

Fitness Alberta Trainer-Educator and Assistant Trainer-Educator Professional Conduct Agreement

As a Trainer-educator for Fitness Alberta, I agree to:

As an Assistant Trainer-educator for Fitness Alberta, I agree to:

Act in accordance with the Fitness Alberta Code of Conduct.

Act as a representative and ambassador of Fitness Alberta.

Promote Fitness Alberta and its certification.

Acknowledge my role as a member of the Fitness Alberta team and ensure all references to Fitness Alberta are respectful.

Endorse Fitness Alberta certification as the certification of choice.

Assist agencies with questions regarding course coordination and Fitness Alberta.

Deliver Fitness Alberta courses based on the appropriate learning objectives and performance standards and within my certification statuses.

Adhere to professional practices when working for or, contracted by, agencies.

Assist with or complete course administration including but not limited to:

- Course applications
- Manual orders
- Final report documentation within 24 hours of course completion

Explain the following Fitness Alberta information during certification courses:

- History, mission, and mandate of Fitness Alberta
- Certification process
- Manual order process
- Exam registration process
- Practical exams and assessments
- Recertification process
- Policies and procedures
- Scope of practice

Assist and support participants throughout the entire process of certification. Areas may include but are not limited to:

- Reviewing exam results with participants (for the practical exam)
- Answering questions on course material
- Mentoring leadership skills
- Completing practical exams and/or practical assessments and providing feedback

Adhere to the Fitness Alberta exam confidentiality protocol. When provided with Fitness Alberta's practical exam (updated regularly) content and questions, no part of the exam will be distributed before or after the verbal exam process. Grades will be provided to the candidate by the trainer-educator and assistant trainer-educator to the student or candidate post verbal practical exam. These marks will be documented on the practical exam form.



I adhere to this process and will not distribute or communicate details (content and questions) of the practical examination. Noncompliance will result in withdrawal of trainer-educator or assistant trainer-educator status.

Facilitate **ONLY**:

- Fitness Alberta certification courses
- Fitness Alberta-sanctioned courses, approved continuing education credit courses, Fitness Alberta modules, and courses offered by Fitness Alberta partners.

Delivery of non-Fitness Alberta fitness certification courses may impact future eligibility for Fitness Alberta trainer-educator and assistant trainer-educator certification.

Adhere to recertification requirements of Fitness Alberta and attend professional development as required.

I understand and hereby accept the responsibility to comply with the *Fitness Alberta Trainer-educator and Assistant Trainer-educator Professional Conduct Agreement*. I recognize that failure to act in accordance with the above requirements may result in the withdrawal of training status.



By signing this document, I accept these requirements and responsibilities of a Fitness Alberta Trainer-educator.



By signing this document, I accept these requirements and responsibilities of a Fitness Alberta Assistant Trainer-educator.

Print Name

Signature

Date