



# KIPS

KINESIOLOGY INSTITUTE FOR  
PERFORMANCE SPECIALISTS

## BOARD OF CERTIFICATION CEU PROVIDER APPLICATION



## **Continuing Education Provider Program**

Overview: Thank you for your interest in becoming an authorized KIPS Continuing Education Provider. As a KIPS CEU Provider, you will enjoy many benefits and professional recognition in the fitness industry. KIPS Providers ensure that instructors throughout the world have access to a wide range of quality courses that present up-to-date technical and/or scientific information related to exercise. The following information describes the responsibilities and procedures required to become a KIPS CEU Provider. If, after reviewing this information you have questions, please contact the KIPS Board of Certification at [boc@kipsonline.org](mailto:boc@kipsonline.org).

Who May Apply: Organizations and individuals whose courses are dedicated to the continuing education of health & fitness professionals.

Individuals as Providers: An individual KIPS CEU Provider must meet the qualifications listed below, and must assume responsibility to record-keeping and fulfilling the obligations as described in this booklet.

Groups as Providers: A KIPS CEU Provider may also be a group of individuals – school, hospital, fitness facility, corporation, etc. In such a case, each instructor who will be teaching continuing education courses must meet the qualifications listed below. One person must be designated as the administrator to assume responsibility for record-keeping and fulfilling the obligations as described in this booklet.

Conventions and Conferences: Workshops, lectures and seminars offered at a convention or conference may be eligible for KIPS CEUs. Each course will be evaluated separately to determine whether the content and the instructor meets the qualifications as described in this booklet. It may be the case that some of the events/sessions will be awarded CEUs and others will not. Blanket approval will not be granted. Each convention or conference must have one designated administrator to assume the responsibility for record-keeping and fulfilling the obligations as described in this booklet. For large events, be sure to begin preparing your application in advance, as it will take time to prepare. Incomplete applications cannot be processed. Event brochures are required (rough drafts or mock-ups are acceptable), but do not take the place of completing the application in the booklet.

Calculating proper credits for your course is important, so please specify lecture and practical hours for each course. Also, please include a resume of the instructor who will teach at your convention unless approval has been previously determined. This resume must include credentials that qualify the instructor as KIPS CEU provider. (See instructor qualification section for details.)

### **Instructor Qualifications**

- Individuals offering lectures in eligible fitness-related topics must hold current licenses, certifications and/or degrees in the appropriate field.
- Instructors providing practical instruction related to Personal Fitness Training or Resistance Training must hold a current Personal Trainer Certification, Personal Training/Fitness Counselor, or hold a degree (Bachelor's or higher) in physical education, exercise science or a related field (from an accredited college or university).
- Instructors must have related teaching experience, special education and current experience in the subject area to be taught.

Approved Courses: A variety of post-certification level courses are accepted for continuing education purposes, including workshops, lectures, seminars, conferences, conventions and university extension programs. Unacceptable courses include workouts and master classes offered by third party providers.

**Accepted Subject Areas:** The main aspect that the Board of Certification inspects is how the education continues the learning process after a student successfully passes his or her certification exam. Below is a partial list of the subject areas that the KIPS BOC accepts for continuing education. As the field of fitness grows, so do the types of courses that are accepted. If you are in doubt of a subject area, please contact the KIPS BOC for clarification.

**Sample List of Subject Matter Areas;** Exercise physiology, exercise science, nutrition, flexibility, special populations, anatomy, functional anatomy, exercise application, biomechanics, program design, program implementation, disease prevention, injury prevention, health assessment, special populations, safety procedures, emergency procedures, injury prevention, and sports psychology.

**Course Objectives:** The objectives and content of each course must be identified on your application. An object clearly states in measurable terms what the instructor will obtain or be able to do by attending your course. Three learning objectives are required for each course submitted.

**Course Workshop Itinerary:** Please provide a timeline and/or breakdown of the course including meals and break periods.

