



**F2T** | FIT TO  
THRIVE

More Fire Fighters. More Active. More Often.

PERFORMANCE REDEFINED



# MAINTAINING YOUR CERTIFICATION

## Fit To Thrive Recertification and Continuing Education Policies

This guide contains the policies and procedures for actively maintaining your Fit To Thrive certification. All certified individuals must understand and follow the requirements outlined in this document. Bookmarks to specific sections have been listed below.

[What are CECs? Why is Continuing Education Required?](#)

[How many CECs do I Need?](#)

[How Do I Earn CECs?](#)

[How Are CECs Calculated?](#)

[Acceptable Content for CECs](#)

[CEC Reporting Period](#)

[Reporting your CECs](#)

[Random Departmental Audit](#)

[F2T Challenges](#)

[Certifying with Distinction](#)

[Changing Designations](#)

[Late Renewals and Reinstatement](#)

Updated March 2023



**F2T** | FIT TO  
THRIVE

## What are CECs? Why is Continuing Education Required?

CECs, or Continuing Education Credits, reflect various forms of education and training that are completed on an ongoing basis to demonstrate the requisite knowledge and skills to warrant a particular designation. In other words, they are a means to show that you are committed to continued growth and development as an ambassador for fire fighter wellness and fitness. CECs can be earned in a variety of ways, and can range across a wide variety of topics (see sections [How do I earn CECs](#) and [Acceptable Content for CECs](#) below).

The IAFF believes that continuing education is critical to maintain the high standards of any trusted certificate program. Ongoing education requirements will help to ensure that anyone with an active certificate maintains the minimum knowledge and skills to serve in their role as an ambassador for wellness and fitness within the fire service.

## How many CECs do I Need?

Each F2T designation (i.e. FPS, PFT and WFA) has specific CEC requirements during every two-year renewal period. Meeting these minimum standards is required to maintain an active F2T certificate and F2T membership. Please see the chart below for the specific details associated with each F2T designation.

	Total CECs	CECs Required from F2T Education	F2T Challenges	Renewal Fee
<b>Wellness-Fitness Ambassador (WFA)</b>	0 CEC	0 CEC	1	\$99 USD
<b>Peer Fitness Trainer (PFT)</b>	8 CEC	4 CEC	1	\$99 USD
<b>Fitness-Performance Specialist (FPS)</b>	12 CEC	6 CEC	2	\$99 USD

Special conditions apply when upgrading or downgrading your level of membership (e.g. being awarded a PFT certificate after already holding a WFA certificate). See the [Changing Designations](#) section below for more details.

## How Do I Earn CECs?

The F2T program offers a variety of continuing education opportunities to accommodate the needs and interests of all fire fighters and departments. The F2T program offers in-person and virtual courses, workshops, seminars, and article/video reviews. Other IAFF-sanctioned events (e.g. IAFF Redmond Symposium) and educational opportunities (e.g. IAFF Resiliency course) and activities from other reputable organizations in the wellness and fitness space may also be eligible for CECs.

The F2T program classifies activities into four main categories – courses, workshops, seminars, and F2T article/video review. Descriptions of each can be found below.

**Courses** – Defined as an educational activity that involves and/or culminates in an assessment of the students’ knowledge and/or skills related to the course’s learning objectives. For example, the inclusion of the F2T 101 certificate exam makes F2T 101 a course with specific and measurable learning outcomes.

**Workshops** – Defined as an educational activity that involves peer-to-peer and/or instructor-to-student interactions but does not include formative and/or summative assessments to evaluate students’ knowledge and/or skills. For example, hands-on conference proceedings that have students work in small groups to design exercise sessions for potential clients would be a workshop.

**Seminars** – Defined as an educational activity that does not involve active participation. These activities must be attended in real-time and provide proof of attendance (i.e. a certificate of attendance). Video recordings are not eligible for CEC credit. For example, an in-person conference presentation or live online webinar would be considered a seminar provided that a certificate of attendance can be provided.

**F2T Article/Video Review** – Exclusive to IAFF F2T activities, these involve independent self-study or review of select materials approved and provided by the F2T Program.

## How Are CECs Calculated?

Please refer to the table to below for details on the number of CECs awarded for specific educational opportunities.

