

CFES Aquafit Instructor Course

National Certification Application Form (CAF)

The CFES Certification Application Form (CAF) is the record of completion for your national Aquatic Fitness Instructor (AFI) course and certification requirements. Please make one copy for your records and one to submit. It is your responsibility to maintain the CAF for record keeping.

CAF Directions

1. **Section 1:** Fill in student contact information
2. **Section 2:** Provide educator with fitness theory document indicating successful completion (CFES or equivalent) and have educator sign their name as you complete, submit or pass each of the AFI course requirements below.
3. **Section 3 + 4:** Have educator sign their name as you complete, pass, submit, each AFI national certification requirement below. Student signs CFES Professional Code of Honour (COH) agreement on back of CAF. Submit to educator COH, exam, marking and membership fees which are then submitted to CFES office.
4. Set appointment for CFES Instructor Skills Assessment (ISA) with your CFES Educator or ISA Evaluator. Bring ISA form to evaluation. Evaluator will fill in, sign, date and return to you. Submit completed ISA form along with national evaluation form direct to CFES office (fax, mail or a scan).
5. CFES will electronically send your CFES National AFI Certification and membership information.

Section 1: Student Contact Info

Last Name: _____ First Name: _____ Middle Initial _____

Address: _____ City: _____ Province: _____ Postal Code: _____

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

Course Location: _____ CFES Educator: _____ Submission date: _____

Section 2: CFES AFI National Course & Certification Requirements Record of Completion

Educator to check off (✓) Sign off + Date. Provide Re-do directions on Re-do form if required.

	Passed	Educator Signature	Date
Prerequisite Fitness Knowledge Course, or equivalent	_____	_____	_____
Requirements	Passed/Re-Do	Educator Signature	Date
AFI Course			
100% Course Attendance	_____	_____	_____
Assignments	_____	_____	_____
Open Book Course Exam	_____	_____	_____
Comprehensive Lesson Plan	_____	_____	_____
Evaluation Form(s)	_____	_____	_____
Practicum Program	_____	_____	_____
Current CPR A + First Aid	To retain CFES instructor certification candidate must sign COH agreeing to maintain these certifications and is clear if any certification/recertification requirements lapse certification will be considered null and void.		
National Certification Exam*	_____	_____	_____
Skills Assessment*	_____	_____	_____
CAF, COH, Fees	_____	_____	_____
Certification Evaluation Form*	_____	_____	_____

continued next page

The CFES National Aquafit Instructor Professional Code of Honour Package

Section 3: CFES Aquafit Instructor Professional Code of Honour

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

Signature: _____ Date: _____

Section 4: CFES Membership and Certification Payment Details

Your first CFES membership is valid for one year. Upon renewal CFES will offer one and two year options for your associate or certification membership fee

Please tick (✓)

A. CFES Certified Member

Pass CFES course, national closed book exam, instructor skills assessment and certification requirements (CFES Group Fitness Instructor, Active Aging Instructor, or Personal Trainer Certification Exam)

Fees*		
GST	\$126.00	
	\$6.30	
Total	\$132.30	<input type="checkbox"/>

or

B. Additional CFES designation certification exam

or

C. Cross-Transfer Certification

Candidates who have certification(s) of equal merit are recognized by CFES can cross-transferred to CFES certification(s). CFES recognizes NFLA, YMCA and CALA certification designations.

Receive full membership benefits and national certification recognition. Candidates who have certifications from other agencies may contact CFES for to review and determine your qualifications.

We review your credentials, education and experience.

Fees*		
GST	\$73.50	
	\$3.68	
Total	\$77.18	<input type="checkbox"/>

Fees*		
GST	\$73.50	
	\$3.68	
Total	\$77.18	<input type="checkbox"/>

Certificates are issued electronically.

Signature: _____

Tick One (✓): Cheque or Money Order Visa MasterCard

Card # _____ Expiry Date: _____

There is a \$10.00 charge for NSF cheques, repayment must be by certified cheque or credit card.

Notes:

CFES Aquafit Instructor Scope of Practice

The CFES Aquafit Instructor Certification is meant to provide individuals with the competencies necessary to provide individuals with safe, effective, and appropriate Aquafit programs. These programs will be based on the CFES Performance Standards of a CFES Aquafit Instructor. The CFES Aquafit Instructor will:

- Provide appropriate Aquafit programs to apparently healthy adults. Apparently healthy adults 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 PAR Med-X, PARmed-X for Pregnancy screening tools;
- 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;
- Aquafit 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 Aquafit 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 portable 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 Aquafit 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 Aquafit 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 Aquafit 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 Aquafit 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.
- Holman Insurance offers CFES certified instructors and personal trainers 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 CSEP's 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 visit our website.

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 Aquafit exercise sessions and programs, you will not knowingly cause damage or loss to participants; however, the following are examples of potential negligence situations:

- The Aquafit Instructor fails to give instructions in progressive steps ^{4, 5};
- Aquafit 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 Aquafit exercise session/program is allowed to proceed when a reasonably foreseeable dangerous condition exists;
- A Aquafit 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 Aquafit program, or 2) if participation in the Aquafit program is deemed to be acceptable for that person, an extended level of care is not provided;
- The Aquafit 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 Aquafit 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 Aquafit Instructor fails to terminate an exercise session when a participant exhibits signs or symptoms of physical distress.

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 Student Resource Manual 5th Edition., "Liability Insurance: Who needs liability insurance?", April, 2005: 9-6 to 9-7.

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>