**Awarding Credits for Courses:** The number of continuing education units (CEUs) to each provider program is determined by the amount of time spent in the educational portion of the course. Credit is given for lecture, testing, evaluations and practical application sessions. No credit is given for workouts, master classes, meals or break periods.

#### **Credit Formula:**

**1 Contact Hour = 0.1 CEU**

*Example: A course from XYZ is 8-hours long and therefore 0.8 CEUs.*

Occasionally, workshop hosts will ask a provider to modify the agenda of a program. In this situation, providers are expected to adjust the number of credits accordingly using the above formula. This should be reflected on the advertising piece that is included with your attendance record.

**Responsibilities of the KIPS BOC Provider:** As a provider, you agree to accept full responsibility to both the content and quality of instruction of the courses approved for continuing education units. You agree that each continuing education course will be conducted according to the course objectives and timeline submitted. In addition, you agree to provide accurate information about your programs, attendance, record keeping, validation forms and advertising. Any violation of these responsibilities can result in the termination of your provider status.

As a KIPS BOC Provider, you are to ensure that each attendee receives a complete and accurate continuing education validation form (may be in the form of a certificate) to show proof of completing your course.

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**Quality Control:** The Board of Certification may conduct random periodic evaluations to ensure quality control. This will consist of a survey sent to instructor(s) who have recently attended your course. The information will be used to ensure quality control of course content, professionalism, learning objectives and overall educational experience. After the survey is returned, a summary of the results will be forwarded to the provider.

**Program Integrity & Disciplinary Action:** KIPS BOC requires providers to follow the terms and conditions expressed in this application. KIPS BOC retains the right to revoke and terminate provider status to any individual or organization who misrepresents themselves or course content or abuses the provider system, use of logo, trademarks, or KIPS BOC copyrighted materials.

The KIPS BOC will investigate complaints regarding providers' courses or inappropriate advertising materials. If the problem cannot be rectified, the KIPS BOC retains the right to suspend, revoke and/or terminate the provider status.

**Application Instructions:** All necessary forms for submitting your application are included in the booklet. Make copies of all forms before completing them, so you can re-use them throughout the years. KIPS BOC's Provider Program is based on the calendar year, You may submit your application at any time during the year, but your course will be approved during the January or June application period. You may also submit additional courses throughout the year by submitting a Course Application Form. All courses and convention applications must be submitted at least six weeks prior to the course or event date. Retroactive credits will NOT be approved for courses that were offered prior to application submission or approval.

Please allow 4 weeks for processing. Send complete package to:

KIPS ATTN: BOC  
PO Box 6324  
Thousand Oaks, CA 91359

Or online option, scan and email to: [boc@kipsonline.org](mailto:boc@kipsonline.org)



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# Board of Certification

First Time  Renewal, Provider Number \_\_\_\_\_  
Today's Date \_\_\_\_\_

Applicant (check one):  Individual  Organization

Type:  Convention/Conference  Home Study  Webinar

If convention please list date: \_\_\_\_\_ City/State: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Name of Company/Organization or Convention: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Post Code: \_\_\_\_\_

Country: \_\_\_\_\_

Daytime Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Main Contact Email: \_\_\_\_\_

## **Course Information**

Course Title: \_\_\_\_\_

Course Hours/CEUs Requesting: \_\_\_\_\_

Instructor: \_\_\_\_\_

KIPS Certified:  Yes  No

Education: \_\_\_\_\_



Attach the Following:

1. Participant handouts.
2. Advertising Materials (Sample brochure or flyer (mock-ups acceptable))
3. Course Syllabus/Outline
4. Signed provider agreement
5. Documentation of completed education (certificate)
6. Instructor Resume/CV

Affidavit

I accept responsibility for adhering to all KIPS BOC Provider Program standards and requirements, including accurate keeping and submitting attendance roster, advertising flyer/material and validation forms within four weeks of each course presented.

Signature\_\_\_\_\_ Date\_\_\_\_\_