Source	Type of Activity	CECs Earned	Maximum Allowance in 2-Year Renewal Period	Maximum Allowance of Source in 2-Year Renewal Period
<b>IAFF F2T Activities</b>	Courses	1.0 CEC per hour of instruction	No Maximum	No Maximum
	Workshops	1.0 CEC per hour of instruction	No Maximum	
	Seminars	0.25 CECs per hour of instruction	No Maximum	
	Article/Video Review	1.0 CEC per activity	No Maximum	
<b>Non-F2T IAFF Activities</b>	Courses	0.5 CECs per hour of instruction	Half of Required CECs (4 for PFT; 6 for FPS)	Half of Required CECs: 4 CECs for PFT 6 CECs for FPS
	Workshops	0.5 CECs per hour of instruction	Half of Required CECs (4 for PFT; 6 for FPS)	
<b>Non-IAFF Activities</b>	Courses	0.5 CECs per hour of instruction	Half of Required CECs (4 for PFT; 6 for FPS)	Half of Required CECs: 4 CECs for PFT 6 CECs for FPS
	Workshops	0.5 CECs per hour of instruction	Half of Required CECs (4 for PFT; 6 for FPS)	

## Acceptable Content for CECs

A minimum of 50% of all CECs must come from F2T educational activities. The remaining CECs may come from other IAFF-sanctioned activities or other reputable education providers.

Only education that falls within the scope of health, wellness and fitness will be accepted as CECs for the F2T certificate. Examples of acceptable and unacceptable content are detailed below:

Acceptable Content	Unacceptable Content
<p><b>Exercise Program Design</b> – Principles of exercise selection and program design suited for the range of objectives and abilities of members of the fire service</p>	<p><b>Group Fitness</b> – The unique demands of fire fighting wouldn't be considered here</p>
<p><b>Physical Activity and Health</b> – The relationship between physical activity and topics of significance to members of the fire service (cancer, mental health, resiliency, cardiovascular health etc.)</p>	<p><b>General Business</b> – F2T designations are specifically designed to be used within the fire service</p>
<p><b>Managing a Team of PFTs</b> – Developing leadership, communication, and mentorship skills to influence and motivate a team of wellness ambassadors</p>	<p><b>Alternative Health Topics</b> – Topics such as acupuncture, energy work, homeopathy etc. are outside the scope of F2T designations</p>
<p><b>Exercise Technique</b> – Observe, assess, interpret and coach the movement patterns of others within a variety of environments (work, life, exercise etc.)</p>	<p><b>Injury Treatment and Rehabilitation</b> – Providing direct patient care in these settings is outside the scope of F2T designations</p>
<p><b>Organizing and Administering a Wellness Program/Initiative</b> – Best practices guidelines to design, implement, and evaluate progress of a wellness program within the fire service</p>	<p><b>Allied Health Topics</b> – Techniques such as athletic therapy, physical therapy, massage therapy are outside the scope of F2T designations</p>

When determining if an individual, institution, organization or group would be considered an acceptable source of CECs, the following criteria should be used as a guide:

- 1) The individual/organization is established as a reputable and recognizable name in the wellness and fitness space, and is known for/has delivered high quality continuing education to fitness professionals in the past.
- 2) The individual(s) delivering the education has an advanced level of training and/or education on the subject matter (Master's degree or PhD in exercise science or related field, multiple accreditations from reputable and recognizable names in the wellness and fitness space etc.).
- 3) The individual(s) delivering the education can demonstrate a significant amount of experience working with fire fighters/the fire service in a wellness and fitness capacity (history working with multiple departments, implemented large scale wellness initiatives etc.).

If you are unsure if an activity or event would qualify for CECs, please contact us with the information detailed in the [Reporting your CECs](#) section below at [info@fittothrive.ca](mailto:info@fittothrive.ca) prior to engaging in the activity.

## CEC Reporting Period

Upon receipt of your initial F2T certificate it will remain active for the remainder of the current year plus a period of two years that begins on January 1 of the following year. All subsequent renewal periods are two years in length and run from January 1 to December 31. For example, a certificate earned in August 2022 will remain active for the remainder of 2022 and the subsequent two years (January 1, 2023 to December 31, 2024).

Renewing your certificate prior to the end of 2024 would extend your active status through December 31, 2026.

Special conditions apply when changing certificate status in the middle of the renewal period (e.g. being awarded a PFT certificate after already holding a WFA certificate). See the [Changing Designations](#) section below for more details.

