteofit Instructor Certification is meant to provide individuals with the competencies necessary to provide individuals with safe, effective, and appropriate Osteofit programs. These programs will be based on the CFES & BC Women's Health Centre's Performance Standards of a Osteofit Instructor. The CFES Osteofit Instructor will:

- Provide appropriate Osteofit programs to apparently healthy adults or special populations*. Apparently healthy adults or special populations* are (a) those individuals with a clear PAR-Q+ or (b) those individuals who have been cleared by a qualified health professional (e.g. medical doctor) for unrestricted physical activity using PARmed-X+, PARmed-X+ for Pregnancy screening tools [**Special Populations: Seniors, youth, pre/post natal women and any person with a disease condition or disorder (osteoporosis, arthritis etc.)*];
- Provide programs for participants who have been appropriately screened using the PAR-Q+ (apparently healthy adults). The PAR-Q+ must be administered each time someone registers for a new semester or program at the front desk or by the instructor;
- Osteofit programs can be provided for participants that answer 'Yes' on the PAR-Q+, as long as they have been medically cleared by a health care professional to participate in 'unrestricted physical activity'.
- Provide on-going screening and monitoring of the participants for the duration of the program and provide modifications to accommodate all levels of ability;
- Design, modify, and lead a safe, effective, and appropriate Osteofit program to include — a warm-up, work-out with equipment (cardio, strength, endurance) and cool down (flexibility) components for each class;
- Provide appropriate exercises in order to meet the needs of the client(s);
- Incorporate the use of appropriate equipment based on the client's needs and fitness goals;
- Answer general healthy eating inquiries based on the Canada's Food Guide to Healthy Eating and Canada's Physical Activity Guide to Healthy Active Living. Provide clients with information and support regarding credible online support tools (Dieticians of Canada). Client requests for advanced nutritional information are to be referred to a Registered Dietician;
- The Osteofit Instructor will NOT provide individualized eating plans or recommendations for supplementation to clients. Clients who indicate interest in these areas are to be referred to a Registered Dietician;
- Follow the CFES Professional Ethics and Conduct Guidelines, Scope of Practice, liability education and protection and signed Professional Code of Honour at all times;
- The Osteofit Instructor will not provide information to participants to assist them with the treatment or management of any existing chronic disease or physical ailment. These clients are referred to individuals with advanced knowledge, training and specialized certifications;
- The Osteofit Instructor will provide BASIC individualized, programs or exercises. Clients who request, or graduate to more advanced training are to be referred to more qualified health professionals.

Liability Insurance and the Fitness Professional

Who needs liability insurance?

As a Osteofit Instructor, you have a professional responsibility to teach within your scope of practice and to protect yourself from the possibility of a law suit from a participant who is injured in a program. While a law suit is only credible if there is intentional misconduct or negligence on the part of the instructor which results in damage or loss to the participant, it is prudent for instructors to be covered personally, or through their employer.

Procedures to Protect Against a Negligence Suit

Liability

- Refers to the responsibility to provide services in a reasonable, prudent manner in accordance with current professional standards.

Negligence

- Refers to the failure to act as a reasonable and prudent person would under similar circumstances. Negligence is carelessness, inattention, disregard, inadvertence or oversight that was accidental but avoidable.

Certification

- Become certified as an instructor through a provincially and nationally recognized organization like CFES;
- Become certified in CPR and Fitness First Aid. Know emergency procedures for the facility and where the first aid kit is kept;

- Stay current and up to date through continuing education;
- Subscribe to a professionally recognized magazine or journal to keep up on current literature.

Liability Insurance

- Study and understand legal liability and types of insurance coverage (see info on CFES website);
- Be educated on the differences between group and individual insurance policies;
- Ask questions to clearly understand when and where you need coverage and what happens when ... ;
- Ensure that employers carry facility and third party liability coverage, which cover employees and also includes physical dangers (e.g. slippery floors). It is important to ask your employer what coverage is in place and obtain a copy of the policy for your records;
- Purchase personal liability insurance privately or through CFES liability provider Holman Insurance as a certified member.
- Holman Insurance offers CFES certified members an individual liability policy from one million to five million dollars coverage. Please be clear when purchasing this policy Holman recommends specific professional conduct and recommends you to follow basic health screening protocols by use of the PAR-Q+ / PARmed-X+ and PARmed-X+ for Pregnancy and to refer clients to the appropriate health/fitness professionals where indicated to receive coverage. For further information and application Go to: <http://www.canadianfitness.net/membership/insurance-info.html>

Documentation

- Document efforts to provide a consistently high quality of programming by: preparing and keeping individual program plans and documenting any negative situations with a participant; administering and retaining Health Screening Forms, Accident Report Forms, Needs Assessments, Evaluation Forms and keeping a journal.

