

**National Academy of Sports Medicine/
Athletics and Fitness Association of America**

**Provider Program
Policies and Procedures**



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NASM: <http://www.nasm.org>

AFAA: <http://www.afa.com>

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Introduction

The National Academy of Sports Medicine (NASM) and Athletics and Fitness Association of America (AFAA) Provider Program is designed to provide reputable continuing education opportunities for NASM & AFAA certified professionals, through a variety of sources that support and uphold our high standards. NASM & AFAA are dedicated to enriching the continuing education path for fitness, group fitness, sports performance and sports medicine professionals worldwide.

Continuing Education Requirements

National Academy of Sports Medicine (NASM)

To maintain the NASM-CPT certification, certified professionals must earn 2.0 CEU's, or 20 contact hours of education during a two-year period. A cardiopulmonary resuscitation (CPR) certification and automated external defibrillator (AED) certification are also required. NASM Trainers will submit their recertification documents via their online Recertification Portal.

Athletics and Fitness Association of America (AFAA)

To maintain the AFAA-CGFI certification, certified professionals must earn 15 CEU's or 15 hours of continuing education during a two-year period. To maintain other AFAA certification(s), fitness instructors must earn 15 CEU's or 15 hours of continuing education during a two-year period. A cardiopulmonary resuscitation (CPR) certification and automated external defibrillator (AED) certification are also required. AFAA Instructors will submit their recertification documents via email to our Recertification Team.

Professional Recognition

Your approval as an NASM or AFAA CE provider demonstrates that your Continuing Education (CE) Offerings meet our strict requirements. Your CE Offering will receive online recognition 24-hours a day, with a link to your website. The NASM/AFAA Provider program does not actively promote your course to our members via email.

Duration of Provider Term

Provider term begins January 1st of the year applied for and terminates on December 31st of the same year. Applications are accepted throughout the entire year; however, applications accepted within the requested year will be valid only until December 31st of that year.

Application Process

As a prospective member of the Provider Program, we request that you complete the following process for **each** CE Offering.

1. **Application:** A completed Provider Application must be submitted for each CE Offering for which you are seeking approval.
2. **Author/Presenter Resumé:** All CE authors and presenters, regardless of CE Offering format (live or self-study), must submit a completed resumé. This resumé must include work history with information specifically related to the topic and professional organizational affiliations.
3. **Material:** Applicants must submit a **complete** copy of all materials used in the CE Offering. Materials that are **required** include the following:
 - a. A scientifically referenced text, presentation, or handout for all CE Offerings and/or

- activities, including live workshops.
- b. Objectives for all activities or events that provide specific outcomes for what the student will learn.
 - c. A lesson plan for all activities and/or events that guide the student through the CE Offering and follows the objectives.
 - d. If applicable, a testing process for all activities and/or events that provides a means for student evaluation, including a rationale for how the assessment was developed, scored, and reported. (*Attendance at a live CE Offering is sufficient; a test is not mandatory.*)
4. Online Access: If hard copy materials are not available, applicants must provide access to the online CE offering materials.
- a. A link to the online CE offering and a username/password for the reviewer
 - b. Outline of the video/audio (minutes), number of quiz questions and required reading

Review and Award

All materials will be reviewed for compliance with our content requirements. Only complete applications will be considered for review. The review process can take up to 30 days after receipt of application.

- **Award Notice:** If your conference, workshop, or self-study is approved, you will be sent a letter via email detailing the number of CEU's allotted for your CE Offering.
- **Application Denial:** NASM and AFAA reserve the right to accept or deny any provider application. If a CE Offering is denied, the provider will be notified via email, with an explanation for denial.

Renewal Process

If you are renewing your CE Offering(s) and the content is exactly the same as when initially accepted and still reflects current practices, only the renewal application, provider number, and appropriate fees are required. If you are adding new instructors, we will need to review their bios or resumés to ensure they meet the requirements.

Change Request Process

If you wish to make changes after your course has been approved for the calendar year, you will need to submit the Provider Change Request Application. The following are examples of changes that would require application submission:

- Course Title
- Provider Name Change
- Updated CEU Value, change in contact hours

Presenter Requirements

Instructors of CE Offerings must have relevant teaching experience in a health and fitness-related field. Instructors, lecturers, and other content providers must have at least one of the following:

- Bachelor's degree, or
- An accredited, current certification in the field (NASM, AFAA, AAPTE, ACE, ACTION, ACSM, AFAA-CGFI, CSCCa, IFPA, NASM, NCCPT, NCSF, NESTA, NETA, NFPT, NSCA, PMA, PTAG, WITS)

Content Requirements

CE Offerings must present information and practical applications that support the needs of certified professionals. CE Offerings must support the knowledge, skills and abilities published in the most recent editions of the Practice Analysis Studies for our certifications. NASM/AFAA will not award CEUs for certification programs in personal or fitness training, group fitness or any related field, or in-house onboarding programs. In-house onboarding programs may include orientations, training designed to teach staff how to use the facility, courses teaching employees the responsibilities and requirements of their job, and courses offered only to internal staff for the purposes of employee training.

