

FITNESS NB POLICIES AND PROCEDURES CERTIFICATION

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Policy #: 20003C **Extension Requests**

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

Rationale: Group Fitness Leaders, for any number of reasons may not have been able to complete any one or all of the requirements necessary to complete or maintain their certification.

Policy: **Prospective new certified leaders:**

After completing a course, the individual is given six months to complete certification requirements.

An individual may be granted two extensions of 3 months each depending on the nature of the requirements and the specifics of the request.

If both extensions are granted (giving the individual a year from the completion of their course) and the requirements are not completed, the individual must enroll in the specialty course again if they would like to pursue certification.

Certified Leaders:

A current FNB leader may request an extension for any one or all of their certification maintenance requirements.

Extensions may be granted in blocks of 3 months after the annual renewal date depending on the nature of the requirement and the specifics of the request.

The leader must also:

- Pay their annual FNB membership fees.
- Pay their annual liability insurance fees.
- Fulfil any remaining certification maintenance requirements.

All extensions require a written request to the FNB office.

Certificates for that specific fiscal year will be sent to the leader when their certification requirements are met.

For reinstating Lapsed Certifications please see Policy # **94001C**

Effective Date: **June 17th, 2014**