

FITNESS NB POLICIES AND PROCEDURES CERTIFICATION

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Policy #: 20004C **Electronic Practical Evaluations**

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

Rationale: Practical evaluations are a requirement to become and maintain certification. Due to their location in the province, some leaders do not have easy access to an FNB evaluator. In this case, an electronic version of their session may be submitted for evaluation.

Policy: Electronic evaluations are the exception rather than the rule and must be approved through the FNB office. Evaluations on DVD may be submitted to FNB for certification or re-certification and then will be forwarded to a certified evaluator for review.

Electronic copies sent to the office are to be DVD only.

Alternative options such as the use of Drop box, Skype or an equivalent are available for approval/acceptance through the FNB office.

Due to the time it takes to review this type of evaluation FNB will charge an additional fee as outlined in policy #13002A. Any postage or other costs are the responsibility of the candidate.

Procedure: To ensure a quality product when recording a session for evaluation, note the following guidelines:

- Ensure that the instructor's voice can be heard above the music or noise in the facility.
- Show the instructor clearly and unobstructed either from the front or at a slight angle.
- Participants may be shown during different segments of the session if possible. Permission must be given. If this is not received film from behind the group with a clear view of the instructor.
- The class is to begin with an introduction including the instructors name, the length, type and intensity of the class.
- The instructor must never step outside of the view of the camera, to ensure this does not happen it is advisable to set up all equipment before the class.

Effective Date: **June 17, 2014**