In order to be eligible for renewal, all recertification requirements must be met during the corresponding two-year renewal period. If all CEC and F2T challenge requirements are not met, or the renewal fee is not paid on time (prior to December 31) late fees may apply and/or there may be a disruption to your member status and therefore access to F2T resources. For more details, see the [Late Renewals and Reinstatement](#) section below.

## Reporting your CECs

The F2T program encourages self-reporting of all continuing education as it bestows a sense of responsibility and accountability for scheduling and tracking of any education and training opportunities. CECs obtained from all IAFF F2T activities will be tracked **automatically within** your member profile. Select non-F2T IAFF activities may also be tracked automatically within your member. All third-party CECs must be tracked by the individual and submitted before the end of the two-year renewal period.

Regardless of the provider (IAFF or third-party), it is recommended that you keep all relevant documentation for education and training activities completed during your renewal period. This includes:

1. Activity title, brief description, and learning objectives
2. Activity instructor(s) and brief biography
3. Host organization (if applicable)
4. Total number of hours of instruction
5. Type of activity (i.e. course, workshop, seminar)
6. Confirmation of attendance and/or activity completion

Note that F2T members are required to submit descriptions of all continuing education as per the renewal criteria; however formal documentation is not required unless requested by the IAFF in conjunction with the random recertification audit conducted at the conclusion of each renewal period. For this reason, it is recommended that all members keep formal documentation of all education activities (e.g. certificate of attendance or completion) for the duration of the subsequent two-year renewal period.

## Random Departmental Audit

At the end of every renewal period the IAFF will conduct a random audit of select departments and their certified F2T members. All certified members will be required to submit documentation of their non-IAFF CECs to the IAFF for verification.

Departments randomly chosen to be audited will be notified electronically no later than 90 days after the end of their renewal period. Once contacted, certified members will have 90 days to submit documentation that supports the information previously reported on their CEC reporting form. If supporting documentation is not provided

within 90 days, does not substantiate the activities reported, or is found to be ineligible (i.e. the activity falls outside the realm of acceptable content), the member(s) in question will have their F2T certificate revoked.

If a member's certificate is revoked, their certificate and membership will be deemed inactive for a period of 24 months from January 1<sup>st</sup> of the year their certificate was revoked (i.e. their certificate and membership will be revoked for the two-year renewal period that they failed to meet the renewal requirement for).

In order to be reinstated, an F2T member has two options:

- 1) Re-take the F2T 101 Course (virtual or in-person) and pass the associated certification exam
- 2) Make-up any missed/ineligible CECs from the two-year period that they failed to meet CEC requirements, complete the CEC and F2T Challenge requirements for the two-year period that their certification is revoked, and pay a reinstatement fee.

Regardless of when a member completes the reinstatement requirements above, the earliest they can be reinstated is after the 24 month revocation period.

## **F2T Challenges**

F2T Challenges are designed to support the on-going growth and development of everyone holding an F2T certification. Each F2T Challenge will involve the completion of a practical activity that relies on the specific skills associated with 1 of 10 roles that may be assumed by F2T certificate holders. Completed F2T Challenges must be submitted as part of the renewal process (2 for FPS, and 1 for PFT and WFA), and will be used to expand the library of resources that is shared with the broader F2T community.

Ten unique F2T Challenges will be posted during each two-year renewal period. Each will align with one of the ten roles detailed [HERE](#). F2T certificate holders who complete 5 times the number required for renewal will be recertified with distinction (10 for FPS, 5 for PFT and WFA).

F2T Challenges can be submitted at any point during a renewal period and will be tracked internally within your member profile.

## **Certifying with Distinction**

As an F2T member, you are eligible to certify with distinction at the end of your two-year renewal period. Recertifying with distinction is a way of acknowledging F2T members that have significantly contributed to the F2T community. Members who recertify with distinction will be recognized with a specially designed F2T certificate honoring the achievement.

In order to be eligible for recertification with distinction, an F2T member must complete 5 times the required number of F2T Challenges within a given two-year renewal period. For more information on F2T Challenges, see the [F2T Challenges](#) section.

## **Changing Designations**

Changing designations within the F2T program follow different rules than initial certification. You can only hold one designation within the F2T program at any time. Reference the scenarios and examples below to determine what action you are required to take to change designations. Ensure you are aware of the specific renewal requirements required for the designation you are changing to; see the section [How many CECs do I Need?](#) for more details.

