

The Canadian Aquafitness Leaders Alliance Inc.



Updated May 2010 NEW CALA Recertification Guidelines Subject to Change

Congratulations on achieving CALA certification status. This guide explains CALA recertification policies.

Your **CALA certification must be renewed every year** and will come due on the same date as your membership. Your CALA membership must be current at the time of recertification. Renewal notices are mailed or emailed prior to the expiry of your membership and certification. Keep track of your expiry date to assist CALA headquarters and ensure your membership and certification remain current.

To achieve recertification eight (8) CALA Continuing Education Credits (CECs) are required per year. You can bank credits and use the credits collected at any time. ***One hour of education is equal to one CALA CEC.***

CECs may be obtained in a number of ways including:

1. Attendance at CALA conferences, specialty courses, programs, tele-classes and/or workshops are the most common method of achieving the necessary CECs.
2. Attendance at “other” conferences and workshops that have had approved for credits by CALA. To determine if an educational event has been accredited by CALA, call or email CALA headquarters.
3. Petition for CECs: If you have attended a continuing education event related to fitness and healthy living that was not accredited by CALA, you may apply/petition for CECs. The petition fee for non-CALA approved education is **\$10.00** plus tax per CEC (hour). You must submit the fee and a petition form (see below).
4. Write an article. If the article you write is published, on the CALA website equals 3 CALA CECs

Note: If you collect more than 8 CECs, the extra credits can be banked and bumped forward into the next certification period. **Remember:** Continued education ensures that your skills remain current as the fitness industry is constantly adapting to increased knowledge and client needs and desires.

If you are having problems getting the necessary # of CECs call the CALA office so that we assist you.

When it is time to recertify put together the following:

1. All CALA certificates and/or conference registration forms that you have collected from CALA educational events you have attended.
2. Tally the number of CECs you have accumulated.
3. Include a completed petition form, proof of attendance and the petition fee (where necessary)
4. Include a recertification fee of 15.00 plus tax (administrative fee). You will be issued a CALA certificate indicating your certification status once your recertification requirements are processed by CALA. It is advisable to have current first aid and CPR

**** Please note:** The recertification period is annual. *If you have any questions, please contact CALA at:*
Toll free: 1-888-751-9823 Phone: (416) 751-9823 Fax: (416) 755-1832
Email: cala_aqua@mac.com Web: www.calainc.org

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Petitioning for CEC Approval

If a convention, course or workshop has *not been accredited for CALA Continuing Education Credits (CECs)* you may petition for CEC approval.

Complete the application form below. Complete one form per session and mail to CALA Headquarters. If the petition application is approved you will receive validation in the mail within 4 to 6 weeks. A fee of \$10 + tax per credit (**1 credit per hour**) will be charged and payment must be received prior to validation.

For example: for a three-hour workshop the fee is \$30 + tax and 3 CALA CECs are awarded

Most educational events facilitated by a suitable trainer/presenter will be acceptable for CEC petition approval. Master classes and workouts are not available for petition. Full documentation (proof that you attended the session) detailing the petitioned CEC must be submitted together with the application.

CALA CEC PETITION APPLICATION

Return to CALA: Fax to: 416-755-1832 or Mail: 125 Lilian Drive, Toronto, ON M1R 3W6 or Email

Personal Information:

Name: _____ CALA Membership #: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Phone #: _____ Fax #: _____
Email: _____

Course/Workshop Petition Information:

Course/Wksp Title: _____ Date: _____
Presenter: _____ Presenter Credentials: _____
Course/Wksp Length (hours/minutes): _____ Lecture: _____ Practical: _____

Payment Information:

Cheque MasterCard Visa or Money Order

Credit Card #: _____ Expiry Date: _____

Cardholder Signature: _____

Number of hours of courses/workshops: _____ X \$10 + tax (per hr) = \$ _____

This form must be completed for **EACH** course and/or workshop to be petitioned.
Please do not forget to include proof of attendance.