



Fitness Standards Council

Uniting the Triad of Fitness Healthcare Providers™

21 Camden Street, Suite 100 • Toronto, ON • M5V 1V2

Email: info@fitnessstandards.org

Fitness Practitioner Accreditation Application

Dear Fitness Practitioner:

Thank you for your interest in FSC accreditation, an identification of distinction that serves to help protect consumer interests and to identify those fitness practitioners who provide the highest of service standards. The FSC goes to great efforts to evaluate every submission to make certain of compliance to our standards.

The attached application will serve to guide you in your submission, so that all the required information is submitted to our review board. However, please make certain that you read over our standards carefully and that you can comply with our standards to avoid wasted time and effort. Copies of the FSC Standards can be found at www.FitnessStandards.com under the appropriate section for Fitness Practitioners.

If you have difficulty completing the application or have any questions, please contact the FSC office via the telephone or e-mail listed above.

Yours truly,

Dr. R.M. Kudlak, M.D.

Application for Fitness Practitioner Accreditation

Submitted By

Practitioner's full name: _____

Carrying on business as: _____

Mailing address: _____

E-mail: _____

Phone: _____

Fax: _____

Web Site: _____

to

Fitness Standards Council

Date: _____

Signature: _____

Check One

New Application

Renewal Application Current accreditation expiration: _____

Fee (payable to "Fitness Standards") includes check/money order for \$49 US

Fitness Practitioner Application

NOTE: All fees in US funds, payable to “Fitness Standards”. Canadian funds accepted; please visit <http://www.bankofcanada.ca/fmd/exchange.htm> for current exchange rate information. We accept personal checks, company checks and International money orders only. Any packages forwarded from other countries to the FSC must not exceed \$10 in value; otherwise, custom and duty charges will be billed to the forwarding party. FSC denial of a registration will result in a written explanation for said denial together with 50% of the fees submitted (remaining fees are retained for administrative and review purposes). However, we will make every attempt to work with the practitioner so that he or she can meet or exceed FSC standards. Any change in mailing, telephone, Internet, or service quality information must be forwarded to the FSC immediately in order to maintain FSC registered status.

Instructions and General Information

When preparing to submit this application for fitness practitioner accreditation to the FSC, please be aware of the following:

- Provide all supporting documents or materials in a proper sequence and organized accordingly.
- Applications will be accepted in typed or clearly printed (not written) format.
- A separate application must be submitted to the FSC for each practitioner considered for accreditation (if done on behalf of a fitness facility). If more than one application for the FSC to review at any time, appendices or exhibits that these multiple practitioners have in common (e.g., code of ethics, assessment methods, etc.) should be provided to the FSC only once, in one master binder or accordion envelope.
- Applications are accepted and reviewed at any time, but accreditation is provided and announced only quarterly, on the first of January, April, July, and October of each year. Review of each application can take upward of 60 days, with acceptance for accreditation to occur on the quarter most appropriate.
- Always make duplicates of your application and other necessary documentation in the event of mail loss, damage or theft.
- If a particular document provides information to demonstrate or explain compliance with more than one standard, refer to the document by referencing a previously labeled appendix or exhibit. Do not include additional copies.
- If a document or explanation does not directly respond to a standard or an element therein, explain “how” the practitioner’s practices meet the standard. Do not simply restate the standard or one of its particular elements.
- **Eligibility:** Any fitness practitioner may apply for accreditation after six months of providing fitness-related services and with an active certification; the certification does not have to be from a FSC accredited education provider.
- **Renewal:** A practitioner accredited by the FSC must be renewed annually. A repeat of all provisions are *not* necessary, but a detailed report of any changes in operations, assessment methods, operational procedures, etc. must be provided and any affected standards supported by relevant documentation or explanation. If nothing has changed with the practitioner’s practices and administration, and the FSC standards have not changed to warrant demonstration of compliance, then a typewritten letter is required as a minimum upon renewal, together with the appropriate annual fees.
- **Additional Information Requests:** A fitness practitioners may be contacted by the FSC to request additional clarification prior to or during the application review.
- All information submitted by the practitioner or his/her employer are deemed confidential and for investigation by the FSC review board only.

Fitness Practitioner Application

STATEMENT OF UNDERSTANDING

By my signature below, I have read, understand and will comply with the *FSC Standards for Fitness Practitioner Accreditation*; that all information provided by me (or my employer) is true, correct and complete to the best of my knowledge and belief; and that in the event of a material change in my business practices after submission of this application but before the FSC review board renders its decision, I will notify the review board of the existence and nature of any such change.

AGREEMENT

In consideration of the FSC's decision, if any, to grant accreditation, the applicant acknowledges and agrees that the fitness practitioner shall:

1. Annually complete and submit the information to be an accredited fitness practitioner.
2. Report any change in purpose, structure, or activities of my business operations, including client assessment, prescriptive, and documentation methods.
3. Provide any and all information that the FSC may require to investigate whether I comply with *FSC Standards for the Accreditation of Fitness Practitioner*.