### Wellness-Fitness Ambassador (WFA) to Peer Fitness Trainer (PFT)

Upon successful completion of the F2T101 course and associated certification exam, a WFA will automatically be granted PFT status for the remainder of the calendar year they earned their PFT certificate during and the subsequent two-year renewal period. They will no longer be certified as a WFA and will be required to meet the PFT renewal requirements to renew as a PFT at the end of their two-year renewal period.

For example, a WFA who takes the F2T101 course and passes the certification exam in August 2023 will become certified as a PFT for the remainder of 2023, and the 2024-2025 renewal period. They will be required to complete all PFT renewal requirements prior to December 31, 2025, to renew for the following two-year renewal period (2026-2027).

### Peer Fitness Trainer (PFT) to Fitness-Performance Specialist (FPS)

Once a PFT has completed 3 F2T courses (excluding F2T110) and 3 F2T workshops, they are eligible to upgrade to FPS status. The PFT must contact Fit To Thrive ([info@fittothrive.ca](mailto:info@fittothrive.ca)) and request their designation be upgraded to FPS. Upon confirmation of eligibility, the PFT will be upgraded to FPS status while maintaining the same renewal period and expiry date as their PFT certificate. They will be required to meet all FPS renewal requirements to renew as an FPS prior to this date to renew as an FPS. Any CECs/challenges completed while certified as a PFT during the two-year period will be eligible towards FPS renewal requirements.

For example, John's PFT certificate is active through December 31, 2023, but has met the criteria to become an FPS on August 31, 2023. Upon contacting Fit To Thrive and confirmation of eligibility, John is immediately upgraded to FPS status for the remainder of the two-year renewal period he is currently in (i.e. his FPS will expire December 31, 2023). He is required to complete all FPS renewal requirements prior to that date to renew for the following two-year renewal period (2024-2025). The 8 CECs he completed as a PFT during the 2022-2023 renewal period will carry forward towards his renewal as an FPS at the end of 2023.

### Downgrading Certificate Level (FPS to PFT/WFA or PFT to WFA)

An F2T certified member can choose to downgrade their certificate level at the end of their current two-year renewal period by contacting Fit To Thrive ([info@fittothrive.ca](mailto:info@fittothrive.ca)) prior to the 15<sup>th</sup> day of the month that their certificate will expire (i.e. December 15<sup>th</sup>). Upon approval and processing by Fit To Thrive, the certified member will lose access to all benefits associated with the designation they are downgrading from and be able to renew as the new designation for the subsequent 2-year renewal period granted the necessary renewal requirements are met.

## **Late Renewals and Reinstatement**

As an F2T member, you are required to fulfill your renewal requirements (CECs and/or F2T challenge(s)) and pay the renewal fee prior to the end of your reporting period to maintain an active F2T certificate and F2T membership. If the F2T certificate is not renewed on time, your certificate will be deemed 'inactive' and you will lose access to all member benefits associated with your certificate. To be reinstated with an active certificate, you will be required to pay a late fee. In specific instances, additional continuing education requirements may also apply

The penalties for renewing after December 31 of the reporting year are detailed in the chart below.

	<b>0-6 Months Late (January 1 to June 30)</b>	<b>6-24 Months Late (July 1 to December 31 of following year)</b>	<b>More than 24 Months *</b>
<b>Wellness- Fitness Ambassador</b>	\$50 Late Fee	\$100 Late Fee Completion of an F2T Workshop or Course	
<b>Peer Fitness Trainer</b>	\$50 Late Fee	\$100 Late Fee Completion of F2T 110 (\$99)	Completion of F2T 101 at a reduced rate
<b>Fitness- Performance Specialist</b>	\$50 Late Fee	\$100 Late Fee Completion of F2T 110 (\$99)	Completion of F2T 101 at a reduced rate

**\*Renewing late may change your CEC reporting period**

If you fail to renew your certificate by the end of the reporting period, you will still be required to meet all recertification criteria as per your designation (e.g. 8 CECs and 1 F2T challenge for a PFT) to be reinstated as an active member. These outstanding continuing education requirements can be completed outside of the original date of expiry of the associated certificate.

For example, John's PFT certificate expired on December 31, 2022 and he only accumulated 4 of the required 8 CECs needed to renew. Once he completes the additional 4 CECs on February 28, 2023 and pays his renewal (\$99) and late fees (\$50), he will be reinstated immediately as an active PFT through December 31, 2024. Between January 1, 2023 and February 28, 2023, John will lose his active PFT status.