

SFIC Renewal Checklist

SFIC certification is maintained by demonstrating ongoing excellence in delivering SFIC model classes to older adults. Every two years, certificate holders are required to show that they have taught a minimum of **16 hours** of SFIC classes and have earned **eight Professional Development Credits (PDCs)** in order to maintain SFIC certification.

Personal Renewal Requirement Summary Table

Full Name		Date
Email		Renewal Cycle <input type="checkbox"/> Even Year <input type="checkbox"/> Odd Year
Summarize Renewal Requirements (Provide more detail as appropriate below)		
Active Delivery (16)	Professional Development Credits (8 PDCs)	
Classes Taught	Continuing Education Credits (min 4 CECs)	Mentorship Credits (optional)
#	#	#

Active Delivery

Teaching Hours

Certified instructors must lead a minimum of 16 CCAA senior fitness classes (min 50 min in length) throughout the two years prior to recertification. Actively delivering SFIC model classes is important for the maintenance of the skills learned throughout the SFIC training.

Active Delivery Tracking Table

	Time Period	# of Classes Taught	Supervisor Email (if applicable)
Year 1	Jan – June		
	July – Dec		
Year 2	Jan – June		
	July – Dec		
Total # of Classes			

Professional Development Credits

1. Continuing Education Credits (min 4 CECs)

Continuing Education Credits (CECs) help ensure that certificate holders learn current information and gather knowledge that will enhance their exercise class content and design. **Proof of a *minimum* of four continuing education credits must be submitted every two years.**

Continuing Education Credit Tracking Table

Event Name	Provider	Date	Length (hours)	# of CECs
Ex. TEP Course	CCAA	Jan/2023	9	3
TOTAL				

Continuing Education Credit Reference Table

Provider	What	Length	# of CECs
CCAA	CEC Videos	~1 hr	1 CEC
	CEC Seminars	~1 hr	1 CEC
	Conferences	~6-8 hrs	3 CEC
	Courses (TEP,	Half day	2 CEC
		Full day	3 CEC
	*SFIC Refresher	3 hrs	2 CEC
Research Seminars	2 seminars	1 CEC	
Non-CCAA	Various Courses	½ day	2 CEC
		Full day	3 CEC

Important! Keep a copy (pdf or image) of any confirmation of attendance for courses, workshops, or webinars to be submitted as CECs (ex. certificate or receipt of completion, follow-up email from organizers, or payment receipt)

2. Mentorship Credits (optional)

Certified instructors who engage with SFIC candidates as mentors will earn credit(s) towards their own professional development requirements for recertification. **Certified instructors accumulate one PDC for every two hours of mentorship with SFIC candidates.**

Note: Mentorship hours are NOT a requirement for renewal, all renewal PDCs can be attained by accumulating CECs (see # 1).

Mentorship Hours Tracking Table

Mentee Name	Total time with Mentee (hrs)	Date	PDCs
<i>ex. Mary Smith</i>	<i>2</i>	<i>Mar 24 & 31, 2023</i>	<i>1</i>
TOTAL			