



# Certification Requirements

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## Introduction

This guide is for GEL, RT, OAL, AEL, MBL, and ICE certifications. The courses for each of these are referred to as “Teaching Modules”.

*Please note* – Exercise Theory is not a certification by itself.

## Practicum

Doing a practicum for your GEL certificate is not strictly mandatory. We do *strongly recommend* it, especially for anyone who has no teaching experience. Those with experience teaching in other contexts may wish to do a shorter practicum. Please see the checklist and log on the following page for suggestions of activities you can do in your practicum. You can print this page to take with you so you can keep a record of what you have done. We do not collect the log. It is a tool for you to use to ensure your practicum experiences are well-rounded. You should observe & teach with different instructors if that is possible in your area.

## Mentors

Not every NSFA student feels the need to have a mentor, but we do highly recommend it. Ideally you will connect with a certified NSFA member in your area. If there is no NSFA members in your area we will consider non-NSFA certified instructors for this role. They must contact our staff to be approved. If you do not know anyone you can also contact our staff and request being paired with someone.

## Written Exam

The written exams are all 60 questions, all are multiple choice. The set exam time is 1 hour, but we can add time for people who have learning difficulties or language barriers. The NSFA offers 2 in-person exam days per year in Halifax;

one is in January, the other is in June. These will be posted on the events page on the NSFA website. You can self-register for these. If you cannot attend these dates our staff can arrange for a private exam proctor to meet with you and give you the exam. If you have paid in full for the certification course there are no further fees for the exam.

The exam has questions on the content for your specific certification *and Exercise Theory content*. The exam has questions on the following topics:

- Leadership Skills
- Communication Skills
- Exercise Analysis and Risk Management
- Program Planning
- Class Organization/Design Skills
- Use of Music
- Monitoring Individual Progress
- Ongoing Professional Development

### Evaluation

In preparation for your practical evaluation, it is **RECOMMENDED** that you mentor with a certified group fitness leader with whom you can hone your teaching skills (see next page for log form). If you wish to find a mentor and don't have a certified leader in mind, contact the NSFA and we will endeavor to find one on your behalf.

Candidates must receive at least an 80% to pass the evaluation.

In the practical evaluation you must successfully demonstrate:

1. Introduction
2. Warm-Up
3. Cardio conditioning, including intensity check
4. Cardio cool-down
5. Muscle conditioning
6. Stretching and Relaxation

You will also be evaluated on a number of skills within each class sections, such as cueing, musicality (if applicable), correct execution of the moves, and so on. A copy of the evaluation chart will be provided to you well in advance of your evaluation session.

# Practicum Log

We suggest 8 to 10 hours of practicum time. The *recommended* combination of hours are as follows:

- Up to 3 hours of observation/participation in classes
- 2 hours teaching warm-up / cool-down /relaxation
- 3 hours teaching cardio conditioning
- 2 hour teaching muscular conditioning exercises and stretch

Date	Class /Activity	Hours	Mentor/Instructor	Notes



# Certification Checklist

- Attendance at Teaching Module course**
- Pass of at least 80% on written ET & Teaching Module exam**
- Completion of 8 to 10-hour practicum**
- Practical Evaluation pass of at least 80%**
- Submission of current CPR**
- Submission of membership and insurance fee**

Your NSFA courses include your first year of membership and insurance. Renewal of membership and insurance is due *annually* in June. You must complete 6 Continuing Education Credits (CECs), an annual CPR recertification and the annual renewal fee in order to remain certified and insured.

Contact your course conductors if you have any questions or concerns or if you require a letter/email of introduction to a facility for your practicum.

NSFA is proud to be a continuing resource and support to the exceptional leaders whom we are proud to call members. Please join us on Facebook (members-only group) and/or Twitter to meet other members, ask questions and to be the first to get announcements of events and new initiatives.

Website: [www.nsfitness.ca](http://www.nsfitness.ca)

Twitter: @NovaScotiaFitnessAssoc

Facebook Group: <https://www.facebook.com/groups/438046119649046/>

E-mail: general membership inquiries please contact [zena@nsfitness.ca](mailto:zena@nsfitness.ca)

Thank you!