

## FITNESS NB POLICIES AND PROCEDURES CERTIFICATIONS

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### Policy #: **94002C**      **Transferability of Certifications**

*Updated and approved by Board: June 17, 2014*

**Rationale:** FNB is a member of the National Fitness Leadership Alliance (NFLA), which is a group of provincial not-for-profit associations that offer fitness professional certifications. The certification requirements are aligned and all use the same exit criteria. All partners have agreed that certifications from each provincial member association may be transferred when an individual relocates.  
In some cases leaders are certified through non NFLA associations may wish to obtain the FNB certifications.

**Policy:**      **Current NFLA certified leaders relocating to New Brunswick:**

Certifications will be honoured, for all NFLA provincial leaders including:

- British Columbia Recreation and Parks Association
- Manitoba Fitness Council
- Nova Scotia Fitness Association
- Ontario Fitness Council
- Saskatchewan Parks and Recreation Association
- Alberta Fitness Leadership Certification Association

This agreement states that the individual will forward to FNB copies of their current:

- Certificate(s)
- CPR
- Certification maintenance requirements

FNB will honour the current certification(s) and the individual will pay an administrative transfer fee equal to the amount of a new member fee relative to the date of transfer as outlined in Policy # 20001A FNB membership fees.

**Non – NFLA current certified leaders transferring to New Brunswick:**

Certification transfers to FNB will be considered for review and possible approval with the submission of the following:

- The leaders' specialty certificate(s) along with the course content/outline.
- Any certification maintenance requirements from their current certifying body.
- The leaders' current CPR and or First Aid certificate(s) as applicable.
- The leaders' current liability insurance certificate.

Upon approval of the specialty course the prospective FNB leader will follow these steps.

- Payment of FNB membership as per the new member fee as outlined in Policy # 2001A FNB membership Fees.
- Successfully complete any or all of the following as required:
  - Successful challenging the FT written exam.
  - Successful challenging of the specialty written exam
  - Successful challenging of the specialty practical evaluation(s).

FNB will honour the term of that instructor's current certification and extend the certificate(s) to the next immediate FNB renewal date. The candidate will then be required to fulfill FNB's re-certification criteria as per the FNB certification policies.

The prospective instructor will be responsible for all costs of any materials, written exams and practical evaluations.

Effective Date: **June 17, 2014**