

CONTINUING EDUCATION CREDIT GUIDELINES

REVISED 9/1/2023

CEUs and CECs are interchangeable abbreviations for Continuing Education Credits and Continuing Education Units, respectively. ESA follows the guidelines of the National Council for Continuing Education and Training. According to national standards, every ONE HOUR of study is granted .1 CEC. ESA requires .6 CECs per year or 6 hours of study. The same 6 hours or .6 units are applied to all of the certifications, and it is not necessary to earn .6 CECs per certification. For example, two certifications require only .6 CECs total. ESA divides CEC courses into two categories: ESA accredited study and independent study.

ESA ACCREDITED STUDY

In addition to preparing for certification in the designated exercise discipline, all ESA certification training courses earn .6 CECs. A CEC certificate is sent upon completion of the examination. ESA online articles earn .1 CEC unless otherwise stated. There is no fee for .1 ESA on-line articles. Articles that are published and granted more than .1 CEC may require a minimal fee which will be stated in the header of the article. To earn credit the answers to each quiz must be submitted by email. Upon receipt of the completed quiz, ESA will send a CEC validation certificate by email in a PDF doc. Print out the CEC certificate, log it on your tracker form, and place the certificate in your LIFETIME FOLDER. Multiple articles completed at the same time will be sent on an ESA CEC Validation form.

INDEPENDENT STUDY

ESA respects instructor autonomy and good-judgment. Thus, it recognizes continuing education classes from all professional organizations despite differences in philosophy. It is the responsibility of the certified instructor to evaluate a non-ESA course for content based on the ESA training objectives. ESA strongly recommends that instructors attend high quality programs and set goals of excellence for themselves by seeking courses that meet the ESA's standards for the subject matter. Courses that will not be accepted contain questionable information not based on peer-reviewed science or academic research, and ones that have sensationalized titles or are based on the presenter's personal theories rather than scholarly research (for example, *How to lose 50 pounds in 10 days by Doing This One Simple Exercise*).

When attending a continuing education course from an organization, obtain a CEC certificate that states the name of the presenting organization, your name, title of the course, the number of classroom hours or number of CECs granted, and the date the course was taken. Log the course(s) on your CEC Tracker and attach the certificate of completion or placed it in the folder-pocket.

Many types of independent self-study earn CECs; however, due to the nature of study in that type of learning, a CEC certificate cannot be issued. In those instances, submit the REQUEST FOR CEC CERTIFICATE form on page 25 or call ESA (407-951-6222). The learning experience will be evaluated, and a CEC certificate will be returned to you by email in a PDF doc. Print out the certificate, log it on your tracker, and attach it or insert the certificate in the pocket of your folder. Whenever you do not receive a CEC certificate, submit the request and ESA will determine if one can be issued.

CPR CERTIFICATION IS REQUIRED and DOES NOT EARN CECS. Neither does AED. Many courses of study can be used to earn CECs: Examples follow:

- EMERGENCY CARE TECHNIQUES
- ACADEMIC COURSES RELATED TO HEALTH, WELLNESS, PHYSICAL FITNESS, ANATOMY, KINESIOLOGY, PHYSICAL THERAPY, NUTRITION AND LEADERSHIP THAT ARE COMPLETED THROUGH A SCHOOL OF HIGHER LEARNING SUCH AS A COMMUNITY COLLEGE, UNIVERSITY OR COMMUNITY ADULT EDUCATION PROGRAM. These courses typically earn significantly more CECs than the credits granted by the school because CECs are based on hours of study; so, submit the REQUEST FOR CEC FORM to ESA to have documentation for the larger number of CECs. Keep BOTH the certificate or documentation of completion from the school of higher learning along with the ESA CEC Certificate. Non-related courses such as history, business, and accounting are not accepted for CECs; however CECs can be earned if the subject matter relates to exercise. Examples follow: *The History of Exercise in the US, The Spiritual Effects of Exercise, or Wellness, Spirituality, and Sport in the Modern Age.*
- ALL COURSES THAT EARN CECS FOR STATE LICENSED TEACHERS, NURSES, DOCTORS, THERAPISTS, AND BODY WORKERS.
- LEADERSHIP AND SAFETY TRAINING COURSES REQUIRED BY AN EMPLOYER
- HEALTH AND FITNESS BOOKS & VIDEOTAPES INCLUDING CHOREOGRAPHY VIDEOS

- COURSES CONDUCTED BY A QUALIFIED LECTURER WHOSE PRIMARY PROFESSION IS RELATED TO THE SUBJECT MATTER AND WITH A DEGREE IN THE SPECIFIC SUBJECT OR IS LICENSED BY THE STATE. Examples: *Methods to Prevent Back Injury* conducted by a licensed chiropractor; *Maintaining a Healthy Heart* conducted by a cardiologist or doctor; *Current Nutrition Guidelines* conducted by a registered dietician; *Shoulder Rehabilitation* conducted by a physical therapist
- COUSES THAT ARE LARGELY RECOGNIZED IN MAINSTREAM ALTERNATIVE AND TAUGHT BY A CERTIFIED PROFESSIONAL IN THE SUBJECT MATTER. Examples: *Therapeutic Touch* taught by a certified practitioner; *Reiki* taught by a certified practitioner; *Working with the Chakras* taught by a certified integrated or alternative specialist.
- MENTORING AN ESA PROTÉGÉ WHO PASSES THE CERTIFICATION EXAMINATION. Teaching is learning, and so, 2 CECs are granted upon the protégé's successful completion of the examination.
- TEACHING A CEC COURSE IN A FIELD OF PROFESSIONAL EXERCISE OR LEADERSHIP EXPERTISE
- HEALTH, FITNESS & PERSONAL IMPROVEMENT MAGAZINE SUBSCRIPTIONS OR PROFESSIONAL JOURNALS MAINTAINED FOR AT LEAST ONE YEAR. Examples: *Prevention*, *Shape*, *Self*, *JAMA*.
- CONDUCTING A MEMBER OR CLIENT FITNESS OR HEALTH INFORMATIONAL SESSION THAT REQUIRED RESEARCH
- FITNESS CLASSES TAKEN BY A CERTIFIED INSTRUCTOR TO GAIN EXPERIENCE & LEARN A NEW EXERCISE DISCIPLINE. The instructor of the classes must be certified in the discipline. Exercise classes or sessions taken solely to maintain physical fitness or enter a competition are NOT accepted. Teaching your fitness class DOES NOT earn CECs.
- ZOOM, INTERNET, OR ON-LINE PROGRAMS THAT ENHANCE TEACHING WATCHED AT LEAST ONCE PER WEEK FOR AT LEAST 6 MONTHS

ESA has the most all-encompassing CEC policy. Many methodologies and ways to learn and CECs exist and should not be limited to Continuing Education Groups that pay Certification Organizations for approval. ALWAYS OBTAIN A CEC CERTIFICATE.