Performance Domains

NASM & AFAA conducted practice analysis studies to define the current knowledge, skills and abilities that must be demonstrated by entry-level credential holders to practice as a personal trainer and a group fitness instructor safely and successfully, respectively. These studies also serve as the “blueprint” for determining the content (performance domains) for the certification exams.

| NASM | AFAA |
|---|--|
| Domain 1: Basic and Applied Sciences and Nutritional Concepts | Domain 1: Fundamentals of Exercise Science |
| Domain 2: Assessment | Domain 2: Class Design and Planning |
| Domain 3: Program Design | Domain 3: Class Instruction and Presentation |
| Domain 4: Exercise Technique and Training Instruction | Domain 4: Professionalism |
| Domain 5: Client Relations and Behavioral Coaching | |
| Domain 6: Professional Development and Responsibility | |

CE Offering content must:

1. Fit into one of the performance domains
2. Provide above-entry-level information
3. Provide practical, relevant, and scientifically valid information
4. Be referenced using scientifically valid references. The following are example topics of acceptable subject areas for education courses:

- Anatomy
- Nutrition/Weight Control
- Sports Psychology
- Nutrition Education
- Exercise Assessment
- Business Management (industry related)
- Biomechanics
- Exercise Physiology
- Kinesiology
- Strength Training
- Special Populations

| What is approved? | What is not approved? |
|--|--|
| Courses that expand upon a fitness professionals entry level knowledge and skills. | Courses and content beyond a fitness professional’s scope of practice, redundant to the content/title of primary certification, or prepares for a different field. |
| Exercise Science and Nutrition (e.g., anatomy, biomechanics, exercise physiology, macro/micronutrients, hydration, nutrition recommendations and guidelines, calories, popular diet and supplement information and misconceptions, label reading, portion size, etc.) | Diagnose, treat or cure (diagnosing, treating, curing) an injury or health condition |

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|--|--|
| Assessments (e.g., fitness and lifestyle assessments, such as movement, body composition, cardiorespiratory, performance, posture, etc.) | Treating “Patients” (fitness professionals have clients or participants, not patients) |
| Exercise Programming, Technique and Training Instruction (e.g., flexibility, resistance training, balance, core, cardiorespiratory, reactive/plyometric, SAQ, programming to assessment results and goals, weight management, injury prevention, corrective exercise, post-rehab, sports performance, special pops and health conditions (cleared by doctor), instructional techniques, equipment, specialty classes, fitness technology, choreography, etc.) | Massage (fitness professional cannot massage clients or apply massage modalities (soft tissue immobilization), etc.) |
| Behavior Change, Motivation and Adherence (e.g., goal setting, motivational interviewing, helping clients discover barriers to change and ways to overcome, coaching, feedback, cueing, communication techniques, etc.) | Rehab/Rehabilitate (fitness professionals can typically work with a client post-rehab) |
| Business of Fitness (e.g., brand development, business management, marketing, sales, business tools, etc.) | Counsel (fitness professionals can coach, you must be licensed to counsel) |
| Professional Responsibility (e.g., staying within scope of practice, safety standards, current laws/regulations, client privacy requirements, etc.) | Meal planning or recommending supplements |

Acceptable Methods of Continuing Education Delivery

CE Offerings must fall into one of the following categories:

- **Self-study:** Home study education materials can be text, videos, and online courses that are followed by an examination.
- **Workshop:** This must consist of practical skills training and active participation of students, held in a live in-person or live virtual format.
- **Series:** CE Offerings that are grouped together to create a course progression.
- **Conference:** A conference is a live or virtual event that includes concurrent sessions.

CE Offering Attendance / Participant Verification Requirements

At the conclusion of your CE Offering, you must provide each participant with a form that verifies his/her participation.

This form must include the following:

- Participant’s name
- Provider name
- Provider number
- Organization name(s) (NASM and/or AFAA)
- Event title
- Date (month, day, and year) of course completion
- Number of approved CEUs*
- Location of event (city/state or online)

*Conferences with concurrent sessions require a conference session list or grid. This form should list each session

and allow the participant to select those they attended.

The participant is responsible for notifying NASM/AFAA of his/her participation in your event by including a copy of the certificate of completion with the recertification application. All approved providers must maintain written documentation of participation for four (4) years. If a participant loses the document verifying his/her participation in your CE Offering, he or she must contact the provider for a replacement certificate. NASM & AFAA are not responsible for providing a certificate of completion for a Provider CE Offering.