Potential Negligence

If you are knowledgeable and competent in planning and conducting safe Osteofit exercise sessions and programs, you will not knowingly cause damage or loss to participants; however, the following are examples of potential negligence situations:

- The Osteofit Instructor fails to give instructions in progressive steps ^{4, 5};
- Osteofit exercise activities are prescribed that could be considered beyond the physical working capabilities of the participant (e.g. activities that are not appropriate for the participant's age, gender or physical or emotional health);
- A Osteofit exercise session/program is allowed to proceed when a reasonably foreseeable dangerous condition exists;
- A Osteofit Instructor fails to provide adequate on-site supervision of a program (e.g. an improper supervisor-to-participant ratio exists) or fails to advise the participant of restrictions or modifications that should be followed in an unsupervised period;
- The health history screening identifies a participant who possesses a health risk and either 1) the participant is allowed to enter the Osteofit program, or 2) if participation in the Osteofit program is deemed to be acceptable for that person, an extended level of care is not provided;
- The Osteofit Instructor or program supervisor acts beyond his or her responsibilities, as defined by the terms of his or her employment;
- The participant is not made fully aware of any potential risks or dangers associated with a program;
- Any component of the Osteofit exercise program is structured or delivered in such a way that it does not meet the reasonable standard of safety that could be expected for such a program;
- The facility fails to meet accepted industry standards for safety;
- In an emergency, appropriate medical treatment is withheld, or treatment is administered that is deemed to worsen the injured person's condition;
- Faulty or damaged equipment is used;
- The Osteofit Instructor fails to terminate an exercise session when a participant exhibits signs or symptoms of physical distress.

Addendum: BC Women's Hospital & Health Centre Osteofit Performance Standards

Principles of Exercise Training for those with osteoporosis

Performance Standard

The Osteofit instructor will demonstrate a basic knowledge of exercise conditioning principles for those with osteoporosis.

Competences

- a) Identify muscle imbalances that result from postural compromises in participants with osteoporosis.
- b) Identify fitness components that are specific to the training for the person with osteoporosis and addressing fall prevention. Namely, balance, posture, muscular strength, flexibility, agility, and coordination.
- c) Describe the F.I.T.T. (frequency, intensity, time, type) principle for improving each of the above components.
- d) Describe the overload principle for exercise prescription for this population.
- e) Describe the principle of specificity for exercise prescription.
- f) Describe the order of exercise for efficient and effective resistance training for this special population.
- g) Describe eccentric training principles as relevant to seniors' activities.
- h) Describe methods of adjusting levels of intensity to accommodate participants' individual fitness levels.
- i) Determine the most suitable exercise position (i.e. sitting, standing, or lying on a mat) to enable participants to perform the exercises with good core stability.
- j) Describe safe yet challenging activities to train balance, coordination, and agility.
- k) Describe objectives of an effective exercise program in improving ADL (Activities of Daily Living) for the participant with osteoporosis.
- l) Describe the importance and benefits of the flexibility and relaxation component of the Osteofit program.
- m) Describe an effective method of measuring progress and improvements in balance, functional leg strength, and mobility.

Exercise Analysis and Risk Management

Performance Standard

The Osteofit instructor will exemplify and demonstrate safety in all aspects of planning and delivery of the Osteofit program as well as demonstrate methods for preventing and managing injuries.

Competences

- a) For a given exercise, analyze its intended purpose, potential risks to joint structures, and provide modifications or alternative exercises.
- b) Describe and demonstrate correct body alignment.
- c) Demonstrate the principle of exercise progression for a given muscle group.
- d) Implement the principle of specificity to effectively select the appropriate exercise option for participants' level of ability.
- e) Identify exercises which have the potential to cause injury.
- f) Identify activities with high risk for falling.
- g) Describe the responsibilities and legal liabilities of the instructor / facility associated with a participant's personal injury and specific medical background, and physical activity screening methods (i.e. Pre-screening methods such as the PAR-Q+).
- h) Give precautionary measures for beginning exercise participants that are designed to prevent injury and increase safety for all components of fitness.
- i) Know the set of emergency procedures for the facility and the employer. (i.e. first aid, support procedures, medical referral procedures, and follow-up).
- j) Describe the Osteofit instructors' professional limitations regarding the physical activity participation of adults who are not apparently healthy.
- k) Describe the Osteofit instructors' professional limitations for providing information on medical conditions and nutrition.

References:

1. Canadian Society of Exercise Physiology (CSEP) Forms are available to download on their Website: <http://www.csep.ca> or call Tel.: 613-234-3755
2. Canada Safety Council Canadian Fitness Safety Standards; website: <http://archive.safety-council.org/info/sport/standards.html>
3. National Fitness Leadership Advisory Committee (NFLAC) , “Legal Liability Considerations for the Fitness Leader”; Report of the National Fitness Leadership Advisory Committee (NFLAC), Ottawa, 1990.
4. CFES Group Exercise Instructor Course Resource Manual 6th Edition., “Liability Insurance: Who needs liability insurance?”, September, 2012: 5-13.

For further safety information for the fitness professional visit: Canada Safety Council Canadian Fitness Safety Standards; Website: <http://archive.safety-council.org/info/sport/standards.html>

