



## 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, performance standards and within my certification status.

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

Adhere to exam confidentiality protocol:

- Fitness Alberta's practical exam content and questions are updated regularly
- No part of the exam will be distributed to the candidate before or after the verbal exam process
- Grades will be provided to the candidate by the Trainer-educator and Assistant Trainer-educator post verbal practical exam and documented on the practical forms



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 or Assistant Trainer-educator status.

Ensure confidentiality of Fitness Alberta materials.

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

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.

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Print Name

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Signature

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Date