Signature of Fitness Practitioner

Name

Title

Date signed

Fitness Standards Council

Supporting Information

As supporting evidence or proof of each standard, provide relevant explanations, descriptions, and in-house documentation. Coordinate and mark submitted materials accordingly and as exhibits or appendices to this application. Use additional paper if required, but keep answers and information concise and to the point. Contact the FSC if assistance is required.

Local, State & Federal Laws

Standard 1

Fitness practitioners are to abide by any city, regional, county, state, provincial, or federal laws that affect the daily practice of said fitness practitioner, whether related to providing fitness or nutrition services, or business operational procedures.

(As a minimum requirement, please provide proof of business operations)

Mission Statement & Code of Ethics

Standard 2

Fitness practitioners will have a Mission Statement that includes his or her general direction within the industry/profession and is supported by specific and clearly defined objectives.

(Include your code of ethics, whether different from or the same as the code of ethics provided by the FSC.)

Fitness Practitioner Application

Standard 3

Fitness practitioners will maintain a Code of Ethics.

(Include your code of ethics, whether different from or the same as the code of ethics provided by the FSC.)

Health & Safety

Standard 4

Fitness practitioners will have every client complete necessary questionnaire, consent, and waiver forms for legal reasons and to help evaluate a client's medical and exercise history, interpret the results, and recognize those needing referral to appropriate health care professionals. The health questionnaire form will include the physician's consent, unless waived by the client.

Standard 5

Each client will undertake a fitness profile (and various possible testing procedures) and physical/nutrition assessment when permissible by law. The fitness profile tests will depend on accessibility to equipment as well as applicability to the client.

Fitness Practitioner Application

Standard 6

Fitness practitioners must know their limitations and always cooperate with clients' health care professionals (e.g., doctor, dietitian, physical therapist, or psychologist), and provide service in clients' best interests in accordance to health care professionals' instructions.

1. Fitness practitioners will not cross into areas reserved for licensed health care practitioners (e.g., medicine, nursing, physical therapy, dietetics, chiropractic and, in some areas, athletic training or psychology, unless also qualified in those areas.
2. As per Standard 1, fitness practitioners are to abide by state/provincial and federal statutes that authorize certain licensed health care providers and should consult with a legal representative to determine the existence and extent of such laws in their areas.

A signed declaration to the above is sufficient.

Signature

Name

Title

Date

Fitness Practitioner Application

Standard 7

Fitness practitioners will provide a reasonably safe environment and level of care and will investigate any relative specific medical conditions of all clients to determine contraindications to exercise, together with special procedures and safety standards if exercise is allowed in such cases.

A signed declaration to the above is sufficient.

Signature

Name

Title

Date

Fitness Practitioner Application

Standard 8

Fitness practitioners will determine the client's needs and goals and then ascertain whether those needs and goals can be served relative to the unique individualism of the client, and if there are possible contraindications of an exercise program or change in nutrition.

Fitness Practitioner Application

Standard 9

Services will be provided only when there is no legal risk to the fitness practitioner or physical risk to the client.

1. Services will not be provided or an agreement entered with a client unless that person completes a questionnaire, in relation to the individual's risk in participating in a fitness or exercise service and that questionnaire and is assessed by a personnel who is properly trained.
2. Where answers to a questionnaire indicate that an individual may be at risk from participating in a particular fitness service, do not supply any fitness service unless the client states that he or she has received advice from a medical practitioner or any appropriate health professional to the effect that the client, in the opinion of the fitness or other health care professional, is not at risk from participating in the proposed fitness service.
3. Where there is evidence that a client may be at risk from participating in an exercise activity, do not provide a fitness service until an appropriately qualified person has provided advice to the client in relation to an appropriate fitness program.

A signed declaration to the above is sufficient.

Signature

Name

Title

Date

Fitness Practitioner Application

Standard 10

Fitness practitioners must not prescribe or recommend or provide substances that are illegal, prohibited, or harmful to their clients for any purpose including enhancing performance or conditioning the physique. Only those substances that are lawful and scientifically proven to be beneficial or, at least, not harmful may be recommended or provided to clients so long as there is no intent to commit fraud for financial gain.

A signed declaration to the above is sufficient.

Signature

Name

Title

Date

Standard 11

Explanation of exercise, breathing technique, and proper use of equipment is to proceed in a logical format that is communicated in an appropriate manner relative to the client's comprehension and experience.

Fitness Practitioner Application

Standard 12

Fitness practitioners will ensure each client full attention, adequate supervision, clear communication, and a safe, unencumbered area in which to exercise.

1. Never leave clients unattended, or redirect your attention for extended periods except in the case of an emergency. Socializing with others, or focusing on anyone or anything other than the client is improper conduct. A momentary lapse of supervision can result in an injury.
2. The area and client (in and around equipment) must be clearly visible at all times during supervision; clear communication is necessary; the ability to act quickly to assist a client in need is necessary. Peak hours of an exercise facility will affect overall quality and consistency of standards in these regards. Carefully planned appointments with a sufficient number of qualified staff must be considered.
3. There must not be an inappropriate number of clients being supervised or exercising as to reduce the quality of supervision or free movement of clients.

A signed declaration to the above is sufficient.

Signature

Name

Title

Date

Prescriptive Measures

Standard 13

Fitness practitioners must track a minimum amount of information, including the type of exercise or use of particular equipment, volume (workout duration, sets, and repetitions), frequency, load or resistance and intensity of effort (i.e., heart rate in the instance of continuous endurance-based exercise). In the instance of nutrition services, food intake quantity and items are to be recorded for analysis or provided to an individual with appropriate skills for assessment purposes. Fitness practitioners are to track clients' heart rates during exercise or use a heart rate monitor if preferred. This latter standard is mandatory for clients over the age of 40 with a history of family heart disease, and mandatory for all clients over age 50.

Standard 14

Fitness practitioners are to prescribe exercise elements relative to clients' individuality, such as intensity of effort relative to individual needs, goals and tolerances, a factor that must take into account the prescribed measure of volume and frequency, which measures reflect the intensity of effort and an appropriate load or resistance relative to the activity in question. In regard to nutrition programs, prescription of nutrition must take into account the needs and goals of the client as well as client *preferences*. Inclusion of foods disliked by the client to increase the fitness practitioner's financial gain when other equal and preferred choices are available is unethical.

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Standard 15

The program prescribed by the fitness practitioner must be the safest possible relative to the goals of the client. If safer alternatives exist to achieve the same results, those alternatives must be chosen. Choices are to be presented to the client in the decision-making process or to communicate the direction of the fitness plan in general.

A signed declaration to the above is sufficient.

Signature

Name

Title

Date

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Standard 16

Fitness practitioners must be accountable for their actions, being able to explain to clients what is being done and why, even if those reasons are estimations for purposes of experimentation. If validation of a more dangerous method or strategy cannot be expressed verbally or in writing, or based on hypotheses as opposed to fact, then safer proven methods or strategies must be considered or given priority.

A signed declaration to the above is sufficient.

Signature

Name

Title

Date

Fitness Practitioner Application

Standard 17

Fitness practitioners must prescribe a fitness program that involves the least amount of activity to achieve the greatest benefit relative to the client's needs and goals. Including superfluous activity in order to generate greater financial revenue is considered an unethical and fraudulent act.

A signed declaration to the above is sufficient.

Signature

Name

Title

Date

Fitness Practitioner Application

Standard 18

All services rendered will include the opening of a client file. That file will consist of a general report of what actions to take, an analysis of the results achieved, and future recommendations for the client upon leaving your services if such an event were to occur. The report also may contain daily, weekly, and monthly note summaries.

Standard 19

Fitness practitioners are to track and assess/evaluate client progress by means of body part measurements, the use of a weight scale, or changes in exercise or athletic performance as a *minimum* standard.

Administrative & Operational

Standard 20

Fitness practitioners will document that clients are satisfied with the instructional and educational services provided.
(Provide relevant assessment or evaluation forms if available.)

Standard 21

Fitness practitioners will maintain and improve their knowledge when possible through additional education avenues considered to be sources of reliable information.

Standard 22

Fitness practitioners must maintain sufficient liability insurance and professional indemnity insurance based on accepted industry standards.

Standard 23

In support of the health & safety standards, fitness practitioners are to establish risk management plans that may coincide or reflect the risk management plan of the facility or location in which clients exercise, whether in commercial facilities, non-profit centers or home-based locations.

Fitness Practitioner Application

Standard 24

Any fitness practitioner registered with the FSC and who owns and operates a fitness facility must register that facility with the FSC and abide by the Fitness Facility standards as set out by the FSC.

(Provide proof of FSC Fitness Facility Accreditation)

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Standard 25

All client information provided and collected by the practitioner is to remain confidential unless released by the client.

(Indicate how client information is kept confidential.)

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Standard 26

Where a written complaint is made a practitioner will:

- Provide the complainant with written feedback within 10 days of receiving the complaint regarding the result of action taken by the practitioner to resolve the complaint.
- If it is not possible to resolve the complaint within 10 days, provide written acknowledgment of the receipt of the complaint within 7 days and specify the time frame that the complainant will receive feedback regarding the result of action taken by the institute to resolve the complaint.
- Safely maintain and store records on all complaints received for a period of five years.
- Allow the FSC to act as moderator in the event of unresolved complaints or issues of a serious nature that challenges the integrity of quality fitness education and certification administration.

A signed declaration to the above is sufficient.

Signature

Name

Title

Date

Fitness Practitioner Application

Standard 27

The practitioner must demonstrate continued compliance to maintain FSC accreditation by:

- Annually completing and submitting its membership dues and supporting report of the FSC standards.
- Reporting any changes in procedures (including client assessment method changes).
- Providing any information the FSC may require in order to investigate allegations that involve lack of compliance to the standards contained herein.

A signed declaration to the above is sufficient.

Signature

Name

Title

Date